

ATTACHMENT G

VIDEO AND DOCUMENT COLLECTION INSTRUCTIONS FOR PROGRAM

MEMORANDUM

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TO: [SPP NAME]

FROM: [RECRUITER NAME] **DATE:** [DATE]

SUBJECT: Distributing Instructions for Pre-Visit Activities

Thank you so much for your help so far with the Examining Data Informing Teaching (EDIT) project. As you may recall, the next step in this process is to ask [TEACHER NAME in the participating classroom] to gather documentation including lesson plans and ongoing assessment data (such as anecdotal records or portfolios of work) for the focal children selected by the teacher and video-record a combination of assessments and small-group instruction that includes the focal children.

Enclosed you will find a package for [TEACHER NAME]. The package contains:

- **Instructions for collecting documentation and recording videos.** We ask that the teacher make sure that non-consented children and other adults are not visible on their videos. More details about non-consented children are provided in the instructions.
- **Materials for recording videos.** Materials include an iPad mini (in a case), a charger (in a case), and a stand. We also include detailed instructions for using the iPad mini and its accessories.

Please distribute the package to [TEACHER NAME] as soon as possible and ask that she complete all the pre-visit activities prior to our scheduled visit on [DATE].

As a first step, we would like to talk through study procedures and using the video equipment with [TEACHER NAME]. We can be available to speak during daytime or evening hours. You or [TEACHER NAME] can call me at [RECRUITER PHONE NUMBER] or email at [RECRUITER EMAIL] to schedule a time to speak.

As always, we very much appreciate your help with this important study!

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