

**MEMORANDUM**

To: School Superintendents and Principals

From: Scott Bogan, Director of Higher Education and Ed. Prep. Programs

Date: July 20, 2018

Re: Principal Survey Reminder

As a reminder, Indiana Code 20-28-11.5-9 requires a principal at each school corporation, including both charter and virtual schools, to complete an annual survey for any teacher employed in his/her building who was *initially licensed in Indiana during the previous two (2) years*. The purpose of the survey is not to assess the individual teacher, but the quality of preparation provided by the Indiana educator preparation program s/he completed for licensure. The Indiana Department of Education is required to provide the survey form to principals during the second semester of each academic year.

As noted in our March 2018 message, the 2018 survey will be available until August 1<sup>st</sup>. If you have not yet completed the survey, please do so as soon as possible. In order to access the 2018 survey, please visit <http://www.doe.in.gov/licensing/principal-survey>, select “Take the Survey” and then enter the access code. If you do not have an access code, please contact Scott Bogan at [sbogan@doe.in.gov](mailto:sbogan@doe.in.gov). Additional information and resources are available at <http://www.doe.in.gov/licensing/principal-survey-resources>.

Please do not hesitate to contact Scott Bogan at [sbogan@doe.in.gov](mailto:sbogan@doe.in.gov) if you have questions or concerns.