



Washoe County Public Schools 2020 Family Climate Survey

School Front Office:

It is time to send out the Family Climate survey again. Please distribute these surveys to your teachers to include in their students' take home folders.

Enclosed:

- Packets of surveys to be distributed to teacher's classrooms for student households that do not have an email address and need to receive it in paper form.
- Parents/guardians will complete their survey and raffle ticket (in either English or Spanish), place the completed items in the 9x12 envelope, and return to the school.
- Please do not write the name of the student anywhere on the survey. We very much want to keep the parents' responses confidential.

Preparing for Return:

- Please **save the original box** that surveys came in so that you may use it to return your surveys to Panorama Education. These boxes are specially reinforced to ensure that your school's surveys are not damaged in transit.
- Please also **retain the prepaid FedEx return label** included inside this box to return surveys to Panorama.
- You do not need to sort or staple survey forms (and you can leave them in the 9x12 envelopes).

Questions?

- If you lose your FedEx return label or box, please contact support+washoe@panoramaed.com.
- If you need more survey forms or if guardians request to take the survey online, please contact Laura Davidson, 348-3850. **Do not photocopy survey forms as this invalidates responses.**

Survey Return Process

Once you have boxed up your surveys and affixed the appropriate label, either drop the package off at any FedEx location or schedule a free pick-up at <http://www.panoramaed.com/pickup>. You will need the tracking number from your shipping label to schedule the pick up. Please note the following FedEx policies regarding scheduled pickups:

- ✓ You can schedule a FedEx Ground return pickup on Monday-Friday for non-residential locations
- ✓ Same-day pickup requests cannot be accommodated
- ✓ Normal hours for non-residential pickups are 8am-6pm local time [If you require a time outside of normal hours, please use the "special instructions" field to request an alternative timeframe]
- ✓ Pickups may be scheduled up to 14 days in advance