**Attachment 3**

**Respondent Communication Materials**

Fast Response Survey System (FRSS) 110: Use of Educational Technology for Instruction in Public Schools

OMB# 1850-0733 v. 36

October 2019

**National Center for Education Statistics (NCES)**

U.S. Department of Education

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|  | U.S. DEPARTMENT OF EDUCATION  INSTITUTE OF EDUCATION SCIENCES  NATIONAL CENTER FOR EDUCATION STATISTICS |

January 2020

Dear Superintendent:

The National Center for Education Statistics (NCES), U.S. Department of Education, wishes to inform you about the national survey *Use of Educational Technology for Instruction*, being conducted in some of your district’s schools. The federal Office of Management and Budget has approved the survey (OMB No. 1850-0733). Westat, a research firm in Rockville, Maryland, is administering the study on behalf of NCES using the Fast Response Survey System (FRSS).

The study is being conducted for the Office of Educational Technology in the U.S. Department of Education to provide nationally representative data about the use of educational technology for instruction in U.S. public schools. The expanding use of technology affects the lives of students both inside and outside the classroom. While access to technology can provide valuable learning opportunities to students, technology by itself does not guarantee successful outcomes. Schools and teachers play an important role in successfully integrating technology into teaching and learning.

The survey is designed to be completed in about 30 minutes by the school principal or the person most knowledgeable about the use of educational technology for instruction in the school. School participation is voluntary. NCES is authorized to conduct this survey by the Education Science Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543).

All of the provided information may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151). A statement regarding the voluntary nature of the survey is included in the cover letter to the sampled schools. All participating schools will be notified when the report of survey findings is released on the NCES website.

If you have any questions about this study, please contact a member of the Westat FRSS study team at  
855-813-4337 (toll-free) or by email at [XXXX@westat.com](mailto:XXXX@westat.com).

Thank you for your support of this important study.

Sincerely,

Christopher Chapman

Associate Commissioner

WASHINGTON, D.C. 20006

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|  | U.S. DEPARTMENT OF EDUCATION  INSTITUTE OF EDUCATION SCIENCES  NATIONAL CENTER FOR EDUCATION STATISTICS |

January 2020

Dear Principal:

On behalf of the National Center for Education Statistics (NCES), I request your school’s participation in the national survey *Use of Educational Technology for Instruction*. The study is being conducted for the Office of Educational Technology (OET) in the U.S. Department of Education. OET develops national educational technology policy and establishes the vision for how technology can be used to transform teaching and learning. The survey is designed to be completed in about 30 minutes by the school principal or the person most knowledgeable about the use of educational technology for instruction in this school.

* **Why is NCES conducting the survey?** The expanding use of technology affects the lives of students both inside and outside the classroom. While access to technology can provide valuable learning opportunities to students, technology by itself does not guarantee successful outcomes. Schools and teachers play an important role in successfully integrating technology into teaching and learning. This survey will provide nationally representative data from public schools about their use of educational technology for instruction.NCES is authorized to conduct this survey by the Education Science Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543).
* **Why is my participation important?** This is your chance to provide input on an issue of national interest. All districts and schools ultimately benefit when good data help legislators and administrators make good decisions. You are one of a small sample of schools selected for the study, and your input is therefore critical to make the results of this survey comprehensive, accurate, and timely. Your participation, while voluntary, is vital to the development of national estimates. Your district has been informed about this study.
* **How does NCES protect the confidentiality of the information that I provide?** The information collected through the survey will be published in aggregate form only and will not identify individual schools. All of the information you provide may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151).

You may complete the survey on paper or online. If you complete the enclosed paper version of the questionnaire, please return it in the postage-paid envelope. If you prefer to complete the online version, see the enclosed Web Survey Information Sheet for instructions. Please complete the survey only once, using either the paper or the online version.

Please complete the survey **within 3 weeks,** and keep a copy of the completed survey for your files. Westat is administering the study for NCES using the Fast Response Survey System (FRSS). If you have any questions about this survey, please contact a member of the Westat FRSS study team at 855-813-4337 (toll-free) or by email at [XXXXX@westat.com](mailto:XXXXX@westat.com). Thank you for your assistance.

