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Dear Principals,

This year, [school district] will administer Colorado’s Teacher Perception Survey (TPS) to provide principals with meaningful feedback about how you impact teacher practice and student learning, and to incorporate teacher voice and experience into efforts to improve principal effectiveness.

The survey will be sent to your teachers via email on [date]. Please encourage your teachers to complete the survey promptly.

Below is some important information about the survey, its development, and how the results will be used:

* This survey is not designed to measure whether a principal is liked by his or her teachers. Instead, it measures the elements of Colorado’s [Principal Quality Standards](http://www.cde.state.co.us/educatoreffectiveness/smes-principal) that are most observable by teachers.
* Teachers and principals across Colorado played a significant part in developing the survey by providing feedback on the appropriateness and value of the questions. This feedback was used to improve the survey.
* Teacher responses will be confidential.
* You will receive a school-level report summarizing your results, but you will not receive individual teacher responses.
* [Provide any additional information about how results will be used.]

More information about TPS, including the questions that will be asked of teachers and how each aligns to the Principal Quality Standards, is available from The Colorado Education Initiative at [www.coloradoedinitiative.org/teachersurvey](http://www.coloradoedinitiative.org/teachersurvey).

If you have specific questions about the survey administration logistics in our district, please contact [district contact].

Thank you.

[District representative]