**Pre-notification Templates for the CSS**

We encourage you to share information about your school’s participation in the College Senior Survey (CSS) prior to administration. Informing students of the importance and value of the survey results for your institution can improve your response rates. We offer a template for you to distribute to faculty and staff, as well as a template to send to students. You can also use our [CSS Survey Promo Pack](http://www.heri.ucla.edu/promo-packs.php) items to communicate information about the CSS via social media or displaying posters/flyers on campus. We suggest that you send your pre-notification emails a few days to one week prior to your CSS administration.

*Pre-notification letter for faculty/staff:*

*Subject Line*: College Senior Survey at {INSERT Institution Name}

Dear Colleague:

Assessing the impact of college is more important than ever before. By capturing our students’ perceptions of their academic and co-curricular experiences, satisfaction with campus resources, and their post-college plans, we can better understand their cognitive and affective growth during their time here at {INSERT Institution Name} so that we can continue to make improvements in educating and preparing our students for post-college life.

{INSERT Institution Name} is participating in the College Senior Survey (CSS), a national survey developed by the Higher Education Research Institute at UCLA. With the results from the CSS, we can connect their academic, civic, and diversity outcomes with a comprehensive set of college experiences to measure the impact of college.

We are asking you to support this initiative by encouraging {Institution Name} students to complete the survey. {***Online/paper administration text will differ***} In the next week or so, they will receive an email from {INSERT Name of person conducting survey} in the {INSERT Office conducting survey}. The CSS will be open for students from {INSERT administration dates}. The survey will take approximately 25 minutes to complete. Please assure students that {INSERT Institution Name} and the researchers at the Higher Education Research Institute have taken every measure to ensure the confidentiality of the data collected.

If you have any questions regarding the College Senior Survey, please contact {INSERT Name and contact info of person/office conducting survey}.

Thank you in advance for supporting this endeavor.

Sincerely,

{Insert Name & Title of Institution Official such as President or Provost}

*Pre-notification letter for students:*

*Subject Line*: College Senior Survey at {INSERT Institution Name}

Dear {INSERT Student Name}:

In a few days you will receive an email invitation to participate in an online student survey. {INSERT Institution Name} is participating in the College Senior Survey (CSS), a national survey developed by the Higher Education Research Institute at UCLA. With the results from the CSS, we can gain insight on your academic and co-curricular experiences to measure the impact of college.

We are asking you to support this initiative by completing the College Senior Survey. {***Online/paper administration text will differ***} You will receive an email from {INSERT Name of person conducting survey} in the {INSERT Office conducting survey}. The CSS will be open from {INSERT administration dates}. The survey will take approximately 25 minutes to complete.

Your confidentiality is assured by officials at {INSERT Institution Name} and the researchers at the Higher Education Research Institute.

{INSERT details about incentives here if applicable to your campus}

Thank you in advance for your time in supporting this important endeavor. If you have any questions, please do not hesitate to contact {INSERT Name and contact info of person conducting survey}.

Sincerely,

{Insert Name & Title of Institution Official such as President or Provost}