







FEDERAL AND STATE GRANTS (FSG)
District Title I Parent Survey 2011-2012
Distribution and Collection Directions for School Office


Thank you for helping the Federal and State Grants (FSG) office collect this year's District Title I Parent Survey data. We are aiming for a higher rate of return and need your help during the distribution and collection process. Your cooperation in following the guidance listed below is appreciated:

-  **Wednesday, January 25th to Friday, January 27th** – Teachers distribute surveys via student backpack by January 27th.
 - Your school may choose to distribute the survey with report cards on Wednesday, January 25th or with the Thursday Folder on January 26th.
-  Distribute one survey per child at your school. Parents are encouraged to complete more than one survey if they have more than one child in CCPS.
-  The survey form is printed double-sided. One side has the directions and the other side has the survey. It is ok for the form to be folded in half. To the extent possible, please do not add any extra folds.
-  Parents must use BLUE or BLACK pen. Red ink does not work on these forms.
-  Surveys are tri-lingual (English, Spanish and Creole). If parents request any additional support with the translations, please encourage them to contact us at the numbers below.
-  The survey is also available online. Please feel free to provide opportunities for parents to complete the survey on-line. Type the website address below into your browser to access the survey or click the link.


English: <https://www.surveymonkey.com/s/EnglishSurvey2012>

Spanish: <https://www.surveymonkey.com/s/SpanishSurvey2012>

Creole: <https://www.surveymonkey.com/s/CreoleSurvey2012>

-  We suggest you save the box(es) you received the surveys to return completed surveys to FSG. You may also use pony envelopes to return the surveys.

RETURN COMPLETED SURVEYS TO FSG Box #134, ATTENTION: COURTNEY ZMACH

-  Please pony completed surveys as soon as they are returned. Surveys are due to the FSG Title I office **by Friday, February 10th**. Please continue to pony any late forms to Courtney Zmach at the Ad Center (Box #134).

Thanks again for your help!
If you have any questions, please feel free to contact us.

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