

SNAP-Ed Evaluation Youth ID Numbers: Communication Templates

Summary:

This document contains two templates that can be used to communicate with school and district administrators about SNAP-Ed Evaluation Youth ID Numbers. Both templates should be customized with local agency information, including letterhead, contact names, local agency name, etc. Both templates may also be used in conjunction with the letter to educators from the SNAP-Ed Evaluation Team, and the “State Student IDs and Washington SNAP-Ed” one-pager—printed versions for the letter template and electronic versions for the email template.

LIAs may more success working with district staff rather than school staff.

Letter Template:

[Your Agency’s Letterhead]

Dear [School or District Administrator Name],

I work with [your agency’s name] and I teach SNAP-Ed nutrition education classes to students in [teacher’s name] [student grade] grade class at [school name].

In the 2020 school-year, Washington State SNAP-Ed changed how we assign ID numbers to youth so that we can better address equity in our programming, making sure that SNAP-Ed classes are effective for all students in Washington.

To achieve that goal, I am requesting State Student ID Numbers for the students who I work with. ID Numbers will be included on the surveys that we use in SNAP-Ed.

The SNAP-Ed evaluation team has set up a data sharing agreement with OSPI, and they plan to link survey data with a portion of student demographic data to understand how different students are responding to SNAP-Ed classes. This information will help us learn if there are changes that Washington SNAP-Ed needs to make to address program equity, ensuring our classes are effective for all students.

To ensure you have as much information as possible, I have included a handout and a letter from the SNAP-Ed evaluation team along with this letter.

Please reach out to the Washington State SNAP-Ed evaluation team at SNAPEdEvaluation@doh.wa.gov with questions.

I am so looking forward to teaching SNAP-Ed at [school name] this year!

Thank you,

[Your Signature]

[Your Name]

[Your Contact Information]

Email Template:

Hello [School or District Administrator Name],

I am excited to work with the [student grade] students in [teacher's name] class at [school name] this year.

I would like to request State Student ID numbers for the students who I work with. ID Numbers will be included on the surveys that we use in SNAP-Ed. The SNAP-Ed evaluation team has set up a data sharing agreement with OSPI, and they plan to link survey data with a portion of student demographic data to understand how different students are responding to SNAP-Ed classes. This information will help us learn if there are changes that Washington SNAP-Ed needs to make to address program equity, ensuring our classes are effective for all students. Please see the attached handout and letter for more information.

If you have questions, reach out to the Washington State SNAP-Ed evaluation team at SNAPEdEvaluation@doh.wa.gov.

Thank you, and once again – I am really looking forward to working with you and your students this year!

Very best,

[Your Name]

[Your Contact Information]