

Appendix B: Notification Letters and Follow-up Emails

District Superintendent Letter for Spring 2021 Data Collection

Dear [NAME OF DISTRICT SUPERINTENDENT],

On behalf of the U.S. Department of Education, I am writing to request your district's participation in a Congressionally mandated evaluation of the Innovative Assessment Demonstration Authority (IADA) pilot program, of which the **[NAME OF IADA ASSESSMENT IN THE DISTRICT]** is a part. The evaluation includes spring 2021 and spring 2022 surveys of districts and a sample of principals and teachers who participate in the pilot program. The web surveys ask about trainings and supports related to the innovative assessment system; implementation challenges; and the usefulness of the assessment data to inform instruction, curricular decisions, and accountability.

Why should my district participate? Under the *Every Student Succeeds Act*, Congress requires a Best Practices report to share lessons learned from key stakeholders in the administration and use of the IADA assessments. Although participation by districts, schools, and teachers is voluntary, we strongly encourage participation in the evaluation's surveys so the experiences of your district, schools, and teachers will be represented in the Best Practices report. Survey responses will provide critical information to the Department on the implementation of the IADA program, and help states, districts, and other local stakeholders as they decide whether to pursue innovative assessments and apply to the program.

What does my district need to do? The 30-minute surveys will be administered via the web and can be completed at home or at school. **No one will visit the district or schools, and there will be no interruption of instructional time.** The U.S. Department of Education has contracted with Westat, an independent research organization, to administer the evaluation, which includes the following:

- As superintendent, we ask you to designate a District Coordinator at the bottom of this letter. This coordinator will provide a list of teachers who participate in the **[NAME OF IADA ASSESSMENT IN THE DISTRICT]** within the two sampled schools in your district, coordinate response to the district web survey, and encourage school participation in the survey.
- Principals of the two sampled schools will be asked to complete a web survey. Principals may choose to identify a school coordinator to facilitate survey collection for the school.
- Six or fewer teachers who participate in the pilot program at each sampled school will be asked to complete a survey.

Subject to OMB approval and if district policy allows it, we want to thank participants for their time in the following ways: Survey respondents will receive a \$20 stipend. District Coordinators will receive \$50 for submitting the list of pilot program teachers and \$10 for each principal survey completed. School Coordinators will receive \$10 for each teacher survey completed.

What will happen to the information provided? The Best Practices report will summarize study findings across the sample and will not associate responses with a specific district, school, or individual. 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). All of the information provided 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).

What are next steps? Please designate a District Coordinator in the space below and email the information to PattyTroppe@westat.com by [DATE]. We will reach out to the Coordinator that you have identified.

If you have questions about the evaluation, please feel free to contact me directly at 301-294-3924 or at PattyTroppe@westat.com.

Sincerely,

Patty Troppe, Ph.D.
Evaluation of IADA Title I Pilot Project Director

District Superintendent Letter for Spring 2021 Data Collection

Vice President-Education Studies-Westat

Please identify a person to serve as the District Coordinator for the evaluation and send this information to PattyTroppe@westat.com by [DATE].

Name: _____

Title: _____

Telephone: _____

Email address: _____

[SURVEY ID]

District Superintendent Letter for Spring 2022 Data Collection- New Districts

Dear [NAME OF DISTRICT SUPERINTENDENT],

On behalf of the U.S. Department of Education, I am writing to request your district's participation in a Congressionally mandated evaluation of the Innovative Assessment Demonstration Authority (IADA) pilot program, of which the **[NAME OF IADA ASSESSMENT IN THE DISTRICT]** is a part. The evaluation includes spring 2022 surveys of districts and a sample of principals and teachers who participate in the pilot program. The web surveys ask about trainings and supports related to the innovative assessment system; implementation challenges; and the usefulness of the assessment data to inform instruction, curricular decisions, and accountability.

Why should my district participate? Under the *Every Student Succeeds Act*, Congress requires a Best Practices report to share lessons learned from key stakeholders in the administration and use of the IADA assessments. Although participation by districts, schools, and teachers is voluntary, we strongly encourage participation in the evaluation's surveys so the experiences of your district, schools, and teachers will be represented in the Best Practices report. Survey responses will provide critical information to the Department on the implementation of the IADA program, and help states, districts, and other local stakeholders as they decide whether to pursue innovative assessments and apply to the program.

