Cover letter for Parent Survey

This page should be copied onto school letterhead and signed by the school principal.

DATE:
TO:   Parent/Guardian
FROM: Principal
RE:   PARENT/GUARDIAN POSITIVE ACTION SURVEY

As you will recall, our school has the privilege of participating in the Positive Action Research Project. We would like you to answer this survey this week for each child that you have in the study. The questions concern your opinions about you and your child. Parents across the country are participating in this important project.

Your honest answers to this survey will help in the evaluation of programs that should help reduce negative behaviors and improve academic performance of our children.

There are no right or wrong answers. It is important that the evaluators understand your opinions about the program and its likely effects.

You do not need to provide your child’s name on this survey. However, the number on your survey will enable the researchers to match your answers with those provided by your child and his/her teachers and fellow students.

If you have one child in the study, then complete the whole survey once.

If you have more than one child in the study, then please fill out pages 2 - 5 once. Then fill out pages 6 - 8 again for each additional child. Please call the school office if you need additional copies.

Nobody at the school or in the School District will ever see your answers. When you are finished, please seal your survey(s) in the envelope provided and put your child’s teacher’s name on the outside. We will send all sealed envelopes to the external evaluator for analysis. They will never know or see your or your child’s name. However, if you are uncomfortable answering a particular question, you may skip it.

Please note that your child’s participation in school programs will not be affected in any way by your answers or if you refuse to participate or decide to skip some questions.

Please complete this survey, seal it in the envelope, and have your child bring it back to his/her teacher.

We and our evaluators sincerely appreciate your help. If you have any questions, please feel free to call me.