### Scheduling Letter

ON INSTITUTIONAL LETTERHEAD OR VIA E-MAIL

**WE ENCOURAGE YOU TO TAILOR THIS LETTER TO MEET YOUR**

**INSTITUTION’S COMMUNICATION STYLE.**

Dear **<First Name> <Last Name>\***,

Recently you received correspondence from the president and a campus representative introducing a national survey project, the Community College Survey of Student Engagement *(CCSSE)*,in which **<College Name>** is participating. As a Survey Administrator for *CCSSE*, I would like to arrange a time that works best for administering the survey to the students enrolled in the course listed below. At a pre-arranged time, I will come to your classroom to administer the survey.

**Course Name: <Course Full Name>**

**Course Number: <Course Number>**

**Section Number: <Section Number>**

**Meet Days: <Meetdays>**

**Class Time: <Course Start/End Time>**

The survey is designed to be completed by all students within a 50-minute class period. If you have students with special needs, please inform me so that appropriate accommodations can be made on the day of the in-class administration.

Survey Administration is scheduled for **[Time Period]**. Please provide your first and second preferred dates for survey administration within this time range.

**Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Start Time]** **Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Start Time]**

1st choice 2nd choice

Please provide the total enrollment for the course.

**Enrollment: ­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_**

I will confirm the administration date after I receive your response. If you have any questions, contact me at **[Survey Administrator Phone Number]** or **[Survey Administrator E-mail Address]**.

I appreciate your prompt reply.

Sincerely,

**[Survey Administrator]**

**[Survey Administrator Title]**

**[Survey Administrator Phone Number]**

**[Survey Administrator E-mail Address]**

\* [ XX ] indicates text to be inputted by Campus Coordinator or Survey Administrator

 < XX > indicates name of potential merge field from Excel sample file