

APPENDIX E

SAMPLE COVER LETTER FOR NON-RESPONDENTS

Send a Follow-Up letter or make a Follow-Up telephone call to former students who have not responded to the initial cover letter and survey form. The letter should explain the purpose of the mailing and be typed on your school's letterhead stationery. You may modify the following sample Follow-Up letter to suit your local needs.

(Date)

Dear Former Student (or Alumnus/Alumna):

Recently we sent a survey form to you concerning the Career and Technical Education experiences you had at (Name of Local Educational Agency) and how they relate to what you are doing now. It is important that we include your opinions as we begin to look at the results of the survey.*

In the event you did not receive it, we have enclosed another form for you to use. The survey is required by the State government and provides useful information regarding the success of our program.

Please fill out the enclosed survey form and return it in the included stamped, self-addressed envelope by (allow 10 days). We are counting on your help.

Thank you and best wishes.

Sincerely,

(Name of Local School Official)