



Month 00, 2007

Mr./Ms./Dr. _____
c/o SCHOOL NAME
ADDRESS
CITY, STATE, ZIP CODE

Dear Mr./Ms./Dr. _____:

You have been chosen to participate in an important research study by the Northwest Regional Educational Laboratory, operating REL-Northwest under contract with the U.S. Department of Education. Every two years REL-Northwest conducts a survey of teachers, principals and district superintendents in Alaska, Idaho, Montana, Oregon and Washington. The survey will help researchers and state and federal policymakers identify and prioritize the research projects that will have the greatest benefit to schools in your state.

A few days from now you will receive a survey in the mail that will take between 15 and 20 minutes to complete. We are asking you to participate in this survey either by completing the paper survey and returning it in the pre-paid envelope provided or by completing it online. The website and log-in information will be included with the survey information. 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.

Since we are not able to survey every educator, your response is critical to our understanding of the information that will be most helpful to educators in your state. Thank you in advance for your assistance. Your participation will be help educators throughout the Northwest.

Sincerely,

Dr. James Leffler
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Regional Needs Assessment Survey
Regional Education Laboratory-Northwest
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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 OMB Control No. 1850-New, EDIC# 3237. The time required to complete this information collection is estimated to average 15 to 20 minutes 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: Institute for Education Sciences, 555 New Jersey Ave. NW Room 505d, Wash DC 20208.