

Appendix E: Notification Letters and Reminder Emails

STATE NOTIFICATION LETTER –Chief State School Officer (CSSO)

Dear CSSOFName CSSOLName:

The U.S. Department of Education (ED), Institute of Education Sciences (IES) is conducting surveys of states and a nationally representative sample of school districts to understand the effects of the coronavirus pandemic on the education system and implementation of key federal policies. The survey findings will describe how the coronavirus pandemic may have influenced (1) the implementation of, and waivers from, key provisions of the *Every Student Succeeds Act* (ESSA), and (2) state and district use of federal funds, including those provided specifically to help in the pandemic recovery.

The state survey, *Implementation of Key Federal Education Policies in the Wake of the Coronavirus Pandemic*, will be conducted beginning in February 2021 with all states, the District of Columbia, and Puerto Rico. We expect the survey to **take approximately 45 minutes to complete**.

The surveys are being conducted as part of the ongoing IES evaluation, *Implementation of the Title I and Title II-A Program Initiatives*. All states and the District of Columbia responded to the evaluation's 2018 survey. Thank you for your state's participation. You can download a copy of the report with those survey results from this site: <https://ies.ed.gov/ncee/pubs/2021002/index.asp>.

Why should my state participate? State agencies, local leaders, and the federal government are all taking unprecedented action in the wake of the coronavirus pandemic that could have long-term implications for the nation's education system. The survey data will provide policy makers with a snapshot of how states and districts are implementing key federal policies, including those affecting accountability and equity, in light of the disruptions of the coronavirus pandemic. Understanding how these policies are playing out is critical to the Department's ability to improve federal programs and support states. In addition, states receiving education funds through the Coronavirus Aid, Relief, and Economic Security (CARES) Act are expected to cooperate with Department evaluations (Education Department General Administrative Regulations (EDGAR) (34 C.F.R. § 76.591)).

What will happen to the information provided? A report will be published with results aggregated across all respondents. All data collected for this study will be kept confidential (per The Education Sciences Reform Act of 2002 outlined below), except as required by law. While individual states may be identified in reporting, the report will not associate responses with a specific individual, and individual respondents will not be identified.

What are next steps? Within the next week, your state's Title I Director will receive an email providing a link to the web-based survey and will be asked to complete the survey by [**DATE**]. If you receive inquiries from your state's Title I Director or local administrators, we appreciate your encouragement of their participation in the survey. Your support is important to the success of the study.

Thank you in advance for your continued cooperation and participation in this study conducted by Westat and its partner, Mathematica. If you have questions about the study, please contact Patty Troppe, the Project Director at 1-888-441-3221 or at TitleI-IIStudy@westat.com. If you have questions about the state survey, please contact Brian Gill, the study's Principal Investigator at Mathematica, at (617) 301-8962 or at bgill@mathematica-mpr.com. We look forward to learning more about the current policy initiatives in your state.

In addition to the survey, x districts in your state have been selected to participate in an interview that is examining how districts and schools are supporting English learners (ELs) during the COVID-19 pandemic. For the EL-focused interview, researchers from the American Institutes for Research (AIR) will soon be contacting the selected districts' Title III program coordinator or EL director to request a 60-minute telephone interview. The researchers will interview districts and a sample of school administrators to learn more about the challenges the pandemic has posed for serving ELs as well as the instructional services and other supports provided for ELs during the 2020–21 school year. This will provide additional context for the evaluation discussed above, as well as ED's ongoing Title III study. More information about that study can be found here: <https://ies.ed.gov/ncee/projects/evaluation/elpractices.asp>

Sincerely,

Patty Troppe, Ph.D.
Project Director
Westat

Brian Gill, Ph.D., J.D.
Principal Investigator
Mathematica

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. While individual states may be identified in reporting, individual respondents will not be identified. 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). States receiving education funds through the Coronavirus Aid, Relief, and Economic Security (CARES) Act funds have an obligation to cooperate in Department evaluations (Education Department General Administrative Regulations (EDGAR) (34 C.F.R. § 76.591)).

