



Dear Principal:

Thank you for your continued leadership in our schools! In 2012, over 42,000 educators participated in the statewide TELL Mass survey providing valuable school building data to more than 1000 schools. With the upcoming 2014 TELL Mass survey, we have the opportunity to once again gather valuable data to inform our decision making around teaching conditions, and your leadership is critical to ensuring that we hear from the educators in your school.

Attached in this packet are the letters from Commissioner Mitchell D. Chester to licensed educators in *your* school. *Each letter has a different, anonymous access code that can only be used once.*

Please follow these instructions to disseminate the attached letters:

- Work collaboratively with your school leaders to set up a meeting with faculty by January 21, 2014.
- During the meeting, share the information about the upcoming survey (see FAQs on the www.tellmass.org website.)
- Hand out the letters to your school-based licensed educators at the meeting, and indicate where the anonymous access code is located.
- Ask them to switch papers with anyone they wish *in the same school* to help them understand how the codes are truly anonymous.
- And ask them to complete the survey from ANY Internet location.

If everyone is not in attendance at the meeting, please make note and then 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 educators' 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.tellmass.org at any time during the survey window.

If you have any questions, or need additional letters/access codes, please e-mail the Help Desk at helpdesk@tellmass.org or call at **1-800-310-2964**.

Thank You!