

## **SFEC and SEA Survey and Interview Contact Materials**

**This page has been left blank for double-sided copying.**

## EMAIL 1: SFEC Director Survey – Advance Email

### Subject: National Survey for Statewide Family Engagement Centers

Dear [SFEC Director Name],

As part of our shared mission to improve student development and academic achievement through family engagement, we are contacting you on behalf of the Institute of Education Sciences (IES) within the U.S. Department of Education to let you know about an upcoming data collection effort that is part of an important study of family engagement.

In the next few days, we will send you a Federal Express packet containing a survey and a postage-paid Federal Express return envelope. The survey questions will ask about technical assistance and direct services your SFEC offers, challenges and successes in implementing your SFEC program, children and families your SFEC program serves, and your partnership with the state education agency. After you complete your survey, we will be scheduling follow-up telephone interview with you to further learn about the activities and work of your SFEC.

The information collected will provide the U.S. Department of Education with critical information about implementation of the SFEC grant program. Findings can help the U.S. Department of Education improve the SFEC program and identify commonly used family engagement strategies. A report will be prepared for the U.S. Department of Education that summarizes findings across the SFEC grantees and their state education agencies.

If you have any questions about the forthcoming survey, please do not hesitate to contact me, Tiffany Waits, the survey director, at [twaits@mathematica-mpr.com](mailto:twaits@mathematica-mpr.com) or (202) 264-3498. We thank you in advance for your time and participation in this important research study.

Sincerely,

Tiffany Waits  
Survey Director

## Letter 1: SFEC Director Survey – Letter Included with Mailed Survey Packet

Dear [SFEC Director Name],

On behalf of the U.S. Department of Education, Institute for Education Sciences, we request your participation in an important data collection to learn about the implementation of the statewide family engagement centers. The information collected will provide the U.S. Department of Education with critical information about implementation of your SFEC grant. Findings can help the U.S. Department of Education improve the SFEC program and identify commonly used family engagement strategies. A report will be prepared for the U.S. Department of Education that summarizes findings across the SFEC grantees and their state education agencies.

The data collection consists of two parts; **first we ask that you complete the enclosed survey.** The survey focuses on the implementation of your SFEC grant and will take you about 130 minutes to collect the information necessary and complete the survey. We will also email you a PDF of the survey, which you may print or share with anyone helping complete the survey.

The second component of the data collection is a telephone interview to learn more about the topics covered in the survey. We will contact you via email to schedule this telephone call, which may take up to 90 minutes.

We ask that you please complete and return the survey in the enclosed, pre-paid Federal Express envelope or by scanning your survey and emailing it to the email below by **[INSERT DATE]. Please retain a copy of the survey for your records and for reference during the telephone interview.**

Your responses will be used only for research purposes. Study reports will not name you as an individual. Information collected for this study 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). The report prepared for the study will summarize findings across the sample and will not associate responses with a specific individual.

If you have any questions about the survey, please do not hesitate to contact Tiffany Waits, the survey director at [twaits@mathematica-mpr.com](mailto:twaits@mathematica-mpr.com) or (202) 264-3498. We understand how valuable your time is and we greatly appreciate your time to participate in this important research.

Sincerely,

Tiffany Waits  
Survey Director

## EMAIL 2: SFEC Director Survey – Invitation Email

### Subject: Invitation for the Statewide Family Engagement Center Survey

Dear [SFEC Director Name],

I'm writing to request your participation in an important data collection being conducted for the U.S. Department of Education, Institute of Education Sciences to learn about the implementation of your SFEC grant. Findings can help the U.S. Department of Education improve the SFEC program and identify commonly used family engagement strategies. A report will be prepared for the U.S. Department of Education that summarizes findings across the SFEC grantees and their state education agencies.

- **You should have received a survey in a Federal Express envelope.** We have also attached a PDF of the survey to this email, which you may print or share with anyone helping complete the survey. The survey focuses on the implementation of your SFEC grant and will take you about 130 minutes to collect the information necessary and complete the survey. You may complete the survey in multiple, shorter sessions if that is more convenient for you.
- We ask that you please complete and return the survey by **[INSERT DATE]**. Please return your completed survey using the pre-paid Federal Express envelope or by scanning your survey and returning to this email address. **Please retain a copy of the survey for your records and for reference during the telephone interview.**

We would also like to schedule a follow-up 90-minute telephone interview with you after you complete the survey to learn more about the work of the SFEC. We will send an additional email to find a time convenient for you.

Your responses will be used only for research purposes. Study reports will not name you as an individual. Information collected for this study 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). The report prepared for the study will summarize findings across the sample and will not associate responses with a specific individual.

