

APPENDIX H

PRINCIPAL SURVEY COMMUNICATIONS AND INSTRUMENT

**School Nutrition Dietary
Assessment Study IV**

(OMB No.: 0584-0527)

Project Officer: Fred S. Lesnett
Office: Office of Research and Analysis
Food and Nutrition Service
Room 1014
3101 Park Center Drive
Alexandria, VA 22302

Telephone: 703-605-0811

FAX: 703-305-2576

Email: Fred.Lesnett@FNS.USDA.GOV

E-MAIL INVITATION FOR PRINCIPALS

Greetings,

As you may have heard from your district's school food service director, <Insert school name> has been selected to participate in the School Nutrition Dietary Assessment Study-IV (SNDA-IV). SNDA-IV, which is sponsored by the U.S. Department of Agriculture, is an important study of the school meal programs and the schools that participate in the programs. The attached letter and study fact sheet provide some background about the study.

An important part of SNDA-IV is a survey of school principals. We ask that you take a few minutes to answer this confidential survey that can be conveniently completed on the web. Your responses will provide policymakers with critical information about schools and the school meal programs that can be used to help shape future policy decisions. Please visit the survey web site by clicking this link: [Principal Survey web address].

Thank you in advance for your help and cooperation. We look forward to your input.

Survey Web site: [Principal Survey web address]

INTERIM E-MAIL REMINDER FOR PRINCIPALS

Hi,

This is a reminder to please complete the Principal Survey for the School Nutrition Dietary Assessment Study-IV (SNDA-IV). Please take a few minutes to complete this confidential online survey about your school.

Visit the survey web site by clicking this link: [Principal Survey web address].

Thank you on behalf of the US Department of Agriculture and the whole SNDA team.

Eric Zeidman
Survey Director

FINAL E-MAIL REMINDER FOR PRINCIPALS

Hello,

The Principal Survey for the School Nutrition Dietary Assessment Study-IV (SNDA-IV) is still available for you to complete on the web by clicking this link: [Principal Survey web address].

Your school was selected as part of a scientific sample for this study sponsored by the US Department of Agriculture. The goal is to provide federal policy makers with an accurate picture of the current school meal programs to help shape future policy decisions. Your responses to these questions cannot be replaced by another school, so your input is critical to this effort.

If you have questions about the study or would prefer to respond by telephone, please contact us at 1-800-XXX-XXXX.

We understand how valuable your time is and appreciate your contributions to this study. All of your responses will be kept confidential. Neither you nor your school will be named in any reports.

Survey Web site: [Principal Survey web address]