

Appendix D: Notification and Reminder Materials

Notification Materials

- State survey notification letter to Chief State School Officer (CSSO)
- State survey notification letter to Title I Director (TID)
- State survey notification email to CSSO
- State survey notification email to TID
- District notification letter for traditional public school districts with sampled schools and charter LEAs that operate two or more schools and have sampled schools

STATE SURVEY NOTIFICATION LETTER – CHIEF STATE SCHOOL OFFICER

March 2022

Dear [Commissioner/Superintendent/Chief State School Officer (CSSO)]

We would like to thank you for your state’s participation in the U.S. Department of Education’s study of the *Implementation of the Title I/II-A Program Initiatives* and invite you to participate in the follow-up survey this spring. Reports from previous surveys can be found at these links:

- 2014 Report on the Implementation of Title I/II: <https://ies.ed.gov/ncee/pubs/20174014/>
- 2018 Report on the Transition to ESSA: <https://ies.ed.gov/ncee/pubs/2021002/index.asp>

The follow-up survey will be conducted beginning in March 2022 and will include all states, the District of Columbia, and Puerto Rico. The survey – which will be conducted for the U.S. Department of Education by Westat and its partner, Mathematica – will examine the implementation of policies and practices funded through Title I and Title II-A at the state, district, and school levels in the same core areas as the 2014 and 2018 surveys:

- Content standards and assessments
- Accountability and support for low-performing schools
- Teacher and leader support and development

In addition to the state survey, a nationally representative sample of school districts will be surveyed, along with a nationally representative sample of schools from the same districts. For your reference, a list of the districts sampled from your state is included below. If you receive inquiries from local administrators about the corresponding district or school surveys, we appreciate your encouragement of their participation. Your support is important to the success of the study. Enclosed is a letter of support for this study from the U.S. Department of Education. **States receiving Title I or Title II-A funds are expected to cooperate in Department evaluations (Education Department General Administrative Regulations (EDGAR) (34 C.F.R. § 76.591).**

We ask that you or your designee(s) complete the electronic survey by **[Date]**. A member of the research team will contact your state’s Title I Director shortly to provide information on how to access the survey, provide additional study details, answer any questions, and request help in identifying additional state-level staff with appropriate expertise to respond to parts of the state survey. The survey has been divided into three sections corresponding to the topics listed above and each section should be completed by the person(s) most familiar with the topics covered. **We expect each section to take approximately 30-90 minutes to complete, depending on the section, or an average of 180 minutes for the entire survey.**

Information collected for this survey comes under the confidentiality and data protection requirements of the Institute of Education Sciences (The Education Sciences Reform Act of 2002, Title I, Part E, Section 183). Responses to this data collection will be used by the U.S. Department of Education, its contractors, and collaborating researchers only for statistical purposes. While individual states may be identified in

D-3

reporting, individual respondents will not be identified. You will be able to use the information in the report to compare your state's strategies and policies to those reported in aggregate by other states across the nation.

Thank you in advance for your continued cooperation and participation in this study. If you have questions about the state survey, please contact Kristina Rall, the study's State Survey Director at Mathematica, at (202) 264-3468 or TitleI_TitleII_study@mathematica-mpr.com. If you have other questions about the study, please contact Patty Troppe, the Project Director at TitleI-IIStudy@westat.com. We look forward to learning more about the current policy initiatives in your state.

Sincerely,



Patty Troppe, Ph.D.

Project Director
Westat



Brian Gill, Ph.D., J.D.

Principal Investigator
Mathematica

Districts Sampled in [State]:

Names of sampled districts

Enclosed: Letter of Support from the Department of ED cc: **Title I Director**

Notice of Confidentiality

Information collected for this survey comes under the confidentiality and data protection requirements of the Institute of Education Sciences (The Education Sciences Reform Act of 2002, Title I, Part E, Section 183). Responses to this data collection will be used by the U.S. Department of Education, its contractors, and collaborating researchers only for statistical purposes. While individual states may be identified in reporting, individual respondents will not be identified. All of the information you provide may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151). States receiving funds under Title I or Title II-A of the Elementary and Secondary Education Act (ESEA) are expected to cooperate with Department evaluations (Education Department General Administrative Regulations (EDGAR) (34 C.F.R. § 76.591)).

Paperwork Reduction Act of 1995

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. The approximate time required to complete the survey is estimated to be 180 minutes. If you have any comments concerning the accuracy of the time estimates or suggestions for improving this form, please write to: U.S. Department of Education, Washington, DC 20202-4651.

STATE SURVEY NOTIFICATION LETTER – TITLE I DIRECTOR

March 2022

Dear [Title I Director (TID) NAME]:

We would like to thank you for your state’s participation in the U.S. Department of Education’s study of the *Implementation of the Title I/II-A Program Initiatives* and invite you to participate in the follow-up survey this spring. Reports from previous surveys can be found at these links:

- 2014 Report on the Implementation of Title I/II: <https://ies.ed.gov/ncee/pubs/20174014/>
- 2018 Report on the Transition to ESSA: <https://ies.ed.gov/ncee/pubs/2021002/index.asp>

The follow-up survey will be conducted beginning in March 2022 and will include all states, the District of Columbia, and Puerto Rico. The survey – which will be conducted for the U.S. Department of Education by Westat and its partner, Mathematica – will examine the implementation of policies and practices funded through Title I and Title II-A at the state, district, and school levels in the same core areas as the 2014 and 2018 surveys:

- Content standards and assessments
- Accountability and support for low-performing schools
- Teacher and leader support and development

