

## Attachment 6

### Initial Survey Invitation Email to LEAs

**Subject:** Your input needed for CDC adolescent and school health research

Dear [FIRST] [LAST],

I am with an independent evaluation consulting firm, ICF, and we are conducting research on professional development (PD) provided to middle school and high school teachers and other school staff. You were identified as a key staff member who may have insight about the PD provided in [LEA NAME]. As part of this evaluation, **we are inviting you to participate in a Web-based survey**, which will take approximately 20 minutes to complete.

We are specifically interested in all PD that you use or would like to use related to:

- 1) Classroom management
- 2) Supporting lesbian, gay, bisexual, and transgender (LGBT) students
- 3) Sexual health education
- 4) Providing or referring students to health services, including sexual and reproductive health services

If you are unable to answer questions on this topic, please forward it to a staff member who is better suited to complete it.

[Please click here to complete the survey](#)

We are conducting this research on behalf of the Division of Adolescent and School Health (DASH) at the Centers for Disease Control and Prevention (CDC). The results of will help identify PD resources being used in school districts as well as common characteristics of these resources. This information may promote broader use of effective PD resources and can inform development of new materials and adaptation of programs to enhance impact.

Thank you in advance for your participation. If you have any questions, please feel free to contact me.

Sincerely,

Catherine Lesesne  
ICF Evaluation Project Director  
(404) 321-3211  
[Catherine.Lesesne@icf.com](mailto:Catherine.Lesesne@icf.com)

**Reminder Email to LEAs**  
**To be sent to non-respondents X days after initial survey invitation**

**Subject:** REMINDER: Your input needed for CDC adolescent and school health research

Dear [FIRST] [LAST],

I'm sending you this friendly reminder of the survey being conducted by ICF on behalf of the Division of Adolescent and School Health (DASH) at the Centers for Disease Control and Prevention (CDC), because **we would greatly appreciate your participation** to help us learn more about the resources used to provide professional development (PD) to middle and high school teachers and other school staff in [LEA NAME]. This survey takes approximately 20 minutes to complete and will help the CDC identify and build upon effective PD resources. If you are not the right person to answer questions about PD, please forward this to an appropriate staff member to complete.

[Please click here to complete the survey](#)

If you have any questions about this survey, please do not hesitate to contact me.

Sincerely,

Catherine Lesesne  
ICF Evaluation Project Director  
(404) 321-3211  
[Catherine.Lesesne@icf.com](mailto:Catherine.Lesesne@icf.com)