

November 6, 1997

Dear Fellow Colleagues:

I am currently a doctoral student at Virginia Polytechnic Institute and State University, Blacksburg, Virginia. The purpose of my study is to design and test an instrument to measure teachers' satisfaction with involvement in school decision making. The instrument that I have developed in this study is the **Satisfaction with Participation in Decision Making Questionnaire**. This instrument has two parts. The first part is a measure of the desired level of participation in decision making. The second part is a measure of the perceived actual level of participation in decision making. The discrepancy between the two is a measure of the level of satisfaction with participation in decision making. The greater the discrepancy, the less the satisfaction with participation in decision making.

As part of this study your school has been selected as one of 5 schools that I would like to survey. I would greatly appreciate your permission to include your school in this research project. This survey will not interfere with the normal operation of your school. Most educators have completed this questionnaire in 10 minutes or less. I am well aware of the many demands placed upon teachers' and administrators' time; however, for an instrument to be valid, it is important that it be administered to a large population. All questionnaires will remain anonymous.

The intended purpose of this study is to provide an instrument for principals to use as a needs assessment to determine how much, and in what areas, teachers want to be involved in school decision making. If you have any questions concerning this study, please do not hesitate to contact me either at home (757) 488-3529, or at work (757) 494-7635.

Thank you for your assistance in this study.

Sincerely,

Sandra S. Copeland
Assistant Principal
Georgetown Primary School