



# NYS 21<sup>st</sup> CCLC Teacher Surveys

## Timeline and Summary of Activities

Action	Responsible Party	Date Needed (no later than)
Finalize principal letter and instructions	NYSED/MI	2/23
Identify principals (name, email) of each participant's day-school	Program Directors	2/26
Provide missing principal contacts to your RC <b>(was "Enter into EZR by 2/26")</b>	Program Directors	2/26
Enter principal contacts into EZR	Program Directors	As soon as possible
Send letter to principals and superintendents (cc'd to Program Directors and local evaluators) with instructions for identifying teachers	NYSED	3/1
Conduct/attend ½ hour orientation meeting	Program Directors, Local Evaluators (optional), NYSED, RCs, MI	3/3, 10:00-10:30
Conduct/attend EZReports survey training	Thomas Kelly Assoc., Program Directors, Local Evaluators (optional), NYSED, RCs, MI	3/3, 10:30-12:00
Obtain name/contact for liaison at each day-school to assist with teacher identification	Program Directors/Principals	3/4
Provide sample email to PDs for requesting identified teachers from principal/liaison <b>*NEW*</b>	NYSED	4/5 (changed from 5/10)
Forward sample email to principals/liaisons <b>*NEW*</b>	Program Directors	4/6 (changed from 5/10)
Provide school liaison(s) with names of all students currently enrolled	Program Directors	4/6 (changed from 3/4)
Identify teachers and provide contact information to Program Directors	School Liaisons	4/19 (changed from 5/3)
Enter day-school teacher contacts into EZReports	Program Directors	5/7
Administer surveys with cover letter instructions to teachers of students with 10+ hours attendance (use custom survey filter in EZReports) <b>*NEW*</b>	Cover letter provided by NYSED, TKSA populates into EZReports for all to access  Program Directors/Site Coordinators [POSSIBLY NYSED, TBD] administer through EZReports using posted cover email.	5/14  5/14
Survey response deadline	Targeted day-school teachers	5/28
Send email reminders to non-respondents, with CC to principals and liaisons	NYSED, via EZReports	5/21 and 5/31-end of SY