

Attachment 2

Educational Technology in U.S. Public Schools, Fall 2008

Respondent Cover Letter



U.S. DEPARTMENT OF EDUCATION
INSTITUTE OF EDUCATION SCIENCES

NATIONAL CENTER FOR EDUCATION STATISTICS

September 2008

Dear Participant:

On behalf of the National Center for Education Statistics (NCES), U.S. Department of Education, I request your participation in the national survey *Educational Technology in U.S. Public Schools, Fall 2008*. The federal Office of Management and Budget (OMB) has approved the survey (OMB No. 1850-0733). Westat, a research firm in Rockville, Maryland, is conducting the study for NCES using the Fast Response Survey System (FRSS). The questionnaire is designed to be completed in about 30 minutes by the person most knowledgeable about educational technology in your school.

- ✍ **Why is NCES conducting the survey?** This survey is being conducted to provide nationally representative information about educational technology in public schools. This includes the availability and types of hardware, Internet access, and operating systems. It also includes information on staff to help integrate technology into instruction and provide technical support. You will also be asked to report your perceptions about technology issues in your school and district.
- ✍ **Why is my participation important?** Your participation, while voluntary, is important because it is vital to the development of national estimates. We need your input because your school is one of a small sample of schools selected for the study.
- ✍ **How does NCES protect the confidentiality of the information that I provide?** Your answers may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose unless otherwise compelled by law. (Public Law 107-279, Education Sciences Reform Act, Section 183.) Your district has been informed about this survey, but will not see the answers you give for your school.
- ✍ **What do we get from the study?** A copy of the final study report will be sent to all participating schools once the study is completed.

You may complete the survey using either the enclosed questionnaire or an online version of the survey available through the Internet. The online version of the survey is available at www.frss-xxxxx.org. Your username and password appear on the enclosed Web Survey Information Sheet. If you complete the paper version of the questionnaire, please return it to Westat in the enclosed postage-paid envelope. **Please complete the survey only once, using either the paper or the online version.**

We ask that you complete the survey **within 3 weeks**, and that you keep a copy of the completed survey for your files. If you have any questions about this survey, please contact Cindy Gray, the Westat survey manager, at 800-937-8281, ext. 4336 (toll-free) or 301-251-4336, or by e-mail at cgray@westat.com. You may also call Peter Tice, the NCES Project Officer, at 202-502-7497. Thank you for your assistance.

Sincerely,

Mark Schneider
Commissioner

Enclosures

WASHINGTON, D.C. 20208