In addition to the state survey, a nationally representative sample of school districts will be surveyed, along with a nationally representative sample of schools from the same districts. For your reference, a list of the districts sampled from your state is included below. If you receive inquiries from local administrators about the corresponding district or school surveys, we appreciate your encouragement of their participation. Your support is important to the success of the study. Enclosed is a letter of support for this study from the U.S. Department of Education. **States receiving Title I or Title II-A funds are expected to cooperate in Department evaluations (Education Department General Administrative Regulations (EDGAR) (34 C.F.R. § 76.591).**

We ask that you or your designee(s) complete the electronic survey by **[Date]**. A member of the research team will contact you shortly to provide information on how to access the survey, provide additional study details, answer any questions, and request help in identifying additional state-level staff with appropriate expertise to respond to parts of the state survey. The survey has been divided into three sections based on the topics listed above and each section should be completed by the person(s) most familiar with the topics covered. **We expect each section to take approximately 30-90 minutes to complete, depending on the section, or an average of 180 minutes for the entire survey.**

Information collected for this survey comes under the confidentiality and data protection requirements of the Institute of Education Sciences (The Education Sciences Reform Act of 2002, Title I, Part E, Section 183). Responses to this data collection will be used by the U.S. Department of Education, its contractors, and collaborating researchers only for statistical purposes. While individual states may be identified in reporting, individual respondents will not be identified. You will be able to use the information in the

D-5

report to compare your state's strategies and policies to those reported in aggregate by other states across the nation.

Thank you in advance for your continued cooperation and participation in this study. If you have questions about the state survey, please contact Kristina Rall, the study's State Survey Director at Mathematica, at (202) 264-3468 or TitleI_TitleII_study@mathematica-mpr.com. If you have other questions about the study, please contact Patty Troppe, the Project Director at TitleI-IIStudy@westat.com. We look forward to learning more about the current policy initiatives in your state.

Sincerely,



Patty Troppe, Ph.D.

Project Director
Westat



Brian Gill, Ph.D., J.D.

Principal Investigator
Mathematica

Districts Sampled in [State]:

Names of sampled districts

Enclosed: Letter of Support from the Department of ED

cc: Commissioner/Superintendent/CSSO

Notice of Confidentiality

Information collected for this survey comes under the confidentiality and data protection requirements of the Institute of Education Sciences (The Education Sciences Reform Act of 2002, Title I, Part E, Section 183). Responses to this data collection will be used by the U.S. Department of Education, its contractors, and collaborating researchers only for statistical purposes. While individual states may be identified in reporting, individual respondents will not be identified. All of the information you provide may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151). States receiving funds under Title I or Title II-A of the Elementary and Secondary Education Act (ESEA) are expected to cooperate with Department evaluations (Education Department General Administrative Regulations (EDGAR) (34 C.F.R. § 76.591)).

Paperwork Reduction Act of 1995

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STATE SURVEY NOTIFICATION EMAIL – CHIEF STATE SCHOOL OFFICER

From: [Mathematica Liaison]

Sent to: [CSSO_Email]

Subject: U.S. Department of Education Evaluation - Implementation of the Title I/II-A Program Initiatives

Attachments: Letter of Support from Department of ED, State Notification Letter – CSSO

Dear [CSSO_Prefix] [CSSO_FirstName] [CSSO_MiddleInitial] [CSSO_LastName]:

We would like to thank you for your state’s participation in the U.S. Department of Education’s study of the *Implementation of the Title I/II-A Program Initiatives* and invite you to participate in the follow-up survey this spring. The upcoming survey, conducted for the U.S. Department of Education by Westat and its partner, Mathematica, will examine the implementation of policies and practices funded through Title I and Title II-A at the state, district, and school levels in the same core areas as the 2014 and 2018 surveys: (1) content standards and assessments, (2) accountability and support for low-performing schools, and (3) teacher and leader support and development.

In the next few weeks, a member of the research team will contact your state’s Title I Director to provide additional study details and information on how to access the survey, answer any questions, and request help in identifying additional state-level staff with appropriate expertise to respond to parts of the state survey. Each survey section should be completed by the person(s) most familiar with the topics covered. **We expect each section to take approximately 30-90 minutes to complete, depending on the section, or an average of 180 minutes for the entire survey.**

Please review the attached notification letter for more details about the study, as well as the letter of support from the U.S. Department of Education. If you receive inquiries from local administrators about the corresponding district, or school surveys, we appreciate your encouragement of their participation. Your support is important to the success of the study.

Thank you in advance for your continued cooperation and participation in this study. A copy of this letter was sent to your state’s Title I Director to notify them of the upcoming survey. If you have questions about the state survey, please contact Kristina Rall, the study’s State Survey Director at Mathematica, at (202) 264-3468 or TitleI_TitleII_study@mathematica-mpr.com. If you have other questions about the study, please contact Patty Troppe, the Project Director at TitleI-IIStudy@westat.com. We look forward to learning more about the current policy initiatives in your state.

Sincerely,

[LIAISON NAME]

Implementation of Title I/II-A Program Initiatives

Study Liaison

Mathematica

STATE SURVEY NOTIFICATION EMAIL – TITLE I DIRECTOR

From: [Mathematica Liaison]

Sent to: [TID_Email]

Subject: U.S. Department of Education Evaluation - Implementation of the Title I/II-A Program Initiatives

Attachments: Letter of Support from Department of ED, State Notification Letter – TID

Dear [TID_Prefix] [TID_FirstName] [TID_MiddleInitial] [TID_LastName]:

We would like to thank you for your state's participation in the U.S. Department of Education's study of the *Implementation of the Title I/II-A Program Initiatives* and invite you to participate in the follow-up survey this spring. The upcoming survey, conducted for the U.S. Department of Education by Westat and its partner, Mathematica, will examine the implementation of policies and practices funded through Title I and Title II-A at the state, district, and school levels in the same core areas as the 2014 and 2018 surveys: (1) content standards and assessments, (2) accountability and support for low-performing schools, and (3) teacher and leader support and development.

