



January 2018

Dear Principal:

Thank you for your continued leadership in Oregon schools! For the past few months, you have seen many notices about the upcoming *TELL Oregon Survey*, and now it is up to YOU to help us reach every certified educator in our schools. Attached in this packet are letters to certified educators in your school. Each letter has a different anonymous access code that can only be used one time.

Please follow these instructions to prepare for the survey and to disseminate the attached letters:

- The principal and the designated local education association leader(s) in the school work collaboratively as the TELL Team to set up a meeting to take place **on or before January 29th**.
- Before the meeting, go to www.telloregon.org and print the frequently asked questions (FAQs); familiarize yourself with the information in them and bring a copy of them to the meeting.
- DO NOT ask the certified educators in your building to sign in that they attended the meeting, but do try to remember who was not there and meet with them as soon as possible afterwards.
- During the meeting, share information about the upcoming survey.
- Hand out the letters to the certified educators at the meeting and indicate where the anonymous access code is located. (Do not put names on the letters.)
- Encourage teachers to switch papers with others in their school to further promote a sense of anonymity.
- And, encourage them to complete the survey ASAP, from ANY Internet location!

If everyone is not in attendance at the meeting, please make note and *then share the information with those who were absent* to explain the process for completing the survey. **Please do not place these letters in the educators' mailboxes!** Keep any extra copies of the letter to ensure that people only take the survey once.

In checking your roster of teachers eligible to receive the TELL survey, please include any licensed, ESD-employed staff working regularly with your students to the extent that they have a sense of the conditions for teaching and learning in your school. If you have any questions or concerns about the process, or need additional letters/access codes, please visit www.telloregon.org or call the help desk at 1-866-301-2454 extension 21. The help desk is available starting Feb. 1st from 7:30 am to 4:30 pm PT, Monday – Friday, through the duration of the survey window.

If the headcount for your school is not correct and you wish to adjust it, please visit www.telloregon.org and submit an electronic request. Requests will only be accepted while the survey is open.

The TELL Survey affords school based administrators an opportunity to participate. To ensure anonymity, the results from administrators are not reported at the individual school level but are aggregated into state level data.

Encouraging survey participation can help your school meet the threshold rate of 50% completion rates and a minimum of five respondents. Anyone can monitor participation rates by viewing the 2018 TELL Oregon website. This makes the data accessible by school so that it can be used for discussion and planning purposes. All superintendents and school board members in Oregon have received information on the intent and implementation schedule for the 2018 TELL Oregon Survey and are encouraged to review school and district results.



Sincerely,
TELL Oregon Partners

A handwritten signature in blue ink, appearing to read "Lindsey Capps".

Lindsey Capps
Chief Education Officer
Chief Education Office

A handwritten signature in black ink, appearing to read "Colt Gill".

Colt Gill
Deputy Superintendent
Public Instruction

A handwritten signature in black ink, appearing to read "John Larson".

John Larson
President
Oregon Education Association

A handwritten signature in black ink, appearing to read "Craig Hawkins".

Craig Hawkins^[SEP]
Executive Director
Confederation of Oregon
School Administrators

A handwritten signature in black ink, appearing to read "Jim Green".

Jim Green
Executive Director
Oregon School Boards Association

A handwritten signature in black ink, appearing to read "Sue Hildick".

Sue Hildick
President
Chalkboard Project

A handwritten signature in black ink, appearing to read "Gary Peterson".

Gary Peterson
Executive Director
Oregon Education Service District Association

TELL Oregon

teaching, empowering, leading and learning

Administered by:

