Ci3T Template Emails for Qualtrics Survey Distribution

Directions. Template sample emails are provided for initial invitations and reminders to complete Qualtrics measures and initial **Ci3T Leadership Team** registration, sent through qualtrics.com. They may be modified to fit your selected survey system or for the use of paper copies, if needed.

# 1. Ci3T Leadership Team Registration

## Initial distribution

Dear Principal,

Welcome back to a new school year! We hope your summer was refreshing. We are preparing to host your school’s team at [study name] funded by [district, school, grant, or other funding source]. You are being invited to participate in this opportunity with a few other teams. **The first step is for you to register your team for the training series.**

1. We ask you please provide team members’ names, emails, and phone contact information by [date]
2. When you click on the link below to register your team, you will see the roles represented on the team to be filled. For example, a school administrator with decision making authority is essential to the process, and therefore, must be a member of the team.
3. You will be asked for your parent team representative, who will attend each session and work on activities between sessions.
4. Your student representative should be the child of your parent member, as the parent must be in attendance at the training with the student. We also ask the student member be at least 8 years old and that they will return to the school the following year (20XX-20XX).
5. In addition, you will need two general education teachers, one special education teacher, and one district representative on your team.
6. You will have the option of including two additional team members as you see necessary for your school.

Please feel free to contact us with questions – we look forward to meeting you, your team, and your full faculty and staff. The survey information completed during the all faculty and staff meeting will help your team work on developing your Ci3T Blueprint.

Sincerely,

**Follow this link to register your team:**[individualized survey link]

## Reminder

Greetings!

Just a reminder to please complete your **Ci3T Leadership Team** registration as soon as possible (link below). This will allow us to start planning for meetings and the Ci3T professional learning series. If you have any questions, please email [contact person’s email]. Thank you!

Sincerely,

**Follow this link to register your team:**[individualized survey link]

# 2. Information letter, demographic form, and Schoolwide Expectations Survey for Specific Settings (SESSS)

## Initial distribution

Dear ${m://FirstName},

Thank you for your time during your school's faculty and staff meeting. We look forward to working with your school’s **Ci3T Leadership Team**, **Ci3T Coaches**, and **District Decision Makers**, this year!

We are pleased that your school has decided to send a team to attend the Ci3T professional learning series [***Study Name*].** This series is offered by TRAINER NAME from AFFILIATION to provide professional learning and technical assistance to schools interested in designing and implementing a comprehensive, integrated, three-tiered (Ci3T) model of prevention. Our goal is to build schools’ capacities to design, implement, and evaluate Ci3T models of prevention to (a) prevent the development of learning and behavior problems, and (b) respond more effectively to students with existing learning and behavior problems in inclusive settings.

At this time, we invite you to:

1. Complete a brief (5 min) confidential demographic form today about your professional experience and certification to allow us to fully describe participants (your name or identifying information will not be shared).
2. Complete a confidential survey (15 min) today on your opinions of the behaviors that are critical for success for students in various school settings. Data from this survey, the Schoolwide Expectations Survey for Specific Settings (SESSS; Lane, Oakes, & Menzies, 2010), will help your school’s **Ci3T Leadership Team** build your Ci3T primary (Tier 1) plan.

Please click the link below to access a detailed informational letter, after which you will be automatically directed to the demographic form and SESSS.

If you have any questions, please feel free to contact NAME at EMAIL.  Thank you!

Sincerely,

## Reminder

Greetings!
Just a reminder to please click the link below to read the informational letter and complete the demographic form and Schoolwide Expectations for Specific School Settings (SESSS) [for the study, ***Study Name*]*.* After you complete the brief demographic form you will be automatically directed to complete the SESSS.** If you have already completed this electronic survey please double check by clicking the link below, it’s possible it was started but not finished or there was one more “submit” button to click.

If you have any questions, please feel free to contact NAME at EMAIL.  Thank you!

Sincerely,

# 3. Ci3T Leadership Team member consent & pre-training KCU

## Initial distribution

Dear ${m://FirstName},

Thank you for your time during your school's faculty and staff meeting, we look forward to working with your school’s **Ci3T Leadership Team**, **Ci3T Coaches**, and **District Decision Makers** school this year!

You have been selected by your school or district to serve as a member of the **Ci3T Leadership Team** for your school attending the Ci3T professional learning series [***Study Name*].** This series is offered by TRAINER NAME from AFFILIATION to provide professional learning and technical assistance to schools interested in designing and implementing a comprehensive, integrated, three-tiered (Ci3T) model of prevention. Our goal is to build schools’ capacities to design, implement, and evaluate Ci3T models of prevention to (a) prevent the development of learning and behavior problems, and (b) respond more effectively to students with existing learning and behavior problems in inclusive settings.

Below is a link to a consent form we ask you to please complete.

* If you select to participate you will be automatically directed to a brief, confidential pre-training survey on your Knowledge, Confidence, and Use (KCU) of Ci3T elements (15 min). Please select **pre-training** when prompted to choose a survey time point. The KCU survey information you provide will not be shared with your name attached, we will analyze these data and share de-identified aggregated information only.
* If you do not wish to participate, please check "no" on the consent form and the survey will close.
* Your link is unique, customized for you, so please do not forward this message to anyone else.

If you have any questions, please feel free to contact NAME at EMAIL.  Thank you!

Sincerely,

## Reminder

Dear ${m://FirstName},

Thank you again for your participation on your school’s **Ci3T Leadership Team** [for the study, ***Study Name*]**! Just a reminder to please complete the Knowledge, Confidence, and Use (KCU) pre-training (be sure to select pre-training when prompted) survey by clicking the link below.  Your link is unique, customized for you so please do not forward this message to anyone else.