In the next few weeks, I will follow up with you to provide additional study details and information on how to access the survey, answer any questions, and request help in identifying additional state-level staff with appropriate expertise to respond to parts of the state survey. Each survey section should be completed by the person(s) most familiar with the topics covered. **We expect each section to take approximately 30-90 minutes to complete, depending on the section, or an average of 180 minutes for the entire survey.**

If you are not the appropriate person to coordinate this effort, please respond and let us know who we should contact.

Please review the attached notification letter for more details about the study, as well as the letter of support from the U.S. Department of Education. If you receive inquiries from local administrators about the corresponding district, or school surveys, we appreciate your encouragement of their participation. Your support is important to the success of the study.

Thank you in advance for your continued cooperation and participation in this study. A copy of this letter was sent to your state's Chief State School Officer to notify them of the upcoming survey. If you have questions about the state survey, please contact Kristina Rall, the study's State Survey Director at Mathematica, at (202) 264-3468 or TitleI_TitleII_study@mathematica-mpr.com. If you have other questions about the study, please contact Patty Troppe, the Project Director at TitleIIStudy@westat.com. We look forward to learning more about the current policy initiatives in your state.

Sincerely,

[LIAISON NAME]

Implementation of Title I/II-A Program Initiatives

Study Liaison

Mathematica



DISTRICT NOTIFICATION LETTER FOR TRADITIONAL PUBLIC SCHOOL DISTRICTS WITH SAMPLED SCHOOLS AND CHARTER LEAS THAT OPERATE TWO OR MORE SCHOOLS AND HAVE SAMPLED SCHOOLS

(For charter LEAs, the word "district" will be replaced by "charter school system.")

UNITED STATES DEPARTMENT OF EDUCATION

INSTITUTE OF EDUCATION SCIENCES

National Center for Education Evaluation and Regional Assistance

February, 2022

Dear «Super_name»:

Thank you for all your efforts on behalf of the nation's children during these unprecedented times. I am writing to ask for your help in understanding the implementation of policies and practices promoted by Title I and Title II-A of the Every Student Succeeds Act as your district addresses challenges brought by the pandemic. The U.S. Department of Education, Institute of Education Sciences (IES) is conducting a study on the *Implementation of Title I/II-A Program Initiatives* this spring. <<D_NAME>> **has been selected to participate in this nationwide study.** This information is critical to the Department's ability to improve federal programs and support states, districts, and schools. The spring 2022 data collection is particularly important to understanding implementation of initiatives during this critical period of recovery from the pandemic. More information about the evaluation can be found here: https://ies.ed.gov/ncee/projects/evaluation/other_titleI.asp

There is nothing for your office to do at this time. In a few weeks, you will receive a request to complete an online survey, and recipients of funds under Title I or Title II-A will be expected to cooperate with Department evaluations (Education Department General Administrative Regulations (EDGAR) (34 C.F.R. § 76.591)). The survey will take approximately 60 minutes to complete. In addition, one or more schools within your district will be selected for the study's sample. Principals of sampled schools will receive a request to complete an online survey for their school. The principal survey is voluntary and designed to be completed in about 30 minutes.

Information collected for this study comes under the confidentiality and data protection requirements of the Institute of Education Sciences (IES) (The Education Sciences Reform Act of 2002, Title I, Part E, Section 183). IES will keep the survey responses confidential. Responses to this data collection will be used by the U.S. Department of Education, its contractors, and collaborating researchers only for statistical purposes. Reports prepared using these data will summarize findings across the sample and will not associate responses with a specific district, school, or individual. The study has been approved by the federal Office of Management and Budget (OMB No. XXXX-XXXX).

Thank you in advance for your support of this important study, conducted by Westat and its partner Mathematica on behalf of IES. If you have any questions about the expectation to cooperate, please feel free to contact me at Erica.Johnson@ed.gov. If you have any other questions about this study, please

contact a member of the study team at 855-764-0764 or by email at TitleI-IIStudy@westat.com. We look forward to working with your district to make this study a success!

Sincerely,

Dr. Erica Johnson
Federal Project Officer

«DISTRICT_ID»

Survey Invitation Materials

- State survey invitation email
- District survey invitation letter for LEAs without sampled schools
- District survey invitation letter for LEAs with sampled schools
- District survey invitation email (for districts with and without sampled schools)
- School survey invitation letter for charters completing both school and district surveys
- School survey invitation letter for all other schools
- School survey invitation email

STATE SURVEY INVITATION EMAIL

From: [Mathematica Liaison]

Sent to: [TID or designee/ main contact]

Subject: Implementation of Title I/II-A Program Initiatives survey for IES – [FILL: state]

Attachments: **State Notification Letter – TID**

Dear [Main Contact NAME]:

Thank you for agreeing to coordinate your state's completion of the state survey for the Department of Education's study of the Implementation of the Title I/II program initiatives.

