TEMPLATE FOR LETTER TO NEW YORK CITY SCHOOL PRINCIPAL RE SRAE ENTRY-EXIT SURVEYS

[use your agency’s letterhead]

Dear [school principal name]:

[Insert agency name] receives funding from the New York State Department of Health (NYSDOH) to implement the federal Sexual Risk Avoidance Education Program (SRAE). The SRAE initiative expands primary prevention efforts aimed offering prevention programs aimed at delaying the onset of adolescent sexual activity and decreasing adolescent pregnancy rates in priority communities. SRAE supports evidence-based programs (EBP) that have been shown to be effective in achieving these aims. As a sub-awardee funded through the NYSDOH as part of the SRAE initiative, we are proud to be implementing SRAE programing as part of this national effort to improve the health and well-being of adolescents.

Thank you for your willingness to have us, [insert agency name], implement SRAE programming in your school. As you know, we will be implementing [insert EBP name] and adult preparation topics over [insert number of sessions and week] this [fall/spring/academic year].

I am requesting your permission to invite youth who are participants in the SRAE program to complete entry and exit surveys as part of the federal evaluation of the SRAE initiative. The surveys, part of the required SRAE performance measures, gather demographic information about who participated in the program, attitudes and experiences regarding a variety of health topics. The exit surveys also ask about participants’ experience with the program.

Please see the attached sample surveys. A “Parent Information” sheet (attached) is provided; this will serve as a passive consent form. Youth participants and their parents will be informed that completion of these surveys is voluntary and that all survey responses will be anonymous. Parents and youth always have the right to not agree to complete the survey. If they do not agree to complete the surveys, these youth can still receive SRAE programming, but they will not be asked to complete the entry and exit surveys.

Youth who are participating in the surveys will be asked to complete the entry survey on the first day of programming and the exit survey on the last day of programming. SRAE staff will ensure that all survey responses are kept private and confidential while they are completed and collected. The anonymous responses will only be analyzed at the aggregate level, with no individually-identifying information.

I look forward to receiving your permission to use the surveys as part of our SRAE programming in your school. The New York City Department of Education Institutional

Review Board approval letter is attached. If you grant permission, please sign and return the enclosed Approval to Conduct Research Form. Please contact me if you have any questions or need additional information about the entry and exit surveys.

Sincerely,