



## SCHOOL SURVEY DATA ENTRY INFORMATION SHEET

### LOGIN

1. Go to the PBIS Apps website at: [www.pbisapps.org](http://www.pbisapps.org)
2. Click “Applications” on the top bar and select “PBIS Assessment
3. Enter your six-digit School ID (account number) and click on Login

**School Assessment Login**  
School ID:

Enter your School Name and School account ID below. The School ID will be provided to you by your PBIS Assessment coach/coordinator.

School: \_\_\_\_\_ School ID: \_\_\_\_\_

### COMPLETING THE SELF ASSESSMENT SURVEY

4. On the “School Dashboard” locate the Self Assessment Survey that has been opened for your school. Click on the arrow in the Launch column to access your survey.
5. Begin completing the survey by selecting your occupation and then responding to each question. There are four pages in the Self Assessment Survey. If an item is marked “In Place”, an improvement priority doesn’t need to be entered. Respondents can skip items/sections that don’t pertain to their role. Click on the arrow to move to the next section.
6. At the end of the survey, you’ll receive a notice that your survey was submitted successfully.
7. Click on the X to leave the survey.
8. Click on “Logout” button on the top right corner of the page.

Surveys Currently Open

Name	Open Date	Close Date	Responses	Launch
Self Assessment Survey	10/01/2009	07/31/2011	6	
Team Checklist	06/01/2010	07/31/2011	11	



**Thank You!**  
Your survey was submitted successfully.  
Please close this window to continue.

### COMPLETING THE SCHOOL SAFETY SURVEY

This survey should be completed by 3-5 PBIS Team members, an administrator, custodian, and others as needed.

5. On the “School Dashboard” locate the School Safety Survey that has been opened for your school. Click on the arrow in the Launch column to access your survey.
6. Begin completing the survey by selecting your occupation and then answering each question.
7. There are three pages in the School Safety Survey. If the school staff member does not know an answer to a question use the “Don’t Know” option. As each page is completed, click on the gray arrow at the bottom left.
8. At the end of the survey, you’ll receive a notice that your survey was submitted successfully.
9. Click on the X to leave the survey.
10. Click on “Logout” button on the top right corner of the page.

Surveys Currently Open

Name	Open Date	Close Date	Responses	Launch
Self Assessment Survey	10/01/2009	07/31/2011	6	
Team Checklist	06/01/2010	07/31/2011	11	
School Safety Survey	06/25/2011	06/27/2011	1	



**Thank You!**  
Your survey was submitted successfully.  
Please close this window to continue.

### LOCAL COORDINATOR INFORMATION

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

If you cannot locate a local or statewide coordinator, contact us at [accounts@pbisassessment.org](mailto:accounts@pbisassessment.org) for assistance.