

Form Approved  
OMB No. 0920-new  
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**Attachment 4a Reminder E-mail #2**

Dear [NAME],

Last week, the PLC Core requested your team's participation in an online needs assessment. **Because we have not received your responses, I am including the Survey Gizmo link again today given the questionnaire will close on XYZ.**

[link]

The data collected will be used to develop training and TA services that are responsive to your needs as you implement or advise on implementing the approaches required under the 1308 FOA. Knowing that this work requires a team approach, it is absolutely necessary that SEA and LEA respond to the questionnaire as a team, given this will be the target level of our services.

If you have questions about the needs assessment, please direct them to me. I will continue to monitor responses to the questionnaire daily and am happy to assist you in anyway possible.

Thank you.

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