

# 2021 Part B Surveys

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March 2021



Michigan Department of Education  
Office of Special Education

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## 2021 Part B Surveys

Wayne State University's (WSU) research team deploys the following surveys on behalf of the Michigan Department of Education, Office of Special Education:

1. **Parent Survey** (Facilitated Parent Involvement, State Performance Plan Indicator 8).
2. **Former Student Survey** (Post-School Outcomes, State Performance Plan Indicator 14) for students who left high school during 2019-20 school year.

The deployment is scheduled to take place this spring/summer for Cohort 2. The survey process will begin with the deployment of pre-survey notifications in mid-March, followed by survey administration from late March through August.

The information in this document includes survey timelines and other information from WSU regarding engaging locals in the survey process.

# SECTION 1

## 2021 Part B Parent Survey

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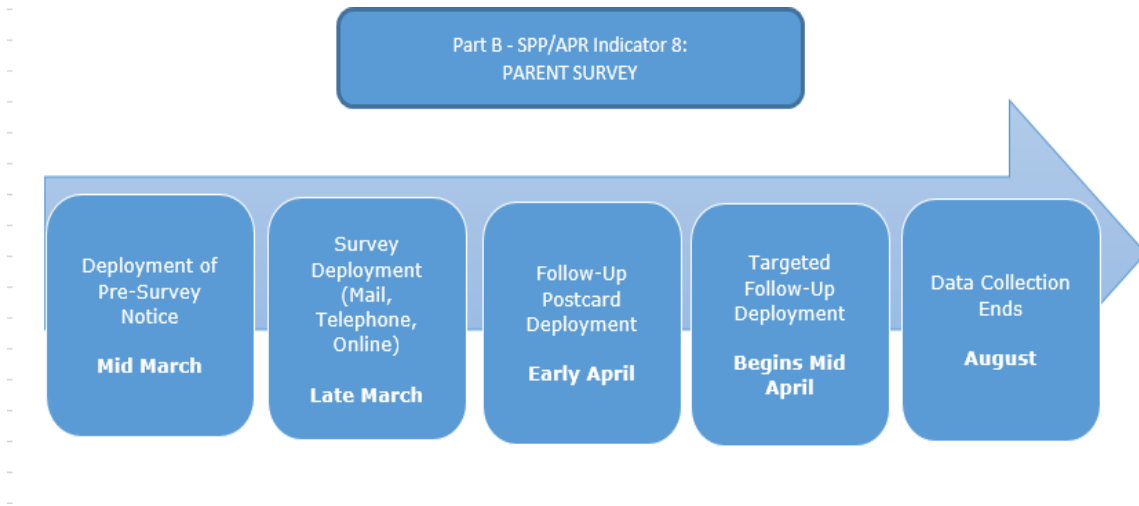
## Part B Parent Survey Timeline

### Part B – SPP/APR Indicator 8: Parent Survey

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Deployment of Pre-Survey Notice	Mid-March
Survey deployment (mail, telephone, online)	Late March
Follow-up postcard deployment	Early April
Targeted follow-up deployment	Begins Mid-April
Data collection ends	August

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## Parent Survey Letter from WSU



OFFICE OF THE PROVOST  
CENTER FOR URBAN STUDIES  
5700 CASS AVENUE, 2207 A/AB  
DETROIT, MI 48202  
313-577-2208

Dear ISD Special Education Director/ISD Monitor,

We thank you, in advance, for your help in making this year's special education (Part B of IDEA) Parent Survey process a success. As in previous years, the survey will be sent to **all parents of children ages 3 through 5 receiving special education services** and to **parents of students ages 5 through 26 with IEPs in about one-third of all member districts** (Cohort 2).

University regulations require us to protect the privacy of parents responding to the survey. This limits the follow-up practices that schools can engage in when seeking to get surveys completed. In order to maintain best research practices throughout the survey process, we have provided the following **Information on School Involvement** that indicate appropriate ways in which school officials can participate. It is important to follow these guidelines to ensure that the confidentiality of families is not compromised.

If you have any questions regarding the Parent Survey, please contact Charo Hulleza at 313-577-8831 or at [c.hulleza@wayne.edu](mailto:c.hulleza@wayne.edu).

Sincerely,

A handwritten signature in black ink, appearing to read "Lyke Thompson". The signature is stylized with overlapping loops and a long horizontal stroke at the end.

Lyke Thompson, PhD  
Director, Center for Urban Studies

## **Parent Survey Information on School Involvement**

### **School Involvement in the Special Education Parent Survey:**

We appreciate all the help that school officials are willing to provide throughout this survey process. Below are suggestions for how best to assist us in collecting special education surveys.

