

Appendix B-1. OSP School Administrator Notification Letter (No High School Graduation Data Requested)



Dear [OSP School Administrator],

We are conducting a Congressionally-required study of the DC Opportunity Scholarship Program (OSP) to better understand how the program is working and to identify possible improvements. As part of your participation agreement with Serving Our Children, your school agreed to take part in this study. We are asking you to:

1. **Identify a school leader to complete a 15-minute survey** in the spring of 2022. This person can be a principal or similar administrator who is familiar with the OSP. When the survey period begins, we will send you a link to complete the survey online. After completing the survey, the respondent will receive a **\$25 gift card**.
2. **Allow us on campus to administer surveys to new OSP scholarship students** in [DISPLAY APPLICABLE GRADES: 4th-12th grades] in spring 2022 and spring 2023. Each survey takes 15 minutes, and students will receive a \$10 gift card for each survey they complete.
3. **Provide test scores** for OSP scholarship students on mathematics and English language arts (ELA) standardized tests your school administered from 2017-18 to 2022-23.

Please identify a liaison for us to contact so that we can coordinate these study activities with your school. Please give us the following information by email (XXXX@abtassoc.com) or phone (toll-free: 1-XXX-XXX-XXXX) by **DATE**.

Name of liaison: _____	
Email: _____	Phone: _____

When parents applied for an OSP scholarship, they agreed to release their child's test scores and school records to the U.S. Department of Education and its study team contractors, and to allow the study team to survey their child. The study team (Abt Associates and its partners) has recently contacted parents to remind them of their agreement. The study team will not identify your school, staff, teachers, students, or their parents in study reports or data files prepared for the Department. The Department and contractors they hire are required by law to follow all federal laws regarding privacy and confidentiality. There is minimal risk of breach of confidentiality.

Questions about the study? Please email XXXX@abtassoc.com or call us toll-free at 1-XXX-XXX-XXXX.
Questions about study participants' rights? Please call Abt's IRB Administrator toll-free at 1-877-520-6835.

Paperwork Burden Statement: 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. Public reporting burden for this collection is estimated to average 8.75 hours per school response, including six hours for a point of contact to compile and submit OSP student achievement data; 15 minutes for a school administrator to review instructions, search existing data resources, gather the data needed, and complete and review the school administrator survey information collection; and 15 minutes for a school-based study liaison to arrange for the administration of the OSP student surveys. The obligation to respond to this collection is voluntary. If you have comments or concerns regarding the status of your individual submission of this form, application or survey, please contact (National Center for Education Evaluation/Institute of Education Sciences U.S. Department of Education, 555 New Jersey Avenue, SW Room 502i, Washington, DC 20208) directly. (Note: Please do not return the completed instrument, form, application or survey to this address.)