

**Case Studies of Current and Former Grantees Under the Title
III National Professional Development Program (NPDP)**

Introductory Letters and Consent Forms

Current Grantee (IHE) Notification Letter

[Date]

[Name]

[Position]

[Street Address]

[City, state, zip]

Dear [Name]:

We are writing to inform you that you have been selected to participate in an important study sponsored by the Policy and Program Studies Service of the U.S. Department of Education that is focused on the National Professional Development Program (NPDP) and the characteristics of pre- and in-service programs for preparing teachers to work with English learners (ELs). This letter outlines the purpose and activities of this study and asks for your cooperation and support.

The purpose of the Case Studies of Current and Former Grantees Under the Title III National Professional Development Program (NPDP) (“NPDP Study”) is to learn more about the approaches and strategies being used in pre-service and in-service education through the NPDP, the extent of their reach, their promise for sustainability, and their potential for further systematic study. The NPDP Study includes site visits with 15 current grantees and telephone interviews with 9 former grantees. The case study of your program will involve interviews with you, as the project director; other IHE staff involved in delivering the program; and administrators from your partner districts, as well as focus groups with any district teachers involved in program delivery and any pre-service and/or in-service teachers participating the program. This study will provide lessons learned about pre- and in-service programs for preparing teachers to work with ELs: information which is greatly needed by the field and which will be used by the Department to refine and support the NPDP in the future and develop more systematic studies of promising approaches.

Staff from our contractors at the American Institutes for Research (AIR) will conduct the case studies beginning in September 2012. AIR will contact you by phone soon for a preliminary conversation to discuss the study, identify the appropriate respondents in your institution and among your partners, and determine the status of any documents that AIR would like you to provide prior to the interviews.

Please know that the research team is concerned with maintaining the confidentiality and security of its records and will protect the confidentiality of the data to the extent possible through a variety of means, including using a password-protected computer network, destroying files at the conclusion of the study, and not identifying individuals or roles in subsequent reporting.

Should you have any questions or if you would like to discuss this project, please feel free to contact the project director, Maria Stephens, of the American Institutes for Research at 202-306-0863 or mstephens@air.org. You may also contact the project officer, Beth Yeh of the U.S. Department of Education at 202-205-5798 (Beth.Yeh@ed.gov).

We thank you in advance for your cooperation. We trust that this project will provide a useful source of information for you and other policymakers and educators.

Sincerely,

Stuart Kerachsky
Director, Policy and Program Studies Service
Office of Planning, Evaluation and Policy Development

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 3.5 hours 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. The obligation to respond to this collection is required to obtain or retain a benefit. 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 XXXX-XXXX. Note: Please do not return the completed data confirmation form to this address.

Former Grantee (IHE) Notification Letter

[Date]

[Name]

[Position]

[Street Address]

[City, state, zip]

Dear [Name]:

We are writing to inform you that you have been selected to participate in an important study sponsored by the Policy and Program Studies Service of the U.S. Department of Education that is focused on the National Professional Development Program (NPDP) and the characteristics of pre- and in-service programs for preparing teachers to work with English learners (ELs). This letter outlines the purpose and activities of this study and asks for your cooperation and support.

The purpose of the Case Studies of Current and Former Grantees Under the Title III National Professional Development Program (NPDP) (“NPDP Study”) is to learn more about the approaches and strategies being used in pre-service and in-service education through the NPDP, the extent of their reach, their promise for sustainability, and their potential for further systematic study. The NPDP Study includes site visits with 15 current grantees and telephone interviews with 9 former grantees. The case study of your program will involve a telephone interview with you, as the director of a project formerly receiving NPDP funding, and with another staff member from your institution who was involved in the project. This study will provide lessons learned about pre- and in-service programs for preparing teachers to work with ELs: information which is greatly needed by the field and which will be used by the Department in developing and supporting the NPDP in the future and developing more systematic studies of promising approaches.

Staff from our contractors at the American Institutes for Research (AIR) will conduct the interviews beginning in late July 2012. AIR will contact you by phone soon for a preliminary conversation to discuss the study, identify the appropriate respondents in your institution, and determine the status of any documents that AIR would like you to provide prior to the interviews.

