Attachment B

Superintendent’s Memo #019-23

February 3, 2023

**Template Letter for the 30-Day Notice to Parents**

**Directions:** Please place the text below on your school’s letterhead and share it to the parents and guardians of all students at your school in grades 10 and 11. This letter must be shared with parents on or before February 20, 2023. When you prepare these letters, please specify the ***date*** for parents and guardians to decline to have their child participate.

Dear Parent or Guardian,

This spring our school, in cooperation with the Virginia Department of Education and the Virginia Office of Education Economics is participating in an international evaluation of career readiness. As part of this evaluation a career readiness survey will be given to students in 10th and 11th grades.

This evaluation aims to benchmark the career guidance system in Virginia including an examination of the key features of the system and career readiness of young people. This review will shed light on how young people experience, explore, and navigate their future pathways.

I am writing to provide you with information on the student survey. The survey will be completed online using computers at school. The survey does not ask for your student’s name and all answers are anonymous (no one will know how your student answered the survey). There is a copy of the survey available at school for your review.

The majority of survey questions are pulled directly from the Programme for International Student Assessment (PISA) Survey <https://www.oecd.org/pisa/> This survey has been fielded globally since the year 2000 in more than 90 countries to 3 million students worldwide.

All students in grades 10 and 11 will be asked to participate. The survey is voluntary, and your student can decide not to participate. No action will be taken against you, your student, or the school if you do not participate. If you do **not** wish for your student to participate, please notify the school office by telephone or letter by ***DATE***.

Your student will not receive any immediate benefit from participating in the survey, but the survey will greatly help the Virginia education system and employment services to better support young people in their school-to-work transition. This survey is completely anonymous.

Thank you for your cooperation in this important of career readiness.

*{Signed by principal}*