



Need Help?

[www.telldelaware.org](http://www.telldelaware.org)

[helpdesk@telldelaware.org](mailto:helpdesk@telldelaware.org)

Toll-free 866-301-2454 ext. 14

Dear TELL Delaware School Contact:

Thank you for your continued leadership in Delaware schools! For the past few months, you have seen many notices about the upcoming *TELL Delaware* survey, and now it is up to YOU to help us reach every certified educator in our schools. Attached in this packet are the letters regarding this year's statewide survey to certified educators in your school. Each letter has a different anonymous access code that can only be used one time.

We ask that you work collaboratively with your principal to set up a faculty meeting to take place on or before May 1st.

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

- Work collaboratively with your principal to set up a faculty meeting to take place on or before May 1st.
- Before the meeting, go to [www.telldelaware.org](http://www.telldelaware.org), 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 certified 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.
- During the meeting, share information about the upcoming survey.
- Hand out the letters to the certified educators at the meeting and indicate where the anonymous access code is located.
- Ask them to switch papers with anyone they wish.
- And, encourage them to complete the survey ASAP, from ANY Internet location!

If everyone is not in attendance at the meeting, please make note and *then personally meet with those who were absent* to explain the process for completing the survey. Please do not place these letters in the educators' mailboxes.

If you have any questions or concerns about the process, or need additional letters/access codes, please visit [www.telldelaware.org](http://www.telldelaware.org) or call the **Help Desk** at **1-866-301-2454, extension 14**. The Help Desk is available during the survey window from 7:30 am to 4:30 pm, Monday-Friday or by email at [helpdesk@telldelaware.org](mailto:helpdesk@telldelaware.org) anytime.

Sincerely,

President DSEA