

**TITLE:** School Experience Survey Reference Guide

**NUMBER:** REF-5714.14

**ISSUER:** Dr. Kevon Tucker-Seeley, Director Data Privacy, Analysis and Reporting Office of Data and Accountability

**DATE:** October 2, 2025

**DUE DATE:** Not Applicable

**ROUTING**  
 Region Administrators  
 Principals  
 Other Site Administrators  
 School Administrative Assistants

**PURPOSE:** This Reference Guide provides instructions for schools and Regional Districts for the 2025-26 School Experience Survey (SES) Spring administration. The SES is administered to students in grades 4 through 12 as well as all LAUSD parents and eligible staff. This survey focuses on academics, school climate and student social-emotional learning. Survey administration will begin on Monday, February 2, 2026 for parents and Monday, February 16, 2026 for students and staff. The survey will close on Friday, March 27, 2026 for all participants.

**MAJOR CHANGES:** This Reference Guide replaces REF-5714.14, dated January 6, 2025. The dates for the survey schedule updated to reflect the current school year. The following represent the major changes and action items:

- Schools must encourage all eligible students and all L.A. Unified parents (regardless of what grade their child is in) to participate in the survey and must notify and remind all administrators, staff, and teachers to complete the survey if they work at least 50% FTE on campus.
- Nearly all parents/guardians will be expected to take the survey online. Schools will be provided with digital copies of printable versions of the parent survey that can be printed and shared with parents who do not have access to the internet or who are otherwise unable to take the online survey. Schools will be responsible for collecting all distributed paper surveys from parents and sending them to Data Privacy, Reporting, Analysis and Reporting Branch via interoffice mail for processing. Contact the SES support team if you have any questions.
- **Action Items:**
  - ✓ **Identify SES Contact in the Principal’s Portal** (see Section C below for instructions): **no later than December 19, 2025**.

✓ **Administer SES:****PARENTS: February 2, 2026, through March 27, 2026.****STUDENTS & STAFF: February 16, 2026, through March 27, 2026.**

**INSTRUCTIONS:** The SES provides valuable information to stakeholders about LAUSD schools. Developed with input from parents, teachers, unions, and community-based organizations, the SES documents the perceptions of parents, staff, and grade 4-12 students about their experiences at their school. Respondents at all traditional Elementary, Middle, and High Schools, as well as at Early Education Centers, Primary Centers, Special Education Centers, Options Schools, and Affiliated Charter Schools will complete surveys. The data gathered via the SES will be reported in detail for each school in May 2026 to allow schools to plan for the following school year. School-level results will be accessible via [SES Dashboard](#) as well as via a downloadable Excel data file. Survey data is also reported on the [Local Control Accountability Plan \(LCAP\) Scorecard](#), the [California School Dashboard \(local indicators\)](#), and [Unified Enrollment Site](#). This includes respondent participation rates on the survey as well as school-level aggregated results.

**IMPORTANT CHANGE THIS YEAR:** All parents should be highly encouraged to take the SES online. Schools will no longer receive shipments of paper-based copies of the parent survey. Instead, schools will be provided with digital copies of printable versions of both the English and Spanish versions of the parent survey that can be printed and distributed by schools to parents who need a paper copy of the survey. NOTE: Schools that choose this option will be responsible for printing, distributing, and collecting these surveys and for sending the completed surveys via interoffice mail to the School Experience Survey Support Team at Beaudry for processing (*see details below on recommendations for ensuring all paper surveys are properly handled*).

**School Responsibilities:**

- A. ONLINE Surveys:** Schools must notify all staff, parents/guardians, and students about the survey window and ensure all online surveys are completed **no later than the last day of the SES window (Friday, March 27, 2026)**. Students in grades 4 through 12 will be emailed their own personal link to access the survey along with these instructions:

*To take the survey:*

1. *Please click this link:* [UNIQUE LINK EMAILED TO EACH STUDENT]

2. *Once you are on the survey home page, select your current grade level.*
3. *Click on the "Next" button near the bottom of the page to begin the survey.*
4. *If you are unable to access the survey, ask your teacher for help.*

**NOTE: Students who enrolled after January 19, 2026, should not participate in the survey.** They will not receive an email and they will not be able to log into the survey. They will also not count against a school's participation rates.

Schools are encouraged to designate a day and time for students to complete the SES. Students also have the option of taking the survey during a non-instructional time of their choosing.

**Staff Survey:** Staff who work at least 50% FTE (teachers, principals, and out-of-classroom personnel) are expected to participate. The school's Survey Point Person is responsible for notifying staff about the survey and how to access the survey. To access the survey, Staff must:

1. Go to: <https://ses.lausd.org/TakeTheSES>
2. Click on the staff survey button (*No login required to access the staff survey*).
3. Select your school and role (e.g., teacher, counselor) from a drop-down menu.
4. Complete the survey.

**NOTE:** Staff can provide proof that they completed the survey by reviewing this [job aid on ways to provide proof of completion](#).

**Parent ONLINE Survey:** To access the online survey, parents must:

1. Go to <https://ses.lausd.org/TakeTheSES>
2. Click on parent survey button (different languages available). *No login required to access the parent online survey*
3. Choose their child's school from a drop-down menu.
4. Take the survey.

