

Insert Study Logo

**INSTRUCTIONS AND DATA REQUIREMENTS FOR  
COLLECTING STUDENT RECORDS**

Dear {Name of District Contact}:

Thank you for your school's participation in the Talent Transfer Initiative Study. Your cooperation and assistance in conducting the study are much appreciated.

As you know, the data collection includes extracting information from students' school records concerning certain demographic characteristics, services, enrollment, and standardized test scores.

In this packet you will find the following:

- An Instructions and Data Requirements form to assist in the preparation of an electronic dataset.
- An Excel spreadsheet with all required variables list. If you desire to print this spreadsheet, you will need to do so on legal paper.

We thank you in advance for your cooperation with this important undertaking.

If you have any questions about this aspect of the study, please do not hesitate to contact Dr. Nancy Carey at (202) 264-3483 or Kristina Rall at (202) 264-3468.

Sincerely,