Thank you in advance for participating in this data collection. If you have any questions about the survey, please do not hesitate to contact Tiffany Waits, the survey director at [twaits@mathematica-mpr.com](mailto:twaits@mathematica-mpr.com) or (202) 264-3498. Thank you!

Sincerely,

Tiffany Waits  
Survey Director

### EMAIL 3: SFEC Director Survey – Reminder Email

**Subject: Reminder: National Survey of Statewide Family Engagement Centers due**

Dear [SFEC Director Name],

Thank you in advance for your participation in the National Survey of Statewide Family Engagement Centers. As a reminder, we are asking all participating SFEC Directors to complete the survey by [**DUE DATE**].

**Attached please find a PDF version of the survey, which you may print and share with anyone helping complete the survey.**

The survey will take you about 130 minutes to complete, including the time to look up the information necessary to respond to some of the questions. Please return your completed survey using the pre-paid Federal Express envelope or by scanning your survey and emailing it to the email below. **Please retain a copy of the survey for your records and for reference during the telephone interview.**

If you have any questions while completing the survey or need a pre-paid Federal Express envelope sent to you, please contact Tiffany Waits, the survey director, at [twaits@mathematica-mpr.com](mailto:twaits@mathematica-mpr.com) or (202) 264-3498. Thank you!

Sincerely,

**EMAIL 4: SEA Representative Survey – Advance Email from SFEC director to SEA Representative**

**Subject: National Survey of Statewide Family Engagement Centers**

Dear [SEA Representative Name],

I hope you're doing well!

As part of a study on the [implementation of Statewide Family Engagement Centers \(SFEC\) program](#), the U.S Department of Education has contracted with Mathematica for a data collection with SFEC directors and our state education agency (SEA) partners.

Mathematica would like you to participate in a brief [survey and telephone interview](#), and I have recommended you as the primary contact at the SEA. Shortly, Elizabeth Mugo from Mathematica will send you an email inviting you to complete a web survey and scheduling a follow-up telephone call.

- The survey and interview focuses on the partnership and collaboration between the SFEC and SEA, providing the U.S. Department of Education with critical information about implementation of the SFEC grant program.
- Findings can help the U.S. Department of Education improve the SFEC program and identify commonly used family engagement strategies. A report will be prepared for the U.S. Department of Education that summarizes findings across the SFEC grantees and their SEAs.
- The survey will take about 30 minutes to complete. You may complete it in multiple, shorter sessions if that is more convenient for you.
- After you complete the survey, Mathematica will schedule a one-hour telephone interview with you in the next 2 weeks to further discuss in detail the topics covered in the survey.

If you have any questions about the survey or interview, please contact, Elizabeth Mugo at [emugo@mathematica-mpr.com](mailto:emugo@mathematica-mpr.com). Thank you!

Sincerely,

[SFEC Director Name]

## EMAIL 5: SEA Representative Survey – Invitation Email

**Subject: RE: National Survey of Statewide Family Engagement Centers**

Dear [SEA Representative name],

I am following up on the email from [INSERT SFEC CONTACT NAME] regarding an important study being conducted by the U.S. Department of Education, Institute of Education Sciences to learn about the implementation of the Statewide Family Engagement Centers (SFEC) grant program. Findings can help the U.S. Department of Education improve the SFEC program and identify commonly used family engagement strategies. We have attached to this email a letter of support for this study from the Department.

- We seek your participation in a short, 30-minute survey, followed by a one-hour telephone interview. The survey and interview focuses on the partnership between your agency and the SFEC
- A report will be prepared for the U.S. Department of Education that summarizes findings across the SFEC grantees and their SEAs.

**Please click on the link below to access the web-based survey.** We ask that you complete the survey by [INSERT DATE].

[INSERT ORGANIZATION-SPECIFIC URL]

- **IMPORTANT NOTE:** You can share this link with anyone helping complete the survey, but to avoid overwriting responses, ***no more than one person should access the survey at the same time.***

We will be scheduling a follow-up telephone interview with you after you complete the survey to hear more in-depth about your collaboration with the SFEC and how it's changed throughout the grant. We have shared some dates and time below for the interview.

Can you let me know which of these might work best for you? Please feel free to propose an alternate day/time.

- [INSERT DATES/TIMES 1,2, 3]

Your responses will be used only for research purposes. Study reports will not name you as an individual. Information collected for this study 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). The report prepared for the study will summarize findings across the sample and will not associate responses with a specific individual.

If you have any questions about the survey or interview, please contact me, Elizabeth Mugo, at [emugo@mathematica-mpr.com](mailto:emugo@mathematica-mpr.com) or at 202-838-3606. Thank you!

