

REL Southwest – OMB Submission Supporting Documents
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SCHEDULE A1 – DRAFT LETTER TO SUPERINTENDENTS

Date: 05/15/2007

Mr. Joe Reasons (areas in Yellow will be customized to each Superintendent)
Superintendent
Churchill School District
12049 Blanco Rd.
San Antonio, Texas 78216

Dear Mr. Reasons:

The Regional Educational Laboratory -- Southwest (REL Southwest), one of ten educational laboratories run by the Institute of Education Sciences (IES), under the U.S. Department of Education, is requesting your support in an important study that will identify priority education research needs in the southwest region.

The Churchill School District has been selected for inclusion in our study. Hence we would appreciate your participation in this study. Additionally, one principal, four teachers and one PTA/PTO president have also been randomly selected for participation in this survey. Their names are below for your reference. Through e-mail, we will be contacting you along with one principal, four teachers and one PTA/PTO president in your district to complete a brief (15 minutes) on-line survey to provide insights regarding education research. This survey is being sent to educators, PTA/PTO presidents and local and state Chamber of Commerce presidents in the southwest region, including the states of Arkansas, Louisiana, New Mexico, Oklahoma and Texas to obtain feedback from key regional stakeholders.

Principal:

John Doe

Teachers:

Sally Smith
Allen Jones
Loretta New
Robert Old

PTA/PTO President:

Mary Bates

We are seeking your assistance in encouraging participation of the randomly selected principal, teachers and PTA/PTO president identified above in your district. *Responses to this data collection will be used only for statistical purposes. The reports prepared for this study will summarize findings across the sample and will not associate responses with a specific district or individual. We will not provide information that identifies you or your district to anyone outside the study team, except as required by law.*

Our goal is to provide relevant education research that can be easily accessed and applied to improve student outcomes. To learn more about REL Southwest and current research available, visit <http://edlabs.ed.gov/RELSouthwest>. Please do not hesitate to call me if you have any questions. Thank you in advance for your assistance and for the participation of the principal, teachers and PTA/PTO president in your district.

Sincerely,

Gail Ribalta
Director of Market Research and Dissemination
Regional Educational Laboratory -- Southwest
877-338-2623

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