

April 2009

TO: CEA Association Representatives
Douglas County Federation of Teachers Building Reps
School Principals

The TELL Colorado Coalition asks for your help in ensuring that all Colorado teachers and principals have the opportunity to take the **TELL Colorado Survey**.

The TELL Colorado Survey is an online survey that will allow every educator to “TELL Colorado” if they have positive teaching and learning conditions that research shows are important to student achievement and teacher retention. By documenting and analyzing how educators view critical teaching and learning conditions, the TELL Survey will provide each Colorado school with its own data that can become an important part of the ongoing improvement planning in our buildings, in our districts, and at the state level.

WHO SHOULD PARTICIPATE IN THE SURVEY? All currently employed, school-based K-12 licensed teachers and specialists (librarians and media specialists, special ed teachers, school psychologists, social workers, speech therapists, etc.); mentor teachers; long-term (permanent) substitute teachers; BOCES teachers; and charter school teachers (licensed or not); plus principals and assistant principals (only school-level administrators, not administrators and others who work at the district level only)

WHEN? Any time from **APRIL 13-MAY 11**. The survey takes under 30 minutes and must be completed in one sitting.

HOW? Educators will use the unique access codes printed on anonymous letters (enclosed) that you will distribute to everyone who is eligible to participate. Each person will access the survey at tellcolorado.org using the confidential access code which cannot be tracked to a specific person.

WHAT SHALL I DO NOW?

1. Work with others in your school to arrange a meeting. Count the letters in this packet. You should have the number that matches your school’s “head count” which your district verified with CDE. If you do not have enough letters, move quickly to email helpdesk@TELLColorado.org to get more access codes. **DO NOT COPY** the letters as each code can be used only once. (If you have too many letters, save them for a while to be certain and then shred the ones you do not need.) **REMEMBER: You can easily get more access codes by contacting the Help Desk at helpdesk@TELLColorado.org.**

2. Randomly distribute the letters with the codes, e.g., spread them out on a table or put them in a big basket or box and ask each person to take one. Please do not put them in educators’ mailboxes. Tell everyone they can go online and take the survey at their leisure **by May 11. Tell them the survey is SAFE** (confidential, anonymous, not tied to a person’s name) and **IT MATTERS**.

3. Remind everyone frequently. A school must have at least a 50% response rate and a minimum of five respondents, based on its head count, to get a valid school survey report. Check TELLcolorado.org often to see your school’s response and initiate ways to encourage your colleagues – competitions, personal reminders, lapel stickers, prizes, rewards, etc. Email or call the Help Desk if you have a question or need help.

THANK YOU!

TELL Colorado Initiative TELLcolorado.org
A Project of CDE-CEA-CASE-CASB-League of Charter Schools

Help Desk opens April 13 -- Email 24/7: helpdesk@TELLColorado.org
Phone: 1-866-634-7689 Help Desk phones open from 11:00 a.m. - 6:00 p.m. M-F