What does my district need to do? The 30-minute surveys will be administered via the web and can be completed at home or at school. **No one will visit the district or schools, and there will be no interruption of instructional time.** The U.S. Department of Education has contracted with Westat, an independent research organization, to administer the evaluation, which includes the following:

- As superintendent, we ask you to designate a District Coordinator at the bottom of this letter. This coordinator will provide a list of teachers who participate in the **[NAME OF IADA ASSESSMENT IN THE DISTRICT]** within the three sampled schools in your district; coordinate response to the district web survey; and encourage school participation in the survey.
- Principals of the three sampled schools will be asked to complete a web survey. Principals may choose to identify a school coordinator to facilitate survey collection for the school.
- Six or fewer teachers who participate in the pilot program at each sampled school will be asked to complete a survey.

Subject to OMB approval and if district policy allows it, we want to thank participants for their time in the following ways: Survey respondents will receive a \$20 stipend. District Coordinators will receive \$50 for submitting the list of pilot program teachers and \$10 for each principal survey completed. School Coordinators will receive \$10 for each teacher survey completed.

What will happen to the information provided? The Best Practices report will summarize study findings across the sample and will not associate responses with a specific district, school, or individual. 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). All of the information provided 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).

What are next steps? Please designate a District Coordinator in the space below and email this information to PattyTroppe@westat.com by [DATE]. We will reach out to the Coordinator that you have identified.

If you have questions about the evaluation, please feel free to contact me directly at 301-294-3924 or at PattyTroppe@westat.com.

Sincerely,

Patty Troppe, Ph.D.
Evaluation of IADA Title I Pilot Project Director

District Superintendent Letter for Spring 2022 Data Collection- New Districts
Vice President-Education Studies-Westat

Please identify a person to serve as the District Coordinator for the evaluation and send this information to PattyTroppe@westat.com by [DATE].

Name: _____

Title: _____

Telephone: _____

Email address: _____

[SURVEY ID]

District Superintendent Letter for Spring 2022 Data Collection- Districts that Also Participated in Spring 2021

Dear [NAME OF DISTRICT SUPERINTENDENT],

On behalf of the U.S. Department of Education, I want to thank you for your district's participation last year in the Congressionally mandated evaluation of the Innovative Assessment Demonstration Authority (IADA) pilot program, of which the **[NAME OF IADA ASSESSMENT IN THE DISTRICT]** is a part. We are now preparing for the spring 2022 component of the evaluation. Similar to last year, this includes surveys of districts and a sample of principals and teachers who participate in the pilot program. The web surveys ask about trainings and supports related to the innovative assessment system; implementation challenges; and the usefulness of the assessment data to inform instruction, curricular decisions, and accountability.

Why should my district participate? Under the *Every Student Succeeds Act*, Congress requires a Best Practices report to share lessons learned from key stakeholders in the administration and use of the IADA assessments. Although participation by districts, schools, and teachers is voluntary, we strongly encourage participation in the evaluation's surveys so the experiences of your district, schools, and teachers will be represented in the Best Practices report. Survey responses will provide critical information to the Department on the implementation of the IADA program, and help states, districts, and other local stakeholders as they decide whether to pursue innovative assessments and apply to the program.

What does my district need to do? The 30-minute surveys will be administered via the web and can be completed at home or at school. **No one will visit the district or schools, and there will be no interruption of instructional time.** The U.S. Department of Education has contracted with Westat, an independent research organization, to administer the evaluation, which includes the following:

- Last year, you designated the District Coordinator for the evaluation as [NAME OF COORDINATOR]. This coordinator will provide a list of teachers who participate in the [NAME OF IADA ASSESSMENT IN THE DISTRICT] within the three sampled schools in your district, coordinate response to the district web survey, and encourage school participation in the survey. **If you wish to change the coordinator, please mark your designation at the bottom of this letter.**
- Principals of the three sampled schools will be asked to complete a web survey. Principals may choose to identify a school coordinator to facilitate survey collection for the school.
- Six or fewer teachers who participate in the pilot program at each sampled school will be asked to complete a survey.

Subject to OMB approval and if district policy allows it, we want to thank participants for their time in the following ways: Survey respondents will receive a \$20 stipend. District Coordinators will receive \$50 for submitting the list of pilot program teachers and \$10 for each principal survey completed. School Coordinators will receive \$10 for each teacher survey completed.

What will happen to the information provided? The Best Practices report will summarize study findings across the sample and will not associate responses with a specific district, school, or individual. 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). All of the information provided 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).

What are next steps? If you wish to keep the District Coordinator from last year (NAME OF COORDINATOR), no further action is needed on your part. If you wish to change the Coordinator, please mark your designation in the space below and email the information to PattyTroppe@westat.com by [DATE]. We will reach out to the Coordinator that you have identified.

If you have questions about the evaluation, please feel free to contact me directly at 301-294-3924 or at PattyTroppe@westat.com.

