

Appendix I: School Leader Survey Emails

School Leader Survey Email –April/May 2026 (Post-survey)

Subject: REL Southwest PRISMS Toolkit Study Survey

Dear [School Leader],

Thank you for participating in the *Providing Reading Interventions for Students in Middle School (PRISMS)* study! **We are inviting you to complete one school leader survey.** It will take less than 30 minutes to complete the online survey.

As a reminder, this is the only survey that we will ask you to complete over the course of this study. As a thank you for your time, we are offering school leaders \$50 Amazon e-gift cards for completing the survey.

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

[\[SURVEY LINK\]](#)

Please email 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

School Leader Survey Email – 1st Follow-Up –April/May 2026 (Post-survey)

Subject: Reminder: REL Southwest PRISMS Toolkit Study Survey

Dear [School Leader],

We recently invited you to complete a school leader 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 the only survey that we will ask you to complete over the course of this study, and you will receive a \$50 Amazon e-gift card for completing the survey. 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

School Leader Survey Email – 2nd Follow-Up –April/May 2026 (Post-survey)

Subject: Second Reminder: REL Southwest PRISMS Toolkit Study Survey

Dear [School Leader],

This is a reminder to complete your school leader 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 the only survey that we will ask you to complete over the course of this study, and you will receive a \$50 Amazon e-gift card for completing the survey. 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

School Leader Survey Email – 3rd Follow-Up –April/May 2026 (Post-survey)

Subject: Final Reminder: REL Southwest PRISMS Toolkit Study Survey

Dear [School Leader],

We've reached out to you a few times to request completion of your school leader 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 (PRISMStudy@air.org) if you are unable to access this survey or have any questions.

Sincerely,

Jill Bowdon, PhD
Study Principal Investigator