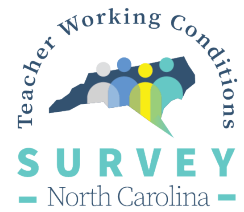


February 2022



Dear School Representative(s):

Thank you for your continued leadership in our schools. We are grateful for your work on the 2022 North Carolina Teacher Working Conditions (NCTWC) Survey. Whether you are new to this role or have helped with every survey, we are here to support you and to ensure your school is ready. We are committed to providing each educator a chance for their voice to be heard and appreciate your help to reach 100% participation. THANK YOU for helping us reach every educator in the state.

Included in this packet are the NCTWC Survey letters to all educators in your school. Each letter has a different, anonymous access code that can be used only one time. Your school has received the number of letters based on the headcount provided by DPI. All teachers and school-based licensed educators are eligible to participate in the survey.

If your school received too many codes, or not enough codes, please contact Survey Support from the survey website. (www.nctwcs.org)

**If any survey issue or support request has not been resolved within 24 hours, contact your Regional Education Facilitator (REF) for additional assistance. (bit.ly/NCDPIREF)*

Please follow these instructions to prepare for the survey and to distribute the included letters:



The school-based representative(s) and principal should work collaboratively to set up a schoolwide meeting to take place **before** March 1 to share information about the survey with educators.



Before the meeting, go to www.nctwcs.org and familiarize yourself with the website. Find the frequently asked questions, print, and be sure to bring them to the meeting.



At the meeting, be sure to hand deliver one letter to each participating educator. Review the letters with your educators. If any educators are absent from the meeting, please hand deliver their letters and review the meeting details. *Do not place these letters in the educators' mailboxes.*



Encourage educators to exchange letters to increase confidence in the anonymity of the survey.



Encourage educators to complete the survey as soon as it opens from ANY internet-enabled device.
The survey opens March 1!



Please track real-time participation rates for your school by visiting www.nctwcs.org at any time during the survey window. Continue to encourage participation until your school reaches 100%.

**Schools with less than 40% participation will not be included on the website and will not have results to use in school improvement planning.*



The recorded survey webinars offered in February to highlight the 2020 NCTWC Survey for leaders and school representatives are available on the survey website. Visit www.nctwcs.org/Resources.html

Thank you for lending your voice to help shape the future of education in our state!

With appreciation,

A handwritten signature in black ink, appearing to be "C. Truitt".



@CTruittNCDPI