

**EVALUATION OF THE EDUCATION
FOR HOMELESS CHILDREN AND
YOUTH PROGRAM—CONTACT E-MAILS**

Prepared by:

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Prepared for:

U.S. Department of Education
Policy and Program Studies Service
Office of Planning, Evaluation, and Policy Development

March 29, 2011

Contact Letters for the Education for Homeless Children and Youth (EHCY) Program Evaluation (Chief State School Officers)

Dear Chief State School Officer,

I am writing to inform you of a survey that will be administered in the fall of 2011 to Education for Homeless Children and Youth (EHCY) Program state coordinators and a sample of district liaisons in your state. While you will not be participating in the survey, I wanted to keep you informed in case someone in your state contacts you about it. Also, if you have an opportunity, please encourage respondents to complete the survey. As a recipient of an EHCY Program grant, your state's participation in the survey is required under ESEA, Sec. 9304(a)(4). The survey will take approximately 35 minutes to complete.

The survey is part of a national evaluation of the EHCY Program, as funded by the McKinney-Vento Act, Title 10, Part C. The evaluation is being sponsored by the U.S. Department of Education's (ED) Policy and Program Studies Service (PPSS). The results of the survey will be used to examine the implementation of the EHCY Program at the state and district levels and will provide useful information on the program to ED, practitioners, and others. A final report, including findings from the survey, is expected to be released in January 2013.

Policy Studies Associates (PSA), an independent evaluator, will administer the survey under contract with ED. PSA will administer the survey online to all state coordinators and to a randomly selected sample of district liaisons. Responses to this survey will be used for statistical purposes only and any report prepared for this study will not associate responses with a specific state, district, or individual. PSA will not provide information that identifies respondents to anyone outside the study team, except as required by law.

If you have any questions or comments about the study and/or survey, do not hesitate to contact Andrea Palmiter at apalmiter@policystudies.com or 202-939-5332.

Thank you for helping with this important evaluation.

Sincerely,

Policy and Program Studies Service Director
Student Achievement and School Accountability Programs Acting Director

Contact E-mails for Education for Homeless Children and Youth (EHCY) Program Evaluation (LEA Superintendents)

Dear Superintendent,

I am writing to inform you about a survey that will be administered in the fall of 2011 to the Education for Homeless Children and Youth (EHCY) Program district liaison in your district. While you will not be participating in the survey, I wanted to keep you informed in case someone contacts you about it. Also, if you have an opportunity, please encourage respondents to complete the survey. As a recipient of an EHCY Program grant, your district's participation in the survey is required under ESEA, Sec. 9304(a)(4). The survey will take approximately 35 minutes to complete.

The survey is part of a national evaluation of the ECHY Program, as funded by the McKinney-Vento Act, Title 10, Part C. The evaluation is being sponsored by the U.S. Department of Education's (ED) Policy and Program Studies Service (PPSS). The results of the survey will be used to examine the implementation of the EHCY Program at the state and district levels and will provide useful information on the program to ED, practitioners, and others. A final report, including findings from the survey, is expected to be released in January 2013.

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Thank you for helping with this important evaluation.

Sincerely,

Policy and Program Studies Service Director
Student Achievement and School Accountability Programs Acting Director

Contact E-mails for Education for Homeless Children and Youth (EHCY) Program Evaluation (State Coordinators)

Initial Contact

Dear State Coordinator for the Education for Homeless Children and Youth Program,

In a few days, you will receive a survey as part of a national evaluation of the Education for Homeless Children and Youth (EHCY) Program, as funded by the McKinney-Vento Act, Title 10, Part C. The evaluation is being sponsored by the U.S. Department of Education's (ED) Policy and Program Studies Service (PPSS). The survey is being sent to all state coordinators of the EHCY Program and to a randomly selected sample of EHCY Program district liaisons. The survey will take approximately 35 minutes to complete. As a recipient of an EHCY Program grant, your participation in the survey is required under ESEA, Sec. 9304(a)(4). Your responses will provide useful information on the program to the U.S. Department of Education, practitioners, and others.

