

Dear [LEA Survey POC Name],

I am writing you on behalf of the Centers for Disease Control and Prevention's Healthy Schools Program. Your state's education agency is funded by CDC to implement the Healthy Schools Program to create healthier school environments and your Local Education Agency (LEA) is one of the districts participating in this program. Your LEA was invited to participate in the Healthy Schools Program Evaluation, being led by ICF, to better understand the school health strategies and activities implemented in your district. You were identified by your district's Healthy School's Program administrator as the point of contact most knowledgeable to complete an online survey for this evaluation.

The purpose of the survey is to learn about your LEA's strategies and activities to achieve healthy schools. **The survey should be completed by the staff person within your agency who is most knowledgeable about your district's activities to promote school health in schools.** If you do not think you are the right person to respond to this survey, please contact Dr. Isabela Lucas (ICF) at Isabela.lucas@icf.com or 404-592-2155 as soon as possible.

The survey is expected to take about 60-75 minutes to complete, and will be conducted twice during the life of the Healthy Schools Program. As the lead person completing the survey you will receive a \$20 gift card in appreciation of your time. You may complete the survey over multiple sittings and may reach out to other staff within your organization as needed in order to respond accurately to all of the questions in the survey. All data collected will remain private throughout the entire project and your name will not be associated with any information shared for the purpose of this evaluation.

Please click on the link below to be directed to the survey. After you begin, you may save, exit, reenter, and continue the survey where you left off.

[\[Survey Monkey Link\]](#)

The results of the evaluation will be used to improve support and implementation of school health programs, and your support to this evaluation is greatly appreciated. You may call Dr. Isabela Lucas (ICF) at Isabela.lucas@icf.com or 404-592-2155 with any questions.

Sincerely yours,
[Recruiter], ICF

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