



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.

Included in this packet are memos to the certified educators in your school regarding the **TELL Kentucky** survey. **Each memo contains a unique, one-time, anonymous access code.**

Please follow these instructions to prepare for the **TELL Kentucky** survey administration in your school:

- Collaborate with your principal to schedule an informational faculty meeting on February 28 or March 1, 2017.
- Before the meeting, print the [frequently asked questions](http://www.tellkentucky.org) (FAQs) available at www.tellkentucky.org, familiarize yourself with the FAQ information, and bring a copy for each teacher to the meeting.
- Please DO NOT ask certified educators to sign in at the meeting; however, you will want to keep track of who is absent so that you can follow up with them as soon as possible after the informational meeting (see below).
- During the meeting, share pertinent information about the **TELL Kentucky** survey.
- Distribute one of the enclosed memos to each certified educator at the meeting and indicate where the anonymous access code is located. Remind teachers that the survey is completely anonymous and voluntary.
- To ensure anonymity, educators are welcome to switch memos with anyone they wish.
- Finally, encourage all certified educators to complete the survey as soon as possible from ANY Internet location.
- After the meeting, follow up personally with anyone who was not in attendance to explain the process for completing the survey.

IMPORTANT NOTES:

- Please do not place memos with access codes in teachers' mailboxes. They should be hand-delivered.
- Please do not give extra copies of the memo to your principal. Keep extra copies in a secure location in case an educator needs a replacement code. When the survey window closes, simply destroy any remaining access code memos.

If you have any questions or concerns about the process or need additional memos/access codes, please call the Help Desk at **1-866-301-2454, ext.15** or visit helpdesk@tellkentucky.org. The Help Desk is available beginning March 1, 2017.

Sincerely,

A handwritten signature in blue ink that reads "Stephen L. Pruitt". The signature is written in a cursive style.

Stephen L. Pruitt, Ph.D.
Commissioner of Education