

## Sample District Letter to Former Student

April 2011

Dear Former High School Student,

The School District is participating in a statewide study of former high school students. The people selected for this study are Illinois students who graduated or left school in 2009-10 and who received special education services while they were in high school. The study is being conducted through a survey and your answers will be used to help school districts better plan classes and activities for future students to enable them to reach their post-school goals for employment, education/training and independent living.

There is a law called the Family Educational Rights and Privacy Act (FERPA) that protects the privacy of your school records. This law prevents your former school from giving out information about you without you or your parent's permission, except in certain instances as required by law. This survey is conducted as part of a statewide study that is required by federal law, 20 U.S.C. 1416(a) (3)(B) and has been approved by the Illinois State Board of Education (ISBE). Though this study is required by law, all your responses to the survey will be kept private along with any identifying student information.

Please note that a representative from the School District will be contacting you shortly to conduct the survey. The questions on the survey will pertain to your continuing education history and your work history. You are strongly encouraged to answer the survey questions however; your responses are voluntary and are not required. Your individual answers will **not** be shared with anyone. The survey should be completed within approximately 10 minutes.

We hope you choose to participate in this important study. As stated before your answers, along with those of other students, will be used to improve ways we help prepare students in the State of Illinois achieve their goals after graduation.

*You can call \_\_\_\_\_ at \_\_\_\_\_ if you have any questions about this survey. Thank you in advance for your participation.*

Sincerely,

\_\_\_\_\_, Project Coordinator