

Attachment H - Scheduling Email for School Focus Groups

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 2 minutes for the screener, including the time for reviewing instructions and completing the information.

[DATE], 2016

Dear Educator,

Thank for you volunteering to participate in the focus groups at [Insert School Name] about how educators use technology to teach and communicate with their 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 \$150 for hosting this research.

Educator Focus Groups

Where: [location]

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

We look forward to meeting you,

[Researcher]