

**APPENDIX A**

**TRP, DISTRICT, SCHOOL, AND TEACHER LETTERS**

## TRP GRANTEE LETTER

[DATE]

Firstname Lastname  
Superintendent [or other title]  
District  
Street Address  
City, ST ZZZIP

Dear Dr./Mr./Ms. Lastname:

As you know, teacher residency programs (TRPs) like yours represent an innovative strategy for training new teachers. Although we know that teachers are critical to student learning, there is still much to be learned about the most effective way to train teachers. As you also know, the U.S. Department of Education requires TRPs that received funds from the federal Teacher Quality Partnership Program in fall 2009 or spring 2010 to cooperate with a national evaluation of TRPs that will produce much-needed information about this approach to teacher preparation.

The main objective of this study is to describe the characteristics of TRPs and their participants and mentors. The study will also summarize the academic outcomes of students taught by novice TRP teachers and examine the retention rate of novice TRP teachers.

We have contracted with Mathematica Policy Research and their partner Decision Information Resources, to conduct the study. Additional details about the project are provided in the enclosed information sheet.

The research team will gather information from program directors or other program staff about their program's background, as well as program features such as admission requirements, teacher training, schedules, instructors, participant characteristics, and mentors. The data will be used to characterize study TRPs in a broader and more comprehensive way than any previous study has done.

We greatly appreciate your participation in this study, and ask that you complete the enclosed questionnaire as part of that participation. Please note the following:

- All the information you provide will be used for research purposes only.
- Responses will not be identified by individual, school, district or grantee. Nor will any estimated outcomes be linked with your program in any report or presentation.
- Because your program is one of only a small number of TRPs in the study, every response you provide is critical to the understanding TRP characteristics.

LETTER TO:

FROM:

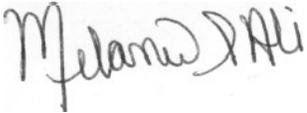
DATE:

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Please return your completed questionnaire using the enclosed postage paid envelope. If you have any questions about the study, please feel free to contact the project director, Philip Gleason, at (315) 781-8495 or [pgleason@mathematica-mpr.com](mailto:pgleason@mathematica-mpr.com). If you would like to communicate with me, please call (202) 208-7082 or send an email to [Melanie.Ali@ed.gov](mailto:Melanie.Ali@ed.gov).

Thank you again for your cooperation and support of this important study.

Sincerely,

A handwritten signature in black ink that reads "Melanie S. Ali". The signature is written in a cursive style with a large initial "M" and "A".

Melanie S. Ali, Ph.D.  
Federal Project Officer

Per the policies and procedures required by the Education Sciences Reform Act of 2002, Title I, Part E, Section 183, responses to this data collection will be used only for statistical purposes. The reports prepared for this study will summarize findings across the sample and will not associate responses with a specific district or individual. We will not provide information that identifies you or your district to anyone outside the study team, except as required by law. Any willful disclosure of such information for nonstatistical purposes, without the informed consent of the respondent, is a class E felony.

## TRP NON-GRANTEE LETTER

[DATE]

Firstname Lastname  
Superintendent [or other title]  
District  
Street Address  
City, ST ZZZIP

Dear Dr./Mr./Ms. Lastname:

As you know, teacher residency programs (TRPs) like yours represent an innovative strategy for training new teachers. Although we know that teachers are critical to student learning, there is still much to be learned about the most effective way to train teachers. I would like to invite your program to participate with several others in a national evaluation of TRPs, sponsored by the U.S. Department of Education that will produce much-needed information about this approach to teacher preparation. Your participation is voluntary.

The main objective of this study is to describe the characteristics of TRPs and their participants and mentors. The study will also summarize the academic outcomes of students taught by novice TRP teachers and examine the retention rate of novice TRP teachers.

We have contracted with Mathematica Policy Research and their partner Decision Information Resources, to conduct the study. Additional details about the project are provided in the enclosed information sheet.

The research team will gather information from program directors or other program staff about their program's background, as well as program features such as admission, teacher training, schedules, instructors, participant characteristics, and mentors. The data will be used to characterize study TRPs in a broader and more comprehensive way than any previous study has done.

We greatly appreciate your participation in this study, and ask that you complete the enclosed questionnaire as part of that participation. Please note the following:

- All the information you provide will be used for research purposes only.
- Responses will not be identified by individual, school, district or grantee. Nor will any estimated outcomes be linked with your program in any report or presentation.
- Your participation is voluntary, but we hope you will choose to participate.
- Because your program is one of only a small number of TRPs in the study, every response you provide is critical to an understanding of TRP characteristics.

