

Attachment G
Advance Principal and Lead Health Education Teacher Letters

Both letters will be sent to the school principal. The school principal will deliver the letter addressed to the Lead Health Education Teacher to the person they identify to complete the Lead Health Education Teacher Questionnaire.

Dear Principal:

Since 1996, the Centers for Disease Control and Prevention has partnered with schools and districts like yours to conduct surveys of principals and lead health education teachers that assess the status of school health policies and practices at the secondary school level. Over time, the surveys have undergone many updates and revisions to address emerging health priorities and provide a comprehensive assessment of school health. For example, the surveys recently added questions on school policies addressing the use of electronic vapor products. Because of the large impact these surveys have on the assessment and development of school health policies, the Centers for Disease Control and Prevention has determined there is a need to assess the reliability of the self-administered questionnaires.

The Centers for Disease Control and Prevention has partnered with Westat, a social science research firm in Rockville, MD, to conduct the School Health Profiles Test-Retest Reliability Study. This research study will test the reliability of the data collected through the 2020 School Principal and Lead Health Education Teacher Questionnaires. [This study has been approved through your district's research office.]

Your school was chosen through a random selection process to participate in this study. Each selected school will receive **two questionnaire booklets at two separate times approximately two weeks apart:** [OR: Each selected school will receive **logins for two web-based questionnaires at two separate times approximately two weeks apart:**]

1. The School Health Profiles School Principal Questionnaire for you, the principal, to complete; and
2. The School Health Profiles Lead Health Education Teacher Questionnaire for what we refer to as the lead health education teacher. The respondent for this questionnaire may be your only health education teacher, the department chair, the most senior health education teacher, or the teacher who is most knowledgeable about instruction on health topics. A second letter is included in this mailing for you to give to this individual at your school.

Data collection will occur during January through June 2021. Once you complete the first questionnaire, you will be asked to complete the same questionnaire a second time approximately two weeks later. Your lead health education teacher will receive the same request. Although we will ask you to fill in your name and school on both questionnaires for tracking purposes, neither your name nor your school will be linked to your responses in the data file or analysis. No data will be reported about individual schools, principals, or teachers.

Although participation is voluntary, completed and returned questionnaire booklets from both you and the staff member responding to the Lead Health Education Teacher Questionnaire will help assess the reliability of these important questionnaires. Your participation in this study is very important. School Health Profiles is critical to state and district education offices in designing and administering health programs to meet the needs of students. The findings of this study will be published in a journal article to document the reliability of the questionnaire instrument. Information about how to access the article will

be available on the Centers for Disease Control and Prevention's website once published, and the findings will be shared broadly.

As a token of appreciation for contributing your time and support, both you and the individual completing the Lead Health Education Teacher Questionnaire will receive a \$5 check upon completing the first questionnaire, and a \$20 check upon completing the second questionnaire.

The first set of questionnaires will be sent to your school in the next three days. This mailing will include one School Health Profiles School Principal Questionnaire and one School Health Profiles Lead Health Education Teacher Questionnaire. [OR: This mailing will include instructions for accessing your web-based School Health Profiles School Principal Questionnaire and the web-based School Health Profiles Lead Health Education Teacher Questionnaire.] If you have any immediate questions, please call me at [(###) ###-####].

Thank you for your support for the School Health Profiles Test-Retest Reliability Study.

Sincerely,
Name
Title

This letter will be included in the mailing to the school principal, to be delivered to the lead health education teacher by the school principal.

Dear Lead Health Education Teacher:

Since 1996, the Centers for Disease Control and Prevention has partnered with schools and districts like yours to conduct surveys of principals and lead health education teachers that assess the status of school health policies and practices at the secondary school level. Over time, the surveys have undergone many updates and revisions to address emerging health priorities and provide a comprehensive assessment of school health. For example, the surveys recently added questions on school policies addressing the use of electronic vapor products. Because of the large impact these surveys have on the assessment and development of school health policies, the Centers for Disease Control and Prevention has determined there is a need to assess the reliability of the self-administered questionnaires.

The Centers for Disease Control and Prevention has partnered with Westat, a social science research firm in Rockville, MD, to conduct the School Health Profiles Test-Retest Reliability Study. This research study will test the reliability of the data collected through the 2020 School Principal and Lead Health Education Teacher Questionnaires. [This study has been approved through your district's research office.]

Your school was chosen through a random selection process to participate in this study. Each selected school will receive **two questionnaire booklets at two separate times approximately two weeks apart:** [OR: Each selected school will receive **logins for two web-based questionnaires at two separate times approximately two weeks apart:**]

1. The School Health Profiles School Principal Questionnaire for the principal to complete; and
2. The School Health Profiles Lead Health Education Teacher Questionnaire for you to complete as the school's lead health education teacher. The respondent for this questionnaire may be the only health education teacher at the school, the department chair, the most senior health education teacher, or the teacher who is most knowledgeable about instruction on health topics.

Data collection will occur during September through December 2020. Once you complete the first questionnaire, you will be asked to complete the same questionnaire a second time approximately two weeks later. Your principal will receive the same request. Although we will ask you to fill in your name and school on both surveys for tracking purposes, neither your name nor your school will be linked to your survey responses in the data file or analysis. No data will be reported about individual schools, principals, or teachers.

Although participation is voluntary, completed and returned questionnaire booklets from both you and your principal will help assess the reliability of these important questionnaires. Your participation in this study is very important. School Health Profiles is critical to state and district education offices in designing and administering health programs to meet the needs of students. The findings of this study will be published in a journal article to document the reliability of the questionnaire instrument. Information about how to access the article will be available on the Centers for Disease Control and Prevention's website once published, and the findings will be shared broadly.

As a token of appreciation for contributing your time and support, both you and your principal will receive a \$5 check upon completing the first questionnaire, and a \$20 check upon completing the second questionnaire.

The first set of questionnaires will be sent to your school in the next three days. This mailing will include one School Health Profiles School Principal Questionnaire and one School Health Profiles Lead Health Education Teacher Questionnaire. [OR: This mailing will include instructions for accessing your web-based School Health Profiles School Principal Questionnaire and the web-based School Health Profiles Lead Health Education Teacher Questionnaire.] If you have any immediate questions, please call me at [(###) ###-####]. Thank you for your support for the School Health Profiles Test-Retest Reliability Study.

Sincerely,
Name
Title