

**Attachment 8:**

**Sample Emails for Instruments**

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## Baseline Assessment – Sample Email

Dear Grantee,

At this time, the Safe Schools/Healthy Students National Evaluation Team (NET) requests your assistance in completing the Baseline Assessment. The Baseline Assessment is intended for project directors (or other key staff members if a project director has not yet been hired) to complete with input from the SS/HS local evaluator, other project staff, and partner agencies if necessary to obtain accurate answers to questions.

The survey is Web-based and can be completed using any computer with Internet access. The survey is compatible with both Windows and Mac platforms and takes approximately 35 to 45 minutes to complete. It is not necessary to complete the entire survey at one time. A feature of the Web survey is that it saves your responses each time you click on the “Next” button.

To access the survey, [click here](#). This link is uniquely tied to this survey and your email address. Please do not forward this message. Additional directions are provided at the site. Be sure to click on “Submit” when you have completed the survey.

The NET requests that surveys be completed by (month, day, year). Please confirm receipt of this message, and send any questions to [SSHS@manilaconsulting.net](mailto:SSHS@manilaconsulting.net).

Thank you for your continued cooperation.

The NET

## Partnership Inventory – Sample Email

Dear \_\_\_\_\_,

At this time, the National Evaluation Team for the Safe Schools/Healthy Students (SS/HS) Initiative is administering the Partnership Inventory. The Partnership Inventory assesses each partner organization's perceptions of the local SS/HS partnership, contribution levels to varying activities, and frequency of interaction with other partners.

According to the SS/HS project director at your site, you are the best representative in your organization to complete the Partnership Inventory. We therefore request your assistance in completing this survey on your organization's behalf. You can access the Partnership Inventory [here](#). This link is uniquely tied to this survey and your e-mail address. Please do not forward this message.

The survey is Web-based and can be completed using any computer with Internet access. The survey is compatible with both Windows and Mac platforms and takes approximately 10 to 20 minutes to complete. It is not necessary to complete the entire survey at one time. A feature of the Web survey is that it saves your responses each time you click on the "Next" button. Additional directions are provided at the site. Please be sure to click on "Submit" when you have completed the survey.

The NET requests surveys are completed by (month, day, year). Please confirm receipt of this message, and send any questions to [SSHS@manilaconsulting.net](mailto:SSHS@manilaconsulting.net).

We thank you in advance for your participation and continued assistance with the National Evaluation of the SS/HS Initiative!

The National Evaluation Team

## Project-Level Survey – Sample Email

Dear Project Director,

At this time, the Safe Schools/Healthy Students (SS/HS) National Evaluation Team requests your assistance in completing the annual Project-Level Survey. This survey is intended for project directors to complete with input from the SS/HS local evaluator, other project staff, and partner agencies if necessary to obtain accurate answers to questions.

The survey is Web-based and can be completed using any computer with Internet access. The survey is compatible with both Windows and Mac platforms and takes approximately 20 to 30 minutes to complete. It is not necessary to complete the entire survey at one time. A feature of the Web survey is that it saves your responses each time you click on the “Next” button.

To access the survey, [click here](#). This link is uniquely tied to this survey and your email address. Please do not forward this message. Additional directions are provided at the site. Be sure to click on “Submit” when you have completed the survey.

We request that surveys be completed by (month, day, year). Please confirm receipt of this message, and send any questions to [SSHS@manilaconsulting.net](mailto:SSHS@manilaconsulting.net).

Thank you for your continued cooperation.

The National Evaluation Team

## School-Level Survey – Sample Email

Dear Project Director,

Administration of the Safe Schools/Healthy Students (SS/HS) School-Level Survey will begin (month, day, year). The National Evaluation Team is grateful for the support it has received in prior years, achieving a response rate of 99 percent. With your continued efforts, we look forward to matching that success this year. Please note that this is a different survey from the School Climate Survey currently being administered.

One School-Level Survey is to be completed for each school targeted by your SS/HS grant. If services have not yet been implemented in certain schools, it is still necessary to submit a completed survey. In these circumstances, the survey will take only a few minutes.

The survey should be completed by the school's SS/HS school coordinator, with assistance from school staff. If a targeted school does not have an individual who coordinates most SS/HS activities at that site, then a principal or vice-principal should complete the survey. If there is no SS/HS school coordinator, and neither the principal nor vice-principal is familiar with the SS/HS activities, then we suggest asking a staff member who delivers services to complete the survey in consultation with other school staff. Only one survey is to be completed for each school.

The survey is Web-based and can be completed using any computer with Internet access. The survey is compatible with both Windows and Mac platforms and takes approximately 20 to 30 minutes to complete. Additional instructions are provided on the Web site. Surveys should be completed by (month, day, year).

To access the survey, staff should [click here](#).

Please confirm receipt of this message, and send any questions to [SSHS@manilaconsulting.net](mailto:SSHS@manilaconsulting.net).

Thank you for your continued cooperation.

The National Evaluation Team

## Staff School Climate Survey – Sample Email

Dear Grantee:

Attached is the sampling plan for the (year) administration of the Safe Schools/Healthy Students School Climate Survey. It is important to follow this plan to assure that the staff selected to complete the brief survey have been randomly chosen. **Before selecting staff, you must have a numbered alphabetized list of staff for each targeted school.** Please contact the National Evaluation Team (NET) if you are not able to obtain an alphabetized list for each school.

The first column in the attached plan lists the names of the schools targeted, and the second column specifies the number of surveys needed from each school. The “Staff No.” columns show which numbers from the alphabetized list of staff should complete the survey. For example, if the columns indicate numbers 4, 19, and 34, then the 4th, 19th, and 34th staff members on the alphabetized list should complete the survey. **These numbers are in bold.** If a selected person is unavailable, choose an additional nonbolded number at the end of the school’s row as necessary.

Depending on the number of surveys needed, some schools may not have numbers listed but rather the phrase “survey all,” in which case all staff at the school should receive the survey. Some schools on the lists provided to the NET have been omitted because of inadequate staff sizes or because they do not meet the criteria used to determine the elementary school, middle school, or high school strata.

Please see the School Climate Guidebook for further details. The survey takes approximately 5 to 12 minutes to complete. The NET requests that surveys be completed by (month, day, year). Please confirm receipt of this message, and send any questions to [SSHS@manilaconsulting.net](mailto:SSHS@manilaconsulting.net).

Thank you for your cooperation and continued assistance.

The NET