

## Appendix C: PRISMS Toolkit Evaluation Teacher Survey Communication Materials

**Teacher Survey Email – Spring 2025 (Fall 2025 for joiners; Pre-survey) and Spring 2026 (Post-survey)**

Subject: REL Southwest PRISMS Toolkit Study Survey

Dear [Teacher],

Thank you for participating in the *Providing Reading Interventions for Students in Middle School (PRISMS)* study! **We are excited to learn from you over the next year and we are inviting you to complete the [first/second] teacher survey.** It will take less than 30 minutes to complete the online survey.

As a reminder, this is one of two surveys that we will ask you to complete over the course of this study. As a thank you for your time, we are offering teachers \$30 Amazon e-gift cards for each survey that you complete.

Click the link below to start the survey (or enter the text into your browser's window).

[\[SURVEY LINK\]](#)

Please email [PRISMSStudy@air.org](mailto:PRISMSStudy@air.org) if you are unable to access this survey or have any questions. Your participation in the survey is voluntary. The research team will protect the confidentiality of all information collected for the study and will use it for research purposes only. You will not be identified by name nor will the data be presented in a manner that will allow for the identification of any participating individuals.

We know that your time is valuable, and we greatly appreciate your willingness to complete this questionnaire.

Sincerely,

Jill Bowdon, PhD  
Study Principal Investigator

***Teacher Survey Email – 1st Follow-Up – Spring 2025 (Fall 2025 for joiners; Pre-survey) and Spring 2026 (Post-survey)***

Subject: Reminder: REL Southwest PRISMS Toolkit Study Survey

Dear [Teacher],

We recently invited you to complete your [first/second] teacher survey for the *Providing Reading Interventions for Students in Middle School (PRISMS)* study, and our records indicate that you have not yet done so. This is a reminder to complete the survey. It will take less than 30 minutes to complete the online survey.

As a reminder, this is one of two surveys that we will ask you to complete over the course of this study, and you will receive a \$30 Amazon e-gift card for each survey that you complete. Click the link below to start the survey (or enter the text into your browser's window):

[\[SURVEY LINK\]](#)

Please feel free to email us (PRISMStudy@air.org) if you are unable to access this survey or have any questions.

Sincerely,

Jill Bowdon, PhD  
Study Principal Investigator

**Teacher Survey Email – 2<sup>nd</sup> Follow-Up – Spring 2025 (Fall 2025 for joiners; Pre-survey) and Spring 2026 (Post-survey)**

Subject: Second Reminder: REL Southwest PRISMS Toolkit Study Survey

Dear [Teacher],

This is a reminder to complete your [first/second] teacher survey for the *Providing Reading Interventions for Students in Middle School (PRISMS)* study. We have not heard back from you, and we know you're very busy, but we are still very interested in your responses! It will take approximately 30 minutes to complete the online survey.

As a reminder, this is one of two surveys that we will ask you to complete over the course of this study, and you will receive a \$30 Amazon e-gift card for each survey that you complete. Click the link below to start the survey (or enter the text into your browser's window):

[\[SURVEY LINK\]](#)

Please feel free to email us (PRISMSStudy@air.org) if you are unable to access this survey or have any questions.

Sincerely,

Jill Bowdon, PhD  
Study Principal Investigator

***Teacher Survey Email – 3rd Follow-Up – Spring 2025 (Fall 2025 for joiners; Pre-survey) and Spring 2026 (Post-survey)***

Subject: Final Reminder: REL Southwest PRISMS Toolkit Study Survey

Dear [Teacher],

We've reached out to you a few times to request completion of your [first/second] teacher survey for the *Providing Reading Interventions for Students in Middle School (PRISMS)* study. We have not heard back from you, but we are still very interested in your responses.

**This is our final request.** Please complete the survey as soon as possible and let us know if you have any questions. Click the link below to start the survey (or enter the text into your browser's window):

[\[SURVEY LINK\]](#)

Please feel free to email us (PRISMSStudy@air.org) if you are unable to access this survey or have any questions.

Sincerely,

Jill Bowdon, PhD  
Study Principal Investigator