

Hello [SCHOOL INTERVIEW POC NAME]

I am writing you on behalf of the Centers for Disease Control and Prevention's Healthy Schools Program. Your school was invited to participate in the Healthy Schools Program Evaluation, being led by ICF, to better understand how support from states to local education districts and schools impacts schools. You have been identified by your Principal as the point of contact most knowledgeable to participate in the interview component of the evaluation.

The purpose of the interview is to learn about your SEA strategies and activities to achieve healthy schools, as well as about the successes, challenges, and barriers to implementing health improvement activities in your school. **The interview should be completed by the staff person within your school who is most knowledgeable about the Healthy Schools Program.**

The interview should take about 60-75 minutes to complete, and will be conducted twice during the course of the Healthy Schools Program. You will 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
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- 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