

[date]

Dear <Principal Name>,

As you may know, your district is participating in the Impact Evaluation of Support for Principals. The Institute of Education Sciences at the U.S. Department of Education has contracted with Mathematica Policy Research and its partners to conduct this evaluation. As part of the study, we are asking principals to complete an online survey, in spring 2016 and again in spring 2017, to gather information about your leadership practices, your district and school environments, and the quality and usefulness of professional development you may receive. We will also ask information about your educational background and experience. During those same time periods, a selected group of teachers in your school will be receiving a teacher survey. We would greatly appreciate your assistance in encouraging your teachers to participate.

Responses to this data collection will be used only for research 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. While your participation is voluntary, your input is vital to the success of this study.

In the coming days, you will receive an email providing a link to the online survey and your username and password. This login information will not be the same used for your daily logs. We have also provided this information below for your records. The email will be sent to your school email address. If you would prefer future communications regarding this study be sent to a different email address, please provide the following information in an email to XXX@matheamtica-mpr.com: your name, school name, and the new email address that you would like us to use.

Username:

Password:

We estimate the online questionnaire will take approximately 30 minutes to complete. As a thank you, you will receive a [check/gift card, required by district MOU] in the amount of \$30 once you have completed the survey.

If you have any questions regarding the survey or your login information, you can reach a study team member by phone at 866-XXX-XXXX or by email at XXX@mathematica-mpr.com.

Thank you for your help with this important study.

Sincerely,

[insert signature]

Pat Nemeth
Survey Director