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 survey is estimated to be 45 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.

STATE NOTIFICATION LETTER-Title I Director (TID)

Dear TIDFName TIDLName:

The U.S. Department of Education (ED), Institute of Education Sciences (IES) is conducting surveys of states and a nationally representative sample of school districts to understand the effects of the coronavirus pandemic on the education system and implementation of key federal policies. The survey findings will describe how the coronavirus pandemic may have influenced (1) the implementation of, and waivers from, key provisions of the *Every Student Succeeds Act* (ESSA), and (2) state and district use of federal funds, including those provided specifically to help in the pandemic recovery.

The state survey, *Implementation of Key Federal Education Policies in the Wake of the Coronavirus Pandemic*, will be conducted beginning in February 2021 with all states, the District of Columbia, and Puerto Rico. We expect the survey to **take approximately 45 minutes to complete**.

The surveys are being conducted as part of the ongoing IES evaluation, *Implementation of the Title I and Title II-A Program Initiatives*. All states and the District of Columbia responded to the evaluation's 2018 survey. Thank you for your state's participation. You can download a copy of the report with those survey results from this site: <https://ies.ed.gov/ncee/pubs/2021002/index.asp>.

Why should my state participate? State agencies, local leaders, and the federal government are all taking unprecedented action in the wake of the coronavirus pandemic that could have long-term implications for the nation's education system. The survey data will provide policy makers with a snapshot of how states and districts are implementing key federal policies, including those affecting accountability and equity, in light of the disruptions of the coronavirus pandemic. Understanding how these policies are playing out is critical to the Department's ability to improve federal programs and support states. In addition, states receiving education funds through the Coronavirus Aid, Relief, and Economic Security (CARES) Act are expected to cooperate with Department evaluations (Education Department General Administrative Regulations (EDGAR) (34 C.F.R. § 76.591)).

What will happen to the information provided? A report will be published with results aggregated across all respondents. All data collected for this study will be kept confidential (per The Education Sciences Reform Act of 2002 outlined below), except as required by law. While individual states may be identified in reporting, the report will not associate responses with a specific individual, and individual respondents will not be identified.

What are next steps? Within the next week, you will receive an email providing a link to the web-based survey. We ask that you complete the survey by [DATE]. If you receive inquiries from local administrators, we appreciate your encouragement of their participation in the follow-up survey. Your support is important to the success of the study.

Thank you in advance for your continued cooperation and participation in this study conducted by Westat and its partner, Mathematica. A copy of this letter was sent to your state's Chief State School Officer to notify them of the upcoming survey. If you have questions about the study, please contact Patty Troppe, the Project Director at 1-888-441-3221 or at TitleI-IIStudy@westat.com. If you have questions about the state survey, please contact Brian Gill, the study's Principal Investigator at Mathematica, at (617) 301-8962 or at bgill@mathematica-mpr.com. We look forward to learning more about the current policy initiatives in your state.

Sincerely,

Patty Troppe, Ph.D.
Project Director
Westat

Brian Gill, Ph.D., J.D.
Principal Investigator
Mathematica

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DISTRICT NOTIFICATION LETTER

Dear Sal SupFName SupLName:

[District Name] has been selected to participate in a nationwide survey for the U.S. Department of Education (ED), Institute of Education Sciences (IES). The purpose of the *Implementation of Key Federal Education Policies in the Wake of the Coronavirus Pandemic* survey is to understand the effects of the coronavirus pandemic on the education system and implementation of key federal policies. The survey findings will describe how the coronavirus pandemic may have influenced (1) the implementation of, and waivers from, key provisions of *Every Student Succeeds Act* (ESSA), and (2) state and district use of federal funds, including those provided specifically to help in the pandemic recovery. More information about the evaluation can be found here: https://ies.ed.gov/ncee/projects/evaluation/other_titleI.asp

I am requesting that your district participate in this 45-minute survey. This survey will be conducted beginning in February 2021. The study also includes a separate survey of all states, the District of Columbia, and Puerto Rico.

