



ADMINISTRATIVE PROCEDURES

SUBJECT: School Facility Survey

The School Facility Survey has been developed to objectively assess the service quality at individual schools, as perceived by various stakeholder groups, on a consistent basis.

1. The Principal is responsible for ensuring the School Facility Survey is completed and submitted through the Ministry's web site "School Facilities Inventory System" by November 15 of each year.
2. The survey must be completed independently by:
 - 2.1 principals;
 - 2.1 teachers;
 - 2.1 non-teaching staff;
 - 2.1 students, and;
 - 2.1 the School Council.
3. Only one response is to be submitted for each of the five groups. The survey form has indicated that decisions regarding the logistics in the development of that response are to be made by the group. For example, a School Council may:
 - 3.1 appoint a single individual to complete the survey on its behalf;
 - 3.2 appoint a group to complete the survey; or
 - 3.3 ask several individuals to complete the survey and develop a consensus response based on those results.
4. The survey form is available at the following Internet address: <http://sfis.edu.gov.on.ca>. Inventories of the materials, as well as instructions for downloading relevant files, are also located at that site.
5. Once data has been entered on the web site, the completed survey forms are to be forwarded to our Board's Building Services Department.

NOTE: After the survey has been input for one stakeholder group, the drop-down menu will show the name of that group in blue font colour. Should a survey require modification to correct an input error, the coordinator will have 48 hours to access the data and make the necessary change. Beyond the 48-hour time limit, the data is locked and cannot be modified.

Implemented Date: October 10, 2001

Reference: Ministry of Education