

Dear Principal [Last Name],

I am writing to request your approval for your school to participate in the Healthy Schools Program Evaluation. The US Centers for Disease Control and Prevention (CDC) has partnered with ICF to conduct this important program evaluation in a small number of schools. The Healthy Schools Program is designed to create healthier nutrition environments, improve the quality of physical education and physical activity, and improve student management of chronic health conditions in schools. The education agency in your state is funded by CDC to implement the Healthy Schools Program to create healthier school environments. Your school is located in a district that is participating in this program. ICF is working with CDC to evaluate the program to understand how support from states to local districts and schools impacts schools.

Your school was randomly select from the pool of eligible schools in your school district to participate in the Healthy Schools Program Evaluation at two time points: in school year 2019-2020 and again in school year 2021-2022. If you agree to participate we would like your assistance to identify **one staff** to participate in a web-based implementation survey, and **three staff** to participate in individual key-informant interviews in round one (school year 2019-2020). Your school will be contacted again in two years to confirm the names of staff members who will participate in the second round of the survey and interviews. These should preferably be the same staff participating in round one, but can be different staff if needed.

The purpose of the survey and interview is to learn about the health improvement activities being implemented at your school as a result of the Healthy Schools Program, since the beginning of the 2018-2019 school year. **Both the survey and interviews should be completed by staff at your school who are most knowledgeable of the health related activities being implemented at your school, such as a school health coordinator, nurse, principal, health or physical education teacher.** The survey and interviews should take about 60-75 minutes to complete each. All data collected (i.e., participants' responses) will remain private throughout the entire project, and staff personal identifiable information will not be associated with any information shared for the purpose of this evaluation. Their names and the name of your school will not be associated with the information shared and the results will be presented in aggregate form only.

A representative from ICF will contact you to confirm receipt of this email, confirm willingness to participate in the evaluation, gather contact information for the staff designated to complete the survey and interviews, and answer any questions you may have. You may also contact Dr. Isabela Lucas (ICF) at [Isabela.lucas@icf.com](mailto:Isabela.lucas@icf.com) or 404-592-2155 with any immediate questions. The results of the evaluation will be used to improve support and implementation of school health programs. Your support to this evaluation is greatly appreciated.

Sincerely yours,  
[Recruiter], ICF

Cc: Sarah M. Lee, PhD, Centers for Disease Control and Prevention  
Isabela Lucas, PhD, ICF