**2015-16 MSAP COHORT PRINCIPAL NEEDS ASSESSMENT SURVEY**

**SURVEY ADMINISTRATION EMAIL**

Subject: 2015-16 MSAP Cohort Principal Needs Assessment Survey

Dear Principal (INSERT NAME):

The Magnet Schools Assistance Program Technical Assistance Center (MSAP Center), funded by the U.S. Department of Education, is assessing the needs of the 2015-16 Magnet Schools Assistance Program (MSAP) grant recipients to improve program support. This needs assessment will be used to develop and deliver appropriate technical assistance that will address both the group and individual needs of the 28 grantees and their 116 magnet schools.

As a part of the needs assessment, we are administering a 10-minute web-based survey to the principals at each MSAP-funded school.

Use the link and personalized password listed below to access and log in to the survey. Please submit your completed survey by (INSERT DAY, DATE).

Survey URL: (INSERT URL LINK)

Password: (INSERT PASSWORD)

If you have any questions, or are having difficulty accessing the survey, you may contact MSAP Center staff between 8:30 A.M. and 5:30 P.M. EST at (866) 997-6727, or e-mail us at [msapcenter@seiservices.com](mailto:msapcenter@seiservices.com).

Thank you for participating in the survey. We look forward to learning more about your magnet program’s implementation needs to provide you with effective technical support.

Sincerely,

Manya Walton, Ph.D.

Director

Magnet Schools Assistance Program

Technical Assistance Center

8757 Georgia Avenue,Suite 460

Silver Spring, MD 20910

Toll free: (866) 997-6727

Office: (240) 233-2733 ext. 107

mwalton@leedmci.com

www.msapcenter.com