

Best Practices for Administering the Principal Survey

A Guide for System Leaders

February 2026

Overview

The anonymous principal survey is a vital component of the Louisiana Educator Advancement and Development System (LEADS) and offers educators an opportunity to provide feedback on their principal's leadership and effectiveness.

Key Details

- **Who Completes It:** Professional Staff (those who receive an evaluation, e.g., teachers, librarians, counselors, assistant principals)
- **Participation Monitoring:** The Louisiana Evaluation System (LES) contacts can check participation rates by school.
- The [Principal Survey: A Guide for Educators Completing the Survey](#) can be used and shared with educators to assist in completing the survey.
- Submissions are final. Surveys cannot be edited or resubmitted.
- The survey is anonymous.

Administration Best Practices

- **Establish an Internal Deadline**
Systems are encouraged to set an internal deadline within the survey window to allow time to review participation rates and follow up with schools with low response rates before the survey closes.
- **Plan for Monitoring and Support**
Monitoring survey participation and developing a plan to support schools with low response rates is an important part of effective survey administration. This may include targeted outreach, reminders, or additional guidance to ensure educators have sufficient time to complete the survey.
- **System-Level Communication**
Communication about the Principal Survey should come from a system leader, not from the principal being surveyed. System-level messaging reinforces the survey's purpose, maintains neutrality, and builds educators' confidence in the process.
- **Develop a Clear Rollout Plan**
Timelines, communication touchpoints, and monitoring processes to ensure consistent and effective administration across schools are part of a clear survey rollout plan.

Monitoring and Corrections

- LES system contacts and district updaters can monitor the number of completed surveys per school, but no survey results or responses will be viewable through this function.
- If a teacher mistakenly completes the survey for the wrong principal, LES system contacts or district updaters can delete the survey to allow for a correct resubmission.

Frequently Asked Questions

How can the LES system contact monitor the percent of completion by school?

On the “Survey Results” screen, the LES system contact can choose each school to monitor the completion rate.

1-Click Survey Results

2-Select the school that you want to view.

3-Names will be displayed of employees that have submitted a survey.

What if a teacher reports that the survey was submitted incorrectly (submitted for the incorrect principal)?

The LES system contact will be able to verify that the survey was submitted incorrectly. After verifying, the LES system contact can delete the survey and allow the teacher to resubmit.

1-Click Survey Results

2-Select the school that you want to view & verify correct selection of principal.

3-If you get notified by a teacher that the survey was submitted incorrectly, you can verify using the list.

Survey Results

Principal Survey results are available in late summer in the LES.

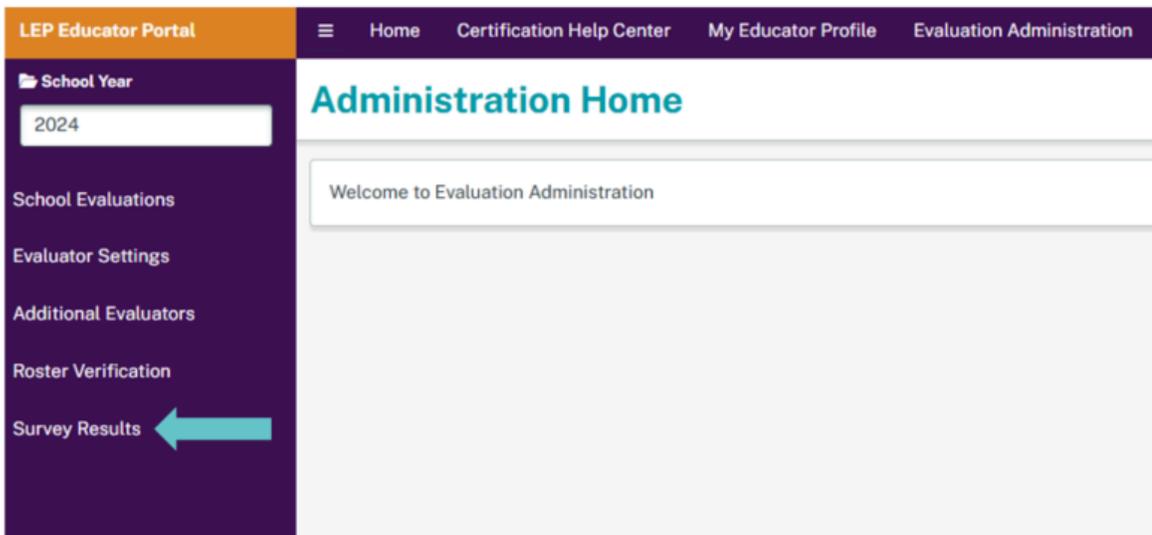
Key Details

- Results can be viewed by individual principals or aggregated at the school system level.
- A PDF export option is available for a printable version.
- These views are available only to system leaders with district-level permissions in LES.
- Results are available only to principals who received at least 10 completed surveys. Principals who do not meet this threshold will not receive a principal survey score. The evaluation for individuals will instead be calculated using the same calculation as non-principal leaders.

System Leader View

To access the results:

- Log in to LES.
- Select “Survey Results.”



Use the dropdown menu to select a principal's name and view individual survey results.

