

Advance Letter to Principal_Log

[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 a web-based daily log, on five consecutive days during each of four designated weeklong periods of the 2015-2016 and 2016-2017 school years. The logs are designed to gather information about time principals spent on specific leadership responsibilities and activities. As we recognize your days are extremely busy, you will be asked to note this information on a paper time log throughout the day, then enter the information into your computer at the end of each day.

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 information regarding a training (via conference call and online tools) that will guide principals through the process of completing the logs. Upon completion of the training, you will receive a follow-up email with a link to the log. 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 that each day's entry will take approximately 15 minutes to complete. As a thank you, you will receive a payment of \$10 for each log completed during the five day data collection period for a possible check amount of \$50 each week (\$400 total across the study period). The checks will be mailed to you at the end of each weeklong data collection period.

If you have any questions regarding the training mentioned above, the daily log, 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