Why should my district participate? State agencies, local leaders, and the federal government are all taking unprecedented action in the wake of the coronavirus pandemic that could have long-term implications for the nation's education system. The survey data will provide policy makers with a snapshot of how states and districts are implementing key federal policies, including those affecting accountability and equity, in light of the disruptions of the coronavirus pandemic. Understanding how these policies are playing out is critical to the Department's ability to improve federal programs and support states. In addition, districts receiving education funds through the Coronavirus Aid, Relief, and Economic Security (CARES) Act are expected to cooperate with Department evaluations (Education Department General Administrative Regulations (EDGAR) (34 C.F.R. § 76.591)).

What will happen to the information provided? A report will be published with results aggregated across all respondents. All data collected for this study will be kept confidential (per The Education Sciences Reform Act of 2002 outlined below), except as required by law. The report will not associate responses with a specific district or individual, and individual respondents will not be identified.

What are next steps? Within the next week, you will receive an email providing a link to the web-based survey. You or your designee(s) should complete a web survey by [DATE]. The survey may require input from more than one respondent in your district.

Thank you in advance for your cooperation and participation in this important study conducted by Westat and its partner Mathematica. Please note that a hard copy letter containing all of this information is also being mailed to your office.

Feel free to contact me directly with questions or issues. Sylvia Segovia, the study's Operations Director, can also assist. We both can be reached by calling 1-888-441-3221 or by emailing Title-IIStudy@westat.com. We look forward to working with your district to make this study a success!

Sincerely,

Patty Troppe, Ph.D.
Project Director

Notice of Confidentiality

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Paperwork Reduction Act of 1995

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DISTRICT NOTIFICATION LETTER FOR DISTRICTS IN INTERVIEW SAMPLE

Dear Sal SupFName SupLName:

[District Name] has been selected to participate in a nationwide survey for the U.S. Department of Education (ED), Institute of Education Sciences (IES). The purpose of the *Implementation of Key Federal Education Policies in the Wake of the Coronavirus Pandemic* survey is to understand the effects of the coronavirus pandemic on the education system and implementation of key federal policies. The survey findings will describe how the coronavirus pandemic may have influenced (1) the implementation of, and waivers from, key provisions of *Every Student Succeeds Act* (ESSA), and (2) state and district use of federal funds, including those provided specifically to help in the pandemic recovery. More information about the evaluation can be found here: https://ies.ed.gov/ncee/projects/evaluation/other_titleI.asp

I am requesting that your district participate in this 45-minute survey. This survey will be conducted beginning in February 2021. The study also includes a separate survey of all states, the District of Columbia, and Puerto Rico.

Why should my district participate? State agencies, local leaders, and the federal government are all taking unprecedented action in the wake of the coronavirus pandemic that could have long-term implications for the nation's education system. The survey data will provide policy makers with a snapshot of how states and districts are implementing key federal policies, including those affecting accountability and equity, in light of the disruptions of the coronavirus pandemic. Understanding how these policies are playing out is critical to the Department's ability to improve federal programs and support states. In addition, districts receiving education funds through the Coronavirus Aid, Relief, and Economic Security (CARES) Act are expected to cooperate with Department evaluations (Education Department General Administrative Regulations (EDGAR) (34 C.F.R. § 76.591)).

What will happen to the information provided? A report will be published with results aggregated across all respondents. All data collected for this study will be kept confidential (per The Education Sciences Reform Act of 2002 outlined below), except as required by law. The report will not associate responses with a specific district or individual, and individual respondents will not be identified.

What are next steps? Within the next week, you will receive an email providing a link to the web-based survey. You or your designee(s) should complete a web survey by [DATE]. The survey may require input from more than one respondent in your district.