Please return your completed questionnaire using the enclosed postage paid envelope. If you have any questions about the study, please feel free to contact the project director, Philip Gleason, at (315) 781-8495 or [pgleason@mathematica-mpr.com](mailto:pgleason@mathematica-mpr.com). If you would like to communicate with me, please call (202) 208-7082 or send an email to [Melanie.Ali@ed.gov](mailto:Melanie.Ali@ed.gov).

Thank you again for your cooperation and support of this important study.

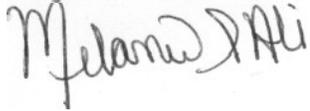
LETTER TO:

FROM:

DATE:

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Sincerely,

A handwritten signature in black ink that reads "Melanie S. Ali". The signature is written in a cursive, flowing style.

Melanie S. Ali, Ph.D.  
Federal Project Officer

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LETTER TO:

FROM:

DATE:

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## DISTRICT LETTER

[DATE]

Firstname Lastname  
Superintendent [or other title]  
District  
Street Address  
City, ST ZZZIP

Dear Dr./Mr./Ms. Lastname:

As you know, teacher residency programs (TRPs) represent an innovative strategy for training new teachers. Although we know that teachers are critical to student learning, there is still much to be learned about the most effective way to train teachers. The U.S. Department of Education is sponsoring a national evaluation of TRPs that will produce much-needed information about this approach to teacher preparation.

The main objective of this study is to describe the characteristics of TRPs and their participants and mentors. The study will also summarize the academic outcomes of students taught by novice TRP teachers and examine the retention rate of novice TRP teachers.

We have contracted with Mathematica Policy Research and their partner Decision Information Resources, to conduct the study. Additional details about the project are provided in the enclosed information sheet.

As part of the study, we are requesting a list of teachers hired in your district within the last two years. This list will identify both TRP and non-TRP novice teachers we would like to include in the study. For each teacher please include the following:

- Teacher's district ID number
- Teacher's first name
- Teacher's last name
- Teacher's middle initial (if applicable)
- Teacher's current school assignment
- Teacher's date of hire

Your participation is voluntary, but the information you provide is critical to an understanding of TRP characteristics. All the information you provide will be used for research purposes only. No identifying information will be reported or shared with anyone outside the study team. Nor will any estimated outcomes be linked with your district in any report or presentation.

LETTER TO:

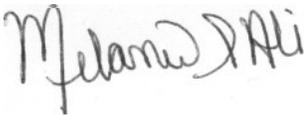
FROM:

DATE:

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If you have any questions, please contact Dr. Phil Gleason at 315-781-8495. Thank you again for your cooperation and support of this important study.

Sincerely,

A handwritten signature in black ink that reads "Melanie S. Ali". The signature is written in a cursive style with a large initial "M".

Melanie S. Ali, Ph.D.  
Federal Project Officer

Per the policies and procedures required by the Education Sciences Reform Act of 2002, Title I, Part E, Section 183, responses to this data collection will be used only for statistical purposes. The reports prepared for this study will summarize findings across the sample and will not associate responses with a specific district or individual. We will not provide information that identifies you or your district to anyone outside the study team, except as required by law. Any willful disclosure of such information for nonstatistical purposes, without the informed consent of the respondent, is a class E felony.

## SCHOOL LETTER

[DATE]

Firstname Lastname  
Principal [or other title]  
District  
Street Address  
City, ST ZZZIP

Dear Dr./Mr./Ms. Lastname:

As you know, teacher residency programs (TRPs) represent an innovative strategy for training new teachers. Although we know that teachers are critical to student learning, there is still much to be learned about the most effective way to train teachers. The U.S. Department of Education is conducting a national evaluation of TRPs that will produce much-needed information about this approach to teacher preparation. Our records indicate that one or more teachers at your school are being asked to participate in this important study.

The main objective of this study is to describe the characteristics of TRPs and their participants and mentors. The study will also summarize the academic outcomes of students taught by novice TRP teachers and examine the retention rate of novice TRP teachers.

We have contracted with Mathematica Policy Research and their partner Decision Information Resources, to conduct the study. Additional details about the project are provided in the enclosed information sheet.

As part of the data collection activities, Mathematica will conduct three types of teacher surveys:

- (1) Survey resident teachers and their mentors in the first year of the study;
- (2) Survey novice teachers in the second year of the study;
- (3) Survey study teachers to obtain information on their employment status in fall 2012 and fall 2013.

The research team will also gather information from program directors or other program staff about their program's background, as well as program features such as admission requirements, teacher training, schedules, instructors, participant characteristics, and mentors. The data will be used to characterize study TRPs in a broader and more comprehensive way than any previous study has done.

We greatly appreciate your teachers' participation in this study. Please note the following:

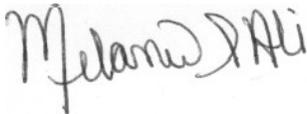
- All the information that respondents provide will be used for research purposes only.
- Responses will not be identified by individual, school, district or TRP. Nor will any estimated outcomes be linked with a program in any report or presentation.

