**Attachment L – Scheduling Email for Teacher Focus Groups**

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| **OMB BURDEN STATEMENT**: According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0584-0524. The time to complete this information collection is estimated as part of the 5 minutes for the screener, including the time for reviewing instructions and completing the information. |

[DATE], 2016

Dear Teacher,

Thank for you volunteering to participate in the focus groups at [Insert School Name] to discuss activities and materials you enjoy teaching and that are engaging and effective for students. We’re excited to hear your opinion.

Just a reminder that the group is schedule to take place on [DATE] at [TIME] and that a meal will be provided for all participants. Finally, your school will receive $250 for hosting this research.

**Teacher Focus Groups**

**Where:** [location]

**When:** [Date] [start time] to [end time**]**

We look forward to meeting you,

[Researcher]