

NOTIFICATION LETTERS
NATIONAL EVALUATION OF COMPREHENSIVE CENTERS

Survey Invitation to Comprehensive Center Staff (E-mail)

To: [Recipient email address]

CC: Center director

Subject: National Evaluation of Comprehensive Centers Survey

Dear [Name],

As part of the national evaluation of the Comprehensive Centers program, IMPAQ International is surveying Centers' leadership, technical assistance (TA) providers, and consultants about your experience with the program. We are conducting this survey in order to gather information from the Comprehensive Centers about the successes and challenges of building constituent capacity and providing TA. Your participation in the survey is voluntary. We are interested in your responses as someone who provides TA to state education agencies (SEAs) or to Regional Comprehensive Centers. Your responses will inform improvement of the Comprehensive Centers program.

To take the survey now, please click on this link: [Center Staff Survey 2017](#)

The survey should take no more than 20 minutes to complete.

If you have any questions, please contact Michaela Gulemetova at 202-774-1999 extension 1956 or NCCEvaluation@impagint.com.

Thank you for your cooperation!

[Name]

IMPAQ International

Confidentiality and Privacy

Information collected for this study comes under the confidentiality and data protection requirements of the Institute of Education Sciences (The Education Sciences Reform Act of 2002, Title I, Part E, Section 183). Responses to this data collection will be used only for research purposes. The reports prepared for this study from the survey data will include information that is summarized and aggregated and should not associate responses with a specific Center, state, district or individual. However, due to the uniqueness of each Center and descriptions of particular projects in our reports, some Centers and/or states may be identifiable to readers. Also, respondents' roles and the Center they work with may be identified in the report, which may lead to individuals' being identified. Other than this situation that we have made

respondents aware of, we will not provide information that identifies you to anyone outside the study team, except as required by law.

According to the Paperwork Reduction Act of 1995, persons are not required to respond to this collection of information unless it displays a currently valid OMB control number and expiration date. Responding to this survey is voluntary. Public reporting burden for this collection of information is estimated to average 20 minutes per response. Send comments regarding this burden estimate or any other aspect of this collection of information to amy.johnson@ed.gov.

Survey Invitation Follow-up #1 to Non-responding Comprehensive Center Staff (E-mail)

To: [Recipient email address]

CC: Center director

Subject: National Evaluation of Comprehensive Centers Survey

Dear XXX,

As part of the national evaluation of the Comprehensive Centers program, IMPAQ International is surveying Centers' leadership, technical assistance (TA) providers, and consultants about your experience with the program. We are conducting this survey in order to gather information from the Comprehensive Centers about the successes and challenges of building constituent capacity and providing TA. Your participation in the survey is voluntary. We are interested in your responses as someone who provides TA to state education agencies (SEAs) or to Regional Comprehensive Centers. Your responses will inform improvement of the Comprehensive Centers program.

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Survey Invitation Follow-up #2 to Non-responding Comprehensive Center Staff (E-mail)

To: [Recipient email address]

CC: Center director

Subject: National Evaluation of Comprehensive Centers Survey

Dear XXX,

As part of the national evaluation of the Comprehensive Centers program, IMPAQ International is surveying Centers' leadership, technical assistance (TA) providers, and consultants about your experience with the program. We are conducting this survey in order to gather information from the Comprehensive Centers about the successes and challenges of building constituent capacity and providing TA. Your participation in the survey is voluntary. We are interested in your responses as someone who provides TA to state education agencies (SEAs) or to Regional Comprehensive Centers. Your responses will inform improvement of the Comprehensive Centers program.

To take the survey now, please click on this link: [Center Staff Survey 2017](#)

The survey should take no more than 20 minutes to complete. Your responses are very important to this evaluation effort and we request that you complete the survey by **[date]**.

If you have any questions, please contact Michaela Gulemetova at 202-774-1999 extension 1956 or NCCEvaluation@impagint.com.

Thank you for your cooperation!

[Name]

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Survey Invitation to Technical Assistance Recipients (E-mail)

To: [Recipient email address]

Subject: National Evaluation of Comprehensive Centers Survey

Dear [Name],

As part of the external evaluation of the national Comprehensive Centers program, IMPAQ International is surveying people like you about your experience with the program. Your participation is voluntary. Your responses will help assess outcomes and inform improvement of the Comprehensive Centers program.

To take the survey now, please click on this link: [TA Recipient Survey 2017](#)

The survey should take no more than 10 to 15 minutes to complete.

If you have any questions, please contact Michaela Gulemetova at 202-774-1999 extension 1956 or NCCEvaluation@impaqint.com.

Thank you for your cooperation!

