

# SAMPLE PARENT COVER LETTER

Dear Parent/Legally Approved Adult:

We are excited to announce the administration of the *National School Climate Center's Comprehensive School Climate Inventory*. This survey measures conditions for learning by asking the real experts each year – students, parents and faculty. **This is your chance to make your voice heard, and we intend to listen.** Together we will seek creative solutions that will support a world-class education that provides students with 21<sup>st</sup> century skills to succeed out in the real world. Studies have shown this work matters. Improving skills such as solving problems, working out conflict and working with other people in a group has led to **double-digit increases** on achievement test scores, improved classroom behavior and improved attitudes.

We will ask you, your child, and school staff to simply fill out a **confidential [private]** survey. The survey will focus on issues ranging from student safety, to positive student relationships to whether students have enough resources in their schools.

Your input is important to the success of this program. We ask that when filling out the survey, you answer the questions **honestly** so the results are most helpful to the school. From there, the surveys will be reviewed and schools will share the results online so they are easily available to parents and communities.

Thank you for partnering with **NAME OF SCHOOL** to improve the climate for learning. Included in this packet is an overview of this opportunity, as well as:

- 1) An information summary about parent/approved adult survey and student survey
- 2) A written refusal form if you **do not** want your child/children to participate in completing the survey

Please let us know if you have any questions and thank you again!

Sincerely,

DISTRICT SUPERINTENDENT and  
SCHOOL PRINCIPAL

## 1. INFORMATION SUMMARY: CONDITIONS FOR LEARNING

Between **[dates]**, you and your child/children (grades 9-12) will be invited to provide active voice in understanding the culture/climate of your school by completing the *Comprehensive School Climate Inventory*. **Participation in the survey is confidential [private] and strictly voluntary, and no individual is required to fill out the survey.** The survey will take about 20 minutes to complete.

### *Purpose of the Survey*

The purpose of completing the *Comprehensive School Climate Inventory* is to obtain your thoughts and your child's/children's thoughts on your school's climate/culture, and the experiences of your child/children at the school. The information collected will help our community improve the school. Students will take the survey online. You will be asked to take the survey online as well.

# SAMPLE PARENT COVER LETTER

## *Parental Rights:*

- You have the right and the responsibility to be informed about what your child volunteers to participate in at school.
- You have the right to receive correct information about the *Comprehensive School Climate Inventory* in order for you to make good decisions for your family.

## *Confidentiality:*

All information collected will be nameless. You and your child/children will not put your name, birth date, or any other information to identify respondents on the survey and all questionnaires will be private. Information across adults and students will be added together and reported as a school district group. All data will be held in the survey database until all schools have completed the surveys. It will then be sorted and studied.

## *Compensation:*

There will be no payment or reward for adults or students filling out the survey.

## *Voluntary:*

All parents and students will be invited to fill out the *Comprehensive School Climate Inventory*. You and your child/children have the right to refuse to answer any questions on the survey. Completion of the parent/authorized adult survey is considered a consent to participate for the adult.

- All students in 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> grades will be invited to fill out the *Comprehensive School Climate Inventory*. Students will have the right to refuse to answer any questions on the survey. If a student decides they want to change their mind and not complete the survey they may do so.
- If, as a parent or legally approved adult, you do not want your child/children to participate, you must send the school the *Refusal of Consent* form provided in this letter, and your child/children will be provided with another activity during the survey class period. There is no penalty for anyone who decides not to participate.

## *Risk:*

There is no direct risk involved in filling out either survey. Students may find some questions uncomfortable or difficult to answer. They may leave blank any question they do not wish to answer.

## *Benefits:*

The data collected will provide schools and communities with the information they need to provide programs that will support schools, communities and families in keeping their children safe and hopeful about their future.

## *Questions:*

Questions regarding the *Comprehensive School Climate Inventory* are welcome. Please contact your school principal or the contacts below if you have any questions or concerns:

[CONTACT INFORMATION]

