

Principal Survey FAQs

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Introduction

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1. Question: Where can I find all the information about the Principal Survey?

Answer: TEA has created a webpage to be the center of information about the Principal Survey. To find it from the [TEA homepage](#), find the words “Principal Survey” under Quick Links on the left side. You may want to create a bookmark for yourself to this [Principal Survey website](#).

2. Question: If I am a principal, when will I receive the surveys?

Answer: The surveys will be available in your TEA educator profile on April 9, 2012. When you access your educator profile, the Principal Survey button will be on the left side of the screen.

3. Question: Will I receive an email on April 9th notifying me of the Principal Survey opening?

Answer: If you are a principal who has first, second, or third year teachers, you will receive notification that the Principal Survey button is active in your TEA educator profile.

4. Question: When do I have to submit the surveys?

Answer: The deadline for submitting all Principal Surveys is June 15, 2012 by 5 pm.

5. Question: Is there training for principals with instructions for completing the surveys? If so, how do I access it?

Answer: A Principal Survey Training Module is available on the [Principal Survey website](#). The training module is presented in an on-demand format; you can view at your convenience. In addition, you can print the documents for later reference.

Who completes surveys about whom?

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6. Question: For which teachers must I complete a survey?

Answer: Surveys must be completed on teachers in their first, second, and third year of teaching service (experience). For example, if a teacher is in her first year on your campus, but has six years of teaching experience somewhere else, no survey is needed on that teacher.

The educator preparation program is pre-populated for each individual teacher. If the teacher is a former aide, that aide experience does not count toward teaching service. The beginning teacher must have been on your campus for at least five months.

7. Question: Is this survey for all first, second, and third year teachers, or just those teachers who became certified through an alternative certification program?

Answer: This is for all first, second, and third year teachers who were certified through a Texas educator preparation program- no matter whether it was an alternative certification, a post-baccalaureate, or a traditional program.

8. Question: What about teachers who attended multiple preparation institutions/programs?

Answer: Only the institution which recommended the beginning teacher for a standard or probationary certificate will be considered. This is the educator preparation program listed on each individual teacher's survey.

9. Question: It is correct that the recommending educator preparation program is the one being held accountable?

Answer: Yes.

10. Question: Does a survey need to be completed if a teacher with one to three years experience was certified from an out-of-state teacher preparation program?

Answer: No.

11. Question: Do charter school principals need to complete principal surveys for beginning teachers?

Answer: Yes. Charter school principals are responsible for completing surveys for any beginning *certified* teachers on their campus.

12. Question: If a teacher is released due to budget cuts or nonrenewal, am I required to complete a survey on that teacher?

Answer: Yes. It does not matter if the teacher has been released or non-renewed. If the teacher taught on your campus for five or more months, a survey must be completed.

Associating Teachers with Principals

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13. Question: Will I get a survey for each teacher, or do I just fill out a number of surveys on beginning teachers?. In other words, is there a "one-on- one" match?

Answer: Yes, there is. The surveys are pre-populated with the name of the teacher, the number of years of experience, and the name of the educator preparation program. You will complete a survey designated for each beginning teacher with one, two, or three years of teaching service, as long as that teacher has been teaching on your campus for at least five months.

14. Question: If I check my educator profile on April 9th and no Principal Survey button is present, what do I do?

Answer: Contact your district Human Resources representative who can assign you to the surveys for your campus. If additional help is needed, email TEA at principalsurvey@tea.state.tx.us. Include the campus number, your name and last four digits of your social security number.

15. Question: If my list of teachers is not correct, what do I do?

Answer: If you have incorrect teachers on their list, you can delete them. In addition, you can add teachers to the list if you are confident that they are Texas first, second, or third year teachers. You can also contact their human resource/personnel staff in your district to delete and add teachers.

16. Question: What if I am retiring or changing campuses or school districts?

Answer: Please complete all of their beginning teacher surveys before you leave. The Superintendent/Human Resources staff can assist in ensuring this has been done before you exit the campus/district.

For Superintendents and/or Human Resources (HR) staff

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17. Question: Since my Superintendent can access the status of the district surveys, can a HR director or deputy superintendent also have access to check the status of our responses?

Answer: Yes, HR staff will have a portal on the Educator Certification Online System (ECOS) green screen. Each HR staff responsible for monitoring the district's Principal Surveys must submit a [secure access form](#) signed by the superintendent allowing access to the Principal Survey to TEA.

18. Question: Will the Superintendents/HR staff be notified when the Principal Survey is opened on April 9th?

Answer: Yes, they will be notified based on the information provided in [AskTED](#).

