

## **Appendix K: Notification Letters for State, District, and School Officials**

## Summary

Notification letters will be sent at the state, district, and school levels. At the state level, a copy of the letter will be sent to the appropriate state official, such as the director of federal programs or state Title I coordinator. At the district level, the superintendent will receive a notification letter regardless of who the target respondent is. Notification letters are identified by a letter (A through I). The following table summarizes the recipient, respondent, and data collection activity for each letter.

| Letter | Letter Recipient                                | Target Study Respondent | Data collection activity | Level    |
|--------|---|-------------------------|--------------------------|----------|
| A      | Chief state school officer/State superintendent | N/A                     | Survey + Case Study      | State    |
| B      | District superintendent                         | District superintendent | Survey                   | District |
| C      | District superintendent                         | Other district official | Survey                   | District |
| D      | Other district official                         | Other district official | Survey                   | District |
| E      | District superintendent                         | District superintendent | Survey + Case Study      | District |
| F      | District superintendent                         | Other district official | Survey + Case Study      | District |
| G      | Other district official                         | Other district official | Survey + Case Study      | District |
| H      | Principal                                       | Principal               | Survey                   | School   |
| I      | Principal                                       | Principal               | Survey + Case Study      | School   |

# Notification A

## Chief State School Officer/State Superintendent

[Date]

[Name]

[Position]

[Street Address]

[City, State, ZIP]

Dear [Chief State School Officer/State Superintendent]:

I am writing to inform you about the U.S. Department of Education's upcoming **Study of Title I Schoolwide and Targeted Assistance Programs**, an important new study of the use of Title I funds. I would like to take this opportunity to explain the purposes of the study and to ask for your cooperation and support in this important endeavor. A copy of this letter also is being sent to the [State] [Title I Coordinator].

The purpose of this national study is to examine how Title I schools and districts allocate funds, how decisions regarding Title I funds are made, and the ways in which Title I funds support student achievement. This study is not an evaluation of districts/schools in your state. Information gathered in this study will be used to inform policy and future support and assistance to districts and schools with Title I programs. The study will include the following data collection activities in fall 2016:

- *Case studies* with a sample of 35 schools ([including X in your state/your state has not been selected for case studies]) to gather information about Title I resource allocation and spending. The case studies will include one-day visits to each school, interviews with district and school staff, and the collection of supporting documents, such as Title I budgets and plans.
- *Surveys* with a nationally representative sample of approximately 1,400 principals and 400 school district administrators, including [X] schools in your state.

The Study of Title I Schoolwide and Targeted Assistance Programs has been approved by the Office of Management and Budget (OMB clearance number XXXX-XXXX). Participation of Title I districts and their schools in this study is required under Section 8306(a)(4) of the Elementary and Secondary Education Act. The time required for the case study information collection is estimated to average 30 to 90 minutes per interview, based on the respondent's position in the district or school. The time required to complete the survey information collection is estimated to average 60 to 90 minutes per response, including the time to review instructions, search existing data resources, gather the data necessary, and to complete and review the information collection.

The U.S. Department of Education has contracted with American Institutes for Research (AIR) to undertake this study. The study team will begin contacting districts and schools in the next several weeks to secure their cooperation, and I hope you will encourage your districts to

participate in this important study. A list of sampled districts in your state is found on the reverse side of this letter.

Should you have any questions, or if you would like to discuss this study further, please feel free to contact the project officer, Stephanie Stulich of the U.S. Department of Education, at 202-401-2342 or [Stephanie.Stulich@ed.gov](mailto:Stephanie.Stulich@ed.gov). You also may contact the project director, Kerstin Carlson Le Floch of AIR, at 202-403-5649 or [klefloch@air.org](mailto:klefloch@air.org).

We thank you in advance for your cooperation and support. This study will be a useful source of information for Congress, the U.S. Department of Education, other policy-makers, and educators.

Sincerely,

Jennifer Bell-Ellwanger  
Director, Policy and Program Studies Service

cc: [State Title I Coordinator]

# Notification B

## District Superintendent—Survey Sample

*(where the district survey respondent is the Superintendent)*

[Date]

[Name]

[Position]

[Street Address]

[City, State, ZIP]

Dear [District Superintendent]:

I am writing to notify you that your school district has been selected to participate in the U.S. Department of Education's national **Study of Title I Schoolwide and Targeted Assistance Programs**. The purpose of this study is to examine how Title I schools and districts allocate funds, how decisions regarding Title I funds are made, and the ways in which Title I funds support student achievement. This study is not an evaluation of your district. Information gathered in this study will be used to inform policy and future support and assistance to districts and schools with Title I programs.

