

Attachment T
Time 2 Follow-up and Final Mailings to Principals – 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]:

Recently you were mailed links and access codes to the **second** School Health Profiles [School Principal/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 second [School Principal/Lead Health Education Teacher] Questionnaire 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.**

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

I have also enclosed a paper copy of the [School Principal/Lead Health Education Teacher] Questionnaire booklet, along with a return envelope if you would prefer to complete the paper version. 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 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,