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TIP SHEET FOR PRINCIPALS

In February 2018, Oregon will again administer the TELL Oregon Survey, an anonymous online teaching and learning conditions survey. The survey is taken every two years by teachers and building-level licensed administrators and staff with the results accessible on the TELL Website for the state, district as well as any school building that meets the survey's participation threshold. The survey is used by school and district leaders for purposes of school and district improvements and is used by state leaders to inform policy.

Timeline for 2018 TELL Oregon Survey

- Early December, 2017--A letter is sent from Chief Education Office to superintendents and all principals along with a letter from the Governor to each educator formally announcing the 2018 TELL Oregon Survey
- Mid January 2018--A Pre-Survey Webinar is sponsored by NTC for schools.
- January 16, 2018--A TELL Oregon Survey poster, letter to the principal, and individual coded letters for accessing survey are mailed and begin arriving at schools late this week and into the next week.
- February 1, 2018--The 2018 TELL Oregon Survey window opens.
- February 1 – 28, 2018--The Survey Help Desk becomes available.
- February 28, 2018--The 2018 TELL Oregon Survey window closes.
- Five weeks following close of survey (tentative April 2nd) CEEdO sends email to district superintendents and principals with the pass code information for embargoed results.
- Mid April 2018—NTC provides a post-survey webinar for state, Educator Advancement Council, district, and school leaders on embargoed results.
- Mid April 2018—The 2018 TELL Oregon Survey results are released along with preliminary findings and heat maps.
- Mid April 2018—Governor releases statement on the results to the press.
- May 2018—CEEdO and NTC staff present findings to State Board of Education.

For more information check out the TELL Oregon Website: <https://telloregon.org>

Contact: Hilda Rosselli hilda.rosselli@state.or.us 971 240-0201

Getting Ready for the 2018 TELL Oregon Survey

Do now	<ul style="list-style-type: none"> Review the participation rate for your school in the previous TELL surveys and set a goal to increase participation (unless you are one of Oregon's schools who had 100% participation rates!) Figure out what may have kept educators in your building from completing the survey and plan proactively to eliminate real or perceived barriers.
Do now	<ul style="list-style-type: none"> Plan now to designate a meeting time in February that can be dedicated to time for educators to complete the survey.
Mid Jan	<ul style="list-style-type: none"> Watch for packet arriving in the mail that contains the TELL poster, instruction letter for you, and an individually coded letter for each educator in your building. Note: these letters are required for educators in your building to access the survey online with their individual code using the survey link provided. If you do not receive a packet by Jan 26th, please email Hilda Rosselli at hilda.rosselli@state.or.us or call 971 240-0201.
Mid Jan	<ul style="list-style-type: none"> Count your letters to make sure you have a letter for each qualified educator in your building (teachers, school counselors, social workers, psychologists, assistant principals and yourself). Although instructional assistants are valued employees, they are not licensed educators and are not eligible to participate in the survey. Itinerant teachers should complete a survey for their home-based school but may also complete a survey for any other school in which they work. Licensed school-based part-time educators can participate If you need more coded letters, go to www.telloregon.org and click on link about headcount under tab "Need Help?" You will need to provide the name of the school and district as well as the corrected headcount. It will take at least 48 for additional codes to be issues so check your envelope when you receive it.
Mid Jan	<ul style="list-style-type: none"> Hang the poster and announce to educators well before February when you will be setting aside time for educators to have sufficient uninterrupted time to complete the survey.
Survey opens Feb 1 st Early February	<ul style="list-style-type: none"> Use the designated time to provide an overview of the survey (you can download a power-point from the TELL website) and to provide at least 30 minutes of time when educators can complete the survey. Consider sharing the TELL Oregon website so that educators can learn more about the survey. Remind teachers: survey is voluntary, confidential, and anonymous. Encourage educators to exchange letters as this will increase their confidence in the anonymity of the survey. Put coded letters in mailbox of any educator absent during the meeting.
March	<ul style="list-style-type: none"> Make a plan with teachers in your school for how you will review the results in April and use the data to make improvements.