

## Sample Survey Letters



### Sample 1: Hartford Performs Program Response Form Cover Letter

Happy Spring, Teachers!

We hope your Hartford Performs programs have been going well this year – and we want to know your reactions to them: what's worked, what hasn't, and what difference they are making in your classroom.

You are receiving this email as the lead teacher for Hartford Performs programs for your grade-level, arts or PE team. As we do each year, we are asking you to fill out a [Program Response Form](#) for the Hartford Performs experiences you selected for your students this year. The form should take about 10-15 minutes to complete, and we would like one Program Response Form for each program you experienced. Here's a link to the form: <https://www.surveymonkey.com/r/PrgResponseForm15-16>.

Your candid input will help us know which of our programs are on track, and where we need to make improvements so that all Hartford Performs programs meet student and teacher needs.

Please be assured that your answers will be confidential. While we will use the information to provide feedback to our arts providers, your name and contact information will not be shared with them. Beyond arts-provider feedback, all information will be used strictly anonymously and in the aggregate.

Thanks very much for taking the time to provide feedback on our programs. You can start your Program Response Form [here](#). And feel free to share this link with other teachers who might want to provide their input as well. Thanks!

Best regards,  
[Executive Director]

### Sample 2: Hartford Performs Lesson Plan Summary Cover Letter

Hello to our wonderful Site Coordinators!

Thanks so much for all you do to make sure that Hartford Performs programs go smoothly at your school.

As you know, one of Hartford Performs' requirements each year is that EACH grade-level, arts and PE team complete ONE Lesson Plan Summary for ONE of the programs they experienced during the year. The form looks a bit different this year, but its purpose remains the same: to understand how our programs are being used in connection with the larger curriculum, to help shape our professional learning programs, and to share creativity among Hartford Public School teachers.

Please distribute the [link](#) to the Lesson Plan Summary to each of your school's teaching teams so they can complete it before the end of the school year. Here's the link: <https://www.surveymonkey.com/r/LessonPlanSummary2015-16>.

The form should take about 20 minutes to complete. Please remember that answers to the questions should be about how the TEACHER incorporated the program into her/his lessons, NOT a description of what the arts provider did.

Your help in making sure the Lesson Plan Summaries are completed by each teaching team is very much appreciated. We have a professional evaluator working with us this year who will mine these forms for insights into how Hartford Performs programs are being used in Hartford classrooms. Thank you for your support in helping us obtain as much input for this work as possible.

Please contact Jaclynn or me if you have any questions. And thanks again for urging your teaching teams to complete their [Lesson Plan Summaries](#).

Best regards,  
[Executive Director]



### **Sample 3: Hartford Performs Educator Survey Cover Letter**

Hartford Performs needs a few minutes of your time – and we're prepared to make it worth your while.

As the school year winds down, Hartford Performs has already begun planning for the 2016-17 school year. We want to know your impressions of our student programs, our professional-learning opportunities for teachers and what you think of arts-infused learning in general.

Before you head out for summer, please take a few moments to complete our 2016 Educator Survey. It should take no more than 10 minutes.

To thank you for your time, everyone who completes a survey will be entered into a drawing for gift certificates from local restaurants. We have several, so there are lots of chances to win. PLUS, schools in which at least 75% of educators complete the survey will be in the running for a cash award to help pay for busing to your off-site Hartford Performs programs next year. We will award one \$500 prize and one \$300 prize.

The deadline to participate is June 2. Only completed surveys will be eligible for prize drawings.

Don't miss the chance to receive a prize – and to have your voice heard. Please take a few moments now to complete the survey, and encourage your coworkers to do the same.

Thank you.

[External Evaluation Consultant]