

Appendix C8b.
School Administrator
In-Depth Interview Confirmation and
Preparation Email

C8b.1 School Administrator TELEPHONE In-Depth Interview Confirmation and Preparation Email

XX/XX/XXXX

To: **[SCHOOL ADMINISTRATOR SELECTED FOR IN-DEPTH TELEPHONE INTERVIEWS]**

Subject: Interview for the study on “Successful Approaches to Reduce Sodium in School Meals”

Dear **[FIRST NAME] [LAST NAME]**:

I am writing to you from **[2M RESEARCH SERVICES OR ABT ASSOCIATES]** to thank you for agreeing to participate in a research interview for the U.S. Department of Agriculture (USDA) Food and Nutrition Service (FNS) study, “Successful Approaches to Reduce Sodium in School Meals.”

Our research team will be calling you on **XX/XX/XX** at **X:XX**. The telephone interview is expected to last approximately 1 hour. The purpose of this interview is to learn more about your school’s efforts to meet Target 1 sodium standards for school meals. During the call, we will ask you about the specific strategies your school has implemented to reduce sodium in school meals. Examples of the types of information we are interested in may include

- successes and challenges while working towards reducing sodium in your school meals;
- strategies, best practices, tools, or resources that supported your sodium reduction efforts;
- student acceptance of lower sodium foods; and
- resources that would help your school to provide lower sodium foods.

Please note that this interview will remain private. There is a small risk of loss of privacy, but the research team has taken many steps to reduce this risk. Your identity and any information attributable to you will not be released to anyone outside of the research team. Your individual answers will NOT be shared with FNS, your school district, or anyone outside the research team, unless you give us permission to do so.

If you have any questions, please contact us at **[RESEARCH TEAM PHONE NUMBER]** or by email at **[RESEARCH TEAM EMAIL ADDRESS]**.

We look forward to talking with you soon.

Sincerely,

[RESEARCH TEAM CONTACT INFORMATION]

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 number. The valid OMB control number for this information collection is **XXXX-XXXX**. The time required to complete this information collection is estimated to average 3 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

C8b.2 School Administrator ON-SITE In-Depth Interview Confirmation and Preparation Email

XX/XX/XXXX

To: **[SCHOOL ADMINISTRATOR SELECTED FOR ON-SITE IN-DEPTH INTERVIEWS]**

Subject: Interview for the study on “Successful Approaches to Reduce Sodium in School Meals”

Dear **[FIRST NAME] [LAST NAME]**:

I am writing to you from 2M Research Services to thank you for agreeing to participate in a research interview for the U.S. Department of Agriculture (USDA) Food and Nutrition Service (FNS) study, “Successful Approaches to Reduce Sodium in School Meals.”

Our research team will be visiting your school on **XX/XX/XX** at **X:XX**. We have agreed to meet at the following location:

[PLACE]

[ADDRESS]

[CITY, STATE, ZIP]

The in-person interview is expected to last approximately an hour and a half. The purpose of this interview is to learn more about your school’s efforts to meet Target 1 sodium standards for school meals. During the interview, we will ask you about the specific strategies your school has implemented to reduce sodium in school meals. Examples of the types of information we are interested in may include

- successes and challenges while working towards reducing sodium in your school meals;
- strategies, best practices, tools, or resources that supported your sodium reduction efforts;
- student acceptance of lower sodium foods; and
- resources that would help your school or school district to provide lower sodium foods.

If available, we would also like to take a look at any internal or external communication associated with changes to school meals or changes to sodium in school meals that you are willing to share. We are interested in any advertising materials or letters that you may have received from your school or district, agendas or notes from meetings with the school or other community stakeholders, and any other related materials.

Please note that this interview will remain private. There is a small risk of loss of privacy, but the research team has taken many steps to reduce this risk. Your identity and any information attributable to you will not be released to anyone outside of the research team. Your individual answers will NOT be shared with FNS, your school district, or anyone outside the research team, unless you give us permission to do so.

If you have any questions, please contact us at **[RESEARCH TEAM PHONE NUMBER]** or by email **[RESEARCH TEAM EMAIL ADDRESS]**.

We look forward to talking with you soon.

Sincerely,

[RESEARCH TEAM CONTACT INFORMATION]

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 number. The valid OMB control number for this information collection is XXXX-XXXX. The time required to complete this information collection is estimated to average 3 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.
