

APPENDIX 20

RECRUITMENT LETTER FROM STUDY TEAM FOR TEACHER PACKETS



OMB #0970- XXXX
Expiration Date XX/XX/XXXX

DATE

Dear [TEACHER NAME]:

We are excited to inform you that you and your center, [ENTER CENTER NAME], have been selected to participate in the Classroom, Family and Child component of the Migrant and Seasonal Head Start (MSHS) Study!

This important nationally representative study is designed to describe the characteristics and experiences of the children and families who enroll in MSHS as well as MSHS programs and services. Your participation is important to the study's success and to helping MSHS to better serve the needs of children and families in the future.

The study is funded by the Administration for Children and Families within the U.S. Department of Health and Human Services. Abt Associates and its partners, The Catholic University of America and Westat, are conducting the study.

Onsite study activities at each selected center will last 4-5 days between spring 2017 and spring 2018. (Please see the enclosed Overview of MSHS Study Activities.) During the onsite visit, the MSHS Study team will administer surveys to teachers and assistant teachers, and conduct in-person interviews with parents, child assessments, and classroom observations.

You will be asked to complete a survey that takes about 40 minutes to complete. This survey will ask you about your classroom and your background as well as your thoughts about teaching and your program. Additionally, teachers will be asked to complete a Teacher Child Report (TCR) about each of the children in the study who are in your class. The TCRs take about 10 minutes to complete each, and will ask you to rate each child on his or her language and literacy skills. You will receive a **\$30** check for your time completing the survey **\$5** for each Teacher Child Report. We will also ask select teachers to let us observe their classroom. These classrooms will receive an additional **\$25** check for their time.

Please see the enclosed list of frequently asked questions for additional information on the study activities. Your participation in this study is voluntary. Information that you provide will be kept private to the extent permitted by law.

Study staff are happy to answer questions about the study and your participation in the study. You can contact us toll-free at XXX- XXX-XXXX or by email at XXX@westat.com.

We look forward to working with you! Thank you in advance for your help with this critically important study!

Sincerely,

Linda Caswell, Ed.D.
MSHS Study Director, Abt Associates

Enclosures:

Frequently Asked Questions (FAQs) for Teachers and Assistant Teachers
MSHS Study Flyer for Families and Centers

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 number for this information collection is 0970-0XXX and the expiration date is XX/XX/XXXX.



OMB #0970- XXXX
Expiration Date XX/XX/XXXX

DATE

Dear **[ASSISTANT TEACHER NAME]**:

We are excited to inform you that you and your center, **[ENTER CENTER NAME]**, have been selected to participate in the Classroom, Family and Child component of the Migrant and Seasonal Head Start (MSHS) Study!

This important nationally representative study is designed to describe the characteristics and experiences of the children and families who enroll in MSHS as well as MSHS programs and services. Your participation is important to the study's success and to helping MSHS to better serve the needs of children and families in the future.

The study is funded by the Administration for Children and Families within the U.S. Department of Health and Human Services. Abt Associates and its partners, The Catholic University of America and Westat, are conducting the study.

Onsite study activities at each selected center will last 4-5 days between spring 2017 and spring 2018. (Please see the enclosed Overview of MSHS Study Activities.) During the onsite visit, the MSHS Study team will administer surveys to teachers and assistant teachers, and conduct in-person interviews with parents, child assessments, and classroom observations.

Assistant teachers will be asked to complete a survey that takes about 20 minutes to complete. The survey asks about your classroom and your background as well as your thoughts about teaching and your program. As a thank you for your time, you will receive a **\$15** check for your time completing the survey.

Please see the enclosed list of frequently asked questions for additional information on study activities. Your participation in this study is voluntary. Information that you provide will be kept private to the extent permitted by law.

Study staff are happy to answer questions about the study and your participation in the study. You can contact us toll-free at XXX- XXX-XXXX or by email at XXX@westat.com.

We look forward to working with you! Thank you in advance for your help with this important study!

Sincerely,

Linda Caswell, Ed.D.
MSHS Study Director, Abt Associates

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