



Parent-Rated Elementary Student Needs Assessment Instructions

Purpose of the Parent-Rated Elementary Student Needs Assessment

One of the essential functions of data-based decision making is to use data to establish need. Parents'/guardians' perceptions about their children's learning can be helpful to school counselors and teachers in terms of identifying potential learning strengths and areas in need of improvement. This template is designed for the parents/guardians of elementary school students to give their opinion about aspects of their children's learning as it relates to academic achievement and well-being.

The template contains 24 items that are known to be associated with academic achievement and the development of a sense of well-being. Parents/guardians are asked to indicate the extent to which they agree or disagree with each statement in terms of their children's learning. Their responses can help school counselors and teachers identify areas related to student learning and well-being that may need to be addressed in order to improve the child's learning processes and learner outcomes.

Parents/guardians are encouraged to discuss items with their children if they do not have clear perceptions about how to respond to some of the items.

Header Row

The template contains three columns. Column titles in the header row are:

- #: This column contains the number of the item.
- **Item:** This column contains the item statement for which parents/guardians need to assign a code. The statements reflect characteristic of elementary (or other level) school students that are known to be associated with academic achievement and the development of a sense of well-being.
- **Code:** This column is where parents/guardians enter a code indicating the extent to which they agree or disagree with the statement in terms of the perceptions they have about their children's learning processes and capacity. There are four possible responses.

1 = Strongly Disagree, 2 = Disagree, 3 = Agree. 4 = Strongly Agree

<h2 style="margin: 0;">Step-by Step Instructions for Completing the Template</h2>

Step	Action Steps	Description
1	Give template to parents/guardians	– Give a copy of the template to the parents/guardians of your students. This can be done in a variety of ways such as mail, email, sending it home with students with instructions for completing and returning it, at parent conferences during school hours or at special parent events.
2	Review results on completed templates	– Review the parent/guardian responses. Especially note those with a 1, 2 or 3 response. These potentially indicate an area in which the student is having difficulties that can be addressed by the counselor and/or teacher.
3	Discuss responses with parents	– Discuss the responses with individual parents/guardians to gather more information about where the student perceives problems with academic learning and/or development of a sense of well-being.
4	Provide advice to parents/guardians	– Provide advice to the parents/guardians that address perceived problems and work with them to come up with initial steps to take to resolve their issues and improve their child's learning.
5	Analyze the data	– Once you have a critical mass of needs assessments completed by your students' parents/guardians, review their responses in order to identify patterns that need to be addressed.
6	Report survey results.	– Report the results to those who need it to make informed decisions.
7	Take corrective action as needed.	– Actions are planned and implemented based on the data gathered by the survey.