

**Appendix J**  
**Request for Teacher Rosters in Schools**  
**Sampled for Survey**

Sample Correspondence to School Coordinator: Roster Collection

To be transmitted by email

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Dear [school liaison]-

Thank you for agreeing to participate in the Comprehensive Literacy Program Evaluation (CLPE)!

In order to scientifically select teachers at each sampled school in the study, it is necessary for us to have the names of all of the full-time teachers that teach reading or writing as part of their teaching load.

Unfortunately, searches via state databases, and online websites did not yield the names of teachers at your school. Because of this we are asking you to assist us by **providing this information to us via the attached template**. If extracting this information using your own school's database, and providing that file to me via email is easier for you that is perfectly fine as long as the following information is included for teachers that meet the above stated criteria:

- First name
- Last name
- Teacher email (so we can send the thank you gift)
- Grade(s) taught
- Core subjects taught

Additional information regarding **who should or should not be included** in the list is outlined below:

***Who should be included in the teacher roster?***

- All full-time regular classroom teachers that teach core subjects (Math, Reading, History, Science) as part of their teaching load
- Teachers who provide extra support to students in reading or writing, such as a reading specialist or interventionist

***Who should be excluded from the teacher roster?***

The following school-level staff should NOT be included:

- Part-time teachers
- Math or Science teachers, unless they also provide literacy instruction
- Special Subjects teachers (Art, Music, PE, etc.) UNLESS they teach a core subject.
- Paraprofessionals or teachers' aides
- Speech therapists
- Social workers
- All non-classroom faculty that DO NOT provide extra support to students in reading or writing

***Does it matter if this year is the first year a faculty member has taught at this school?***

No. Please include these staff if they meet the provided teacher roster criteria required for this study.

Thank you very much for your attention to this and we appreciate your assistance. If by chance there is a publicly available place where we can locate the list of teachers, grades, and core subjects taught for your school, please send this to me and we can bypass the need for you to complete the attached spreadsheet.

**Please have this information to me by close of business [INSERT DATE THAT IS THE NEAREST BUSINESS DAY - ONE WEEK FROM THE DATE OF TRANSMISSION. ATTACH A BLANK ROSTER TEMPLATE TO EMAIL].**

For additional information about the study and its sponsor, please visit:

[\[Web Link to Study Description\]](#)

Best,

[Signature]

