



Teacher Letter with Instructions for Administering Statewide CHEQ Parent/Caregiver Survey, School Year 2025-2026

Dear Teacher,

Our district is taking part in a statewide parent/caregiver survey to gather valuable insights from kindergarten parents and caregivers about their children's experiences before entering school. This survey, known as the CHEQ, will be administered online this Fall in partnership with the New Mexico Public Education Department (NMPED) and the Early Childhood Education and Care Department (ECECD). While parent participation is voluntary, it is vital to our district's efforts. Please **strongly encourage all parents to participate**, as the results will help teachers, district administrators, PED, ECECD, and other early childhood stakeholders improve the support provided to children in your community.

Instructions:

- The survey in our district begins on **[INSERT DATE]** and will close November 28.
- You have been given parent letters to distribute that are available in multiple languages.
- Read the letter to be familiar with survey instructions, QR codes and other helpful tips.
- Attach to each parent letter, the cover sheet that has a personalized student label. This label contains the student's state ID which each parent needs to complete the survey.
- Distribute the cover sheet and parent letter to each parent (if possible, during your parent-teacher conferences).
- Use the teacher script (on the next page) to emphasize the importance of parent participation and to summarize the instructions.
- If you have questions, please contact: **[INSERT DISTRICT CHEQ COORDINATOR'S NAME AND CONTACT INFORMATION]**.

Parents will access the survey from either the QR code or the url shown below.

Scan the QR Code to access
the link to the survey:



OR

Type this URL into your internet
browser to access the survey:

<https://bit.ly/cheq2025>

Teacher Script with Parents:

- You are being asked to participate in a state-wide survey about your child's experiences before kindergarten.
- This parent letter describes the survey and provides instructions on how to fill it out online.
- The information you provide on the CHEQ survey will be used to provide supports for your child in school and in the community.
- You will need about 15-20 minutes to complete this survey.
- You can do the survey on your phone, tablet, or a computer. You don't have to complete it all at once, but you should always do it from the same device, so you don't lose your progress.
- To access the survey, scan the QR code or type in the website address listed on the parent letter.
- The survey is available in 9 languages: English, Spanish, Arabic, Khmer, Chinese Traditional, Tagalog, Vietnamese, Diné, and Marshallese.
- **Use the information on the student label that came with the parent letter** to answer some of the survey questions. For instance, the survey will ask you for your child's **State Student ID**. Please enter this ID into the survey carefully.
- The parent letter also provides several other helpful tips.
- Participation in the survey is voluntary but it is very important to me and our district that you participate.
- Be sure to complete the survey by November 28.
- If you have questions, please let me know and I will try to help you.

THANK YOU!