[SCHOOL OR SCHOOL DISTRICT LETTERHEAD]

Dear Parent/Guardian

As one way of ensuring our school is welcoming, safe and healthy for everyone, we will be asking our students to share their views about the overall climate of our schools through a computer questionnaire. This feedback from our students will help us to identify what steps we may need to take to ensure our learning environment allows all of our students to achieve their potential.

Students will be assigned a unique code in order to sign on to the School Climate Survey. That code will be assigned at random, are not linked to students in any way and will not be used in any way to identify how individual students answered. Students’ answers will be completely private. There will be no additional follow-up with students after the School Climate Survey is completed.

Students will be scheduled during a study period. For those who do not have a study period, they will complete the School Climate Survey with teacher permission during another class period. Before taking the School Climate Survey, students will be given the opportunity to choose to take the survey or not.

We plan on beginning to administer the School Climate Survey about [date range]. If you would like to look at the survey before your student is asked to take it, please visit <https://safesupportivelearning.ed.gov/edscls/administration> ***or*** stop by the school office to see the survey.

If you decide you do NOT want your child to take the School Climate Survey, please sign the form below and return it to the school office. If we do not hear from you, we will include your child in this activity.

Sincerely,

[NAME]

Principal

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I do NOT want my child, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ grade \_\_\_\_\_\_\_

to take the School Climate Survey being administered in May /June 2016.

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Parent/ Guardian Signature and Date