

GUIDANCE FOR THE ADMINISTRATION OF THE WEST VIRGINIA SCHOOL LEARNING ENVIRONMENT SURVEYS



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INTRODUCTION

To ensure a positive and supportive learning experience, school districts and schools should engage in a data-informed planning process, identify needs, and implement interventions targeting those needs. To support that process, the *West Virginia School Learning Environment Surveys* (WVSLES) are provided by the West Virginia Department of Education (WVDE) so that schools may gather information about the learning and teaching environment and social emotional well-being of students. The information contained in this document is provided to help ensure that the survey administration process will be as efficient and problem-free as possible.

The WVSLES includes three surveys: a student survey, staff survey, and parent survey. For students, two versions are available: one for elementary age students in Grades 3 through 5, and the other for middle and high school students in Grades 6 through 12. All are administered online.

Every effort has been made to minimize local responsibilities for conducting the surveys, but there are still tasks that must be completed by local staff. These tasks include, but are not limited to, distributing consent forms to parents as needed¹, scheduling students to take the survey, and encouraging participation in both the staff and parent surveys. Details for these tasks are described in later sections. Documents and forms that must be used are provided in the Appendix and include:

- *Student Survey Parental PASSIVE CONSENT Form (A)* **or** *Student Survey Parental ACTIVE CONSENT Form (B)*
 - The STUDENT SURVEY INFORMED CONSENT section provides detailed descriptions of consent options.
- *Student Survey Proctor Instructions (C)*
- *Confidentiality Statement (D)*
- *Introductory Script for Student Survey Administration (E)*
- *Student Survey Participation Form (F)*
- *Sample Parent Survey Invitation (G)*

IDENTIFY SCHOOL SURVEY COORDINATORS

Schools wishing to take part in the surveys must designate a staff member at the school to serve as the Survey Coordinator. Survey Coordinators will lead survey planning and scheduling at each school and will ensure surveys are administered in a manner that is consistent with these instructions. The coordinators also serve as the primary contacts for matters related to the surveys (i.e., the person to which instructions, reports, or any other communication will be delivered). Schools must provide contact information for the designated Survey Coordinator as part of the registration process (see the *Survey Timeline and Registration* section below).

The designated coordinators should also seek support from the respective technical assistance (TA) providers, should such support be needed. Survey Coordinators and TA providers should work in schools to build awareness of and support for the surveys. It is extremely important that information about the surveys is sufficiently communicated, and that any necessary technical and planning assistance is provided continuously.

Principals should strongly communicate the value of the surveys and their expectations that teachers support and comply with all procedures. The most successful surveys have occurred when school administrators

¹ Some districts include general survey consent forms as part of the new school year paperwork that parents must complete. If parents have provided consent via those forms, specific consent for the WVSLES may not be necessary.

clearly expressed expectations for success to the staff.

SURVEY TIMELINE AND REGISTRATION

The WVSLES are offered early in the spring semester of each school year, and registration is required. Dates for the survey registration and administration windows each year are announced in the weekly Superintendent's Update, typically in early- to mid-January.

Schools committed to conducting the surveys should register at least two weeks prior to their intended local survey administration window. Survey registration information, including the registration form link, will be distributed through the weekly Superintendent's Update prior to the survey window.

Approximately one week prior to the opening of the survey administration window, all schools that have registered will receive instructions for administering the surveys. The instructions will be sent by email to the Survey Coordinators identified in the registration process. Thereafter, and through the end of the survey registration window, instructions will be emailed on a weekly basis.

The survey administration window is typically six to eight weeks in duration. Once the administration window for the WVSLES is closed, it will not be reopened. Rare exceptions may be made for schools that registered in good faith and experienced an extreme, extenuating circumstance that precluded their completion of the surveys within the designated window. Appeals for extensions in such cases must be made to the WVDE staff who sponsor and manage the survey.

STUDENT SURVEY INFORMED CONSENT

Participation in the surveys is voluntary. Students, parents, and staff may choose not to participate at all or to skip any questions they do not want to answer. They are also free to withdraw from participation at any time without penalty or loss of benefits. Further, survey responses are always anonymous and confidential.