**NOTE:** Parents can provide proof that they completed the online survey by reviewing this [job aid on ways to provide proof of completion](#) (also [available in Spanish](#)).

**Parent PAPER Survey:** Parents should be encouraged to take the survey online. However, for those who do not have access to the internet or who are otherwise unable to take the online survey, parents must:

1. Ask their school for a paper copy of the parent survey
2. Fill out the survey. Please note that parents are not required to answer every question.
3. Return survey by placing it in a confidential and secure designated area at your school. This may be at a designated drop box location or front office. Alternatively, surveys may returned to the teacher only if they are in a sealed envelope. Teachers are asked to return submitted surveys to their school's office.
4. **School Responsibility** (see [job aid](#) in *Related Resources* below):
  - a. Create a secure designated area for surveys to be dropped off, or inform teaches on how to return sealed surveys to their school office.
  - b. Return surveys in bulk (if possible) using interoffice mail no later than **April 7, 2026**. Surveys received after April 11, 2026 will not be scanned or be included in the results. Return surveys to:

**Attention: School Experience Survey Team**  
Office of Data and Accountability  
16<sup>th</sup> Floor  
333 S. Beaudry Ave  
Los Angeles, CA 90017

- B. Confidentiality of Survey Data:** It should be noted that all survey results are confidential, and no identifiable data are ever shared with school sites or third parties. Only LAUSD's Data Privacy, Analysis, and Reporting Branch staff (not school site staff) can access the full survey data and must adhere to strict data privacy protocols. Results are only shared in a de-identified format and are publicly reported as summary data only if there is a sample size of at least 11 individuals (students, parents, or staff).
- C. Survey Instructions:** Instructions for survey administration will be emailed to all schools. **If you have not received the survey instructions and digital copies of the printable parent survey by January 27<sup>th</sup>, 2026 please contact the School Experience Survey team** by calling (213) 241-5600 or sending an email to [SchoolExperienceSurvey@lausd.net](mailto:SchoolExperienceSurvey@lausd.net) and someone will assist you.
- D. School Experience Survey Contact Person:** The principal should designate a staff member responsible for receiving important SES updates,

distributing survey materials, and notifying students, staff, and parents about the survey window. **Please complete the following information in the [Principal Portal](#) by Friday, December 19<sup>th</sup>, 2025.** Look for the “*School Experience Survey Contact*” section located on the **Principal’s Portal School Designee Form**:

**LAUSD** Principal’s Portal  
UNIFIED

Home Job Aids Tools Logout

DESIGNEE FORM REPORT MENU

**School Designee Form**

Accurate student data is vital for appropriate student program placement, assessment and services. Critical data fields used for funding and accountability purposes should be verified and corrected in MiSIS. Email notifications will be sent to school sites regarding data errors. Principals may select one or more persons to be the school designee contact to receive email communication and exception reports in the following areas. Principals will receive an email communication daily or weekly unless a designee is selected for each area below.

**Current Location:**

**Change Location (7-digit code)**

School Year: 2024-2025

School Experience Survey Contact			
School contact to receive important announcements and information regarding the District’s annual School Experience Survey (SES). Principals may select one or more persons to be the SES School Contact to receive important e-mail communications.	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

- E. Communication:** Communicate with your school community to ensure all respondents (students, staff, and parents) know about the survey and understand why it is important to complete the survey.
- F. Recommendations for a successful SES administration:** Schools with high response rates for surveys in past years engaged in a number of practices that could be helpful to your school as you administer these surveys. The following suggestions are based on these best practices:

- Notify staff and parents at meetings (e.g., staff meetings, ELAC), and include announcements in newsletters, bulletins, and on the school webpage.
- Include a reminder about the survey in parent communications. Send a [FINALSITE Connect](#) (formerly Blackboard Connect) message on the day the survey window opens reminding parents about how important their voices are and encouraging them to complete the survey online with the [access link included](#).
- Follow up with another [FINALSITE Connect](#) (formerly Blackboard Connect) message to parents on the day before they are due and urging them to complete their online survey no later than March 27, 2026.
- Administer all student surveys on the same day. Select a day known to have high student and staff attendance.
- Have your principal send an email invitation to staff including the [survey access link](#), a clear deadline for completion, and instructions about how to provide proof that they completed the survey (see [job aid on ways to provide proof of completion](#)).
- Ensure that front office staff is prepared to answer questions about the survey, especially from parents. See [SES FAQ document](#).

**G. Maintain a list of students with disabilities who have the option to take the survey.** All alternate curriculum students are not required to take the SES; however, they have the option to participate. If they choose to participate in the survey, their responses will be included in the results and will count toward both the numerator and denominator of the school participation rate. Surveys that are not submitted will not be included in the denominator and will not negatively impact the school's participation rate.

**RELATED RESOURCES:**

- SES web site: <https://ses.lausd.org/>
- [SES Paper Survey Collection and Submission - Job Aid](#)
- SES resources (e.g. flyers, job aids): <https://ses.lausd.org/SES-Resources>
- Parent and Staff SES access links: [Take the SES](#)

**ATTACHMENTS:** Not Applicable

**ASSISTANCE:** For assistance, please contact the School Experience Survey support team at (213) 241-5600 or email [SchoolExperienceSurvey@lausd.net](mailto:SchoolExperienceSurvey@lausd.net)