

APPENDIX C.
ADVANCE EMAIL

SUBJECT: Important U.S. Department of Education Study of Adult Education

Dear [NAME OF ADULT EDUCATION DIRECTOR],

The U.S. Department of Education is conducting a congressionally mandated National Assessment of Adult Education. One part of this assessment is exploring the feasibility of conducting studies to examine the effectiveness of particular adult education program models, activities, or services.

The Department of Education has contracted with Mathematica Policy Research and its subcontractors, Manhattan Strategies Group and Social Policy Research Associates, to conduct this feasibility study. We want to make sure that practitioners in the field of adult education have input as we explore what would be involved in conducting large-scale effectiveness studies.

OPTION 1 (if we have a direct connection): We would like to schedule an interview with you to help us better understand the activities at [PROGRAM/SITE NAME]. [NAME] suggested you might speak to us about [PROGRAM/SITE NAME]’s experience with [FOCAL APPROACH] as well as other adult education approaches that we are considering for further study.

OPTION 2 (if no connection and current implementer): We would like to schedule an interview with you to help us better understand the activities at [PROGRAM/SITE NAME]. We understand you might speak to us about your [PROGRAM/SITE NAME]’s experience with [FOCAL APPROACH] as well as other adult education approaches that we are considering for further study.

During the interview, we will discuss:

- (1) How adult education approaches like [FOCAL APPROACH] are implemented at [PROGRAM/SITE NAME], and how you recruit and enroll students.
- (2) What data are collected to track learner progress and outcomes.
- (3) What would need to happen to include a site like yours in a large-scale national evaluation, and how willing your site might be to participate in an evaluation.

Hearing your thoughts will help us design a study that answers important questions in the field of adult education.

Can we set up a call in the next week or so? We expect the interview may last about an hour, and we want to pick a time that works for you. Do any of the following days and times work for you?

- [INSERT DATES/TIMES]
- [INSERT DATES/TIMES]
- [INSERT DATES/TIMES]

If these times won’t work, please let me know when you would be available. Also, if someone else would be better suited to answering these questions, please let me know and I’ll reach out to them.

Thank you for your consideration, and I look forward to speaking with you soon.

Sincerely,

[NAME/CONTACT INFO]

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. The valid OMB control number for this information collection is **xxxx-xxxx**. We estimate that it will take about 5 minutes to answer the questions in the screener interview and 60 minutes to answer the questions in the feasibility interview. If you have any comments concerning the accuracy of the time

estimates or suggestions for improving this form, please write to: U.S. Department of Education, Washington, D.C. 20202-4651. If you have comments or concerns regarding the status of your individual submission of this form, write directly to: Institute of Education Sciences, U.S. Department of Education, 550 12th Street, SW, Washington, D.C. 20202.