However, parents must give informed consent for all minor students (younger than 18 years old). **Parent-informed consent procedures must be completed for all students eligible to take part in the student survey.**

Passive parental consent is the **recommended** mechanism for securing parents' permission for their children's participation. With passive consent, parents are informed of their rights and the rights of their child(ren) as survey participants, and parents sign and return a form **only if they do not** grant permission for their child(ren) to participate. If using passive consent, **no student surveys shall be conducted until parents have been provided with a copy of the survey consent form and given adequate opportunity to withhold consent for their child(ren) to participate.**

Active consent procedures may also be used. With active consent, parents are informed of their rights and the rights of their child(ren) as survey participants. However, parents must sign and return a consent form to indicate that **they do** grant permission for their child(ren) to participate. If using active consent, **no student surveys shall be conducted until parents have been provided with a copy of the survey consent form and given adequate opportunity to return a signed consent form indicating their child(ren) have permission to participate.**

Schools are responsible for distributing student survey consent forms to parents. Schools are also responsible for tracking the return of consent forms and maintaining a record of students whose parents have withheld consent. Generic versions of both passive and active consent forms suitable for the student surveys are provided in the Appendix. They also may be obtained in both pdf and MS Word formats at <https://wvde.us/data-school-improvement/education-data/west-virginia-school-learning-environment->

[surveys.](#)

Consent forms should be sent to parents at least two weeks prior to the scheduled survey date(s), to ensure that an adequate attempt has been made to inform parents about the survey and secure their consent. In addition, schools should document their attempts to notify and provide consent forms to parents.

MONITOR CONSENT FORM RETURNS

A critical step in the consent process is monitoring the return of forms through which parents have indicated a refusal for their child(ren)'s participation. The method chosen for monitoring returns may vary by school. By whatever method, ***it is extremely important that schools carefully track the return of forms so students whose parents withheld consent are not surveyed.***

It may be best to have a single person or office identified that is responsible for monitoring the consent process and documenting students for whom consent has been withheld. This will help prevent students without consent from slipping through the cracks and being surveyed.

ACCOMMODATIONS FOR STUDENTS NEEDING ASSISTANCE

To facilitate participation of students with disabilities or those who may need further assistance completing the surveys, schools are advised to provide any accommodation a student may need for assessment or instruction. For students with disabilities, any accommodation provided should be appropriate and in accordance with students' Individualized Education Program (IEP).

Note that the provision of some accommodations may run counter to the guarantee of anonymity and confidentiality. To ensure that students can feel confident that their survey responses are kept confidential, it is recommended that the person providing the accommodation be required to sign and adhere to the confidentiality statement provided in the appendix of the survey guidance document.

MAKE THE SURVEY QUESTIONNAIRES AVAILABLE FOR PUBLIC VIEWING

Printable versions of all survey questionnaires are available at <https://wvde.us/data-school-improvement/education-data/west-virginia-school-learning-environment-surveys>. Note that these are printable renderings of the online questionnaires, and the questions may not appear as they do within the online surveys themselves. The content of the questions will be the same.

As a requirement of informed consent, the student survey questionnaire should be *conveniently* available for staff and parents to review. This practice helps ensure parents understand what their student will be asked and should allay possible concerns about the survey content. You may post the survey questionnaires on district and/or school websites. However, because some people may not have Internet access, you should also make them conveniently available at the district or school office. Similarly, posting all three surveys shows transparency and allows staff and parents to see how the three surveys are related.

ENSURE CONFIDENTIALITY DURING ADMINISTRATION

The conditions under which the survey is administered must preserve respondent privacy and the confidentiality of the responses. If administered to multiple people in large rooms or computer labs, ensure that the room set up prevents anyone from observing how individual respondents are answering questions.

STUDENT SURVEY

It usually is not necessary for all students with consent in a school to complete the survey to obtain reliable data, although for logistical reasons, schools may opt to provide all students with the opportunity to complete the survey.

If a school wishes to survey only a sample of students, the minimum sample size necessary to obtain reliable results will depend on (1) the enrollment of the school or the selected grades to be surveyed, (2) the margin of error one specifies for the sample (usually 5% is acceptable), (3) the level of confidence that is specified (usually 95% is acceptable), and (4) the method by which the sample is selected. For example, the minimum sample size for a randomly selected sample of students in a school with an enrollment of 500 students, assuming a 5% margin of error and 95% confidence level, would be 218 students.

