

**Appendix R**  
**Time 2 Reminder Postcards and Emails – Web-Based**

**Mailings 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! About one week ago, you were sent a survey link and access code to the **second** [School Principal/Lead Health Education Teacher] Questionnaire. If you have completed your questionnaire, we want to thank you for your time and support.

If you have not yet done so, please complete the second questionnaire at your earliest convenience. Here is your link and access code to your **second** [School Principal/Lead Health Education Teacher] Questionnaire:

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

[Access code: XXXXXX](#)

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, so it is very important that we receive your **completed second questionnaire**.

We recognize the many demands placed on your time and appreciate your efforts in completing this questionnaire. Once you complete this second questionnaire, you will receive a check for \$20 as a token of our appreciation for your participation in this important study.

If you have any questions, please contact **[CONTACT NAME]** at **[PHONE NUMBER AND E-MAIL ADDRESS]**.

Sincerely,