As mentioned before, the follow-up survey will examine the implementation of policies and practices funded through Title I and Title II-A at the state, district, school, and teacher levels in three core areas:

- Content standards and assessments
- Accountability and support for low-performing schools
- Teacher and leader support and development

Each survey section should be completed by the person(s) most familiar with the topics covered and may require input from more than one respondent in your agency. Below is the link to access the survey that is specific to your state. Each respondent may use this link to access the survey landing page. From there, they can navigate to the section that they have been assigned to work on.

[survey link]

You or other respondents can save your answers and return to the survey as many times as you need by clicking the link above. Please note that more than one respondent can be working on different questions on the survey simultaneously, but no two people should try to enter data for the same survey question at the same time, as responses will not be saved accurately.

While individual states may be identified in reporting, reports for this study and for collaborating studies funded by the Department will not associate responses with a specific individual, and individual respondents will not be identified. You will be able to use the information in the reports to compare your state's strategies and policies to those reported in aggregate by other states across the nation.

Please encourage your team to submit each survey section by [DATE].

Thank you in advance for your cooperation and participation in this important study. If you have any questions, please do not hesitate to contact me at [FILL PHONE] or [fill email address].

Sincerely,
Liaison Name



DISTRICT SURVEY INVITATION LETTER FOR LEAS WITHOUT SAMPLED SCHOOLS

(For charter LEAs, the word “district” will be replaced by “charter school” for single school charters and by “charter school system” for charters with multiple schools.)

UNITED STATES DEPARTMENT OF EDUCATION INSTITUTE OF EDUCATION SCIENCES

National Center for Education Evaluation and Regional Assistance

March, 2022

Dear «Super_name»:

Thank you for all your efforts on behalf of the nation’s children during these unprecedented times. I am writing to ask for your help in understanding the implementation of policies and practices promoted by Title I and Title II-A of the Every Student Succeeds Act as your district addresses challenges brought by the pandemic. Your district has been selected to participate in a nationwide survey for the U.S. Department of Education, Institute of Education Sciences (IES). Promoting equal access to high-quality schooling is a central goal of federal education policy. The Title I and Title II-A programs further this goal by providing funds to help schools and districts better serve low-income students and improve teacher and principal quality. The information from this survey is critical to the Department’s ability to improve federal programs and support states, districts, and schools, and to understand the implementation of policies and practices in the context of the pandemic.

The survey will take approximately 60 minutes to complete. It includes questions on the implementation of state policies, adoption of policies and practices in your district, and supports you provide to schools and teachers. More information about the evaluation can be found here: https://ies.ed.gov/ncee/projects/evaluation/other_titleI.asp

Why should my district participate? Your participation is very important. The survey data will provide policy makers with a national picture of how districts are implementing key federal policies, including those affecting accountability and equity. The survey is particularly important to understanding implementation of initiatives during this critical period of recovery from the pandemic, and your district’s input will help ensure that the national picture is accurate and representative of districts nationwide. In addition, **recipients of funds through Title I or Title II-A are expected to cooperate with Department evaluations (Education Department General Administrative Regulations (EDGAR) (34 C.F.R. § 76.591)).**

How does IES protect the confidentiality of the information that my district provides? Information collected for this survey comes under the confidentiality and data protection requirements of IES (The Education Sciences Reform Act of 2002, Title I, Part E, Section 183). IES will keep the survey responses confidential. Responses to this data collection will be used by the U.S. Department of Education, its contractors, and collaborating researchers only for statistical purposes. Reports prepared using these data will summarize findings across the sample and will not associate responses with a specific district or individual, and individual respondents will not be identified. The study has been approved by the federal Office of Management and Budget (OMB No. XXXX-XXXX).

How do I complete the survey? Below is the URL for the online survey, along with your district’s username and password. You or your designee(s) should complete the survey by [DATE].

<https://addsurveylink.org>

District Username: «Username»

District Password: «Password»

District name: «D_NAME»

Thank you in advance for your cooperation and participation in this important study, conducted by Westat and its partner, Mathematica, on behalf of IES. For your convenience, Westat is also sending you the survey information by email. If you have any questions about the expectation to cooperate, please feel free to contact me at Erica.Johnson@ed.gov. If you have any other questions about this study, please contact a member of the study team at 855-764-0764 or by email at TitleI-IIStudy@westat.com. We look forward to working with your district to make this study a success!

Sincerely,

Dr. Erica Johnson
Federal Project Officer

Notice of Confidentiality

Information collected for this survey comes under the confidentiality and data protection requirements of the Institute of Education Sciences (The Education Sciences Reform Act of 2002, Title I, Part E, Section 183). Responses to this data collection will be used by the U.S. Department of Education, its contractors, and collaborating researchers only for statistical purposes. Reports will summarize findings across the sample and will not associate responses with a specific district or individual. All of the information you provide may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151). Districts receiving funds under Title I or Title II-A of the Elementary and Secondary Education Act (ESEA) are expected to cooperate with Department evaluations (Education Department General Administrative Regulations (EDGAR) (34 C.F.R. § 76.591)).

Paperwork Reduction Act of 1995

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. The approximate time required to complete the survey is estimated to be 60 minutes including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments concerning the accuracy of the time estimate or suggestions for improving this form, please write to: U.S. Department of Education, Washington, DC 20202-4651.



DISTRICT SURVEY INVITATION LETTER FOR LEAS WITH SAMPLED SCHOOLS

(For charter LEAs, the word “district” will be replaced by “charter school” for single school charters and by “charter school system” for charters with multiple schools.)

