

PLACE LOGO OR LETTERHEAD HERE

Dear Parents and Guardians of \_\_\_\_\_ (school and grade level):

**I am writing to you today with some great news!** Your student has been invited to participate in a *Student Voice Circle* on \_\_\_\_\_ (date and time) at \_\_\_\_\_ (school name).

The goal of the *Student Voice Circle* is to improve the school experience for all \_\_\_\_\_ (school name) students by having our \_\_\_\_\_ (grade level) reflect on their time spent at \_\_\_\_\_ (school). Small groups of students will be seated at tables with a staff member and a guest who is learning about *Student Voice Circles*. Student dialogue about their experiences at \_\_\_\_\_ (school) will be collected, but not linked to student names. Staff members will use the dialogue to identify action steps for improvement at \_\_\_\_\_ (school).

We are excited to have your student's voice at the *Student Voice Circle* on \_\_\_\_\_ (date). However, if you would prefer not to have your student participate, simply send this letter back to the office, noting your student's name and request for them not to participate.

Please don't hesitate to call the school with any questions, \_\_\_\_\_ (phone). We look forward to learning from your student about how we can improve \_\_\_\_\_ School for ALL students.

Sincerely,

\_\_\_\_\_, Principal  
\_\_\_\_\_ School



**STUDENT VOICE CIRCLE:** *Voice circles are guided conversations. Carefully and thoughtfully structured questions are used to guide meaningful dialogue that encourages student voice and agency. Students reveal the actions needed to improve the school experience for ALL students.*