The KCU survey information you provide will not be shared with your name attached, we will analyze these data and share de-identified aggregated information only.

Again, thank you for your time and participation! If you have any questions, please refer to your consent letter or contact NAME at EMAIL.

Sincerely,

# 4. Ci3T session evaluation

## Initial distribution

Greetings!

Thank you for attending today's Ci3T professional learning session! Below is your custom link to a very short evaluation survey to provide feedback on today's session.  We appreciate you taking the time to complete this *brief* survey. If you were not able to attend today's training session, please disregard this message.

Sincerely,

## Reminder

Greetings!

This is just a reminder to please complete the Ci3T session evaluation by clicking the link below. If you were not able to attend the training session, please disregard this message. If you have any questions, please refer to your consent letter or contact NAME at EMAIL. Thank you!

Sincerely,

# 5. PIRS

## Initial distribution

Greetings Faculty and Staff!

Thank you so much for your participation in the feedback component of your school’s drafted Ci3T primary (Tier 1) plan! If you were not able to attend the meeting, **please be sure to review the drafted Ci3T plan** your school’s **Ci3T Leadership Team** shared before completing this survey.

Your confidential feedback will be used by the **Ci3T Leadership Team** members to make revisions to your school’s plan during the current training series in preparation for next school year. This survey, the Primary Intervention Rating Scale (PIRS), should take approximately 10-15 minutes to complete. All PIRS information will be analyzed, then de-identified and aggregated before sharing back with no names attached.

We appreciate you completing the survey by **MONTH DD, 20YY**, so we can return summarized information back to your school’s **Ci3T Leadership Team** members before the next Ci3T professional learning session. If you have any questions, please refer to your informational letter or contact NAME at EMAIL.  Thank you!

Your time is greatly appreciated!

Sincerely,

## Reminder

Greetings!

We are so excited to see PIRS surveys being returned so every person has the opportunity to have a voice in building your school's Ci3T Blueprint. As a reminder, please complete your PIRS survey by clicking the link below -- this is your chance to share your views! If you have any questions, please refer to your informational letter or contact NAME at EMAIL.  Thank you!

Sincerely,

# 6. Ci3T Feedback Form

## Initial distribution

Greetings, Faculty and Staff!

Thank you so much for your continued participation in the feedback component of your school’s drafted Ci3T Blueprint. Your earlier feedback on the Primary Intervention Rating Scale (PIRS) was valuable and provided your school's **Ci3T Leadership Team** with insights that helped them revise and strengthen the initially drafted Ci3T primary (Tier 1) plan. Those revisions were shared with you, either by an email with PowerPoint attached or during a faculty and staff meeting. Please be sure to **take a moment and review the revised Ci3T primary (Tier 1) plan in addition to the secondary (Tier 2) and tertiary (Tier 3) components** before completing this survey if you have not yet done so.

Below is a link for your opportunity to provide feedback for your school's revised Ci3T draft plan, feedback that will be used to make final revisions. The Comprehensive, Integrated, Three-Tiered (Ci3T) Model of Prevention: Feedback Form is a very short survey (10 min) of four narrative questions and five Likert-type rating scale items. Your comments and ratings are confidential, and will be reported back to your school’s Ci3T Leadership Team members in de-identified aggregated form with no names attached.

Please click the link below to complete this short survey by **MONTH DD, 20YY** so we can return summarized information back to your school before the final training session. If you have any questions, please refer to your original informational letter, ask a member of your school's **Ci3T Leadership Team**, or contact NAME at EMAIL.

Thank you again for taking the time to provide your feedback on the Ci3T plan!

Sincerely,

## Reminder

Greetings!

We are so excited to see surveys being returned so every person has the opportunity to have a voice in your school's Ci3T Blueprint! As a reminder, please complete your Ci3T Feedback Form by clicking the link below -- this is your chance to share your views! If you have any questions, please refer to your informational letter or contact NAME at EMAIL.

Thank you!

## Final reminder if response rate is low

Greetings!

We appreciate everyone's willingness to share their voice and provide feedback as your team builds your Ci3T Blueprint with your input. Just a quick update that the deadline to complete the Ci3T Feedback Form (link below) is coming up on **WEEKDAY, MONTH DD, 20YY at X:00 PM**. This short survey is your chance to share your views to help with final revisions to the full Ci3T Blueprint before implementing it in the coming school year. If you have any questions, please refer to your informational letter, ask a **Ci3T Leadership Team** member, or contact NAME at EMAIL. Thank you!

Sincerely,

# 7. Ci3T Leadership Team Members KCU post-training

## Initial distribution

Dear ${m://FirstName},

Thank you for your continued participation on your school's **Ci3T Leadership Team**! It has been a great year and we have enjoyed working with you and your team. Below please find your customized survey link to the Knowledge, Confidence, and Use (KCU) post-training survey (be sure to click **post-training** for the time point). Please do not forward your link to anyone else as it is customized for you.

The KCU post-training survey information you provide will not be shared with your name attached, we will analyze these data and share de-identified aggregated information only.

Again, thank you for your time and participation, it’s been a great year! If you have any questions, please refer to your consent letter or contact NAME at EMAIL. Thank you!

Sincerely,

## Reminder

Dear ${m://FirstName},

It’s been a great year! Thank you again for your participation on your school’s **Ci3T Leadership Team**. This is a reminder to please complete the Knowledge, Confidence, and Use (KCU) post-training survey by clicking the link below. The link is customized for you, so please do not forward this message to anyone else.

The KCU post-training survey information you provide will not be shared with your name attached, we will analyze these data and share de-identified aggregated information only.

Again, thank you for your time and participation! If you have any questions, please refer to your consent letter or contact NAME at EMAIL. Thank you!

Sincerely,