UNITED STATES DEPARTMENT OF EDUCATION
INSTITUTE OF EDUCATION SCIENCES

National Center for Education Evaluation and Regional Assistance

March, 2022

Dear «Super_name»:

As we notified your office a few weeks ago, your district has been selected to participate in a nationwide survey for the U.S. Department of Education, Institute of Education Sciences (IES). The information from this survey is critical to the Department’s ability to improve federal programs and support states, districts, and schools, and to understand the implementation of policies and practices in the context of the pandemic.

The survey will take approximately 60 minutes to complete. It includes questions on the implementation of state policies, adoption of policies and practices in your district, and supports you provide to schools and teachers. As a reminder, the overall evaluation study also examines implementation at the school level and includes a separate survey of principals from a sample of schools within your district. More information about the evaluation can be found here:

https://ies.ed.gov/ncee/projects/evaluation/other_titleI.asp

Why should my district participate? Your participation is very important. The survey data will provide policy makers with a national picture of how districts are implementing key federal policies, including those affecting accountability and equity. The survey is particularly important to understanding implementation of initiatives during this critical period of recovery from the pandemic, and your district’s input will help ensure that the national picture is accurate and representative of districts nationwide. In addition, **recipients of funds through Title I or Title II-A are expected to cooperate with Department evaluations (Education Department General Administrative Regulations (EDGAR) (34 C.F.R. § 76.591)).**

How does IES protect the confidentiality of the information that my district provides? Information collected for this survey comes under the confidentiality and data protection requirements of IES (The Education Sciences Reform Act of 2002, Title I, Part E, Section 183). IES will keep the survey responses confidential. Responses to this data collection will be used by the U.S. Department of Education, its contractors, and collaborating researchers only for statistical purposes. Reports prepared using these data will summarize findings across the sample and will not associate responses with a specific district or individual, and individual respondents will not be identified. The study has been approved by the federal Office of Management and Budget (OMB No. XXXX-XXXX).

How do I complete the survey? Below is the URL for the online district survey, along with your district’s username and password. You or your designee(s) should complete the survey by [DATE].

<https://addsurveylink.org>

District Username: «Username»

District Password: «Password»

District name: «D_NAME»

Thank you in advance for your cooperation and participation in this important study, conducted by Westat and its partner, Mathematica, on behalf of IES. For your convenience, Westat is also sending you the survey information by email. If you have any questions about the expectation to cooperate, please feel free to contact me at Erica.Johnson@ed.gov. If you have any other questions about this study, please contact a member of the study team at

855-764-0764 or by email at Title-IIStudy@westat.com. We look forward to working with your district to make this study a success!

Sincerely,

Dr. Erica Johnson
Federal Project Officer

Notice of Confidentiality

Information collected for this survey comes under the confidentiality and data protection requirements of the Institute of Education Sciences (The Education Sciences Reform Act of 2002, Title I, Part E, Section 183). Responses to this data collection will be used by the U.S. Department of Education, its contractors, and collaborating researchers only for statistical purposes. Reports will summarize findings across the sample and will not associate responses with a specific district or individual. All of the information you provide may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151). Districts receiving funds under Title I or Title II-A of the Elementary and Secondary Education Act (ESEA) are expected to cooperate with Department evaluations (Education Department General Administrative Regulations (EDGAR) (34 C.F.R. § 76.591)).

Paperwork Reduction Act of 1995

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. The approximate time required to complete the survey is estimated to be 60 minutes including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments concerning the accuracy of the time estimate or suggestions for improving this form, please write to: U.S. Department of Education, Washington, DC 20202-4651.

DISTRICT SURVEY INVITATION EMAIL

(For charter LEAs, the word “district” will be replaced by “charter school” for single school charters and by “charter school system” for charters with multiple schools.)

Email Subject Line: U.S. Department of Education Title I/II-A Study

Implementation of Title I/II-A Program Initiatives
U.S. Department of Education * Institute of Education Sciences

Dear «Super_name»:

Recently, you should have received the attached letter informing you that your district has been selected to participate in a nationwide survey on the *Implementation of Title I/II-A Program Initiatives*. The purpose of this U.S. Department of Education survey is to examine the implementation of policies and practices promoted by Title I and Title II-A of the Every Student Succeeds Act. The information from this survey is critical to the Department’s ability to improve federal programs and support states, districts, and schools, and to understand the implementation of policies and practices in the context of the pandemic.

The survey will take approximately 60 minutes to complete, and we ask that your district submit it by [DATE]. It includes questions on the implementation of state policies, adoption of policies and practices in your district, and supports provided to schools and teachers. As a reminder, **recipients of funds through Title I or Title II-A are expected to cooperate with Department evaluations (Education Department General Administrative Regulations (EDGAR) (34 C.F.R. § 76.591)).**

Below is the link to the survey, along with your district’s username and password. The survey may require input from more than one respondent in your district.

<https://addsurveylink.org>

District Username: «Username»

District Password: «Password»

District name: «D_NAME»

You or your designee may return to the website at any time by clicking on the link above. You can save your answers and return to the survey as many times as you need. Please note that more than one respondent can be working on the survey simultaneously, but no two people should try to enter data for the same survey item at the same time, as responses will not be saved accurately.

Information collected for this survey comes under the confidentiality and data protection requirements of the Institute of Education Sciences (IES) of the U.S. Department of Education (The Education Sciences Reform Act of 2002, Title I, Part E, Section 183). IES will keep the survey responses confidential. Responses to this data collection will be used by the U.S. Department of Education, its contractors, and collaborating researchers only for statistical purposes. Reports prepared using these data will summarize findings across the sample and will not associate responses with a specific district or individual, and individual respondents will not be identified.

