

[NAME]
[SCHOOL NAME]
[ADDRESS 1]
[CITY, STATE ZIP]

Dear School Coordinator:

Welcome to the Early Childhood Longitudinal Study, Kindergarten Class of 2010-11 (ECLS-K:2011), an important new study sponsored by the National Center for Education Statistics (NCES) of the U.S. Department of Education's Institute of Education Sciences and conducted by Westat. This study is the third in a series of longitudinal studies about young children sponsored by NCES and is described in more detail in the brochure included in your study package. For more information, you can also visit the ECLS-K:2011 website at <http://nces.ed.gov/ecls/MyECLSK2011>.

As you know, your school has been selected to participate in the first phase of the ECLS-K:2011 and your principal has designated you to help us plan the ECLS-K:2011 activities that will take place in your school. Enclosed is a check for \$25 in appreciation for your helping us with this important study.

During this phase of the study, children will complete some tasks conducted by trained ECLS-K:2011 staff to help us develop (1) the reading, mathematics, and science assessment items for the second phase of the study and (2) the most effective procedures for screening children's hearing and vision.

You have four main responsibilities, which are detailed in the enclosed materials. These are (1) set a date and time for these activities; (2) identify an appropriate space for the assessment and the screenings; (3) obtain parental consent for children to participate, keep track of the returned parental consent forms, and provide us with a list of students who have permission to participate in this phase of the study; and (4) identify 6 teachers in kindergarten, first, or second grade willing to help us by completing student rating forms. The teachers will each receive \$25 in appreciation for completing the forms.

Thank you for your support of the ECLS-K:2011. We look forward to working with you and your school. An ECLS-K:2011 representative will call you in the coming weeks to further explain the study and your responsibilities. If you have any questions or concerns in advance of the phone call, please call Westat toll free at 1-888-204-4864 or send an email to ECLSKHELP@westat.com.

Sincerely,
Karen Tourangeau

English Field Test School Coordinator

Karen Tourangeau
Project Director

Enclosures