

Annalee Kelley
FACES Survey Director

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AI/AN FACES-70

DATE

Dear [TEACHER]:

Welcome to the American Indian and Alaska Native (AI/AN) Head Start Family and Child Experiences Survey, known as AI/AN FACES. AI/AN FACES is the first study to collect in-depth descriptive information about the characteristics, experiences, and outcomes of children and families served by Head Start programs in American Indian and Alaska Native communities. The study is being conducted to learn more about children and families in AI/AN Head Start programs and the services Head Start provides. It will allow Head Start to better serve the needs of these children and families.

[ENTER PROGRAM NAME] has been selected to take part in this important study. Mathematica Policy Research, an independent research company, is conducting AI/AN FACES. The Administration for Children and Families, part of the U.S. Department of Health and Human Services, funds the study. Mathematica worked with a group of tribal Head Start directors and leaders, federal officials, and university tribal researchers to design the study and to guide how the study is being carried out.

This fall, we will ask about 800 3- and 4-year-old children and their families as well as 80 teachers from 22 tribal Head Start programs to take part in AI/AN FACES. We are excited about the study and hope you will be too. As one of only 80 teachers taking part, your help is vital to the study's success.

Your program director has selected [OSC NAME] to work with us. [OSC NAME] will help us gain consent from the parents of children who were chosen to take part in the study and schedule the data collection visits to your center. We appreciate any help with obtaining consents from parents that you can offer [OSC NAME] or our team.

In fall 2015 and spring 2016, our staff will spend 3-4 days in your center. Staff will give a 45-minute assessment to a group of children whose parents have agreed to take part in the study. We will also ask these children's parents to take a short survey. To enhance this information, we need you to fill out a short form, the Teacher Child Report (TCR), for each AI/AN FACES child in your class. The form asks about the skills, behaviors, and approaches to learning that you have seen these children use.

Each report should only take about 10 minutes to finish. We think you will enjoy completing these forms on the web. If you do not have Internet access or prefer to fill out these forms on paper, you may use paper copies. Please return them in the envelope provided. As a thank you, we will send you a \$10 gift card for each TCR you fill out and return.

In spring 2016 and spring 2017, we will also ask you, your program director, and your center director to each fill out a short survey. Your survey will ask about children's classroom activities, the materials used in the classroom, the use of different languages in the classroom, and the ways that you involve and interact with children's parents. It will also ask about your feelings, education and training, and about any professional

LETTER TO:

FROM:

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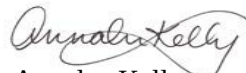
development you may have taken part in over the past year. A member of Mathematica's AI/AN FACES data collection staff will also observe your classroom for about four hours. We will work with [OSC NAME] to schedule the observation. You should not make special preparations for this visit. Your classroom will receive a token of appreciation for taking part.

You do not have to take part in this study. If you choose to take part in the study but then decide you want to leave the study at any point, that is okay.

If you choose to fill out the TCR online, please use the log-in ID and password below. The website, your log-in and password are secure and will not be shared with anyone. All information you provide will be kept private to the extent permitted by law. Only selected members of the study team will see your responses. Using the log-in ID and password ensures that your responses will be protected.

We have enclosed a list of frequently asked questions for your reference and Mathematica staff will be happy to answer any other questions about AI/AN FACES and to assist you in any way you need. You can contact us toll-free at 855-714-8193 or email us at AIANFACES@mathematica-mpr.com. If you have questions about your rights as a study volunteer, please call the New England Institutional Review Board toll free at 1-800-233-9570. To learn more about AI/AN FACES, visit the study website at <http://www.acf.hhs.gov/programs/opre/hs/faces>. Thank you in advance for your help with this important study.

Sincerely,



Annalee Kelly
FACES Survey Director

We encourage you to complete the TCRs online at:

<http://teacher.faces-2014.org>

LOG-IN ID: «WebUserName»

PASSWORD: «WebPassword»

Paperwork Reduction Act Statement: The referenced collection of information is voluntary. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB control number for this collection is 0970-0151 and it expires 07/31/2017. The time required to complete this collection of information is estimated to average 10 minutes, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the collection of information. If you have comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: Mathematica Policy Research, 1100 1st Street, NE, 12th Floor, Washington, DC 20002, Attention: Jerry West.