

Appendix C: Teaching Fractions Toolkit Evaluation Teacher Survey Communication Materials

Teacher Survey Email – August/September 2024 (Pre-survey) and April/May 2025 (Post-survey)

Subject: REL Midwest Teaching Fractions Toolkit Study Survey

Dear [Teacher],

Thank you for participating in the Teaching Fractions Toolkit study! **We are excited to learn from you over the next year and we are inviting you to complete the [first/second] teacher survey.** It will take less than 30 minutes to complete the online survey.

As a reminder, this is one of two surveys that we will ask you to complete over the course of this study. As a thank you for your time, we are offering teachers \$30 Amazon e-gift cards for each survey that you complete.

Click the link below to start the survey (or enter the text into your browser's window).

[\[SURVEY LINK\]](#)

Please email TFTStudy@air.org if you are unable to access this survey or have any questions. Your participation in the survey is voluntary, and all information obtained in this study is under the confidentiality and data protection requirements of the Institute of Education Sciences (The Education Sciences Reform Act of 2002, Title I, Part E, Section 183). You will not be identified by name nor will the data be presented in a manner that will allow for the identification of any participating individuals.

We know that your time is valuable, and we greatly appreciate your willingness to complete this questionnaire.

Sincerely,

Yinmei Wan
Study Principal Investigator

Teacher Survey Email – 1st Follow-Up – August/September 2024 (Pre-survey) and April/May 2025 (Post-survey)

(Note: this email will include first contact attempt via “reply” function – not a new email)

Subject: Reminder: REL Midwest Teaching Fractions Toolkit Study Survey

Dear [Teacher],

We recently invited you to complete your [first/second] teacher survey for the Teaching Fractions Toolkit study, and our records indicate that you have not yet done so. This is a reminder to complete the survey. It will take less than 30 minutes to complete the online survey.

As a reminder, this is one of two surveys that we will ask you to complete over the course of this study, and you will receive a \$30 Amazon e-gift card for each survey that you complete. Click the link below to start the survey (or enter the text into your browser’s window):

[\[SURVEY LINK\]](#)

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

Sincerely,

Yinmei Wan
Study Principal Investigator

Teacher Survey Email – 2nd Follow-Up – August/September 2024 (Pre-survey) and April/May 2025 (Post-survey)

(Note: this email will include first and second contact attempts via “reply” function – not a new email)

Subject: Second Reminder: REL Midwest Teaching Fractions Toolkit Study Survey

Dear [Teacher],

This is another reminder to complete your [first/second] teacher survey for the Teaching Fractions Toolkit study. We have not heard back from you, and we know you’re very busy, but we are still very interested in your responses! It will take approximately 30 minutes to complete the online survey.

As a reminder, this is one of two surveys that we will ask you to complete over the course of this study, and you will receive a \$30 Amazon e-gift card for each survey that you complete. Click the link below to start the survey (or enter the text into your browser’s window):

[\[SURVEY LINK\]](#)

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

Sincerely,

Yinmei Wan
Study Principal Investigator

Teacher Survey Email – 3rd Follow-Up – August/September 2024 (Pre-survey) and April/May 2025 (Post-survey)

(Note: this email will include all contact attempts via “reply” function – not a new email)

Subject: Final Reminder: REL Midwest Teaching Fractions Toolkit Study Survey

Dear [Teacher],

We’ve reached out to you a few times to request completion of your [first/second] teacher survey for the Teaching Fractions Toolkit study. We have not heard back from you, but we are still very interested in your responses.

This is our final request. Please complete the survey as soon as possible and let us know if you have any questions. Click the link below to start the survey (or enter the text into your browser’s window):

[\[SURVEY LINK\]](#)

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

Sincerely,

Yinmei Wan
Study Principal Investigator