

Nonresponse Follow-Up (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 that would provide access to the National High School Center's Early Warning and Intervention Monitoring System (EWIMS) including training and technical support at no cost.

This project, conducted by the Midwest Regional Educational Laboratory at American Institutes for Research (AIR) and funded by the U.S. Department of Education's Institutes of Educational Sciences, is aimed at preventing high school dropout by using data to identify at-risk students early in high school and assign struggling students to interventions that get them back on track for eventual graduation.

The timeline for recruiting districts and schools to participate in this opportunity is extremely tight. Would you be able to touch base briefly by phone on <day>, <month> <date> to discuss whether this might be a good opportunity for <district or school name>?

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.