

**[AGENCY, TITLE] Notification**  
**Request for Administrative Documents**

[Date]

[Name]

[Position]

[Street Address]

[City, state, zip]

Dear [TITLE]:

I am writing to you regarding the upcoming case study of your State's Title I, Part D Neglected or Delinquent Program that is a part of the larger nationwide **Evaluation of the ESSA Title I, Part D Neglected or Delinquent Programs** that is underway. This important evaluation of how these programs are implemented at the state and local levels is funded by the U.S. Department of Education's Policy and Program Studies Service has been approved by the U.S. Office of Management and Budget. The U.S. Department of Education has contracted with American Institutes for Research (AIR) to undertake this study.

As part of this evaluation, case studies are conducted in five states, and include on site interviews with state agencies, school districts, juvenile detention and correctional institutions, and child welfare facilities about implementing their grants and subgrants and how they are meeting the needs of the students served.

In addition, case study data collection includes a review of administrative documents. A member of the study team will contact you in the next few weeks to provide further information about this request for documents and about the case study in general. However, at this time, your help is needed to build a list of documents related to your Title I, Part D program that you could share with us or allow us to review when we visit your program. Documents such as school planning documents, written plans for IWPs, documents that reflect the distribution of N or D funds across the State, tracking systems or forms used to follow students who have transitioned back to regular schools or completed high school, tracking systems/forms used to assess students' academic progress and other educational outcomes, and other documents that you deem to be relevant for us to better understand your Part D program's implementation and education and transition programs for youth who are neglected or delinquent (N or D).

We are excited that your State is a case study site. Your participation is critical to enable this study to provide policymakers with accurate and complete information about implementation of this important federal grant. We recognize that participation in this study will demand time and energy. However, we can learn about the implementation of Title I, Part D programs only from those individuals who are most intimately involved with them. All data from the case studies will be reported in a manner that does not reveal your identity. Unique identification numbers will be assigned to individuals and to sites for the data collected. Data will be aggregated across states, districts, and schools. States, however, will be identified by name.

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such a collection displays a valid OMB control number. The valid OMB control number for this information collection is XXXX-XXXX. No additional reporting burden for the collection of administrative documents is expected. It is included in the reporting burden estimates for case study participation. The obligation to respond to this collection is voluntary.

Should you have any questions or if you would like to discuss this request, please feel free to contact the U.S. Department of Education project officer, Michael Fong, at 202-401-2342 or [michael.fong@ed.gov](mailto:michael.fong@ed.gov). You may also contact the AIR project director, Jennifer Loeffler-Cobia, at 202-403-6668 or [jloefflercobia@air.org](mailto:jloefflercobia@air.org).

We thank you in advance for your cooperation and truly appreciate your participation in this important national study.

Sincerely,

NAME

TITLE, AGENCY

**[AGENCY, TITLE] Notification**  
**State and Local Coordinators Survey Sample**

[Date]

[Name]

[Position]

[Street Address]

[City, state, zip]

Dear [State/Local Coordinator]:

I am writing to notify you that your agency has been selected to participate in the U.S. Department of Education's **Evaluation of the ESSA Title I, Part D Neglected or Delinquent Programs**, an important new study of how these programs are implemented. The purpose of this study is to examine how state agencies, school districts, and juvenile justice and child welfare facilities implement education and transition programs for youth who are neglected or delinquent (N or D). Participation of state and local coordinators in this evaluation study is required under Section XXXX of the Every Student Succeeds Act (ESSA).

The study will include the following data collection in the fall of 2016:

- *Surveys* with all Title I, Part D state coordinators from state education agencies and state agencies and a nationally representative sample of local education agency coordinators and their local juvenile justice and child welfare facility partners.
- *Case studies* in five states, which include administrative document review and interviews with state agencies, school districts, juvenile detention and correctional institutions, and child welfare facilities about how they are implementing their grants and subgrants and how they are meeting the needs of students served.

Your participation is critical to enable this study to provide policymakers with accurate and complete information about implementation of this important federal grant. We recognize that participation in this study will demand time and energy. The study will administer surveys to a sample of state and local coordinators throughout the nation. This greatly increases the importance of your response because it represents many other agency coordinators. Responses to this data collection will be reported only in aggregate and will be used only for statistical purposes. The results will not be presented in any way that would permit any response to be associated with a specific agency or individual, except as required by law.

