

Invitation E-mail

Customer feedback interviews with state-level implementers of “Return to Learn”

Subject: Invitation to share experience and expertise on return-to-learn processes and policies

Dear _____ :

I am writing on behalf of a research team based at the University of Maryland Francis King Carey School of Law, and comprised of CDC’s National Center for Injury Prevention and Control and ChangeLab Solutions. We are conducting an informal assessment of return-to-learn processes in order to identify best practices and challenges in development and implementation of return-to-learn programs and procedures that we can share with states, school districts, and schools with development and implementation of return-to-learn protocols.

As part of this assessment, we will be conducting interviews of state and school district employees charged with implementation of statutory return-to-learn requirements; developers of informal return-to-learn processes; and experts on cognitive recovery and returning to a classroom environment after concussion. As [respondent’s position/role], we would truly value your perspective and insights.

I am writing to ask whether you would be willing to speak with us about your [state/program]’s experience with developing and implementing return-to-learn processes. I can provide a list of questions in advance if you wish, and interview responses will be kept confidential.

Your participation would involve a 30-to-45 minute telephone interview with Leslie Frey, a staff attorney on our research team, or me. The interview will be scheduled at a time convenient to you. During the interview, we will ask you about your experience and expertise with return-to-learn processes, how it is working in your [state/program], and whether you perceive any challenges with implementation.

Please let me know if you would be willing and interested to speak with us about your experiences. Of course, I would be happy to answer any questions you may have about the project. Also, if there is someone else within your agency or state who would be more appropriate for us to speak with, we would greatly appreciate if you could refer us to him or her.

Thank you very much for your consideration, and I look forward to hearing from you!

Warm regards,

Kerri Lowrey

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