

Dear [SEA Interview POC Name],

I am writing you on behalf of the Centers for Disease Control and Prevention's Healthy Schools Program. Your State 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 state. The program evaluation will encompass data collection activities in schools, district-level educational agencies (LEAs) and State-level educational agencies (SEAs) funded through the Healthy Schools Program. You were identified by your state's Healthy School's Program administrator as the point of contact most knowledgeable to participate in an interview for this evaluation.

The purpose of the interview is to learn about your SEA's strategies and activities to achieve healthy schools. **The interview should be completed by the staff person within your agency who is most knowledgeable about your agencies activities to promote school health infrastructure, training, and technical assistance at district and school levels.** If you do not think you are the right person to participate, please contact Dr. Isabela Lucas (ICF) at [Isabela.lucas@icf.com](mailto:Isabela.lucas@icf.com) or 404-592-2155.

The interview should take about 60-75 minutes to complete, and will be conducted twice during the life of the Healthy Schools Program. You will each receive a \$25 gift card in appreciation for your time. Please indicate which of the options below work best for us to interview you. If none of the options work please provide three additional days and times that would be most convenient for you.

- Option A: Day, Time
- Option A: Day, Time
- Option A: Day, Time
- Option A: Day, Time
- Option A: Day, Time

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. The results from this evaluation will be presented in aggregate and will be used to improve support and implementation of school health programs. Your support to this evaluation is greatly appreciated.

You may call Dr. Isabela Lucas (ICF) at [Isabela.lucas@icf.com](mailto: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