

## **Attachment N – District Level In-Person Interview Reminder Email**

**Subject:** Reminder – Interview [Date] on CDC’s School Health Branch Tools Assessment

**Body:**

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

Thank you for agreeing to talk with us about your district’s use of the following tools and resources that the CDC has developed to improve school health environments and programs. We look forward to talking with you at (Time) on (date) at (location).

The assessment includes the following tools and resources. We will only ask you about the tools or resources you have experience using so it is ok if you are not familiar with all of them.

**School Health Guidelines to Promote Healthy Eating and Physical Activity:**

<http://www.cdc.gov/healthyschools/npao/strategies.htm>.

**Health Education Curriculum Analysis Tool (HECAT):**

<http://www.cdc.gov/healthyyouth/HECAT/index.htm>

**Comprehensive School Physical Activity Program (CSPAP) Guide:**

<http://www.cdc.gov/healthyschools/physicalactivity/cspap.htm>

**Parents for Healthy Schools:**

<http://www.cdc.gov/healthyschools/parentengagement/parentsforhealthyschools.htm>

The interview will take approximately 50 minutes to complete. The information we gather and summarize will be used to provide feedback to the CDC about the usefulness of its resources and tools, and how they could be improved. Thank you in advance for your assistance in helping us gather information and please do not hesitate to contact us with any questions you may have.

Sincerely,

Jennifer Leeman, DrPH

Assistant Professor, School of Nursing

Director, Dissemination Core, Center for Health Promotion/Disease Prevention

University of North Carolina at Chapel Hill

Chapel Hill, NC 275199

[jleeman@email.unc.edu](mailto:jleeman@email.unc.edu)

Jean Wiecha, PhD  
Senior Scientist, Food and Nutrition Policy Research Program  
RTI International  
1440 Main Street, Suite 310  
Waltham MA 02451