

## APPENDIX G—Notification Emails

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### Email to Comprehensive Center Director Regarding Comprehensive Center Evaluation Interviews

To: Center Director

CC: Key Center Staff [such as those helping to schedule site visit]

Subject: National Evaluation of Comprehensive Centers Interviews

Dear XXX,

As part of the national evaluation of the Comprehensive Centers program, IMPAQ International is conducting site visits to interview key Center staff, leadership, technical assistance (TA) providers, and where possible, TA recipients (representatives from Regional Comprehensive Centers and SEAs). We appreciate your assistance with scheduling and planning these interviews.

Each interview will take approximately 60 minutes, and will be audio recorded with the respondent's permission. The information provided will be used for evaluation purposes only, and will only be reported in aggregate. No individual names or organizations will be reported.

We are conducting these interviews in order to gather information from the Comprehensive Centers about the successes and challenges of building constituent capacity and providing TA. Interview responses will inform improvement of the Comprehensive Centers program.

We are planning our site visit for [POSSIBLE DATE RANGE]. Please provide us with a two-day period of time that fits your schedule and those of key respondents. Once a date is confirmed, please develop a suggested schedule of interviews for this time period. A sample schedule is below:

<b>DAY 1</b>	
Center Director	9:00 – 10:00am
TA provider	10:15 – 11:15 am
TA provider	11:30 – 12:30pm
Lunch break	12:30 – 1:30pm
State liaison	1:45 – 2:45pm

Consultant/Partner	3:00 – 4:00 pm
<b>DAY 2</b>	
TA provider	9:00 – 10:00am
TA provider	10:15 – 11:15 am
TA provider	11:30 – 12:30pm
Lunch break	12:30 – 1:30pm
State liaison	1:45 – 2:45pm
Consultant/Partner	3:00 – 4:00 pm

Please let me know if you have any questions.

Thank you for your cooperation!

[Site Liaison’s Name]

IMPAQ International

**Confidentiality and Privacy**

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 research purposes. The reports prepared for this study from the interview data will include information that is summarized and aggregated and should not associate responses with a specific Center, state, district or individual. However, due to the uniqueness of each Center and descriptions of particular projects in our reports, some Centers and/or states may be identifiable to readers. Also, respondents’ roles and the Center they work with may be identified in the report, which may lead to individuals’ being identified. Other than this situation that we have made respondents aware of, we will not provide information that identifies you to anyone outside the study team, except as required by law.

**Email to Comprehensive Center TA Recipients (e.g., SEAs) Regarding Comprehensive Center Evaluation Interviews**

To: TA Recipient

CC: Center Director, Key Center Staff [such as those helping to schedule interviews]

Subject: National Evaluation of Comprehensive Centers Interviews

Dear XXX,

As part of the external evaluation of the national Comprehensive Centers program, IMPAQ International is conducting telephone interviews with key Center staff, leadership, technical assistance providers, and representatives from Regional Comprehensive Centers and state education agencies. As someone who works closely with the [name of Center] Center, your input is critical to our study.

Each telephone interview will take approximately 60 minutes, and will be audio recorded with your permission. The information provided will be used for evaluation purposes only, and will only be reported in aggregate. No individual names or organizations will be reported.

We are conducting these interviews in order to gather information from multiple Comprehensive Centers and their constituents about the successes and challenges of technical assistance and capacity building. Interview responses will inform improvement of the Comprehensive Centers program.

Could you please provide me with some dates and times when you are available for a phone interview within the next two to three weeks?

Please let me know if you have any questions.

Thank you for your cooperation!

[Site Liaison's Name]

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Center, state, district or individual. However, due to the uniqueness of each Center and descriptions of particular projects in our reports, some Centers and/or states may be identifiable to readers. Also, respondents' roles and the Center they work with may be identified in the report, which may lead to individuals' being identified. Other than this situation that we have made respondents aware of, we will not provide information that identifies you to anyone outside the study team, except as required by law.

## Email to Comprehensive Center Staff Regarding Comprehensive Center Evaluation Survey

To: [Recipient email address]

CC: Center director

Subject: National Evaluation of Comprehensive Centers Survey

Dear XXX,

As part of the national evaluation of the Comprehensive Centers program, IMPAQ International is surveying Centers' leadership, technical assistance (TA) providers, and consultants about your experience with the program. We are conducting this survey in order to gather information from the Comprehensive Centers about the successes and challenges of building constituent capacity and providing TA. We are interested in your responses as someone who provides TA to state education agencies (SEAs) or to Regional Comprehensive Centers. Your responses will inform improvement of the Comprehensive Centers program.

The survey should take no more than 20 minutes to complete. The information you provide will be used for evaluation purposes only, and will only be reported in aggregate. No individual names or organizations will be reported.

If you have any questions, please contact Michaela Gulemetova at 443-367-0088 extension 2335 or [NCCEvaluation@impaqint.com](mailto:NCCEvaluation@impaqint.com).

Thank you for your cooperation!

[Name]

IMPAQ International

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## Email to Technical Assistance Recipients Regarding Comprehensive Center Evaluation Survey

To: [Recipient email address]

CC: Center director

Subject: National Study of Comprehensive Centers Survey

Dear XXX,

As part of the external evaluation of the national Comprehensive Centers program, IMPAQ International is surveying people like you about your experience with the program. Your responses will help assess outcomes and inform improvement of the Comprehensive Centers program.

The survey should take no more than 15 minutes to complete. The information you provide will be used for evaluation purposes only, and will only be reported in aggregate. No individual names or organizations will be reported.

If you have any questions, please contact Michaela Gulemetova at 443-367-0088 extension 2335 or [NCCEvaluation@impaqint.com](mailto:NCCEvaluation@impaqint.com).

Thank you for your cooperation!

[Name]

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