Sincerely,

Christopher Chapman

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Enclosures

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You may complete the survey online or on paper. To complete the online version, see the instructions in the body of the email containing this letter. If you prefer to complete the survey on paper, print out the questionnaire attached to the email, mark your answers, and return it according to the instructions on the front cover of the questionnaire. Please complete the survey only once, using either the paper or the online version.

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[DATE] 2020

Dear Survey Participant:

Recently, I requested your school’s participation in a survey on the use of educational technology for instruction. This survey is your chance to provide input on an issue of national interest. Schools and teachers play an important role in successfully integrating technology into teaching and learning. The information you and other schools provide will help policymakers make good decisions regarding equity of access to technology for all schools and students. This is your opportunity to make your voice heard!

**The only thing your school needs to do is complete the enclosed 3-page survey.** It is designed to be completed in about 30 minutes by the school principal or the person most knowledgeable about the use of educational technology for instruction in this school.

You are one of a small sample of schools being asked to participate in this national study. Your cooperation is critical to make the results of the study comprehensive, accurate, and timely. Your participation, while voluntary, is vital to the development of national estimates. Your district has been informed about this study.

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Sincerely,

Christopher Chapman

Associate Commissioner

WASHINGTON, D.C. 20006

**Make Your Voice Heard**

This is your chance to provide input on an issue of national interest. You are one of a small number of schools being asked to participate in the national survey *Use of Educational Technology for Instruction*.

* Schools and teachers play an important role in successfully integrating technology into teaching and learning. **This is your opportunity to make your voice heard!**
* The information you and other schools provide will help policymakers make good decisions regarding equity of access to technology for all schools and students.
* The survey is designed to be completed by the school principal or the person most knowledgeable about the use of educational technology for instruction in this school.
* **The only thing your school needs to do is complete the enclosed 3-page survey.**
* You can complete the survey on paper or online, either at school or at home. Information about completing the online survey is included with this overview.
* The information collected through the survey will be published in aggregate form only and will not identify individual schools.
* Your district has been informed about this study.
* If you have any questions, please contact the Study Team by phone at 855-813-4337 (toll-free) or by email at [XXXX@westat.com](mailto:XXXX@westat.com)

Thank you for your assistance with this important national study. Your cooperation is critical to make the results of the study comprehensive, accurate, and timely.



U.S. Department of Education • Institute of Education Sciences • National Center for Education Statistics

**Use of Educational Technology for Instruction**

**Web Survey Information Sheet for:**

[School Name], [State]

|  |
| --- |
| **Survey Website:** [www.XXXXX.org](http://www.XXXXX.org)  **Username**:  **Password**: |

**Questions?** If you have questions about the completion of this survey, please contact  
The Westat FRSS Study Team at 1-855-813-4337, or by email at [XXXXX@westat.com.](mailto:XXXXX@westat.com.)

RESPONDENT INFORMATION SHEET (RIS)

# **FRSS 110 – Use of Educational Technology for Instruction**

[LABEL WITH SCHOOL CONTACT INFORMATION]

**I. SCHOOL CONTACT**

Hello, my name is [GIVE NAME]. I'm calling from Westat on behalf of the U.S. Department of Education. Have I reached [**GIVE NAME OF SCHOOL**]?

We are calling to follow up on a packet that we recently sent to your school principal. May I please have your principal’s name? (**RECORD NAME IN SPACE BELOW**) Also, is there a direct line at which we could reach him/her? **(IF YES, RECORD NUMBER IN SPACE BELOW.)**

PRINCIPAL’S NAME:

PRINCIPAL’S NUMBER:

Is he/she available?

