

APPENDIX B

**COVER LETTER FOR THE TEACHER
BACKGROUND QUESTIONNAIRE**

COVER LETTER FOR BACKGROUND QUESTIONNAIRE

[DATE]

[MPR ID]

Dear [Teacher's name]:

Thank you very much for participating in the National Evaluation of Teacher Induction Programs, sponsored by the U.S. Department of Education, Institute of Education Sciences. I hope you agree with me that it is vitally important to conduct this evaluation to better understand what contributes to the preparation, support, and retention of new teachers.

As part of the evaluation, we are conducting teacher surveys to give us a picture of how teachers differ in their backgrounds, professional experiences, teaching preparation and exposure to induction activities. We will use the information collected to analyze the impacts of teacher induction programs. Enclosed is the first survey we would like you to complete, which should take you about 25 minutes. If you plan to complete the questionnaire outside the classroom, you may need your class roster to help answer a couple of questions.

We will mail you a check for \$30 as a thank you for your participation. Over the course of the project, you could receive up to \$200 for two classroom observations and several surveys. **The information you provide through this or any survey will be kept strictly confidential. Responses will not be identified by individual or even by school.**

Also, enclosed is a permission slip for you to read and sign. It should take you less than 5 minutes to fill out. Please return them in the next two weeks using the enclosed postage paid business reply envelope. If you have any questions or concerns about the study or the survey, please do not hesitate to call me at 609-275-2294 or email me at PNemeth@mathematica-mpr.com. Thanks again for your cooperation and support of this important research study.

Sincerely,

Attachments: