



August 9, 2004

TO: PROM/SE Associates
 CC: Building Principals

FROM: Bruce Umpstead, PROM/SE Executive Director

RE: Your Help Requested!
 PROM/SE Online Teacher Surveys



Welcome Associates to the PROM/SE Mathematics Summer Institute! We value your commitment to this important project and appreciate your willingness to participate in this series of data sharing and program information sessions.

As a PROM/SE representative for your building, we would like to enlist your help in completing a critical piece of this project. Collecting complete building-specific data sets are essential in providing you with the types of in-depth reports we cover in this institute.



You can assist us by the answering questions from the teachers in your building and encouraging them to complete the online PROM/SE teacher survey if they have not already done so. These surveys are a vital component in the PROM/SE data collection process, in that they provide a real-time 'snapshot' of the content your teachers are currently presenting.



Here is how you can help:

1. Completing our teacher lists

In this envelope, you will find a building-specific teacher list, containing the names of the teachers in your buildings (as provided to us by your district), and assigned logins and passwords. Duplicate names indicate the number of online surveys each teacher needs to complete with respect to the classes they taught during the 2003-2004 school year. They will receive \$10 for each survey completed.

We need to make sure this list is complete. If you are willing, please use the separate table (on the colored sheet) to provide names of teachers from your building in 2003-2004 that are not on the list. Please turn this updated list into the Institute's organizers by the end of the Summer Institute.



2. Encouraging your teachers to log on

The list is for you to take to your building and assist teachers who have not completed the online survey. Online completion of the teacher surveys is strongly encouraged. Your list has teacher names, passwords, and logins. The surveys can be found at: <http://data.promse.msu.edu/PROMiSE/>.



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Your teachers will be compensated \$25 for logging in and completing the survey (\$15 for the paper background questionnaire and \$10 for each online teacher survey completed).

Some teachers may ask about their checks. If they have completed both the teacher background questionnaire and online survey, please have them contact dataguru@msu.edu for assistance or call, 517-353-7755.

3. *Help with Paper Questionnaires & Surveys*

Teachers who have not completed the background questionnaire can still do so (paper-only). In this packet, we have provided grade-specific paper copies for reproduction. Please make a copy and have the teacher complete it.

Additionally, if a teacher is unable to log in and/or access the teacher survey via the Internet, we have provided paper copies that you may duplicate and give to them.

For your convenience, we included a self-addressed envelope to the PROM/SE offices. Please use this envelope to return paper questionnaires and surveys to us or, if teachers prefer, they can mail us their responses individually. Please ask your building administrators to provide postage.

If you have any questions, please contact my office (517-353-4884 or promse@msu.edu). Your site representative can also assist you and your teachers in this critical data collection effort.

With your assistance, PROM/SE will meet and exceed everyone's expectations. Thank you, again, for your help and support.