[INSERT secondary school logo and/or

BTE coordinating entity logo, if desired]

[INSERT DATE]

Dear Parent or Guardian:

Our school recently started a three-year Bridge to Employment (BTE) program. BTE helps to increase the number of students interested in pursuing health careers and enrolling in higher education. For more information about BTE, please go to [www.bridge2employment.org](http://www.bridge2employment.org).

[INSERT Evaluation Team’s Organization Name] is tracking the effectiveness of BTE. Each year, our school will provide academic information and your child will:

* Complete a short survey to gather his/her views about higher education and careers.
* Participate in small discussions to gain his/her program recommendations.

The information on each student will be kept confidential. The survey will be administered each school year and will take about 10 minutes to complete. The small group discussions will be held each year and take about 60 minutes.

The information obtained will inform and guide our school’s future programming decisions.

If you have any questions about the program, contact: [INSERT BTE PROGRAM COORDINATOR CONTACT INFORMATION (E.G., ADDRESS, PHONE NUMBER, E-MAIL)].

A separate form requesting parental permission for your child’s participation in these evaluation activities will be provided.

We appreciate your cooperation.

Sincerely,

[INSERT SCHOOL REPRESENTATIVE OR BTE SITE COORDINATOR CONTACT NAME and TITLE]