- Send out a general letter to all parents with children receiving special education services to inform them of the upcoming surveys. This letter should be based on a template provided by researchers at Wayne State University (WSU). (*See Attachment A*)
- Send out a follow-up letter to all parents encouraging them to return the survey, if they have received one. This letter will also inform parents that they may request a new survey or request instructions for how to complete the survey online or over the phone by calling our toll-free number. This letter should be based on a template provided by researchers at WSU. (*See Attachment B*)
- Feel free to refer parents to the following toll-free number for any questions or requests:

**888-800-8865**

### **School Involvement Considered Inappropriate Because of Privacy and Other Concerns:**

In order to align the Parent Survey with best research practices, there are certain aspects of the survey process that school officials cannot do as part of the survey. Below are activities in which school officials should **not** participate.

- In order to maintain the privacy of students and parents, school officials cannot have access to any of our identifying parent and student data, including specific information about which parents have and have not completed the survey.
- To maintain research standards, school officials cannot say to parents and students that participation in the survey is mandatory.
- To ensure uniformity across districts, if school officials contact parents, they are to follow a consistent script provided by WSU. (*See Attachment C*)
- To ensure that each respondent receives the appropriate survey with the unique code identifier, school officials **cannot** provide parents with copies of the survey or distribute surveys on their own. If a parent requests a survey from a school official, please refer the parent to the toll-free number: **888-800-8865**.

- In order to abide by university research requirements, school officials can have no contact with completed surveys. School officials should not collect completed copies of the survey and send them back to WSU.
- To protect the privacy of each parent, if the school provides the school computer lab to students to complete the survey online, school officials cannot be present. A neutral non-school official must facilitate the session.



## **ATTACHMENT A – Parent Survey**

### **Sample Announcement Letter from School**

Dear Families,

In the upcoming weeks, you may receive a survey from Wayne State University about your experiences with special education. Wayne State University is working with the Michigan Department of Education to help find out families' views about special education services and your responses may help improve services for families across Michigan.

It is important for families to return the parent survey. The survey will come with instructions on how to access the survey online, as well.

*Thank you for helping us to collect this important information.*

Sincerely,

## **ATTACHMENT B – Parent Survey**

### **Sample Follow-Up Letter from School**

Dear Families,

Recently, you may have received a survey from Wayne State University about your experiences with special education. Wayne State University is working with the Michigan Department of Education to help find out families' views about special education services and your responses may help improve services for families across Michigan.

If you have already completed the survey, thank you very much!

If you have not completed the survey, please take the time to do so. If you have any questions you may contact the research staff at Wayne State who are working on the survey at **888-800-8865**. You can also call this number if you need a new copy of the survey, if you would like to complete it over the phone, or if you would like instructions on how to complete the survey online.

*Thank you for helping us to collect this important information.*

Sincerely,

## **ATTACHMENT C – Parent Survey**

### **Sample Follow-Up Phone Script for School Use**

Hello, may I please speak to\_\_\_\_\_ (parent).

This is\_\_\_\_\_ calling from\_\_\_\_\_ (school). I am calling to discuss a survey that you may have received in the mail. If you have received a survey discussing your experiences with Special Education, I'd like to ask you to consider filling out the parent survey.

Responses to this survey will provide valuable feedback about the quality of special education services.

Thanks for your time!

# MDE Cover Letter to Parents of Children Ages 3 Through 5



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING

GRETCHEN WHITMER  
GOVERNOR

MICHAEL F. RICE, Ph.D.  
STATE SUPERINTENDENT

March 25, 2021

Dear Parent:

***We need your help.***

The enclosed survey is about your experiences with special education. The purpose of this survey is to help the Michigan Department of Education (MDE) Office of Special Education (OSE) improve special education programs and services for children and families across Michigan. Wayne State University is assisting the MDE with the collection and analysis of this information.

***Your participation is important.***

The survey is being sent to parents of children who received special education services during the 2020-2021 school year. If you prefer, you may request to complete the survey by e-mail or by telephone. The collection of this information is required by federal law under the *Individuals with Disabilities Education Act* (IDEA) and is used to improve programs and services for children with an Individualized Education Program (IEP).

***All of your information will be kept confidential.***

The final survey report will only contain member district and state level summaries and will not contain any information about individual parent responses.

If you have questions about the survey, would like help completing it over the phone or online, please call Wayne State University (the researchers administering the survey) at **888-800-8865**.

Thank you for your willingness to provide this important information.

Sincerely,

A handwritten signature in black ink that reads "Teri L. Rink".

