

Appendix A: Teacher Recruitment Email

Dear [teacher],

On behalf of the West Chester Area School District (WCASD), I am pleased to invite you to participate in a research study, specific to our District, that is designed to explore the best ways to support your professional development. The study focuses on describing WCASD teachers' experience collaborating with colleagues in the professional learning communities (PLCs) that are being implemented district-wide in 2013-14. It is also intended to represent the perspective of principals regarding the implementation of the program. The results will guide us in providing professional development, materials, and the supporting conditions to support teachers as we continue to work together to ensure that all students in WCASD achieve at high levels.

We are seeking your participation in an online survey requiring approximately 30 minutes of your time to complete. The survey (may-June 2014) will ask you to report and reflect on the experiences you had working with other teachers in your PLC during the program's first year in WCASD. We are asking all teachers in all grades in all schools to participate in the study because we want to learn from everyone and understand everyone's perspective and experiences. Your input and that of your colleagues is critical for the improvement and success of the program. To make it easier for you to participate, all principals have agreed to allocate time in a faculty meeting for teachers to respond to the survey.

Your participation in this study is voluntary. You should also know that the responses you provide will be kept strictly confidential and the information collected from you will be used for research purposes only. The reports prepared based on analyzing the survey data will summarize findings across all respondents and will not associate responses with a specific school or individual. Study reports will not provide information that identifies you or your school to anyone outside the study team. At our request, the Center for Effective School Practices at Rutgers University, a part of the Mid- Atlantic Regional Educational Laboratory, is helping us with the study, including the analysis of all survey data we collect.

The study adheres to the highest standards for research and has received approvals from Rutgers University's Institutional Review Board, the Institute for Educational Studies of the US Department of Education, and the federal Office of Management and Budget. The contractor will follow the confidentiality and data protection requirements of IES (The Education Sciences Reform Act of 2002, Title I, Part E, Section 183) and will protect the confidentiality of all information collected for the study and will use it for research purposes only. Information collected for this study comes under the confidentiality and data protection requirements of the Institute of Education Sciences (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 the study will summarize findings across the sample and will not associate responses with a specific district, school, or individual. We will not provide information that identifies you, your district or your school to anyone outside the study team, except as permitted by law.

You will receive an email invitation on **DATE** with a link and instructions for completing the online survey. Once you click on the link, you will be able to access the secured survey. After reading and providing your informed consent to participate in this study, you will be asked to complete a series of

questions, the great majority of which are of the multiple-choice type. You can get more information about the study from me directly or you can pass along your questions through your principal.

Thank you for your cooperation. We welcome your questions and comments, and look forward to providing the most effective support for your professional learning and your continued valuable service to our children.

Sincerely,

Dr. Jim Scanlon, Superintendent
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