# Flourishing School Culture Instrument (FSCI)

**Reminder Email #1**

**SAMPLE TEMPLATE**

Dear [School Constituency Group-- faculty, school staff, administration, school board, parents, or alumni]:

A few weeks back, I emailed you to request your help with an exciting event in the life of our school. Our school is in the process of administering the Flourishing School Culture Instrument in conjunction with the Association of Christian Schools International (ACSI). If you have already completed the survey via the link I provided in that email, **thank you** for your participation and help with this important effort! If you have not yet completed the survey, it is important that you do so by *[insert target deadline].* *Your participation is critical to a successful administration of the FSCI and to our school receiving accurate and helpful results.*

The link to complete the survey can be found here [*include* ***SCHOOL CONSTITUENCY GROUP survey link here--*** faculty, school staff, administration, school board, parents, or alumni]. Depending on how long you spend thinking about the questions, it should require somewhere between 5-10 minutes for you to complete. Let me be very clear: each participant’s individual responses will be handled by ACSI anonymously, and the report our school receives from ACSI will only show our school’s results in aggregate.

[Please note: If you need to save your responses and return later to the survey, you will have the option to do so. At the top of the survey there is a tab where you can enter your email address. An email will be automatically generated by SurveyGizmo, the assessment host, with a link for you to return to the questions you last answered. All your previous responses will be saved, and using the unique link emailed by SurveyGizmo you can re- start the survey later without losing your place. Your email address is not used for anything besides providing you with a unique link to save your place in the survey. SurveyGizmo will not share the email addresses submitted to "Save and Continue" option with any other party].

Thank you for praying for the school as we undergo this process and as we get information that will help all of us better serve Christ and others. Thank you for your (anonymous) participation in making this endeavor a success.

[*School Signature Information*]