Teri L. Rink, Ed.S., Director  
Office of Special Education

Attachment

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# MDE Cover Letter to Parents of Students Ages 5 Through 26



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING

GRETCHEN WHITMER  
GOVERNOR

MICHAEL F. RICE, Ph.D.  
STATE SUPERINTENDENT

March 25, 2021

Dear Parent:

***We need your help.***

The enclosed survey is about your experiences with special education. The purpose of this survey is to help the Michigan Department of Education (MDE) Office of Special Education (OSE) improve special education programs and services for students and families across Michigan. Wayne State University is assisting the MDE with the collection and analysis of this information.

***Your participation is important.***

The survey is being sent to parents of students who received special education services during the 2020-2021 school year. If you prefer, you may request to complete the survey by e-mail or by telephone. The collection of this information is required by federal law under the *Individuals with Disabilities Education Act* (IDEA) and is used to improve programs and services for children with an Individualized Education Program (IEP).

***All of your information will be kept confidential.***

The final survey report will only contain member district and state level summaries and will not contain any information about individual parent responses.

If you have questions about the survey, would like help completing it over the phone or online, please call Wayne State University (the researchers administering the survey) at **888-800-8865**.

Thank you for your willingness to provide this important information.

Sincerely,

A handwritten signature in black ink that reads "Teri L. Rink".

Teri L. Rink, Ed.S., Director  
Office of Special Education

Attachment

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SECTION 2  
2021 Part B Former Student Survey

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## Part B Former Student Survey Timeline

### Part B – SPP/APR Indicator 14: Post-School Outcomes Survey

Contact information updating	Mid-March
Pre-Survey Notice Deployment	Stage 1 <sup>1</sup> : Early April
Pre-Survey Notice Deployment	Stage 2 <sup>2</sup> : Early June
Survey Deployment (mail, telephone, online)	Stage 1: Begins Mid April
Survey Deployment (mail, telephone, online)	Stage 2: Begins Mid June
Follow-up Postcard Deployment	Stage 1: Late April
Follow-up Postcard Deployment	Stage 2: Early July
Targeted Follow-up Deployment	Stage 1: Early May
Targeted Follow-up Deployment	Stage 2: Mid July
Data Collection Ends	August



<sup>1</sup> Stage 1 includes former students that exited high school during Fall 2019 through Spring 2020.

<sup>2</sup> Stage 2 includes former students that exited high school at the end of the 2019-2020 school year.

## Former Student Survey Letter from WSU



OFFICE OF THE PROVOST  
CENTER FOR URBAN STUDIES  
5700 CASS AVENUE, 2207 A/AB  
DETROIT, MI 48202  
313-577-2208

Dear ISD Special Education Director/ISD Monitor/Transition Coordinator,

We thank you, in advance, for your help in making this year's special education (Part B of IDEA) Former Student Survey process a success. As in previous years, the survey will be sent to **students** in Cohort 2 districts **who had an IEP and left high school during the 2019/2020 school year**.

University regulations require us to protect the privacy of former students responding to the survey. This limits the follow-up practices that schools can engage in when seeking to get surveys completed. In order to maintain best research practices throughout the survey process, we have provided the following **Information on School Involvement** that indicate appropriate ways in which school officials can participate. It is important to follow these guidelines to ensure that the confidentiality of families is not compromised.

If you have any questions regarding the **Former Student Survey**, please contact Charo Hulleza at 313-577-8831 or at [c.hulleza@wayne.edu](mailto:c.hulleza@wayne.edu).

Sincerely,

A handwritten signature in black ink, appearing to read "Lyke Thompson".

Lyke Thompson, PhD  
Director, Center for Urban Studies

## **Former Student Survey Information on School Involvement**

### **School Involvement in the Special Education Post-School Outcomes Survey:**

We appreciate all the help that school officials are willing to provide throughout this survey process. Below are suggestions for how best to assist us in collecting special education surveys.

- Send out a general letter to former students [or parents of former students under the age of 18] who have left high school to inform them of the upcoming surveys. This letter should be based on a template provided by researchers at Wayne State University (WSU). *(See Attachment A)*
- Send out a follow-up letter to all former students encouraging them to return the survey, if they have received one. This letter will also inform former students that they may request a new survey or request instructions for how to complete the survey online or over the phone by calling our toll-free number. This letter should be based on a template provided by researchers at WSU. *(See Attachment B)*
- Feel free to refer former students [or parents of former students under the age of 18] to the following toll-free number for any questions or requests:

**866-423-9312**

### **School Involvement Considered Inappropriate Because of Privacy and Other Concerns:**

In order to align the Former Student Survey with best research practices, there are certain aspects of the survey process that school officials **cannot** do as part of the survey. Below are activities in which school officials should **not** participate.

