

## Appendix E: Teacher Instructional Log Communication Materials

### Text of the Invitation Email

Subject Line: Teacher Logs for PRISMS Toolkit Study

Dear [First and Last Name],

You are invited to complete a set of brief surveys (called 'instructional logs') as part of our research study in your district on how to support the instruction of students receiving reading interventions. The teacher log is a data collection effort that is part of the Providing Reading Interventions for Students in Middle School (PRISMS) Toolkit Evaluation conducted by Regional Educational Laboratory Southwest.

As a middle school teacher providing reading intervention supports, you are eligible to participate. The logs are one method for us to gather information from teachers about the day-to-day activities and teaching and learning conditions in their school.

We will begin sending you a daily email beginning on **Weekday, Month Day** with a link to a log for completion. We will prompt you daily via email to complete logs from **Weekday, Month Day** through **Weekday, Month Day**.

You will be given the opportunity to complete a log for a target class for 10 separate days over the three-week period (over 15 school days from **Month Day** through **Month Day**).

We will ask that you complete each log as soon as possible after the instructional day has ended to ensure accurate recall. If you did not provide reading interventions to your students on a specific day, you can disregard that day's log. If you forget to complete a log before the next time you provide reading interventions, you can simply skip that day.

Each log should take less than 10 minutes to complete. **If you complete all 10 logs, you will receive a total of \$75 in Amazon electronic gift codes: \$7.50 for each log you complete.** If you complete fewer than 10 logs, you will receive partial compensation.

In reporting the study's results, no information that identifies you or your organization will be reported. Responses to this log will not be used to evaluate individuals or schools. Your participation is completely voluntary. You can decide not to participate or to discontinue your participation at any time. You may skip any questions you do not want to answer.

If you have any questions about this research, please contact the co-principal investigator, Christopher Doss at [cdoss@rand.org](mailto:cdoss@rand.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](mailto:IRB@air.org) or toll-free at 800-634-0797.

Sincerely,  
**Name**, Survey Coordinator

## Text of the Daily Email

Subject Line: Instructional Log Link for PRISMS Toolkit Study

Dear [First and Last Name],

**Thank you for participating in the PRISMS Toolkit Study!**

**Here is your personal link to today's instructional log: [\[insert link here\]](#)**

This is a link provided only to you. Please do not share the link. Please complete the log as soon as possible after the instructional day has ended to ensure accurate recall. It should take less than 10 minutes. Once you click "submit" at the end of the log, you will no longer be able to return to it for that day. Each day we will send you a new link. Within each log you will be asked to tell us the date for which you are currently logging. If you did not provide reading interventions to your students today, you can skip this log.

We know that you are very busy. To thank you for your time, you will receive the following compensation: \$7.50 Amazon gift code per log. If you complete all 10 logs, you will have received a total of **\$75 in Amazon gift codes**. Gift codes should be delivered to your email address immediately after you hit 'submit'. The sender will be \_\_\_\_\_. Check your junk folder if you have not received them.

Please feel free to email us (PRISMSStudy@air.org) if you are unable to access this log or have any questions.

Thank you,  
[Survey Coordinator Name]

## Text of the Reminder Email

Subject Line: Reminder to Complete PRISMS Toolkit Study Instructional Logs

Dear [First and Last Name],

### **Thank you for participating in the PRISMS Toolkit Study!**

Our records indicate that you have been unable to complete the previous instructional logs. We understand that you are very busy! Completing the logs is an important way for us to understand how you are supporting students who need reading interventions.

There is still time to complete logs! Over the next **XX** days, you will receive additional invitations to complete logs. We encourage you to complete them at your earliest convenience. As a reminder we are offering \$7.50 Amazon gift code per log you complete.

Please feel free to email us (PRISMSStudy@air.org) if you are unable to access this log or have any questions.

Thank you,  
[Survey Coordinator Name]