I know that the 2021–22 school year is a very busy time for districts as you and your staff deal with unprecedented challenges brought by the pandemic. Thank you in advance for your cooperation and participation in this important study. If you have any questions about this study, please contact a member of the study team at 855-764-0764 or by email at TitleI-IIStudy@westat.com. We look forward to working with your district to make this study a success!

Sincerely,

Patty Troppe, Ph.D.
Project Director

Attachment: District Invitation Letter



SCHOOL SURVEY INVITATION LETTER FOR CHARTERS COMPLETING BOTH SCHOOL & DISTRICT SURVEYS

UNITED STATES DEPARTMENT OF EDUCATION
INSTITUTE OF EDUCATION SCIENCES

National Center for Education Evaluation and Regional Assistance

February, 2022

Dear «Princ_name»:

Thank you for all your efforts on behalf of the nation's children during these unprecedented times. I am writing to ask for your help in obtaining information that is critical to our ability to improve federal programs and support states, districts, and schools. The U.S. Department of Education, Institute of Education Sciences (IES), requests your participation in the nationwide survey, *Implementation of Title I/II-A Program Initiatives*." The survey examines the implementation of policies and practices promoted by Title I and Title II-A of the Every Student Succeeds Act.

Why is IES conducting this survey? Promoting equal access to high-quality schooling is a central goal of federal education policy. The Title I and Title II-A programs further this goal by providing funds to help schools and districts better serve low-income students and improve teacher and principal quality. The purpose of this survey is to provide a national picture of the implementation in schools of policies and practices promoted by Title I and Title II-A during this critical period of recovery from the pandemic. More information about the evaluation can be found here: https://ies.ed.gov/ncee/projects/evaluation/other_titleI.asp

What do you need from my school? At this time, we request that you complete a 30-minute online survey about your school. The survey includes questions about the implementation of state policies within schools, the usefulness of supports received from the state, and supports provided to teachers. In a few weeks, we will ask you to complete a second online survey with additional questions on the implementation of state policies, adoption of policies and practices in your charter school, and supports you provide to teachers. We will send you a separate letter with the information to access the second survey.

Why is my participation important? Principals' perspectives are particularly important for the 2021–22 school year given that the pandemic interrupted the usual functioning of the educational system and heightened the need to address educational equity. Responding to the survey is your opportunity to ensure that the study incorporates your school's experiences and perspective. While your participation in this study is voluntary, it is critical to make the results of the study comprehensive, accurate, and timely because your school is one of a small sample selected for the study. To thank you for your participation, you will receive a check for \$20 after submission of your first completed survey.

How does IES protect the confidentiality of the information that I provide? Information collected for this survey comes under the confidentiality and data protection requirements of IES (The Education Sciences Reform Act of 2002, Title I, Part E, Section 183). IES will keep the survey responses confidential. Responses to this data collection will be used by the U.S. Department of Education, its contractors, and collaborating researchers only for statistical purposes. Reports prepared using these data will summarize findings across schools and will not associate responses with a specific district, school, or individual, and individual respondents will not be identified. **Your district has been informed about this study**, and it has been approved by the federal Office of Management and Budget (OMB No. XXXX-XXXX).

How do I complete the first survey? Below is the URL for the online survey, along with your username and password. Please submit your survey by [DATE].

<https://addsurveylink.org>

School Username: «Username»

School Password: «Password»

School name: «S_NAME»

Thank you in advance for your cooperation and participation in this important study, conducted by Westat and its partner, Mathematica, on behalf of IES. For your convenience, Westat is also sending you the survey information by email. If you have any questions about this study, please contact a member of the study team at 855-764-0764 or by email at TitleI-IIStudy@westat.com If Thank you for your assistance.

Sincerely,

Dr. Erica Johnson
Federal Project Officer

Notice of Confidentiality

Information collected for this survey comes under the confidentiality and data protection requirements of the Institute of Education Sciences (The Education Sciences Reform Act of 2002, Title I, Part E, Section 183). Responses to this data collection will be used by the U.S. Department of Education, its contractors, and collaborating researchers only for statistical purposes. Reports will summarize findings across the sample and will not associate responses with specific school or individual. All of the information you provide may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151).

Paperwork Reduction Act of 1995

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. The approximate time required to complete the survey is estimated to be 30 minutes including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments concerning the accuracy of the time estimate or suggestions for improving this form, please write to: U.S. Department of Education, Washington, DC 20202-4651



SCHOOL SURVEY INVITATION LETTER FOR ALL OTHER SCHOOLS

(For charter schools, the phrase “Your district has been informed about this study” will be excluded)

UNITED STATES DEPARTMENT OF EDUCATION
INSTITUTE OF EDUCATION SCIENCES

National Center for Education Evaluation and Regional Assistance

February, 2022

Dear «Princ_name»:

Thank you for all your efforts on behalf of the nation’s children during these unprecedented times. I am writing to ask for your help in obtaining information that is critical to our ability to improve federal programs and support states, districts, and schools. The U.S. Department of Education, Institute of Education Sciences (IES), requests your participation in the nationwide survey, *Implementation of Title I/II-A Program Initiatives.*” The survey examines the implementation of policies and practices promoted by Title I and Title II-A of the Every Student Succeeds Act.

