

Sample Cover Letter for Parent Report

Date xx-xx-xxxx

Dear Parents,

WestEd, an education research and service agency, is contracted by the U.S. Department of Education to conduct an evaluation study on the effectiveness of a literature-based character education program, *Lessons in Character* (LIC), in elementary classrooms in our district. The goal of the proposed study is to evaluate the effectiveness of the *LIC* program on student academic performance, school behavior and motivation, and endorsement of values consistent with character education among elementary students. Your child is participating in this study.

We are asking that you complete the enclosed SSRS-P form and the survey so that we can obtain information about your child's social skills, problem behaviors, and academic competence as well as some of your social background information. Please return the completed form and survey in the enclosed self-addressed, postage-paid envelope and return them to us within 7 days.

Upon completing this form, a \$10 gift certificate will be provided to you as our way of showing our appreciation for your time and efforts.

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for information collection in this study is 1850-0826. We estimate that completing both the form and the survey will take about 20 minutes. We want you to complete them as best you can.

If we do not receive your response after one month, we will conduct two follow-up attempts by mail with the option for you to complete the report by phone offered during the second attempt. If a phone interview is preferred, you will be asked to provide contact information and a date/time for us to call.

Your responses will be kept strictly confidential and will be used only for research purposes. We will keep your information private to the extent permitted by law.

Thank you for your cooperation in this important effort. If you have any questions or would like to have further information about the study, please contact me at (562) 799-5126 or by email at bdietsc@wested.org.

Sincerely,

Barbara Dietsch, PhD
Senior Research Associate, WestEd

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1850-0826. The time required to complete this information collection is estimated to average 10 minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, D.C. 20202-4700. If you have comments or concerns regarding the status of your individual submission of this form, write directly to: Ok-Choon Park, U.S. Department of Education, 555 New Jersey Avenue, N.W., Room 506E, Washington, D.C. 20208.