**D.4 Invitation E-mail for Student Services Staff**

***[Tailor your e-mail to meet your college’s needs and your president’s communication style.]***

To: [Employee e-mail address]

Cc: [If applicable]

Subject: Student Services Staff Focus Group Discussion at [Name of college]

Dear [Name]:

Student success at [Name of college] is very important to all of us. The college is interested in hearing the student services staff perspective regarding college policies and practices that influence persistence and help students achieve their academic goals. To learn about your experiences at [Name of college] and hear your opinions, we invite you to participate in a 90-minute group discussion with six to nine other staff members.

Details regarding the group discussion are as follows:

Date:

Time:

Place:

Directions:

Refreshments will be provided.

Since we are talking with a limited number of people, the success and quality of our discussion will depend on the full participation of the people who attend. Please contact [Name] at [phone number] or [e-mail address] to confirm your attendance.

*[You may want to include a sentence explaining that this focus group is tied to your college’s participation in Center surveys. You may also want to direct students to the Center’s website (*[*www.cccse.org*](http://www.cccse.org)*) or your college’s website for more information.]*

We look forward to seeing you on [date].

Sincerely,

[President’s Name]