



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

GRETCHEN WHITMER
GOVERNOR

MICHAEL F. RICE, Ph.D.
STATE SUPERINTENDENT

MEMORANDUM

DATE: April 15, 2021

TO: Local and Intermediate School District Superintendents
Public School Academy Directors

FROM: William A. Pearson, Ed.D., Interim Deputy Superintendent
Division of Educator, Student, and School Supports WAP

SUBJECT: Action Required: Survey of Administrators Employing First-Year Teachers

The Michigan Department of Education (MDE) will be releasing a brief survey to collect feedback from administrators about the preparedness of new teachers. This survey has been identified as a critical piece of information for MDE and educator preparation institutions (EPIs) to assist with continuous improvement efforts around teacher preparation.

Below is key information about the upcoming survey. We ask that you share this information with the lead administrator in each of your schools and encourage the lead administrator to take the survey. Individuals who complete the survey will receive up to five state continuing education clock hours (SCECHs).

- **Who will receive the survey link?** Only school administrators with individuals in their first year of teaching who completed Michigan educator preparation programs will receive an email with a link to the survey. Unique survey links will be sent for each first-year teacher employed by the school.
- **How long will the survey take to complete?** The survey includes 15 questions and should take *5-10 minutes*.
- **What will the survey ask?** The survey will ask school administrators about the knowledge, skills, professional dispositions, and preparation of their first-year teachers who completed Michigan teacher preparation programs.
- **When will the survey be open?** The survey link is scheduled to be emailed to lead administrators the last week of April. The survey will stay open through June so individuals may complete the survey when it is most convenient for them. The survey will come through Qualtrics with the following email address, noreply@gemailserver.com. Please add this address to each school's safe senders list.

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- **Why is this survey important?** Feedback from pre-K-12 administrators is a critical part of the educator preparation institution accountability system and continuous improvement efforts. While the survey is only one part of the system, EPIs will use this information to better understand program strengths and areas for improvement. This survey is intended to reduce the current burden on administrators by streamlining the feedback that has previously been collected by each institution.

Please do not hesitate to reach out to MDE's Katelyn Boswell Gallagher at BoswellGallagherK@Michigan.gov with any questions.

Thank you for your attention to this important request.

cc: Michigan Education Alliance
Confederation of Michigan Tribal Education Directors