

Attachment P
Time 2 Initial Mailing Letters– Web-Based

Letters will be sent directly to the school principal and the lead health education teacher using name and contact information supplied on the Time 1 surveys.

Dear [Principal/Lead Health Education Teacher]:

Thank you for completing the first School Health Profiles [School Principal/Lead Health Education Teacher] Questionnaire for the Centers for Disease Control and Prevention’s reliability study! Please find enclosed a check for \$5 as a token of our appreciation for your participation in this important study.

We are now asking you to complete a **second questionnaire that is identical to the first questionnaire that you already completed**. The purpose of the study is to understand if respondents are answering questions the same way twice, as a way to assess the reliability of the questionnaire. **For this reason, it is very important that we receive your completed second questionnaire.**

Here is the link and access code to your **second** [School Principal/Lead Health Education Teacher] Questionnaire: <https://www.surveymonkey.com/XXXXXXXXX>
[Access code: XXXXXX](#)

This access code can be used only once. Please do not forward this message. 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.

As a token of our appreciation for your continued participation in the study, you will receive a check for \$20 upon completing the second questionnaire.

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

We appreciate your support for the School Health Profiles Test-Retest Reliability Study.

Sincerely yours,
Name
Title