



www.telltennessee.org

Feb. 18 - March 15

Dear Principal,

Thank you for your continued leadership in Tennessee schools. In 2011, a record-breaking seventy seven percent of our educators completed the first statewide TELL Tennessee survey. With the upcoming 2013 survey, our state has the opportunity to have valuable longitudinal data to inform our teaching conditions, and your leadership is critical to ensuring that we get that valuable information from educators in your school.

Attached in this packet are letters from Governor Haslam and Commissioner Huffman to licensed educators in your school. Each letter has a different anonymous access code that can only be used one time.

Logistics details on administering the survey follow on the next page. Please read them closely to ensure that the anonymity of the survey is not compromised. Most importantly, please note the survey window, which is from **February 18<sup>th</sup> through March 15<sup>th</sup>** this year.

If you need additional access codes or have questions, please email the Help Desk at [helpdesk@telltennessee.org](mailto:helpdesk@telltennessee.org) and provide your school name, district, and describe your request.

Many thanks for your participation in the 2013 TELL Tennessee Survey.

Sincerely,

The New Teacher Center

## **About the 2013 TELL Tennessee Survey**

### **Why TELL Tennessee?**

- Research demonstrates that working conditions are one of the most influential factors in determining whether a teacher continues to teach at a particular school, and has great implications for retaining our most effective educators.
- Teachers are committed to improving their practice. Leaders need feedback from teachers to provide the differentiated support that teachers desire.
- Research demonstrates that working conditions impact student achievement. We have set ambitious goals for student achievement in Tennessee and improving conditions in schools by providing better, more targeted support for teachers will be critical to achieving those goals. The TELL Survey will provide leaders with the information necessary to make those improvements.
- The TELL Survey represents an opportunity to have your voice heard.

### **TELL Tennessee Logistics:**

- The TELL Tennessee survey will be open Feb. 18 - March 15, 2013.
- The questions for administrators and teachers are the same as in 2011, providing valuable longitudinal information about changes in teacher experience and working conditions over time.
- A school must meet a 50% participation rate threshold to receive data from the survey.
- The letters must be randomly distributed in person (at a faculty or other similar meeting). You are encouraged to hold this meeting prior to February 18<sup>th</sup>, and at the meeting to share information about the survey as well as the letters with anonymous access codes. Please have teachers swap papers after you hand them out to reinforce and ensure anonymity.
- If everyone is not in attendance at the meeting, please *personally meet with them* or ask a teacher leader to meet with them to explain the process for completing the survey. Do not place these in the teacher's mailboxes or ask for any type of sign-up sheet indicating teachers have received the letters, as this compromises the anonymity of the survey.
- There is a toll free help desk (855-258-2818) to provide support for any problems or questions you may have. You may track real time response rates (not answers) for your school by visiting [www.telltennessee.org](http://www.telltennessee.org) at any time during the survey window.
- Details and information about the survey, as well as 2011 results, can be found at [www.telltennessee.org](http://www.telltennessee.org).
- Complete the survey ASAP, but no later than March 15<sup>th</sup>, from any Internet location.