

Attachment H
Time 1 Initial Mailing Letters– Paper

Both letters will be sent to the school principal. The school principal will give the letter addressed to the Lead Health Education Teacher to the person he/she identifies to complete the Lead Health Education Teacher Questionnaire.

Dear Principal:

A few days ago, you received a letter notifying you that your school was chosen through a random selection process to participate in the School Health Profiles Test-Retest Reliability Study sponsored by the Centers for Disease Control and Prevention. This research study will test the reliability of the data collected through the School Health Profiles School Principal and Lead Health Education Teacher Questionnaires. [This study has been approved through your district’s research office.]

As a participant in this study, we are asking you to complete the School Health Profiles School Principal Questionnaire **at two separate times approximately two weeks apart**. The purpose of the study is to understand if respondents are answering questions the same way twice. Data from this study will help assess the reliability of the self-administered questionnaires.

- Please complete the enclosed **School Health Profiles School Principal Questionnaire** and return it in the enclosed envelope. You will receive a second questionnaire approximately two weeks after you submit the first questionnaire. Although we 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.

As a token of appreciation for contributing your time and support, you will receive a \$5 check with the mailing of the second questionnaire. You will also receive a \$20 check upon completing the second questionnaire.

- Also, please give the enclosed **School Health Profiles Lead Health Education Teacher Questionnaire**, cover letter addressed to the Lead Health Education Teacher, and return envelope to your school’s lead health education teacher. The respondent for that 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.

Although participation in this study 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 states and districts in designing and administering health programs to meet the needs of students.

If you have any questions, please call me at [(###) ###-####].

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

Sincerely yours,

Name

Title

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

Dear Lead Health Education Teacher:

A few days ago, you received a letter notifying you that your school was chosen through a random selection process to participate in the School Health Profiles Test-Retest Reliability Study sponsored by the Centers for Disease Control and Prevention. This research study will test the reliability of the data collected through the School Health Profiles School Principal and Lead Health Education Teacher Questionnaires. [This study has been approved through your district's research office.]

As a participant in this study, we are asking you to complete the School Health Profiles Lead Health Education Teacher Questionnaire **at two separate times approximately two weeks apart**. The purpose of the study is to understand if respondents are answering questions the same way twice. Data from this study will help assess the reliability of the self-administered questionnaires.

Please complete the enclosed School Health Profiles Lead Health Education Teacher Questionnaire and return it in the enclosed envelope. You will receive a second questionnaire approximately two weeks after you submit the first questionnaire. Although we 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.

As a token of appreciation for contributing your time and support, a \$5 check will be included in the mailing with the second questionnaire. You will also receive a \$20 check upon completing the second questionnaire.

Although participation in this study is voluntary, completed and returned questionnaire booklets from you will help assess the reliability of these important questionnaires. Your participation in this study is very important. School Health Profiles is critical to states and districts in designing and administering health programs to meet the needs of students.

If you have any questions, please call me at [(###) ###-####].

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

Sincerely yours,

Name

Title