Please know that the research team is concerned with maintaining the confidentiality and security of its records and will protect the confidentiality of the data to the extent possible through a variety of means, including using a password-protected computer network, destroying files at the conclusion of the study, and not identifying individuals or roles in subsequent reporting.

Should you have any questions or if you would like to discuss this project, please feel free to contact the project director, Maria Stephens, of the American Institutes for Research at 202-306-0863 or mstephens@air.org. You may also contact the project officer, Beth Yeh of the U.S. Department of Education at 202-205-5798 (Beth.Yeh@ed.gov).

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Case Studies of National Professional Development Program (NPDP) Grantees: Project Director (Current and Former) Interview Consent Form

Purpose

The Policy and Program Studies Service (PPSS) of the U.S. Department of Education (ED) has contracted the American Institutes for Research (AIR) to conduct a study that requires your assistance. The purpose of the study is to learn about the approaches and strategies being used in pre-service and in-service education through the National Professional Development Program (NPDP) grants, the extent of their reach, their promise for sustainability, and their potential for further systematic study. This study will provide valuable information about the characteristics of pre-service and in-service programs to prepare teachers in instructing English Learners (ELs).

To assist with the study, we are asking project directors in selected grantees to participate in interviews. You will be interviewed about your role in the project, the project's history and goals, your partners, the structure and content of the program, the effects of the program on your institution, your expectations for the project's sustainability, and how you are following up with former participants. The interviews are designed to last approximately one hour and 30 minutes.

Risks and Discomfort

There are no anticipated or known risks in participating in this study.

Benefits

Your participation in the study will contribute to an improved understanding of the approaches being used in pre- and in-service education to prepare teachers to work with ELs. This will contribute to the knowledge base of the EL field, as well as provide the Department of Education and others with information that can help guide and improve the program and inform the design of future studies.

Confidentiality

Responses to the case studies will be used primarily to summarize findings in an aggregate manner (e.g., within and across programs). Only selected research staff will have access to data, and we will avoid using your name in reports and will not attribute any quotes to specific individuals. We will not provide information that associates responses or findings with program-level individuals to anyone outside of the study team except if required by law.

More Information

If you would like more information about this study, you may contact the Project Director, Maria Stephens, at the American Institutes for Research at 202-386-0863 or at mstephens@air.org. For questions regarding your rights as a subject participating in this research, please contact the IRB at IRBChair@air.org or toll free at 1-800-634-0797.

Informed Consent

I have read the above information. I have had an opportunity to ask questions and received satisfactory answers. I consent to participate in the study.

Signature: _____

Date: _____

Print Name: _____

Position: _____

Organization: _____

Case Studies of National Professional Development Program (NPDP) Grantees: IHE Staff (Current and Former) Interview Consent Form

Purpose

The Policy and Program Studies Service (PPSS) of the U.S. Department of Education (ED) has contracted the American Institutes for Research (AIR) to conduct a study that requires your assistance. The purpose of the study is to learn about the approaches and strategies being used in pre-service and in-service education through the National Professional Development Program (NPDP) grants, the extent of their reach, their promise for sustainability, and their potential for further systematic study. This study will provide valuable information about the characteristics of pre-service and in-service programs to prepare teachers in instructing English Learners (ELs).

To assist with the study, we are asking participating IHE staff in selected grantees to participate in interviews. You will be interviewed about your role in the project, the project's history and goals, your partners, the structure and content of the program, the effects of the program on your institution, and any information you have on former participants. The interviews are designed to last approximately 60 minutes.

Risks and Discomfort

There are no anticipated or known risks in participating in this study.

Benefits

Your participation in the study will contribute to an improved understanding of the approaches being used in pre- and in-service education to prepare teachers to work with ELs. This will contribute to the knowledge base of the EL field, as well as provide the Department of Education and others with information that can help guide and improve the program and inform the design of future studies.

