

Sample District Letter to Former Student

April 2008

Dear Former High School Student,

The _____ School District is asking questions of its former students. You have been asked to help with this study. The people selected for this study are Illinois students who graduated or left school in 2006-07 and who received special education services while they were in high school. Your answers will be used to help school districts better plan classes and activities for future students.

There is a law called the Family Educational Rights and Privacy Act (FERPA) that protects the privacy of your school records. This law generally prevents your former school from giving out information about you without your permission, except for certain reasons. This study is one of those reasons. It is a part of a statewide study that has been approved by the Illinois State Board of Education (ISBE) and is required by federal law, specifically 20 U.S.C. 1416(a) (3)(B).

Because this study is required by law, _____ School District can use this information without your permission, or your parent's permission if you are younger than 18. All your answers will be kept private. All persons involved with this study will also keep your answers private.

Soon, someone from or representing the _____ School District will be calling you to ask you some questions about where you are working and if you are continuing your education. You can talk to them if you want. Your individual answers will **not** be shared with anyone. The questions will take approximately 10 minutes to answer.

We hope you choose to participate in this important study. Your answers, along with those of other students, will be used to improve ways we help prepare students for adult life.

The group we are calling is small, so each response is critical.

<p><i>You can call _____ at _____ if you have any questions about this survey. Thank you in advance for your participation.</i></p>
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Sincerely,

_____, Project Coordinator