

Attachment E. EAF Interview Communication Materials

EAF Coaches Interview Invitation Email,

Dear EAF Coach,

As you may be aware, the Regional Educational Laboratory (REL) Southwest is conducting an applied research study of the Texas Education Agency's Effective Advising Framework (EAF) designed to expand access to effective college and career advising. As part of this study, we are conducting interviews with EAF stakeholders. You, as an EAF Coach, have been selected to share your insights on the implementation of this college and career advising framework.

Interview topics will include the following:

- Your background supporting college, career, and military readiness efforts and your role related to the EAF
- Context about the districts you support
- Your understanding of EAF awareness and implementation in the districts you support
- Reflections on collaboration with school districts and their implementation of the EAF
- Your perceptions of district implementation efficacy

We will be conducting interviews virtually during September 2025 via Microsoft Teams. **Please use [this link](#) to select an interview time that is convenient for you during the data collection window.** When you register, you will receive a confirmation email. The REL Southwest will provide a Microsoft Teams link the day before the interview. If none of the times work for your schedule, please contact [\[redacted\]](#) at [\[redacted\]](#).

This interview is an opportunity for you to provide insight on the EAF and your work with school districts during the pilot implementation period. In addition to sharing your perspectives and experiences, EAF coaches who complete this interview will receive a \$50 Amazon gift card.

Confidentiality Assurances

Members of the REL Southwest research team will conduct the interviews, and only they will have access to the interview data. Additionally, no one in your workplace will see your responses. At the beginning of the interview, the qualitative researcher will ask for your consent to record the interview for future transcription. What we learn from analyzing interview transcriptions will be aggregated across participants, and findings will be summarized across all data sources.

In reporting the study's results, your answers will be completely confidential; no information that identifies you or your organization will be reported. The researchers conducting this study follow the confidentiality and data protection requirements of the U.S. Department of Education's Institute of Education Sciences (The Education Sciences Reform Act of 2002, Title I, Part E, Section 183). The reports prepared for the study will summarize findings across the sample and will not associate responses with a specific district, school, institution, or individual. All information you provide will 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).

District Staff Project Leads Interview Invitation Email,

Dear District Staff Project Leads,

As you may be aware, the Regional Educational Laboratory (REL) Southwest is conducting an applied research study of the Texas Education Agency's Effective Advising Framework (EAF) designed to expand access to effective college and career advising. As part of this study, we are conducting interviews with EAF stakeholders. You, as a district staff EAF project lead, have been selected to share your insights on the implementation of this college and career advising framework.

Interview topics will include the following:

- Your background supporting college, career, and military readiness efforts and your role related to the EAF
- Description of your school district's context
- Descriptions of EAF implementation in your school district
- Reflections on collaboration with EAF coaches and school staff
- Your perceptions of district implementation efficacy

We will be conducting interviews virtually in October and November 2025 via Microsoft Teams. **Please use [this link](#) to select an interview time that is convenient for you during the data collection window.**

When you register, you will receive a confirmation email. The REL Southwest will provide a Microsoft Teams link the day before the interview. If none of the times work for your schedule, please contact [\[redacted\]](#) at [\[redacted\]](#).

This interview is an opportunity for you to provide insight on the EAF and your work within your school district during the pilot implementation period. In addition to sharing your perspectives and experiences, district staff project leads who complete this survey will receive a \$50 Amazon gift card.

Confidentiality Assurances

Members of the REL Southwest research team will conduct the interviews, and only they will have access to the interview data. Additionally, no one in your workplace will see your responses. At the beginning of the interview, the qualitative researcher will ask for your consent to record the interview for future transcription. What we learn from analyzing interview transcriptions will be aggregated across participants, and findings will be summarized across all data sources.

In reporting the study's results, your answers will be completely confidential; no information that identifies you or your organization will be reported. The researchers conducting this study follow the confidentiality and data protection requirements of the U.S. Department of Education's Institute of Education Sciences (The Education Sciences Reform Act of 2002, Title I, Part E, Section 183). The reports prepared for the study will summarize findings across the sample and will not associate responses with a specific district, school, institution, or individual. All information you provide will 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).

If you have any further questions or concerns about this interview, please contact the study project director, Dr. Jayce Warner, at 210-386-5288 or jwarner@gibsonconsult.org. If you have concerns or questions about your rights as a research participant, contact the American Institutes for Research's

Institutional Review Board, which is responsible for the protection of project participants, at IRB@air.org or toll-free at 800-634-0797.

We look forward to learning from you, [REDACTED]

School Staff Focus Group Invitation Email,

Dear School Staff Members,

As you may be aware, the Regional Educational Laboratory (REL) Southwest is conducting an applied research study of the Texas Education Agency's Effective Advising Framework (EAF) designed to expand access to effective college and career advising. As part of this study, we are conducting interviews and focus groups with EAF stakeholders. You, as a school staff member implementing elements of the EAF, have been selected to share your insights on the implementation of this college and career advising framework.

Focus group topics will include the following:

- Your background supporting college, career, and military readiness efforts and your role related to the EAF
- Description of your school and district context
- Your awareness of the EAF and systems that facilitate EAF implementation
- Your reflections on collaborations with other EAF staff members as you work to implement the EAF at your school
- Your perceptions of EAF implementation efficacy in your school and the district more broadly

We will be conducting focus groups virtually in January and February 2026 via Microsoft Teams. **Please use [this link](#) to select a focus group time that is convenient for you during the data collection window.** When you register, you will receive a confirmation email. The REL Southwest will provide a Microsoft Teams link the day before the interview. If none of the times work for your schedule, please contact [REDACTED] at [REDACTED].

Confidentiality Assurances

Members of the REL Southwest research team will conduct the focus groups, and only they will have access to the focus group data. Additionally, no one in your workplace will see your responses. At the beginning of the focus group, a qualitative researcher will ask for your consent to record the focus group for future transcription. What we learn from analyzing the transcriptions will be aggregated across participants, and findings will be summarized across all data sources.

In reporting the study's results, your answers will be completely confidential; no information that identifies you or your organization will be reported. The researchers conducting this study follow the confidentiality and data protection requirements of the U.S. Department of Education's Institute of Education Sciences (The Education Sciences Reform Act of 2002, Title I, Part E, Section 183). The reports prepared for the study will summarize findings across the sample and will not associate responses with a specific district, school, institution, or individual. All information you provide will 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).

