

National Study of the Teacher Incentive Fund

Dear Project Director,

As you know we are conducting an evaluation of the Teacher Incentive Fund (TIF) program for the U.S. Department of Education. In addition to the telephone interviews we conducted last winter, we are surveying principals and teachers in all grantees. The opinions and experiences of educators in the schools and districts participating in the Teacher Incentive Fund (TIF) program are essential to the evaluation activities. It is important that we hear from teachers and principals with a variety of experiences including both those who are participating in the program and those who are not. The survey will take approximately 20-25 minutes for principals and 15-20 minutes for teachers.

Step 1

We need a list of the schools in your TIF program and the names of all educators that are eligible to receive an award under your TIF program. All eligible principals will be surveyed as well as a large number of eligible teachers in select schools. Please send us a spreadsheet or datafile with a list of all of the schools that are included in your TIF program. The file should include the school name, principal name, principal email (if available), address, grade configuration, and number of teachers for each school. A sample file may look like this:

| School | Principal | Principal email | Address | Grade Configuration | Number of teachers |
|----------|-------------|--|--------------|---------------------|--------------------|
| School A | Principal G | principalg@school.com | 1 School St. | K-6 | 45 |
| School B | Principal H | principalh@school.com | 2 School St. | 9-12 | 95 |
| School C | Principal I | principali@school.com | 3 School St. | K-6 | 75 |
| School D | Principal J | principalj@school.com | 4 School St. | 7-8 | 50 |

Step 2

Once we've received information regarding the schools in your program we will choose a sample of schools. In some grantees this will include all of the schools participating, while in others it will be a subset of the schools. We will contact you within the next couple of weeks with a list of schools for which we need the following detailed roster information:

| School | Teacher Name | Teacher email | Teaching Assignment |
|----------|--------------|--|---------------------|
| School A | Teacher L | teacherl@school.com | 1st |
| School A | Teacher M | teacherm@school.com | 9th History |
| School B | Teacher N | teacher@school.com | 4th |
| School D | Teacher O | teachero@school.com | 6th |

If you prefer, you can provide the file at this point and we will filter out those schools from which we will not be sampling teachers.

The information that is collected for this study will be used only for research purposes and information will not be provided that identifies you or your district to anyone outside the study team, except as required by law. Reports prepared for the Department of Education will summarize findings across the sample of TIF supported projects, schools, and districts, and will not associate responses with a specific project, district, school or individual. Thank you for your assistance.

We recognize that participation in this study will require time and energy from many program participants and leaders and greatly appreciate your participation. It is estimated that providing the requested roster information will take approximately one hour. Findings from the study will inform both national educational policy and local practice.

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If you have any questions about this request or the national study please contact:

Dr. H. Alix Gallagher, SRI International

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Fax: 650-859-3375

Email: alix.gallagher@sri.com

Sincerely,

Dr. H. Alix Gallagher

According to the Paperwork reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is [to be filled in]. The time required to complete this information collection is estimated to average 60 minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, D.C. 20202-4537.

OMB NO.: [to be filled in]

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