Principal Survey 2016
Frequently Asked Questions

Introduction

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

The Texas Education Agency (TEA) has created a webpage to be the center of information about the Principal Survey. To find it from the TEA homepage, find the icon "Texas Educators" click on Principal Survey under Preparation and Continuing Education section. Superintendents, Principals and Human Resource (HR) Personnel may want to create a bookmark to access more easily the Principal Survey website.

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

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 it at your convenience. In addition, you can print the documents for reference.

If I need assistance, where do I go?

3. Who do I contact for assistance?

The most effective and generally the quickest way to get assistance with the Principal Survey is to send your question to principalsurvey@tea.texas.gov A response will be provided within one business day.

4. **How do I access TEAL/ECOS to find my survey?**

a. Go to the main page of the TEA website at http://tea.texas.gov/
b. At the top of the TEA main page, click **TEAL Login** (located on the blue "Popular Applications" ribbon.)
c. On the TEAL login page, enter your username and password and click **Login**.
   (If you do not remember your username or password, click on the question "Forgot your username?" or "Forgot your password" and follow the instructions.)
d. Once you are logged in, click the blue **Educator** link above your TEA ID number. This will take you to the blue ECOS main menu.
   (DO NOT select **Educator Certification Online System for Entities: General Access District Principal Survey**. If you do, it will take you to a green screen and you will need to go back.)
   The next page is your Personal Educator Profile. You may update if you wish and then click to continue at the bottom of the page.
e. On the main menu, click **Principal Survey.**

NOTE: If there is no "Principal Survey" button, then contact your district's HR representative who can assign principal surveys for the campus.
If additional help is needed, email TEA at: principalsurvey@tea.texas.gov
Include the following information in your email:

- Campus Number
- Principal's name
- Last four digits of principal's social security number

f. Click the **I agree** button to agree that you are responsible for the accuracy of survey responses.
g. The Principal Survey should appear.
NOTE: If the Principal Survey does not appear, check to make sure that you clicked the button on the left side of "**Principal Survey**" and "**I agree**."
If the Principal Survey still does not appear, please send an email to principalsurvey@tea.texas.gov explaining your situation and someone will contact you within one business day.

5. If my list of teachers is not correct, what do I do?

If there are incorrect teachers on the survey list, you can remove the teachers from the list. In addition, you can add teachers to the list if you are confident that they are first-year teachers from a Texas education preparation program. Principals can also contact their district's Human Resources (HR) representative/contact to remove and/or add teachers. Please note that the system will provide you with a dropdown menu for reasons a teacher needs to be removed. You must select a reason in order for the system to accept the removal.

Survey Timeline

6. If I am principal, when will I have access to the surveys?

The surveys will be available for principals through the TEA educator profile in the Educator Certification Online System (ECOS) on April 6, 2016. When you access your educator profile, the Principal Survey button will be on the left side of the blue screen. HR personnel will need to access surveys through the green screen. If you have not created a TEA Login (TEAL) account then you must access the TEAL instructional documents on the TEA Principal Survey website for principals, superintendents and HR to ensure access to ECOS.

7. When do I have to submit the surveys?

The deadline for submitting all Principal Surveys is June, 15, 2016 by 5:00 p.m.

Who completes surveys about whom?

8. For which teachers must I complete a survey?
Surveys must be completed for teachers in their first year of teaching service (experience). For example, if a teacher is in his/her first year on a 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 first-year teacher. If a teacher is a former para-professional, that experience does not count toward teaching service. The first-year teacher must have been on campus for at least five months.

If a teacher is assigned to multiple campuses, the principal that is assigned more time with the teacher at their campus is expected to submit the survey in their roster in order to ensure that only one survey per teacher is submitted. The principal may request information from other principals that work with the first-year teacher by asking them to complete a hard copy of the survey and including their input into the survey, as appropriate.

9. Is it possible to earn Continuing Professional Education (CPE) credit for completing the surveys?

Yes, this year the Texas Education Agency will award CPE credit hours for completing the principal surveys. Upon completion of the training module, principals may download a certificate for having viewed the training and read all the information provided for a total of 1 hour CPE credit. In addition, each survey completed and submitted will earn .25 hour CPE credit. Each survey takes approximately 15 minutes.

10. Is this survey for all first-year teachers, or just those teachers who became certified through an alternative certification program?

This is for all first-year teachers who were certified or interns in an alternative certification program, a post-baccalaureate, or a traditional Texas educator preparation program.

11. What about teachers who attended multiple preparation institutions/programs?

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

12. Does a survey need to be completed if a teacher with one-year of experience was certified from an out-of-state teacher preparation program?

No. This survey applies only to Texas educator preparation programs.

13. Do charter school principals need to complete principal surveys for first-year teachers?

Yes. Charter school principals are responsible for completing surveys for any first-year teacher on their campus.

14. If a teacher is released due to budget cuts or non-renewal, am I required to complete a survey on that first-year teacher?

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

Associating Teachers with Principals

15. Will I get a survey for each teacher? Is there a "one-on-one" match?

Yes, there is a one-on-one match. The surveys are pre-populated with the name of the teacher and the name of the educator preparation program. Principals will complete a survey designated for each first-year teacher as long as that teacher has been teaching at their campus for a minimum of five months.

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

Please complete all of the first-year teacher surveys before leaving the district. The Superintendent/HR contact can assist in ensuring this has been done before exiting the campus/district.

For Superintendents and/or Human Resources Staff

17. Can the HR contacts or superintendent also have access to check the status of survey responses?

Yes, HR contacts have access to a portal on the Educator Certification Online System (ECOS) green screen. They must have applied for access thought the TEAL system to add the principal survey application where the surveys reside. Each human resource staff member is responsible for monitoring the district's Principal Surveys.

18. When will the Superintendent/HR contact be able to access the lists of principals and teachers?

On March 23, 2016, HR contacts will have access to the Principal Survey in order to verify principals and first-year teachers.

19. Is there training for the Superintendent/HR contact on how to access and monitor the principal survey?

Yes, Superintendents/HR training modules via an on-demand video is available on the Principal Survey website. They can view the modules at their convenience. In addition, they can print the documents for reference.

Designees

20. Can I designate someone else to do the Principal Surveys?

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

21. What is the process for my designee to complete teacher surveys?

The designee completes a paper copy of the principal survey that is available on the Principal Survey website and returns it to the principal. Principals must enter the responses into the actual online survey. The designee cannot complete the actual online survey because it is located in a secured educator profile for their principal. Principals should not share their login information with anyone.

22. Do my designees have to be PDAS certified appraisers or certified in the district's current appraisal system in order to complete the survey?

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

Completing and Submitting the Principal Surveys

23. Should survey results match PDAS or the district's current appraisal system?

No, principals will be evaluating the first-year teachers from the perspective of the quality of preparation provided by the teachers' educator preparation program.

24. Will the system automatically save if I do not complete the entire survey?

Yes, principals may return later to complete and submit the survey. Everything entered will be saved and should be there upon returning to the survey.

25. May I keep a copy of the survey, if I want?

Yes, but principals must print the screens before submitting.

26. Who may I contact for any additional questions?

Please send an email with your question(s) to principalsurvey@tea.texas.gov
Someone will get back with you with a response within one business day.