



Dear KEA Representative:

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

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

- Work collaboratively with your principal to set up a faculty meeting to take place on February 27 or March 2, 2015.
- Before the meeting, go to [www.tellkentucky.org](http://www.tellkentucky.org), 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 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.
- Hand out the letters to certified educators at the meeting and indicate where the anonymous access code is located.
- Ask them to switch papers with anyone they wish.
- 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 personally meet with those who were absent* to explain the process for completing the survey. **DO NOT PLACE THESE MEMOS IN THE TEACHERS' MAILBOXES. DO NOT HAND ANY EXTRA COPIES OF THE MEMO TO YOUR PRINCIPAL.**

If you have any questions or concerns about the process, or need additional letters/access codes, please visit [helpdesk@tellkentucky.org](mailto:helpdesk@tellkentucky.org) or call the Help Desk at 1-866-301-2454, ext.15. The Help Desk is available starting March 2.

Sincerely,

A handwritten signature in black ink, appearing to read "Terry Holliday".

Terry Holliday, Ph. D.  
Commissioner  
Kentucky Department of Education