Generally, the smaller the school, the greater the proportion of students needed for reliable results. As such, smaller schools for which the minimum required sample size equals or exceeds 50% of enrollment are advised to survey all students. For elementary schools, it is recommended that all students with consent are provided the opportunity to be surveyed. Also, to ensure that the minimum sample size is obtained, it is good practice to oversample (i.e., select more students to survey than the minimum number needed) to account for student absences, power outages, Internet disruptions, or other unforeseen events on the scheduled survey dates.

Survey administration information, including instructions for the student survey, will be sent to School Survey Coordinators by email. The instructions will contain the school's name and number, the website where the survey may be accessed, and school-specific information that is required to ensure that responses can adequately be attributed to the correct location.

Other documentation needed for administering the student survey may be found in the Appendix, including the *Student Survey Proctor Instructions*, *Confidentiality Statement*, *Introductory Script for Student Survey Administration*, and *Student Survey Participation Form*.

The *Student Survey Participation Form* is designed to track the number of students who have permission and the number of students participating in the survey. **One Participation Form should be completed for each classroom of students completing the survey.** Once all eligible students at each school have completed the online survey, all finalized *Student Participation Forms* should be retained for a period of time, as established by the school or district, as documentation to address any questions about classroom or school participation.

STAFF SURVEY

All professional and support staff within a school should be provided with an opportunity to participate in the staff survey. Survey administration information, including instructions for the staff survey, will be sent to the School Survey Coordinator by email. The instructions will contain the school's name and number, the website where the staff survey may be accessed, school-specific information required for the correct attribution of responses, and instructions on how to fill out the survey online. The instructions should be distributed to each staff member at each school. Staff should follow the instructions and may fill out the survey online from any computer, either at school or elsewhere.

PARENT SURVEY

Getting parents to participate in the survey is a much more daunting challenge than for the student or staff surveys. Schools should make every effort to ensure parents are aware of and have access to the survey. Survey administration materials will be sent to the Survey Coordinator via email. This will include parent survey instructions containing the school's name and number, the website where the parent survey may be accessed, school-specific information required for the correct attribution of responses, and instructions on how to fill out the survey online.

A key local task for survey administration is distributing information about the survey to all parents. Schools may send notices home with students, post announcements on the school webpage or social media platforms (although providing the survey link on public platforms is not recommended), send messages through the school's learning management system (i.e., Schoology, Canvas, Class Dojo), opportunities to complete the survey at school events, or announcements and handouts at public meetings. Schools may also have additional strategies for accomplishing this task that will work well in the local context. A sample parent invitation letter is provided in Appendix G. Only one parent, guardian, or caregiver response per household is needed, even if there may be multiple siblings residing at the same address who attend the school.

TRAIN SURVEY COORDINATORS, TEACHERS, AND PROCTORS TO CONDUCT STUDENT SURVEYS

Because student surveys are likely to be completed in classrooms, school libraries, computer labs, or other settings within a school, it will likely be necessary to have teachers, administrators, and other staff assist the Survey Coordinator as survey proctors. It is very important that all people involved in administering the student survey—Survey Coordinators, teachers, and proctors—thoroughly understand the importance of the survey and the tasks for which they are responsible. An overview of those responsibilities follows.

SURVEY COORDINATORS

Ideally, Survey Coordinators should ensure there are teachers, administrators, or other staff assigned to proctor the student surveys, and that these individuals are adequately prepared for survey administration. They should also understand the information contained in the parent consent form and the number and identity of students whose parents have withheld consent. Additional topics Survey Coordinators should understand include:

- The purpose, value, and requirements of the survey
- A description of the consent process
- The importance of maintaining standard and consistent survey administration procedures
- Confidentiality and privacy issues
- The school's survey administration schedule
- Their role in making sure school, class, and student participation is documented, including the completion of the *Student Survey Participation Form*

SURVEY PROCTORS

It is most important that survey proctors uniformly follow the procedures provided in the *Student Survey Proctor Instructions*. If proctors are not fully informed and prepared, students may not take the survey.

seriously or may not be able to complete the survey within the time provided. Important topics for proctors to understand include:

- Classroom/computer lab setup and ensuring the survey website is accessible
- Confidentiality and privacy issues, including what to do with the *Confidentiality Statement*
- Where to refer students if they have questions or concerns arising from survey participation (see Prepare to Answer Student Concerns section)
- The school's survey administration schedule
- How to present and administer the online survey to students, including the importance of reading the *Introductory Script for Student Survey Administration*
- How to correctly complete the *Student Survey Participation Form*. This form helps track the number of students whose parents withheld consent and the number of students who completed the survey. These numbers will be compared to the online information to verify participation should any questions arise

COLLECT SIGNED CONFIDENTIALITY STATEMENTS

All staff involved in administering the survey must sign the *Confidentiality Statement*. This should be done prior to survey administration but may be done on the survey day before any students have opened the survey link. The form is used to affirm that the commitment to confidentiality is serious and reinforces the survey administrator's obligation to protect student privacy. A blank copy of the assurance should be made available for parents to view along with the survey instrument.

