

FOLLOW-UP COMMUNICATIONS WITH STUDY PARTICIPANTS RECRUITMENT CONTACT ATTEMPTS (Spring 2015)

First Reminder Principal Email (of 3 total)

Reminder to Participate in NM TEACH Improvement Survey for \$25



Dear [Title] [First] [Last],

This is a friendly reminder that you have been invited to participate in a voluntary study designed to improve the NM TEACH evaluation process. At the end of this email there is more information about the study and what your participation entails.

When you are ready, we encourage you to complete the survey by clicking the link below and entering your unique login ID. It should take no more than 30 minutes of your time.

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Login Code: [MMIC code here]

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If you have questions or wish to discuss participation, please contact Dr. Heather Schwartz at heather.schwartz@RAND.org. For research questions or concerns, please contact the RAND Human Subjects Protection Committee at (310) 393-0411 x6369.

We hope you will choose to take part in this survey. Please do not hesitate to contact me with any survey-related questions.

Sincerely,

Heather Schwartz, PhD
RAND Survey Lead Investigator
Full Policy Researcher
RAND Corporation
heather.schwartz@RAND.org

Information about the study

The Regional Education Lab Southwest (REL Southwest) is studying principals' feedback to teachers in an effort to improve the teacher evaluation process. The researchers are from the RAND Corporation, which is an independent, nonprofit, nonpartisan research organization. All New Mexico public school principals are invited to participate in the study.

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1. Receive a short guide about providing effective feedback to teachers for your use throughout the 2015-2016 school year. You and your teachers will be assigned at random to one of two types of guidance.
2. Complete a 30-minute online survey now using the link below (and receive \$25).
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What is the purpose of the survey and how will the results be used? The Southwest Regional Educational Lab is conducting this study to learn about the feedback principals give to teachers under NM TEACH, and teachers' perceptions of that feedback. The study is funded by the U.S. Department of Education. For more information about the study, visit {REL Southwest website}. Results will be used to provide New Mexico Public Education Department feedback regarding how to improve NM TEACH training for principals and teachers.

The survey is voluntary. However, we strongly encourage you to participate. The survey is an opportunity to share your views of NM TEACH and to describe the post-observation feedback process.

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First Hard-Copy Reminder Principal Letter (of 2 total)



[Title] [First] [Last]

[School name]

[School mailing address]

[Date]

Dear [Title] [First] [Last],

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We hope you will choose to take part in the study.

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The Regional Education Lab Southwest (REL Southwest) is studying principals' feedback to teachers in an effort to improve the teacher evaluation process. The researchers are from the RAND Corporation, which is an independent, nonprofit, nonpartisan research organization. All New Mexico public school principals are invited to participate in the study.

REL Southwest has first invited all New Mexico public school principals to participate in the study. Then in all schools where principals agree to participate, REL Southwest has invited up to 10 teachers to participate. You are one of these teachers.

Principals who agree to participate are assigned at random to receive one of two types of guidance about effective feedback to teachers. Teachers who participate in the study also receive one of two types of guidance about effective feedback from principals.

Your participation involves three things:

1. Complete a 30-minute online survey using the link below (and receive \$25).
2. Receive a short document about effective feedback sessions between you and your school leader for your use throughout the 2015-2016 school year. You and your principal will be assigned at random to one of two types of guidance.

3. Complete a second 30-minute online survey in spring 2016 (and receive an additional \$25).

You will receive a \$25 gift card for completing each survey. You'll be able to choose your gift card from more than 200 merchants. To see the full list of merchants, go to <http://www.icardgiftcard.com/gift-cards/>.

When you are ready, we encourage you to complete the survey by typing the link below into your internet browser and then entering your unique login ID. It should take no more than 30 minutes of your time.

<https://survey.rand.org/research/hosting/ced/>

Login Code: [MMIC code here]

The research team will keep your survey answers confidential. The survey will not be used to evaluate you or your school. Only researchers from the REL Southwest will view your answers, and all answers will be aggregated before being included in the public report. The survey results will help NM PED refine NM TEACH, and hopefully help other states improve their teacher evaluation systems.

What is the purpose of the survey and how will the results be used? The Southwest Regional Educational Lab is conducting this study to learn about the feedback principals give to teachers under NM TEACH, and teachers' perceptions of that feedback. The study is funded by the U.S. Department of Education. For more information about the study, visit {REL Southwest website}. Results will be used to provide New Mexico Public Education Department feedback regarding how to improve NM TEACH training for principals and teachers.

