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

 

Dear <<SFA CONTACT NAME>>,

Thank you again for participating in the 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:

[CEP SCHOOL 1 NAME], [SCHOOL 1 ADDRESS]

[CEP SCHOOL 2 NAME], [SCHOOL 2 ADDRESS]

[CEP SCHOOL 3 NAME], [SCHOOL 3 ADDRESS]

**SUMMARY OF REQUEST**

Complete list of students enrolled in the **base year, which is when the current identified student percentage (ISP) was determined**. The data file(s) should contain the following information for each student, by school:

1. Student Name
2. Student Date of Birth
3. Identified Student Status: Identified or Non Identified Certification
4. For Identified Students: Direct Certification Source (e.g., SNAP, TANF, etc.)

In addition, please provide the source documentation files/records used for direct certification to determine the ISP.

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 if you have any questions or need assistance.

Thank you in advance for your help and cooperation.

Sincerely,

APEC III Research Team