



UNITED STATES DEPARTMENT OF EDUCATION

OFFICE OF ELEMENTARY AND SECONDARY EDUCATION

Dear SEA Coordinator:

The U.S. Department of Education is conducting its annual survey on the use of funds under the ESEA Title II, Part A program, "Supporting Effective Instruction Grants—State Activities Funds," for SY [XXXX-XXXX]. The data collected from this survey will provide valuable information to the Department and Congress. You may review the report findings from previous cycles of this survey on the Department's website: <https://oese.ed.gov/offices/office-of-formula-grants/school-support-and-accountability/instruction-state-grants-title-ii-part-a/resources/>

[Name of Contractor] will administer the state survey to all State Education Agencies (SEAs). Your participation in the survey is mandatory. According to Education Department General Administrative Regulations (Section 34 C.F.R. § 76.591), recipients of federal funds are expected to cooperate in evaluations of grant programs under which they receive funding. In addition, completion of this survey is necessary in order for State to meet the statutory reporting requirements for the Title II, Part A program, as specified in section 2104(a) of the Elementary and Secondary Education Act of 1965, as amended. Since your state received Title II, Part A funds, we expect your state to participate in this study.

Please access and complete the survey by [DATE] at [contractor web address] using the following login information:

Username: xxxx

Password (case sensitive): xxxx

We are sending the survey to you as the state contact listed in the G5 grant system. If another individual is more appropriate to fill out this survey, please forward this information to them and let us know so that we may update our records. If you have any questions or an extension is needed, please contact [contractor] toll-free at [contractor telephone number] or by email at [contractor email address]. The study team will provide you with any assistance you may need. We appreciate your taking the time to complete and submit the survey. Thank you in advance for your cooperation.

Sincerely,

Patrick Rooney
Director, School Support and Accountability
Office of Elementary and Secondary Education

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The Department of Education's mission is to promote student achievement and preparation for global competitiveness by fostering educational excellence and ensuring equal access.