

## **Recruiting Materials**

## **SAMPLE EMAIL OF SUPPORT FROM NETWORK LEADER(S)**

**SUBJECT:** Your participation is requested in a brief interview for the U.S. Department of Education

Dear Principal,

You will soon receive an invitation from RTI International, a non-profit research organization, to participate in an interview about college- and career-focused education. The interview is sponsored by the U.S. Department of Education's Office of Career, Technical, and Adult Education (OCTAE).

OCTAE supports the use of career pathways for high school students and wants to expand the evidence base on pathway-type approaches and their effects on student outcomes. [NETWORK NAME] represents a promising model that is of interest to the Department.

We strongly encourage your participation in this important effort.

The interview is expected to last 10–15 minutes. If you have any questions, please to contact Jeffrey Rosen, the study's project director at RTI International (800-334-8571) ext 25242 or [jrosen@rti.org](mailto:jrosen@rti.org).

Thank you in advance for your cooperation.

## OCTAE LEAD LETTER – SCHOOL PRINCIPAL

[INSERT OCTAE LETTERHEAD]

[DATE]

Dear Principal,

I am writing to inform you about an important interview on college- and career-focused education sponsored by the U.S. Department of Education's Office of Career, Technical, and Adult Education (OCTAE).

Programs that prepare youth for both careers and college are a growing component of the U.S. public education system. College- and career-focused schools recognize that career guidance and planning helps students make informed education and career decisions as well as develop skills and knowledge needed to compete effectively in a global economy.

The Department is interested in exploring promising models of college- and career-focused schools programs such as [NETWORK NAME]. The goal of our interviews is to explore the feasibility of conducting a future nationwide evaluation to assess the impact of college- and career-focused schools on education outcomes.

OCTAE is collaborating with RTI International, a non-profit research organization, to conduct interviews with leaders of schools that are participating in major college- and career-focused networks across the country. During these interviews we would like to learn about:

- Student admission practices, particularly lottery-based admission systems
- Schools that may have random selection processes in place and the potential to provide evidence about college- and career-focused schools

RTI staff will contact you shortly to set up a time for an interview by phone. The interview will last 10-15 minutes. Your input is vital to this important step in promoting effective college- and career-focused education practices.

Thank you in advance for your contribution to this effort. If you have any questions about participating in the study, please contact Jeffrey Rosen, the study's project director at RTI International (800-334-8571 ext 25242 or [jrosen@rti.org](mailto:jrosen@rti.org)).

Sincerely,

Johan E. Uvin  
Acting Assistant Secretary for Career, Technical, and Adult Education

[CC: TBD]