Dear Parents and Guardians,

Beginning February 4, 2019, and continuing through March 15, 2019, our school will be administering school climate surveys. All parents/guardians of students in kindergarten through 12th grade and students second grade and higher are being invited to participate.

The purpose of this survey is to gather input about school climate and the effectiveness of the teachers and administrators at our school. Responses are anonymous and no personal information will be collected. Reports will be made available for teachers and administrators to use in their school improvement efforts. The survey is short, taking less than 10 minutes to complete.

During the survey window, there will be computers available at our school’s parent teacher conferences coming up on [*place parent teacher conference date(s) here]* if you would like to complete the survey at that time. The survey will be available in both English and Spanish.

Students will take surveys during school time. The first page of the survey allows the respondent to opt out of the survey by clicking “I do not wish to take the survey.” If you do not want your child to take the survey, your child may opt out at the time of administration.

Thank you in advance for your participation.

Sincerely,

[*Principal’s Name*]