The U.S. Department of Education has contracted with American Institutes for Research (AIR) to conduct this study. In fall 2016, AIR will administer a district survey for which we are asking your participation and a school survey of the principals of a subset of schools in your district. Your district and the identified subset of schools were selected randomly from all Title I elementary and secondary schools in the country to complete the survey. Participation of Title I districts and their schools in this study is required under Section 8306(a)(4) of the Elementary and Secondary Education Act.

Responses to this survey will be used either to summarize findings in an aggregate manner (across groups or sites) or to provide examples of program implementation in a manner that does not associate responses with a specific site or individual. The study team will make sure that access to all data with identifiable information is limited to members of the study team. The study team will not provide information that associates responses or findings with a subject or district to anyone outside of the study team, except as required by law.

The Study of Title I Schoolwide and Targeted Assistance Programs has been approved by the Office of Management and Budget (OMB). According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such a collection displays a valid OMB control number. The valid OMB control number for this information collection is XXXX-XXXX. The time required to complete this information collection is estimated to average 60 to 90 minutes per response, including the time to review instructions, search existing data resources, gather the data necessary, and to complete and review the information collection.

A member of the study team will contact you within the next week to provide instructions for completing the district survey. At the same time, AIR also will contact principals at the selected schools in your district to provide them with information to support their completion of the survey. For your reference, a list of sampled schools in your district is provided on the reverse side of this letter.

Should you have any questions, or if you would like to discuss this study further, please feel free to contact the project officer, Stephanie Stulich of the U.S. Department of Education, at 202-401-2342 or [Stephanie.Stulich@ed.gov](mailto:Stephanie.Stulich@ed.gov). You also may contact the project director, Kerstin Carlson Le Floch of AIR, at 202-403-5649 or [klefloch@air.org](mailto:klefloch@air.org).

We thank you in advance for your cooperation and truly appreciate your willingness to provide the time needed for the success of this important national study.

Sincerely,

Jennifer Bell-Ellwanger  
Director, Policy and Program Studies Service

# Notification C

## District Superintendent—Survey Sample

*(where the district survey respondent is NOT the Superintendent)*

[Date]

[Name]

[Position]

[Street Address]

[City, State, ZIP]

Dear [District Superintendent]:

I am writing to notify you that your school district has been selected to participate in the U.S. Department of Education's national **Study of Title I Schoolwide and Targeted Assistance Programs**. The purpose of this study is to examine how Title I schools and districts allocate funds, how decisions regarding Title I funds are made, and the ways in which Title I funds support student achievement. This study is not an evaluation of your district. Information gathered in this study will be used to inform policy and future support and assistance to districts and schools with Title I programs.

The U.S. Department of Education has contracted with American Institutes for Research (AIR) to conduct this study. In fall 2016, AIR will administer a district survey for which we are asking [respondent's title] participation and a school survey to the principals of a subset of schools in your district. Your district and the identified subset of schools were selected randomly from all Title I elementary and secondary schools in the country to complete the survey. Participation of Title I districts and their schools in this study is required under Section 8306(a)(4) of the Elementary and Secondary Education Act.

Responses to this survey will be used either to summarize findings in an aggregate manner (across groups or sites) or to provide examples of program implementation in a manner that does not associate responses with a specific site or individual. The study team will make sure that access to all data with identifiable information is limited to members of the study team. The study team will not provide information that associates responses or findings with a subject or district to anyone outside of the study team, except as required by law.

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A member of the study team will contact [respondent's title] within the next week to provide instructions for completing the district survey. At the same time, AIR also will contact principals at the selected schools in your district to provide them with information to support their completion of the survey. For your reference, a list of sampled schools in your district is provided on the reverse side of this letter.

Should you have any questions, or if you would like to discuss this study further, please feel free to contact the project officer, Stephanie Stulich of the U.S. Department of Education, at 202-401-2342 or [Stephanie.Stulich@ed.gov](mailto:Stephanie.Stulich@ed.gov). You also may contact the project director, Kerstin Carlson Le Floch of AIR, at 202-403-5649 or [klefloch@air.org](mailto:klefloch@air.org).

We thank you in advance for your cooperation and truly appreciate your willingness to provide the time needed for the success of this important national study.

Sincerely,

Jennifer Bell-Ellwanger  
Director, Policy and Program Studies Service

# Notification D

## District Respondent—Survey Sample

*(where the district survey respondent is NOT the Superintendent)*

[Date]

[Name]

[Position]

[Street Address]

[City, State, ZIP]

Dear [District Respondent]:

I am writing to notify you that your school district has been selected to participate in the U.S. Department of Education's national **Study of Title I Schoolwide and Targeted Assistance Programs**. The purpose of this study is to examine how Title I schools and districts allocate funds, how decisions regarding Title I funds are made, and the ways in which Title I funds support student achievement. This study is not an evaluation of your district. Information gathered in this study will be used to inform policy and future support and assistance to districts and schools with Title I programs.

