Dear Families,

As you may already be aware, building [NAME OF SKILL / COMPETENCY] is an important goal for our school this year. Over the next several weeks, students and teachers at [NAME OF SCHOOL] will participate in several exercises to better understand these concepts and to reflect on how they perceive these skills in themselves. We are excited about this process!

As part of these activities, later this month, students will be asked to complete an online questionnaire that encourages them to reflect on their own mindsets and approaches to learning. Their teachers will also complete similar questionnaires.

[At the end of the process, students will be given a summary of their responses as part of a classroom exercise. Teachers will distribute these reports to students and guide them through a reflection process to help them better understand and internalize the results. We encourage you to ask your student(s) about this process following its completion, planned for the week of [DATE].]

It is our goal to help students and teachers learn more about themselves and how they learn best by completing this process. [The information that is collected in the questionnaires will be shared with your child and with their teacher for informational purposes only, and will not be used in any other way by staff members or other teachers at the school.]

If you have questions about this process or if you’d like to learn more about how these activities help meet our 2016-17 goals, please contact [NAME] at [EMAIL / PHONE]. Thank you for your ongoing support of your student(s) and of our school.

Sincerely,

[SIGNATURE]

Outline

* Introduce SEL
* Share details about how SEL fits into the work your school district is already doing
* Describe student experience
* Explain how data will be used
* (As needed) Proactively address concerns that may be relevant to your community
* Share contact information for additional questions