

COLLECTING FEEDBACK

Exit Tickets for Administrators

Exit Ticket or “Ticket to Leave”

Exit tickets are an easy and efficient way to collect feedback. The administrator uses a prompt or questions that require only a brief amount of time for the student or staff response – no more than five minutes. Exit tickets are not intended to be comprehensive, but rather a quick means of collecting valuable feedback. Ask questions for which you want to know the answer.

➤ Feedback from Students:

- ▶ What did you think was accomplished during the school meeting/assembly today?
- ▶ Write/ask one question about today’s school meeting/assembly —something that has left you puzzled.
- ▶ Describe the school climate in the cafeteria during your meal times? What is the one thing we could do to
- ▶ One of the goals of our school is _____.
How well do you think we are achieving that goal? What is the one thing that we are not doing that you think we should?
- ▶ Now that the first two weeks of school are behind us, is there anything that I could have done as the principal/assistant principal differently to make the opening a better experience?

➤ Feedback from Staff:

- ▶ What did you think was accomplished in our staff meeting today?
- ▶ Write/ask one question about today’s meeting that has left you puzzled.
- ▶ One of the goals of this meeting is to have all staff contribute to our discussion. How well do you think this was achieved today?
- ▶ Do you have any suggestions for how today’s meeting could have been improved?
- ▶ I used a printed agenda today. Was its organization and content helpful to you? Why or why not?

Generic Questions

Administrators			
Feedback from Students: 1 = Never 2 = Sometimes 3 = Almost Always	1	2	3
During our whole school meeting, my principal gave us ideas about what we could do as students to be respectful of each.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
During this school meeting, my principal asked students to ask questions or make comments and responded to each of these in a helpful way.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Open Response: At our next school meeting, I think that it would help if the principal ...			
Department Head			

Feedback from Staff: 1 = Never 2 = Sometimes 3 = Almost Always	1	2	3
For this professional learning activity, my department head explained important ideas in ways that I understood.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
For this professional learning activity, my department head used a variety of adult learning activities that allowed me to learn new knowledge/skills to implement in my practice.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Open Response: If my department head is to use this professional learning activity again, I think that it could be improved by...			

Principal/Assistant Principal			
Feedback from Staff: 1 = Never 2 = Sometimes 3 = Almost Always	1	2	3
During the revision of report card committee meetings, my principal/assistant principal developed agendas collaboratively with committee members that moved the work along.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
During the revision of report card committee meetings, my principal/assistant principal engaged all members encouraged disparate viewpoints in the discussion.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Open Response: The principal/assistant principal were to organize another working committee, I think that it would help if ...			

Online/Electronic to Gather Feedback

Using a computer, tablet or phone allows for immediate student or staff feedback that comes directly to the administrator. Administrators can pose a question and have students or staff respond using an online/electronic format, which can be kept open for a set period of time.

Questions can take the form of a multiple choice, true/false or short answer. Reports can be generated in an Excel spreadsheet or a PDF format that can then be downloaded or emailed for later viewing.

The website www.socrative.com is a free website that administrators can use by registering; once completed – which takes about five minutes – the administrator is provided with a “classroom” number that may be used repetitively. Responses can be saved or downloaded in a PDF or Excel format.

The Value of an Exit Ticket

Exit Tickets provide administrators with immediate feedback and the task of analyzing and applying it to practice are vested with the practitioner.

LINK TO EDITABLE “EXIT SLIP TEMPLATES”

LINK:

EXIT TICKET GUIDANCE

1. Create

Decide what you'd like to find out about your practice at the end of the class, student interaction, semester, staff meeting, committee work or other professional activity related to your practice. Write a question or questions – some may be better as multiple choice and others as open response. The form is dependent upon the type of feedback you are seeking.

2. Collect

Set a specific amount of time for students or staff to complete the Exit Ticket on paper at the end of the time period. If electronic – and not during the class, session or meeting time – indicate the end of the window for electronic responses. Students or staff could leave their feedback in a designated place in the room before leaving and/or transitioning.

3. Clarify

Examine the Exit Ticket carefully. Depending on your purpose, it might be helpful to sort the feedback into categories – for example, helpful feedback that is similar in tone or message “students don't understand what was asked of them,” “staff felt that the meeting lacked time for meaningful discussion,” or “students and staff in the health room complained of having to wait too long to be seen.”

4. Codify

Determine how the information provided through the Exit Ticket is informative in terms of validating or improving your practice. What did the students or staff tell you that is helpful? What questions might you still have of the students or staff that could be the basis of a follow-up Exit Ticket?

5. Consider

Reflect on the information that students or staff have provided.