- Teacher participation is voluntary, but we hope they will choose to participate.
- Because your school is one of only a small number of schools in the study, every response is critical to the understanding TRP characteristics.

If you have any questions about the study, please feel free to contact the project director, Philip Gleason, at (315) 781-8495 or [pgleason@mathematica-mpr.com](mailto:pgleason@mathematica-mpr.com). If you would like to communicate with me, please call (202) 208-7082 or send an email to [Melanie.Ali@ed.gov](mailto:Melanie.Ali@ed.gov).

Thank you again for your cooperation and support of this important study.

Sincerely,

A handwritten signature in black ink that reads "Melanie S. Ali". The signature is written in a cursive style with a large initial "M".

Melanie S. Ali, Ph.D.  
Federal Project Officer

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## MENTOR TEACHER LETTER

**MATHEMATICA**  
Policy Research, Inc.

Melissa Thomas  
Survey Director

P.O. Box 2393  
Princeton, NJ 08543-2393  
Telephone (609) 799-3535  
Fax (609) 799-0005  
www.mathematica-mpr.com  
(609) 275-2294

[DATE]

[MPRID]

Dear [Mentor Name]:

Thank you for participating in the Evaluation of Teacher Residency Programs (TRPs), sponsored by the U.S. Department of Education's National Center for Education Evaluation. The main objective of this study is to describe the characteristics of TRPs and their participants and mentors. The study will also summarize the academic outcomes of students taught by novice TRP teachers and examine the retention rate of novice TRP teachers. Mathematica Policy Research and Decision Information Resources (DIR) are conducting this evaluation.

As part of the study, we are gathering information about your background as well as your experiences as a mentor to one or more resident teachers. This includes information on your qualifications and training for the role of a mentor, previous mentoring work, and your experiences with the TRP (for example, interactions with residents). The data we collect will be used to characterize mentors who participate in the study.

We greatly appreciate your participation in this study, and ask you to complete the enclosed questionnaire as part of that participation. Please note the following:

- All the information you provide will be used for research purposes only.
- Responses will not be identified by individual, or even by school.
- No one at your school will see your responses, and you will not be identified in any report or presentation.
- Your participation is voluntary, but we hope you will choose to participate.
- Because you are one of only a small number of mentor teachers in the study, every response you provide is critical to understanding mentor teachers' experiences.

Please return your completed questionnaire using the enclosed postage-paid envelope. We will mail you a gift card of \$20 in appreciation of your participation. If you have any questions or concerns about the study or the survey, please do not hesitate to contact me at 888-xxx-xxxx or MThomas@mathematica-mpr.com.

Thank you again for your cooperation and support of this important study.

Sincerely,

Melissa Thomas

Per the policies and procedures required by the Education Sciences Reform Act of 2002, Title I, Part E, Section 183, responses to this data collection will be used only for statistical purposes. The reports prepared for this study will summarize findings across the sample and will not associate responses with a specific district or individual. We will not provide information that identifies you or your district to anyone outside the study team, except as required by law. Any willful disclosure of such information for nonstatistical purposes, without the informed consent of the respondent, is a class E felony.

## RESIDENT TEACHER LETTER

**MATHEMATICA**  
Policy Research, Inc.

Melissa Thomas  
Survey Director

P.O. Box 2393  
Princeton, NJ 08543-2393  
Telephone (609) 799-3535  
Fax (609) 799-0005  
www.mathematica-mpr.com

[DATE]

[MPRID]

Dear [Resident Name]:

Thank you for participating in the Evaluation of Teacher Residency Programs (TRP), sponsored by the U.S. Department of Education's National Center for Education Evaluation. The main objective of this study is to describe the characteristics of TRPs and their participants and mentors. The study will also summarize the academic outcomes of students taught by novice TRP teachers and examine the retention rate of novice TRP teachers. Mathematica Policy Research and Decision Information Resources (DIR) are conducting this study.

As part of the study, we are gathering information about your background as well as experiences as a resident teacher, including experiences in the TRP (for example, instruction received and interactions with your mentor). The data we collect will be used to characterize residents who participate in the study.

We greatly appreciate your participation in this study, and ask you to complete the enclosed questionnaire as part of that participation. Please note the following:

- All the information you provide will be used for research purposes only.
- Responses will not be identified by individual, or even by school.
- No one at your school will see your responses, and you will not be identified in any report or presentation.
- Your participation is voluntary, but we hope you will choose to participate.
- Because you are one of only a small number of resident teachers in the study, every response you provide is critical to understanding resident teachers' experiences.

