

Contract Number: ED-PEP-11-O-0088/TO28

Task Order 28

Implementation Study of the Turnaround School Leaders Program

OMB Package

Recruitment Letters

Appendix I. Project Coordinator Invitation

August 19, 2016

Prepared for:

U.S. Department of Education
Office of Planning, Evaluation and Policy Development
Policy and Program Studies Service

Prepared by:

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and

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1718 Connecticut Avenue, NW, Suite 400
Washington, DC 20009
(202) 939-9780

[Survey only]

Dear [Project Coordinator]:

I am writing to notify you that the [NAME OF PROJECT] has been selected to participate in the U.S. Department of Education's Implementation Study of the Turnaround School Leaders Program. The purpose of this study is to generate information about (1) how TSLP projects develop the leadership pipelines for turnaround schools, (2) the roles project partners play in implementation, (3) the ways in which grantees have adapted their project plans in response to changing circumstances, and (4) what early outcome data show about TSLP projects. The ultimate purpose of the study is to add to the field's knowledge about turnaround school leadership development, program improvement, and program design.

The study consists of surveys of all 12 Cohort 1 TSLP grantees and case studies of seven purposively selected TSLP grantees. Participation in this study is required under the conditions of the Turnaround School Leadership grant program (34 CFR 75.591). Your participation will involve responding to an online survey. According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is: XXXX-XXXX. The time required to complete this information collection is estimated to average 60 minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. We recognize that participation in this study will demand time and energy from you. However, we need your cooperation to obtain a complete and accurate understanding of the implementation and impact of the innovative school leadership development efforts if you participate. Because of the relatively small number of grantees, your response to the survey carries a lot of weight for the conclusions of the study. We would also appreciate your assistance in gaining the cooperation of training partners and any district partners to complete the survey.

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 individual. We will not provide information that identifies you to anyone outside the study team, except as required by law.

The study is being conducted by Westat, a research company based in Rockville, MD, and its partner, Policy Studies Associates in Washington, DC. If you have any questions, you may contact the study director Dan Aladjem at DAladjem@policystudies.com or call our study toll-free number at ____ - ____ ____, or you may contact Ivy Morgan here at the Department at ivy.morgan@ed.gov or (202) 401-7767.

Again, we appreciate your cooperation in making the results of this study a useful source of information for the U.S. Department of Education and other policymakers and educators who

continue efforts to turnaround low-performing schools. We thank you and your staff for providing the expertise and time needed for the success of the study.

Sincerely,

Jennifer Bell-Ellwanger
Director, Policy and Program Studies Service

[Survey and Case Study]

Dear [Project Coordinator]:

I am writing to notify you that the [NAME OF PROJECT] has been selected to participate in the U.S. Department of Education's Implementation Study of the Turnaround School Leaders Program. The purpose of this study is to generate information about (1) how TSLP projects develop the leadership pipelines for turnaround schools, (2) the roles project partners play in implementation, (3) the ways in which grantees have adapted their project plans in response to changing circumstances, and (4) what early outcome data show about TSLP projects. The ultimate purpose of the study is to add to the field's knowledge about turnaround school leadership development, program improvement, and program design.

The study consists of surveys of all 12 Cohort 1 TSLP grantees and case studies of seven purposively selected TSLP grantees. Participation in this study is required under the conditions of the Turnaround School Leadership grant program (34. CFR 75.591). Your participation will involve responding to an online survey and participating in an on-site interview. According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is: XXXX-XXXX. The time required to complete this information collection is estimated to average 60 minutes per response for the survey and 90 minutes per response for the interview, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. We recognize that participation in this study will demand time and energy from you. However, we need your cooperation to obtain a complete and accurate understanding of the implementation and impact of the innovative school leadership development efforts if you participate. Because of the relatively small number of grantees, your response to the survey carries a lot of weight for the conclusions of the study. We would also appreciate your assistance in gaining the cooperation of training partners and any district partners to complete the survey and participate in the interviews.

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 individual. We will not provide information that identifies you to anyone outside the study team, except as required by law.

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