

“NOTES FOR THE EMAIL BODY” RATING FORM LINK TEMPLATES

When sending emails containing the rating form links, including a personalized note for each participant is important. For every link sent, you will see the screen shown below. Use the provided templates for the “**notes for the email body**” section to include in your message to offer additional context, information, and your contact information to the participants.

Send the link to:

My email address:

Candidate email address:

Notes for the email body:

Candidate Self-Report Form Message

Hello **{candidate name}**,

Thank you for your participation. Please do not open this link until our scheduled meeting time **{insert date and time}**. If you have any questions before our meeting, please contact me at **{insert email}** or **{insert phone number}**.

{Insert Examiner Name}

BASC-4 Teacher Rating Form

Hello,

Thank you for agreeing to complete a rating form about **{candidate name}**. This form will take 30-35 minutes to complete. Please complete the rating form by **{insert due date}**. Feel free to reach out via email at **{insert email}** or give me a call at **{insert phone number}** if you have any questions.

{Insert Examiner Name}

BASC-4 Parent Rating Form

Message:

Hello **{parent's name}**,

I am happy to have your child participating! As part of the process, you must also complete a 30–35-minute rating form about your child’s behavior in the home and community setting. Please complete the rating form by **{insert due date}**. Feel free to reach out via email at **{insert email}** or give me a call at **{insert phone number}** if you have any questions.

{Insert Examiner Name}