

# Request for Approval under the “Generic Clearance for the Collection of Routine Customer Feedback” (OMB Control Number: 1880-0542)

---

## TITLE OF INFORMATION COLLECTION

- FY 2017 MSAP Magnet Coordinator Needs Assessment Survey

## PURPOSE

The purpose of the survey is to gain an understanding of the fiscal year (FY) 2017 Magnet Schools Assistance Program (MSAP) grantees’ project implementation needs during the current and upcoming grant years. Survey data collection will assist in providing appropriate and timely technical assistance (TA) services and products to the FY 2017 MSAP cohort, totaling 32 grantees, to help them establish, manage, and sustain successful magnet programs.

Surveys will be administered in a web-based format to all magnet coordinators in the FY 2017 MSAP cohort. The survey will be administered by the ED-OII-16-C-0025 contractor to collect data that align with the Magnet School Development Framework<sup>1</sup>.

Data collection using the FY 2017 MSAP Magnet Coordinator Needs Assessment Survey will be completed one time within the 5-year grant cycle of the FY 2017 cohort. However, the survey is part of ongoing needs assessment activities that will occur throughout the grant cycle.

The web-based survey will be e-mailed to each magnet coordinator in the FY 2017 MSAP cohort. See the attached data collection instrument.

## DESCRIPTION OF RESPONDENTS

**Magnet coordinators.** Magnet coordinators<sup>2</sup> assist the project directors by directly working with schools to implement and manage the MSAP grant. Magnet coordinators often have a variety of responsibilities, including curriculum development and theme integration, recruitment of students, public relations, budget oversight, monitoring desegregation efforts, data collection in collaboration with the grant-funded evaluator, and coordinating magnet steering committee meetings. Since magnet coordinators have regular contact with teachers, students, parents, and the community, they are informed about many aspects of project implementation. Therefore, their perceptions of implementation can help MSAP identify TA needs as well as the best TA approaches that can benefit overall magnet implementation and management. The survey will capture data on magnet coordinators’ background, responsibilities, and need for TA. The survey will also capture information on the magnet coordinators’ preferences for the Project Directors Meeting. The MSAP Center will administer a 15-minute survey to the magnet coordinators in the FY 2017 MSAP cohort.

---

<sup>1</sup> Magnet Schools Assistance Program Technical Assistance Center. (2018). Magnet School Development Framework. U.S. Department of Education, Office of Innovation and Improvement. Retrieved May 16, 2019, from <https://msapcenter.com/FileHandler.ashx?key=MSAPdocPath&PhysicalFileName=Toolkits/MSAP-DevelopmentFramework.pdf>

<sup>2</sup> Magnet coordinators are also referred to as magnet site coordinators, site coordinators, magnet site facilitators, school site coordinators, and project coordinators.



**The selection of your targeted respondents**

1. Do you have a customer list or something similar that defines the universe of potential respondents and do you have a sampling plan for selecting from this universe?

Yes  No

If the answer is yes, please provide a description of both below (or attach the sampling plan)? If the answer is no, please provide a description of how you plan to identify your potential group of respondents and how you will select them?

The survey will be administered to all magnet coordinators in the FY 2017 cohort; therefore, a sampling plan will not be used. The contact information for the 145 magnet coordinators will be captured from the FY 2017 project directors.

**Administration of the Instrument**

1. How will you collect the information? (Check all that apply)

Web-based or other forms of Social Media

Telephone

In-person

Mail

Other, Explain

2. Will interviewers or facilitators be used?  Yes  No

**Please make sure that all instruments, instructions, and scripts are submitted with the request.**