



School Operational MRI

A Guide for Staff Taking the Survey

Why your answers matter and how they are protected

Your school is taking part in the School Operational MRI, a confidential survey of everyone who works here: leadership, faculty, operations and support staff. It asks how the school actually runs day to day, so leadership can fix what gets in the way of good work.

What kind of place do you want to work in?

This is your chance to show school leadership what your work is really like: what runs well, what makes it harder than it needs to be, and what you deal with every day. You can answer candidly. Your answers are never connected to your name or invitation, and the report never identifies anyone. Just leave out names and details that only a few people would recognize.

The more accurately people answer, the clearer the picture. When several people independently describe the same condition, leadership can see it is a pattern, not one person's experience.

Why your answers matter

Leaders see the school from one seat. You see it from yours: where decisions stall, who owns what, what information arrives late, and what depends on one person. Without your view, leadership is guessing.

The survey is about how work is set up, not about how well anyone does their job. It looks at roles, decisions, handoffs, communication and workload, the conditions that make good work easier or harder.

The more people answer, the more the report can show. A group's results appear only when at least five people from that group have answered, so every completed survey counts.

How your answers are protected

No one at your school can see what you answered. These rules are fixed, and no one at the school or at PRISM can change them.

- **No names.** You never give your name. If you received a personal link, it only tracks whether a survey was finished; it is never connected to your answers.
- **Groups of five or more.** Results are shown only for groups of at least five people, and teacher retention results only for groups of at least six teachers. Smaller groups are never shown, and their numbers are never shown either.

- **No working it out.** If showing one group would let someone figure out a smaller group by subtraction, that group is held back too.
- **Written answers are never quoted.** A written topic appears only when several people raised it, summarized in general words. Suggestions are paraphrased and reviewed by PRISM.
- **People outside your school read it first.** The PRISM Group, an independent firm, reviews every result and every written topic before your school sees anything, and removes anything that could point to a person.

One caution: if you describe a situation only you were part of, people who know it may still recognize it. Keep names and identifying details out of written answers.

What you will be asked

1. You confirm you agree to take part.
2. You choose your role and, if your school uses them, your department or division. Results are only ever shown for groups, never for you.
3. You answer statements about how the school runs, on a scale from Strongly disagree to Strongly agree, or from Never to Always. The questions fit your role.
4. You can answer a few written questions if you want to. They are optional.

"Not sure" is always an option. If you have not seen something, say so; a guess is less useful than an honest "not sure." Most people finish in about 20 minutes.

How to give useful answers

- **Answer about how things actually work**, not how they are supposed to work on paper.
- **Think about the last few months**, not one good or bad day.
- **Describe conditions, not people.** "Schedule changes reach us the night before" helps; a name does not, and it will be removed.
- **Use the written questions for what the scale cannot show:** what gets in the way, what works and should be protected, and what you would change.
- **Answer every question you can**, and choose "not sure" when you do not know.

What happens after you finish

When the survey closes, The PRISM Group builds the report and reviews it, which takes two to six business days. School leadership then receives group results, written topics and suggested

next steps, never individual answers.

School leadership is encouraged to tell staff what was learned, what will be protected and what will be addressed first.

Questions about the survey or your privacy? Ask the person at your school who sent you the link, or write to The PRISM Group at hary@theprismgroup.org.

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