



Evaluation of Strategies to Address Unfinished Learning in Math (ReSolve Math Study)

Appendix D
Survey Contact Materials

May 2023

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Email Invitation – Fall Teacher Survey

To: <TEACHER EMAIL>

Subject Line: Welcome to the ReSolve Math Teacher Survey

Dear <TEACHER NAME>,

I'm writing to ask for your participation in a survey that Westat, MDRC, and study partners are conducting for the U.S. Department of Education about the use of digital products to support math instruction in 4th and 5th grade. We are asking 4th and 5th grade teachers at schools who committed to participation in the study to answer some questions about their background, teaching experience, and instructional practices. Your participation and insights will help inform the decision making of policy makers, schools, and educators across the country.

The survey will take about 10 minutes to complete. As a token of appreciation for your time, you will receive \$15 for completing this survey. <IF DISTRICT RULES ALLOW>

To get started, please click on the link below:

<UNIQUE LINK>

Your participation in this survey is voluntary, and your responses come 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). Once you've completed the survey, the link will no longer be accessible to anyone. It will not be possible to identify any individual in any reports we produce. If you have any questions or comments, please feel free to contact our study team at <study team email> or call <toll free number>.

We greatly appreciate your time and consideration in completing this survey by <SURVEY DUE DATE>.

Many thanks,

<SENDER NAME >

Email Reminder 1 – Fall Teacher Survey

To: <TEACHER EMAIL>

Subject Line: Reminder: Take the Dept. Of Ed. ReSolve Math Teacher Survey

Dear <TEACHER NAME>,

As we wrote to you on <INSERT FIRST NOTIFY DATE>, we would appreciate your participation in a survey that Westat, MDRC, and partners are conducting for the U.S. Department of Education about math instruction in 4th and 5th grade. We are asking teachers at schools involved in the study to answer some questions about their background, teaching experience, and instructional practices. Your participation in this voluntary survey is important to developing an understanding of how best to accelerate student learning in math.

We expect the survey will take about **10 minutes to complete and you will receive \$15 as a token of our appreciation for completing this survey.** <IF DISTRICT RULES ALLOW>

Please click on the link below to get started on the survey, which should be completed by <INSERT DUE DATE> at the latest.

<UNIQUE LINK>

Thank you for your help in making this research a success, and if you have any questions or concerns, don't hesitate to reach out to our study team at <study team email> or call <toll free number>.

Sincerely,

<SENDER NAME>

Email Reminder 2 – Fall Teacher Survey

To: <TEACHER EMAIL>

Subject Line: [ACTION NEEDED] Important Dept. of ED Study - Math Teacher Survey

Dear <TEACHER NAME>,

I know that this is a busy time of year in <INSERT NAME OF SCHOOL> and how valuable your time is. I am hoping that you could give 10 minutes to help us collect important information for a study commissioned by the U.S. Department of Education about math instruction in 4th and 5th grade. **You will receive \$15 as a token of our appreciation for completing this voluntary survey.** <IF DISTRICT RULES ALLOW>

Please click on the link below to begin the survey. Please complete the survey by <INSERT DUE DATE>.

<UNIQUE LINK>

Thank you in advance for your participation in this survey! Your responses are important! Only through your participation do we get the information necessary to accelerate student learning in math. If any questions or concerns arise, please contact the study team at <study team email> or call <toll free number>.

Sincerely,

<SENDER NAME>

Email Reminder 3 – Fall Teacher Survey

To: <TEACHER EMAIL>

Subject Line: [TIME SENSITIVE] Important ReSolve Math Teacher Survey

<TEACHER NAME>,

I am trying to reach you and ask for your help in gathering information important to a national study about the use of digital products to accelerate student learning in math.

Please take 10 minutes of your time to respond to this voluntary survey about your background and math instruction that Westat, MDRC and partners are conducting for the U.S. Department of Education. You will receive \$15 as a token of our appreciation for completing this survey. <IF DISTRICT RULES ALLOW>

Just click on this link and follow the instructions. Please complete the survey by <INSERT DUE DATE>.

<UNIQUE LINK>

If you have any questions or concerns about this study, please contact me at <study team email> or <toll free number>.

We look forward to receiving your responses!

Regards,

<SENDER NAME>

Email Reminder 4 – Fall Teacher Survey

To: <TEACHER EMAIL>

Subject Line: Last 2 days to take the ReSolve Math Teacher Survey

Dear <TEACHER NAME>,

My name is <SENDER NAME>; I'm emailing you from Westat. I have been trying to contact you since <DATE OF FIRST EMAIL CONTACT> to request your assistance with an important research study that Westat, MDRC, and partners are conducting for the U.S. Department of Education.

