

Letter from Principal



Truman Middle School

Where Knowledge Is Good

Director
Community Health Department

Dear Director:

I want to alert you to a possible health problem affecting students at the Truman Middle School. I just had a discussion with the director of our student band. He told me that in his class on Wednesday, May 20, fully one-third of his students were absent.

This situation reminds me of last year when we had a widespread outbreak of the flu. Can you help us determine if we should be concerned? If there is a problem, can you suggest measures we might take to prevent or contain the disease?

Thank you for your attention to this matter.

Sincerely,

Samantha Perez

Samantha Perez
Principal, Truman Middle School

First Memo from Director

MEMO

To: Members of the Health Department Investigative Staff

From: Director of the Community Health Department

About: School Absences

Principal Perez at Truman Middle School has alerted me to a possible health problem among her students (see accompanying letter). I need your staff to investigate the situation and determine if a health problem exists in our community. To get you started, I have arranged to give you access to the attendance data for each of our community's four middle schools.

Please remember to take notes about your investigation. Each day, you should write your notes on a separate *Investigative Report Form*. The headings for our new *Investigative Report Forms* are

1. Testable Question
2. Evidence Collected
3. Analysis and Explanation of Evidence
4. Next Questions

For your first investigation to determine if a health problem exists, you will need to ask a testable question that can be answered by analyzing school attendance data.