Request for Approval under the "Generic Clearance for the Collection of Routine Customer Feedback" (OMB Control Number: 0970-0401)

TITLE OF INFORMATION COLLECTION: It Takes Two (Systems): Exploring Systems-Level Coordination and Alignment for Head Start to Kindergarten Transitions, a Feedback Session and Discussion

PURPOSE: The Understanding Children's Transitions from Head Start to Kindergarten (HS2K) project plans to host a meeting of key players in the kindergarten transitions space to gather feedback on the project's case study findings. The project team will share emerging comparative case study findings and seek input on framing and whether findings align with respondents' experiences in the field. The team will collect contact information (name, title, state, organization, and email) for registration purposes prior to the meeting, and will also prompt participants during the meeting to discuss ideas for who might be interested in the findings and the best ways to share new knowledge with them.

The information collected from the registration will aid in successful preparation for the webinar. Feedback from the webinar discussion will be used to ensure dissemination products for the project's case study findings are relevant to target audiences. It will not be used as data in any public-facing documents.

DESCRIPTION OF RESPONDENTS: Up to 3 individuals from each of the following agencies or organizations that represent key actors in kindergarten transitions:
- The Office of Head Start
- National Center on Early Childhood Development, Teaching, and Learning
- National Center on Parent, Family, and Community Engagement
- National Head Start Association
- National Association for the Education of Young Children
- Child Care Aware
- National Education Association
- National Association of Elementary School Principals
- The School Superintendents Association
- Education Commission of the States
- National Association of State Leaders in Early Education
- Education Commission of the States
- Council of Chief State School Officers, Early Learning Cohort

TYPE OF COLLECTION:

[ ] Customer Comment Card/Complaint Form   [ ] Customer Satisfaction Survey
[ ] Usability Testing (e.g., Website or Software   [**X**] Small Discussion Group
[ ] Focus Group   [ ] Other:_____

CERTIFICATION:

I certify the following to be true:
1. The collection is voluntary.
2. The collection is low-burden for respondents and low-cost for the Federal Government.
3. The collection is non-controversial and does <u>not</u> raise issues of concern to other federal agencies.

4. The primary purpose of the results is <u>not</u> for public dissemination.
5. Information gathered will not be used for the purpose of <u>substantially</u> informing <u>influential</u> policy decisions.
6. The collection is targeted to the solicitation of opinions from respondents who have experience with the program or may have experience with the program in the future.

Name and affiliation:_____

To assist review, please provide answers to the following questions:

Personally Identifiable Information:
1. Is personally identifiable information (PII) collected? [**X**] Yes [] No
2. If Yes, will any information that is collected be included in records that are subject to the Privacy Act of 1974?   [ ] Yes [**X**] No
3. If Yes, has an up-to-date System of Records Notice (SORN) been published? [ ] Yes [ ] No

Gifts or Payments:
Is an incentive (e.g., money or reimbursement of expenses, token of appreciation) provided to participants? [ ] Yes [**X**] No

BURDEN HOURS

Information Collection	Category of Respondent	No. of Respondents	No. of Responses per Respondent	Estimated Time per Response	Burden Hours
Case Study Findings Feedback Webinar Registration	Private sector	39	1	1 min	.65 hours (39 minutes)
Case Study Findings Feedback: Structured Discussion	Private sector	39	1	1 hour	39
Total					**39.65 hours**

FEDERAL COST: The estimated annual cost to the Federal government is <u>$2,869.79</u>.

<u>If you are conducting a focus group, survey, or plan to employ statistical methods, please provide answers to the following questions:</u>

The selection of your targeted respondents
1. Do you have a customer list or something similar that defines the universe of potential respondents and do you have a sampling plan for selecting from this universe?
                                                    [**X**] Yes   [ ] No

If the answer is yes, please provide a description of both below (or attach the sampling plan)?   If the answer is no, please provide a description of how you plan to identify your potential group of respondents and how you will select them?

The research team will send an invitation to one contact at each of the agencies or organizations listed above. The recipient will be asked to share our invitation and webinar registration link with up to three individuals at their organization.

Administration of the Instrument
1. How will you collect the information? (Check all that apply)
     [**X**] Web-based or other forms of Social Media
     [ ] Telephone
     [ ] In-person
     [ ] Mail
     [ ] Other, Explain

2. Will interviewers or facilitators be used? [**X**] Yes [ ] No

Please make sure that all instruments, instructions, and scripts are submitted with the request.