

Appendix A: Instructions for Preparing and Submitting the Teacher List

OMB #

Expiration Date:

Instructions for Preparing and Submitting the Teacher List for the U.S. Department of Education’s Evaluation of the Innovative Assessment Demonstration Authority (IADA) Pilot Program

For each sampled school, provide a list of teachers participating in the [NAME OF IADA ASSESSMENT IN THE DISTRICT], according to the instructions below. While your district’s participation in this request is voluntary, providing the teacher list is critical to ensure that the experiences of your pilot program teachers are represented in the evaluation’s Congressionally mandated Best Practices report.

Which teachers should I include on the list?

Include only teachers:

- **Whose grade and subject or course is part of the [NAME OF IADA ASSESSMENT IN THE DISTRICT] in the [DATA COLLECTION] school year; AND**
- Teach in one the following sampled schools for the evaluation: [NAMES OF SAMPLED SCHOOL(S) IN THE DISTRICT]

What items should I include for each teacher?

For each eligible teacher (as described above) include the teacher’s:

- School name;
- First and last name;
- Work email address;
- Primary subject(s) under which [NAME OF IADA ASSESSMENT IN THE DISTRICT] is being administered; and
- Primary grade(s) under which [NAME OF IADA ASSESSMENT IN THE DISTRICT] is being administered

Attached is a table that you may use to input the information. However, **the evaluation team will accept teacher lists in whatever format is most convenient** (e.g., a spreadsheet or a scan of a hard copy list).

How do I submit the list?

Please submit your district’s teacher list by [DATE]. You may email your teacher list to the evaluation’s survey manager: SylviaSegovia@westat.com or mail it to Sylvia Segovia 1600 Research Blvd. Room RB 2174, Rockville, MD 20850.

Who do I contact for questions?

Ms. Sylvia Segovia is available to answer any questions about preparing or submitting the teacher lists at SylviaSegovia@westat.com or (240) 453-2965.

Notice of Confidentiality

Information collected for this study comes under the confidentiality and data protection requirements of the Institute of Education Sciences (The Education Sciences Reform Act of 2002, Title I, Part E, Section 183). Responses to this data collection will be used only for statistical purposes. The reports prepared for the study will summarize findings across the sample and will not associate responses with a specific district, school, or individual. 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).

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Paperwork Reduction Act of 1995

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. The approximate time required to complete the teacher lists is estimated to be up to 120 minutes. 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, DC 20202-4651.

Teacher List Template (only teachers whose grade and subject or course is part of the [NAME OF IADA ASSESSMENT IN THE DISTRICT] in the [DATA COLLECTION] school year should be included - see instructions above)

| Teacher's school | Teacher's first name | Teacher's last name | Teacher's work email address | Teacher's primary subject(s) under which IADA assessment administered | Teacher's primary grade(s) under which IADA assessment administered |
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