



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

Appendix E
Request for Staff Directory Information

May 2023



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Los Angeles, CA 90066

1990 M Street, NW
Suite 340
Washington, DC 20036

MEMORANDUM

To: [Director of Research (or similar position)], [District name]
From: [Project director and data manager], MDRC
Date: [Date]
Subject: Request for Staff Directory Data for the ReSolve Math Study

Thank you for agreeing to provide staff directory data for the ReSolve Math study – an evaluation of instructional approaches delivered by digital math products. The study is funded by the U.S. Department of Education, which has contracted MDRC, a non-profit, nonpartisan research and evaluation organization, and its partners, to conduct the study.

[#] schools in your district are participating in the study, with [#] schools selected to use [product name] in 4th and 5th grade classrooms for two school years [*Cohort 1*: (SY 2023-24 and SY 2024-25); *Cohort 2*: (SY 2024-25 and SY 2025-26)].

Staff Sample and Requested Fields

We are requesting **name and contact information** (email, telephone number) for (1) all 4th and 5th grade teachers currently teaching math in regular education classrooms, and (2) all staff in an administrative or leadership position, in the following schools:

- [LIST OF STUDY SCHOOLS]

We will use this information to send a survey invitation to teachers and school leaders about the instructional approaches used at the school and in math classrooms.

The data can be shared with MDRC in the format that the district prefers (.csv, Excel, etc.).

Data Sharing

MDRC uses Box to securely transfer files. We will set up a Box folder for the transfer of data files between your district and MDRC. We will email you a link to the Box folder that you will be able to use to securely upload the data files to the Box folder once they are ready.

Expected Delivery Date

The data should be provided to us by [date].

Number of Data Requests

We will be requesting directory information for 4th and 5th grade math teachers in the study schools at four points in time: [*Cohort 1*: in Fall 2023, in Spring 2024, in Fall 2024, and in Spring 2025; *Cohort 2*: in Fall 2024, in Spring 2025, in Fall 2025, and in Spring 2026].

Please contact us if you have any questions about this data request and/or you would like to discuss it further. [Data manager name] contact information is [email] and [project director name] contact information is [email].

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is xxxx-xxxx. The time required to complete this voluntary information collection is estimated to average 360 minutes in each of four rounds, including the time to review instructions, gather the data needed, and complete and review the information collected. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, DC 20202. If you have comments or concerns regarding the status of your individual submission of this form, write directly to: U.S. Department of Education, Institute of Education Sciences 550 12th Street, SW, Washington, DC 20024.