



## Sample Invitation letter to Staff and Partners to Participate in the PSAM Survey

### Greetings Staff and Partners:

**The Postsecondary Success Asset Map (PSAM)** is a research-based tool to help our school understand how well we are supporting students — starting in the 9<sup>th</sup> grade — in developing the knowledge and skills essential to becoming college and career ready. The information gathered through PSAM will help our school improve program coordination and quality and fill in where new strategies are needed.

The [*name your school leadership team or PSAM team*] is pleased to invite every member of our school community, including partners, to take approximately **20-30 minutes** to complete PSAM. Your participation in this effort will enable us to:

- Build our shared understanding about what it means to be college and career ready;
- Develop a comprehensive picture of the school's assets to prepare all students for postsecondary success;
- Use data to make decisions about the use and effectiveness of resources;
- Eliminate fragmentation and redundancies in supports and services;
- Create clear pathways beginning in 9<sup>th</sup> grade;
- Strengthen partnerships between secondary, postsecondary, business, and community partners; and
- Develop a realistic action plan for improving college and career readiness for our student body.

You take the PSAM survey online by going to [*put in your school's customized web address here; this will be obtained from FHI 360*]

***Your responses will be anonymous, but they are important!***

The only information we ask about you is what role you play in the school (e.g., teacher, administrator, school partner, other).

If you have any questions about PSAM, please feel free to speak with [*list here an appropriate contact person(s) at your school*].

Thank you for giving this your time and attention! The [*name your school leadership team or PSAM team*] will send out updates on next steps.