I noticed that you have not yet participated in the survey, and I wanted to take the opportunity to ask for your help. I value your time and realize you must be very busy at this time of year. However, I want to make sure you understand the importance of this research. The information we are seeking regarding your background, teaching experience, and instructional practices will help inform the decision making of policy makers, schools, and educators across the country.

The voluntary survey should only take 10 minutes, and you will receive \$15 as a token of our appreciation for completing this survey. <IF DISTRICT RULES ALLOW> The survey closes in 2 days, and we would greatly appreciate you taking it at the following link before then:

<UNIQUE LINK>

I'd love to discuss any questions or concerns you might have about this study. Please feel free to contact our study team at <study team email> or <toll free number>.

Many thanks for your consideration,

<SENDER NAME>

Email Reminder 5 – last email – Fall Teacher Survey

To: <TEACHER EMAIL>

Subject Line: Last day to share your experience for U.S. Dept. of Ed's ReSolve Math Teacher Survey

<TEACHER NAME>,

We have not yet received a response from you on the ReSolve Math study teacher survey that Westat, MDRC, and study partners are conducting for the U.S. Department of Education. It is important that we hear from teachers so that we can have a complete and accurate understanding of math instruction at your school.

Participation is quick, easy, and voluntary – please simply click on this link and follow the instructions by <INSERT SURVEY CLOSE TIME>. You will receive \$15 as a token of our appreciation for completing this survey. <IF DISTRICT RULES ALLOW>

<UNIQUE LINK>

I'd love to discuss any questions or concerns you might have about this study. Please feel free to contact our study team at <study team email> or <toll free number>.

Many thanks for your consideration,

<SENDER NAME>

Email Invitation – Spring Teacher Survey

To: <TEACHER EMAIL>

Subject Line: Welcome to the ReSolve Math Teacher Survey

Dear <TEACHER NAME>,

I'm writing to ask for your participation in a survey that Westat, MDRC, and study partners are conducting for the U.S. Department of Education about the use of digital products to support math instruction in 4th and 5th grade. We are asking 4th and 5th grade teachers at schools who committed to participation in the study to answer some questions about their classrooms, including their instructional practices and materials, and to share their perceptions of their students' learning experience. Your participation and insights will help inform the decision making of policy makers, schools, and educators across the country.

The survey will take about 25 minutes to complete. As a token of appreciation for your time, you will receive \$25 for completing this survey. <IF DISTRICT RULES ALLOW>

To get started, please click on the link below:

<UNIQUE LINK>

Your participation in this survey is voluntary, and your responses come 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). Once you've completed the survey, the link will no longer be accessible to anyone. It will not be possible to identify any individual in any reports we produce. If you have any questions or comments, please feel free to contact our study team at <study team email> or call <toll free number>.

We greatly appreciate your time and consideration in completing this survey by <SURVEY DUE DATE>.

Many thanks,

<SENDER NAME >

Email Reminder 1 – Spring Teacher Survey

To: <TEACHER EMAIL>

Subject Line: Reminder: Take the Dept. Of Ed. ReSolve Math Teacher Survey

Dear <TEACHER NAME>,

As we wrote to you on <INSERT FIRST NOTIFY DATE>, we would appreciate your participation in a survey that Westat, MDRC, and partners are conducting for the U.S. Department of Education about math instruction in 4th and 5th grade. We are asking teachers at schools involved in the study to answer some questions about their classrooms, including their instructional practices and materials, and to share their perceptions of their students' learning experience. Your participation in this voluntary survey is important to developing an understanding of how best to accelerate student learning in math.

We expect the survey will take about **25 minutes to complete, and you will receive \$25 as a token of our appreciation for completing this survey.** <IF DISTRICT RULES ALLOW>

Please click on the link below to get started on the survey, which should be completed by <INSERT DUE DATE> at the latest.

<UNIQUE LINK>

Thank you for your help in making this research a success, and if you have any questions or concerns, don't hesitate to reach out to our study team at <study team email> or call <toll free number>.

Sincerely,

<SENDER NAME>

Email Reminder 2 – Spring Teacher Survey

To: <TEACHER EMAIL>

Subject Line: [ACTION NEEDED] Important Dept. of ED Study - Math Teacher Survey

Dear <TEACHER NAME>,

I know that this is a busy time of year in <INSERT NAME OF SCHOOL> and how valuable your time is. I am hoping that you could give 25 minutes to help us collect important information for a study commissioned by the U.S. Department of Education about math instruction in 4th and 5th grade. **You will receive \$25 as a token of our appreciation for completing this voluntary survey.** <IF DISTRICT RULES ALLOW>

Please click on the link below to begin the survey. Please complete the survey by <INSERT DUE DATE>.

<UNIQUE LINK>

Thank you in advance for your participation in this survey! Your responses are important! Only through your participation do we get the information necessary to accelerate student learning in math. If any questions or concerns arise, please contact the study team at <study team email> or call <toll free number>.

