

Appendix B-3. Non-OSP Private School Administrator Notification Letter



Dear [Private School Administrator],

We would like your help with a Congressionally-required study of the DC Opportunity Scholarship Program (OSP). For this study to succeed, we need some information from private schools, like yours, that are **not** currently participating in the OSP.

The OSP provides scholarship funds to help low-income DC families pay for the costs of attending a participating private K-12 school. An important goal of the study is to better understand how private schools make decisions about participating in the OSP.

We are asking you to identify a school leader to complete a 12-minute survey in the spring of 2022. This person can be a principal or similar administrator. When the survey period begins, we will send a link to complete the survey online. After completing the survey, the respondent will receive a **\$25 gift card**.

The survey asks about various characteristics of your school and reasons why your school currently chooses not to participate in the OSP.

Please identify a survey respondent and give us the following information by email (XXXX@abtassoc.com) or phone (toll-free: 1-XXX-XXX-XXXX) by **DATE**.

Name of survey respondent: _____

Email: _____ Phone: _____

The U.S. Department of Education has hired Abt Associates and our partners to conduct this study. Like all contractors hired by the Department, we are required by law to follow all federal laws regarding privacy and confidentiality. We will not identify you or your school in study reports or data files prepared for the Department. 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 12 minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. 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.)