

Dear Principal:

Your school has been selected to participate in the 2011-12 Schools and Staffing Survey (SASS), which will be conducted this fall by the U.S. Census Bureau for the National Center for Education Statistics, the statistical agency of the U.S. Department of Education.

The U.S. Office of Management and Budget has approved this voluntary data collection (OMB # 1850-0598). The data provided by your school and staff 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 (P.L. 107-279, Title I, Part E, Sec. 183). Individual responses will be combined with those from other participants to produce summary statistics and reports.

The SASS is the nation's largest survey of the characteristics and conditions of American schools and the teachers and principals who work in them. You can find additional information about the SASS and results from prior SASS administrations at <http://nces.ed.gov/surveys/sass>.

Please review your school's name and address printed above. If it is not correct, please contact the U.S. Census Bureau to provide us with corrections at 1-888-555-5555. Someone will be available to take your call Monday through Friday, between 8:00 a.m. and 8:00 p.m. (Eastern Time).

Thank you for giving this matter your attention. We look forward to your school's participation in this important survey. We will be in contact with your school at the beginning of the 2011-12 school year.

Sincerely,

XXXX XXXXXX
Commissioner of Education Statistics
National Center for Education Statistics