

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 or mthomas@mathematica-mpr.com.

Thank you for your help with this important study.

Sincerely,

Roberto Agodini
Study Director