- In order to maintain the privacy of former students, school officials cannot have access to any of our identifying student data, including specific information about which former students have and have not completed the survey.
- To maintain research standards, school officials cannot say to former students [or parents of former students under the age of 18] that participation in the survey is mandatory.
- To ensure uniformity across districts, if school officials contact former students [or parents of former students under the age of 18], they are to follow a consistent script provided by WSU. *(See Attachment C)*



- To ensure that each respondent receives the appropriate survey with the unique code identifier, school officials **cannot** provide former students [or parents of former students under the age of 18] with copies of the survey or distribute surveys on their own. If a former student [or parent of former students under the age of 18] requests a survey from a school official, please refer them to the toll-free number: **866-423-9312**.
- In order to abide by university research requirements, school officials can have no contact with completed surveys. School officials should not collect completed copies of the survey and send them back to WSU.
- To protect the privacy of each former student, if the school provides the school computer lab to students to complete the survey online, school officials cannot be present. A neutral non-school official must facilitate the session.

## **ATTACHMENT A – Former Student Survey**

### **Sample Announcement Letter from School**

Dear Former Student or Parent of Former Student,

In the upcoming weeks, you may receive a survey from Wayne State University about your experiences with special education. The purpose of this survey is to learn about any employment and/or education you have had since leaving high school. Your answers to these important questions may help us better understand what students do after high school.

It is important for former students to return the survey. The survey will come with instructions on how to access the survey online, as well.

*Thank you for helping us to collect this important information.*

Sincerely,

## **ATTACHMENT B – Former Student Survey**

### **Sample Follow-Up Letter from School**

Dear Former Student or Parent of Former Student,

Recently, you may have received a survey from Wayne State University about your experiences with special education. The purpose of this survey is to learn about any employment and/or education you have had since leaving high school. Your answers to these important questions may help us better understand what students do after high school.

If you have already completed the survey, thank you very much!

If you have not completed the survey, please take the time to do so. If you have any questions you may contact the research staff at Wayne State who are working on the survey at **866-423-9312**. You can also call this number if you need a new copy of the survey, if you would like to complete it over the phone, or if you would like instructions on how to complete the survey online.

*Thank you for helping us to collect this important information.*

Sincerely,

## **ATTACHMENT C – Former Student Survey**

### **Sample Follow-Up Phone Script for School Use**

Hello, may I please speak to \_\_\_\_\_ (former student or parent, guardian, or caregiver of former student under 18).

This is \_\_\_\_\_ calling from \_\_\_\_\_ (school). I am calling to discuss a survey that you may have received in the mail. If you have received a survey discussing your experiences with Special Education, I'd like to ask you to consider filling out the survey.

Responses to this survey will provide valuable feedback about the quality of special education services.

Thanks for your time!

# Stage 1 MDE Cover Letter to Former Students



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING

GRETCHEN WHITMER  
GOVERNOR

MICHAEL F. RICE, Ph.D.  
STATE SUPERINTENDENT

April 5, 2021

Dear Former Student:

***We need your help.***

A survey is being sent to former Michigan students who had an Individualized Education Program (IEP) when they left school during the 2019-2020 school year. The purpose of this survey is to help the Michigan Department of Education (MDE) Office of Special Education (OSE) learn about any *employment* and/or *education* you have had since leaving school. Wayne State University (WSU) is assisting the MDE with the collection and analysis of this information.

***Your participation is important.***

The collection of this information is required by federal law under the *Individuals with Disabilities Education Act* (IDEA) and is used to improve programs and services for students with an IEP. Your answers to these important questions will provide important information about what students do after leaving school. A parent/guardian or caregiver may respond to the survey if necessary.

In the next week, you will receive a survey from WSU in the mail. The survey will only take a few minutes to complete. You will also have the option to complete the survey online or by telephone.

***All of your information will be kept confidential.***

The final survey report will contain member district and state level summaries and do not contain any information about individual student or parent/guardian responses.

If you have questions about the survey, please call WSU (the researchers administering the survey) at **866-423-9312**. Thank you for your willingness to provide this important information. Please see the attached information from WSU.

Sincerely,

A handwritten signature in black ink that reads "Teri L. Rink".