Sincerely,

<SENDER NAME>

Email Reminder 3 – Spring Teacher Survey

To: <TEACHER EMAIL>

Subject Line: [TIME SENSITIVE] Important ReSolve Math Teacher Survey

<TEACHER NAME>,

I am trying to reach you and ask for your help in gathering information important to a national study about the use of digital products to accelerate student learning in math.

Please take 25 minutes of your time to respond to this voluntary survey about your background and math instruction that Westat, MDRC and partners are conducting for the U.S. Department of Education. You will receive \$25 as a token of our appreciation for completing this survey. <IF DISTRICT RULES ALLOW>

Just click on this link and follow the instructions. Please complete the survey by <INSERT DUE DATE>.

<UNIQUE LINK>

If you have any questions or concerns about this study, please contact me at <study team email> or <toll free number>.

We look forward to receiving your responses!

Regards,

<SENDER NAME>

Email Reminder 4 – Spring Teacher Survey

To: <TEACHER EMAIL>

Subject Line: Last 2 days to take the ReSolve Math Teacher Survey

Dear <TEACHER NAME>,

My name is <SENDER NAME>; I'm emailing you from Westat. I have been trying to contact you since <DATE OF FIRST EMAIL CONTACT> to request your assistance with an important research study that Westat, MDRC, and partners are conducting for the U.S. Department of Education.

I noticed that you have not yet participated in the survey, and I wanted to take the opportunity to ask for your help. I value your time and realize you must be very busy at this time of year. However, I want to make sure you understand the importance of this research. The information we are seeking about your classroom, including their instructional practices and materials, and your perceptions of your students learning experience will help inform the decision making of policy makers, schools, and educators across the country.

The voluntary survey should only take 25 minutes, and you will receive \$25 as a token of our appreciation for completing this survey. <IF DISTRICT RULES ALLOW> The survey closes in 2 days, and we would greatly appreciate you taking it at the following link before then:

<UNIQUE LINK>

I'd love to discuss any questions or concerns you might have about this study. Please feel free to contact our study team at <study team email> or <toll free number>.

Many thanks for your consideration,

<SENDER NAME>

Email Reminder 5 – last email – Spring Teacher Survey

To: <TEACHER EMAIL>

Subject Line: Last day to share your experience for U.S. Dept. of Ed's ReSolve Math Teacher Survey

<TEACHER NAME>,

We have not yet received a response from you on the ReSolve Math study teacher survey that Westat, MDRC, and study partners are conducting for the U.S. Department of Education. It is important that we hear from teachers so that we can have a complete and accurate understanding of math instruction at your school.

Participation is quick, easy, and voluntary – please simply click on this link and follow the instructions by <INSERT SURVEY CLOSE TIME>. You will receive \$25 as a token of our appreciation for completing this survey. <IF DISTRICT RULES ALLOW>

<UNIQUE LINK>

I'd love to discuss any questions or concerns you might have about this study. Please feel free to contact our study team at <study team email> or <toll free number>.

Many thanks for your consideration,

<SENDER NAME>

Email Invitation – Leader Survey

To: <LEADER EMAIL>

Subject Line: Welcome to the ReSolve Instructional Leader Survey

Dear <LEADER NAME>,

I'm writing to ask for your participation in a survey that Westat, MDRC, and study partners are conducting for the U.S. Department of Education about the use of digital products to support math instruction in 4th and 5th grade. We are asking an instructional leader most familiar with 4th and 5th grade math instruction at schools committed to participating in the study to answer some questions about the implementation of digital math products and math teachers' instructional practices more broadly. Your participation and insights will help inform the decision making of policy makers, schools, and educators across the country.

The survey will take about 15 minutes to complete. As a token of appreciation for your time, you will receive \$20 for completing this survey. <IF DISTRICT RULES ALLOW>

To get started, please click on the link below and complete the survey by <INSERT DUE DATE>:

<UNIQUE LINK>

Your participation in this survey is voluntary, and your responses come 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). Once you've completed the survey, the link will no longer be accessible to anyone. It will not be possible to identify any individual in any reports we produce. If you have any questions or comments, please feel free to contact our study team at <study team email> or <toll free number>.

We greatly appreciate your time and consideration in completing this survey.

Many thanks,

<SENDER NAME >

Email Reminder 1 – Leader Survey

To: <LEADER EMAIL>

Subject Line: Reminder: Take the Dept. Of Ed. ReSolve Instructional Leader Survey

Dear <LEADER NAME>,

As we wrote to you on <INSERT FIRST NOTIF DATE>, I would appreciate your participation in a voluntary survey that Westat, MDRC, and partners are conducting for the U.S. Department of Education about math instruction in 4th and 5th grade. We are asking instructional leaders most familiar with 4th and 5th grade math instruction at schools involved in the study to answer questions about the implementation of supplemental digital math products and math teachers' instructional practices more broadly.

