



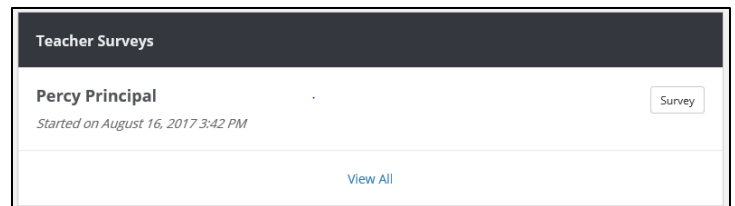
NEE Data Tool – Teacher Instructions for the Teacher Survey

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.

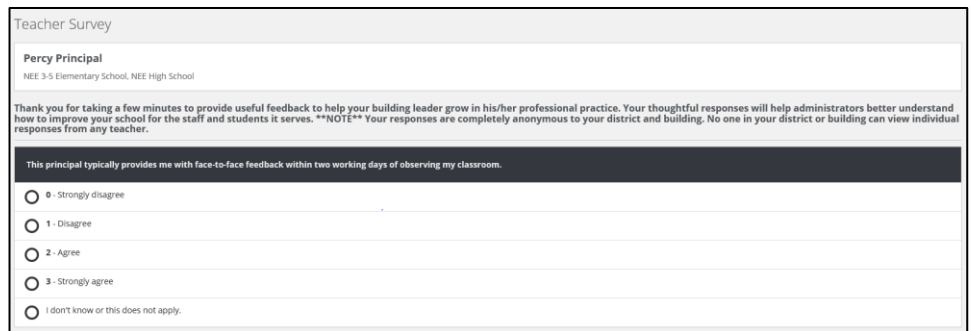
Responses are completely anonymous. No one in the district can view individual responses from any teacher.

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.
0 – Strongly disagree
1 – Disagree
2 – Agree
3 – Strongly agree
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.