

Appendix B-4. Public School Administrator Notification Letter

Dear [Public School Administrator],

We are conducting a Congressionally-required study of the DC Opportunity Scholarship Program (OSP). The legislation that created the OSP and provided equal funding for public (traditional and charter) public schools in DC requires these schools to cooperate with the study. The Office of the State Superintendent, District of Columbia Public Schools, and the DC Public Charter School Board have all authorized us to administer a survey needed for the study.

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, vice 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**.

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

Name of survey respondent: _____

Email: _____ Phone: _____

The survey asks about various characteristics of your school that are not available in other sources but which may be related to the schooling choices families make.

The U.S. Department of Education has hired Abt Associates and our partners to conduct this study. Like all researchers 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.)