

Dates for Teacher Surveys in Afterschool

Teacher survey one:

- No prep email
- On September 30th (hard coded) members will get an email teacher survey one is ready to be administered. Surveys will turn from clear to green in the follow up list.
- On October 28th (hard coded) Administrator user group will get an email stating there are overdue teacher 1 surveys. Surveys will turn from green to red in the follow up list.
- Late enrollees Teacher survey one will have a status of “complete immediately”, and appear red in the follow up list.
- Once the survey is marked complete the survey color will change to clear.

Teacher Survey two:

- 10 weeks from the completed date in teacher survey one members will get an email stating it is time to prep teacher survey two surveys.
- 12 weeks from the completed date in teacher survey one members will get an email stating teacher survey 2 is ready to administer.
- 14 weeks from the completed date in teacher survey one Administrator user group will get an email stating there are overdue teacher 2 surveys.

Teacher survey three:

- On March 30th (hard coded) members will get an email teacher survey 3 is ready to be prepped
- On April 13th (hard coded) members will get an email teacher survey 3 is ready to administer.
- On April 27th (hard coded) Administrator user group will get an email stating there are overdue teacher 3 surveys.