

NC Professional Teaching Standards Commission
6328 Mail Service Center
Raleigh, NC 27699-6328

This is a sample of the packets being sent to the schools. Alamance-Burlington MC has 7 educators that need to take the survey. This is a sample of the packet that Charlotte will receive.

CHARLOTTE T. HOLMES
Alamance-Burlington MC
1247 Jimmie Kerr Road
Graham, NC 27253

**IMPORTANT!
TEACHER WORKING
CONDITIONS SURVEY ACCESS
CODES ENCLOSED**

This is the cover letter from Sheri Strickland. In the actual packet, this letter will be printed on NCAE letterhead.

March 2010

Dear NCAE Association Representative or Teacher of the Year:

The 2008 North Carolina Teacher Working Conditions Survey was successful because of your diligence in making sure that every licensed employee received a unique, confidential access code. Over 104,000 teachers and administrators participated. The feedback shaped policies that are changing how we evaluate and improve working conditions in our schools.

We request your help once again. The NC Teacher Working Conditions Survey is on-line at www.ncteachingconditions.org. You will randomly distribute the **unique, confidential access code located on the letter from the Governor**. Each access code can only be used once so do not make copies of the letter. If you have not received enough access codes for your faculty, please call the Help Desk at 1-877-628-9208 and request additional ones *after March 15, 2010*.

Who should participate in the survey? The TWC Survey is for all licensed staff including administrators, classroom teachers, media specialists, counselors, school psychologists and other licensed personnel. It is *not* just for NCAE members. In order for a school to have valid data to use for school improvement planning, the school must have a minimum of 40% response rate.

When will the survey be administered? March 15 – April 16, 2010. The survey can be completed from any Internet location by visiting www.ncteachingconditions.org. You may view it at anytime; however, the access code can be entered only once to actually complete and submit the survey.

What is in this packet? You will find a letter from the Governor for each licensed employee. **The unique, confidential access code is at the bottom of the letter.**

What do I need to do? Work with your principal and the Teacher of the Year to arrange a time to personally distribute the codes to all licensed staff. The survey may be completed in the school computer lab or from any Internet connection. Remind staff members to complete the survey between March 15 and April 16.

How will I know how well my staff is participating in the survey? Check www.ncteachingconditions.org frequently and select your district/school name. The response rate is updated hourly. Only schools with at least a **40% response rate** will have a report.

Weekly and Final Grand Prizes: Each week there will be two drawings for schools that have reached 100% participation. One will be notified to send in the names of its licensed personnel. One person from that school will receive a \$500 cash prize. The second school will receive a \$500 grant to improve working conditions. At the conclusion of the survey, there will be two drawings for all schools that have reached 100% participation. One will be notified to send in the names of its licensed personnel. One person from that school will receive a \$1,000 cash prize. The second school will receive a \$1,000 grant to improve working conditions.

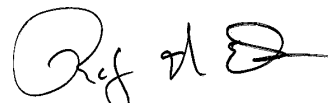
Improving working conditions for teachers is a goal important to the Governor, the North Carolina Professional Teaching Standards Commission, NCAE, and you. By distributing the confidential access codes, you are improving public education and our profession. Thanks in advance for your help.

If you have any questions, call the **Teacher Working Conditions Help Desk at 1-877-628-9208**.

Professionally yours,



Sheri Strickland, NCAE President



Rodney Ellis, NCAE Vice President

In the packets, there will be one of these letters per licensed educator in each school. In our sample, since Alamance-Burlington MC has 7 licensed educators that need to take the survey, there are 7 code letters with 7 different code numbers.



OFFICE OF NORTH CAROLINA
GOVERNOR

20301 MAIL SERVICE CENTER • RALEIGH, NC 27699-0301

BEVERLY EAVES PERDUE
GOVERNOR

March 2010

Dear Educator:

In North Carolina, when educators speak, we listen! We use your valuable feedback from the NC Teacher Working Conditions Survey to shape education policy that improves conditions for teaching and learning in your school, district and the entire state.

In 2008, more than 104,000 educators responded to the survey with results posted from almost every school in the state. **This year I want to hear from every educator!** To encourage participation, the NC Business Committee for Education has donated money for prizes that will benefit schools achieving 100 percent response rate.

This letter includes an anonymous code which provides access to the survey. Please use this code when going to www.ncteacherworkingconditions.org from March 15 to April 16 and completing the survey. Your response is important in order to improve teacher working conditions, which will result in increased student achievement and teacher retention. Strong leadership is important to the success of both teachers and students.

The toll-free **Help Desk (877-628-9208)** will be available to answer any questions you may have about the Teacher Working Conditions Survey. Results will be available online in early May 2010. Keep in mind, however, that at least 40 percent of educators in your school must participate in order to access school results.

Help us make the 2010 Teacher Working Conditions Survey the most successful yet. You will not only be making a difference in your school, but in the future of education in North Carolina.

Very truly yours,

A handwritten signature in black ink that reads "Bev Perdue".

Bev Perdue

As a reminder, each code is unique and assigned to a specific school. It cannot be used more than one time.

SAMPLE NUMBER ONLY - THIS IS NOT A REAL CODE ISSUED TO ALAMANCE-BURLINGTON MC

You may complete the survey, via the **confidential** access code shown below from **any** Internet location,
March 15 -April 16

Alamance-Burlington: Alamance-Burlington MC

ACCESS CODE: 159852

If you are more comfortable exchanging your letter with someone in your school, please do so.
It will not adversely affect the survey. Remember each code can be used only once.



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Alamance-Burlington: Alamance-Burlington MC

ACCESS CODE: 321654

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Alamance-Burlington: Alamance-Burlington MC

ACCESS CODE: 654987

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ACCESS CODE: 852914

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Alamance-Burlington: Alamance-Burlington MC

ACCESS CODE: 758962

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