

Sample Cover Letter for Leader Assessment/Evaluation

Dear _____,

In my position as (position), I am interested in doing the best job possible serving the students, community, and staff of (name of school district). To help me assess my performance, I am seeking feedback from a number of parents, community members, teachers, administrators and school district support staff.

I would appreciate it if you would consider completing the attached survey and returning it by (date). About (number) people are receiving this survey. To help the process to remain confidential, I have asked (name of secretary or executive assistant) to compile the survey results and provide them to me in summary fashion. I will not directly see your responses. After reviewing the results, I will have a better idea of the opinions of several different groups of stakeholders about my strengths and places where I could become a stronger administrator and leader.

I hope you will be comfortable providing this feedback because your opinion is important to me.

While this is not part of a formal evaluation process and is being done at my own initiative to gather feedback for my personal and professional growth, I intend to share the summary of the feedback with each of the stakeholder groups in the future.

Thank you in advance for your help. When you complete the survey, mail it back to the district in the enclosed envelope.

Sincerely,

(Name of Leader)

(Position, Name of School District)