Sincerely,

District Superintendent Letter for Spring 2022 Data Collection- Districts that Also Participated in Spring 2021

Patty Troppe, Ph.D.

Evaluation of IADA Title I Pilot Project Director

Vice President-Education Studies-Westat

If you wish to change to a different District Coordinator for the evaluation than last year, please identify the person below and send this information to PattyTroppe@westat.com by [DATE].

Name: _____

Title: _____

Telephone: _____

Email address: _____

[SURVEY ID]

District Coordinator Notification Letter for Spring 2021 Data Collection

Dear [NAME OF DISTRICT COORDINATOR],

[DISTRICT NAME] is participating in a Congressionally mandated evaluation of the Innovative Assessment Demonstration Authority (IADA) pilot program, of which the **[NAME OF IADA ASSESSMENT IN THE DISTRICT]** is a part. Your district's Superintendent has designated you as the District Coordinator for the evaluation.

The evaluation includes spring 2021 and spring 2022 surveys of districts and a sample of principals and teachers who participate in the pilot program. The web surveys ask about trainings and supports related to the innovative assessment system; implementation challenges; and the usefulness of the assessment data to inform instruction, curricular decisions, and accountability. The U.S. Department of Education has contracted with Westat, an independent research organization, to lead the evaluation.

What are the District Coordinator's responsibilities? We ask that you assist the evaluation by:

- **Providing a list of pilot program teachers** within each sampled school during the 2020-21 school year, **according to the enclosed instructions by [DATE]**. We estimate that it will take up to 2 hours to complete this request depending on the number of schools sampled in your district. You may submit the list of teachers in whatever format is most convenient.
- **Coordinating the response to the district web survey.** This spring, we will send you a separate notification email with a link to the evaluation's district survey. We ask that you coordinate with district leaders to complete the 30-minute web-based survey. We will provide more information about this survey with the notification email.
- **Encouraging school participation in the evaluation.** We will contact principals in each sampled school and ask them to complete a web-based survey. We request that you follow up with the principals and encourage their participation. If desired, Westat can assist you by sending regular updates on the status of principal survey completion and providing suggested text and materials for following up with principals.

The pilot program schools sampled for the evaluation this year are: [NAMES OF SAMPLED SCHOOLS]

Subject to OMB approval and if district policy allows it, **we want to thank you for your time and efforts on evaluation activities in the following ways:** You will receive \$50 for submitting the list of pilot program teachers. You also will receive \$20 upon the completion of the district survey and \$10 for each principal survey completed.

What will happen to the information provided? Under the *Every Student Succeeds Act*, Congress requires a Best Practices report to share lessons learned from key stakeholders in the administration and use of the IADA assessments. The evaluation's surveys are the primary source of information for this report. The report will summarize findings across the sample and will not associate responses

District Coordinator Notification Letter for Spring 2021 Data Collection

with a specific district, school, or individual. Survey responses will provide critical information to the Department on the implementation of the IADA program, and help states, districts, and other local stakeholders as they decide whether to pursue innovative assessments and apply to the program.

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). All of the information provided 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).

What are next steps? At this time, provide the list of pilot program teachers in sampled schools according to the enclosed instructions **by [DATE]**, and keep a copy for your records. Later, we will contact you with the notification for the district survey and alert you when the principal surveys have been sent.

If you have questions about the teacher list request or evaluation, please feel free to contact me directly at 301-294-3924 or at PattyTroppe@westat.com. We look forward to working with you to make this evaluation a success!

Sincerely,

Patty Troppe, Ph.D.
Evaluation of IADA Title I Pilot Project Director
Vice President-Education Studies-Westat

Attachment: Instructions for preparing and submitting the teacher list

District Coordinator Notification Letter for Spring 2021 Data Collection

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).

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.

District Coordinator Notification Letter for Spring 2022 Data Collection - New Districts

Dear [NAME OF DISTRICT COORDINATOR],

[DISTRICT NAME] is participating in a Congressionally mandated evaluation of the Innovative Assessment Demonstration Authority (IADA) pilot program, of which the **[NAME OF IADA ASSESSMENT IN THE DISTRICT]** is a part. Your district's Superintendent has designated you as the District Coordinator for the evaluation.

The evaluation includes spring 2022 surveys of districts and a sample of principals and teachers who participate in the pilot program. The web surveys ask about trainings and supports related to the innovative assessment system; implementation challenges; and the usefulness of the assessment data to inform instruction, curricular decisions, and accountability. The U.S. Department of Education has contracted with Westat, an independent research organization, to lead the evaluation.

