

APPENDIX C21. NEXT STEPS FOR PRINCIPALS EMAIL (GROUPS 2A AND 2B)

# 2024-2025 NATIONAL SCHOOL FOODS STUDY

This information is being collected to assist the Food and Nutrition Service in understanding school food purchasing practices, the nutritional quality of school meals and snacks, the cost to produce school meals, and student participation and dietary intakes. This is a mandatory collection and FNS will use the information to monitor program operations. This collection does not request any personally identifiable information under the Privacy Act of 1974. According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0584-[xxxx]. The time required to complete this information collection is estimated to average 0.03 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Department of Agriculture, Food and Nutrition Service, Office of Policy Support, 1320 Braddock Place, 5th Floor, Alexandria, VA 22314 ATTN: PRA (0584-xxxx). Do not return the completed form to this address.

## Next Steps for Principals and School Liaisons

- € **Principal selects a school liaison and sends their name, email, and phone number to the study contact**
  - The school liaison should be someone who has familiarity with school operations and access to students' schedules and contact information. The liaison may be a teacher, counselor, or administrator.
- € **School liaison completes a web survey to help plan the on-site data collection**
  - The planning interview will ask questions about the school liaison's schedule, best times to reach them, the address of the school, lunch and breakfast schedules, and the school's preference for how we should distribute study materials to students.
- € **School liaison provides student roster information in preparation for student and parent surveys**
  - To select the students for the study, we will need the school liaison to upload student roster information to a secure file transfer site in advance of the visit. We will send a document that details the specific data that we need for students.
  - Depending on your district's policies, we may ask the liaison to help distribute and collect parental consent forms for the study.
- € **School liaison serves as a contact for study staff during on-site data collection**
  - The school liaison will work with the study team to provide a location for the study staff to interview students.
- € **[IF SFA ALLOWS INCENTIVES: School liaison receives an incentive of [FILL INCENTIVE] as a token of appreciation]**

*Thank you for your time and efforts – we look forward to working with you!*