

(Your School Letterhead)



Date:  
Name:  
Address:

Dear Parent/Guardian,

Here at \_\_\_\_\_ Elementary School, we want all of our students to succeed. To help us understand our students and help them succeed at school this year, we are using a survey called the Elementary School Success Profile (ESSP). The ESSP gathers information about a child's friends, family, school, neighborhood, and health and well-being. Information is gathered from students, their parent/guardians, and their teachers. The information will help us understand what we can do to help all students be successful at school.

We hope you will agree to complete the Parent Form of the ESSP and to let your child take the Child Form. We know you are the expert on your child! The Parent Form is a paper-and-pencil form and takes most parents about 30 minutes to complete. The Parent Form is included in this packet. The Child Form is taken by students on a computer at school. Most children complete the ESSP in less than 20 minutes. The questions your child will be asked have been included in this packet (see the List of Child Form Questions). Please look them over before giving your consent for your child to participate.

We hope all parents/guardians will agree to take part in the ESSP and to let their children take part. Children whose parents do not agree to fill out the Parent Form cannot take the Child Form. If you agree to fill out the Parent Form AND to let your child take the Child Form, please do the following:

1. Complete one copy of the consent form and return it with your child to the school in the enclosed small white envelope. (The second copy of each consent form is for your records.)
2. Complete the enclosed Parent Form. Put the form in the big white envelope, seal it, and return it with your child to the school. It can be returned at the same time as the consent form, or later.

If you do not wish to complete the ESSP, please return the unused packet to the school. Your child will not take the ESSP if you have not signed a consent form for both of you to take the ESSP. If you have any questions, please do not hesitate to contact me at (name and phone number for teacher, Site Coordinator, or other designated parent contact person).

Sincerely,

(Principal, Site Coordinator, Teacher, or some combination thereof)