

Template/Sample Letter for Commanders from Area Directors/District Superintendents:

This template can be personalized for appropriate level of the organization and sent to commanders along with a copy of the survey.

Dear Commander,

Our schools are some of the best in the world partly because our sponsors are actively involved in and support their children's education. We need the continued support of our sponsors if we want to become even better.

DoDEA is administering its 2015 Student and Parent Perceptions Surveys. The information derived from these surveys will be used to improve planning for programs and services offered to DoDEA students. All parents with students enrolled in DoD schools from pre-kindergarten or SureStart through grade 12 may participate by completing a survey for each school for which they have a child enrolled. There are two separate surveys for students, one for students enrolled in grades 3-6, and a separate survey for students enrolled in grades 7-12.

We would like to ask your assistance in notifying parents with children in grades pre-kindergarten or SureStart through grade 12 about the survey and relaying the importance of the results.

Parents with children in pre-kindergarten or SureStart through grade 12 should go to the DoDEA website (www.dodea.edu) and click on the Perception Survey graphic to complete the parent's survey. It should take less than 20 minutes and will give school administrators very valuable information about their strengths and areas for improvement. Completing a survey for each school which they have an enrolled child may seem excessive to sponsors, but the additional data will increase the validity of results and provide our schools important information to plan improvements.

Sponsors can contact their school for more information. We appreciate your assistance in communicating the importance of this survey throughout the command. Any assistance you can offer in promoting participation using your command information channels will be appreciated. Please contact me directly if you have any questions about this important initiative at **(phone number here)**.

Sincerely,
(Name)