Policy Studies Associates (PSA), an independent evaluator, will administer the survey under contract with ED. Please look for an e-mail in the next few days that will include a link to the online survey, which will take approximately 35 minutes to complete. If you would prefer a paper copy of the survey, please contact Andrea Palmiter at apalmiter@policystudies.com or 202-939-5332.

Responses to the survey will be used for statistical purposes only. The reports prepared for the study will summarize findings across the sample and will not associate responses with a specific state, district, or individual nor use the results to evaluate states, districts, or individuals. The evaluator will not provide information that identifies a subject, state, or district to anyone outside the study team, except as required by law. Every effort will be made to maintain confidentiality of the information collected.

Results from the survey will be used to examine the implementation of the EHCY Program at the state and district levels. A final report, including findings from the survey, is expected to be released in January 2013.

If you have any questions or comments about the study and/or survey, please do not hesitate to contact Andrea Palmiter at apalmiter@policystudies.com or 202-939-5332.

Thank you for helping with this important evaluation and we look forward to your prompt response to the survey.

Sincerely,

Policy and Program Studies Service Director
Student Achievement and School Accountability Programs Acting Director

Follow-up with Survey Link

Dear State Coordinator for the Education for Homeless Children and Youth Program,

As you may recall, last week we sent you an e-mail informing you that PSA would be sending out an online survey. You can access the survey from the link below.

The survey will take approximately 35 minutes to complete. As a recipient of an Education for Homeless Children and Youth (EHCY) Program grant, your participation in the survey is required under ESEA, Sec. 9304(a)(4). Results from the survey will be used to examine the implementation of the EHCY Program at the state and district levels and will not be used to evaluate states, districts, or individuals. Your responses will be aggregated when presenting findings to ED and for reporting purposes.

Your input will provide useful information on the program to ED, practitioners, and others. We would appreciate receiving your response by Month, Day, 2011. If you have any questions or comments about the study and/or survey, please do not hesitate to contact Andrea Palmiter at apalmiter@policystudies.com or 202-939-5332.

Sincerely,

Policy and Program Studies Service Director
Student Achievement and School Accountability Programs Acting Director

Contact Emails for Education for Homeless Children and Youth (EHCY) Program Evaluation (District Liaisons-Subgrantee Districts)

Initial Contact

Dear District Liaison for the Education for Homeless Children and Youth Program,

In a few days, you will receive a survey as part of a national evaluation of the Education for Homeless Children and Youth (EHCY) Program, as funded by the McKinney-Vento Act, Title 10, Part C. The evaluation is being sponsored by the U.S. Department of Education's (ED) Policy and Program Studies Service (PPSS). The survey is being sent to a randomly selected sample of EHCY Program district liaisons and to all state coordinators of the EHCY Program. The survey will take approximately 35 minutes to complete. As a recipient of an EHCY Program subgrant, your participation in the survey is required under ESEA, Sec. 9306(a)(4). Your responses will provide useful information on the program to ED, practitioners, and others.

Policy Studies Associates (PSA), an independent evaluator, will administer the survey under contract with ED. Please look for an e-mail in the next few days that will include a link to the online survey, which will take approximately 35 minutes to complete. If you would prefer a paper copy of the survey, please contact Andrea Palmiter at apalmiter@policystudies.com or 202-939-5332.

Responses to the survey will be used for statistical purposes only. The reports prepared for the study will summarize findings across the sample and will not associate responses with a specific state, district, or individual nor use the results to evaluate states, districts, or individuals. The evaluator will not provide information that identifies a subject, state, or district to anyone outside the study team, except as required by law. Every effort will be made to maintain confidentiality of the information collected.

Results from the survey will be used to examine the implementation of the EHCY Program at the state and district levels. A final report, including findings from the survey, is expected to be released in January 2013.

