## Family Focus Group Invitation Template

Subject: You're Invited: Share Your Voice in a Family Focus Group

Dear Families,

We wanted to let you know that this year, our district is taking part in a review led by the Department of Elementary and Secondary Education (DESE), in partnership with the American Institutes for Research (AIR). This review is a chance to take a closer look at how things are going in our schools—from the systems and policies we use to how we support students and families. The final report will be public and will help us make thoughtful, informed decisions about what comes next for our district. (You can check out past reports [here](https://www.doe.mass.edu/accountability/district-review/reports.html).)

As part of the review, the team will be holding focus groups, classroom visits, interviews, and reviewing key documents. We’d love for you, our parents and caregivers, to be part of the process by joining a family focus group. Your perspective matters and will help us paint a true picture of what’s working well and where we can grow.

We’re hoping to include voices from families across all our schools. If you need interpretation or translation services, we’ll be happy to provide them. [Insert district info about requesting these services.]

**Focus Group Info:**

Date/Time: [Insert date(s) and time(s)]

Location: [Insert location or virtual meeting link]

Length: Approximately 60 minutes

The focus group will touch on a few key areas, including:

* How families receive information about academics and student well-being
* Ways families can be involved in school or district decisions
* Supports for students and families, both in and out of school
* Access to electives, extracurriculars, and advanced classes
* Services for Students with Disabilities, English Learners, and others needing extra support

We really hope you’ll consider joining us and sharing your thoughts. **If you’re interested, just reply to this email by [insert deadline].** Please include your name, your child(ren)’s school(s), your preferred date/time, and whether you’ll need interpretation services. [insert district policy around requestion interpretation/translation services]

Thanks so much for your continued partnership. We’re grateful to work alongside you in supporting our students.

Warmly,

[District Review Liaison and/or Superintendent]