The U.S. Department of Education has contracted with American Institutes for Research (AIR) to undertake this study. A member of the study team will contact you in the next few weeks to provide further information about the data collection at your agency. This study is funded by the U.S. Department of Education's Policy and Program Studies Service and has been approved by the U.S. Office of Management and Budget.

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such a collection displays a valid OMB control number. The valid OMB control number for this information collection is XXXX-XXXX. Public reporting burden for this collection is estimated to take up to 3 hours. The obligation to respond to this collection is voluntary.

Should you have any questions or if you would like to discuss this study, please feel free to contact the U.S. Department of Education project officer, Michael Fong, at 202-401-2342 or [michael.fong@ed.gov](mailto:michael.fong@ed.gov). You may also contact the AIR project director, Jennifer Loeffler-Cobia, at 202-403-6668 or [jloefflercobia@air.org](mailto:jloefflercobia@air.org).

We thank you in advance for your cooperation and truly appreciate your willingness to provide the time needed for the success of this important national study.

Sincerely,

Jennifer Bell-Ellwanger  
Director, Policy and Program Studies Service

**[AGENCY, TITLE] Notification**  
**State Education Agency Case Study Sample**

[Date]

[Name]

[Position]

[Street Address]

[City, state, zip]

Dear [State Education Agency Coordinator]:

I am writing to notify you that your agency has been selected as one of five state education agencies to participate in case studies for the U.S. Department of Education's **Evaluation of the ESSA Title I, Part D Neglected or Delinquent Programs**, an important new study of how these programs are implemented. The purpose of this study is to examine how state agencies, school districts, and juvenile justice and child welfare facilities implement education and transition programs for youth who are neglected or delinquent (N or D). Participation of state and local coordinators in this evaluation study is required under Section XXXX of the Every Student Succeeds Act (ESSA).

As part of the case study, researchers will conduct on-site interviews with state-level staff and staff from six local sites in your state, for a total of approximately 30 state and local staff. In addition to this, the study team will request administrative documents to review, including planning documents, written plans for institutionwide Part D projects, and tracking systems or forms. Data collection is scheduled to begin in the fall of 2016.

Your participation is critical to enable this study to provide policymakers with accurate and complete information about implementation of this important federal grant. We recognize that participation in this study will demand time and energy. However, we can learn about the implementation of Title I, Part D programs only from those individuals who are most intimately involved with them. Responses to this data collection will be reported only in aggregate and will be used only for statistical purposes. The results will never be presented in any way that would permit any response to be associated with a specific agency or individual, except as required by law.

The U.S. Department of Education has contracted with American Institutes for Research (AIR) to undertake this study. A member of the study team will contact you in the next few weeks to provide further information about the data collection at your agency. This study is funded by the U.S. Department of Education's Policy and Program Studies Service and has been approved by the U.S. Office of Management and

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such a collection displays a valid OMB control number. The valid OMB control number for this information collection is XXXX-XXXX. Public reporting burden for this collection is estimated to take up to 6 hours. The obligation to respond to this collection is voluntary.

Should you have any questions or if you would like to discuss this study, please feel free to contact the U.S. Department of Education project officer, Michael Fong, at 202-401-2342 or [michael.fong@ed.gov](mailto:michael.fong@ed.gov). You may also contact the AIR project director, Jennifer Loeffler-Cobia, at 202-403-6668 or [jloefflercobia@air.org](mailto:jloefflercobia@air.org).

We thank you in advance for your cooperation and truly appreciate your willingness to provide the time needed for the success of this important national study.