What are the District Coordinator's responsibilities? We ask that you assist the evaluation by:

- **Providing a list of pilot program teachers** within each sampled school during the 2021-22 school year, **according to the enclosed instructions by [DATE]**. We estimate that it will take up to 2 hours to complete this request depending on the number of schools sampled in your district. You may submit the list of teachers in whatever format is most convenient.
- **Coordinating the response to the district web survey.** This spring, we will send you a separate notification email with a link to the evaluation's district survey. We ask that you coordinate with district leaders to complete the 30-minute web-based survey. We will provide more information about this survey with the notification email.
- **Encouraging school participation in the evaluation.** We will contact principals in each sampled school and ask them to complete a web-based survey. We request that you follow up with the principals and encourage their participation. If desired, Westat can assist you by sending regular updates on the status of principal survey completion and providing suggested text and materials for following up with principals.

The pilot program schools sampled for this evaluation this year are: [NAMES OF SAMPLED SCHOOLS]

Subject to OMB approval and if district policy allows it, **we want to thank you for your time and efforts on evaluation activities in the following ways:** You will receive \$50 for submitting the list of pilot program teachers. You also will receive \$20 upon the completion of the district survey and \$10 for each principal survey completed.

What will happen to the information provided? Under the *Every Student Succeeds Act*, Congress requires a Best Practices report to share lessons learned from key stakeholders in the administration and use of the IADA assessments. The evaluation's surveys are the primary source of information for this report. The report will summarize findings across the sample and will not associate responses

District Coordinator Notification Letter for Spring 2022 Data Collection - New Districts

with a specific district, school, or individual. Survey responses will provide critical information to the Department on the implementation of the IADA program, and help states, districts, and other local stakeholders as they decide whether to pursue innovative assessments and apply to the program.

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). All of the information provided 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).

What are next steps? At this time, provide the list of pilot program teachers in sampled schools according to the enclosed instructions **by [DATE]**, and keep a copy for your records. Later, we will contact you with the notification for the district survey and alert you when the principal surveys have been sent.

If you have questions about the teacher list request or evaluation, please feel free to contact me directly at 301-294-3924 or at PattyTroppe@westat.com. We look forward to working with you to make this evaluation a success!

Sincerely,

Patty Troppe, Ph.D.
Evaluation of IADA Title I Pilot Project Director
Vice President-Education Studies-Westat

Attachment: Instructions for preparing and submitting the teacher list

District Coordinator Notification Letter for Spring 2022 Data Collection - New Districts

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).

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.

District Coordinator Notification Letter for Spring 2022 Data Collection - Districts that Also Participated in Spring 2021

Dear [NAME OF DISTRICT COORDINATOR],

On behalf of the U.S. Department of Education, thank you for your district's participation last year in the Congressionally mandated evaluation of the Innovative Assessment Demonstration Authority (IADA) pilot program, of which the **[NAME OF IADA ASSESSMENT IN THE DISTRICT]** is a part. As you may recall, your district's Superintendent designated you as the District Coordinator for the evaluation.

We are now preparing for the spring 2022 component of the evaluation. Similar to last year, this includes surveys of districts, and surveys of a sample of principals and teachers who participate in the pilot program. The web surveys ask about trainings and supports related to the innovative assessment system; implementation challenges; and the usefulness of the assessment data to inform instruction, curricular decisions, and accountability. The Department has contracted with Westat, an independent research organization, to lead the evaluation.

What are the District Coordinator's responsibilities? We ask that you assist the evaluation by:

- **Providing a list of participating teachers** within each sampled school during the 2021-22 school year, **according to the enclosed instructions by [DATE]**. We estimate that it will take up to 2 hours to complete this request depending on the number of schools sampled in your district. You may submit the list of teachers in whatever format is most convenient.
- **Coordinating the response to the district web survey.** This spring, we will send you a separate notification email with a link to the evaluation's district survey. We ask that you coordinate with district leaders to complete the 30-minute web-based survey. We will provide more information about this survey with the notification email.
- **Encouraging school participation in the evaluation.** We will contact principals in each sampled school and ask them to complete a web-based survey. We request that you follow up with the principals and encourage their participation. If desired, Westat can assist you by sending regular updates on the status of principal survey completion and providing suggested text and materials for following up with principals.

The pilot program schools sampled for this evaluation this year are: [NAMES OF SAMPLED SCHOOLS]

If district policy allows it, **we want to thank you for your time and efforts on evaluation activities with an honorarium.** You will receive \$50 for submitting the list of pilot program teachers. You also will receive \$20 upon the completion of the district survey and \$10 for each principal survey completed.

