Appendix B

IHE Materials Collection

<DATE>
Name
Title
University
Address
City, State, Zip

Dear Dr. XXXX

Thank you for completing the IHE Survey for the Personnel Development Program evaluation. A central component of the evaluation is to document changes to courses of study. Westat has read your list of submitted changes and would like to examine a small number of documents related to one or more of these changes.

Attached is the list of some of the changes you described to your course of study since the time of the application. Please send documents describing these changes within four weeks using the enclosed prepaid FedEx label to:

> Martha Wilaby
> Westat
> 1009 Slater Road
> Suite 110
> Durham, NC 27703

Materials also may be sent electronically to *marthawilaby@westat.com*. If you have questions about the submission, please contact Martha Wilaby at the email address listed above or call 919-474-0248.

This collection of information is this evaluation is authorized by the Individuals with Disabilities Education Act (IDEA) under Title I, Part D, Subpart 2, Section 663(c)(9); and Section 664(b)(2)(C). Westat will protect the confidentiality of all information collected for the study and will use it for evaluation purposes only. No information that identifies any study participant will be released, except as required by law. Information from participating institutions and respondents will be presented at aggregate levels in reports. All institution-level identifiable information will be kept in secured locations, and identifiers will be destroyed as soon as they are no longer required."

Thank you for support of the evaluation of the Personnel Development Program. Your help in making it successful is much appreciated.

Sincerely,

Thomas Fiore, Ph.D.
Project Director

Enclosure

List of Change Documentation
(Sample)

| | Type of Documentation | | | |
Documentation	Syllabus	Vita	Assessments of Student Skills or Knowledge	Other (Please Specify)
Course (EDU 202)	X	X	X	
Faculty (Mary Jones)		X		
Module (Developing IEPs)				Materials used by students in the module and by professors teaching the module (lecture materials handouts, etc)