

Request for Approval under the “Generic Clearance for the Collection of Routine Customer Feedback” (OMB Control Number: 1880-0542)

TITLE OF INFORMATION COLLECTION: Customer Feedback on Future Ready Leaders Professional Learning Resources and Superintendent’s Interview Protocol

PURPOSE:

The Future Ready Leaders program builds on the work done through the Department’s Connected Educators project. This project connected thousands of classroom teachers to online networks to share effective teaching practices during Connected Educator Month (CEM) in 2012 and 2013. CEM13 also piloted the use of technology to support competency-based professional development and leveraged technologies to help teachers expand their virtual professional learning networks.

One clear theme that emerged was a lack of quality training and support for school and district leaders to support leveraging technology for professional learning. The goal of Personalized Professional Learning for Future Ready Leaders is to provide quality professional learning content for such leaders as digital conversion and substantive changes to districts’ policies and practices via technology integration become more essential. The information collected through this study is a unique opportunity to understand superintendents’ perceptions of using and applying a professional development tool and of its potential effect on implementing plans and changes related to connectedness.

Information on customer use of and feedback regarding Future Ready Leaders professional learning resources will also be collected.

DESCRIPTION OF RESPONDENTS: Superintendents who signed the future ready pledge who have had access to the Future Ready Leaders online professional learning resources.

TYPE OF COLLECTION: (Check one)

- | | |
|--|--|
| <input type="checkbox"/> Customer Comment Card/Complaint Form | <input checked="" type="checkbox"/> Customer Satisfaction Survey |
| <input type="checkbox"/> Usability Testing (e.g., Website or Software) | <input type="checkbox"/> Small Discussion Group |
| <input type="checkbox"/> Focus Group | <input type="checkbox"/> Other: _____ |

CERTIFICATION:

I certify the following to be true:

1. The collection is voluntary.
2. The collection is low-burden for respondents and low-cost for the Federal Government.
3. The collection is non-controversial and does not raise issues of concern to other federal agencies.
4. The results are not intended to be disseminated to the public.

5. Information gathered will not be used for the purpose of substantially informing influential policy decisions.
6. The collection is targeted to the solicitation of opinions from respondents who have experience with the program or may have experience with the program in the future.

Name: Bernadette Adams

To assist review, please provide answers to the following question:

Personally Identifiable Information:

1. Is personally identifiable information (PII) collected? Yes No
2. If Yes, is the information that will be collected included in records that are subject to the Privacy Act of 1974? Yes No
3. If Applicable, has a System or Records Notice been published? Yes No

Gifts or Payments:

Is an incentive (e.g., money or reimbursement of expenses, token of appreciation) provided to participants? Yes No

BURDEN HOURS

Category of Respondent	No. of Respondents	Participation Time	Burden
Customer Survey: Individuals	1000	5 minutes	83 hours
Protocol: Superintendents	27	45 minutes	20 hours
Totals	1027	50 minutes	103 hours

FEDERAL COST: The estimated annual cost to the Federal government is \$0

If you are conducting a focus group, survey, or plan to employ statistical methods, please provide answers to the following questions:

The selection of your targeted respondents

1. Do you have a customer list or something similar that defines the universe of potential respondents and do you have a sampling plan for selecting from this universe?
 Yes No

If the answer is yes, please provide a description of both below (or attach the sampling plan)? If the answer is no, please provide a description of how you plan to identify your potential group of respondents and how you will select them?

We are inviting all superintendents who signed the Future Ready Leaders pledge to complete the survey. The survey asks for information regarding their use and application of the professional learning resources (the online self-assessment and customized video library) that have been available since December 2015. We are not sampling from within this universe because we want information from as many superintendents as possible to understand use of the tools thus far.

Administration of the Instrument

1. How will you collect the information? (Check all that apply)

Web-based or other forms of Social Media

Telephone

In-person

Mail

Other, Explain

2. Will interviewers or facilitators be used? Yes No

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