[Name]

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Survey Invitation Follow-up #1 to Non-responding Technical Assistance Recipients (E-mail)

To: [Non-respondent Recipient email address]

Subject: National Evaluation of Comprehensive Centers Survey

Dear [Name],

You recently received an email about a study of the National Comprehensive Centers program, commissioned by the Institute of Education Sciences (IES) at the U.S. Department of Education. As part of this study, we are surveying recipients of technical assistance like you about your experience with the [Center]. Your participation is voluntary. Your responses will help assess outcomes and inform improvement of the Comprehensive Centers program.

To take the survey now, please click on this link: [TA Recipient Survey 2017](#)

The survey should take no more than 10-15 minutes to complete.

If you have any questions, please contact Michaela Gulemetova at 202-774-1999 extension 1956 or NCCEvaluation@impagint.com.

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Survey Invitation Follow-up #2 to Non-responding Technical Assistance Recipients (E-mail)

To: [Non-respondent Recipient email address]

Subject: National Evaluation of Comprehensive Centers Survey

Dear [Name],

You recently received an email about a study of the National Comprehensive Centers program, commissioned by the Institute of Education Sciences (IES) at the U.S. Department of Education. As part of this study, we are surveying recipients of technical assistance like you about your experience with the [Center]. Your participation is voluntary. Your responses will help assess outcomes and inform improvement of the Comprehensive Centers program.

To take the survey now, please click on this link: [TA Recipient Survey 2017](#)

The survey should take no more than 10-15 minutes to complete. Your responses are very important to this evaluation effort and we request that you complete the survey by **[date]**.

If you have any questions, please contact Michaela Gulemetova at 202-774-1999 extension 1956 or NCCEvaluation@impaqint.com.

Thank you for your cooperation!

[Name]

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Email to Comprehensive Center Directors Regarding Evaluation Interviews

To: Center Director

CC: Key Center Staff [such as those helping to schedule site visit]

Subject: National Evaluation of Comprehensive Centers Interviews

Dear XXX,

As part of the national evaluation of the Comprehensive Centers program, IMPAQ International is conducting another round of site visits to interview key Center staff, leadership, and technical assistance (TA) providers. In this year's site visit, we would like to follow up on projects we discussed last year, as well as ask some general questions about the two key priority areas for the evaluation, teacher/leader effectiveness and early learning. Your participation is voluntary. We appreciate your assistance with scheduling and planning these interviews.

We would like to conduct a group interview of approximately 90 minutes with staff who work in the teacher/leader effectiveness priority area, and separately with staff who work in the early learning priority area [IF THE CENTER WORKS IN THIS AREA], with a ten-minute break between groups. The interview with the teacher/leader effectiveness staff will focus specifically on the [NAME OF PROJECT]. [IF RELEVANT TO THE CENTER:] The interview with the early learning staff will focus specifically on the [NAME OF PROJECT]. The interview will be audio recorded with the respondents' permission. The information provided will be used for evaluation purposes only, and will only be reported in aggregate. No individual names or organizations will be reported.

We are conducting these interviews in order to gather information from the Comprehensive Centers about the successes and challenges of building constituent capacity and providing TA. Interview responses will inform improvement of the Comprehensive Centers program.

We are planning our site visit for [POSSIBLE DATE RANGE]. Please provide us with several possible dates that fit your schedule and those of key respondents. Respondents for each group interview should include TA specialists and TA managers or Center leaders who are familiar with the projects and priority area to be discussed.

Please let me know if you have any questions.

Thank you for your cooperation!

[Site Liaison's Name]

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According to the Paperwork Reduction Act of 1995, persons are not required to respond to this collection of information unless it displays a currently valid OMB control number and expiration date. Responding to this interview is voluntary. Public reporting burden for this collection of information is estimated to average 90 minutes per interview. Send comments regarding this burden estimate or any other aspect of this collection of information to amy.johnson@ed.gov.

Email to Technical Assistance Recipients Regarding Evaluation Interviews

To: TA Recipient

CC: Center Director, Key Center Staff [such as those helping to schedule interviews]

Subject: National Evaluation of Comprehensive Centers Interviews

Dear XXX,

As part of the external evaluation of the national Comprehensive Centers program, IMPAQ International is conducting telephone interviews with the constituents of the Comprehensive Centers. Your participation in the interview is voluntary. As someone who works closely with the [name of Center] Center, your input is critical to our study. In our interview this year, we would particularly like to discuss your experience working on [NAME OF PROJECT] with the [NAME OF CENTER].

Each telephone interview will take approximately 60 minutes, and will be audio recorded with your permission. The information provided will be used for evaluation purposes only, and will only be reported in aggregate. No individual names or organizations will be reported.

We are conducting these interviews in order to gather information from multiple Comprehensive Centers and their constituents about the successes and challenges of technical assistance and capacity building. Interview responses will inform improvement of the Comprehensive Centers program.

Could you please provide me with some dates and times when you are available for a phone interview within the next two to three weeks?

Please let me know if you have any questions.

Thank you for your cooperation!

[Site Liaison's Name]

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