The survey is voluntary. However, we strongly encourage you to participate. The survey is an opportunity to share your views of NM TEACH and to describe the post-observation feedback process.

Who will get the study results? Only Southwest REL researchers will see your answers to survey questions. The survey results will be summarized across all survey respondents, and Southwest REL will present summaries of results to NM PED and to the federal Department of Education. We adhere to strict codes of confidentiality and will NEVER release individual responses in any way that could identify respondents.

If you have questions or wish to discuss participation, please contact Dr. Heather Schwartz at heather.schwartz@RAND.org. For research questions or concerns, please contact the RAND Human Subjects Protection Committee at (310) 393-0411 x6369.

We hope you will choose to take part in this survey. Please do not hesitate to contact me with any survey-related questions.

Sincerely,

Heather Schwartz, PhD
RAND Survey Lead Investigator

STUDY PARTICIPANT REMINDERS (School year 2015-2016)

September 10, 2015 (Approximate date) Email Reminder to Principal Treatment Group



Dear [Title] [First] [Last],

Congratulations on starting the new 2015-2016 school year.

Last spring 2015, you agreed to participate in a study designed to improve the NM TEACH evaluation process. Thank you again for agreeing to participate!

This is a friendly reminder for you and your school leaders who are reviewing teachers to please use the attached short guide about providing effective feedback to teachers for your use throughout the 2015-2016 school year.

The attached guide is intended to help you provide effective feedback to teachers in the conversation that follows formal classroom observations.

Since this guide is part of a study, we ask that you please **DO NOT DISSEMINATE** the guide to anyone who does not work in your school building.

We are eager to hear your feedback about Guide and how it could be improved. We will sending you a survey in spring 2016 to obtain your feedback.

Thank you in advance. We hope you are having a good school year.

Sincerely,

Heather Schwartz, PhD

RAND Survey Lead Investigator

Heather.Schwartz@RAND.org

November 5, 2015 (approximate date) Email Reminder to Principal Treatment Group



Dear [Title] [First] [Last],

Happy fall.

As a part of the ongoing research study regarding improving the NM TEACH evaluation process, this is a friendly reminder for you and your school leaders who are reviewing teachers to please use the attached short guide about providing effective feedback to teachers for your use throughout the 2015-2016 school year.

The attached guide is intended to help you provide effective feedback to teachers in the conversation that follows formal classroom observations.

Since this guide is part of a study, we ask that you please **DO NOT DISSEMINATE** the guide to anyone who does not work in your school building.

We are eager to hear your feedback about Guide and how it could be improved. We will be sending you a survey in spring 2016 to obtain your feedback.

Thank you in advance. We hope you are having a good school year.

Sincerely,

Heather Schwartz, PhD

RAND Survey Lead Investigator

Heather.Schwartz@RAND.org

January 15, 2016 (approximate date) Email Reminder to Principal Treatment Group



Dear [Title] [First] [Last],

Happy new year.

This is a last reminder for you and your school leaders who are reviewing teachers to please use the attached short guide about providing effective feedback to teachers for your use throughout the 2015-2016 school year. The guide is part of the ongoing study by REL Southwest researchers seeking to improve the NM TEACH evaluation process.

The attached guide is intended to help you provide effective feedback to teachers in the conversation that follows formal classroom observations.

Since this guide is part of a study, we ask that you please DO NOT DISSEMINATE the guide to anyone who does not work in your school building.

We are eager to hear your feedback about Guide and how it could be improved. We will sending you a survey in spring 2016 to obtain your feedback.

Thank you in advance. We hope you are having a good school year.

Sincerely,

Heather Schwartz, PhD

RAND Survey Lead Investigator

Heather.Schwartz@RAND.org

POST-SURVEY ADMINISTRATION CONTACT ATTEMPTS (Spring 2016)

First Reminder Principal & Teacher Email (of 3 total)

Reminder to Please Take Final NM TEACH Improvement Survey for \$25



Dear [Title] [First] [Last],

Thank you again for participating in the research study led by REL Southwest researchers to improve the NM TEACH evaluation process. We recently emailed you requesting that you take the second and final survey in the study.

This is a friendly reminder to please complete the survey by clicking the link below and entering your unique login ID. It should take no more than 30 minutes of your time.

<https://survey.rand.org/research/hosting/ced/>

Login Code: [MMIC code here]

You will receive a \$25 gift card for completing each survey. You'll be able to choose your gift card from more than 200 merchants. To see the full list of merchants, go to <http://www.icardgiftcard.com/gift-cards/>.

