
**Supporting Statement for
OMB Clearance Request**

**Appendix A: Notification
Letters**

**National Implementation
Study of Student Support
and Academic Enrichment
Grants (Title IV, Part A)**

December 2021

Appendix A: Notification Letters

- A.1 State Superintendent Notification Letter**
- A.2 District Superintendent Letter**
- A.3 State Title IV-A Coordinator Email**
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A.1 State Superintendent Notification Letter

Dear [State Superintendent]:

We are writing to ask for your support for a U.S. Department of Education (Department) study to understand how states and districts are implementing Title IV, Part A (Student Support and Academic Enrichment) of the Elementary and Secondary Act (ESEA) of 1965, as amended by the Every Student Succeeds Act (ESSA).

Purpose of Study

The study will examine how states are using the Title IV, Part A funds available to them at the state-level, as well as how they are providing technical assistance to districts and monitoring the use of funds. In addition, the study will provide a national picture of how districts are using their Title IV, Part A funds and the successes and challenges they have experienced over these early years of implementation. Findings from the study will provide important information to policymakers about the implementation of Title IV, Part A across states and districts.

Study Components

The study will include a survey with all state Title IV, Part A coordinators and a survey of a nationally representative sample of district Title IV, Part A coordinators. Participation is required of states under Section 8304(a)(4) of the ESEA. We recognize that state and local staff have many demands on their time, and we have designed the surveys to minimize the burden of participation. We estimate that the state survey will require up to 20 minutes to complete and district surveys will require up to 30 minutes to complete. Both surveys are expected to be administered in spring 2022.

Final Products

At the completion of the study, a final report will be made available that will provide a description of Title IV, Part A implementation. The study report will not disclose the names of individual interview or survey participants or their states or districts. Rather, the results will be analyzed for trends across states and districts.

Next Steps

Our contractor, Abt Associates (Abt) will contact your state Title IV, Part A coordinator shortly to provide additional information about the study and request contact information for district Title IV, Part A coordinators. If you have any questions, you may contact the Study Director, Ellen Bobronnikov, at ellen_bobronnikov@abtassoc.com or 617-349-2718 or Michael Fong at the U.S. Department of Education at michael.fong@ed.gov or (202) 245-8407.

Again, we appreciate your support of this important study which is expected to provide critical information about this new federal funding initiative.

Sincerely,

Michael Fong
Contracting Officer's Representative
Study of Student Support and Academic Enrichment Grants
Institute of Education Sciences
U.S. Department of Education

A.2 District Superintendent Notification Letter

Dear [District Superintendent]:

We are writing to ask for your support for a U.S. Department of Education (Department) study to understand how states and districts are implementing Title IV, Part A (Student Support and Academic Enrichment) of the Elementary and Secondary Act (ESEA) of 1965, as amended by the Every Student Succeeds Act (ESSA). We have also sent a similar letter to the State Superintendent.

Purpose of Study

The study will examine how states are using the Title IV, Part A funds available to them at the state level, as well as how they are providing technical assistance to districts and monitoring the use of funds. In addition, the study will provide a national picture of how districts are using their Title IV, Part A funds and the successes and challenges they have experienced over these early years of implementation. Findings from the study will provide important information to policymakers about the implementation of Title IV, Part A across states and districts.

Study Components

The study will include a survey all state Title IV, Part A coordinators and a survey of a nationally representative sample of district Title IV, Part A coordinators. Participation is required of school districts under Section 8306(a)(4) of the ESEA. The district survey will take approximately 30 minutes to complete and is expected to be administered in spring 2022.

Final Products

At the completion of the study, a final report will be made available that will provide a description of Title IV, Part A implementation. The study report will not disclose the names of individual interview or survey participants or their states or districts. Rather, the results will be analyzed for trends across states and districts.

Next Steps

You are receiving this letter because we believe that your district has received Title IV, Part A funds. Our contractor, Abt Associates (Abt) and its subcontractor, RMC Research Corporation, will contact you with additional information. If you have any questions, or if your district has not in fact received Title IV, Part A funds, you may contact the Study Director, Ellen Bobronnikov, at ellen_bobronnikov@abtassoc.com or 617-349-2718 or Michael Fong at the U.S. Department of Education at michael.fong@ed.gov or (202) 245-8407.

Again, we appreciate your support of this important study which is expected to provide critical information of this new federal funding initiative.

Sincerely,

Michael Fong
Contracting Officer's Representative
Study of Student Support and Academic Enrichment Grants
Institute of Education Sciences
U.S. Department of Education

A.3 State Title IV-A Coordinator Email

Dear [State Title IV, Part A Coordinator],

Your State Superintendent was recently notified by the U.S. Department of Education of a national study of state and district implementation of Title IV, Part A (Student Support and Academic Enrichment) of the Elementary and Secondary Act (ESEA) of 1965, as amended by the Every Student Succeeds Act (ESSA). The Department has contracted with Abt Associates (Abt) and its subcontractor, RMC Research Corporation, to conduct the study.

