

**APPENDIX B2. SFA REMINDER FOR E-RECORDS (NON-CEP SCHOOLS HOUSEHOLD SAMPLING)**

OMB Number: 0584-0530  
Expiration Date:  
XX/XX/XXXX



Third Access, Participation,  
Eligibility and Certification  
Study Series

Dear <<SFA CONTACT NAME>>,

Thank you again for participating in the third Access, Participation, Eligibility and Certification Study (APEC III) series.

This email serves as a friendly reminder to submit the data file(s) requested in [INSERT MONTH, YEAR] by **[INSERT DATE]**.

The following is a list of the schools sampled from your SFA:

[IF APPLICABLE: Non-CEP Schools]:

[NON-CEP SCHOOL 1 NAME], [SCHOOL 1 ADDRESS]  
[NON-CEP SCHOOL 2 NAME], [SCHOOL 2 ADDRESS]  
[NON-CEP SCHOOL 3 NAME], [SCHOOL 3 ADDRESS]

[IF APPLICABLE: Provision 1, 2, or 3 Schools]:

[PROVISION SCHOOL 1 NAME], [PROVISION SCHOOL 1 ADDRESS]  
[PROVISION SCHOOL 2 NAME], [PROVISION SCHOOL 2 ADDRESS]  
[PROVISION SCHOOL 3 NAME], [PROVISION SCHOOL 3 ADDRESS]

## **SUMMARY OF REQUEST**

Complete list of students enrolled for 2017-2018 school year. The data file(s) should contain the following information for each student, by school:

1. Student Name
2. Student Date of Birth
3. Certification status for SY 2017-2018 (free, reduced or paid)
4. Flag to indicate if an application for free or reduced priced meals was submitted
  - a. If yes, include application date

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not 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 0584-0530. The time required for the SFA Director to provide this information collection is estimated to average 20 minutes per response, including the time to review instructions, search existing data resources, gather and maintain the data needed, and complete and review the collection of information.

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5. Flag to indicate if the student was directly certified for free meals
  - a. If yes, include date of certification
6. Student's Parent contact information
  - a. Name, address, phone number, and email address

[IF APPLICABLE: For the Provision schools, provide the data file for the base year].

You can upload the data files directly to the APEC III Web-based Portal using the URL and PIN number provided below:

URL: [www.apec3sfa.org](http://www.apec3sfa.org)  
SFA PIN: <<PIN NUMBER>>

**We request that the file is uploaded no later than 5 business days upon receipt of this email.**

Please feel free to contact the research team at 1-855-820-6138 or email us at [schoolmealstudy@westat.com](mailto:schoolmealstudy@westat.com) if you have any questions or need assistance.

Thank you in advance for your help and cooperation.

Sincerely,  
APEC III Research Team