

Appendix F. Data Collection Instrument for Principals Supplemental Documents

F1. Letter of Invitation

F2. Consent Form

Appendix F1. Letter of Invitation

Dear Principal X,

We would like to invite you to take part in a survey sponsored by the Centers for Disease Control and Prevention (CDC). This study is designed to assess perceptions of principals around the country of the feasibility and desirability of online data collection in their schools. The data being collected for this study cannot be accessed from currently existing automated databases. The results of this survey will help guide future decision making regarding online data collections in schools.

The specific purposes of the survey are to:

- 1) Determine the extent to which principals already have experience in conducting online student assessments and surveys in their schools' computer labs.
- 2) Identify the level of perceived difficulty that principals associate with conducting online student assessments and surveys in their schools' computer labs and, in particular, in rotating classes through computer labs.
- 3) Assess the preference of principals for retaining paper-and-pencil modes of survey administration vs. shifting to online administration in their computer labs.

Every effort has been made to limit respondent burden. Your participation in this survey will involve answering a questionnaire that will take approximately 20 minutes to complete. You may complete the survey online or using paper-and-pencil. Your participation is voluntary and you may stop participating at any time. Your responses are anonymous. In addition, the information you give us will be combined with the responses of principals at other schools in a report that does not identify you or your school as a participant.

We have enclosed a paper copy of the questionnaire along with a Business Reply Envelope that you may use to return the questionnaire. If you prefer, you may instead complete an online version of the questionnaire. The web site through which to access the Web-based version of the questionnaire and your personal account information are both enclosed with this letter. You need to complete the questionnaire only once. If you respond to the paper version, we will not be asking you to complete the online version, and vice versa.

As a symbol of appreciation for your time and support in completing this questionnaire, you will receive a \$50 gift card. You also will receive a copy of the study report. If you have any immediate questions, please call Dr. Danice Eaton of my staff at (770) 488-6143. If you have technical questions with responding, please contact Tonja Kyle at (800) 675-9727. Your support for this study will help facilitate more appropriate data collections in the future that minimize burdens on students and school personnel.

Sincerely yours,

Howell Wechsler, Ed.D., MPH
Director
Division of Adolescent and School Health
National Center for Chronic Disease
Prevention and Health Promotion

Appendix F2. Consent Form

Feasibility and Acceptability of Web-based Student Assessments and Surveys

Consent to Participate

You have been invited to take part in a research study sponsored by the Centers for Disease Control and Prevention (CDC). This study assesses perceptions of principals around the country of the feasibility and acceptability of Web-based data collection in their schools. The results of this study will help guide future decision-making regarding Web-based data collections in schools.

Your participation in this study will involve answering a questionnaire. It will take about 20 minutes to complete. You may complete the survey on-line or using paper and pencil. Your personal account number for accessing the survey online was included in your invitation letter. If you have to stop doing the survey, you can save your responses and resume the survey at another time.

Your participation is voluntary and you may stop participating at any time. You have the right to refuse to answer any question. Your responses are anonymous. Your responses will be combined with the responses of principals at other schools in a report that does not identify you or your school as a participant. There are no risks or immediate benefits to you for participating. When results of the survey are released, they may help make Web-based data collections easier in the future. In appreciation of your time, you will receive a \$50 gift card.

If you have questions about the study, please call James Ross at Macro International at 800-675-9727. If no one answers, please leave a message. Include your name, phone number, and a brief message stating the best time to call you back. Your call will be returned as soon as possible. You may also contact Mr. Ross via email at James.G.Ross@orcmacro.com. If you have questions about your rights as a participant in this research study, please call the CDC Human Research Protections Office at 1-800-584-8814. Please leave a brief message with your name and phone number. Say that you are calling about CDC protocol #5177. We will return your call as soon as possible. Thank you.

Please keep this document for your records.

Thank you.