

APPENDIX D

PRINCIPAL AND TEACHER ADMINISTRATIVE DATA REQUEST LETTER

PRINCIPAL/TEACHER DATA REQUEST

Dear [DISTRICT CONTACT]:

We would like to thank your district for participating in the National Evaluation of the Teacher Incentive Fund (TIF) conducted in previous years by Mathematica Policy Research for the U.S. Department of Education. This study will produce valuable information on the impact of performance-based incentive programs on student achievement and educator mobility and retention. We greatly appreciate your assistance with this important study.

As part of the study, we are collecting information from district records about the participating principals and teachers in the study schools. These data will be used to document the hiring, movement between schools, and attrition of principals and teachers participating in the study. We also want to obtain information on principals and teachers measured effectiveness and actual payouts to staff in recognition of their accomplishments. Finally, we are requesting any demographic or background characteristics available in your district files. Please note that you are obligated to respond as required to obtain or retain a benefit (Office of Elementary and Secondary Education: Overview Information; Teacher Incentive Fund: Notice Inviting Applications for New Awards for Fiscal Year (FY) 2010, 75 FR 28740-28749 (May 21, 2010)).

The attached table indicates the specific items that we are requesting for the current school year. Also attached are instructions for returning the data to us. You can choose among three ways of returning the data: (1) posting the files to our secure website; (2) emailing the password-protected files to us; or (3) sending the hard copy lists to us via Federal Express.

Thank you very much for your assistance. A member of our study team will contact you in the next week to determine if you have any questions. You can reach me at (xxx) xxx-xx or xxxxxxxxxxxxxxxxx.

Sincerely,

xxxxxxxxxxxxxxxxxxxxxx

Item #	Data Item
Background and Demographic Information for Educators (Teachers and Principals)	
1	Last and first name
2	Sex
3	District ID number
4	Date of birth (mm/dd/yy)
5	Ethnicity (Hispanic or Latino origin)
6	Race
7	Highest degree held
8	Certification status
9	Score on licensure or certification test (include name of test and date administered)
Year-Specific Information (2014–2015)	
10	School ID
11	School name
12	Date started at school (mm/dd/yy)
13	Date of Departure (if applicable) (mm/dd/yy)
14	Part-time/Full-time status
15	Itinerant indicator (splits time between multiple buildings)
16	Transfer during the year indicator
17	Number of years teaching experience (including current year)
18	Employment Category—principal or teacher
19	Grade taught (if teacher)
20	Self-contained of subject-area teacher (if teacher)
21	Subject taught (if applicable)
22	Number of days absent during the year
23	Eligible for performance pay (yes/no)
24	Maximum amount for which eligible
25	Actual amount of performance pay received
Information on Performance Measures (2014–2015)	
26	First criterion used (type of measure and name)
27	Date first criterion administered or collected
28	Score on first criterion (include information on type of score, possible range, passing score, etc.)
29	Second criterion used (type of measure and name)
30	Date second criterion administered or collected
31	Score on second criterion (same details as in #22)
32	Third criterion used (type of measure and name)
33	Date third criterion administered or collected
34	Score on third criterion (same details as in #22)

Notice of Confidentiality

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. We will not provide information that identifies you or your district to anyone outside the study team, except as required by law. Additionally, no one at your school or in your district will see your responses. You are obligated to respond as required to obtain or retain a benefit (Office of Elementary and Secondary Education: Overview Information; Teacher Incentive Fund: Notice Inviting Applications for New Awards for Fiscal Year (FY) 2010, 75 FR 28740-28749 (May 21, 2010)).

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 **1850-0876**. The time required to complete this information collection is estimated to average 8 hours per year, including the time to review instructions, gather the data needed, and complete and review the information collection. The obligation to respond to this collection is required to obtain or retain benefit (Office of Elementary and Secondary Education: Overview Information; Teacher Incentive Fund: Notice Inviting Applications for New Awards for Fiscal Year (FY) 2010, 75 FR 28740-28749 (May 21, 2010)). 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