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Contract Number 91990018C0020

# Comprehensive Literacy Program Evaluation: Comprehensive Literacy State Development Grant Program

## TEACHER ROSTER REQUEST APPENDIX

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Submitted to: U.S. Department of Education  
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# National Evaluation of Comprehensive Literacy State Development (CLSD) Grants—Teacher Roster Request

## 2020-21 through 2022-23 School Years

### **Paperwork Burden Statement**

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# Template of Email to School Coordinator: Teacher Roster Collection

Dear [school liaison]-

We appreciate your school's willingness to participate in the national evaluation of the Comprehensive Literacy State Development (CLSD) grant program!

In order to survey English language arts/reading teachers in grades 3, 4, and 5 in schools participating in the evaluation, it is necessary for us to have the names and emails of all of the full-time teachers who teach English language arts or reading as part of their teaching load in participating schools. Unfortunately, such information is not available from state databases or websites. Therefore, we are asking you to **provide us with this information for eligible teachers in your school via the attached teacher roster form**. If you prefer to provide this information in a different format (e.g., as a file with information extracted directly from your school's own database), that is fine as long as the following information is included for each English language arts/reading teacher in your school:

- First name
- Last name
- Teacher's email (so we can send a 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?***

- Grade 3, 4, and 5 full-time regular classroom teachers who teach English language arts or reading as part of their teaching load
- Grade 3, 4, and 5 full-time teachers who provide extra support to students in English language arts or reading, 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 or staff
- Teachers or staff who do not provide English language arts or reading instruction
- Paraprofessionals or teachers' aides
- Speech therapists
- All non-classroom staff who DO NOT provide extra support to students in English language arts or reading

***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 any chance there is a publicly available source for the information we are requesting, please send this to me and we can bypass the need for you to complete the attached teacher roster form.

**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 TEACHER ROSTER TEMPLATE TO EMAIL].**

Warmly,

[Signature]

## Teacher Roster Entry Form

Teacher First Name	Teacher Last Name	Teacher Email	Grade(s) Taught	Subject(s) Taught



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