Thank you in advance for your cooperation and participation in this important study conducted by Westat and its partner Mathematica. Please note that a hard copy letter containing all of this information is also being mailed to your office.

Feel free to contact me directly with questions or issues. Sylvia Segovia, the study's Operations Director, can also assist. We both can be reached by calling 1-888-441-3221 or by emailing TitleI-IIStudy@westat.com. We look forward to working with your district to make this study a success!

In addition to the survey, your district has been selected to participate in an interview that is examining how districts and schools are supporting English learners (ELs) during the COVID-19 pandemic. For the EL-focused interview, researchers from the American Institutes for Research (AIR) will soon be contacting your district's Title III program coordinator or EL director to request a 60-minute telephone

interview to learn more about the challenges the pandemic has posed for serving ELs as well as the instructional services and other supports your district has provided for ELs during the 2020–21 school year. This will provide additional context for the evaluation discussed above, as well as ED’s ongoing Title III study. More information about that study can be found here:
<https://ies.ed.gov/ncee/projects/evaluation/elpractices.asp>

Sincerely,

Patty Troppe, Ph.D.
Project Director

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STATE CONTACT INVITATION EMAIL

Dear [TITLE I DIRECTOR]:

Recently, you should have received the attached letter introducing you to the *Implementation of Key Federal Education Policies in the Wake of the Coronavirus Pandemic* state survey being conducted for the U.S. Department of Education's (ED's) Institute of Education Sciences (IES). I am writing today to provide you with the link to access the survey. **The survey will take approximately 45 minutes to complete.**

As a reminder, states receiving education funds through the Coronavirus Aid, Relief, and Economic Security (CARES) Act are expected to cooperate with Department evaluations (Education Department General Administrative Regulations (EDGAR) (34 C.F.R. § 76.591)). The survey findings will describe how the coronavirus pandemic may have influenced (1) the implementation of, and waivers from, key provisions of the *Every Student Succeeds Act* (ESSA), and (2) state and district use of federal funds, including those provided specifically to help in the pandemic recovery.

The study involves surveys of all 50 states, the District of Columbia, and Puerto Rico as well as a nationally representative sample of school districts. The state survey includes questions related to school operations; support to districts and schools around continuity of education and student supports; assessments, grade retention standards, and high school graduation requirements; and the use of federal funds. Below is the link to access the state survey that is specific to your state. The survey may require input from more than one respondent in the state agency.

[survey link]

You or other respondents may return to the website at any time, by clicking on the link above. You can save your answers and return to the survey as many times as you need. Please note that more than one respondent can be working on the survey simultaneously, but no two people should try to enter data for the same survey item at the same time, as responses will not be saved accurately.

All data collected for this study will be kept confidential (per The Education Sciences Reform Act of 2002 outlined below), except as required by law. A report will be published with results aggregated across all respondents. While individual states may be identified in reporting, the report will not associate responses with a specific individual, and individual respondents will not be identified. You will be able to use the information in the report to compare your state's strategies and policies to those reported in aggregate by other states across the nation.

Please submit the survey by **[DATE]**. If you have questions about the study, please call us toll free at **[NUMBER]** or email me at krall@mathematica-mpr.com.

Thank you in advance for your continued support of this important study.

Sincerely,

Kristina Rall
Implementation of Title I/II-A Program Initiatives

State Survey Manager

DISTRICT SURVEY INVITATION EMAIL

DATE, 2021

Dear SUPERINTENDENT

Recently, you should have received the attached letter introducing you to the *Implementation of Key Federal Education Policies in the Wake of the Coronavirus Pandemic* district survey being conducted for the U.S. Department of Education's (ED's) Institute of Education Sciences (IES). I am writing today to provide you with the link to access the survey. **The survey will take approximately 45 minutes to complete.**

As a reminder, districts receiving education funds through the Coronavirus Aid, Relief, and Economic Security (CARES) Act are expected to cooperate in Department evaluations (Education Department General Administrative Regulations (EDGAR) (34 C.F.R. § 76.591)). The survey findings will describe how the coronavirus pandemic may have influenced (1) the implementation of, and waivers from, key provisions of the *Every Student Succeeds Act* (ESSA), and (2) state and district use of federal funds, including those provided specifically to help in the pandemic recovery.