If you have any questions or comments about the study and/or survey, please do not hesitate to contact Andrea Palmiter at apalmiter@policystudies.com or 202-939-5332.

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. Public reporting burden for this collection of information is estimated to average 35 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. As a recipient of an Education for Homeless Children and Youth Program (EHCY) grant, the obligation to respond to this collection is required to obtain or retain benefit as required, under ESEA, Sec. 9804(a)(4). Send comments regarding the burden estimate or any other aspect of this

collection of information, including suggestions for reducing this burden, to the U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC 20210-4537 or email ICDocketMgr@ed.gov and reference the OMB Control Number 1875-XXXX. Note: Please do not return the completed XXXX (cite form or other applicable reporting mechanism) application to this address.

Thank you for helping with this important evaluation and we look forward to your prompt response to the survey.

Sincerely,

Policy and Program Studies Service Director
Student Achievement and School Accountability Programs Acting Director

Follow-up with Survey Link

Dear District Liaison for the Education for Homeless Children and Youth Program,

As you may recall, last week we sent you an email informing you that PSA would be sending out an online survey. You can access the survey from the link below.

The survey will take approximately 35 minutes to complete. As a recipient of an Education for Homeless Children and Youth (EHCY) Program grant, your participation in the survey is required under ESEA, Sec. 9306(a)(4). Results from the survey will be used to examine the implementation of the EHCY Program at the state and district levels and will not be used to evaluate states, districts, or individuals. Your responses will be aggregated when presenting findings to ED and for reporting purposes.

Your input will provide useful information on the program to the U.S. Department of Education, practitioners, and others. We would appreciate receiving your response by Month, Day, 2011. If you have any questions or comments about the study and/or survey, please do not hesitate to contact Andrea Palmiter at apalmiter@policystudies.com or 202-939-5332.

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Student Achievement and School Accountability Programs Acting Director

Contact E-mails for Education for Homeless Children and Youth (EHCY) Program Evaluation (District Liaisons Non-Subgrantee Districts)

Initial Contact

Dear District Liaison for the Education for Homeless Children and Youth Program,

In a few days, you will receive a survey as part of a national evaluation of the Education for Homeless Children and Youth (EHCY) program, as funded by the McKinney-Vento Act, Title 10, Part C. The evaluation is being sponsored by the U.S. Department of Education's (ED) Policy and Program Studies Service (PPSS). The survey is being sent to a randomly selected sample of EHCY Program district liaisons and to all state coordinators of the EHCY Program. The survey will take approximately 35 minutes to complete.

I urge you to complete the survey. Your responses will provide useful information on the program to ED, practitioners, and others.

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Results from the survey will be used to examine the implementation of the EHCY Program at the state and district levels. A final report, including findings from the survey, is expected to be released in January 2013.

If you have any questions or comments about the study and/or survey, please do not hesitate to contact Andrea Palmiter at apalmiter@policystudies.com or 202-939-5332.

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ESEA, Sec. 9804(a)(4). Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC 20210-4537 or email ICDocketMgr@ed.gov and reference the OMB Control Number 1875-XXXX. Note: Please do not return the completed XXXX (cite form or other applicable reporting mechanism) application to this address.

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The survey will take approximately 35 minutes to complete. I urge you to complete the survey. Results from the survey will be used to examine the implementation of the Education for Homeless Children and Youth (EHCY) Program at the state and district levels and will not be used to evaluate states, districts, or individuals. Your responses will be aggregated when presenting findings to ED and for reporting purposes.

Your input will provide useful information on the program to the U.S. Department of Education, practitioners, and others. We would appreciate receiving your response by Month, Day, 2011. If you have any questions or comments about the study and/or survey, do not hesitate to contact Andrea Palmiter at apalmiter@policystudies.com or 202-939-5332.

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Student Achievement and School Accountability Programs Acting Director