Why is IES conducting this survey? Promoting equal access to high-quality schooling is a central goal of federal education policy. The Title I and Title II-A programs further this goal by providing funds to help schools and districts better serve low-income students and improve teacher and principal quality. The purpose of this survey is to provide a national picture of the implementation in schools of policies and practices promoted by Title I and Title II-A during this critical period of recovery from the pandemic. The overall evaluation study also examines implementation at the district level and includes a separate survey of districts. More information about the evaluation can be found here: https://ies.ed.gov/ncee/projects/evaluation/other_titleI.asp

What do you need from my school? At this time, we request that you complete a 30-minute online survey about your school. The survey includes questions about the implementation of state and district policies within schools, the usefulness of supports received from the state and district, and supports provided to teachers.

Why is my participation important? Principals’ perspectives are particularly important for the 2021–22 school year given that the pandemic interrupted the usual functioning of the educational system and heightened the need to address educational equity. Responding to the survey is your opportunity to ensure that the study incorporates your school’s experiences and perspective. While your participation in this study is voluntary, it is critical to make the results of the study comprehensive, accurate, and timely because your school is one of a small sample selected for the study. To thank you for your participation, you will receive a check for \$20 after submission of your completed survey.

How does IES protect the confidentiality of the information that I provide? Information collected for this survey comes under the confidentiality and data protection requirements of IES (The Education Sciences Reform Act of 2002, Title I, Part E, Section 183). IES will keep the survey responses confidential. Responses to this data collection will be used by the U.S. Department of Education, its contractors, and collaborating researchers only for statistical purposes. Reports prepared using these data will summarize findings across schools and will not associate responses with a specific district, school, or individual, and individual respondents will not be identified. **Your district has been informed about this study**, and it has been approved by the federal Office of Management and Budget (OMB No. XXXX-XXXX).

How do I complete the survey? Below is the URL for the online survey, along with your username and password. Please submit your survey by [DATE].

<https://addsurveylink.org>

School Username: «Username»

School Password: «Password»

School name: «S_NAME»

Thank you in advance for your cooperation and participation in this important study, conducted by Westat and its partner, Mathematica, on behalf of IES. For your convenience, Westat is also sending you the survey information by email. If you have any questions about this study, please contact a member of the study team at 855-764-0764 or by email at TitleI-IIStudy@westat.com If Thank you for your assistance.

Sincerely,

Dr. Erica Johnson
Federal Project Officer

Notice of Confidentiality

Information collected for this survey comes under the confidentiality and data protection requirements of the Institute of Education Sciences (The Education Sciences Reform Act of 2002, Title I, Part E, Section 183). Responses to this data collection will be used by the U.S. Department of Education, its contractors, and collaborating researchers only for statistical purposes. Reports will summarize findings across the sample and will not associate responses with specific school or individual. All of the information you provide may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151).

Paperwork Reduction Act of 1995

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. The approximate time required to complete the survey is estimated to be 30 minutes including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments concerning the accuracy of the time estimate or suggestions for improving this form, please write to: U.S. Department of Education, Washington, DC 20202-4651

SCHOOL SURVEY INVITATION EMAIL

(For charter schools, the phrase “Your district has been informed about this study” will be excluded)

Email Subject Line: U.S. Department of Education Title I/II-A Study

Implementation of Title I/II-A Program Initiatives
U.S. Department of Education * Institute of Education Sciences

Dear « Princ_name »:

Recently, you should have received the attached letter thanking you for your efforts on behalf of the nation’s children and requesting your participation in the nationwide survey, *Implementation of Title I/II-A Program Initiatives*. The purpose of this U.S. Department of Education survey is to provide a national picture of the implementation in schools of policies and practices promoted by Title I and Title II-A of the Every Student Succeeds Act during this critical period of recovery from the pandemic. The information being collected is critical to the Department’s ability to improve federal programs and support states, districts, and schools and to understand the implementation of policies and practices in the context of the pandemic.

The survey is designed to be completed in about 30 minutes, and we ask that you submit it by [DATE]. The survey includes questions about the implementation of state and district policies within schools, the usefulness of supports received from the state and district, and supports provided to teachers. Principals’ perspectives are particularly important for the 2021–22 school year given that the pandemic interrupted the usual functioning of the educational system and heightened the need to address educational equity.

While your participation in this study is voluntary, it is critical to make the results of the study comprehensive, accurate, and timely. Responding to the survey is your opportunity to ensure that the study incorporates your school’s experiences and perspective. To thank you for your participation, you will receive a check for \$20 after submission of your completed survey.

Below is the link for the school survey, along with your school’s username and password.

<https://addsurveylink.org>
School Username: «Username»
School Password: «Password»
School name: «S_NAME»

You may return to the website at any time by clicking on the link above. You can save your answers and return to the survey as many times as you need.

Information collected for this survey comes under the confidentiality and data protection requirements of the Institute of Education Sciences (IES) of the U.S. Department of Education (The Education Sciences Reform Act of 2002, Title I, Part E, Section 183). IES will keep the survey responses confidential. Responses to this data collection will be used by the U.S. Department of Education, its contractors, and collaborating researchers only for statistical purposes. Reports prepared using these data will summarize findings across schools and will not associate responses with a specific district, school, or individual, and individual respondents will not be identified. **Your district has been informed about this study.**

Thank you in advance for your cooperation and participation in this important study. If you have any questions about this study, please contact a member of the study team at 855-764-0764 or by email at TitleI-IIStudy@westat.com Thank you for your assistance.

