

# ATTACHMENT K - PARTICIPATION DATA PROTOCOL

## APEC- II STUDY

### CALL TO REQUEST PARTICIPATION DATA 40030.XXX

**District** \_\_\_\_\_

School 1 \_\_\_\_\_ Contact \_\_\_\_\_ Tel \_\_\_\_\_

School 2 \_\_\_\_\_ Contact \_\_\_\_\_ Tel \_\_\_\_\_

School 3 \_\_\_\_\_ Contact \_\_\_\_\_ Tel \_\_\_\_\_

In an earlier phone call, you told us that your district tracks the individual student's participation in the SBP and NSLP and that the information is retained for  [length of time] . Is this correct?

- *If data are kept for at least a full semester* - We would like to collect the data for the 2012-2013 school year at the end of each semester (i.e. in January we would like to collect the data covering the fall 2012 semester, and in approximately May we would like to collect the data covering the spring 2013 semester).
- *If the data are not kept for that long* -Would you be able to transmit the data to us monthly? Are the data stored electronically [PREFERRED] or by hard copy?
- *If electronic, what type of file is it?* (Excel, etc.) {Can you export data?} Could we get a record layout of the file?
- *If hard copy*, Could we get a sample of the hardcopy data?

**[This is not absolutely necessary, but might be easy for them to send and could be helpful in making sure they have what we need before they spend time getting it all for us]**

We would like to collect this detailed participation data for the students in our study sample, which is made up of participants and applicants to the school meal programs. Ideally, we would send you a list of the students in our sample (**11** student in each of the   study schools in your district), and you would send us the data for **only those** students. However, if it is easier for

you to give us a file with all the students in the study schools, we could accommodate that, *as long as the students are identified individually in the file.*

The specific pieces of information we need are:

- Student name (first and last)
- Student ID number (district or state)
- Date (each school day)
- Whether the student received a school breakfast on that date
- Whether the student received a school lunch on that date

If it is easier for you to send standard files that contain additional information, such as the type of meal the student received (Free/Reduced/Paid/Non-Reimbursable), rather than only these few variables, that is alright.

*If such detailed data are not available, we would accept data aggregated by month, so that the variables would be:*

- *Student name (first and last)*
- *Student ID number*
- *Month (each month)*
- *Number of school breakfasts the student received during that month*
- *Number of school lunches the student received during that month*

*However, we would greatly prefer the more detailed data*

When (in January) do you expect you will be able to send us the data for the fall 2012 semester? \_\_\_\_\_

When do staff return after break? \_\_\_\_\_

*[If the data is electronic:]* Are you the best person for me to speak with concerning the data file, or is there someone else in your office who specializes in data issues?

Name/Title \_\_\_\_\_ email \_\_\_\_\_ Phone \_\_\_\_\_

Number \_\_\_\_\_ FAX \_\_\_\_\_

**[If they bring up privacy issue:]** Because Section 305 of the Healthy, Hunger-Free Kids Act allows that FNS and organizations working on their behalf can access applicants' and participants' data without consent. This is also in line with the current FERPA rules. No student will be identifiable in our reports, and all information will be kept private by Mathematica.

**After completing a call:**

Add the following information to the tracking spreadsheet:

- Whether we received a record layout or sample of the data
- **When our next contact with the site should be on the this issue\_**

- Any additional relevant information, problems or unusual circumstances

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 collection is 0584-0530. The time required to complete this information collection is estimated to average 30 minutes per response, including the time to review instructions, searching existing data resources, gather the data needed, and complete and review the information collected.