

# **APPENDIX D. REQUEST FOR PROFESSIONAL DEVELOPMENT PARTICIPANT ROSTER**

Draft December 2020

# Sample Correspondence to NPD Grantee Project Director: Roster Collection

To be transmitted by email

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Dear [project director]-

Thank you very much for your assistance in providing information for the *Implementation Evaluation of the National Professional Development (NPD) Program!*

A key component of this evaluation is a representative survey of pre-service and in-service educators who participated in activities supported by the 92 NPD grants awarded in 2016 and 2017. To scientifically select respondents for this survey, we need to have the names of a subset of individuals who have participated in your NPD-supported professional learning activities. For this reason, we are asking you to assist us by **providing this information to us via the attached template**. If you are extracting this information from your own database, and if providing that file to me via email is easier for you than using the template, that is perfectly fine as long as the following information is included for participants who meet the criteria stated below:

- **First and last name**
- **Participant email**
- **NPD-supported activity** (if your grant project consists of multiple activities with different participants)
- **Participant type** (pre-service teachers or in-service teachers)
- **Participant role** (general education/content teacher, ESL teacher, special education teacher, other)
- **Grade band** (if your grant project involves participants from multiple grade bands)

Additional information regarding **who should or should not be included** in the list is outlined below:

## ***Who should be included in the participant roster?***

- All teachers who are responsible for delivering instruction (e.g., pre-service or in-service teachers, assistant teachers, paraprofessionals) who have participated in professional learning activities supported through your NPD grant since summer 2019.

## ***Who should be excluded from the participant roster?***

- Participants who have enrolled but not yet attended any professional learning activities supported through your NPD grant (e.g., individuals who will begin participating during summer 2021 or the 2021–22 school year)
- Participants who completed their participation in your NPD activities prior to summer 2019
- Participants who are not teachers, such as coaches, administrators, or parents of English learners who attended parent engagement activities provided through your grant

## ***How will the roster and participant information be used?***

- All roster information will be kept confidential and will be used solely for the purpose of administering the NPD participant survey. No individually identifiable information about participants will be shared

with anyone outside of the AIR study team. Data collected through the participant survey will only be reported in the aggregate; individual survey participants' responses will be kept confidential. The rosters and survey data will be stored on secure data servers, and only the research team will have access to them.

Thank you very much for your attention to this request! We truly appreciate your assistance. If you have any questions about this request, please feel free to contact me at [email address] or 1-800-XXX-XXXX.

**Please have this information to me by close of business [INSERT DATE].**

Best regards,

[Signature]

## Roster Templates

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[Note to data collector: Before sending this template, tailor it (along with the correspondence email) to fit the specific circumstances of the NPD Project (e.g., names of activities, participant types, cohorts, grade bands involved).]

### NPD-Supported Activity: [Insert Name of Activity]

Participant First Name	Participant Last Name	Participant Email	Participant Type <sup>1</sup>	Participant role <sup>2</sup>	Grade Band <sup>3</sup>	Roster ID (Completed by Study Team)	Grantee ID (Completed by Study Team)

<sup>1</sup>Please indicate if participant was a **pre-service** teacher or an **in-service** teacher, assistant teacher, or paraprofessional when they participated in your NPD project.

<sup>2</sup>Please indicate if participant was preparing to serve/currently serving as an **ESL specialist, general education/content area teacher, special education teacher, or other (please write in)**. For pre-service teachers, please indicate what role they were preparing for. For in-service teachers, please indicate their role at the time of their participation in the grant activities.

<sup>3</sup>Please indicate if participant focuses on **early childhood, elementary, middle, or high school**.

**NPD-Supported Activity: [Insert Name of Activity]**

Participant First Name	Participant Last Name	Participant Email	Participant Type <sup>1</sup>	Participant role <sup>2</sup>	Grade Band <sup>3</sup>	Roster ID (Completed by Study Team)	Grantee ID (Completed by Study Team)

<sup>1</sup>Please indicate if participant was a **pre-service** teacher or an **in-service** teacher, assistant teacher, or paraprofessional when they participated in your NPD project.

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<sup>3</sup>Please indicate if participant focuses on **early childhood, elementary, middle, or high school**.

**NPD-Supported Activity: [Insert Name of Activity]**

Participant First Name	Participant Last Name	Participant Email	Participant Type <sup>1</sup>	Participant role <sup>2</sup>	Grade Band <sup>3</sup>	Roster ID (Completed by Study Team)	Grantee ID (Completed by Study Team)

<sup>1</sup>Please indicate if participant was a **pre-service** teacher or an **in-service** teacher, assistant teacher, or paraprofessional when they participated in your NPD project.

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