

**PHASE 2 (CASE-CONTROL) INITIAL COVER LETTER**

Date

Name, Identification number

Address

Address

Dear (teacher name):

We are following up on the questionnaire you completed regarding work-related violence against Minnesota educators. Your participation in the first phase of the Minnesota Educators' Study is greatly appreciated.

*This second phase of the study involves educators who reported work-related violence as well as a random sample of those who did not report such incidents during a twelve-month period.* The enclosed questionnaire will take about 20 minutes to complete. In order to obtain optimal information, we ask everyone who receives this questionnaire to participate. By comparing responses of those who experienced a work-related violence event to those who did not, we can identify risk and protective factors that will be important to the development of prevention efforts to improve safety in the schools.

We have enclosed an information sheet on the back of this letter regarding the purpose and methods of this study, and about the drawing of 250 randomly selected individuals for the \$100 savings bonds. The opportunity for receiving a bond will be at least 1 in 75 individuals; however, this will vary based on the number of respondents. Individuals who are awarded the bonds will be notified at the completion of the data collection for both phases of the study (approximately May 2006). By returning your questionnaire you will be eligible for the drawing, whether or not you participate in the study.

Continued participation in this study is voluntary, and choosing not to participate will not affect your future relations with any of the persons or institutions involved in this effort. If you have any questions, please feel free to contact us at 612-626-4801 or toll-free at 1-877-70-TEACH (1-877-708-3224). If you have any questions or concerns regarding this study and would like to talk to someone other than the researchers, you are encouraged to contact the Research Subjects' Advocate Line, D528 Mayo, 420 Delaware St. Southeast, Minneapolis, Minnesota 55455; (612) 625-1650. We look forward to your potential contribution to this important study and appreciate your completing and returning the questionnaire by <<date>>. A postage-paid, return envelope is included for your convenience.

Sincerely,



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Enclosures