Teacher feedback is an important part of promoting a principal’s professional growth. As part of the Network for Educator Effectiveness (NEE), teachers are asked to report on their principal’s leadership practices using a standard survey. **NOTE:** To view a listing of the Teacher Survey questions, see *Teacher Survey Items by Leader Indicator* on the Help and Resources menu.

*Responses are completely anonymous. No one in the district can view individual responses from any teacher.*

**HOW TO TAKE A TEACHER SURVEY ON A PRINCIPAL**

1. Go to the [NEE Data Tool website](#).
2. In the Sign In box, enter your school email address and password. Click **Sign In**.
3. On the Home screen, you will see a Teacher Surveys box. Click **Survey** next to your principal’s name. **NOTE:** You may only take the Teacher Survey one time per principal. Once you click **Complete** on the Teacher Survey, you may not take it again. It is important that you only take the Teacher Survey when you are ready to complete it.
4. The **Teacher Survey** screen will appear. There are 47 questions each with a scale of 0-3.
   1. **0** – Strongly disagree
   2. **1** – Disagree
   3. **2** – Agree
   4. **3** – Strongly agree
   5. I don’t know or this does not apply.
5. Complete the survey by answering all questions. **NOTE:** Answers are completely anonymous. Your principal will not see your individual responses.
6. When you have answered all questions, click **Complete**.
7. The **Surveys** selection screen will appear. You should see the message, “Survey Completed [Month, Day, Year]” next to your principal’s name.