<INSERT YOUR SCHOOL LETTERHEAD>

Dear former <*NAME OF SCHOOL*> student,

I am writing to let you know that <*NAME OF SCHOOL*> will be calling students who exited school during the 2023-2024 school year to see how they are doing.

Since you finished school last year, you will receive a telephone call sometime between April 1st and August 31st, 2025.

The purpose of this telephone call will be to see how you are doing now and to see if there are services/supports you feel you need that you may not be getting. The telephone call should take approximately 15 minutes.

**Your participation in this telephone call is totally voluntary, and all your responses will be kept confidential.** Your participation will provide us with valuable information about what helps students transition from high school into their community and what schools can improve upon.

However, if you would prefer not to receive this telephone call, please contact <*SCHOOL PERSONNEL*> at <*PHONE NUMBER*>.

We sincerely hope that you are doing well almost one year after leaving high school, and we look forward to talking with you soon!

Sincerely,

*<SCHOOL PERSONNEL SIGNATURE>*