

Appendix A.  
Evaluation of Full-Service Community Schools  
Email Notifications

- A1. ADVANCE EMAIL – GRANTEES
- A2. PRIMARY EMAIL – GRANTEES
- A3. REMINDER EMAIL – GRANTEES



**Ryan Callahan**  
*Survey Director*

P.O. Box 2393  
Princeton, NJ 08543-2393  
Telephone: (609) 799-3535  
Fax (609) 799-0005  
[www.mathematica-mpr.com](http://www.mathematica-mpr.com)  
[TOLL FREE NUMBER]

Dear [Grantee Contact(s)],

Date

As you may know, the U.S. Department of Education is planning an implementation study of the Full-Service Community Schools grant program through the National Center for Education Evaluation and Regional Assistance within the Institute of Education Sciences (IES).

All fiscal year 2022 Full-Service Community School grantees are being asked to complete a short survey for this study. Your responses will help the Department better understand how grantees are planning and implementing activities during the first year of their Full-Service Community Schools grant.

IES has contracted with Mathematica to conduct this study. In the next few days, we will send you an email with a link to take the 15-minute online survey. The survey asks how far along you are in your grant activities, the status of your partnerships with other organizations, your experience using some technical assistance supports, and the use of other funding sources. If others within your organization or district(s) have more knowledge about some these topics, feel free to work on the responses together with them.

The U.S. Department of Education expects recipients of Full-Service Community School grants to complete this study, per the Education Department General Administrative Regulations, 34 C.F.R. § 76.591.

If you have any questions about the survey or feel you are not the best person to respond to it, please do not hesitate to contact us at [email address] or [phone number].

Thank you in advance for working with us and lending your voice to this important survey!

Sincerely,

Ryan Callahan  
Survey Director

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Survey Director

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[TOLL FREE NUMBER]

Dear [Grantee Contact(s)],

Date

Recently, you received an email informing you of the U.S. Department of Education’s survey of all fiscal year 2022 Full-Service Community School grantees. This important survey will help the U.S. Department of Education better understand how grantees are planning and implementing activities during the first year of their Full-Service Community Schools grant. The survey asks how far along you are in your grant activities, the status of your partnerships with other organizations, your experience using some technical assistance supports, and the use of other funding sources.

**To complete the 15-minute online survey, please visit the website listed below:**

- **[Insert unique grantee survey link]**

If others within your organization or district(s) have more knowledge about some topics, feel free to share the survey login link with them or work on the responses together with them. You may want to consider adding the survey to a team meeting agenda. The survey saves your responses and allows you to return at any time to complete it over multiple sessions or review your earlier responses.

Your answers will be kept confidential within the study team and study findings will be summarized across responses and not associated with a specific grantee, organization, school district, school, or person.

The U.S. Department of Education expects recipients of Full-Service Community School grants to participate in this study, per the Education Department General Administrative Regulations, 34 C.F.R. § 76.591. If you have any questions, please contact us at [email address] or [phone number].

Thank you in advance for your cooperation with this important effort.

Sincerely,

Ryan Callahan  
Survey Director

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB number and expiration date for the described collection are OMB #: **XXXX-XXXX**, Exp: **XX/XX/XXXX**. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to Mathematica; P.O. Box 2393, Princeton, NJ 08543, Attention: Ryan Callahan.

Notice of Confidentiality

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). Responses to this data collection will be used only for statistical purposes. Study findings will be summarized across the sample and will not associate responses with a specific grantee, organization, full-service community school, or person. 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).

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G4. Last Chance Email Reminder: Emailed to participants who have not yet completed the survey



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Survey Director

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[www.mathematica-mpr.com](http://www.mathematica-mpr.com)  
[TOLL FREE NUMBER]

Dear [Grantee Contact(s)],

Date

This email is to remind you to complete a short survey for the U.S. Department of Education’s study of Full-Service Community Schools. You can access the online survey using the link listed below:

- **[Insert unique grantee survey link]**

This important 15-minute survey will help the U.S. Department of Education better understand how grantees are planning and implementing activities during the first year of their grant. Your answers will be kept confidential within the study team and any study findings will be summarized across responses and not associated with a specific grantee, organization, school district, school, or person.

If others within your organization or district(s) have more knowledge about some topics, feel free to share the survey login link with them or work on the responses together with them. You may want to consider adding the survey to a team meeting agenda. The survey saves your responses and allows you to return at any time to complete it over multiple sessions or review your earlier responses.

The U.S. Department of Education expects recipients of Full-Service Community School grants to participate in this study, per the Education Department General Administrative Regulations, 34 C.F.R. § 76.591.

If you have any questions, please contact us at [email address] or [phone number].

Thank you for working with us and lending your voice to this important study!

Sincerely,

Ryan Callahan  
Survey Director

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