

**DRAFT**

«**Firstname**» «**Lastname**»  
«**Addressline1**»  
«**Addressline2**»  
«**City**» «**State**» «**Zipcode**»

April 2016

Dear «**Firstname**» «**Lastname**»

The Pennsylvania Department of Education (PDE) needs your help to improve the quality of career and technical education (CTE) programs, guidance and other related services. As part of the Carl D. Perkins Career and Technical Education Improvement Act of 2006, PDE is required by federal law to report data about students who participated in a CTE program.

Our records indicate that you participated in «**CIPTitle**» at «**SchoolName**» in «**SchoolYear**». Please note program titles are state program titles and the local title of the program may have been different. For example, “Bus Inf/Data Proc Ser, Oth” is the state title for computer software programs such as word processing, spreadsheet, etc. This would also apply to the “Automotive Mechanic Tech” which is the state title for emissions test, state inspection, renewals, etc.

Please take a few minutes to connect to the internet and complete a short survey. In the address bar, type in the web address <http://www.flp.ed.state.pa.us> and press enter. Please do not enter this address in the search line as it will not yield any results. You will need to enter this security code («**Security Code**») to access your survey. For those who do not have access to the internet, most public libraries have free internet services or you are welcome to use our computers at our school.

The information you provide is strictly confidential. We hope you share our pride in Pennsylvania's CTE programs and will assist us in improving programs by providing your answers and comments.

Thank you for your immediate response. I wish you much success in your present and future endeavors. If you have any questions please do not hesitate to contact («**your name**») at («**your email address and/or your phone number**»).

Sincerely,

(«**Chief School Administrator's Name**»)  
(«**Chief School Administrator's Title**»)