The study team greatly appreciates your completing the survey, as your responses provide important information that cannot be obtained elsewhere. However, if you would like to be removed from the study's participant list, please reply to this letter and you will not receive any further correspondence about this survey from us.

If you have questions or wish to discuss participation, please contact Dr. Heather Schwartz at heather.schwartz@RAND.org. For research questions or concerns, please contact the RAND Human Subjects Protection Committee at (310) 393-0411 x6369.

Sincerely,

Heather Schwartz, PhD
RAND Survey Lead Investigator
Full Policy Researcher
RAND Corporation
heather.schwartz@RAND.org

Information about the study

The Regional Education Lab Southwest (REL Southwest) is studying principals' feedback to teachers in an effort to improve the teacher evaluation process. The researchers are from the RAND Corporation, which is an independent, nonprofit, nonpartisan research organization. All New Mexico public school principals were invited to participate in the study. Then in all schools where principals agree to participate, REL Southwest has invited up to 10 teachers to participate. You are one of these teachers.

Principals who agreed to participate were assigned at random to receive one of two types of guidance about effective feedback to teachers. Teachers who participated in the study also receive one of two types of guidance about effective feedback from principals.

The research team will keep your survey answers confidential. The survey will not be used to evaluate you or your school. Only researchers from the REL Southwest will view your answers, and all answers will be aggregated before being included in the public report. The survey results will help NM PED refine NM TEACH, and hopefully help other states improve their teacher evaluation systems.

What is the purpose of the survey and how will the results be used? The Southwest Regional Educational Lab is conducting this study to learn about the feedback principals give to teachers under NM TEACH, and teachers' perceptions of that feedback. The study is funded by the U.S. Department of Education. For more information about the study, visit {REL Southwest website}. Results will be used to provide New Mexico Public Education Department feedback regarding how to improve NM TEACH training for principals and teachers.

The survey is voluntary. However, we strongly encourage you to participate. The survey is an opportunity to share your views of NM TEACH and to describe the post-observation feedback process.

Who will get the study results? Only Southwest REL researchers will see your answers to survey questions. The survey results will be summarized across all survey respondents, and Southwest REL will present summaries of results to NM PED and to the federal Department of Education. We adhere to strict codes of confidentiality and will NEVER release individual responses in any way that could identify respondents.

Second Reminder Principal & Teacher Email (of 3 total)

Second Reminder to Please Take Final NM TEACH Improvement Survey for \$25



Dear [Title] [First] [Last],

This is a friendly reminder that you have been invited to participate in a voluntary study designed to improve the NM TEACH evaluation process. At the end of this email there is more information about the study and what your participation entails.

When you are ready, we encourage you to complete the survey by clicking the link below and entering your unique login ID. It should take no more than 30 minutes of your time.

<https://survey.rand.org/research/hosting/ced/>

Login Code: [MMIC code here]

The study team greatly appreciates your completing the survey, as your responses provide important information that cannot be obtained elsewhere. However, if you would like to be removed from the study's participant list, please reply to this letter and you will not receive any further correspondence about this survey from us.

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We hope you will choose to take part in this survey. Please do not hesitate to contact me with any survey-related questions.

Sincerely,

Heather Schwartz, PhD
RAND Survey Lead Investigator
Full Policy Researcher
RAND Corporation
heather.schwartz@RAND.org

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Third Reminder Principal & Teacher Email (of 3 total)

Last Reminder to Please Take Final NM TEACH Improvement Survey for \$25



Dear [Title] [First] [Last],

This is our last email reminder that you have been invited to participate in a voluntary study designed to improve the NM TEACH evaluation process. At the end of this email there is more information about the study and what your participation entails.

We hope that you will participate!

When you are ready, we encourage you to complete the survey by clicking the link below and entering your unique login ID. It should take no more than 30 minutes of your time.

<https://survey.rand.org/research/hosting/ced/>

Login Code: [MMIC code here]

The study team greatly appreciates your completing the survey, as your responses provide important information that cannot be obtained elsewhere. However, if you would like to be removed from the study's participant list, please reply to this letter and you will not receive any further correspondence about this survey from us.

If you have questions or wish to discuss participation, please contact Dr. Heather Schwartz at heather.schwartz@RAND.org. For research questions or concerns, please contact the RAND Human Subjects Protection Committee at (310) 393-0411 x6369.

We hope you will choose to take part in this survey. Please do not hesitate to contact me with any survey-related questions.

Sincerely,

Heather Schwartz, PhD
RAND Survey Lead Investigator
Full Policy Researcher
RAND Corporation
heather.schwartz@RAND.org

Information about the study

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