



## REPORT TO

## CORPORATE SERVICES, STRATEGIC PLANNING AND PROPERTY COMMITTEE

### ENTRY AND EXIT SURVEYS - 2021-22

*Start children off on the way they should go, and even when they are old they will not turn from it. – Proverbs 22:6*

Created, Draft	First Tabling	Review
November 5, 2021	December 8, 2021	<a href="#">Click here to enter a date.</a>

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### INFORMATION REPORT

**Vision:**

*At Toronto Catholic we transform the world through witness, faith, innovation, and action.*

**Mission:**

*The Toronto Catholic District School Board is an inclusive learning community uniting home, parish and school and rooted in the love of Christ.*

*We educate students to grow in grace and knowledge to lead lives of faith, hope and charity.*



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## **A. EXECUTIVE SUMMARY**

The Research, Information and Communication Technology (ICT) and Planning Departments developed entry and exit surveys for parents/guardians of elementary and secondary students in 2016. An annual report on survey results is required in accordance with the Annual Reports and Policy Metrics list.

At the last reporting of Entry and Exit Survey results on December 12, 2019, the Board approved a recommendation that the validity and effectiveness of the survey questions be reviewed with Academic, Environmental Support Services and Communications staff to assess the application of the survey results and recommend changes for future survey periods. The survey was not administered for the 2020-2021 school year due to alternative learning models and board closures resulting from the COVID-19 pandemic.

The intent of the entry and exit surveys is to provide the Board with summarized rationale for why parents/guardians/students choose to enter the TCDSB or choose to leave the TCDSB for other boards. The information collected is provided to help inform decision making, address facility concerns, improve existing programming and to help inform marketing initiatives aimed at attracting new students to the Board as well as to achieve maximum retention of existing students.

The number of responses has declined steadily since the initial implementation of the survey in 2016. To improve response and effectiveness of the survey, recommendations for changes to the survey structure and data collection method are provided in this report to be implemented beginning in January 2022 for the elementary registration period.

*The cumulative staff time required to prepare this report was 20 hours*

## **B. PURPOSE**

This report provides an updated and revised method for the administration of Entry and Exit Surveys.

## C. BACKGROUND

1. ***June 9, 2016*** – Entry and Exit surveys were approved for implementation.
2. ***January 18, 2017*** – Entry and Exit surveys were implemented through SOAR for elementary and via a web-based application for secondary students.
3. An annual report summarizing the survey results was provided as per the Annual Reports and Policy Matrix for the 2016-17, 2017-18, 2018-19 and 2019-2020 school years.
4. ***The survey was not issued for the 2020-21 school year*** due to fluctuating learning models and remote learning resulting from COVID-19 restrictions.
5. A committee, with representatives from Research, ICT, Communications and Planning, was convened to ***revise and reinstate Entry and Exit survey*** data collection.

## D. EVIDENCE/RESEARCH/ANALYSIS

1. ***The Entry and Exit surveys originally each consisted of a series of questions (Appendix ‘A’) pertaining to the parent/guardian choice to enrol/demit their child to/from a TCDSB school.*** Each question had a prescribed set of available responses which were chosen from a dropdown menu. The elementary surveys typically generated the highest number of responses however the response rate was low. Additionally, survey responses were anonymous and thus not connected to a school community or area where the data could inform decisions about programming or facility conditions.
2. ***The committee focused on a revision of the survey to increase the response rate and to better focus the data collected*** toward the original intent of improving the system and retention of students.
3. ***The revised survey will ask only one question for each action.*** The Entry survey will be comprised of one question ***“Why did you choose to enrol in a TCDSB school?”*** and the parent/guardian will be asked to choose the school name. There will be a text box so the parent/guardian can provide as much or as little detail as they prefer. Updated data collection software allows staff to collate responses and summarize as a whole or by school area. In this manner

*the survey remains anonymous however the data can be connected to a specific location.*

4. *Similarly, the Exit survey will be comprised of one question, “Why have you chosen to demit your child from a TCDSB school?”. Again, the parent/guardian will be requested to identify the school the child is exiting from with a text box for a description of the reason for leaving.*
5. The Entry surveys will continue to be administered through the Student Online Admission Registration (SOAR) tool for both Elementary and Secondary. Exit surveys will be issued via email upon a demit from a TCDSB location.
6. The *implementation* of the surveys will follow the schedule below:
  - *Elementary*
    - Entry – January 2022, opening for 2022-23 registration
    - Exit – March 2022
  - *Secondary*
    - Entry– September 2022, opening for 2023-24 registration.
    - Exit – March 2022
  - *First report on Revised Survey Collection Results – October 2022*
7. As the Secondary Entry Survey cannot be initiated to gather responses for the 2022-23 school year, an alternative method of issuing the survey on a one-time basis via email is being developed.

## **E. METRICS AND ACCOUNTABILITY**

1. A report will be prepared annually to provide the Board with a summary of results gathered.
2. Results will be shared with all departments for the purposes of informing curriculum, facilities, accommodation, and program planning.
3. Results will be considered in creation and monitoring of the Multi-Year Strategic Plan process.

## **F. IMPLEMENTATION, STRATEGIC COMMUNICATIONS AND STAKEHOLDER ENGAGEMENT PLAN**

1. A communication will be issued to school administrative staff to re-initiate the process including details of data collection.

## **G. CONCLUDING STATEMENT**

This report is presented for the information of the Board.