

STUDENT CONTACT INFORMATION REQUEST TEMPLATE

Dear <name>,

The <institution name> is participating in the *Study of Teacher Preparation in Early Reading Instruction* sponsored by the U.S. Department of Education. As part of this study, students who are graduating from certain teacher preparation programs will be invited to take the *Teacher Preparation Program and Knowledge Survey*. Dean <name> agreed to participate in this study and allow Optimal Solutions Group, LLC, the company completing the study, to have access to certain information necessary to contact students who would be eligible to take the survey.

The information needed is for students who will be graduating in the Spring or Summer of 2007 from the following programs:

- <list>

For each student who is graduating from one of the above programs, please provide the following information in either hard copy or electronic format:

- First name
- Last name
- Program from which the person will graduate
- Primary mailing address
- Secondary mailing address
- Primary phone number
- Mobile phone number
- School e-mail address
- Personal/Alternate e-mail address

This information will be shared with the study team comprised of two independent, nonpartisan research firms: Optimal Solutions Group and the American Institutes for Research. If possible, we need this information by <date>. Please let me know if I can be of any assistance or if you have any questions. I can be contacted at ###-###-#### or <email>.

Thank you in advance for your assistance.

Sincerely,

<Recruiter Name>

Paperwork Burden Statement

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1850-xxxx. The time required to complete this information collection is estimated to average 3 hours per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. **If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to:** U.S. Department of Education, Washington, D.C. 20202-4700. **If you have comments or concerns regarding the status of your individual submission of this form, write directly to:** U.S. Department of Education, Tracy Rimdzius, 555 New Jersey Ave., NW, Room 500K, Washington, DC 20208-5500.