PREPARE TO ANSWER STUDENT CONCERNs

It is important that someone such as a counselor at the school be available to students who have questions or concerns about their participation in the survey. Be sure staff know who this person is and know where to send the students. This is one of the necessary procedures to reduce any potential risks to students from taking the survey.

CONFIRM CONSENT

Before the scheduled survey administration date(s), Survey Coordinators should make sure parent consent withdrawals/refusals are carefully tracked and documented. About one week before the scheduled school survey dates, the school Survey Coordinators should verify that lists of students for whom parents have withheld consent are being prepared for the teachers and/or proctors.

STUDENT SURVEY ADMINISTRATION

To make sure all students have sufficient time to complete all questions, a full class period should be set aside for each class taking the student survey. However, many of the students may complete the survey in much less time. In recent years, most students completed the survey at an average of about thirty (30) minutes or less.

Prior to the scheduled survey administration dates, Survey Coordinators should:

- Confirm the date, time, and place of the survey administration
- Confirm the classes/students to be surveyed
- Review the procedures that will occur during administration

Two or three days before the survey, the school Survey Coordinator and designated proctors at the school

should attempt to access the survey website provided. If any problems are encountered, the respective TA providers should be contacted for assistance.

Survey Coordinators and proctors should review the procedures for the survey days at the school, including room set-up and arrangements for students who do not have consent. Make sure survey proctors have reviewed the survey administration materials. These materials include:

- The survey website and the required information specific to each school
- A list of students whose parents withheld permission to participate
- *Student Survey Proctor Instructions*, the *Confidentiality Statement* and the *Introductory Script for Student Survey Administration*
- The *Student Survey Participation Form* for each classroom, library, computer lab, or other type of venue they proctor

On the day of the survey, the Survey Coordinator and proctors should make sure that classrooms and computer labs are set up and ready for students to participate. This includes:

- Setting up the classrooms and computer labs to ensure the privacy of student participants
- Making sure all computers are powered up and connected to the Internet
- Opening the web browser on each computer to the correct survey website
- Making sure the required information, including county and school name, is available
- Reading the *Introductory Script for Student Survey Administration* to students before they login to the survey
- Completing the *Student Survey Participation Form* after the students have finished the survey

MONITOR SURVEY COMPLETION

Monitoring survey completion is important so you can determine if problems have occurred that need to be addressed. Responses to the online surveys will be monitored by WVDE staff. If the school's Survey Coordinator has specific concerns about the survey response rate, they may contact the WVSLES team at surveys.wvde@k12.wv.us.

SURVEY PRODUCTS PROVIDED TO SCHOOLS

Once the statewide survey window is closed, the WVDE undertakes an intense data cleaning process to ensure that survey data are of the highest quality possible. **This process usually requires approximately two to three weeks.** Once completed, reports are generated from each survey (elementary student, middle/high student, staff, and parent) and delivered by email to the school Survey Coordinator identified during the registration process (see the Identify School Survey Coordinators section).

To ensure the guarantee of anonymity and confidentiality of the data, reports are generated for schools only when a sufficient number of valid responses are obtained. For the staff and parent surveys, **at least ten (10) valid responses are required to generate reports.** For the student survey, **more stringent criteria to preserve anonymity and confidentiality may be used and are determined on a case-by-case basis.**

APPENDIX A

STUDENT SURVEY PARENTAL PASSIVE CONSENT FORM

The purpose of the West Virginia School Learning Environment Student Survey is to gain input from students about their school. The feedback they provide will be used to help make improvements to ensure the school provides a positive and supportive place for students to learn and for teachers to work.

The survey will be administered online on a date(s) selected by the principal of your child's school. The survey will take about 30 minutes for the students to complete.

