

Advance Letter (E-Mail Text)

Dear <principal or superintendent name>,

I am contacting you on behalf of the U.S. Department of Education to discuss an opportunity for <district or school name> to participate in a study aimed at preventing high school dropout. This study would provide access to the National High School Center's Early Warning and Intervention Monitoring System (EWIMS) along with high-quality professional development technical support at no cost. The EWIMS process involves using data to identify at-risk students early in high school and assigning struggling students to interventions that get them back on track for on-time graduation. Conducted by the REL Midwest Regional Educational Laboratory at American Institutes for Research (AIR), the project will examine the impact of implementing EWIMS on a host of critical student outcomes (validated indicators of dropout, course performance, persistence and progress in school and likelihood of on-time graduation). In addition, the project will examine the impact of EWIMS on how schools make use of data to allocate limited dropout prevention resources.

Attached please find a document that briefly describes the project. Our initial records indicate that your district/school may be eligible to participate in this project funded by the U.S. Department of Education's Institutes for Educational Sciences. I would like to schedule a brief phone call with you to tell you more about the project, ascertain your interest in taking part, and to discuss whether this might be a great opportunity for <district or school name>.

Would you be able to touch base briefly by phone on <day>, <month> <date>? Please feel free to reach me by email or at 312-283-2318.

Thank you and I look forward to speaking with you!

<name of project outreach recruiter>

<name of project outreach recruiter>

Project Outreach
On-Time Graduation Project
Midwest Regional Educational Laboratory
American Institutes for Research
20 North Wacker Drive, Suite 1231, Chicago, IL 60606
t: 312.283.2318 | www.air.org



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. Any willful disclosure of such information for nonstatistical purposes, except as required by law, is a class E felony.