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Dear Teachers,

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

The survey will be administered to teachers online in the coming weeks. You will receive the survey link via email. This message includes 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 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.
* Principals will see school-level reports but will never see individual teacher-level 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]