YES (**GO TO B ON PAGE 2**)

NO (**GO TO A ON PAGE 2**)

**A. PRINCIPAL NOT AVAILABLE**

The packet we mailed to your principal contained a (INSERT)-colored questionnaire from the U.S. Department of Education on use of educational technology for instruction. It is designed to be completed by the principal or the person most knowledgeable about the use of educational technology for instruction at this school. Do you know if the principal will be completing the survey, or to whom the principal would have given it?

Principal will be completing the survey (**CONTINUE BELOW**)

YES (know to whom the principal gave the survey)

May I have the name, title, and contact information for that person? (**GO TO DESIGNATED RESPONDENT CONTACT INFORMATION ON PAGE 5 AND RECORD INFORMATION, INCLUDING BEST AVAILABLE TIMES.**)

NO (**CONTINUE BELOW**)

Would you please leave a message for the principal mentioning that I called about the survey on use of educational technology for instruction? When is a good time to call back?

Callback Date/Time:

Thank you for your time, I will call back.

**B. PRINCIPAL CONTACT**

Hello, my name is (YOUR NAME) and I am calling from Westat on behalf of the U.S. Department of Education regarding a packet that we recently mailed to your attention. The packet contained a (INSERT)-colored questionnaire on the use of educational technology for instruction. The packet also included a cover letter from the U.S. Department of Education explaining the purpose of the study, and requesting that the questionnaire be completed by the principal or the person most knowledgeable about the use of educational technology for instruction at this school. Did you receive the questionnaire?

Yes, questionnaire received (**CONTINUE WITH** **C BELOW**)

No, questionnaire not received (**GO TO E ON PAGE 4**)

**C. QUESTIONNAIRE RECEIVED**

Will you complete the survey yourself or have you given it to someone else?

Yes, principal responsible (**GO TO 1 BELOW**)

No, someone else responsible (**GO TO 2 ON PAGE 3**)

1. Have you had a chance to complete the questionnaire? (**CHECK ON**)

Questionnaire completed and returned to Westat

DATE RETURNED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MODE (Mail/web/fax): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thank you very much for participating in the survey. We will look for your questionnaire. If we do not receive it soon, we will call back to let you know.

Still working on questionnaire

We would like to have all questionnaires completed as soon as possible. Can you give us an idea of when we can expect your completed questionnaire?

EXPECTED DATE OF COMPLETION:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(CONTINUE ON PAGE 3)

Please remember that you have the option of completing the questionnaire online at [www.XXXXX.org](http://www.XXXXX.org), or you can complete the paper copy and return it by mail or fax, using our toll free fax number, 1-800-254-0984. **Please keep a copy for your records.** We will look for your questionnaire; if we do not receive it, we will call back to let you know. What is the best time to reach you?

RECORD TIME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thank you for your time.

{**INTERVIEWER**: IF THE RESPONDENT PREFERS TO COMPLETE THE SURVEY ONLINE, PLEASE PROVIDE THE SCHOOL’S USER ID AND PASSWORD AND THE WEB ADDRESS; IF HE/SHE HAS THE QUESTIONNAIRE IN FRONT OF HIM/HER, REFER THE RESPONDENT TO THE INFORMATION ON THE SMALL LABEL AFFIXED TO THE COVER PAGE.}

2. May I please have the name of the respondent, his/her title, and the best times to reach that person?

YES (**GO TO DESIGNATED RESPONDENT CONTACT INFORMATION ON PAGE 5**)

NO (**CONTINUE WITH D BELOW**)

**D. REFUSED DIRECT CONTACT WITH RESPONDENT**

Do you know the status of the questionnaire? **(CHECK ONE)**

Questionnaire completed and returned to Westat

DATE RETURNED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MODE (Mail/web/fax): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thank you very much for participating in the study. We will look for your questionnaire. If we do not receive it soon, we will call back to let you know. Thank you for your time.

Respondent still working on the questionnaire

We are trying to have all questionnaires completed as quickly as possible. Can you give us an idea of when we can expect your questionnaire?