Teri L. Rink, Ed.S., Director  
Office of Special Education

Attachment

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# Stage 1 MDE Cover Letter to Parents of Minor Former Students



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING

MICHAEL F. RICE, Ph.D.  
STATE SUPERINTENDENT

April 5, 2021

Dear Parent/Guardian or Caregiver:

***We need your child's help.***

A survey is being sent to former Michigan students who had an Individualized Education Program (IEP) when they left school during the 2019-2020 school year. The purpose of this survey is to help the Michigan Department of Education (MDE) Office of Special Education (OSE) learn about any *employment* and/or *education* your child has had since leaving school. Wayne State University (WSU) is assisting the MDE with the collection and analysis of this information.

***Your child's participation is important.***

The collection of this information is required by federal law under the *Individuals with Disabilities Education Act* (IDEA) and is used to improve programs and services for students with an IEP. Your child's answers to these important questions will provide important information about what students do after leaving school. You, as a parent/guardian or caregiver, may respond to the survey if necessary.

*If you allow your child to participate*, he/she will receive a survey from WSU in the mail in the next week. The survey will only take a few minutes to complete. Your child will have the option to complete the survey online or by telephone.

***All of your child's information will be kept confidential.***

The final survey report will contain member district and state level summaries and do not contain any information about individual student or parent/guardian responses.

If you have questions about the survey, or if you wish to opt your child out of the study, please call WSU (the researchers administering the survey) at **866-423-9312**. Thank you for your willingness to provide this important information. Please see the attached information from WSU.

Sincerely,

A handwritten signature in black ink that reads "Teri L. Rink".

Teri L. Rink, Ed.S., Director  
Office of Special Education

Attachment

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# Stage 2 MDE Cover Letter to Former Students



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING

GRETCHEN WHITMER  
GOVERNOR

MICHAEL F. RICE, Ph.D.  
STATE SUPERINTENDENT

June 7, 2021

Dear Former Student:

***We need your help.***

A survey is being sent to former Michigan students who had an Individualized Education Program (IEP) when they left school during the 2019-2020 school year. The purpose of this survey is to help the Michigan Department of Education (MDE) Office of Special Education (OSE) learn about any *employment* and/or *education* you have had since leaving school. Wayne State University (WSU) is assisting the MDE with the collection and analysis of this information.

***Your participation is important.***

The collection of this information is required by federal law under the *Individuals with Disabilities Education Act* (IDEA) and is used to improve programs and services for students with an IEP. Your answers to these important questions will provide important information about what students do after leaving school. A parent/guardian or caregiver may respond to the survey if necessary.

In the next week, you will receive a survey from WSU in the mail. The survey will only take a few minutes to complete. You will also have the option to complete the survey online or by telephone.

***All of your information will be kept confidential.***

The final survey report will contain member district and state level summaries and do not contain any information about individual student or parent/guardian responses.

If you have questions about the survey, please call WSU (the researchers administering the survey) at **866-423-9312**. Thank you for your willingness to provide this important information. Please see the attached information from WSU.

Sincerely,

A handwritten signature in black ink that reads "Teri L. Rink".

Teri L. Rink, Ed.S., Director  
Office of Special Education

Attachment

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# Stage 2 MDE Cover Letter to Parents of Minor Former Students



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING

GRETCHEN WHITMER  
GOVERNOR

MICHAEL F. RICE, Ph.D.  
STATE SUPERINTENDENT

June 7, 2021

Dear Parent/Guardian or Caregiver:

### ***We need your child's help.***

A survey is being sent to former Michigan students who had an Individualized Education Program (IEP) when they left school during the 2019-2020 school year. The purpose of this survey is to help the Michigan Department of Education (MDE) Office of Special Education (OSE) learn about any *employment* and/or *education* your child has had since leaving school. Wayne State University (WSU) is assisting the MDE with the collection and analysis of this information.

### ***Your child's participation is important.***

The collection of this information is required by federal law under the *Individuals with Disabilities Education Act* (IDEA) and is used to improve programs and services for students with an IEP. Your child's answers to these important questions will provide important information about what students do after leaving school. You, as a parent/guardian or caregiver, may respond to the survey if necessary.

*If you allow your child to participate*, he/she will receive a survey from WSU in the mail in the next week. The survey will only take a few minutes to complete. Your child will have the option to complete the survey online or by telephone.

### ***All of your child's information will be kept confidential.***

The final survey report will contain member district and state level summaries and do not contain any information about individual student or parent/guardian responses.

If you have questions about the survey, or if you wish to opt your child out of the study, please call WSU (the researchers administering the survey) at **866-423-9312**. Thank you for your willingness to provide this important information. Please see the attached information from WSU.

Sincerely,

A handwritten signature in black ink that reads "Teri L. Rink".

Teri L. Rink, Ed.S., Director  
Office of Special Education

Attachment

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