

# IVERNESS RESEARCH

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May 2008

TO: NWP Site Directors  
FROM: Inverness Research  
RE: Participant Information Form and Survey of NWP Participant Satisfaction

Enclosed you will find materials that your site will be using to collect information about your **2008 Invitational Summer Institute**. The information that you collect will be included on the annual site profile for use at the 2009 NWP Site Review.

The enclosed survey materials collect two different types of information from participants at your core Invitational Institute(s). *Please make sure that only the participants (not facilitators or coaches) fill out these forms.* Although these surveys will be given to participants as two sides of a single sheet of paper, they represent two different forms:

*Participant Information Form.* On this form sites will collect demographic information about Invitational Institute participants and their students; this information is used in the annual site review. Inverness will compile the demographic data on your institute participants for you. Remember, unless you return these forms by the requested due date, this information will not be available to site reviewers. If you wish, you can make copies of the participant demographic form for your own site use before you send the forms to us. Instructions covering the entire survey process are included on the following page.

*Survey of Participant Satisfaction.* For the eighth year, Invitational Institute participants will also be completing a confidential survey to help the NWP meet a US Department of Education requirement that we assess the degree to which participants in NWP projects across the country are finding their professional development experiences valuable and worthwhile. We will provide local and national results to your site, provided that we receive the completed surveys no later than **September 1, 2008**. These data are also used in the annual site review.

See the following page for guidelines that you can use as a checklist for administering and returning the surveys.

**Guidelines for administering the NWP 2008  
Participant Information Form and Survey of Participant Satisfaction**

- \_\_\_\_\_ Examine the enclosed materials
  - \_\_\_ One double-sided survey form [Side 1 is the *Participant Information Form*, Side 2 is the *Survey of Participant Satisfaction*]
  - \_\_\_ A cover sheet for returning the surveys to Inverness Research
  - \_\_\_ A postage-paid return envelope
  
- \_\_\_\_\_ Make enough double-sided copies of the surveys for all teacher participants (*not facilitators or coaches*) at your core Invitational Institute(s).
  
- \_\_\_\_\_ Distribute the survey near the end of your core Invitational Institute(s). All teacher participants (not facilitators or coaches) should complete it.
  
- \_\_\_\_\_ (optional) Make copies of the filled out *Participant Information Form* for your own site use before administering the questions on participant satisfaction. Remember that you will not need to compile participant demographics for the NWP Profile this year; Inverness Research will compile the data and return to you, provided that we receive the completed participant surveys no later than September 1, 2008.

You should take care to preserve the anonymity of responses to the *Survey of Participant Satisfaction* [on side 2 of the enclosed form]. If you want to make copies of side 1 [the *Participant Information Form*] for your own use we suggest that you follow these steps: ask participants to fill out the participant information form only, collect and photocopy the forms; later that day or on the following day return the surveys to the participants so they can complete the *Satisfaction Survey* on the other side of the form. Keep the photocopies for your own use and return the completed two-sided forms to us. The *Participant Form* and *Satisfaction Survey* for each participant must be on one double-sided sheet so that we can correlate the demographic data with the Satisfaction responses.

- \_\_\_\_\_ Complete the enclosed Cover Sheet for Return of Participant Surveys.
  
- \_\_\_\_\_ Insert the cover sheet into the enclosed postage-paid envelope (for up to 25 surveys).
  
- \_\_\_\_\_ Ask a participant to collect the surveys and seal the envelope (to assure confidentiality to those who fill out the survey).
  
- \_\_\_\_\_ Mail the envelope immediately, and **no later than September 1<sup>st</sup> 2008.** Be sure to include your site name on the return address.

To: Allison Murray, Inverness Research Associates, PO Box 10116, Berkeley, CA 94709

If you have any questions, please call Allison Murray at (510) 528-0905 (email: [aimurray@inverness-research.org](mailto:aimurray@inverness-research.org)) or Laurie Senauke at (510) 495-5818 (email: [lauries@kushiki.org](mailto:lauries@kushiki.org)).