**Send a reminder email about 1 week in advance.**

**Please personalize the information in brackets to the school.**

Hello!

This is [Screener name/credentials] again with the Washington State Smile Survey. I wanted to remind you of my upcoming visit on **[Day/Date]**. I plan to arrive at **[time]** to prepare for the day.

I also wanted to check in and verify that the consents have been sent home with the 2nd & 3rd grade students in the invited classrooms. If so, great! If not, please send them out as soon as possible. You can access the consents at [SmileSurveWA.org](https://smilesurveywa.org/).

Here is a recap of what is needed the morning I arrive:

* All returned, signed, **consent forms**
* **Printed Class rosters** for each participating class that includes the students’ names and their **10-digit (OSPI) state student ID number**
  + *Please verify ahead of time you can print this specific roster. If not, please check with your school secretary or registrar*
* **Daily schedule** with recesses, lunch, and any specials for 2nd & 3rd etc.
  + *Let me know if you have a suggested schedule or any teachers have requested a particular time*
* A small table and a few chairs

To provide as little disruption to students’ class time, I prefer to set up right outside of each classroom in the hall or in the portables. This way, each student is only out of class for a few minutes each and I will not need help escorting students. [or delete the last 2 lines if the school has previously requested you set up in a central area]

Also, please let your staff and students know that this is easy and fun! 🙂

Reach out via email, text, or phone call at **[phone number]** if you have any questions or concerns.

Thank you for all your help. I look forward to my visit!

Sincerely,