

Survey on Use of Funds Under Title II, Part A

Supporting Statement for Paperwork Reduction Act
Submission
PART B: Collection of Information Employing Statistical
Methods

February 2021

Contract # ED-PEP-16-A-0006/91990018C0001

Submitted to:
Office of the Chief Data Officer
U.S. Department of Education

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Part B. Collection of Information Employing Statistical Methods

The U.S. Department of Education (the Department) is requesting clearance to collect data from states annually about how Title II, Part A funds are used; how funds are used to improve equitable access to teachers for low-income and minority students; and where applicable, evaluation and retention data for teachers, principals, and other school leaders. The reporting requirements are outlined in Section 2104(a) of the Elementary and Secondary Education Act (ESEA), as reauthorized by the Every Student Succeeds Act of 2015 (ESSA).

B.1. Respondent Universe and Sampling Methods

Respondents include representatives from 50 states, the District of Columbia, and Puerto Rico.

B.2. Information Collection Procedures

Notification, Recruitment, and Data Collection. The Westat study team will send the Title II Coordinator a notification letter (see Appendix C) explaining the study and emphasizing the importance of the state's response to this data collection. The letter also will include login information. States receiving educational funds are obligated to participate in Department evaluations (Educational Department General Administrative Regulations (EDGAR) (34 CFR § 76.591). The state letter will note the mandatory nature of the state's response.

The study team will follow-up by phone to answer any questions and identify who should be the state-level respondent point of contact. The notification letter and invitation email will be sent to the chief state school officer in each of the 50 states, the District of Columbia, and Puerto Rico beginning in June 2021 and will include a URL to the web-Based data collection form and reference an invitation email they will receive shortly after the letter is mailed. The state survey URL will include embedded login information to reduce the number of communications from the study team to the state to securely provide login information separate from the survey URL. This method of providing login information also reduces the burden of sharing access to the survey within the state if a different respondent is identified as the best person to complete the survey.

The Westat study team will monitor completion rates, review the survey responses for completeness through the field period, and follow-up by email and telephone as needed to answer questions and encourage completion.

Statistical Methodology for Stratification and Sample Selection. The study will include all 50 states, the District of Columbia, and Puerto Rico. Based on experience, the study design assumes that all states will respond. Therefore, the study team does not plan to construct weights to account for state-level nonresponse.

Estimation Procedures. No estimation procedures are needed since we will survey all 50 states, the District of Columbia, and Puerto Rico.

Degree of Accuracy Needed. We will survey the universe of states.

Universal Problems Requiring Specialized Sample Procedures. There are no unusual problems requiring specialized sampling procedures.

Use of Periodic (less than annual) Data Collection to Reduce Burden. Section 2104(a) of the Elementary and Secondary Education Act (ESEA) requires SEAs to provide a description of how Title II, Part A funds are used; how funds are used to improve equitable access to teachers for low-income and minority students; and, where applicable, evaluation and retention data for teachers, principals, and other school leaders. To understand how SEAs are using Title II, Part A funds and if SEAs are improving equitable access to teachers for low-income and minority students as outlined under Section 2104(a), the Department requires information on an annual basis.

B.3. Methods to Maximize Response Rates

The study team will work with SEAs to explain the importance of this data collection effort and to make it as easy as possible to comply. We will provide the OMB clearance information along with a clear description of the study and its importance. We will be courteous but persistent in follow-up with participants who do not respond in a timely manner to our attempts. We also will be very flexible gathering the data, allowing different people to respond if necessary. Project staff will monitor completion rates and follow-up by email and telephone as needed to answer questions and encourage completion. Throughout the data collection period, project staff will review data provided for completeness and follow-up with respondents with any questions about data and provide respondents with an opportunity to update data if needed.

B.4. Test of Procedures

The Westat study team conducted a review of the SEA survey with 6 experts from 5 SEAs to ensure that questions are clear and that the average completion time is within expectations.

B.5. Individuals Consulted on Statistical Aspects of Design

The SEA survey is being administered to the universe of states.