Please return your completed questionnaire using the enclosed postage- paid envelope. We will mail you a gift card of \$25 in appreciation of your participation. If you have any questions or concerns about the study or the survey, please do not hesitate to contact me at 888-xxx-xxxx or MThomas@mathematica-mpr.com.

Thank you again for your cooperation and support of this important study.

Sincerely,

Melissa Thomas

Per the policies and procedures required by the Education Sciences Reform Act of 2002, Title I, Part E, Section 183, responses to this data collection will be used only for statistical purposes. The reports prepared for this study will summarize findings across the sample and will not associate responses with a specific district or individual. We will not provide information that identifies you or your district to anyone outside the study team, except as required by law. Any willful disclosure of such information for nonstatistical purposes, without the informed consent of the respondent, is a class E felony.

## TEACHER OF RECORD LETTER

**MATHEMATICA**  
Policy Research, Inc.

Melissa Thomas  
Survey Director

P.O. Box 2393  
Princeton, NJ 08543-2393  
Telephone (609) 799-3535  
Fax (609) 799-0005  
www.mathematica-mpr.com

[DATE]

[MPRID]

Dear [Teacher Name]:

Thank you for participating in the Evaluation of Teacher Residency Programs (TRP), sponsored by the U.S. Department of Education's National Center for Education Evaluation. The main objective of this study is to describe the characteristics of teachers who are trained through TRPs, teachers who are trained through other routes to certification. The study will also summarize the academic outcomes of students taught by novice TRP teachers and examine the retention rate of novice TRP teachers. Mathematica Policy Research and Decision Information Resources (DIR) are conducting this evaluation.

As part of the study, we are gathering information about your background as well as your teaching experiences. The data we collect will be used to characterize beginning teachers and how their experiences relate to student achievement.

We greatly appreciate your participation in this study, and as part of that participation, ask you to complete the enclosed questionnaire.

- All of the information that you provide will be used for research purposes only.
- Responses will not be identified by individual or even by school.
- No one at your school will see your responses, and you will not be identified in any report or presentation.
- Your participation is voluntary, but we hope you will choose to participate.
- As one of only a small number of teachers in the study, every response is critical in understanding beginning teachers' experiences.

Please return your completed questionnaire using the enclosed postage paid envelope. We will mail you a gift card of \$25 as a thank you for your participation. If you have any questions or concerns about the study or the survey, please do not hesitate to contact me at 888-xxx-xxxx or MThomas@mathematica-mpr.com.

Thank you again for your cooperation and support of this important study.

Sincerely,

Melissa Thomas

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## TEACHER MOBILITY LETTER

**MATHEMATICA**  
Policy Research, Inc.

Melissa Thomas  
Survey Director

P.O. Box 2393  
Princeton, NJ 08543-2393  
Telephone (609) 799-3535  
Fax (609) 799-0005  
www.mathematica-mpr.com

[DATE]

[MPRID]

Dear [Teacher Name]:

Thank you for participating in the Evaluation of Teacher Residency Programs (TRP), sponsored by the U.S. Department of Education's National Center for Education Evaluation. The main objective of this study is to describe the characteristics of TRPs and their participants and mentors. The study will also summarize the academic outcomes of students taught by novice TRP teachers and examine the retention rate of novice TRP teachers. Mathematica Policy Research and Decision Information Resources (DIR) are conducting this evaluation.

As part of the study, we are gathering information about the school in which you are currently teaching. If you are no longer teaching, we are requesting information on your current activities, such as when you stopped teaching and your current employment status. The data we collect will be used to characterize the career paths of teachers.

We greatly appreciate your participation in this study, and as part of that participation, ask you to complete the enclosed questionnaire.

- All of the information that you provide will be used for research purposes only.
- Responses will not be identified by individual or even by school.
- No one at your school will see your responses, and you will not be identified in any report or presentation.
- Your participation is voluntary, but we hope you will choose to participate.
- As one of only a small number of teachers in the study, every response is critical in understanding beginning teachers' experiences.

Please return your completed questionnaire using the enclosed postage paid envelope. We will mail you a gift card of \$20 as a thank you for your participation. If you have any questions or concerns about the study or the survey, please do not hesitate to contact me at 888-xxx-xxxx or MThomas@mathematica-mpr.com.

An Affirmative Action/Equal Opportunity Employer

Thank you again for your cooperation and support of this important study.

Sincerely,

Melissa Thomas

Per the policies and procedures required by the Education Sciences Reform Act of 2002, Title I, Part E, Section 183, responses to this data collection will be used only for statistical purposes. The reports prepared for this study will summarize findings across the sample and will not associate responses with a specific district or individual. We will not provide information that identifies you or your district to anyone outside the study team, except as required by law. Any willful disclosure of such information for nonstatistical purposes, without the informed consent of the respondent, is a class E felony.