

**SUBJECT: Parent and Graduating Student Survey (Student Exit)**

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**POLICY STATEMENT**

The service to our students is of the utmost importance to the Sudbury Catholic District School Board. When a student exits a Sudbury Catholic District School Board school, the parent/guardian shall be contacted to complete a parent survey to provide information to the Board. Any suggestions or recommendations given that would benefit the Sudbury Catholic District School Board in our commitment to our students will be considered.

**PROCESS**

Upon notification that a student has exited a Sudbury Catholic District School Board school, the principal will ensure that a parent survey (electronic or paper with a self-addressed stamped envelope) will be sent to the last known address of the parent/guardian. Completed surveys will be submitted to the SCDSB Communications Officer, Director of Education, Chair of the Board and area Trustee for review and action as necessary. A Summary Report will be presented to Trustees twice a year in October and March. Graduating students will complete a survey in class during the month of June.

**Monitoring:**

Methods: Internal / External - Operational Report  
Frequency: Twice per year (March and October)

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**Approval Date:** December 20, 2005

**Effective Date:** December 20, 2005

**Last Review Date:** June 10, 2008

**Revised:**

**Signature of Chairperson of the Board:** \_\_\_\_\_

Signature of the Secretary of the Board: \_\_\_\_\_

**Distribution:** Board