



NC teacher Valerie Hawthorne created this year's survey design. Valerie is a National Board Certified 6th Grade Social Studies teacher at Cedar Creek Middle School in Franklin County Schools.

Dear School Representative or Principal:

Thank you for your continued leadership in our schools! We are proud to work with you on the eighth iteration of the upcoming statewide survey. If you are new to this role, no fear---we are here to support you and to ensure your school is ready. As you know, the NC Teacher Working Conditions Survey provides an opportunity for each educator's voice to be heard, and it is up to YOU to help us reach every licensed educator in our schools!

Included in this packet are the letters to all licensed educators in your school. Each letter has a different, anonymous access code that can only be used one time. Keep any extra copies of the letter to ensure that people only take the survey once.

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

- The school-based representative and Principal work collaboratively to set up a meeting to take place on or before February 22 to share information about the survey.
- Before the meeting, go to www.ncteachingconditions.org and 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 the licensed educators in your building 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.
- Hand out the letters to the licensed educators at the meeting and indicate where the anonymous access code is located.
- Please do not place these letters in the educators' mailboxes!
- Ask them to switch papers with anyone they wish.
- And, encourage them to complete the survey ASAP, from ANY Internet location!

If the headcount for your school is not correct and you wish to adjust it, please visit www.ncteachingconditions.org and submit an electronic request. Please note that changes will only be made during the survey window.

Please track real-time response rates (not answers) for your school by visiting www.ncteachingconditions.org at any time during the survey window. Continue to encourage participation until your school reaches 100%!

If you have any questions, or need additional letters/access codes, please email the Help Desk (available starting March 1st from 7:30 am to 4:30 pm) at helpdesk@ncteachingconditions.org or call 1-866-301-2454 extension 22.

Very truly yours,

June St. Clair Atkinson
State Superintendent