

Appendix H—Request for Lists of Subgrantee Districts and Schools

Email Template to SRCL Grantees Requesting List of Subgrantees and Schools

Dear *[Contact listed in SEA application to ED]*,

Congratulations to *[SEA]* on winning a 2017 Striving Readers Comprehensive Literacy Program (SRCL) grant!

As you know, the U.S. Department of Education has commissioned an evaluation of the FY2017 grantees, and a team at the American Institutes for Research (AIR) and its partners, including Abt Associates and NORC started this work last summer. As a reminder, the evaluation has two key objectives—an implementation evaluation that will provide a description of how the SRCL program is being implemented in the 11 states that were funded in FY2017 and a feasibility study to assess whether we can conduct an impact evaluation of future awardees.

One of the important ways the study team will collect data about SRCL activities is through surveys of subgrantees, principals, and teachers. In order to administer the subgrantee survey and to draw the sample of schools for the principal survey, we need to compile a list of all SRCL subgrantees and the schools funded through each. For this reason, we would like to ask you to provide a list of the SRCL subgrantees (consortia and districts) and SRCL-funded schools in your state.

We have attached a file with a table that includes fields for all of the information we will need for sampling and survey administration. However, if you have this information in a different format, you may send that; there is no need to reformat the file. Briefly, the information we need includes:

- Subgrantee
- Name and email of primary subgrantee contact
- Subgrantee type (district or consortia)
- Consortia members
- LEA NCES ID
- Grades included in subgrantee
- School name
- School NCES ID (not applicable for early childhood centers)
- School level
- Grades included in SRCL grant

We look forward to learning more about your work to promote literacy in your states. If you have any questions about the study now or at any time, you are welcome to call XXX-XXX-XXXX or email me at XXXX. Your cooperation with these requests and participation in the study is greatly appreciated.

Regards,

[Signature]

