

Sample Letter from School Superintendent

[Insert School District Name]

[Insert Street Address, City, State, Zip & Phone]

[Insert Date]

Dear Parent(s)/Guardian(s),

I am pleased to announce that the *[insert school district]* has decided to participate in the Kentucky Incentives for Prevention (KIP) Student Survey. The survey is funded by the Kentucky Division of Behavioral Health with the support of the Governor's Office of Drug Control Policy and the Federal Center for Substance Abuse Prevention. It is designed to assess alcohol and drug use among students in grades 6, 8, 10, and 12. A fact sheet and the non-consent form accompany this letter. The survey will be administered to students in the sixth, eighth, tenth, and twelfth grades. The survey is completely voluntary and will be used for school planning and program development.

The *[insert school district]* is participating in this important project because we believe young people's use of these substances is a serious issue for our communities. We encourage you to support this project by agreeing to let your child participate in the survey. If you have any questions, please don't hesitate to call your child's school coordinator, *[insert name & phone number]*. Thank you for your cooperation.

Sincerely,

[insert name]

Superintendent

Enclosures

Sample Parental Notification Form
for the Kentucky Incentives for Prevention (KIP)

Please return this for to the school coordinator
only if you do not give permission by [insert date].

*[Insert Name Address, and Phone Number
of School Coordinator]*

I **DO NOT** give permission for my child to participate in the KIP Survey.

(Please print clearly.)

Parent's Name _____

Child's Name _____

Child's School _____

Grade (*circle one*): 6 8 10 12

Parent's Signature _____ Date _____

Child's Signature (*optional*) _____ Date _____