The district survey includes questions related to school operations; support to schools around continuity of education and student supports; teacher professional development, assessments, grade retention standards, and high school graduation requirements; and use of federal funding.

Below is the link to the district survey that is specific to your district: The survey may require input from more than one respondent in your district.

[survey link]

You or your designee may return to the website at any time, by clicking on the link above. You can save your answers and return to the survey as many times as you need. Please note that more than one respondent can be working on the survey simultaneously, but no two people should try to enter data for the same survey item at the same time, as responses will not be saved accurately.

All data collected for this study will be kept confidential (per The Education Sciences Reform Act of 2002 outlined below), except as required by law. A report will be published with results aggregated across all respondents. The report will not associate responses with a specific district or individual, and individual respondents will not be identified. You will be able to use the information in the report to compare your district's strategies and policies to those reported in aggregate by other districts across the nation.

Please submit your district survey by **[DATE]**. Thank you in advance for your cooperation and participation in this study. If you have questions about the study, please contact Patty Troppe (Project Director) or Sylvia Segovia (study's Operations Director). We can be reached by calling 1-888-441-3221 or by emailing Title-IIStudy@westat.com. We look forward to working with your district to make this study a success!

Sincerely,

Patty Troppe, Ph.D.
Project Director

STATE CONTACT REMINDER EMAIL

TO: State Contact
CC: Title I Director

Dear [STATE CONTACT]:

Recently, we asked for your help with the *Implementation of Key Federal Education Policies in the Wake of the Coronavirus Pandemic* state survey being conducted for the U.S. Department of Education's (ED's) Institute of Education Sciences (IES). I am writing today to check on your progress and encourage the completion of your state's survey.

As a reminder, states receiving education funds through the Coronavirus Aid, Relief, and Economic Security (CARES) Act are expected to cooperate in Department evaluations (Education Department General Administrative Regulations (EDGAR) (34 C.F.R. § 76.591)). The survey findings will describe how the coronavirus pandemic may have influenced (1) the implementation of, and waivers from, key provisions of the *Every Student Succeeds Act* (ESSA), and (2) state and district use of federal funds, including those provided specifically to help in the pandemic recovery. The study involves surveys of all 50 states, the District of Columbia, and Puerto Rico as well as a nationally representative sample of school districts.

If you have recently submitted your survey, please accept our sincere thanks!

If you have not, please use the link below to access your survey and submit **within the next week**. The survey will take **approximately 45 minutes to complete** and can be accessed at any time. The survey may require input from more than one respondent in your state agency.

[survey link]

You or other respondents can save your answers and return to the survey as many times as you need. Please note that more than one respondent can be working on the survey simultaneously, but no two people should try to enter data for the same survey item at the same time, as responses will not be saved accurately.

We will give you a call in the coming week, to see if you have questions about the survey and to obtain an estimated completion date for your state. We look forward to talking to you and very much appreciate your help.

If you have questions about the study, please call us toll free at [NUMBER] or email me at krall@mathematica-mpr.com.

Thank you for your continued support of this important study.

Sincerely,

Kristina Rall
Implementation of Title I/II-A Program Initiatives
State Survey Manager

DISTRICT SURVEY REMINDER EMAIL

DATE, 2021

Dear SUPERINTENDENT,

This email is to remind you and/or your designee to complete the *Implementation of Key Federal Education Policies in the Wake of the Coronavirus Pandemic* district survey that is being conducted for the U.S. Department of Education's (ED's) Institute of Education Sciences (IES). I am writing today to check on your progress and encourage the completion of your district's survey.

