# Template for the Classroom Instructors and Staff Information Letter

**Principals:** Please provide the following information to all licensed classroom instructors as well as any other individuals holding a state professional license, such as those with a Collegiate Professional License, Postgraduate Professional License, or Pupil Personnel Services License. You may send it to other non-licensed staff members, if you wish for them to complete the survey. Be sure to specify the ***survey window dates***. Please remind your classroom instructors and staff members periodically about the survey to encourage a high response rate.

Dear ,

This spring our school, in cooperation with the Virginia Department of Criminal Justice Services and Virginia Department of Education, is conducting the Virginia School Survey of Climate and Working Conditions of students, classroom instructors, and staff. The purpose of the survey is to measure school-level working conditions which have shown to impact classroom instructor and staff retention as well as student educational outcomes.

All classroom instructors and staff members are asked to participate in the Virginia School Survey. The survey can be completed on any internet-connected device (e.g., computer, cell phone, tablet, etc.) between **DATE and DATE**.

The survey asks questions about staff collegiality, work environment, teaching and instruction, student supports, professional development, relationships with parents/guardians, teacher autonomy, school leadership, and safety. Classroom instructors and staff members will not give their names on the survey and all answers are anonymous. While you will be asked to identify your role in the school, however data will not be reported by role within school or division results.

Participants will not receive any immediate benefit from completing the survey, but the survey will help us ensure all students, classroom instructors, and staff have access to a safe, healthy and positive environment in which to learn, work, interact, and grow. The survey is voluntary and you are free to decline. No action will be taken against you or the school if you do not participate.

Thank you for your cooperation in this important study of Virginia’s schools.

*{Signed by principal}*