Confidentiality

Responses to the case studies will be used primarily to summarize findings in an aggregate manner (e.g., within and across programs). Only selected research staff will have access to data, and we will avoid using your name in reports and will not attribute any quotes to specific individuals. We will not provide information that associates responses or findings with program-level individuals to anyone outside of the study team except if required by law.

More Information

If you would like more information about this study, you may contact the Project Director, Maria Stephens, at the American Institutes for Research at 202-386-0863 or at mstephens@air.org. For questions regarding your rights as a subject participating in this research, please contact the IRB at IRBChair@air.org or toll free at 1-800-634-0797.

Informed Consent

I have read the above information. I have had an opportunity to ask questions and received satisfactory answers. I consent to participate in the study.

Signature: _____

Date: _____

Print Name: _____

Position: _____

Organization: _____

Case Studies of National Professional Development Program (NPDP) Grantees: Partner Staff (District Administrator) Interview Consent Form

Purpose

The Policy and Program Studies Service (PPSS) of the U.S. Department of Education (ED) has contracted the American Institutes for Research (AIR) to conduct a study that requires your assistance. The purpose of the study is to learn about the approaches and strategies being used in pre-service and in-service education through the National Professional Development Program (NPDP) grants, the extent of their reach, their promise for sustainability, and their potential for further systematic study. This study will provide valuable information about the characteristics of pre-service and in-service programs to prepare teachers in instructing English Learners (ELs).

To assist with the study, we are asking participating staff in partner organizations in selected grantees to participate in interviews. You will be interviewed about your role in the project, the project's history and goals, your relationship with your partner university, the structure and content of the program, the effects of the program on your district, and any information you have about former participants. The interviews are designed to last approximately 60 minutes.

Risks and Discomfort

There are no anticipated or known risks in participating in this study.

Benefits

Your participation in the study will contribute to an improved understanding of the approaches being used in pre- and in-service education to prepare teachers to work with ELs. This will contribute to the knowledge base of the EL field, as well as provide the Department of Education and others with information that can help guide and improve the program and inform the design of future studies.

Confidentiality

Responses to the case studies will be used primarily to summarize findings in an aggregate manner (e.g., within and across programs). Only selected research staff will have access to data, and we will avoid using your name in reports and will not attribute any quotes to specific individuals. We will not provide information that associates responses or findings with program-level individuals to anyone outside of the study team except if required by law.

More Information

If you would like more information about this study, you may contact the Project Director, Maria Stephens, at the American Institutes for Research at 202-386-0863 or at mstephens@air.org. For questions regarding your rights as a subject participating in this research, please contact the IRB at IRBChair@air.org or toll free at 1-800-634-0797.

Informed Consent

I have read the above information. I have had an opportunity to ask questions and received satisfactory answers. I consent to participate in the study.

Signature: _____

Date: _____

Print Name: _____

Position: _____

State: _____

Case Studies of National Professional Development Program (NPDP) Grantees: Partner Staff (Principal) Interview Consent Form

Purpose

The Policy and Program Studies Service (PPSS) of the U.S. Department of Education (ED) has contracted the American Institutes for Research (AIR) to conduct a study that requires your assistance. The purpose of the study is to learn about the approaches and strategies being used in pre-service and in-service education through the National Professional Development Program (NPDP) grants, the extent of their reach, their promise for sustainability, and their potential for further systematic study. This study will provide valuable information about the characteristics of pre-service and in-service programs to prepare teachers in instructing English Learners (ELs).

To assist with the study, we are asking participating partner organization staff in selected grantees to participate in interviews. You will be interviewed about your role in the project, the project's history and goals, the structure and content of the program, the effects of the program on your school, and any information you have on former participants. The interviews are designed to last approximately 60 minutes.

Risks and Discomfort

There are no anticipated or known risks in participating in this study.

Benefits

Your participation in the study will contribute to an improved understanding of the approaches being used in pre- and in-service education to prepare teachers to work with ELs. This will contribute to the knowledge base of the EL field, as well as provide the Department of Education and others with information that can help guide and improve the program and inform the design of future studies.