EXPECTED DATE OF COMPLETION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

{**INTERVIEWER**: Please remind the respondent that he/she has the option of completing the questionnaire online at [www.XXXXX.org](http://www.XXXXX.org) or he/she can complete the paper copy and return it by mail or by fax, using our toll free fax number 1-800-254-0984. **Also, remind him/her to keep a copy of the completed questionnaire for their records.**}

We will look for your questionnaire; if we do not receive it, I will call back to let you know. What is the best time to reach you?

BEST TIME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thank you for your time.

Status unknown

Will you please check on the status of the questionnaire? I will call you back to check on the status. When would be a convenient time for me to call back?

CALLBACK TIME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**E. SURVEY NOT RECEIVED**

The survey is being conducted on behalf of the U.S. Department of Education to collect nationally representative information about the use of educational technology for instruction. It is designed to be completed by the principal or the person most knowledgeable about the use of educational technology for instruction at this school.

You have the option of completing the questionnaire online, or we can send another copy of the questionnaire to your district. Would it be possible to send the survey directly to the person who is most knowledgeable about the use of educational technology for instruction at this school? (**CHECK ONE BOX BELOW AND FOLLOW INSTRUCTIONS.)**

NO. Send to principal **(CONTINUE BELOW; VERIFY/RECORD NAME, TITLE, AND ADDRESS ON LABEL. REQUEST FAX NUMBER OR EMAIL ADDRESS IF NEEDED. COMPLETE A REMAIL, FAX, OR EMAIL REQUEST FORM.**)

YES. Send to designated respondent **(RECORD NAME, TITLE, ADDRESS, PHONE AND FAX NUMBERS, AND EMAIL ADDRESS IN PART II PAGE 5, DESIGNATED RESPONDENT CONTACT INFORMATION. COMPLETE A REMAIL, FAX OR EMAIL REQUEST FORM FOR DESIGNATED RESPONDENT.)**

I will mail/fax/email the questionnaire out today. We are trying to obtain all completed questionnaires as soon as possible because the data are urgently needed. **(CONTINUE BELOW. BASED ON PREFERENCE, ADJUST THE SENTENCE.)**

May I please confirm your mailing address/get your fax number/get your email address? (**VERIFY OR UPDATE ADDRESS AND OBTAIN FAX NUMBER AND/OR EMAIL ADDRESS.**)

The questionnaire can also be completed and returned online at [www.XXXXX.org](http://www.XXXXX.org). If you prefer, you may complete the paper copy and return it by mail or by fax, using our toll free fax number, 1-800-254-0984. When can we expect your completed questionnaire?

EXPECTED COMPLETION DATE:

Thank you for your time. We will look for your questionnaire. **Please remember to keep a copy of the completed survey for your records**.

**INTERVIEWER: IF THE RESPONDENT PREFERS TO COMPLETE THE QUESTIONNAIRE ONLINE, PLEASE PROVIDE THE SCHOOL’S USER ID, PASSWORD, AND WEB ADDRESS:** [www.XXXXX.org](http://www.XXXXX.org).

**II. DESIGNATED RESPONDENT CONTACT INFORMATION**

NAME:

TITLE:

Phone #:

FAX #:

Address:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Time** | **M** | **T** | **W** | **TH** | **F** |
| Available time |  |  |  |  |  |
| Other time |  |  |  |  |  |

Comments

**III. RESPONDENT CONTACT**

Hello, my name is (YOUR NAME). I'm calling from Westat on behalf of the U.S. Department of Education. Your principal (GIVE NAME) referred me to you regarding the (INSERT)-colored questionnaire from the U.S. Department of Education on use of educational technology for instruction. Did you receive the questionnaire?

YES (**CONTINUE WITH A BELOW**)

NO (**GO TO B ON PAGE 7**)

**A. RESPONDENT RECEIVED SURVEY**

Have you had a chance to complete the questionnaire?

Questionnaire completed and returned to Westat

DATE RETURNED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MODE (Mail/web/fax): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thank you very much for participating in the survey. We will look for your questionnaire. If we do not receive it soon, we will call back to let you know. What is the best time to reach you?

BEST TIME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Thank you for your time.

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