

## Appendix C: Notification Email

Dear [teacher],

Earlier this month, you received an email from me inviting you to participate in an important research study that will obtain your perspective about the implementation of professional learning communities (PLCs) in all schools of the West Chester Area School District (WCASD) during the 2014-2015 school year. Today, I am writing to request that you please take approximately 30 minutes of your busy time to complete the an online survey that we designed specifically for the purposes of this study. This survey was developed by researchers from the Center for Effective School Practices at Rutgers University who will be responsible for analyzing responses to this survey and produce a summary of key findings. 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. Your input and that of your colleagues is critical for the improvement and success of the program. 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. 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.

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is xxxx-xxxx. The time required for a teacher to complete this informationcollection is estimated to approximately 30 minutes, including the time to review instructions and complete and review the requested information. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, DC 20202. If you have comments or concerns regarding the status of your individual submission of this form, write directly to: U.S. Department of Education, Institute of Education Sciences, National Center for Education Evaluation and Regional Assistance, 555 New Jersey Avenue, NW, Washington, DC 20208.

Please follow the instructions below to participate in the online survey between now and DATE:

- Click the following URL **[INSERT URL]** or copy and paste it into your Internet browser (e.g., Explorer, Firefox, Chrome, or Safari). This will take you to the online survey.
- Read the instructions and click 'Next' to continue.
- Read the informed consent form and sign it by entering your full name and the date and then clicking 'Accept'. If you click 'Decline' your session will be terminated and you will not be allowed to complete the survey.
- Complete the survey following the instructions to each question.

I sincerely hope that you will agree to be part of this important study. If you have any questions about the project, please feel free to contact me at PHONE or by email at EMAIL.

Sincerely,

Dr. Jim Scanlon, Superintendent  
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Spellman Administration Building  
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West Chester, PA 19380  
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