Sincerely,

Patty Troppe, Ph.D.
Project Director

Attachment: School Invitation Letter

Reminder Materials

- State survey reminder email
- District survey reminder email
- School survey reminder email

STATE SURVEY REMINDER EMAIL

From: [Mathematica Liaison]

Sent to: [Survey main contact]

Subject: THIS SHOULD/COULD BE A REPLY TO THE MOST RECENT EMAIL SENT TO MAIN CONTACT

OR

“Your participation in the IES Title I-II Survey is important! (STATE) - (SECTION)”

Dear [Name]:

I recently asked for your help with a state survey for the U.S. Department of Education’s study of the *Implementation of Title I/II-A Program Initiatives*. [FILL IF AT LEAST ONE SECTION IS SUBMITTED: Thus far, the [FILL SECTION (and FILL SECTION 2)] section(s) has/have been submitted. Thank you for completing and submitting this/these survey section(s).] The due date for all [remaining] survey sections is [DATE]), and I am reaching out today to check on your progress, answer any questions you might have, and encourage the completion of your state’s survey.

For your convenience, the link to access your state’s survey is copied below. You can use this link to access all sections of the state survey.

[insert link]

As a reminder, U.S. Department of Education regulations require recipients of federal funds to cooperate in evaluations of grant programs under which they receive funding (Education Department General Administrative Regulations Section, 34 C.F.R. § 76.591). **Thus, states that received funding through either Title I or Title II-A funds are expected to participate in this study.**

Your participation is very important. If you have any questions about the study, please call me at [liaisonNUMBER] or email me at [liaison email].

I’ll plan to give you a call later this week to see if you have questions about the survey and chat about when you expect to complete the survey. I look forward to talking to you and very much appreciate your help!

Sincerely,
Liaison

DISTRICT SURVEY REMINDER EMAIL

(For charter LEAs, the word “district” will be replaced by “charter school” for single school charters and by “charter school system” for charters with multiple schools.)

Email Subject Line: U.S. Department of Education Title I/II-A Study - Reminder

Implementation of Title I/II-A Program Initiatives
U.S. Department of Education * Institute of Education Sciences

Dear «Super_name»:

This email is to remind you and/or your designee to complete the survey on the *Implementation of Title I/II-A Program Initiatives* that is being conducted for the U.S. Department of Education’s Institute of Education Sciences (IES). I am writing today to check on your progress and encourage the completion of your district’s survey.

The purpose of this survey is to examine the implementation of policies and practices promoted by Title I and Title II-A of the Every Student Succeeds Act. The information from this survey is critical to the Department’s ability to improve federal programs and support states, districts, and schools, and to understand the implementation of policies and practices in the context of the pandemic. As a reminder, **recipients of funds through Title I or Title II-A are expected to cooperate with Department evaluations of those programs (Education Department General Administrative Regulations (EDGAR) (34 C.F.R. § 76.591)).**

If you have recently submitted your survey, please accept our sincere thanks!

If you have not, please submit your survey **within the next week**. The survey will take **approximately 60 minutes to complete** and can be accessed at any time.

Below is the link to the survey, along with your district’s username and password. The survey may require input from more than one respondent in your district.

<https://addsurveylink.org>

District Username: «Username»

District Password: «Password»

District name: «D_NAME»

You or your designee may return to the website at any time by clicking on the link above. You can save your answers and return to the survey as many times as you need. Please note that more than one respondent can be working different questions on the survey simultaneously, but no two people should try to enter data for the same survey question at the same time, as responses will not be saved accurately.

Thank you in advance for your cooperation and participation in this important study. If you have any questions about this study, please contact a member of the study team at XXX-XXX-XXXX or by email at XXXXXX@westat.com. We look forward to working with your district to make this study a success!

Sincerely,

Patty Troppe, Ph.D.
Project Director

Attachment: District Invitation Letter

SCHOOL SURVEY REMINDER EMAIL

Email Subject Line: U.S. Department of Education Title I/II-A Study - Reminder

Implementation of Title I/II-A Program Initiatives
U.S. Department of Education * Institute of Education Sciences

Dear «Princ_name»:

This email is to remind you to complete the survey on the *Implementation of Title I/II-A Program Initiatives* that is being conducted for the U.S. Department of Education's Institute of Education Sciences (IES). I am writing today to check on your progress and encourage the completion of your school's survey.

If you have recently submitted your survey, please accept our sincere thanks! If not, please consider the following:

- The purpose of this survey is to provide a national picture of the implementation in schools of policies and practices promoted by Title I and Title II-A of the Every Student Succeeds Act during this critical period of recovery from the pandemic.
- Information collected on the survey is critical to the Department's ability to improve federal programs and support states, districts, and schools, and to understand the implementation of policies and practices in the context of the pandemic.
- Principals' perspectives are particularly important this school year since the pandemic interrupted the usual functioning of the educational system and heightened the need to address educational equity.
- Responding to the survey is your opportunity to ensure that the study incorporates your experiences and perspective.
- To thank you for your participation, you will receive a check for \$20 after submission of your completed survey.

Please submit your survey **within the next week**. The survey will take **approximately 30 minutes** and can be accessed at any time. While your participation is voluntary, it is critical to make the results of the study comprehensive, accurate, and timely.

Below is the link for the survey, along with your school's username and password.

<https://addsurveylink.org>
School Username: «Username»
School Password: «Password»
School name: «S_NAME»

You may return to the website at any time by clicking on the link above. You can save your answers and return to the survey as many times as you need.

Thank you in advance for your cooperation and participation in this important study. If you have any questions about this study, please contact a member of the study team at XXX-XXX-XXXX or by email at XXXXXX@westat.com. Thank you for your assistance.

Sincerely,

Patty Troppe, Ph.D.
Project Director

Attachment: School Invitation Letter