

Appendix C: Data-Collection Communication Materials

- Appendix C1 – Teacher Survey Email & Follow-Ups
- Appendix C2 – Teacher Classroom Observation Scheduling Email & Follow-Ups
- Appendix C3 – Teacher Instructional Log Email & Follow-Ups

Appendix C1 – Teacher Survey Email & Follow-Ups

Teacher Survey Email – September 2024/May 2025

Subject: Early Math Toolkit Study Survey

Dear [Teacher],

Thank you for participating in the Early Math Toolkit study! **We are excited to learn from you and we are inviting you to complete the [first/second] teacher survey.** Completing the online survey will take less than 30 minutes.

As a reminder, this is the [first/second] of two surveys we are asking you to complete over the course of this study. You will receive \$25 for each survey that you complete. To access the [first/second] survey, please click this link: [link]. Please let us know if you have any issues.

Per the policies and procedures required by the Education Sciences Reform Act of 2002, Title I, Part E, Section 183, responses to this data collection will be used only for statistical purposes. The reports prepared for this study will summarize findings across the sample and will not associate responses with a specific division, school, or individual. Any willful disclosure of such information for nonstatistical purposes, without the informed consent of the respondent, is a class E felony.

Best,

Erika Gaylor
Study Principal Investigator
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Sarah Nixon Gerard
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Teacher Survey Email – 1st Follow-Up – September 2024/May 2025

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

Subject: Reminder: Early Math Toolkit Study Survey

Dear [Teacher],

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

As a reminder, this is the [first/second] of two surveys we are asking you to complete over the course of this study. You will receive \$25 for each survey that you complete. To access the [first/second] survey, please click this link: [link]. Please let us know if you have any issues.

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Teacher Survey Email – 2nd Follow-Up – September 2024/May 2025

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

Subject: Final Reminder: Early Math 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 Early Math Toolkit study. We have not heard back from you, but we are still very interested in your responses.

This is our final request. As a reminder, this is the [first/second] of two surveys we are asking you to complete over the course of this study. You will receive \$25 for each survey that you complete. To access the [first/second] survey, please click this link: [link]. Please complete the survey as soon as possible and let us know if you have any questions.

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Appendix C2 – Teacher Classroom Observation Scheduling Email & Follow-Up

Teacher Classroom Observation Scheduling Email – September 2024/May 2025

Subject: Early Math Toolkit Study Classroom Observation

Dear [Teacher],

Thank you for participating in the Early Math Toolkit study! **We are excited to learn from you and we would like to set up a time to observe your classroom.**

As a reminder, we are asking to do two classroom observations over the course of the study: one at the beginning and one at the end of the study. We would observe your class for up to one hour during your math instructional time. Could you please indicate which days would be best for you during the weeks below [will provide list of weeks based on team availability] and also include which math topics you might cover during these lessons (e.g., counting, shapes, patterns, etc.)? If you would prefer to schedule over the phone, we would be happy to do so.

Best,

Erika Gaylor
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Teacher Classroom Observation Scheduling Email – 1st Follow-Up – September 2024/May 2025

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

Subject: Early Math Toolkit Study Classroom Observation

Dear [Teacher],

Thank you for participating in the Early Math Toolkit study! We recently contacted you to set up a time to observe your classroom, and we are following up as we have not received a response.

As a reminder, we are asking to do two classroom observations over the course of the study: one at the beginning and one at the end of the study. We would observe your class for up to one hour during your math instructional time. Could you please indicate which days would be best for you during the weeks below [will provide list of weeks based on team availability] and also include which math topics you might cover during these lessons (e.g., counting, shapes, patterns, etc.)? If you would prefer to schedule over the phone, we would be happy to do so.

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Teacher Classroom Observation Scheduling Email – 2nd Follow-Up – September 2024/May 2025

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

Subject: Final Reminder: Early Math Toolkit Classroom Observation

Dear [Teacher],

We've reached out to you a few times to set up a time to observe your classroom, and we are following up as we have not heard back from you. We are still very interested in scheduling a classroom observation.

This is our final request. As a reminder, we are asking to do two classroom observations over the course of the study: one at the beginning and one at the end of the study. We would observe your class for up to one hour during your math instructional time. Could you please indicate which days would be best for you during the weeks below [will provide list of weeks based on team availability] and also include which math topics you might cover during these lessons (e.g., counting, shapes, patterns, etc.)? If you would prefer to schedule over the phone, we would be happy to do so.

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Appendix C3 – Teacher Instructional Log Email & Follow-Up

Teacher Instructional Log Email – September 2024/December 2024 or January 2025/May 2025

Subject: Early Math Toolkit Study Instructional Log

Dear [Teacher],

Thank you for participating in the Early Math Toolkit study! **We are excited to learn from you over the next year and we are inviting you to complete the [first/second/third] instructional log this week.**

For each day this week, we ask that you complete a 5-minute daily online survey about math classroom activities completed. You will receive a reminder each day to complete the survey.

Please share any activity that included math activities or lessons you think could support students' math learning, including things you did or math-related opportunities that children have as a whole class or in smaller groups. This can include:

- planned math instructional activities and
- opportunities for students to informally engage with math, like playing with blocks or shapes, using measuring tools, counting letters during literacy, or comparing quantities of food at lunch.

If you're not sure whether to include an activity, please list it and describe as best you can.

As a reminder, we are asking you to complete the instructional log for three separate weeks over the course of this study: at the beginning, middle, and end of the study. You will receive \$25 for each weekly log that you complete. To access the [first/second/third] instructional log, please click this link: [link].

Please let us know if you have any issues.

Per the policies and procedures required by the Education Sciences Reform Act of 2002, Title I, Part E, Section 183, responses to this data collection will be used only for statistical purposes. The reports prepared for this study will summarize findings across the sample and will not associate responses with a specific division, school, or individual. Any willful disclosure of such information for nonstatistical purposes, without the informed consent of the respondent, is a class E felony.

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Teacher Instructional Log Email - Follow-Up - September 2024/December 2024 or January 2025/May 2025

(Note: This email will include the previous contact attempt via “reply” function - not a new email)

Subject: Early Math Toolkit Study Instructional Log

Dear [Teacher],

We recently invited you to complete your [first/second/third] instructional log for the Early Math Toolkit study. For each day this week, we ask that you complete a 5-minute daily online survey about math classroom activities completed. This is a reminder to complete the survey by midnight tonight.

Please share any activity that included math activities or lessons you think could support students’ math learning, including things you did or math-related opportunities that children have as a whole class or in smaller groups. This can include:

- planned math instructional activities and
- opportunities for students to informally engage with math, like playing with blocks or shapes, using measuring tools, counting letters during literacy, or comparing quantities of food at lunch.

If you’re not sure whether to include an activity, please list it and describe as best you can.

As a reminder, we are asking you to complete the instructional log for three separate weeks over the course of this study: at the beginning, middle, and end of the study. You will receive \$25 for each weekly log that you complete. To access the [first/second/third] instructional log, please click this link: [link]. Please let us know if you have any issues.

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