



Here are example scripts to use when calling or emailing parents to remind them of the Parent Involvement Survey. Please take these scripts and modify them to fit the needs of your PEA.

Calling:

Good morning/afternoon,

My name is _____, and I'm calling from _____ School's ESS office. Each year, we send home a letter asking families to complete a short survey from the Arizona Department of Education. The survey lets you share feedback about how we support you and your student in the special education process.

Your responses are completely anonymous and confidential. The survey can be completed on a computer or smartphone using the unique code printed on the letter we sent home in January. ADE shows that your survey hasn't been completed yet, so I'd like to offer a few options to make it easier:

1. We can send another copy of the letter home with your student.
2. We can email you a copy.
3. You're welcome to come to our office and use one of our computers.
4. You can contact ADE directly at 520-770-3175 or ESSParentSurvey@azed.gov.
5. Or, if you prefer, I can read the survey questions to you now and enter your responses using your unique code. Your answers will remain confidential and will not be shared with ESS staff.

We truly appreciate your time and feedback. More information is available on ADE's website: <https://www.azed.gov/specialeducation/parents/parent-survey/>

Thank you and have a great day!



Emailing:

Good morning/afternoon,

I am _____, from _____ School's ESS office. Each year, we send home a letter asking families to complete a short survey from the Arizona Department of Education. The survey lets you share feedback about how we support you and your student in the special education process.

Your responses are completely anonymous and confidential. The survey can be completed on a computer or smartphone using the unique code printed on the letter we sent home in January. ADE shows that your survey hasn't been completed yet, so I'd like to offer a few options to make it easier:

1. The letter with your student's unique code is attached to this email. We can send another copy of the letter home with your student at any time.
2. We can email you a copy at any time.
3. You're welcome to come to our office and use one of our computers.
4. You can contact ADE directly by [email](#) or phone 520-770-3175.
5. Or, if you prefer, I can schedule a time to call you and read the survey questions to you. Using your student's unique code, I will submit the answers on your behalf. Your answers will remain confidential and will not be shared with ESS staff.

We truly appreciate your time and feedback. More information is available on ADE's website: [Parent Involvement Survey Info for Families | Arizona Department of Education](#).

Thank you and have a great day!