MDRC

16 East 34th Street

New York, New York 10016

<Date>

<District contact person name and address>

Dear [School Liaison Name],

Thank you for working with us to prepare your school for the Impact Evaluation of Academic Language Intervention (ALI). The ALI study will help determine what types of instruction will best help English Learners (ELs) and other struggling students in the 4th and 5th grade improve language skills needed for reading and writing in school*.*

At this time, we are asking all participating schools to provide basic information about their current 4th and 5th graders and their respective teachers. We will ask for updated information on students and teachers this fall and this winter to account for student transitions and staff turnovers.

We appreciate your support and want you to know that we will protect and maintain the confidentiality of the data you provide, to the extent provided by law. Information collected for this study comes under the confidentiality and data protection requirements of the Institute of Education Sciences. All information from this study will be kept confidential as required by the Education Sciences Reform Act of 2002 (Title I, Part E, Section 183). Responses to this data collection will be used only for statistical purposes. Personally identifiable information about individual respondents will not be reported. We will not provide information that identifies specific individuals, schools, or your district to anyone outside the study team, except as required by law. We are requesting these data solely for use in accordance with the U.S. Department of Education study.

***Specifically what we are requesting and why***

Students

Students who are currently 4th and 5th graders are the focus of the study. In order to collect information on these students, and to be able to follow up with their parents, we need a list of the following data elements for every 4th and 5th grader currently in your school:

1. Classroom and Teacher Name
2. Student Name
3. Date of Birth
4. Parent/Guardian Name
5. Parent/Guardian Home Address
6. Parent/Guardian Telephone Number
7. Parent/Guardian Email Address

Teachers

Teachers of 4th and 5th grade students will be asked to take surveys throughout the course of the study, starting this fall. In order to know who they are and to send them the online survey, we need a list of the following data elements:

1. Teacher Name
2. Teacher Email Address
3. Teacher Phone Number

We have set up a secure portal that allows you to easily transfer this information to the study team over the web, at a time and in a format that is convenient for you. We expect that compiling and submitting this information will take no more than three hours of your time.

By DATE please upload your student and teacher rosters at [abtassociates.huddle.com](https://login.huddle.com/user/?subdomain=abtassociates&ReturnUrl=https%3A%2F%2Fabtassociates.huddle.com%2Fmyhuddle%2F" \l "/)**[.](https://login.huddle.com/user/?subdomain=abtassociates&ReturnUrl=https%3A%2F%2Fabtassociates.huddle.com%2Fmyhuddle%2F" \l "/)** [You will receive an email today with instructions on how to set up your personal Huddle account.](https://login.huddle.com/user/?subdomain=abtassociates&ReturnUrl=https%3A%2F%2Fabtassociates.huddle.com%2Fmyhuddle%2F" \l "/)

Your study liaison will be contacting you in the next week to answer any questions you may have, and to familiarize you with the portal transfer process.

If you have any questions or concerns, please do not hesitate to contact me by phone or email. <Name of district liaison> will be in touch within the next week to set up a phone appointment with you and/or any other key colleagues to discuss this request in more detail and the second wave of data we are requesting now in particular. In the meantime, if you have questions, please contact XXX or XXX.

Thank you for your cooperation with this request.

Sincerely,

William Corrin

Project Director

MDRC

16 East 34th Street

New York, NY

Phone: 212-340-8840 | E-Mail: William.corrin@mdrc.org

OMB#: 1850-XXXX

Expiration Date: XX/XX/20XX

**Paperwork Reduction Act of 1995**

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. Public reporting burden for this collection of information is estimated to average 3 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond to this collection is voluntary. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC 20210-4537 or email ICDocketMgr@ed.gov and reference the OMB Control Number XXXX-XXXX. Note: Please do not return the requested information to this address.

**Notice of Confidentiality**

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 statistical 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 specific individuals, schools, or your district to anyone outside the study team, except as required by law.