Dear Parent/Guardian:

Insert School Name is participating in a voluntary survey about school climate. The survey will be administered to students during regular schools hours. It will ask students about their perceptions surrounding topics such as student engagement, school environment, and school safety.

To analyze and refine the questionnaires, the National Center for Education Statistics (NCES) will receive individual-level responses from participating schools and districts but without the names or other direct personal identifiers of the respondents. All information received by NCES that in any way relates to or describes identifiable characteristics of individuals is protected from disclosure by federal statute it may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (Education Sciences Reform Act (ESRA) of 2002, 20 U.S.C., 9573).

The data your child provides may also be used by their school and district to better understand the current climate in their school. The only people who will see your child’s answers to individual questions are authorized personnel at their school and district (20 U.S.C. 1232g: 34 CFR Part 99). Your child’s answers will be combined with the answers of other students at their school and district and used to create records about the climate of their school. These reports will not identify any person or their responses.

If you do not want your child to participate in this survey, please complete, sign, date, and return this letter by Insert Date. If you sign, date, and return this letter by Date, this means your child will not participate in the survey and will be asked to report to a designated place in the school (for example, the library) while the survey is being administered.

I understand that by completing and signing this form below and returning this letter, my child will not be allowed to take the School Climate Survey.

Parent/Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of birth: \_\_\_\_\_\_\_\_\_\_\_\_

If you agree to allow your child to take the survey, you do not have to sign or send back anything.