

Dear Principal,

The consolidated application for federal funds under the No Child Left Behind Act of 2001 requires an evaluation by states of the quality of professional development received by teachers during the 2008-2009 school year. As a critical first step in this process, we are asking all teachers who taught in Tennessee public schools during the 2008-2009 school year to complete a brief online survey.

We need your assistance in ensuring that all of your teachers complete this survey. We appreciate the daily workload of you and your school staff, so we want to make this process as easy as possible. Though you are welcome to use your own system, we are recommending a procedure similar to the following:

1. Notify your teachers that they need to complete a brief online survey (10-15 minutes) regarding the quality of professional development they receive during the 2008-2009 school year. Please assure your faculty that all responses to the survey will be strictly confidential, and results will **not** be reported in a manner that identifies any individual teacher. *Only teachers who taught in a Tennessee public school during the 2008-2009 school year should complete the survey.*
2. Provide access to a computer(s) before, during, and after school hours for teachers to complete the online survey. **Note – teachers can complete the survey from a location other than your school. The survey can be accessed from the following website:*

<http://crep.memphis.edu/PDSurvey>

3. Assign a person to track the teachers' completion of the survey. This can be a simple checklist to ensure teachers are completing the survey (a sample is provided). This information will not be used by anyone else other than your staff, and will not be used to examine individual teacher responses.
4. Ensure your teachers **complete the survey by the end of the school year**. The online survey will not be available after **June 30, 2009**. See below for sample letter for teachers.

The website allows the number of submissions from each school in the district to be seen. According to the University of Memphis staff, research literature indicates that a minimum return rate is needed in order for the survey to be statistically valid. Therefore, *each school's and district's results must reach a 30% minimum participation rate in order for your results to have met the benchmark.*

Your school can view and compare district and school level results (for school years 2003-2004, 2004-2005, 2005-2006, 2006-2007 and 2007-2008) on the website. This will allow you to better target resources to increase the percentage of teachers receiving high-quality professional development.

If you have problems accessing the website, please contact Margie Petrowski at the University of Memphis-Center for Research in Educational Policy at 1-866-670-6147 or mpetrwsk@memphis.edu. If you have other questions, please contact, Trish Kelly at 615-253-3168 or Trish.Kelly@state.tn.us. Thank you for your assistance in this extremely important activity.

Sincerely,

Dear Teacher,

The Tennessee Department of Education is required to collect data on five performance goals and corresponding indicators for school year 2008-2009. This data will be submitted to the U.S. Department of Education in the fall. To meet Performance Indicator 3.2, which is the percentage of teachers who receive high-quality professional development as defined under Title IX, we are collaborating with the University of Memphis to collect the required data.

As a critical first step in this process, we are asking all teachers who taught in Tennessee public schools during the 2008-2009 school year to complete a brief online survey.

If you taught in a Tennessee school during the 2008-2009 school year, please go to the following website to access the survey: <http://crep.memphis.edu/PDSurvey>. This brief survey (approximately 5-15 minutes) will ask you about the professional development that you received during the 2008-2009 school year. Please answer honestly. All responses will be strictly confidential, and results will **not** be reported in a manner that identifies any individual teacher.

You can complete this survey from a computer at your school or elsewhere. Please **complete the survey by the end of the school year**. The on-line survey will not be available after **June 30, 2009**.

The website allows the number of submissions from each school in the district to be seen. According to the University of Memphis staff, research literature indicates that a minimum return rate is needed in order for the survey to be statistically valid. Therefore, *each school's and district's results must reach a 30% participation rate in order for your results to have met the benchmark.*

If you have problems accessing the website, please contact Margie Petrowski at the University of Memphis-Center for Research in Educational Policy at 1-866-670-6147 or mpetrwsk@memphis.edu. If you have other questions, please contact, Trish Kelly at 615-253-3168 or Trish.Kelly@state.tn.us. Thank you for your assistance in this extremely important activity.

We greatly appreciate your time and assistance.

Sincerely,