As a reminder, districts receiving education funds through the Coronavirus Aid, Relief, and Economic Security (CARES) Act are expected to cooperate in Department evaluations (Education Department General Administrative Regulations (EDGAR) (34 C.F.R. § 76.591)). The survey findings will describe how the coronavirus pandemic may have influenced (1) the implementation of, and waivers from, key provisions of the *Every Student Succeeds Act* (ESSA), and (2) state and district use of federal funds, including those provided specifically to help in the pandemic recovery.

If you have recently submitted your district survey, please accept our sincere thanks!

If you have not, please submit your district survey **within the next week**. The survey will take **approximately 45 minutes to complete** and can be accessed at any time.

Below is the link to the district survey that is specific to your district. The survey may require input from more than one respondent in your district.

[survey link]

You or your designee may return to the website at any time, by clicking on the link above. You can save your answers and return to the survey as many times as you need. Please note that more than one respondent can be working on the survey simultaneously, but no two people should try to enter data for the same survey item at the same time, as responses will not be saved accurately.

Thank you in advance for your cooperation and participation in this study. If you have questions about the study, please contact Patty Troppe (Project Director) or Sylvia Segovia (study's Operations Director). We can be reached by calling 1-888-441-3221 or by emailing Title-IIStudy@westat.com. We look forward to working with your district to make this study a success!

Sincerely,

Patty Troppe, Ph.D.
Project Director

NOTIFICATION EMAIL FOR DISTRICT INTERVIEW RESPONDENTS

Dear [District EL/Title III Director]:

As you may know, [District name] has been selected to participate in a national survey for the U.S. Department of Education (ED), Institute of Education Sciences (IES) on the effects of the coronavirus pandemic on the education system and implementation of key federal policies. Your district has also been selected to participate in a complementary set of interviews to examine in greater depth how school systems are supporting English learners (ELs') English development, academic learning, and social emotional health in light of the pandemic and the disruptions it has caused. I ask for your cooperation and support for the interviews and describe their purpose below.

The *Implementation of Key Federal Education Policies in the Wake of the Coronavirus Pandemic: Engaging and Supporting English Learners* interviews will be conducted with 20 districts and 60 schools (3 schools per district). These interviews will collect information about their instructional services for ELs, supports for ELs' social emotional needs, and strategies for engaging EL parents and families during the 2020–21 school year. The interviews will also ask about the challenges that the pandemic has presented for ELs and their families as well as the school systems serving them.

Your participation in these interviews will help provide policymakers, practitioners, and other stakeholders with needed information about districts' experiences responding to the needs of ELs and their families during these unprecedented times. Moreover, ED regulations require recipients of federal funds, including education funds received through the Coronavirus Aid, Relief, and Economic Security (CARES) Act, to cooperate in evaluations of grant programs under which they receive funding (Education Department General Administrative Regulations Section, 34 C.F.R. § 76.591). At the same time, we recognize that you have many demands on your time, and we have therefore designed the interview to minimize the burden of participation. We estimate that the interview will require about 60 minutes of your time, and it will be conducted virtually via video- or teleconference.

ED has contracted with the American Institutes for Research® (AIR®) to conduct the interviews. **AIR will send you an email shortly to schedule this interview.** If you have any questions, you may contact Rebecca Bergey at rbergey@air.org or 1-800-XXX-XXXX. If you have any questions about the requirement to participate, please feel free to contact me at Tracy.Rimdzius@ed.gov.

Information shared during the interview is confidential and will be used only for broadly descriptive purposes. Any publications prepared using the interview data will summarize findings across the districts and schools in the sample and will not associate responses with a specific individual. Upon completion of the interviews, AIR will produce a publicly available report to share its findings on EL supports and services during the pandemic. Again, we appreciate your cooperation and support, and we thank you for providing the expertise and time needed for the success of these interviews.