Completing the online survey will cause little or no risk to your child. The only potential risk is that some students might find the topic of some survey questions to be sensitive. The survey has been designed to protect your child's privacy. Students will not be asked to put their names on the survey. No student will ever be mentioned by name in a report of the results. The school may choose not to have all students participate in the survey. As such, your child may not be selected to participate.

The results of this survey will be used to make changes in the school to ensure a positive environment for learning. While your child may get no benefit right away from taking part in the survey, the changes made at the school may help your child and other children in the future. We would like all selected students to take part in the survey, but the survey is **voluntary**. No action will be taken against the school, you, or your child if your child does not take part. Students **may skip any questions** they do not wish to answer. In addition, students **may stop participating in the survey at any point** without penalty. You may contact your child's school if you have questions. You may also request a copy of the survey at the school office.

Please read the section below and check the box **only if you do not** want your child to take part in the survey. If you check the box "no" below, sign this form and return it to your child's school.

Thank you.

Student's name (Please Print): _____ Grade: _____

I have read this form and know what the survey is about.

NO, I do not give permission. My child **MAY NOT** take part in the West Virginia School Learning Environment Survey.

Parent's signature: _____ Date: _____

Phone number: _____

STUDENT SURVEY PARENTAL ACTIVE CONSENT FORM

The purpose of the West Virginia School Learning Environment Student Survey is to gain input from students about their school. The feedback they provide will be used to help make improvements to ensure the school provides a positive and supportive place for students to learn and for teachers to work.

The survey will be administered online on a date(s) selected by the principal of your child's school. The survey will take about 30 minutes for the students to complete.

Completing the online survey will cause little or no risk to your child. The only potential risk is that some students might find the topic of some survey questions to be sensitive. The survey has been designed to protect your child's privacy. Students will not be asked to put their names on the survey. No student will ever be mentioned by name in a report of the results. The school may not choose to have all students participate in the survey. As such, your child may not be selected to participate.

The results of this survey will be used to make changes in the school to ensure a positive environment for learning. While your child may get no benefit right away from taking part in the survey, the changes made at the school may help your child and other children in the future. We would like all selected students to take part in the survey, but the survey is **voluntary**. No action will be taken against the school, you, or your child if your child does not take part. Students **may skip any questions** they do not wish to answer. In addition, students **may stop participating in the survey at any point** without penalty. You may contact your child's school if you have questions. You may also request a copy of the survey at the school office.

Please read the section below and check the box to show that you do or do not give permission for your child to take part in the survey. Please return this form to your child's school.

Thank you.

Student's name (Please Print): _____ Grade: _____

I have read this form and know what the survey is about.

YES, I give permission. My child **MAY** take part in the West Virginia School Learning Environment Survey.

NO, I do not give permission. My child **MAY NOT** take part in the West Virginia School Learning Environment Survey.

Parent's signature: _____ Date: _____

Phone number: _____

STUDENT SURVEY PROCTOR INSTRUCTIONS

These instructions are designed for use by staff identified as proctors of the online Survey for Students. In most instances, classroom teachers will proctor the survey, in other cases proctors may be other school or district staff.

Arrive early. Allow ample time to prepare the computers for the survey (i.e., turn the computers on; open the web browser to the survey website). It is vital that the computers be arranged so that only the student answering the survey questions can see the monitor.

Sign the Confidentiality Statement. Read and sign the confidentiality agreement and give it to the Survey Coordinator.

Distribute or supply the students with the login information for the online survey. All students in the school will use the same information to access the survey. This helps ensure anonymity.

Read Introductory Script to students. The attached script assures that students know they will not be punished or rewarded for choosing to/not to participate. It was designed for your protection.

Do not wander around. To ensure privacy and confidentiality, and promote honest responses, do not wander around the room while students are completing the survey. Provide as much privacy as possible to each student by protecting monitor screens from being viewed by other students. Observe student behavior to ensure that disruptions do not occur.

Fill out the Student Survey Participation Form. While students are taking the survey, complete the requested participation information on the *Student Survey Participation Form*. It is important that all the information is accurate and complete.

Students who have completed the survey should be reminded to submit their answers by clicking the “Done” button at the end of the online survey.

Thank the students for their participation.

Turn in the *Student Survey Participation Form* and any other materials to the Survey Coordinator.

Reset the browser to survey using the website provided. When students complete the online survey, they are redirected to the WV Department of Education Homepage. It is important that the browser on each computer be reset to the student survey link provided before the next group of students begin the survey.