What will happen to the information provided? Under the *Every Student Succeeds Act*, Congress requires a Best Practices report to share lessons learned from key stakeholders in the administration and use of the IADA assessments. The evaluation's surveys are the primary source of information for this report. The report will summarize findings across the sample and will not associate responses

District Coordinator Notification Letter for Spring 2022 Data Collection - Districts that Also Participated in Spring 2021

with a specific district, school, or individual. Survey responses will provide critical information to the Department on the implementation of the IADA program, and help states, districts, and other local stakeholders as they decide whether to pursue innovative assessments and apply to the program.

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). All of the information provided 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).

What are next steps? At this time, provide the list of pilot program teachers in sampled schools according to the enclosed instructions **by [DATE]**, and keep a copy for your records. Later, we will contact you with the notification for the district survey and alert you when the principal surveys have been sent.

If you have questions about the teacher list request or evaluation, please feel free to contact me directly at 301-294-3924 or at PattyTroppe@westat.com. We look forward to continuing to work with you and your district to make this evaluation a success!

Sincerely,

Patty Troppe, Ph.D.
Evaluation of IADA Title I Pilot Project Director
Vice President-Education Studies-Westat

Attachment: Instructions for preparing and submitting the teacher list

District Coordinator Notification Letter for Spring 2022 Data Collection - Districts that Also Participated in Spring 2021

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).

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.

Email Reminder Text for District Superintendents - All Districts

Dear [NAME OF DISTRICT SUPERINTENDENT],

Several weeks ago, we contacted you on behalf of the U.S. Department of Education to ask you to designate a District Coordinator for the Congressionally mandated evaluation of the Innovative Assessment Demonstration Authority (IADA) pilot program, of which the [NAME OF IADA ASSESSMENT IN THE DISTRICT] is a part. A copy of this letter is attached.

Your response is critical to ensure that your district, principals, and teachers participating in the pilot program have an opportunity to provide their valuable input. Under the *Every Student Succeeds Act*, Congress mandates a Best Practices report to share lessons learned from key stakeholders. Although participation is voluntary, **we strongly encourage you to identify a District Coordinator so the experiences of your district, schools and teachers will be represented in the report to Congress.** Your district's participation will provide invaluable information to the U.S. Department of Education, and help states, districts, and other local stakeholders as they decide whether to pursue innovative assessments and apply to the pilot program.

Please reply to this message to designate your District Coordinator, including:

District Coordinator Name

Title

Telephone number

Email address

Subject to OMB approval and if district policy allows it, we want to thank participants for their time in the following ways: Survey respondents will receive a \$20 stipend. District Coordinators will receive \$50 for submitting the list of pilot program teachers and \$10 for each principal survey completed. School Coordinators will receive \$10 for each teacher survey completed.

If you have questions, please feel free to contact me directly 301-294-3924 or at PattyTroppe@westat.com. We look forward to hearing from you soon.

Sincerely,

Patty Troppe, Ph.D.
Evaluation of IADA Title I Pilot Project Director
Vice President-Education Studies-Westat

Attachment: Letter requesting district participation

Email Reminder Text for District Coordinators - All Districts

Dear [NAME OF DISTRICT COORDINATOR],

Several weeks ago, we contacted you on behalf of the U.S. Department of Education. This email is to remind you to send a list of teachers participating in the [NAME OF IADA ASSESSMENT IN THE DISTRICT] in the schools sampled for the Congressionally mandated evaluation of the Innovative Assessment Demonstration Authority (IADA) pilot program. The teacher list is critical to ensuring that teachers participating in the pilot program in sampled schools have an opportunity to provide their valuable input.

Your district's Superintendent has designated you as the District Coordinator for the evaluation. As such, we are reaching out to you for the teacher list. It is only with your help that the experiences of your teachers will be represented in the evaluation's Best Practices report.

Please review the attached instructions for details on the preparation and submission of the teacher list. Note that the **evaluation team will accept the teacher list in whatever format is most convenient** such as an electronic file or a scan of a marked up hard copy list. We estimate that it will take up to 2 hours to complete this request depending on the number of schools sampled in your district. Subject to OMB approval and if district policy allows it, **you will receive \$50 for submitting the list** as a thank you for your assistance with this evaluation activity.

The U.S. Department of Education has contracted with Westat, an independent research organization, to lead the evaluation. 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). All of the information provided 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).

If you have questions about the teacher list request or evaluation, please feel free to contact me directly 301-294-3924 or at PattyTroppe@westat.com. We look forward to working with you to make this evaluation a success!

Sincerely,

Patty Troppe, Ph.D.
Evaluation of IADA Title I Pilot Project Director
Vice President-Education Studies-Westat

Attachment: Instructions for preparing and submitting the teacher list

Email Reminder Text for District Coordinators - All Districts