



Take the survey any time from
April 3 – 28, 2017
www.tellarizona.org

Attention: School Principal

Thank you for your continued leadership in our schools! In this packet are the letters to the licensed educators in your school for the **TELL Arizona survey April 3 – 28, 2017**. 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:

- Work collaboratively with your school leaders to set up a faculty meeting to take place as soon as possible.
- Before the meeting, go to **www.tellarizona.org**, print the frequently asked questions (FAQs), familiarize yourself with the information and bring a copy to the meeting.
- DO NOT ask certified educators 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 (refer to the home page of the survey website **www.tellarizona.org**).
- Distribute the letters to certified educators at the meeting and indicate where the anonymous access code is located (in the shaded box on the letters).
- Ask them to switch papers with anyone they wish in their own school to help them understand that the codes are truly anonymous.
- And, encourage them to complete the survey ASAP, from ANY Internet location!
- As part of this initiative, our partners have offered incentives to schools reaching the 100% participation rate. These include gift certificates, customized professional development for schools, and other exciting prizes. Be sure to download the information at **www.tellarizona.org**

If everyone is not in attendance at the meeting, please make note and *then personally meet with those who were absent* to explain the process for completing the survey. DO NOT PLACE THESE MEMOS IN THE TEACHERS' MAILBOXES.

If you have any questions or concerns about the process, or need additional letters/access codes, please email **helpdesk@tellarizona.org** or call the Help Desk at 1-866-301-2454 ext. 30. The Help Desk is available Monday-Friday from 7:30 am – 4:30 pm local time during the survey.

Thank you!