

RECRUITMENT LETTER TO DISTRICTS WITH SAMPLED SCHOOLS

[NAME]
[ADDRESS]
[ADDRESS]
[ADDRESS]

[DATE]

Dear [DISTRICT CONTACT]:

I am writing to inform you that the U.S. Centers for Disease Control and Prevention (CDC) will be conducting the School Health Policies and Practices Study 2012 (SHPPS 2012) during the 2011-2012 school year. The purpose of this letter is to invite your district to participate in the School Health Policies and Practices Study 2012 (SHPPS 2012).

In your district, [NUMBER] school(s) has/have been selected for participation in SHPPS 2012. Your support for the study also would help ensure the voluntary participation of schools in your district. The selected schools are:

[SCHOOL NAME] [LEVEL/GRADE RANGES]

SHPPS is the largest, most comprehensive assessment of school health policies and programs and is conducted at the state, district, school, and classroom levels nationwide. Conducted every six years since 1994, SHPPS helps us to understand how schools contribute to the health and well being of our Nation's young people and the communities they serve. The underlying assumptions behind SHPPS are that healthy students learn better; and, a healthful school environment is more conducive to learning. All 50 states and the District of Columbia are being invited to participate in SHPPS 2012, which is conducted under the authority of the Public Health Service Act (42 USC 241). Further, a national sample of approximately 1,000 districts and 1,400 schools has been randomly selected to participate in the study.

[PLACE HERE TEXT FROM STATE LETTER OF SUPPORT, IF PROVIDED; OR
ADD TEXT ABOUT VERBAL SUPPORT FROM STATE]

The SHPPS 2012 study will assess the characteristics of eight components of school health programs at the elementary, middle, and high school levels:

- Health education
- Physical education and activity

- Health services
- Mental health and social services
- Healthy and safe school environment
- Nutrition services
- Faculty and staff health promotion
- Family and community involvement

SHPPS does not involve a student survey. District staff will be asked to complete web-based surveys. Data collection from a nationally representative sample of school districts will begin in Fall 2011.

School staff will be interviewed in person during a convenient time at their school campus. Data from a nationally representative sample of schools will be collected between February and May 2012. Study procedures are designed to allow for anonymous participation; districts, schools, and staff will not be identified in any published reports.

Enclosed is an informational packet about the study, which contains questionnaire content outlines, a study fact sheet, a respondent identification form, and invitational packets for the selected schools in your district. Results from SHPPS 2012 will be available by the fall of 2013 and will be available on the CDC's web site. SHPPS data will be used to help improve school health policies and programs nationwide and to support the school health and HIV education programs CDC has supported since 1988.

Within a few days, a representative from ICF Macro will call you to confirm your district's participation in SHPPS 2012, identify the appropriate district personnel to complete the seven web-based questionnaires, and discuss any questions that you might have. If you have any immediate questions please contact Alice Roberts or Tonja Kyle at ICF Macro, toll-free at 800-287-1815. You also may contact Dr. Nancy Brener of the CDC at 770-488-6184. For additional information about SHPPS, please visit the study web site: <http://www.cdc.gov/HealthyYouth/shpps/>.

Sincerely yours,

Howell Wechsler, Ed. D., M.P.H.
Director

Division of Adolescent and School Health
National Center for Chronic Disease

Prevention and Health Promotion

Enclosures

cc: [DISTRICT CDC/DASH CONTACT NAME, ORGANIZATION]
[STATE APPROVAL NAME, ORGANIZATION]
[STATE CDC/DASH CONTACT NAME, ORGANIZATION]
[STATE CC 1 NAME, ORGANIZATION]
[PRINCIPAL, SELECTED SCHOOL]
Nancy Brener, CDC/DASH
Alice Roberts, ICF Macro
Tonja Kyle, ICF Macro

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[NAME]
[ADDRESS]
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Sincerely yours,

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

Enclosures

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[STATE APPROVAL NAME, ORGANIZATION]
[STATE CDC/DASH CONTACT NAME, ORGANIZATION]
[STATE CC 1 NAME, ORGANIZATION]
Nancy Brener, CDC/DASH
Alice Roberts, ICF Macro
Tonja Kyle, ICF Macro

RECRUITMENT LETTER TO DIOCESES

[NAME]
[ADDRESS]
[ADDRESS]
[ADDRESS]

[DATE]

Dear [TITLE] [NAME]:

I am writing to inform you that the U.S. Centers for Disease Control and Prevention (CDC) will be conducting the School Health Policies and Practices Study 2012 (SHPPS 2012) during the 2011-2012 school year. The purpose of this letter is to invite your diocese to participate in the School Health Policies and Practices Study 2012 (SHPPS 2012).

In your diocese, [NUMBER] school(s) has/have been selected for participation in SHPPS 2012. Your support for the study also would help ensure the voluntary participation of schools in your diocese. The selected schools are:

[SCHOOL NAME] [LEVEL/GRADE RANGES]

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SHPPS does not involve a student survey. School staff will be interviewed in person during a convenient time at their school campus. Data from a nationally representative sample of schools will be collected between February and May 2012. Study procedures are designed to allow for anonymous participation; districts, dioceses, schools, and staff will not be identified in any published reports.

Enclosed with this letter is an informational packet about the study, which contains two articles published in the journal of the National Catholic Educational Association, *Momentum*, about data collected by SHPPS, questionnaire content outlines, a study fact sheet, a respondent identification form, and invitational packets for the selected schools in your diocese. Results from SHPPS 2012 will be available by the fall of 2013 and will be available on the CDC's web site. SHHPS data will be used to help improve school health policies and programs nationwide.

Within a few days, a representative from ICF Macro will call you to confirm your diocese's participation in SHPPS 2012, identify the appropriate diocese personnel to complete the seven web-based questionnaires, and discuss any questions that you might have. If you have any immediate questions please contact Alice Roberts or Tonja Kyle at ICF Macro, toll-free at 800-287-1815. You also may contact Dr. Nancy Brener of the CDC at 770-488-6184. For additional information about SHPPS, please visit the study web site:
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