Sincerely,

Jennifer Bell-Ellwanger  
Director, Policy and Program Studies Service

**EVALUATION OF ESSA TITLE I, PART D:  
 PROGRAMS FOR NEGLECTED OR DELINQUENT CHILDREN AND YOUTH**

**Request for Administrative Documents**

<b>State:</b>	<b>Agency Name (internal use only):</b>	
<b>Agency Type:</b>		
<input type="checkbox"/> State Educational Agency (SEA)	<input type="checkbox"/> State Agency (SA)	<input type="checkbox"/> School district
<input type="checkbox"/> Correctional institution	<input type="checkbox"/> Child welfare facility	<input type="checkbox"/> Other(specify):
<b>Date of Request:</b>	<b>Reviewer:</b>	

**Purpose of this request**

- We are conducting case studies of Title I, Part D, N or D programs (hereafter “Part D”) in selected states. The case studies include interviews as well as review of relevant administrative documents and materials about planning, implementation, and progress of Part D programs in the case study states.
- Documents of interest include (but are not limited to) school planning documents, written plans for institution-wide Part D project (IWPs), documents that reflect the distribution of N or D funds across the State, tracking systems or forms used to follow students who have transitioned back to regular schools or completed high school, tracking systems or forms used to assess students’ academic progress and other educational outcomes.
- We will not include any information in our public reporting that identifies your program or State. However, officials at the U.S. Department of Education (ED) will know that your State participated in this study.
- The study’s results will be discussed in a final report that will be available publicly. The main purpose of this study is to share your perspectives and experiences with policy-makers as they continue to refine policy and technical assistance on important issues related to Part D programs. This is not a compliance study; our purpose is solely to provide policymakers and the general public with insight regarding implementation practices of Part D programs so programs and student outcomes can continue to be improved.
- Do you have any questions?

**Request for Administrative Documents**

I. School Planning Documents	<input type="checkbox"/> Obtained	<input type="checkbox"/> Unavailable	<input type="checkbox"/> N/A
II. Written plans for IWPs	<input type="checkbox"/> Obtained	<input type="checkbox"/> Unavailable	<input type="checkbox"/> N/A
III. Documents that reflect the distribution of N or D funds across the State	<input type="checkbox"/> Obtained	<input type="checkbox"/> Unavailable	<input type="checkbox"/> N/A
IV. Tracking systems or forms used to follow students who have transitioned back to regular schools or completed high school	<input type="checkbox"/> Obtained	<input type="checkbox"/> Unavailable	<input type="checkbox"/> N/A
V. Tracking systems/forms used to assess students’ academic progress and other educational outcomes	<input type="checkbox"/> Obtained	<input type="checkbox"/> Unavailable	<input type="checkbox"/> N/A
VI. Other relevant documents?	<input type="checkbox"/> Yes (see below)	<input type="checkbox"/> No	

**Onsite Administrative Document Review**

**I. School Planning Documents**

Document Title:	Document Date:
Description of Document:	
Relevant Content:	

Document Title:	Document Date:
Description of Document:	
Relevant Content:	

Document Title:	Document Date:
Description of Document:	
Relevant Content:	

**II. Written plans for institution-wide Part D projects (IWPs)**

Document Title:	Document Date:
Description of Document:	
Relevant Content:	

Document Title:	Document Date:
Description of Document:	
Relevant Content:	

Document Title:	Document Date:
Description of Document:	
Relevant Content:	

**III. Documents that reflect the distribution of N or D funds across the State**

Document Title:	Document Date:
Description of Document:	
Relevant Content:	

Document Title:	Document Date:
Description of Document:	
Relevant Content:	

Document Title:	Document Date:
Description of Document:	
Relevant Content:	

**IV. Tracking systems or forms used to follow students who have transitioned back to regular schools or completed high school**

Document/System Title:	Document Date:
Description of Document/System:	
Relevant Content:	

Document/System Title:	Document Date:
Description of Document/System:	
Relevant Content:	

Document/System Title:	Document Date:
Description of Document/System:	
Relevant Content:	



**V. Tracking systems/forms used to assess students' academic progress and other educational outcomes**

Document/System Title:	Document Date:
Description of Document/System:	
Relevant Content:	

Document/System Title:	Document Date:
Description of Document/System:	
Relevant Content:	

Document/System Title:	Document Date:
Description of Document/System:	
Relevant Content:	

**VI. Other Documents Reviewed Onsite**

Document Title:	Document Date:
Description of Document:	
Relevant Content:	

Document Title:	Document Date:
Description of Document:	
Relevant Content:	

Document Title:	Document Date:
Description of Document:	
Relevant Content:	