

Dear [contact name],

My name is [MIHOPE staff full name], and I am a member of the Mother and Infant Home Visiting Program Evaluation (MIHOPE) research team at MDRC. MDRC is an education and social policy research organization, and MIHOPE is a national evaluation of MIECHV-funded home visiting programs. You can find additional information on MIHOPE [here](#) or in the attached background document.

We are currently planning follow-up data collection when the MIHOPE children are in kindergarten to measure the longer-term effects of home visiting programs. Part of our follow-up includes collecting individual-level school records in [states/districts] like [state name/district name] where MIHOPE children are enrolled.

I'm reaching out to you, because the [department of education name] website lists you as the point of contact for data requests. Our team would like to schedule a 30 minute call with you for the week of [date of the Monday of the calendar week]. **What is your availability for a call between [date of Monday of desired week] and [date of Friday of desired week]?**

If you are no longer the point of contact, please let me know who I should reach out to regarding school records data requests in [state/district].

Thank you,