

**Evaluation of the Implementation of the Rural and Low-Income Schools (RLIS) Program  
Letter for RLIS State Coordinator and RLIS District Coordinator Surveys**

Dear [District/State RLIS Coordinator]:

The U.S. Department of Education's Policy and Program Studies Service is conducting an implementation study of the Rural and Low-Income Schools (RLIS) Program. The study is being conducted by Berkeley Policy Associates (BPA), under contract with the Department. Berkeley Policy Associates is a research firm located in Oakland, California.

Your district/state has been selected to participate in a survey about your experiences with the RLIS program. We are particularly interested in learning more about your goals, priorities, and uses of the RLIS funds. The purpose of the survey is to obtain information useful for the management and improvement of the RLIS program.

As district/state coordinator of the RLIS program, your views are critical in the evaluation of the RLIS program and the program's improvement. Please take the time to respond; completing the survey will take about 20 minutes.

*[For MAILED letter, sent first when a physical mailing address is available:]*

You will be receiving an email with a link to the survey, or you may go to **[http://www.\\_\(url for survey\)](http://www._(url for survey))**.

**On the survey authentication page please enter the following UniqueID number: 9999**

*[For EMAILED letter, sent after physical letter when there is a physical mailing address, and repeated weekly until survey is completed or administration window closes:]*

Please go to the following web address to begin the survey: **[http://www\(url for the survey\)](http://www(url for the survey))**.

**On the survey authentication page please enter the following UniqueID number: 9999**

The deadline for completing the survey is MONTH DAY, YEAR.

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.

If you should have questions about this survey, please contact Emily Rosenthal at 1-800-XXX-XXXX at Berkeley Policy Associates.

Thank you for your help.

Sincerely,

Director  
Policy and Program Studies Service

Director  
School Support and Technology Programs