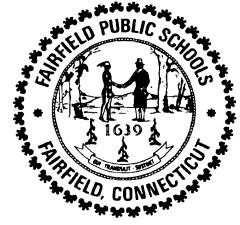


# ***ROGER LUDLOWE MIDDLE SCHOOL***

689 Unquowa Road

Fairfield, CT 06824-5010

Phone (203) 255-8345 - Fax (203) 255-8214



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Megan Tiley, Principal  
Ian Banner, Assistant Principal

Steve DeAngelo, Dean of Students  
Karin Shaughnessy, Assistant Principal

## **PRINCIPAL'S MESSAGE**

December 2, 2016

### **School Climate Survey**

I am writing to ask all parents to take the time to take the 2016 School Climate Survey. Students have been scheduled within the school day to have the opportunity to take the School Climate Survey. I have pasted instructions and screen shots within this message. This survey will be accepting responses from 12/1/2016 until 12/21/2016. Your responses are completely anonymous. *The data collected will be used by our School Climate Team to maintain the positive aspects of our school climate and work to improve any challenges that are illuminated by the responses.* Your opinions are important! Thank you, in advance, for your time and for your work. **To access this survey log onto Infinite Campus and select the survey link in your inbox.**

Do not hesitate to contact me if you have any questions regarding upcoming events at Roger Ludlowe Middle School. GO BULLDOGS!!

Warm regards~

Megan Tiley

Principal

Roger Ludlowe Middle School

# Climate Survey 2016- Parent and Student instructions

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*All parents need to have a portal account set up to take the survey.*

**1.All parents, students and staff members will receive an email that includes a link, inviting them to take the survey:**

You've been invited to participate in a survey regarding 2016 Climate Survey-RLMS-Parent/Guardian.

To access this survey log onto your district's Infinite Campus Parent Portal at <https://campus.fairfieldschools.org/campus/portal/fairfield.jsp> and select the survey link in your inbox.

This survey will be accepting responses from 12/01/2016 until 12/21/2016.


**2.The link takes the parent or student to the Infinite Campus portal Login**


screen:

**3.The parent or student logs into Campus as they normally would.**

**4.Then they look in their “inbox”. The link will be presented and is identified as the climate survey.**



Campus Portal    SELECT A STUDENT     Sign Out



**Family**

- Messages **2**
- Household Information >
- Family Members >
- Calendar >
- To Do List >
- User Account
- Account Management >
- Contact Preferences >
- Access Log >

> District Notices - 0 messages  
 > School Notices - 5 messages (1 new)  
 > **Inbox** - 76 messages (1 new)

X	Date	Subject
X	10/10/2014	New Student - Online Registration
X	10/08/2014-10/17/2014	TEST 2014 Climate Survey-Elementary/VK
X	10/02/2014	Holland Hills Annual Halloween Parade
X	09/26/2014	2014 School Climate Student Survey
X	09/24/2014	Your Family Relationships request for Shrey Kukreja has been approved
X	09/24/2014	Your Family Relationships request for VIKRAM KUKREJA has been approved
X	09/24/2014	Your Family Relationships request for ANJLI KUKREJA has been approved
X	09/22/2014	Ms. Dawson's Class Website is Up and Running... (00120-3)
X	09/19/2014	Orchestra Uniforms
X	09/17/2014	Music Department Handbook
X	09/10/2014	Letter from Public Health Department
X	09/09/2014	Safety Information

It looks a bit different than other items because there is no X in front of it.

5. The parent or student clicks on the link and it takes them to the survey.

6. The parent or student navigates through the questions, responding to them all. And then click on "complete survey".