Confidentiality

Responses to the case studies will be used primarily to summarize findings in an aggregate manner (e.g., within and across programs). Only selected research staff will have access to data, and we will avoid using your name in reports and will not attribute any quotes to specific individuals. We will not provide information that associates responses or findings with program-level individuals to anyone outside of the study team except if required by law.

More Information

If you would like more information about this study, you may contact the Project Director, Maria Stephens, at the American Institutes for Research at 202-386-0863 or at mstephens@air.org. For questions regarding your rights as a subject participating in this research, please contact the IRB at IRBChair@air.org or toll free at 1-800-634-0797.

Informed Consent

I have read the above information. I have had an opportunity to ask questions and received satisfactory answers. I consent to participate in the study.

Signature: _____

Date: _____

Print Name: _____

Position: _____

Organization: _____

Case Studies of National Professional Development Program (NPDP) Grantees: Delivery Teachers Focus Group Consent Form

Purpose

The Policy and Program Studies Service (PPSS) of the U.S. Department of Education (ED) has contracted the American Institutes for Research (AIR) to conduct a study that requires your assistance. The purpose of the study is to learn about the approaches and strategies being used in pre-service and in-service education through the National Professional Development Program (NPDP) grants, the extent of their reach, their promise for sustainability, and their potential for further systematic study. This study will provide valuable information about the characteristics of pre-service and in-service programs to prepare teachers in instructing English Learners (ELs).

To assist with the study, we are asking teachers involved in delivery of programs in selected grantees to participate in focus groups. You will be interviewed about your role in the project, the structure and content of the program, and the effects of the program on your schools, on you, and on the pre-service or mentee teachers with whom you may work. The focus groups are designed to last approximately 60 minutes.

Risks and Discomfort

There are no anticipated or known risks in participating in this study.

Benefits

Your participation in the study will contribute to an improved understanding of the approaches being used in pre- and in-service education to prepare teachers to work with ELs. This will contribute to the knowledge base of the EL field, as well as provide Department of Education and others with information that can help guide and improve the program and inform the design of future studies.

Confidentiality

Responses to the case studies will be used primarily to summarize findings in an aggregate manner (e.g., within and across programs). Only selected research staff will have access to data, and we will avoid using your name in reports and will not attribute any quotes to specific individuals. We will not provide information that associates responses or findings with program-level individuals to anyone outside of the study team except if required by law.

More Information

If you would like more information about this study, you may contact the Project Director, Maria Stephens, at the American Institutes for Research at 202-386-0863 or at mstephens@air.org. For questions regarding your rights as a subject participating in this research, please contact the IRB at IRBChair@air.org or toll free at 1-800-634-0797.

Informed Consent

I have read the above information. I have had an opportunity to ask questions and received satisfactory answers. I consent to participate in the study.

Signature: _____

Date: _____

Print Name: _____

Position: _____

Organization: _____

Case Studies of National Professional Development Program (NPDP) Grantees: Participant (Pre-Service Teacher) Focus Group Consent Form

Purpose

The Policy and Program Studies Service (PPSS) of the U.S. Department of Education (ED) has contracted the American Institutes for Research (AIR) to conduct a study that requires your assistance. The purpose of the study is to learn about the approaches and strategies being used in pre-service and in-service education through the National Professional Development Program (NPDP) grants, the extent of their reach, their promise for sustainability, and their potential for further systematic study. This study will provide valuable information about the characteristics of pre-service and in-service programs to prepare teachers in instructing English Learners (ELs).

To assist with the study, we are asking teachers participating in programs in selected grantees to participate in focus groups. You will be interviewed about your experiences in the program and its effects on your teaching. The focus groups are designed to last approximately 60 minutes.

Risks and Discomfort

There are no anticipated or known risks in participating in this study.

Benefits

Your participation in the study will contribute to an improved understanding of the approaches being used in pre- and in-service education to prepare teachers to work with ELs. This will contribute to the knowledge base of the EL field, as well as provide the Department of Education and others with information that can help guide and improve the program and inform the design of future studies.