19. Question: When will the Superintendents/HR staff be able to access the lists of principals and teachers?

Answer: On April 9th, when the Principal Survey is released.

20. Question: Where is the [secure access form](#)?

Answer: The form may be found on the [Principal Survey website](#). It is important that the Superintendent sign the form granting the access and fax it back to TEA at the number provided. TEA will then send the identified staff person a user name and temporary password. Directions for accessing the principal survey is provided in the Superintendent/Human Resource/Personnel Staff Training Module located on the [Principal Survey website](#).

21. Question: For HR to ensure that all surveys have been completed, will HR staff have to ask the superintendent for his/her educator login information?

Answer: No, HR staff will need to submit a [secure access form](#) in order to have access to the principal survey screens in ECOS.

22. Question: Is there training for the Superintendents/HR staff on how to access and monitor the principal survey?

Answer: Yes, Superintendents/HR staff training is available on the [Principal Survey website](#). They can view the modules at their convenience. In addition, they can print the documents for later reference.

TEA Educator Profiles

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23. Question: Does my TEA educator profile have to be set up in order for me to access the Principal Survey on April 9th?

Answer: Yes, your educator profile must be established on the TEA website in order to access the surveys.

24. Question: If I have a lifetime certificate and have never set up an educator profile, how do I set one up?

Answer: Go to the [TEA website](#) and click on “Educator Login (Internet Explorer required)” square in the upper right hand corner of the screen. The next screen that appears will provide you with two options: 1) Set up a new user profile; 2) Log in. Select the blue bar which says “Set Up Account”.

You may also watch the Principal Survey Training Module for instructions on how to access the user name and password. The Principal Survey Training Module is located on the [Principal Survey website](#).

25. Question: What if I don’t remember my user name or password?

Answer: Go to the [TEA website](#) and click on “Educator Login (Internet Explorer required)” square in the upper right hand corner of the screen; the next screen that appears will provide two options: 1) Set up a new user profile; or 2) Log in. Click on the “forgot your password” option. The next screen will take you through several steps to get your username and password.

You may also watch the Principal Survey Training Module for instructions on how to access your user name and password. The Principal Survey Training Module is located on the [Principal Survey website](#).

26. Question: The email address in my Educator Profile is my home email. Should I use my school district email?

Answer: This is your choice. Once you log into your account, you can change your contact information on the “Change Address” tab.

27. Question: How much time will each survey take?

Answer: TEA anticipates that it will take approximately 15-20 minutes per teacher. This will vary depending on how thoughtfully you consider the beginning teacher's preparation.

Designees

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28. Question: Can I designate someone else to do the Principal Surveys?

Answer: Yes. You may designate a grade level team leader, department chair, assistant principal, or campus curriculum director. For a public school, the designee needs to be certified as an administrator. Charter school principals do not need administrator certification.

29. Question: What is the process for my designee to complete teacher surveys?

Answer: The designee completes a paper copy of the principal survey that is available on the [Principal Survey website](#) and returns it to you. However, you must enter the responses into the actual online survey. The designee cannot complete the actual online survey because it is located in your secure educator profile on the TEA website. You should not share log in information with anyone.

30. Question: Do my designees have to be PDAS certified in order to submit the survey?

Answer: No, but the designees must be trained by the district to observe the person as an evaluator.

Completing and Submitting the Surveys

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31. Question: Should survey results match PDAS?

Answer: No, you will be evaluating the beginning teacher from the perspective of the quality of teacher preparation provided by their educator preparation program.

32. Question: Will the system automatically save if I do not complete the entire survey?

Answer: Yes, you may return later to complete and submit the survey. Everything entered will be saved and should be there when you return.

33. Question: Will teachers have access to their own surveys?

Answer: No, this is confidential information.

34. Question: Do I need student achievement data prior to completing the surveys for second and third year beginning teachers?

Answer: No. However, it may help you answer the questions that address student achievement if such data is available.

35. Question: May I keep a copy of the survey if I want?

Answer: Yes, but you must print it before submitting.

36. Question: If I already submitted a survey, can I click on the person's name again and see the confirmation screen again?

Answer: Yes. You can print the confirmation screen for each survey one time, but the status screen with the list of educator names and statuses will be "view only" through June 30th.

37. Question: If I forget to print a confirmation screen, what can I do?

Answer: Until April 15th, you can go back and print the confirmation screen for any survey, as long as you haven't already printed it. You or the HR staff in your district can also view the status screen. The status screen with the list of educator names and statuses will be "view only" through June 30th.