

APPENDIX A

Letter to School Principals Requesting Class Lists

Dear Principal,

Thank you for agreeing to participate in the National Evaluation of Mathematics Curricula. Mathematica Policy Research, Inc. (MPR), along with SRI International, is conducting the study for the U.S. Department of Education's Institute of Education Sciences. As part of the study, we develop our student sample from class rosters containing names of all children enrolled in each sampled teacher's mathematics class. Your district has indicated that the most accurate class listings should be obtained from the school.

Your school will be implementing the _____ Curricula in all first and second grade mathematics classrooms. As you know, each classroom will be observed once during the school year and teachers will be asked to complete questionnaires in the fall and spring. Additionally, student achievement will be measured using the Early Childhood Longitudinal Study (ECLS-K) assessment in the fall and again in the spring.

Enclosed is a list of all teachers who have enrolled in the study. Please check this list to be sure it includes all the teachers who teach first and second grade mathematics at your school and provide updates as appropriate.

Also, please provide a list of all students in each teacher's math classroom. You may use existing class rosters. For each teacher, please provide a complete list of all students enrolled in his/her math class including:

- First Name
- Last Name
- Gender
- Race
- Ethnicity
- Free/Reduced Price Lunch Status
- Date of Birth
- IEP Status or any disability status that should be considered for student testing
- NonEnglish Speaker status that should be considered for student testing

All student information will be kept confidential and used for research purposes only. While your schools participation in this study is voluntary, collecting accurate class lists is essential for building our student sample. As one of only 45 schools in the study, every response is critical and class lists and updates to our teacher list can be returned to Mathematica Policy Research in the envelope provided.

If you have any questions about this study please contact survey director Melissa Thomas at 1-866-869-3187, or by email at mthomas@mathematica-mpr.com.

Thank you for your help with this important study.

Sincerely,

Roberto Agodini
Study Director

STUDENT DEMOGRAPHIC FORM - 2008-2009 School Year

Please complete this Student Demographics Form for all students listed below, including those students who may have transferred to another class or out of the school during the school year. PLEASE CIRCLE THE APPROPRIATE NUMBER(S) IN EACH CATEGORY. Thank you.

DISTRICT		SCHOOL					TEACHER					GRADE						
Last Name	First Name	Gender		DOB MM/DD/YY	Is student Hispanic or Latino(a)?		What is student's race? Circle all that apply.					Eligible for Free or Reduced Price Lunch		Is this student limited English proficient (LEP) or an English language learner (ELL)?		Indicate if student has an individual education plan/(IEP)/receive special services for disabilities/remediation or if student has an IEP/receives special services for gifted/talented.		
		Male	Female		Hispanic or Latino/a	No	American Indian or Alaska Native	Asian	Black or African American	Native Hawaiian or other Pacific Islander	White	Yes	No	Yes	No	IEP/services for disabled students/remediation	IEP/services for gifted/talented students	No IEP/special services
		1	2		1	2	1	2	3	4	5	1	2	1	2	1	2	3
		1	2		1	2	1	2	3	4	5	1	2	1	2	1	2	3
		1	2		1	2	1	2	3	4	5	1	2	1	2	1	2	3
		1	2		1	2	1	2	3	4	5	1	2	1	2	1	2	3
		1	2		1	2	1	2	3	4	5	1	2	1	2	1	2	3
		1	2		1	2	1	2	3	4	5	1	2	1	2	1	2	3
		1	2		1	2	1	2	3	4	5	1	2	1	2	1	2	3
		1	2		1	2	1	2	3	4	5	1	2	1	2	1	2	3
		1	2		1	2	1	2	3	4	5	1	2	1	2	1	2	3
		1	2		1	2	1	2	3	4	5	1	2	1	2	1	2	3
		1	2		1	2	1	2	3	4	5	1	2	1	2	1	2	3
		1	2		1	2	1	2	3	4	5	1	2	1	2	1	2	3
		1	2		1	2	1	2	3	4	5	1	2	1	2	1	2	3
		1	2		1	2	1	2	3	4	5	1	2	1	2	1	2	3
		1	2		1	2	1	2	3	4	5	1	2	1	2	1	2	3
		1	2		1	2	1	2	3	4	5	1	2	1	2	1	2	3
		1	2		1	2	1	2	3	4	5	1	2	1	2	1	2	3

This survey is authorized by the U.S. Department of Education (20 U.S.C. 1221e-1) and the Confidential Information Protection and Statistical Efficiency Act of 2002. These laws require that the survey sponsor treat all information you provide as confidential. The information you provide will be used only for research and statistical purposes by the survey sponsor, its contractors, and collaborating researchers for the purpose of analyzing data and preparing scientific reports and articles. Any information publicly released (such as statistical summaries) will be in a form that does not personally identify you. Your response is voluntary. 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 number. The OMB control number for this survey is 1850-0813. The time required to complete this survey is estimated to average 1 hour. If you have any comments concerning the accuracy of the time estimate, or suggestions for improving this form, please write to: U.S. Department of Education, Washington, DC 20202-4651. If you have comments or concerns about the content of this questionnaire, contact Melissa Thomas (phone: 866-869-3187, e-mail: mthomas@mathematica-mpr.com).