

## Part B Parent Survey Timeline

Part B - SPP/APR Indicator 8:  
PARENT SURVEY

Deployment of Pre-Survey Notice  
Early March

Survey Deployment  
(Mail, Telephone, Online)  
Begins Late March

Follow-Up Postcard  
Deployed  
Mid April

Targeted Follow-up  
Begins Late April

Data Collection Ends  
Mid August

**PARENT SURVEY  
Letter from WSU**



OFFICE OF THE PROVOST  
CENTER FOR URBAN STUDIES  
5700 CASS AVENUE, 2207 A/AB  
DETROIT, MI 48202  
313-577-2208  
313-577-1274 FAX

Dear ISD Special Education Director/ISD Monitor,

We thank you, in advance, for your help in making this year's special education (Part B of IDEA) Parent Survey process a success. As in previous years, the survey will be sent to ***all parents of preschool children receiving special education services*** and to ***parents of school age students with IEPs in about one-third of all LEAs*** (Cohort 1).

University regulations require us to protect the privacy of parents responding to the survey. This limits the follow-up practices that schools can engage in when seeking to get surveys completed. In order to maintain best research practices throughout the survey process, we have provided the following ***Information on School Involvement*** that indicate appropriate ways in which school officials can participate. It is important to follow these guidelines to ensure that the confidentiality of families is not compromised.

If you have any questions regarding the Parent Survey, please contact Charo Hulleza at 313-577-8831 or at [c.hulleza@wayne.edu](mailto:c.hulleza@wayne.edu).

Sincerely,

A handwritten signature in black ink, appearing to read "Lyke Thompson".

Lyke Thompson, PhD  
Director, Center for Urban Studies

## **Parent Survey INFORMATION ON SCHOOL INVOLVEMENT**

### ***School Involvement in the Special Education Parent Survey:***

We appreciate all the help that school officials provide throughout this survey process. Below are suggestions for how best to assist in collecting special education surveys.

- Send out a general letter to all parents with children receiving special education services to inform them of the upcoming surveys. This letter should be based on a template provided by researchers at Wayne State University (WSU). *(See Attachment A)*
- Send out a follow-up letter to all parents encouraging them to return the survey, if they have received one. This letter will also inform parents that they may request a new survey or request instructions for how to complete the survey online or over the phone by calling our toll-free number. This letter should be based on a template provided by researchers at WSU. *(See Attachment B)*
- Feel free to refer parents to the following toll-free number for any questions or requests:

**888-800-8865**

### ***School Involvement Considered Inappropriate Because of Privacy and Other Concerns:***

In order to align the Parent Survey with best research practices, there are certain aspects of the survey process that school officials cannot do as part of the survey. Below are activities that school officials should not participate in.

- In order to maintain the privacy of students and parents, school officials cannot have access to any identifying parent and student data, including specific information about which parents have and have not completed the survey.
- To maintain research standards, school officials cannot say to parents and students that participation in the survey is mandatory.
- To ensure uniformity across districts, if school officials contact parents, they are to follow a consistent script provided by WSU. *(See Attachment C)*
- To ensure that each respondent receives the appropriate survey with the unique code identifier, school officials cannot provide parents with copies of the survey or distribute surveys on their own. If a parent requests a survey from a school official, please refer the parent to the toll-free number: **888-800-8865**.
- In order to abide by university research requirements, school officials can have no contact with completed surveys. School officials should not collect completed copies of the survey and send them back to WSU.
- To protect the privacy of each parent, if the school provides the school computer lab to parents to complete the survey online, school officials cannot be present. A neutral non-school official must facilitate the session.

**ATTACHMENT A – Parent Survey  
Sample Announcement Letter from School**

Dear Families,

In the upcoming weeks, you may receive a survey from Wayne State University about your experiences with special education. Wayne State University is working with the Michigan Department of Education to help improve special education services for students and families across Michigan.

It is important for families to return the parent survey. The survey will come with instructions on how to access the survey online, as well.

*Thank you for your helping us to collect this important information.*

Sincerely,

**ATTACHMENT B – Parent Survey  
Sample Follow-Up Letter from School**

Dear Families,

Recently, you may have received a survey from Wayne State University about your experiences with special education. Wayne State University is working with the Michigan Department of Education to help improve special education services for students and families across Michigan.

If you have already completed the survey, thank you very much!

If you have not completed the survey, please take the time to do so. If you have any questions you may contact the research staff at Wayne State who are working on the survey at **888-800-8865**. You can also call this number if you need a new copy of the survey, if you would like to complete it over the phone, or if you would like instructions on how to complete the parent survey online.

*Thank you for your helping to collect this important information.*

Sincerely,

**ATTACHMENT C – Parent Survey  
Sample Follow-Up Phone Script for School Use**

Hello, may I please speak to \_\_\_\_\_ (parent).

This is \_\_\_\_\_ calling from \_\_\_\_\_ (school). I am calling to discuss a survey that you may have received in the mail. If you have received a survey discussing your experiences with Special Education, I'd like to ask you to consider filling out the parent survey.

Responses to this survey will provide valuable feedback about the quality of special education services.

Thanks for your time!

# MDE Cover Letter to Parents of Preschool Children



RICK SNYDER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING

MICHAEL P. FLANAGAN  
SUPERINTENDENT OF  
PUBLIC INSTRUCTION

March 21, 2011

Dear Parent:

***We need your help.***

The enclosed survey is about your experiences with special education. The purpose of this survey is to help the Michigan Department of Education (MDE), Office of Special Education and Early Intervention Services (OSE-EIS) improve special education programs and services for children and families across Michigan. Wayne State University is helping the MDE with the collection and analysis of this information.

***Your participation is important.***

The survey is being sent to parents of children who received special education services in the 2010-2011 school year. If you prefer, you may also request to complete the survey by e-mail or by telephone. The collection of this information is required by federal law under the *Individuals with Disabilities Education Act* (IDEA) to help us improve programs and services for children with IEPs.

***All of your information will be kept confidential.***

The final survey report will contain district and state level summaries that do not contain any information about individual parent responses.

If you have questions about the survey, would like help completing it over the phone or online, please call Wayne State University (the researchers administering the survey) at **888-800-8865**.

Thank you for helping us to collect this important information.

Sincerely,

A handwritten signature in black ink, appearing to read 'Eleanor E. White'.

Eleanor E. White, Ph.D., Director  
Office of Special Education and Early Intervention Services

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608 WEST ALLEGAN STREET • P.O. BOX 30008 • LANSING, MICHIGAN 48909  
[www.michigan.gov/mde](http://www.michigan.gov/mde) • (517) 373-3324

# MDE Cover Letter to Parents of School Age Children



RICK SNYDER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING

MICHAEL P. FLANAGAN  
SUPERINTENDENT OF  
PUBLIC INSTRUCTION

March 21, 2011

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Eleanor E. White, Ph.D., Director  
Office of Special Education and Early Intervention Services

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