[use your agency’s letterhead]

Dear [insert principal name]:

[Insert agency name] receives funding from the New York State Department of Health (NYSDOH) to implement the Comprehensive Adolescent Pregnancy Prevention (CAPP) initiative. The CAPP initiative expands primary prevention efforts aimed at decreasing the incidence of adolescent pregnancy, STIs, HIV/AIDs, and reducing the risk of initial and repeat pregnancies, among adolescents. CAPP supports evidence based programs (EBP) that have been shown to be effective at delaying sexual initiation, reducing pregnancy, and increasing contraceptive use among sexually active youth. As a sub-awardee funded through the NYSDOH as part of the CAPP initiative, [insert agency name] we are proud to be implementing CAPP programing as part of this statewide effort to improve the health and well-being of adolescents.

Thank you for your willingness to have us, [insert agency name], implement CAPP programming in your school. As you know, we will be implementing [insert EBP name] 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 CAPP program to complete pre and post surveys as part of the statewide evaluation of the CAPP initiative. The surveys will help to understand youth experiences and effective ways to reduce risk behaviors.

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 CAPP programming, but they will not be asked to complete the pre and post surveys.

Youth who are participating in the surveys will be asked to complete the pre survey on the first day of programming and the post survey on the last day of programming. CAPP staff will provide an environment to 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 CAPP 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 at (insert phone number and/or e-mail) if you have any questions or need additional information about the pre and post surveys.

Sincerely,