

School partner survey invitation template for partner school staff

The following template is an example of an email that can be sent to school leaders and staff inviting them to complete the school partner survey. This email also sets the stage for scheduling a mid-year or end-of-year meeting.

School partner survey invitation email template

Dear [NAME]

I hope this note finds you well.

We will be reaching out in the next few weeks to schedule a [MID-YEAR / END-OF-YEAR MEETING] at your school. [PROGRAM NAME] conducts these meetings [BI-ANNUALLY / ANNUALLY] at each partner school with principals, our school-based point person, and [PROGRAM NAME] teachers in order to reflect on program implementation; review successes and give and receive feedback to guide program improvement; ensure there is a concrete plan in place for [PROGRAM NAME] programming the following year; and identify any additional areas for program integration and/or collaboration around your school's college readiness and access initiatives.

In advance of our meeting, we ask you to please take 5 minutes to complete a very brief survey for school staff, found here: [INCLUDE LINK]. We value your school's investment in our program. Your feedback helps us improve by allowing us to prioritize areas for further [PROGRAM NAME] program evolution, staff training, peer support, resource development, and communication strategies.

We kindly ask you to complete this survey by [INCLUDE PREFERRED COMPLETION DATE, but give schools at least two weeks to complete].

Many thanks in advance,
