

July 13, 2012

Dear Mr. Smith:

We would like to enlist your help in an effort to increase school to home communication. We are in the process of evaluating all of our current systems. We would like to ask for your participation in this data collection with a brief parent survey.

The purpose of the survey is to gather information in order to improve communication between school and home. Specifically, the survey will guide our school as we make decisions regarding our school communicating information about programs and the overall progress of children at the elementary level.

Included in this packet are the contents of the survey. You will also find a self-addressed stamped envelope. Please return this survey at your earliest convenience.

The survey should take 15-20 minutes to complete. Your answers are anonymous; please do not put your name on the survey. All answers will be kept confidential. Only group results will be presented or documented, not individual answers.

We appreciate your cooperation in our data collection efforts. Improving communication about programs and student progress at our school is our top priority. We look forward to sharing our findings with the broader school community as we work together to approve communication across the board.

Your participation is voluntary. If you have any questions or concerns, please contact us at (631) 123-4567 or [wise13@wise.com](mailto:wise13@wise.com). Thank you for your time and consideration.

Sincerely,

Wise 13 Principal

## Demographic Survey Questions

**1. What is your relationship to the student (s)? (choose one)**

1. Mother
2. Father
3. Legal guardian
4. Other-please specify\_\_\_\_\_

**2. What best describes your family structure?**

1. Two parents/legal guardians household
2. One parent/legal guardian household
3. Two parents/legal guardians in separate households
4. Other-please specify\_\_\_\_\_

**3. What are your child(ren)'s grade level(s) in the district?**

1. Elementary School- How many? \_\_\_\_\_
2. Middle School- How many? \_\_\_\_\_
3. High School- How many? \_\_\_\_\_

**4. Is the primary language in your household English?**

1. Yes
2. No

**If no, please specify what language \_\_\_\_\_**

**5. Does your child receive free or reduced lunch?**

1. Yes
2. No

**6. Do you have internet access at home?**

1. Yes
2. No

**7. How often do you check your email?**

1. At least once a day
2. 2-3 times a week
3. Once a week
4. I do not have an email address

### Survey Questions-Home to School

1. How often do you communicate with Wise 13 school through:  
1-Never, 2-Quarterly, 3-Monthly, 4-Weekly, 5-Daily

	Never	Quarterly	Monthly	Weekly	Daily
Phone	1	2	3	4	5
Email	1	2	3	4	5
Written	1	2	3	4	5
Face to Face	1	2	3	4	5
Texting	1	2	3	4	5
Social Media	1	2	3	4	5
Other (Specify) _____	1	2	3	4	5

2. I feel that the school is doing an adequate job in communicating my child's overall academic progress.
1. Strongly Disagree
  2. Disagree
  3. Partially Agree
  4. Agree
  5. Strongly Agree
3. I feel that the school is doing an adequate job in communicating my child's overall social and emotional progress.
1. Strongly Disagree
  2. Disagree
  3. Partially Agree
  4. Agree
  5. Strongly Agree
4. I feel satisfied with my school's forms of communication.
1. Strongly Disagree
  2. Disagree
  3. Partially Agree
  4. Agree
  5. Strongly Agree

### Survey Questions-Home to School Continued

5. I feel satisfied with the school's response time to my communications.
1. Strongly Disagree
  2. Disagree
  3. Partially Agree
  4. Agree
  5. Strongly Agree
6. I use eSchool parent portal to track my child's academic progress.
1. Strongly Disagree
  2. Disagree
  3. Partially Agree
  4. Agree
  5. Strongly Agree
7. What suggestions do you have to improve your ability to communicate with the school?

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## **Survey Questions-School to Home**

1. **My school effectively communicates information regarding school programs.**
  1. Strongly Disagree
  2. Disagree
  3. Partially Agree
  4. Agree
  5. Strongly Agree
  
2. **Which of the following forms of communication do you most utilize to learn of school programs?**
  1. Mailings
  2. Newsletter
  3. Meetings
  4. Electronic Communication (e.g. website, portal, email)
  5. Phone
  
3. **My child's teacher effectively communicates my child's academic progress.**
  1. Strongly Disagree
  2. Disagree
  3. Partially Disagree
  4. Agree
  5. Strongly Agree
  
4. **How does your child's classroom teacher communicate your child's academic progress?**  
**(Circle all that apply)**
  1. Telephone Contact
  2. Parent-Teacher Conferences
  3. Parent Letter
  4. Report Card/Progress Reports
  5. Electronic Communication (portal, email)

## Survey Questions-School to Home Continued

5. The following forms of communication are most effective.

(5– Strongly Agree – 1 Strongly Disagree)

	Strongly Disagree	Disagree	Partially Agree	Agree	Strongly Agree
Telephone Contract	1	2	3	4	5
Email	1	2	3	4	5
Written	1	2	3	4	5
Face to Face	1	2	3	4	5
Texting	1	2	3	4	5
Social Media	1	2	3	4	5
Other (Specify) _____	1	2	3	4	5

6. Teachers and administrators respond to my inquiries in a timely manner.

1. Strongly Disagree
2. Disagree
3. Partially Disagree
4. Agree
5. Strongly Agree