Your participation in this survey is important to developing an understanding of how best to accelerate student math learning.

We expect the survey will take about **15 minutes to complete, and you will receive \$20 as a token of our appreciation for completing this survey.** <IF DISTRICT RULES ALLOW> Please complete the survey by <INSERT DUE DATE>.

Please click on the link below to get started.

<UNIQUE LINK>

Thank you for your help in making this research a success and don't hesitate to reach out to our study team at <study team email> or <toll free number> with any questions or concerns!

Sincerely,

<SENDER NAME>

Email Reminder 2 – Leader Survey

To: <LEADER EMAIL>

Subject Line: [ACTION NEEDED] Important Dept. Of Ed Resolve Math Instructional Leader Survey

Dear <LEADER NAME>,

I know that this is a busy time of year in <INSERT NAME OF SCHOOL> and how valuable your time is. As you are most familiar with 4th and 5th grade math instruction at your school, I am hoping that you could give 15 minutes to help us collect important information for a study commissioned by the U.S. Department of Education about math instruction in 4th and 5th grade. **You will receive \$20 as a token of our appreciation for completing this survey.** <IF DISTRICT RULES ALLOW>

Please click on the link below to begin this voluntary survey. Please complete the survey by <INSERT DUE DATE>

<UNIQUE LINK>

Thank you in advance for your participation in this survey! Your responses are important! Only through full participation of instructional leaders like you do we get the information necessary to identify the best approaches to accelerating student learning in math. If any questions or concerns arise, please contact the study team <study team email> or <toll free number>.

Sincerely,

<SENDER NAME>

Email Reminder 3 – Leader Survey

To: <LEADER EMAIL>

Subject Line: [TIME SENSITIVE] Important ReSolve Math Instructional Leader Survey

<LEADER NAME>,

I am trying to reach you, as a school leader who is most familiar with 4th and 5th grade math instruction and ask for your help in gathering information for a study about the best approaches to accelerating student learning in upper elementary school math with digital products.

Please take 15 minutes of your time to respond to a voluntary survey about the implementation of supplemental digital math products and math teachers' instructional practices that Westat, MDRC, and partners are conducting for the U.S. Department of Education.

Just click on this link and follow the instructions. Please complete the survey by <INSERT DUE DATE>.

<INSERT Survey Link HERE >

If you have any questions or concerns about this study, please feel free to contact our study team at <study team email> or <toll free number>.

We look forward to receiving your responses!

Regards,

<SENDER NAME>

Email Reminder 4 – Leader Survey

To: <LEADER EMAIL>

Subject Line: Last 2 days to take the ReSolve Math Leader Survey

Dear <LEADER NAME>,

My name is <SENDER NAME>; I'm emailing you from Westat. I have been trying to contact you since <DATE OF FIRST EMAIL CONTACT> to request your assistance with an important research study that Westat, MDRC, and partners are conducting for the U.S. Department of Education.

I noticed that you have not yet participated in the survey, and I wanted to take the opportunity to ask for your help. I value your time and realize you must be very busy at this time of year. However, I want to make sure you understand the importance of this research. The information we are seeking regarding the implementation of supplemental digital math products and math teachers' instructional practices will help inform the decision making of policy makers, schools, and educators across the country.

This voluntary survey should only take 15 minutes, and you will be given a \$20 gift card as a thank you for your time. <IF DISTRICT RULES ALLOW> The survey closes in 2 days (on <INSERT DATE SURVEY CLOSES>), and we would greatly appreciate you taking it at the following link before then:

<UNIQUE LINK>

If you have any questions or concerns about this study, please feel free to contact our study team at <study team email> or <toll free number>.

Many thanks for your consideration,

<SENDER NAME>

Email Reminder 5 – last email – Leader Survey

To: <LEADER EMAIL>

Subject Line: Last day to share your experience for the U.S. Dept. of Ed ReSolve Math Leader Survey

<LEADER NAME>,

We have not yet received a response from you on the ReSolve Math study teacher survey that Westat, MDRC and partners are conducting for the U.S. Department of Education. It is important that we hear from instructional leaders who are most familiar with 4th and 5th grade math instruction so that we can have a complete and accurate assessment of math instruction, digital math products and teacher experiences at the school level.

Participation is quick, easy, and voluntary – please simply click on this link and follow the instructions by <INSERT SURVEY CLOSE TIME>. You will receive \$20 as a token of our appreciation for completing this survey. <IF DISTRICT RULES ALLOW>

<UNIQUE LINK>

I'd love to discuss any questions or concerns you might have about this study. Please feel free to contact our study team at <study team email> or <toll free number>.

Many thanks for your consideration,

<SENDER NAME>