Sincerely,

Tracy Rimdzius
Institute of Education Sciences, U.S. Department of Education

NOTIFICATION EMAIL FOR SCHOOL INTERVIEW RESPONDENTS

Dear [School Principal]:

I am writing to request your school's participation in an interview for the U.S. Department of Education's (ED's) ***Implementation of Key Federal Education Policies in the Wake of the Coronavirus Pandemic: Engaging and Supporting English Learners*** study, which is examining how districts and schools are supporting ELs' English development, academic learning, and social emotional health in light of the disruptions caused by the COVID-19 pandemic. I ask for your cooperation for the interviews and describe their purpose below.

To examine strategies for supporting ELs amid the pandemic, this study will conduct interviews with 20 districts and 60 schools. These interviews will collect information about schools' instructional services for ELs, supports for ELs' social emotional needs, and strategies for engaging EL parents and families during the 2020–21 school year. The interviews will also ask about the challenges that the pandemic has presented for ELs and their families as well as the school systems serving them.

[District name] has been selected to participate in a district-level interview for this study, and we are also requesting interviews with three schools in your district, including yours. Your school's participation in these interviews is voluntary, but we strongly encourage you to take part in order to provide policymakers, practitioners, and other stakeholders with much-needed information about schools' experiences responding to the needs of ELs and their families during these unprecedented times. We recognize that you have many demands on your time, and we have therefore designed the interview to minimize the burden of participation. We estimate that the interview will require about 60 minutes of your time, and it will be conducted virtually via video- or teleconference.

ED has contracted with the American Institutes for Research® (AIR®) to conduct the interviews. **AIR will send you an email shortly to schedule this interview.** If you have any questions, you may contact Rebecca Bergey at rbergey@air.org or 1-800-XXX-XXXX.

Information shared during the interview is confidential and will be used only for broadly descriptive purposes. The study team will not identify the districts or schools that participate in the interviews, but please be aware that your district office may be notified which schools in your district have been asked to participate. Upon completion of the interviews, AIR will produce a publicly available report to share its findings. Any publications prepared using the interview data will summarize findings across the districts and schools in the sample and will not associate responses with any specific individual. Again, we sincerely appreciate your assistance and thank you in advance for providing the expertise and time needed for the success of these interviews.

Sincerely,

Tracy Rimdzius
Institute of Education Sciences, U.S. Department of Education

INFORMED CONSENT DOCUMENT FOR INTERVIEW RESPONDENTS

Implementation of Key Federal Education Policies in the Wake of the Coronavirus Pandemic: Engaging and Supporting English Learners Informed Consent

Purpose

The Institute of Education Sciences (IES) of the U.S. Department of Education has contracted with the American Institutes for Research® (AIR®) to conduct district- and school-level interviews to learn more about how the COVID-19 pandemic has affected ELs and how school systems are supporting ELs' English development, academic learning, and social emotional health in light of pandemic-related disruptions. We are asking district EL directors and school leaders (e.g., principals, lead EL teachers) to participate in a 60-minute interview via video- or teleconference. The interview will ask about your district/school's instructional services for ELs, supports for ELs' social emotional needs, and strategies for engaging EL parents and families during the 2020–21 school year.

Risks and Discomfort

There are no anticipated or known risks in participating in this interview.

Benefits

Your participation in these interviews will contribute to an improved understanding of the approaches used to serve ELs during the COVID-19 pandemic. The interviews will contribute to the knowledge base of the EL field by documenting the challenges the pandemic has presented for this population of students as well as the strategies that districts and schools have employed to support ELs in this unprecedented context.

Confidentiality

We will treat the information that you supply in a confidential manner. Only selected research staff will have access to data, and we will avoid using your name in any publications prepared using the interview data and will not attribute any quotes to specific individuals.

More Information

If you would like more information about this study, you may contact the Data Collection Director, Rebecca Bergery, at the American Institutes for Research® at 1-800-XXX-XXXX or at rbergery@air.org. For questions regarding your rights as a subject participating in this research, please contact the IRB administrator at IRBChair@air.org or toll free at 1-800-634-0797.