AMERICAN INSTITUTES FOR RESEARCH®

[Letter Date]

[Recipient Name]
[Recipient Title]
[Recipient Street Address]
[Recipient City, ST Zip]

Dear [Salutation],

Thank you very much for agreeing to welcome staff members from the American Institutes for Research (AIR) to visit your classroom on [insert date]. We are very much looking forward to observing your class and learning more about how your school [provides extended learning time for Algebra I instruction or provides algebra instruction that promotes conceptual understanding and procedural fluency].

The purpose of our study is to provide researchers, policymakers, administrators, and educators like yourself with information to promote student success in Algebra I. We are particularly interested in Algebra I because it is a gatekeeper course in that it is a prerequisite for subsequent high school mathematics and science courses considered essential for getting into college. So, it is an important stepping stone for success in high school and college. We selected [school name] because of your school's approach to [providing extended time for Algebra I education or providing algebra instruction that promotes conceptual understanding and procedural fluency].

In preparation for our visit, I want to provide you with some additional information. First, as you know, we would like to observe your class, and we are hoping to find time to interview you briefly. Also, we would like to collect some basic information about the lesson we are observing. Additional information regarding the materials we would like to collect appears on the following page.

If you have any questions about our study, please do not hesitate to contact me at 202 403-5838 or kwalters@air.org.

Again, thank you for your participation in this important study. We very much appreciate your contributions.

Regards,

Kirk Walters
Study Director

Instructions for Selection of Documents

To help us better understand the content of the Algebra I instruction (including the supplementary period of Algebra I instruction for struggling students) we would like to collect the following materials:

- A syllabus for the "regular" Algebra I class
- A syllabus for the supplementary Algebra I class
- A lesson plan for the classes that the AIR team will observe and the lesson plan for the corresponding regular Algebra I course, if applicable.
- A lesson plan for linear functions (alternate: linear equations) for the regular Algebra I class
- A lesson plan for linear functions (alternate: linear equations) for the supplementary Algebra I class.
- A challenging assignment for linear functions (alternate: linear equations) for the regular Algebra I class
- A challenging assignment for linear functions (alternate: linear equations) for the supplementary Algebra I class.

Submission of data files/documents

Once you and your colleagues have gathered all the requested items, please forward them to your data collector. We would prefer electronic files when possible, but please send us the information in whatever form it is available.

Option 1: ***Electronic files***. If you can readily email the files, please send them as attachments to kwalters@air.org while copying nsorensen@air.org.

Option 2: ***Hard copy files***. Hard copies could be sent a preprinted FedEx envelope that the team from AIR will provide to you.

If returning hard copy materials, please use the attached FedEx return envelope addressed to:

Promoting Student Success in Algebra I

Dr. Kirk Walters, Project Director
American Institutes for Research (AIR)
1000 Thomas Jefferson Street, NW
Washington DC 20007

As a reminder, we will treat the information that you supply in a confidential manner. Only selected research staff will have access to data. We will NOT present results in any way that would permit them to be identified with you or any other specific individual. No personally identifiable information, such as name or district affiliation, will be disclosed to anyone outside the project.

Questions or concerns? Please call our toll-free number [1.800.XXX.XXXX] to contact an AIR data collector.

Thank you for your time and assistance.