

SCHOOL RECORDS DATA REQUEST LETTER

MATHEMATICA
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[DATE]

Dear [District Contact]:

We would like to take this opportunity to thank your district for participating in the Study of Secondary Math Teachers from Alternative Routes to Certification, sponsored by the U.S. Department of Education. This study will produce much needed information about the impact of secondary math teachers from these alternative certification programs on student achievement. Your assistance and your district's assistance with this important study is greatly appreciated.

There is one last important data collection task involving your district. We need to collect information from school records for each of the students participating in our study.

We are providing a list of the students who are participating in the study and are requesting the following data items for each of these students.

Item #	Data Item
1	Student's last and first name
2	Student's gender
3	Student's district ID number
4	Student's date of birth (mm/dd/yy)
5	Student's score on the state or district math test for spring 2006 - spring 2010
6	Student's ethnicity (Hispanic or Latino origin)
7	Student's race
8	Student's grade level during the 2009-2010 school year
9	Whether student was promoted to higher grade as of June 2009
10	Whether student was eligible for free or reduced price school lunch during the 2009-2010 school year
11	Student's English Language Learner (ELL) status during the 2009-2010 school year
12	Whether student had an Individual education plan (IEP) or 504 plan during the 2009-2010 school year

LETTER TO: [District Contact]
FROM: Kathy Sonnenfeld and Cynthia Sipe
DATE:
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We have placed Excel files for all of the participating schools and students in our study from your district on our secure website. The enclosed attachment provides an example of the file. You can download the files for the schools in your district to enter the requested data.

To download these files, go to <https://www.HSAC2009.org/download>. When prompted, please enter the following (case-sensitive) login information:

- Username: XXX
- Password: XXX
- Domain Name: XXX

If you prefer to submit a paper listing, we have also enclosed a paper form that can be completed.

After you have updated the files or listings, you can choose among three ways of returning the data to us, including 1) posting the files to our secure website, 2) emailing the password protected files to us, or 3) sending the hard copy lists to us via Federal Express. Please see the next page for detailed instructions.

Thank you very much for your assistance with this data request. A member of our study team will call you next week to determine if you have any questions about it. I can be reached at (609) 275-2293 or ksonnenfeld@mathematica-mpr.com. Cynthia Sipe can be reached at 215-731-9980 or csipe@branchassoc.com.

Sincerely,

Enclosure

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**INSTRUCTIONS FOR RETURNING UPDATED STUDENT DATA FILES OR LISTINGS
TO MATHEMATICA POLICY RESEARCH**

You may use one of the following three methods to return the updated student data files or listing to MPR:

Post to secure website:

HTTPS://www.HSAC2009.org

OR

**Email your password
protected list to:**

data@HSAC2009.org

OR

**Send your list via Federal Express
to:**

Kathy Sonnenfeld
Mathematica Policy Research, Inc.
600 Alexander Park
Princeton, NJ 08540
609-275-2293

Option 1: Post electronic files to secure website

- To upload the files to the secure website go to <https://www.HSAC2009.org/upload> using an internet browser (e.g., Microsoft Explorer). When prompted, use the following login information:
 - Username: XXX
 - Password: XXX
 - Domain Name: XXX
- Please note: the username and password are case-sensitive.
- Start the upload process by clicking on the BROWSE button and selecting the file you wish to transfer.
- Once you have located the file, click the UPLOAD button to begin the transfer process. Once a file is uploaded, it cannot be downloaded or accessed by any person(s) or institution(s) other than the study research team.
- If the file name is not unique you will receive a message that the “file already exists.” If this occurs please rename your file and try uploading again.
- Once your upload is complete you may close the browser.
- If you **password-protect** your list file, please call me at (609) 275-2293 with the password. Please do not email your password to us.

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Option 2: Email (electronic file)

- Please **password-protect** your file and call me at (609) 275-2293 with the password. For security reasons, please do not email your password to me.
- Email electronic lists **as a file attachment** to Mathematica at data@HSAC2009.org. In the body of the email, include your name and telephone number and the name of your district. Do not send the student data as text in the message.
- If possible, zip the file using WinZip, PKZIP, or StuffIt before attaching it to the email. If the file you are sending is larger than 10 MB (10,000 KB), we recommend transmitting it using our secure website (<https://www.HSAC2009.org>) instead of emailing it.

Option 3: Federal Express (paper listings, diskette, CD-ROM, DVD)

- For Federal Express shipments, please use the enclosed prepaid Federal Express labels and FedEx your package to Mathematica. Be sure to fill in your return address information (Section 1) and the type of packaging you are using (Section 5) on the Federal Express label. Also, please attach the provided “**DO NOT X-RAY; DO NOT BEND**” label to the package.
- If you would like Mathematica to provide a FedEx envelope or other packaging materials appropriate for the type of student list you are sending, please call me at (609) 275-2293.
- **Please also keep a copy for your records.**