

Attachment S
Time 2 Follow-up and Final Mailings – Paper

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]:

Recently you were mailed the **second** School Health Profiles [School Principal/Lead Health Education Teacher] Questionnaire booklet as part of the Centers for Disease Control and Prevention’s Test-Retest Reliability Study. If you have not done so already, please complete this second [School Principal/Lead Health Education Teacher] Questionnaire booklet and return it as soon as possible. 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.**

In case you do not have the second [School Principal/Lead Health Education Teacher] Questionnaire booklet, we have enclosed another copy, along with a return envelope. Confidentiality of responses is assured for all respondents.

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

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

Sincerely,