

# Job Corps Process Study

## Appendix D.

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### CENTER DIRECTOR SURVEY: E-MAIL SURVEY REMINDER

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Dear Center Director [LAST NAME],

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

I am writing to you on behalf of the research team of IMPAQ International, LLC, Battelle Memorial Institute and Decision Information Resources, Inc., which is carrying out a process study of Job Corps Centers. Our records indicate that we have not yet received your center's responses to the center director survey that was announced recently in Job Corps Program Instruction Number XX-XX. Your responses are very important to our study to understand the program's practices and contribute to programmatic learning and continuous improvement. Please fill out the survey at [WEB ADDRESS] by [DATE].

Thank you in advance for your time and effort, and for submitting (or designating another staff member to collect and submit) your center's responses on or before the [DATE] deadline. Please do not hesitate to contact me at [EMAIL] or [PHONE] with any questions.

[NAME]

[CONTACT INFORMATION]