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SECRETARY OF PUBLIC EDUCATION

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GOVERNOR

August 15, 2024

MEMORANDUM

TO: Superintendents, Charter School Administrators, District Test Coordinators, Early Development Instrument Coordinators.

FROM: Arsenio Romero, Ph.D., Secretary of Public Education

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RE: Implementation of a New Parent/Caregiver Survey for Kindergarten Parents, the Childhood Experiences Questionnaire (CHEQ)

Early Development Instrument (EDI) Updates: On behalf of the Public Education Department (PED) and the Early Childhood Education and Care Department (ECECD), we appreciate the tremendously successful effort to measure kindergarten readiness statewide this past spring using the EDI. The state achieved a 98% completion rate, and the UCLA team is creating reports and data maps to be viewable in September.

Next Phase with the CHEQ: This memo is to announce the next phase of monitoring the population needs and outcomes of our young children and families with the use of a parent/caregiver survey for kindergarten parents, called the Childhood Experiences Questionnaire (CHEQ). Schools should aim to have kindergarten parents complete the CHEQ survey online between **October 1 to mid-December**. The state's Assessment & Accountability Advisory Committee (AAAC) suggests that schools have kindergarten parents complete the CHEQ survey during fall parent-teacher conferences.

District Coordinator Role: The district EDI coordinator will be the primary contact for the CHEQ parent survey. Please confirm or update your EDI coordinator [here](#) by September 6, 2024.

EDI coordinators will need to:

- Attend CHEQ training. There will be two opportunities for training. The first opportunity will be at the Fall AREA Conference; registration is available [here](#). The second opportunity will be a virtual webinar on [September 18, 2024, 3–4 p.m.](#)
- Generate a student label for each kindergarten student that contains the student's name and state student ID. The labels will be affixed to a CHEQ parent letter for teachers to distribute to parents during parent-teacher conferences.
- Communicate and transmit CHEQ materials to kindergarten lead teachers.

CHEQ Description:

The CHEQ is a survey completed by parents and caregivers early in the kindergarten school year. The CHEQ gathers information on children's experiences prior to kindergarten that are important to their healthy development and well-being, including questions about their interactions with others, activities at home and in the community, and access to and use of community resources and services.

Information is summarized in school, district, and community wide reports and maps to help teachers, school administrators, and community partners to provide and improve targeted supports for children and families. A copy of the CHEQ parent survey is available [here](#) on the PED's EDI and CHEQ website.

How will parents complete the CHEQ?

Designated coordinators or lead teachers will provide a letter to parents/caregivers with a student label that includes a QR code and a URL link to the CHEQ online survey. Parents can complete the survey during a designated time at school or from home at their convenience. The survey takes approximately 20 minutes to complete.

Your Next Steps: Please use the link [here](#) to:

- Verify or change the name of your district EDI coordinator.
- Enter the dates of your anticipated CHEQ administration dates. Parents should be given at least 2 weeks from that time to complete the CHEQ.

Detailed instructions, processes, and templates for the parent letter will be provided during the trainings.

Questions: For questions regarding CHEQ administration, please contact DataInformedFutures@mednet.ucla.edu. For policy-related questions, contact Neil Tulabing, leoneil.tulabing@ped.nm.gov.

cc: Elizabeth Groginsky, Secretary, Early Childhood Education and Care Department
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