

**Appendix D**  
**Potential Refusal Response**  
**Head Start-Early Care and Education Landscape Survey**

*Note: This email will be sent to administrators if they responded to the survey email indicating that they cannot participate.*

Subject: Is there someone else who could complete the ACF survey?

Dear [Insert Administrator Name],

Thank you for your response. We understand how busy you are and how difficult it can be to find time to participate in a survey. We are hoping to gather information from all states and territories in order to provide the Administration for Children and Families' (ACF) Office of Planning, Research and Evaluation (OPRE) comprehensive information about how Head Start is integrated with other components of the early care and education system.

Is there someone else in your agency who could complete the survey? If so, would you please provide the person's name and email address so that we can send them the survey?

Thank you for your time!

Best,

Kelly Maxwell