

Dear Principal:

Thank you for your continued leadership in our schools! Since the statewide TELL survey is conducted every other year, your District has partnered with NTC to provide your school very current data to utilize in school improvement planning.

Attached in this packet are the letters to all licensed educators in *your* school. *Each letter has a different, anonymous access code that can only be used one time.*

Please follow these instructions to disseminate the attached letters:

- Work collaboratively with your school leaders to set up a meeting with faculty just before, or on, April 11th.
- During the meeting, share the information about the upcoming survey (See FAQs on the www.tellindiana.org website.).
- Distribute the letters to licensed educators at the meeting and indicate where the anonymous access code is located.
- Ask educators to switch papers with anyone they wish *in their own school* to help them understand that the codes are truly anonymous.
- Ask them to complete the survey ASAP from ANY Internet location!

If everyone is not in attendance at the meeting, please make note and *then personally meet with them* or ask a teacher to meet with them to explain the process for completing the survey. PLEASE DO NOT PLACE THESE LETTERS IN THE TEACHERS' MAILBOXES, and please do not ask for any type of sign-up sheet indicating teachers have received the letters.

You may track real-time response rates (not answers) for your school by visiting www.tellindiana.org at any time during the survey window of April 11 – May 13, 2016. If adjustments to your school's headcount are necessary, those changes must be submitted via a web form found on www.tellindiana.org by the school administrator. Those changes may take up to 48 hours to process.

If you have any questions, or need additional letters/access codes, please email the Help Desk at helpdesk@tellindiana.org or call 1-866-301-2454 x 18. And once the survey begins, please visit www.tellindiana.org and click on the "Need Help?" button for headcount changes or additional help. Thank you!