

APPENDIX I

INTRODUCTORY LETTER TO DISTRICTS

[MPR Staff Name]
[Title]

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[(###) ###-####]

6136-500-[###]

February [##], 2006

[Name of superintendent]
Superintendent
[District name]
Address
City, State 00000]

Dear Dr./Mr./Ms. _____:

The U.S. Department of Education's (ED) Institute of Education Sciences has contracted with Mathematica Policy Research, Inc. (MPR) to conduct a study of supplemental reading comprehension programs for fifth-graders. The study will evaluate up to four programs targeted at improving students' comprehension of informational text in science or social studies. Participating schools will be randomly assigned to implement one of the four supplemental programs in their fifth-grade reading/language art classrooms or to continue with their current reading instruction. For each school assigned to a reading comprehension program, the program developer will provide all teacher training materials and classroom instructional materials, and they will train all fifth-grade reading/language arts teachers to implement their program.

Your district is one of about 10 districts selected for the study. Within each of these districts, we would like to identify 10 schools (preferably school-wide Title I schools) to participate. The study requires limited data collection: a teacher survey, school records collection, classroom observation, and administration of reading tests. The information collected by the study is for research purposes only. Data will be aggregated to form national estimates, and results will never be used to identify any individual student, classroom, school, or district.

I am writing now to provide you and [name of reading/language arts curriculum director] with some initial background on the study (please see the enclosed study summary and brochure). To facilitate your district's participation and address any questions, we will contact [name of reading/language arts curriculum director] within the next few days to set up a time to further discuss the study. At that time, we will provide an overview of the study, the nature and scope of the data collection activities, the benefits of participating in the study, and the logistics for your district's participation.

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FROM: [MPR Staff Name]
DATE: February [##], 2006
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If you have any questions about the study please contact me at [(###) ###-####] or [name@mathematica-mpr.com]. To verify your state's support of the study, you may contact your state's Chief State School Officer, _____. Thank you in advance for your help and cooperation. We look forward to working with you to conduct this important study.

Sincerely,

cc: [Name of Reading/Language Arts Curriculum Director]

Attachments: Study Summary
Brochure