

Date

First Last

Street Address 1

Street Address 2

City, ST 00000

Dear First Last:

The U.S. Department of Education (ED) is conducting its annual survey on state use of funds under the *Elementary and Secondary Education Act (ESEA)* Title II, Part A “*Supporting Effective Instruction*” program for 2020-21. The purpose of this survey is for ED to gain a better understanding of how states are using their Title II, Part A State activities funds. Completion of this survey meets the reporting requirements under Section 2104(a)(1-4) of *ESEA*. Findings from previous cycles of this survey are posted on ED’s website: <https://oese.ed.gov/offices/office-of-formula-grants/school-support-and-accountability/instruction-state-grants-title-ii-part-a/resources>.

Your participation is essential in ensuring that ED is able to produce valid and reliable findings and provide the necessary information about use of funds. **Please provide information for your state by DUE DATE.** The data can be provided online at [\[web address\]](#) with the following login information:

Username: SAMPLE

Password: SAMPLE

If you have any questions, please contact the Westat help desk at Title2afunds@westat.com or 1-855-817-1704 (toll-free). A member of the study team will provide you with any assistance you need regarding the survey.

We appreciate your taking the time to provide this information, and we thank you in advance for your cooperation.

Sincerely,

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www.ed.gov

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The Department of Education's mission is to promote student achievement and preparation for global competitiveness by fostering educational excellence and ensuring equal access.