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Sample Communication for Delivering Results to Teachers

**Subject: Student Perception Survey Results**

Dear [Teacher],

Thank you for participating in the Colorado Student Perception Survey. We are excited to provide you with a report of your results, which will give you a unique source of actionable feedback about your instructional practice. Our hope is that when you review the results, you find yourself nodding at some points and being surprised by others, and that the report is organized in a way that you can apply the results right away.

[Insert language about report format (e.g., link, attachment, etc.).]

Important Things to Know

* [Insert language about who will see teacher-level reports and how results will be used.]
* Teachers who had fewer than 10 survey responses will not receive teacher-level reports to protect student privacy.
* Schools with a low student response rate will not receive a school-level report.

[Student Perception Survey Resources](http://www.coloradoedinitiative.org/our-work/educator-effectiveness/studentsurvey/sps-resources-teachers/)

* A teacher’s guide to using Student Perception Survey results [Attach an updated version of [this document](http://www.coloradoedinitiative.org/wp-content/uploads/2014/09/SPS_Results_Guidance-for-using-survey-Results_Teacher-CEI.docx)]
* Survey instruments for grades [3-5](http://www.coloradoedinitiative.org/wp-content/uploads/2014/09/SPS_Administration_survey-instrument-3-5-CEI.pdf) and grades [6-12](http://www.coloradoedinitiative.org/wp-content/uploads/2014/09/SPS_Administration_survey-instrument-6-12-CEI.pdf)

Thank you again for your participation.

[District staff]