**To:** Staff

**From:** Survey Coordinator or Principal

**Timing:** Prior to survey launch

**Sample Email or Letter**

Dear Colleagues,

Here at **[SCHOOL]**, we are continually reflecting on ways to better meet the needs of our community. One of the most important parts of this process is learning more about the experiences of our staff.

Starting **Monday, October 10th,** you will have the unique opportunity to anonymously share your perspectives on crucial topics such as the professional growth opportunities at school, overall learning climate of the school, and effectiveness of school leadership. The survey will close **Friday, November 18th.**

Surveys will take about 10-15 minutes to complete. Teachers and non-instructional staff will complete slightly different surveys, but each version will cover the same topics. Once the survey window opens, you can complete the survey that is appropriate to your role by going to one of the following links and choosing your campus from the dropdown.

**● Teachers:** surveys.panoramaed.com/esf/2022teacher

**● Staff:** surveys.panoramaed.com/esf/2022staff

A separate organization, Panorama Education, will manage all data collection. Survey responses are completely anonymous and can never be tied back to you. If you have any questions or concerns, please don’t hesitate to contact me.

Thank you in advance for your thoughtful participation in this effort! Best,

**[NAME]**