

Advance Letter to Teacher

[date]

Dear <Teacher Name>,

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 a select group of teachers to complete an online survey in spring 2016 to gather information about professional development and instructional support you receive, leadership practices in your school, and the instructional environment at your school. We will also ask information about your educational background and experience.

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. 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@mathematica-mpr.com: your name, school name, and the new email address that you would like us to use.

Username:

Password:

We estimate that the online questionnaire will take approximately 30 minutes to complete. As a thank you, you will receive a [check/gift card, as required by the 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

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Surveyy Director