

Attachment M
Time 1 Follow-up and Final Mailings– Web-Based

For the follow-up and final mailings, these letters will be sent to the school principal as necessary. If the teacher letter is included in the mailing, the school principal will give the teacher letter to the person they have identified to complete the Lead Health Education Teacher Questionnaire.

Missing Principal Questionnaire Only:

Dear Principal:

Recently you were mailed links and access codes to the School Health Profiles School Principal and Lead Health Education Teacher Questionnaires as part of the Centers for Disease Control and Prevention's Test-Retest Reliability Study. If you have not done so already, please complete the School Principal Questionnaire as soon as possible.

Here is your link and access code to the **first** School Principal Questionnaire:

<https://www.surveymonkey.com/XXXXXXXXX>

[Access code: XXXXXX](#)

I have also enclosed a paper copy of the School Principal Questionnaire booklet, along with a return envelope, if you would prefer to complete the paper version. As with the web-based version of the questionnaires, confidentiality of responses is assured for all respondents completing a questionnaire booklet. Once you complete this questionnaire, you will receive the **second** questionnaire in approximately two weeks along with your first token of our appreciation.

If you have completed your questionnaire recently, thank you for your participation. If you have any questions, please contact **[CONTACT NAME]** at **[PHONE NUMBER AND E-MAIL ADDRESS]**.

Sincerely,

Name

Title

Missing Teacher Questionnaire Only (Principal asked to give the letter addressed to the Lead Health Education Teacher to the person identified to complete the Lead Health Education Teacher Questionnaire):

Dear Principal:

Thank you for completing the first questionnaire in the Centers for Disease Control and Prevention's Test-Retest Reliability Study of the School Health Profiles School Principal Questionnaire. Your input is invaluable.

In addition to the School Principal Questionnaire, we sent a survey link and access code to the Lead Health Education Teacher Questionnaire. We have not received a completed questionnaire from the staff member you designated to participate. Your teacher's input is as important to the success of the study as your input, even if health education is not taught at your school.

Please give the enclosed letter and copy of the Lead Health Education Teacher Questionnaire to the appropriate teacher at your school. This teacher may be your only health education teacher, the department chair, the most senior health education teacher, or the staff member who is most knowledgeable about required instruction on health topics. If you, or your teacher, have any questions about the study, I may be reached at **[PHONE NUMBER]**.

Again, thank you for your help with these surveys.

Sincerely,
Name
Title

Dear Lead Health Education Teacher:

Recently you were provided with a survey link and access code to complete the School Health Profiles Lead Health Education Teacher Questionnaire as part of the Centers for Disease Control and Prevention's Test-Retest Reliability Study. If you have not done so already, please complete the questionnaire as soon as possible.

Here is the link and access code to your **first** Lead Health Education Teacher Questionnaire:

<https://www.surveymonkey.com/XXXXXXXXX>

Access code: XXXXXX

I have also enclosed a paper copy of the Lead Health Education Teacher Questionnaire booklet, along with a return envelope, if you would prefer to complete the paper version. As with the web-based version of the questionnaires, confidentiality of responses is assured for all respondents completing a questionnaire booklet. Once you complete the questionnaire, you will receive the **second** questionnaire in approximately two weeks along with your first token of our appreciation.

If you have completed your questionnaires recently, thank you for your participation. If you have any questions, please contact **[CONTACT NAME]** at **[PHONE NUMBER AND E-MAIL ADDRESS]**.

Sincerely,
Name
Title

Missing Both Questionnaires (Principal asked to give the letter addressed to the Lead Health Education Teacher to the person identified to complete the Lead Health Education Teacher Questionnaire):

Dear Principal:

Recently you were mailed links and access codes to the School Health Profiles School Principal and Lead Health Education Teacher Questionnaires as part of the Centers for Disease Control and Prevention's Test-Retest Reliability Study. If you have not done so already, please complete the School Principal Questionnaire as soon as possible.

Here is the link and access code to your **first** School Principal Questionnaire:

<https://www.surveymonkey.com/XXXXXXXXX>

Access code: XXXXXX

I have also enclosed a paper copy of the School Principal Questionnaire booklet, along with a return envelope, if you would prefer to complete the paper version. As with the web-based version of the questionnaires, confidentiality of responses is assured for all respondents completing a questionnaire booklet. Once you complete this questionnaire, you will receive the **second** questionnaire in approximately two weeks along with your first token of our appreciation.

We have also not received a completed questionnaire from the staff member designated to complete the Lead Health Education Teacher Questionnaire. Your teacher's input is as important to the success of the study as your input, even if health education is not taught at your school. Please give the enclosed letter and copy of the Lead Health Education Teacher Questionnaire to the appropriate teacher at your school. This teacher may be your only health education teacher, the department chair, the most senior health education teacher, or the staff member who is most knowledgeable about required instruction on health topics.

If you have completed your questionnaires recently, thank you for your participation. If you have any questions, please contact **[CONTACT NAME]** at **[PHONE NUMBER AND E-MAIL ADDRESS]**.

Sincerely,
Name
Title

[This mailing would also include the letter addressed to the Lead Health Education Teacher that is included previously in the section for Missing Teacher Questionnaire Only.]