

Appendix G
Email for Missed Interview

Note: This call script will be used if CCDF administrators who are scheduled for an interview do not show up for the interview and therefore “missed” the interview.

Subject: Re: (Will be in response to the scheduling email)

Dear [Insert Child Care Administrator Name],

Thank you again for your interest in participating in the phone interview regarding your state’s experiences using administrative data. I’m sorry that I wasn’t able to reach you on the phone at our scheduled interview time; I realize how busy you are. Could you please send me another possible time for us to talk? If I haven’t heard from you in a few days, I will call your office in hopes of finding another time to talk.

Thanks again for your time.

Warm regards,
[INSERT CONTACT INFORMATION FOR SENDER]

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB control number for this collection is 0970-0356 and it expires 01/31/2015. Public reporting burden for this collection of information is estimated to average 60 minutes per response, including the time for reviewing and replying to recruitment requests and participating in an interview.