

MEMORANDUM

TO: SOAP Managers, STARS Coordinators, QES Administrators

**The Quality of Education Survey (QES) for 2014 is opening.**

**Your designated representative must review the optional questions for retention, update, or deletion within the next two weeks.**

As required by state statute (NMSA 22-2C-11 D.) the PED specifies the first ten questions, while districts and schools may add up to five additional questions each. The survey portal is available online at the PED website (*A to Z Directory, Quality of Education Survey*). The survey has been pre-populated with questions from the prior year.

Please Note

Transfer of data to NMPED by way of spreadsheet or other non-web based mechanism is no longer allowed. Bulk data entry will be available to school officials who wish to enter aggregate figures into the online system.

Locally-authorized charter schools must work with their parent district for access to the survey system. State-authorized charter schools must authorize staff to be accountable for all QES functions. Log-in credentials have not changed from prior years. After the initial login, your main QES site administrator may add additional logins for support staff. If you were given a password/login from your local administrator and need assistance, you should contact your local site administrator before contacting the PED. Any district or state-authorized charter school requiring new credentials, please contact Andy Hutton at [andy.hutton@state.nm.us](mailto:andy.hutton@state.nm.us), (505) 476-0313.

These dates are standardized for all districts and cannot be altered.

|            |                                      |
|------------|--------------------------------------|
| Feb 5 - 19 | Modify district and school questions |
| Feb 20     | Survey collection opens              |
| April 16   | State data review opens              |
| April 21   | Survey collection closes             |
| April 28   | PED will certify data                |

Thank you for your participation.