CONFIDENTIALITY STATEMENT

Your school is committed to maintaining the confidentiality of individual respondents' data obtained through surveys.

PROCEDURES FOR MAINTAINING CONFIDENTIALITY

All school staff involved in administering the student survey shall sign this assurance of confidentiality.

All school staff involved in administering the student survey shall keep completely confidential the names of respondents, all information or opinions collected, and any information about respondents learned incidentally. Survey administrators shall exercise reasonable caution to prevent access by others to survey data online.

PLEDGE OF CONFIDENTIALITY

I hereby certify that I have carefully read and will cooperate fully with the above procedures on confidentiality. I will keep completely confidential all information arising from surveys concerning individual respondents to which I gain access. I will not discuss, disclose, disseminate, or provide access to survey data and identifiers. I will devote my best efforts to ensure that there is compliance with the required procedures by personnel whom I supervise. I give my personal pledge that I shall abide by this assurance of confidentiality.

My signature below indicates I have read and agree to the confidentiality statement.

NAME (PRINT): _____

SIGNATURE: _____

DATE: _____

INTRODUCTORY SCRIPT FOR STUDENT SURVEY ADMINISTRATION

NOTE: Essential Information that Must be Provided to Students is Underlined

Your school is conducting the West Virginia School Learning Environment Survey for Students. You are among thousands of students throughout the state who are taking this survey.

The survey has questions about school safety, drug use, violence, and other health-risk behaviors.

This is not a test. There are no right or wrong answers and you will not be timed. The answers you give are very important. Please read each question carefully and answer it based on what you really know or do. Answer the questions truthfully and as best as you can.

This survey is anonymous and confidential. You will not be asked to enter your name at any time during the online survey. No one will ever be able to connect you with your answers. Your answers are private.

Participation is voluntary. You are here because your parents or guardians have given their permission for you to participate, but you don't have to take the survey or complete the questions that you do not want to answer.

Your school thanks you for completing the survey. Your participation will help to improve student programs and services. If you have any questions after completing the survey, your school principal or counselor is ready to spend time with anyone who feels that they would like to talk over their feelings about the survey. Anyone who does not wish to participate should tell me now.

It is important that you answer the questions based on what you really know and do. Don't pick a response just because you think that's what someone wants you to say.

Now you can read the directions on the computer screen, login by selecting the county and school displayed, and go to first question. When you have completed the entire survey, click the "Done" button, which will exit the survey.

If you have any questions, please ask now.

Thank you.

Please begin.

APPENDIX F

STUDENT SURVEY PARTICIPATION FORM

Instructions: Please complete one form for each classroom.

District Name: _____ *No abbreviations*

School Name: _____ *No abbreviations*

Date of survey: ____ / ____ / 20____

Teacher's Name: _____

Your Name: _____

Period: _____

Grade(s) Surveyed: *Please circle all that apply*

3rd 4th 5th 6th 7th 8th 9th 10th 11th 12th

Student Participation Information

Number of students scheduled to survey at this time:

Number of students not in class on the day of survey:

Number of students whose parents withheld consent:

Number of students choosing **not** to participate:

SAMPLE PARENT SURVEY INVITATION

Parent/Guardian/Caregiver
Address 1
Address 2
City, State, Zip

Dear Parent/Guardian/Caregiver,

The West Virginia Board of Education requires all schools to engage in continuous school improvement. In doing so, schools should engage in a data-driven school planning process, identify its needs, and work to increase school safety and create a positive learning environment.

To support that process (**Insert name of school**) will be doing surveys to gather information about the learning and teaching environment, the health and well-being of students, and support for parents, school staff, and students that foster learning and success. This letter is about the survey designed to learn about parents' opinions about the schools their children attend.

Knowing how you feel about your child(ren)'s school is an extremely important part of improving schools, so we are inviting you to fill out a parent survey. This survey is completely voluntary. Although we value your opinion and hope you will participate, you may choose not to, or to not answer any question on the survey you do not want to answer. Also, you will not be asked to provide your name or any other identifying information.

You can fill out the parent survey online at (**Insert the parent survey link provided in the parent survey instruction sheet**). To access the parent survey, you will need to select the correct county and school where your child(ren) attend school (**Insert the specific county and school name provided in the parent survey instruction sheet**).

Sincerely,

