

**Supporting Statement for Renewal of
Paperwork Reduction Act Submission**

Outreach Sign-On Form

**Educational Partnerships and Family Involvement in Education
External Affairs and Outreach
Office of Communications and Outreach
U. S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-3510**

June 21, 2007

PLEASE NOTE: The name of the Partnership for Family Involvement in Education (PFIE) sign-on form has changed to “Outreach Sign-On Form” to reflect a U. S. Department of Education reorganization. The purpose of the form remains the same and is a continuation of effort begun in 1994.

The Federal Government has an obligation to the members of the general public to provide information about the national policies and laws affecting them. Specifically, the U.S. Department of Education needs to keep the public informed about No Child Left Behind, the Higher Education Act and Federal Student Aid, and the Individuals with Disabilities Education Act, as well as the grants and research supported by the Department. The U.S. Department of Education's External Affairs and Outreach Unit in the Office of Communications and Outreach is responsible for such communication through outreach to education organizations, policymakers, targeted audiences with education interests, and the business and technology communities. It is also responsible for developing face-to-face contact through an active exhibit program.

One aspect of this outreach is to make initial contact and then to follow-up with ongoing communication. Technology now provides the Department the ability to communicate on a regular basis with organizations and individuals at little cost to the government. The "Outreach Sign-On Form" (previously known as the "Partnership for Family Involvement in Education (PFIE) Form") will allow interested parties to receive information from the Department. This form is a continuation of the data gathering that was begun in 1994 under the former Partnership for Family Involvement initiative (a Department reorganization created the External Affairs and Outreach Unit, the responsibilities of which supercede and broaden those of the Partnership for Family Involvement initiative).

Section A. Justification

A.1. Importance of Information

The U.S. Department of Education’s External Affairs and Outreach unit is responsible for communication through outreach to educational organizations, policy makers, targeted civic groups with education interests, and the business and technology community. It is also responsible for developing face-to-face contact through an active exhibit program.

The Federal government has an obligation to the members of the general public to provide information about the policies and laws affecting them. Specifically, the U. S. Department of Education needs to keep the public informed about No Child Left Behind, the Higher Education Act and Federal Student Aid and the Individuals with Disabilities Act and the opportunities available under these laws.

Outreach

One aspect of this outreach is to make initial contact and to follow-up with organizations and individuals through ongoing communication. Technology provides the ability to communicate on a regular basis with organizations and individuals at little cost to the government through broadcast emails, emailed newsletters, and postings on the internet. The “Outreach Sign-On-Form provides an opportunity for organizations and individuals to receive information.

The Outreach Sign-On Form (Appendix A) contains space for the names of the organization's principals and individual members to report basic contact information to ED. The sign-on form is available from a multitude of places (such as ED's Internet website, by telephoning ED's toll-free information number 1-800-USA-LEARN, and the exhibit program), and sign-on forms can be submitted to ED via the Internet, e-mail, fax, or regular mail. Contact information received by ED is entered into an electronic database.

The U.S. Department of Education (ED) supports external affairs and outreach by maintaining the database of education constituents for the Department, by publicizing activities of the Department, by developing new materials and initiatives, and by sponsoring events to support education.

A.2. Purposes and Uses of Information

Information from those wishing to receive more information from the Department will be used for the following purposes:

- To mail materials of interest and for further information;
- To conduct customer satisfaction surveys; and
- To enable the Department’s Outreach Staff and the Secretary's Regional Representatives (SRRs) to foster networking and attempt to build working relationships with those in each Region.

A.3. Improved Information Technology

In addition to paper forms, the Outreach form is available on the Department website, and can be completed on line and submitted electronically in a few simple steps. The form also provides a fax number and mailing address for ED. Anyone can obtain the form by calling the 1-800 USA-LEARN toll-free telephone number.

A.4. Efforts to Identify Duplication

The database was started in 1994 to provide organizations and others with information about educational issues, programs, and products and is a convenient way to formalize a “listserv” by which to contact those who are interested. Information about the organizations and individuals is collected only through the sign-on form.

A.5. Methods Used to Minimize Burden on Small Entities

Burden is minimal for all participants. The sign-on form requires only about five minutes to complete. Interested organizations and individuals are not required to maintain records.

A.6. Consequences of Less Frequent Data Collection

Signers are requested to complete the sign-on form once, when they request to be added to the “mailing list” to receive information. Signers may remove themselves from the mailing list upon request.

A.7. Special Circumstances for Data Collection

Data collection will be conducted in a manner consistent with all guidelines described in 5 CFR 1320.

A.8. Compliance with 5 CFR 1320.8 (d)

We will publish both a 60 and 30-day Federal Register notices inviting public comment.

A.9. Payments to Respondents

No payments or gifts will be provided to respondents.

A.10. Assurances of Confidentiality

No contact names, addresses or phone numbers are released.

Exhibit 1. Federal Register Notice

A.II. Justification for Questions of a Sensitive Nature

Questions included on the sign-on forms are not considered to be sensitive.

A.12. Estimates of Burden Hours

Table 1 shows estimates of total respondent burden for the Outreach Sign-on Form. The estimate of cost to respondents is limited to the time they spend filling out the requested information. Total costs to respondents, based on the estimated burden for respondents and on the estimated hourly rates, are shown in Table 1. We estimate approximately 720 new sign-ups per year, based on sign-ons in recent years.

Table . Estimate of annual response burden					
Instrument	Number of respondents	Response time in minutes	Burden in hours	Estimated hourly rate	Total cost
Organization Sign-On-Form	720	5	60	\$10	\$600

A.13. Estimates of Annual Cost to Respondents

Table 13. Estimate of annual response burden

This information collection will not require respondents to maintain records. No equipment costs will be incurred by respondents.

A.14. Estimate of Annualized Cost to Federal Government

The information collection conducted through use of the sign-on form is estimated to cost the Federal government annually about \$1,000. This includes the cost of the information collection and the maintenance of the Outreach database.

A.15. Changes in Burden

This data collection involves no change in burden for ED.

A.16. Time Schedule and Data Utilization

The Outreach sign-on form is available and may be submitted at any time throughout the year. The form is on the Department website and is included at the exhibit booth where organizations and individuals are met and given information. Information is collected on a flow basis, as new signers submit completed forms.

Information will be used for the following purposes:

- To mail materials of interest and for more information;
- To conduct customer satisfaction surveys; and
- To enable the Department’s Outreach Staff and the Secretary’s Regional Representatives (SRRs) to foster networking and attempt to build working relationships with those in each Region.

A.17. Approval Not to Display Expiration Date for OMB Approval

Not applicable. The expiration date for the OMB approval will be displayed on all the data collection instruments.

A.18. Exceptions to the Guidelines in 5 CFR 1320.9

No exceptions are requested for the certification statement identified in Item 19, "Certification for Paperwork Reduction Act Submissions," of OMB Form **83-1**.