

## **APPENDIX F**

### **STUDENT RECORDS DATA COLLECTION**

- 1. Cover letter**
- 2. Instructions for Providing Student Records**

## STUDENT RECORDS DATA REQUEST

**MATHEMATICA**  
Policy Research, Inc.

P.O. Box 2393  
Princeton, NJ 08543-2393  
Telephone (609) 799-3535  
Fax (609) 799-0005  
www.mathematica-mpr.com

[DATE]

Dear [DISTRICT CONTACT]:

We would like to thank your district for participating in the national Evaluation of the Teacher Incentive Fund (TIF) conducted 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 for the students in the study. I am writing to request that your district provide us with data for each student in tested grades in the study schools. We will be making the same data request in fall 2013, 2014, and 2015. Please note that cooperation with these activities is a condition of your grant (EDGAR: part 75.591, Authority: 20 U.S.C. 1221e-3 and 3474).

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 to return the data: (1) posting the files to our secure website; (2) emailing the password-protected files; or (3) sending the hard copy lists via Federal Express.

Thank you very much for your assistance with this data request. A member of our study team will contact you in the next week to determine if you have any questions about this request. You can reach me at (202) 484-4820 or mgrider@mathematica-mpr.com.

Sincerely,

Mary Grider  
Senior Systems Analyst

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 to complete this information collection is estimated to average **8 hours per year** minutes per respondent, including the time to review instructions, gather the data needed, and complete and review the information collected. 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, 555 New Jersey Avenue, NW, Washington, DC 20208.

Item #	Data Item
<b>Student's Background and Demographic Information</b>	
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
<b>Year-Specific Information (2011–2012)</b>	
7	School Name
8	School ID
9	Days Enrolled
10	Student's grade level
11	Free- or reduced-price school lunch status
12	English Language Learner (ELL) status
13	Special education/IEP status
14	Type of disability, if any
15	504 Plan status
<b>Test Scores (Spring 2012 and Spring 2011)</b>	
16	Math test information <i>Name of test, publisher, grade level administered. If alternative assessment, please indicate.</i>
17	Math scale score <i>Scale score from math section of state or district test. Scale score is preferred, but normal curve equivalents, percentile ranks, or number correct are acceptable (in descending order of preference).</i>
18	Reading test information <i>Name of test, publisher, grade level administered. If alternative assessment, indicate this.</i>
19	Reading scale score <i>Scale score from math section of state or district test. Scale score is preferred, but normal curve equivalents, percentile ranks, or number correct are acceptable (in descending order of preference).</i>
<b>Attendance and Promotion Information (2011-2012)</b>	
20	Promotion status <i>Indicate whether the student was promoted to a higher grade as of May/June prior to the start of the school year.</i>
21	Number of days absent from school
22	Disciplinary record <i>Information on suspensions or other disciplinary action</i>
<b>Teacher Information (2011-2012)</b>	
<b>Student's Reading, Language Arts, or English teacher</b>	
23	Last name of teacher
24	First name of teacher
25	District ID of teacher
<b>Student's Math teacher</b>	
26	Last name of teacher
27	First name of teacher
28	District ID of teacher

**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. Participation or cooperation with this activity is a condition of your grant (EDGAR: part 75.591, Authority: 20 U.S.C. 1221e-3 and 3474).

**EVALUATION OF THE TEACHER INCENTIVE FUND  
INSTRUCTIONS FOR SENDING STUDENT DATA FILES**

Please use one of the three methods below to return the student data files or listing to Mathematica.

**A. UPLOAD ELECTRONIC FILES TO A SECURE WEBSITE**

1. Go to <https://www.xxx.org/upload> using an Internet browser (e.g., Microsoft Explorer). When prompted, use the following login information:

Username:           XXX  
Password:           XXX  
Domain Name:       XXX

Note: Username and password are case-sensitive.

2. Click on the BROWSE button and select the file you wish to transfer.
3. Click the UPLOAD button to begin the transfer process. Once a file is uploaded, it cannot be downloaded or accessed by anyone other than an authorized member of the study team.
4. If the file name is not unique, you will receive a message indicating that the “file already exists.” If this occurs, please rename your file and upload again.
5. Close the browser once the upload is complete.
6. If your file is password-protected, please call Mary Grider at (202) 484-4820 with the password. For security reasons, please do not send the password by email.

**B. SEND ELECTRONIC FILE BY EMAIL**

1. If you have not already password-protected your file, please do so and call Mary Grider at (202) 484-4820 with the password. For security reasons, please do not send the password by email.
2. Email the electronic file **as an attachment** to [data@xxxx.org](mailto:data@xxxx.org). In the body of the email, include your name, telephone number, and the name of your district. Do not send the student data as part of the email text.
3. If possible, compress the file using WinZip, PKZIP, or StuffIt before attaching it to the email. If the file is larger than 10 MB (or 10,000 KB), we recommend transmitting it using our secure website (<https://www.xxxx.org>) instead.

**C. FEDERAL EXPRESS (PAPER LISTS, DISKETTE, CD-ROM, DVD)**

1. Use the enclosed prepaid labels and send your package to Mathematica. Please remember to write your return address information (Section 1) and the type of packaging you are using (Section 5) on the FedEx label.
2. Affix the provided “DO NOT X-RAY; DO NOT BEND” label to the package.
3. If you would like Mathematica to provide a FedEx envelope or other packaging material appropriate for the type of student list you are sending, please call Mary Grider at (202) 484-4820.
4. Keep a copy of the information you send for your records.