

APPENDIX A

**Cover Letter for Master Teacher Residency Program Candidates to
Accompany Candidate Survey**

Draft Candidate Survey Cover Letter

[Date]

[FIRSTNAME] [LASTNAME]

[School Name]

[ADDRESS]

[CITY], [STATE] [ZIP]

Dear [Teacher Name]:

Dear Teacher,

As you know, your district is participating in the Master Teacher Residency Program (MTRP) and you were identified as an eligible candidate for that program. Mathematica Policy Research (MPR), with our partners The New Teacher Group (TNTP) and Optimal Solutions Group (OSG), is conducting an evaluation of this program for the U.S. Department of Education's Institute of Education Sciences. As part of the study, we are also gathering information about what factors influence teachers' decision to apply to participate in the program, experiences with the application process, and some background information about the group of highest performing teachers in participating districts.

As an eligible teacher, we ask that you complete the Master Teacher Residency Program Candidate Survey. Responses to this data collection will be used only for statistical purposes. The reports prepared for this study will summarize findings across the sample and will not associate responses with a specific district or individual. We will not provide information that identifies you or your district to anyone outside the study team, except as required by law.. Additionally, no one at your school or in your district will see your responses. While your participation in this study is voluntary, it is very important that you complete the questionnaire.

We estimate the questionnaire will take approximately [30] minutes to complete. As a thank you, you will receive a check for \$25 once you have returned the completed questionnaire. **Please use the enclosed envelope to return the survey by [Return Date].**

If you have any questions, please contact Kristina Rall toll-free at 866-869-3187, or by e-mail at krall@mathematica-mpr.com.

Thank you for your help with this important study.

Sincerely,

Study Director