

We have put together sample messages to promote support and insightful feedback from your district team members and your schools' administrators.

Share this with the Superintendent and cabinet for approval/support:

I request your support for our district to participate in the [Speak Up Leader Survey](#) conducted by [Project Tomorrow](#). I believe that participating in this survey will provide us with valuable data and perspectives that can help us enhance our educational technology practices and better serve the needs of our students.

About the 2024 Leader Survey:

- 15-minute online survey with questions focused on digital access, use, and design in instruction
- All data is 100% protected. Only we have access to our district data. No names or email addresses are collected
- Survey will be open until June 21, 2024
- 100% free

We will receive a report on the findings that includes comparative statistics plus a customized Digital Equity Readiness Report Card for our district. This resource will:

- Provide baseline data for us to understand the views of our building and district office administrators related to the use of technology in our schools
- Create a new way to talk about digital equity as outlined by the National Educational Technology Plan (NETP)
- Include resources from leading education groups to support our plans and will connect us specifically to appropriate NETP recommendations
- Potentially engage our school community in new discussions and plans for the 2024-2025 SY

Share this with your district and building administrators for participation:

Subject Line: 🕒 Put 15 mins on your calendar: Complete the Speak Up Leader Survey

[District] Leaders,

Your perspectives matter! Participate in our survey designed to measure awareness and support around digital equity. This is your chance to provide valuable feedback on our educational technology integration. The survey takes less than 15 minutes to complete and is confidential.

How to participate:

- Access the survey through the provided link: [insert your custom link](#)
- Complete the survey thoughtfully, providing as much detail as possible.

- Submit your responses by [\[Insert your internal deadline\]](#).

Note: We ask that you not use the back browser button or refresh as this will prevent you from being able to submit.

Sincerely,

[Your Contact Name]

[Contact Information]