

YOUR SCHOOL LETTERHEAD

Dear Former NAME OF SCHOOL Student:

I am writing to let you know that NAME OF SCHOOL DISTRICT will be calling students who exited school during the 2016-2017 school year to see how they are doing.

Since you finished school last year, you will receive a telephone call sometime between April 1st and June 30th, 2018.

The purpose of this telephone call will be to see how you are doing now and to see if there are services/supports you feel you need that you may not be getting. The telephone call should take approximately 15 minutes.

Your participation in this telephone call is totally voluntary and all of your responses will be kept confidential. Your participation will provide us with valuable information about what appears to help students transition from high school to community and what schools can improve upon.

However, if you would prefer not to receive this telephone call, please contact _____ at _____ TELEPHONE #.

We sincerely hope that you are doing well almost one year after leaving high school and look forward to talking with you soon!

Sincerely:

School Personnel Signature