Sincerely,

**EMAIL 6: SEA Representative Survey – Reminder Email**

**Subject: Reminder: National Survey of Statewide Family Engagement Centers**

Dear [SEA Representative Name],

I'm writing to encourage your participation in an important study being conducted for the U.S. Department of Education, Institute of Education sciences to learn about the implementation of t statewide family engagement centers. We are asking all participating state education agencies to complete the 30-minute survey by [**DUE DATE**]. Please reach out to me at the email below if you are not able to complete the survey by this time.

**You can access your survey by clicking the following link:**

**URL: [INSERT ORGANIZATION-SPECIFIC URL]**

- **IMPORTANT NOTE:** You can share this link with anyone helping complete the survey, but to avoid overwriting responses, ***no more than one person should access the survey at the same time.***

We would like to conduct a follow-up telephone interview after you complete the survey to better understand your partnership with the statewide family engagement center.

Can you let me know which of the times below might work best for you?

[INSERT DATES/TIMES 1,2, 3]

If you have any questions about the survey or interview, please contact me, Elizabeth Mugo, at [emugo@mathematica-mpr.com](mailto:emugo@mathematica-mpr.com) or at 202-838-3606. Thank you!

Sincerely,

**EMAIL 7: SFEC Director Interview – Reminder Email**

**Subject: Reminder: Upcoming Interview for Statewide Family Engagement Centers**

Dear [SFEC Director Name],

We look forward to discussing the implementation of your SFEC program on [INSERT DATE HERE].

[IF SURVEY IS INCOMPLETE: As a reminder, please complete your survey before your call to give us a chance to review and follow up on any specific items.]

If you have any questions about the upcoming survey, please do not hesitate to contact Tiffany Waits, the survey director, at [twaits@mathematica-mpr.com](mailto:twaits@mathematica-mpr.com) or (202) 264-3498. Thank you!

Sincerely,

**EMAIL 8: SFEC Director Interview – Follow-Up Email**

**Subject: RE: National Survey Collection for Statewide Family Engagement Centers – Follow-Up Interview**

Dear [SFEC Director Name],

We hope you're doing well.

[IF MISSED APPT: We're sorry to have missed you for the interview today. We would like to reschedule to discuss the implementation of your SFEC program. Are you free at any of the following times?

[INSERT DATES AND TIME HERE]]

[IF UNABLE TO CONTACT: As a follow-up to the National Survey for Statewide Family Engagement Centers, we would like to schedule a 90-minute interview with you to further discuss the implementation of your SFEC program. Are you free at any of the following times? [INSERT DATES AND TIME

HERE]]

If you're still working on the survey and won't be done before the dates and times listed above, please let us know when you estimate completing the survey and we can provide new times.]

If you have any questions about the upcoming survey, please do not hesitate to contact Tiffany Waits, the survey director, at [twaits@mathematica-mpr.com](mailto:twaits@mathematica-mpr.com) or (202) 264-3498. Thank you!

Sincerely,

**EMAIL 9: SEA Representative Interview – Reminder Email**

**Subject: Reminder: Upcoming Interview for Statewide Family Engagement Centers**

Dear [SEA Representative Name],

We look forward to discussing the implementation of the SFEC grant program on [INSERT DATE  
HERE].

[IF SURVEY IS INCOMPLETE: As a reminder, please complete your survey before your call to give us a chance to review and follow up on any specific items.]

If you have any questions about the upcoming survey, please do not hesitate to contact Tiffany Waits, the survey director, at [twaits@mathematica-mpr.com](mailto:twaits@mathematica-mpr.com) or (202) 264-3498. Thank you!

Sincerely,

**EMAIL 10: SEA Representative Interview – Follow-Up Email**

**Subject: RE: National Survey Collection for Statewide Family Engagement Centers – Follow-Up Interview**

Dear [SEA Representative Name],

We hope you're doing well.

[IF MISSED APPT: We're sorry to have missed you for the interview today. We would like to reschedule to discuss the implementation of the SFEC grant program. Are you free at any of the following times?  
[INSERT DATES AND TIME HERE]]

[IF UNABLE TO CONTACT: As a follow-up to the National Survey for Statewide Family Engagement Centers, we would like to schedule a 45-minute interview with you to further discuss the implementation of the SFEC grant program. Are you free at any of the following times? [INSERT DATES AND TIME HERE]]

If you're still working on the survey and won't be done before the dates and times listed above, please let us know when you estimate completing the survey and we can provide new times.]

If you have any questions about the upcoming survey, please do not hesitate to contact Tiffany Waits, the survey director, at [twaits@mathematica-mpr.com](mailto:twaits@mathematica-mpr.com) or (202) 264-3498. Thank you!

Sincerely,