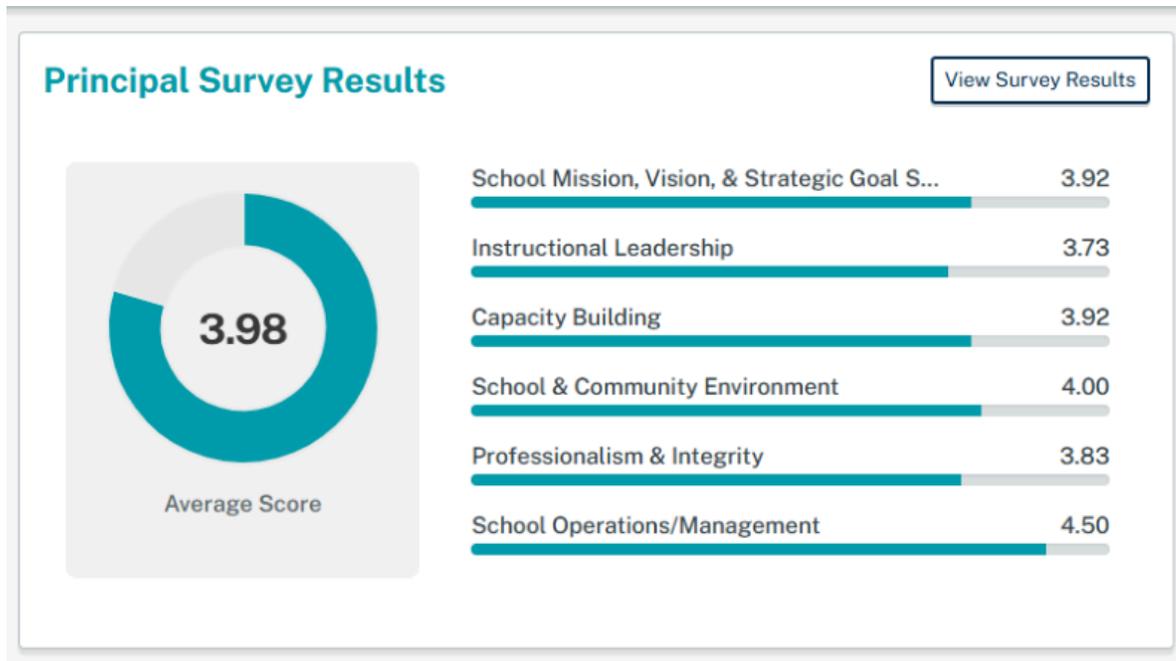
The screenshot shows the 'Principal Survey Results' page for 'Principal Street'. The overall survey average is 4.06 based on 25 surveys. The page includes a sidebar with navigation options like 'School Year' (2024), 'School Evaluations', 'Evaluator Settings', 'Additional Evaluators', 'Roster Verification', and 'Survey Results'. The main content area has tabs for 'Principal Survey Results' and 'Principal Survey Results (by District)'. A 'School System Selection' dropdown is present. Below it, a 'Select a Principal' dropdown is shown. A list of 8 surveys is displayed with their respective scores: Survey #1 (3.72), Survey #2 (2.88), Survey #3 (4.88), Survey #4 (3.52), Survey #5 (3.20), Survey #6 (3.80), Survey #7 (4.40), and Survey #8 (4.12). The 'School Mission, Vision, & Strategic Goal Setting' section has an average of 4.35, and 'Instructional Leadership' has an average of 4.20. A note states: 'Please note, the overall survey score is calculated as the average of all individual question ratings across the survey. It is not derived by averaging the scores of each domain.'

To view results for the entire school district, click the "Principal Survey Results (by district)" tab.

The screenshot shows the 'District Principal Survey Results' page for 'Pelican School System'. The overall survey average is 3.80 based on 19 principals surveyed. A red arrow points to the 'Principal Survey Results (by District)' tab in the navigation bar. The page layout is similar to the first screenshot, with a sidebar and a main content area. The 'School System Selection' dropdown is set to 'Pelican School System'. A list of 8 principals is shown with their scores: 4.06, 2.84, 3.88, 4.42, 3.88, 4.50, 3.21, and 4.38. The 'School Mission, Vision, & Strategic Goal Setting' section has an average of 3.96, and 'Instructional Leadership' has an average of 3.92. A note states: 'Please note, the overall survey score is calculated as the average of all individual question ratings across the survey. It is not derived by averaging the scores of each domain.'

Principal View

To access results, log in to LES. The results will show on the educator profile screen. Click the “view survey results” button to view the results in more detail.



Detailed View

Pelican Teacher

3.97

Survey Average

i Please note, the overall survey score is calculated as the average of all individual question ratings across the survey. It is not derived by averaging the scores of each domain.

School Mission, Vision, & Strategic Goal Setting

Average: 3.92

Rubric Dimension	Avg
The principal clearly communicates the school mission and vision to teachers, staff, students, and families.	3.67
The principal develops, with faculty input, school goals and plans based on current and relevant student and teacher data.	4.00
The principal establishes high standards for students, teachers and staff members.	4.67
The principal advocates for the best interests and needs of all students to ensure student achievement.	3.33

Instructional Leadership

Average: 3.73

Rubric Dimension	Avg
The principal supports teachers in developing their ability to effectively utilize high-quality instructional materials.	3.67
The principal ensures that teachers receive differentiated, targeted coaching plans based on classroom observations and feedback.	3.67