



NYS 21st CCLC

Spring 2022 Teacher Surveys

Timeline Overview

Action	Responsible Parties	Timeframe
Identify a school liaison (name, email) for each participant's day-school	Program Directors/Principals	Early Fall 2021
Include "Day School Classroom Teacher" Name and Email address on Enrollment form for all students in Grades 1-5	Program Directors	Ongoing
Record Day School Teacher Name and Email on Enrollment form <i>and</i> in EZReports as each student is registered	Program Directors/Site Coordinators	Ongoing
Identify principals (name, email) of each participant's day-school and enter in EZReports	Program Directors	Early Fall 2021
Work with principals* and school liaisons to: <ul style="list-style-type: none"> ➤ identify any teachers (names and emails) not yet obtained ➤ "safelist"^(a) your program's email domain on all day school staff's and teachers' computers *[NYSED will send a letter to principals and superintendents explaining the need for support]	Program Directors	Late Fall 2021
Provide school liaison(s) with names of all students currently enrolled	Program Directors	Late Fall 2021
Enter any remaining day-school teacher contacts into EZReports	Program Directors	Winter 2021-22
Attend EZReports teacher survey orientation and training	Program Directors of elementary age programs, Local Evaluators (optional), NYSED, RCs, MI, Thomas Kelly Assoc.	TBD
Administer surveys with standardized cover letter instructions* to day school teachers of all participating students in Grades 1-5 *Cover letter provided by NYSED, made accessible through EZReports	Program Directors/Site Coordinators	TBD (Spring 2022)
Survey response deadline	Targeted day-school teachers	TBD (Spring 2022)
Send email reminders to non-respondents, with CC to principals or liaisons	Program Directors/Site Coordinators	Through end of SY

^(a) Tell your email account to recognize an email address or domain as "not spam".