Purpose of Study

The study is designed to examine how states are using the Title IV, Part A funds available to them at the state level, as well as how they are providing technical assistance to districts and monitoring the use of funds. In addition, the study will provide a national picture of how districts are using their Title IV, Part A funds and the successes and challenges they have experienced over these early years of implementation. Findings from the study will provide important information to policymakers about the implementation of Title IV, Part A across states and districts. At the completion of the study, a final report will be made available that will provide a description of Title IV, Part A implementation.

Study Components

The study will include a survey all state Title IV, Part A coordinators and a survey of a nationally representative sample of district Title IV, A coordinators. Participation is required of states under Section 8304(a)(4) of the ESEA. We recognize that state and local staff have many demands on their time, and we have designed the surveys and interview protocols to minimize the burden of participation. We estimate that the state survey will require up to 20 minutes to complete and district surveys will require up to 30 minutes to complete. Both surveys are expected to be administered in spring 2022.

Contact Us

If you have any questions, you may contact me, the Study Director, at SSAE_Study@abtassoc.com. Again, we appreciate your support of this important study which is expected to provide critical information of this new federal funding initiative.

Thank you very much for taking the time to provide us with this information!

Sincerely,

Ellen Bobronnikov
Study Director
Study of Student Support and Academic Enrichment Grants
Abt Associates Inc.

A.4 District Title IV-A Coordinator Email

Dear [District Title IV, Part A Coordinator],

In [Month] your Superintendent was notified by the U.S. Department of Education of an upcoming national study of state and district implementation of Title IV, Part A (Student Support and Academic Enrichment) of the Elementary and Secondary Act (ESEA) of 1965, as amended by the Every Student Succeeds Act (ESSA). The Department has contracted with Abt Associates (Abt) and its subcontractor, RMC Research Corporation, to conduct the study.

Purpose of Study

The study is designed to examine how states are implementing the Title IV, Part A program, as well as how districts are using their Title IV, Part A funds and the successes and challenges they have experienced over these early years of implementation. Findings from the study will provide important information to policymakers about the implementation of Title IV, Part A across states and districts.

Study Components

The study will include a survey of all state Title IV, Part A coordinators and a survey of a nationally representative sample of district Title IV, Part A coordinators. The district survey will take approximately 30 minutes to complete and is expected to be administered in spring 2022. Participation is required of school districts under Section 8306(a)(4) of the ESEA.

Final Products

At the completion of the study, a final report will be made available that will provide a description of Title IV, Part A implementation. The study report will not disclose the names of individual interview or survey participants or their states or districts. Rather, the results will be analyzed for trends across states and districts.

Contact Us

We understand that you are very busy; however, the success of this study depends on the participation of as many different perspectives as possible. If you have any questions, you may contact me, the Study Director, at SSAE_Study@abtassoc.com.

Again, we appreciate your support of this important study which is expected to provide critical information of this new federal funding initiative.

Sincerely,

Ellen Bobronnikov
Study Director
Study of Student Support and Academic Enrichment Grants
Abt Associates Inc.

A.5 Study Fact Sheet



Study of Student Support and Academic Enrichment Grants (Title IV, Part A)

Key Study Information

Building positive, enriching student supports within schools can enhance learning, contribute to students' social-emotional development, reduce dropout, and build protective factors that can benefit students for a lifetime. The Every Student Succeeds Act (ESSA) supports strategies to encourage positive, equitable, enriching, and safe school environments, including Student Support and Academic Enrichment Grants (Title IV-A). Abt Associates and RMC Research Corporation are working with the U.S. Department of Education to conduct this national study of Title IV-A.

Study Goals

The study will document...

- The guidance and technical assistance states provide to districts to assist in local implementation of the Title IV-A program;
- The ways in which districts decide how Title IV-A funds should be used (including the use of stakeholder engagement, needs assessments, and existing evidence); and
- The types of services and activities that districts implement with Title IV-A funds.

Who will be included in the study?

All State Title IV-A Coordinators and a nationally representative sample of District Title IV-A Coordinators will be asked to participate in the study.

What will states be asked to do?

State Title IV-A Coordinators will be asked to participate in a 20-minute survey about their experiences implementing Title IV-A.

What will participating districts be asked to do?

District Title IV-A Coordinators will be asked to complete a brief, 30-minute survey about their experiences with implementing Title IV-A (with the possibility for a follow-up survey two years later).

Will the data obtained be kept confidential?

Yes. All personally identifiable information obtained from states, districts, and schools will be kept confidential. Findings from the study will be shared on an aggregate basis only.

Study Activities and Schedule

Spring 2022	Administer surveys with state and district Title IV-A coordinators
Spring 2023	Final Report available
Spring 2024	Option for follow-up survey with District Title IV-A Coordinators
Spring 2025	Final Reporting for optional survey

Additional questions?

If you have any questions about the study, please feel free to contact:

Ellen Bobronnikov • Project Director
Abt Associates Inc. • (617) 349-2718 •
Ellen_Bobronnikov@abtasac.com

Michael Fong • Contracting Officer's Representative •
US Department of Education • (202) 245-6940 •
Michael.Fong@ed.gov