

December 1, 2006

Dear Parent:

This month, Best Middle School will be conducting an anonymous survey to determine our students' views on diversity and family involvement. The survey, which will take ten minutes to complete, will be administered to 25 percent of our student body, and we have randomly selected students in the Achievers Team to serve as our sample.

The survey will be completely anonymous and will be used to gain a better understanding of how various ethnic groups bridge the gap between home and school. The survey was developed under the auspices of a national project known as PALMS, Post-secondary Access for Latino Middle-Grades Students, which is housed at Education Development Center, Inc.

If you DO NOT want your son or daughter to participate in this survey, you must call or send a note to my office before December 12. You can reach my secretary, Susie Q, as follows:

Telephone: 555-0000

E-mail: [susieq@bestschool.org](mailto:susieq@bestschool.org)

Address: Best Middle School, 10 Any Road, Anytown, State 10101

If you would like to learn the survey results, please contact my office in February after survey results have been tabulated. If you have further questions, please do not hesitate to call or e-mail.

Thank you,

[Principal's Name]  
Principal