

**MEMORANDUM**

To: School Superintendents, Principals, Director of Student Services

From: Robin LeClaire, Director of School Improvement

Date: October 19, 2018

Re: Statewide Student Service Provider Needs Assessment (HEA 1230 (2018))

During the 2018 legislative special session, HB 1230 passed and was signed into law, requiring the Department of Education to conduct a statewide needs assessment survey that collects data from public elementary, middle, and high schools, including charter schools, concerning:

- 1) the status of the student services provider workforce;
- 2) the relevant roles and functions being performed by student services providers;
- 3) the percentages of time spent by student services providers in addressing various student needs;
- 4) how schools are addressing trauma occurring in the student population;
- 5) how the social and emotional needs of students are being addressed; and
- 6) the steps that schools take to promote a positive school environment.

We request that one survey be submitted per School Corporation. For this reason, we are collecting the school corporation number and title of person submitting the survey on behalf of the school corporation. Please be assured that the responses on the survey will not be attributed to specific school corporations. Responses gathered through the survey will be aggregated and not reported individually.

We recommend having a Director of Student Services or designee complete this survey as it pertains to information regarding school counselors, nurses, psychologists, and social workers, including services provided by these professionals.

To access the survey, please visit: <https://form.jotform.com/82593262329967>

All responses must be submitted by **October 31, 2018**.

If you have any questions, please contact Robin LeClaire, [rleclaire@doe.in.gov](mailto:rleclaire@doe.in.gov)