

April 28, 2000

TO: All Virginia School Principals

FROM: Jo Lynne DeMary
Acting Superintendent of Public Instruction

SUBJECT: **Instructions for Distributing the State Board of Education Teacher Survey 2000**

The Virginia Board of Education is providing an opportunity for all teachers to complete a survey that will give parents and other citizens helpful information as they review a school's accreditation status and annual student performance data. The results of the survey will **not** affect your school's accreditation status; it will provide information regarding the conditions necessary for effective instruction in the state's Standards of Learning. Information about the survey has been sent to your division superintendent via the enclosed Superintendent's Memo No. 13.

Enclosed you will find sufficient copies of a sealed message to teachers that includes PIN numbers and passwords for accessing the on-line survey form. A copy of the message is attached for your information. Items in the survey may be reviewed on-line at the DOE Web site (www.pen.k12.va.us) under the "Recent News" section, "School Profile Teacher Survey." If you would like to view the teacher survey on-line, you may log in to www.secure-survey.com after May 8, and use the following: PIN, 00000000000 (11 digits) and password, 000000 (6 digits). If you complete the survey on-line, the results will **not** be saved in the database.

IMPORTANT -- Please Act Immediately!

The on-line survey Web site will only be available to teachers from May 8 to June 2. The survey data will appear on your school report card that is published annually by the Department of Education for the patrons of your school. It is essential that each teacher on your staff be given an opportunity to respond to the survey because the percentage of teachers responding to the survey in each school will be published on the report card. This percentage will be calculated from the number of respondents divided by the number of teachers in the school.

All Virginia School Principals

Page 2

April 28, 2000

Please distribute one copy of the enclosed sealed Virginia Teacher Survey 2000 messages to each teacher on your staff (not to include guidance staff, administrators, media specialists, aides or instructional assistants). Your school should have been provided with sufficient PIN numbers for your staff. Please destroy any extras. If you do not have enough teacher survey messages, please e-mail **tchrsurv@pen.k12.va.us** and specify your division name, school name, phone number, and how many additional PIN messages you will need.

These data will provide an excellent opportunity for teachers and administrators to share comments regarding the conditions necessary to support effective instruction in the content of the Standards of Learning. Each of the survey items is correlated to the characteristics of effective schools. Research identifies the use of time and the focus on the curricula as two of the most critical variables that separate effective schools from ineffective schools. We hope you will be able to use these data to help your students succeed in learning the content, processes, and skills specified in the Standards of Learning.

JLD/JSH/pl

Enclosures