Confidentiality

Responses to the case studies will be used primarily to summarize findings in an aggregate manner (e.g., within and across programs). Only selected research staff will have access to data, and we will avoid using your name in reports and will not attribute any quotes to specific individuals. We will not provide information that associates responses or findings with program-level individuals to anyone outside of the study team except if required by law.

More Information

If you would like more information about this study, you may contact the Project Director, Maria Stephens, at the American Institutes for Research at 202-386-0863 or at mstephens@air.org. For questions regarding your rights as a subject participating in this research, please contact the IRB at IRBChair@air.org or toll free at 1-800-634-0797.

Informed Consent

I have read the above information. I have had an opportunity to ask questions and received satisfactory answers. I consent to participate in the study.

Signature: _____

Date: _____

Print Name: _____

Position: _____

Organization: _____

Case Studies of National Professional Development Program (NPDP) Grantees: Participant (In-Service Teacher) Focus Group Consent Form

Purpose

The Policy and Program Studies Service (PPSS) of the U.S. Department of Education (ED) has contracted the American Institutes for Research (AIR) to conduct a study that requires your assistance. The purpose of the study is to learn about the approaches and strategies being used in pre-service and in-service education through the National Professional Development Program (NPDP) grants, the extent of their reach, their promise for sustainability, and their potential for further systematic study. This study will provide valuable information about the characteristics of pre-service and in-service programs to prepare teachers in instructing English Learners (ELs).

To assist with the study, we are asking teachers participating in programs in selected grantees to participate in focus groups. You will be interviewed about your experiences in the program and its effects on your teaching. The focus groups are designed to last approximately 60 minutes.

Risks and Discomfort

There are no anticipated or known risks in participating in this study.

Benefits

Your participation in the study will contribute to an improved understanding of the approaches being used in pre- and in-service education to prepare teachers to work with ELs. This will contribute to the knowledge base of the EL field, as well as provide Department of Education and others with information that can help guide and improve the program and inform the design of future studies.

Confidentiality

Responses to the case studies will be used primarily to summarize findings in an aggregate manner (e.g., within and across programs). Only selected research staff will have access to data, and we will avoid using your name in reports and will not attribute any quotes to specific individuals. We will not provide information that associates responses or findings with program-level individuals to anyone outside of the study team except if required by law.

More Information

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Informed Consent

I have read the above information. I have had an opportunity to ask questions and received satisfactory answers. I consent to participate in the study.

Signature: _____

Date: _____

Print Name: _____

Position: _____

Organization: _____

Case Studies of National Professional Development Program (NPDP) Grantees: Participant (IHE or District Staff) Focus Group Consent Form

Purpose

The Policy and Program Studies Service (PPSS) of the U.S. Department of Education (ED) has contracted the American Institutes for Research (AIR) to conduct a study that requires your assistance. The purpose of the study is to learn about the approaches and strategies being used in pre-service and in-service education through the National Professional Development Program (NPDP) grants, the extent of their reach, their promise for sustainability, and their potential for further systematic study. This study will provide valuable information about the characteristics of pre-service and in-service programs to prepare teachers in instructing English Learners (ELs).

To assist with the study, we are asking teachers participating in programs in selected grantees to participate in focus groups. You will be interviewed about your experiences in the program and its effects on your teaching. The focus groups are designed to last approximately 60 minutes.

Risks and Discomfort

There are no anticipated or known risks in participating in this study.

Benefits

Your participation in the study will contribute to an improved understanding of the approaches being used in pre- and in-service education to prepare teachers to work with ELs. This will contribute to the knowledge base of the EL field, as well as provide Department of Education and others with information that can help guide and improve the program and inform the design of future studies.

Confidentiality

Responses to the case studies will be used primarily to summarize findings in an aggregate manner (e.g., within and across programs). Only selected research staff will have access to data, and we will avoid using your name in reports and will not attribute any quotes to specific individuals. We will not provide information that associates responses or findings with program-level individuals to anyone outside of the study team except if required by law.

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Informed Consent

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Signature: _____

Date: _____

Print Name: _____

Position: _____

Organization: _____