



Spring-Ford Area School District

Dear Teacher:

On March 10, 2025 the Pennsylvania Department of Education, Bureau of Special Education (BSE) will be conducting cyclical monitoring of your school district/charter school to assess compliance with regulatory requirements. One component of the monitoring is assessing the district's/charter school's professional development program, and its impact on teachers' knowledge and local practices for serving students with disabilities in the Least Restrictive Environment. This will be accomplished in two ways: (1) interviews with selected personnel conducted during the monitoring process, and (2) a survey of all teachers in the district.

The BSE encourages all teachers to complete an online survey. To do so, follow the instructions on the attached handout, using the username and password provided by the school district/ charter school. It is critical that all teachers completing the survey do so only once, since this will ensure broad representation. ***If you wish to participate, you must complete the survey online by 1/24/2025.***

All survey responses will be kept anonymous. Results are tabulated by an outside agency, and the overall results will be provided in an aggregated format to the school district/charter school and the BSE. Results will assist the BSE and school district/charter school in planning for future training needs.

If you have any questions about the survey, please address them to your agency's Director of Special Education. Thank you for your time, interest, and willingness to participate.

Sincerely,

Carole L. Clancy, Director

Cyclical Monitoring Teacher Survey Instructions Spring-Ford Area School District

- Each LEA (school district/charter school) will be given a username and password that should be shared with all teachers in the LEA. The same password is used for each teacher. All teacher survey responses are kept anonymous. **Only one survey should be filled out per teacher.**
- Surveys must be submitted via the website no later than **1/24/2025**.
- You will need internet access to complete the survey. Once in your browser go to the 123467303 following URL - <http://apps.leaderservices.com/TeacherSurvey>
- This will bring you to the login page. Note: Your browser must be configured to accept cookies, run Javascript and allow popups from apps.leaderservices.com. Some of these settings are generally enabled by default. If your browser does not meet these requirements, you will be redirected to a page that will explain to you how to change the settings on your browser.
- Type in the username and password given to you by your LEA.
- At the top of the screen will be a link to the Supplementary Aids and Services Fact Sheet. You may choose to click on the link to review this information.
- The answers to most questions will be in the format of a range. These ranges are shown by using “radio buttons”. To select your response you just need to click into the circle that represents your answer. You will see that the circle will then be selected and filled in. Do this for all the questions.
- Questions 11 and 12 require you to type in text in the boxes below the question. Please make your answers brief.
- When you are done answering the survey questions click on the submit survey button at the bottom of the screen. This will submit your survey responses and they will be aggregated in a report.
- Once you submit the survey you will be taken to a Thank You page. Once you are there click on the logout link in the upper right hand corner of your screen and you are finished.

Username - 123467303

Password - 57134903