**Sample District Letter for State Performance Plan Indicator 8 – Parental Involvement**

**It is recommended that school districts send a cover letter to parents selected to complete the parent surveys.  Following is an example of a parent letter that school districts may use as an attachment to the parent survey.**

Dear Parent:

Our school district is working with the New York State Education Department (NYSED) to collect information on how we help you and other parents of students with disabilities to be involved in their children’s education.  Parents from school districts throughout the State are completing the same survey.  NYSED is working with the Potsdam Institute for Applied Research (PIAR) at SUNY Potsdam, an independent research firm, to collect the information.

Your answers to the survey are very important to us.  They will help us identify how well we work with parents in order to improve services and results for all our students with disabilities.  No one from our school district will see how you answered the questions.  PIAR will compile the results of the surveys from all our parents and the results will be available to you in a public report issued by NYSED for our school district.

To complete the questionnaire on the Internet, go to http://parentsurvey.potsdam.edu or you may fill out the enclosed paper survey and mail it to PIAR in the postage-paid envelope.  Please take the time to complete the survey as soon as you receive it.

Thank you for your assistance.  If you have any questions, you may call \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.