

**ATTACHMENT 3a: PRE-NOTICE FROM GRANTEES TO TEACHERS TO COMPLETE PD AND MWEE QUESTIONNAIRES**

**Email Request: Sent before the teachers' professional development program.**

Dear [Teacher FirstName] [Teacher LastName],

The professional development you are about to begin, provided by [PD organization], is funded by the National Oceanic and Atmospheric Administration's Bay Watershed Education and Training program (NOAA B-WET). [PD organization] and NOAA would like your feedback on the professional development.

At the end of the professional development, we will send you an email containing a link to an online questionnaire. The questionnaire will ask for your opinion of the professional development and how well-prepared you feel to teach students about water bodies and watersheds. The questionnaire will take about 20-30 minutes to complete.

Several months from the completion of the professional development, you will receive a request to complete a follow-up questionnaire. That questionnaire will ask you whether you taught your students about water bodies and watersheds and what additional resources you need.

Your responses will be anonymous. None of the data you provide will be associated with your name or other identifying information.

Your feedback is very important and will be used to improve future professional development programs. Thank for you in advance for participating in this survey. Please contact me or Bronwen Rice at NOAA if you have any questions.

NAME, TITLE  
PD ORGANIZATION  
CONTACT INFORMATION

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