**Pre-notification Templates for TFS**

We encourage you to share information about your school’s participation in the CIRP Freshman Survey (TFS) prior to administration. Informing students of the importance and value of the survey findings 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 [TFS Survey Promo Pack](http://www.heri.ucla.edu/promo-tfs-2016.php) items to communicate information about the TFS via social media or by displaying posters/flyers on campus. We suggest that you send your pre-notification emails a few days to one week prior to the start of your TFS administration.

*Pre-notification letter for faculty/staff:*

*Subject Line*: The CIRP Freshman Survey at {INSERT Institution Name}

Dear Colleague:

Assessing the impact of college is more important than ever before. By capturing extensive information about what our incoming students are like before they begin their experience here at {INSERT Institution Name}, we can gain insight into their expectations for college, concerns about financing college, college choice process, high school behaviors, and academic preparedness, which will help us create and sustain appropriate academic and co-curricular programming to meet our students’ needs.

{INSERT Institution Name} is participating in the CIRP Freshman Survey (TFS), a national survey developed by the Cooperative Institutional Research Program (CIRP) at the Higher Education Research Institute at UCLA. Results from TFS provide us with a snapshot of what our incoming students are like before they experience college. These baseline findings can then be combined with other survey and institutional data to connect their background characteristics and prior educational experiences with a comprehensive set of college experiences and academic, civic, and diversity outcomes to assess 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 TFS 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 CIRP Freshman 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*: The Freshman 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 CIRP Freshman Survey (TFS), a national survey for incoming students developed by the Cooperative Institutional Research Program (CIRP) at the Higher Education Research Institute at UCLA. With the results from the TFS, we can gain insight into your high school experiences and your expectations and concerns about college so that we can continue to develop academic and co-curricular programming to meet our students’ needs.

We are asking you to support this initiative by completing the CIRP Freshman 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 TFS 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}