The U.S. Department of Education has contracted with American Institutes for Research (AIR) to conduct this study. In fall 2016, AIR will administer a district survey for which we are asking your participation and a school survey to the principals of a subset of schools in your district. Your district and the identified subset of schools were selected randomly from all Title I elementary and secondary schools in the country to complete the survey. Participation of Title I districts and their schools in this study is required under Section 8306(a)(4) of the Elementary and Secondary Education Act.

Responses to this survey will be used either to summarize findings in an aggregate manner (across groups or sites) or to provide examples of program implementation in a manner that does not associate responses with a specific site or individual. The study team will make sure that access to all data with identifiable information is limited to members of the study team. The study team will not provide information that associates responses or findings with a subject or district to anyone outside of the study team, except as required by law.

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A member of the study team will contact you within the next week to provide instructions for completing the district survey. At the same time, AIR also will contact principals at the selected schools in your district to provide them with information to support their completion of the survey. For your reference, a list of sampled schools in your district is provided on the reverse side of this letter.

Should you have any questions, or if you would like to discuss this study further, please feel free to contact the project officer, Stephanie Stulich of the U.S. Department of Education, at 202-401-2342 or [Stephanie.Stulich@ed.gov](mailto:Stephanie.Stulich@ed.gov). You also may contact the project director, Kerstin Carlson Le Floch of AIR, at 202-403-5649 or [klefloch@air.org](mailto:klefloch@air.org).

We thank you in advance for your cooperation and truly appreciate your willingness to provide the time needed for the success of this important national study.

Sincerely,

Jennifer Bell-Ellwanger  
Director, Policy and Program Studies Service

# Notification E

## District Superintendent—Survey + Case Study

*(where the district survey respondent is the Superintendent)*

[Date]

[Name]

[Position]

[Street Address]

[City, State, ZIP]

Dear [District Superintendent]:

I am writing to notify you that your school district has been selected to participate in the U.S. Department of Education's national **Study of Title I Schoolwide and Targeted Assistance Programs**. The purpose of this study is to examine how Title I schools and districts allocate funds, how decisions regarding Title I funds are made, and the ways in which Title I funds support student achievement. This study is not an evaluation of your district. Information gathered in this study will be used to inform policy and future support and assistance to districts and schools with Title I programs.

The U.S. Department of Education has contracted with American Institutes for Research (AIR) to conduct this study, which will include two surveys and a set of descriptive case studies of schools. [X] schools in your district were selected for the case study component of this research, and this fall, two AIR researchers would like to conduct one- to two-day site visits to each of these schools. Data collection activities for the case studies will include interviews with district administrators, school administrators, and a small set of school staff who are involved in Title I, as well as the collection of supporting documents, such as Title I budgets and plans. Participation of Title I districts and their schools in this study is required under Section 8306(a)(4) of the Elementary and Secondary Education Act.

Responses to this data will be used either to summarize findings in an aggregate manner (across groups or sites) or to provide examples of program implementation in a manner that does not associate responses with a specific site or individual. In the report, pseudonyms will be used for each site. The study team may refer to the generic title of an individual (e.g., superintendent, principal), but neither the site name nor the individual name will be used. All efforts will be made to keep the description of the site general enough so that readers of the final report will not be able to identify the school or any of the individual respondents. The study team will make sure access to all data with identifiable information is limited to members of the study team. The study team will not provide information that associates responses or findings with a subject or district to anyone outside of the study team, except as required by law.

The Study of Title I Schoolwide and Targeted Assistance Programs has been approved by the Office of Management and Budget (OMB). According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such a collection displays a valid OMB control number. The valid OMB control number for this information

collection is XXXX-XXXX. The time required to complete the survey information collection is estimated to average 60 to 90 minutes per response, including the time to review instructions, search existing data resources, gather the data necessary, and to complete and review the information collection. The time required for the case study information collection is estimated to average 45 to 60 minutes per interview, based on the respondent's position in the district or school.

A member of the study team will contact you within the next week to provide instructions for completing the district survey and additional information about the case study activities. At the same time, AIR also will contact principals at the selected schools in your district to provide them with information to support their completion of the survey. For your reference, a list of sampled schools in your district is provided on the reverse side of this letter.

Should you have any questions, or if you would like to discuss this study further, please feel free to contact the project officer, Stephanie Stulich of the U.S. Department of Education, at 202-401-2342 or [Stephanie.Stulich@ed.gov](mailto:Stephanie.Stulich@ed.gov). You also may contact the project director, Kerstin Carlson Le Floch of AIR, at 202-403-5649 or [klefloch@air.org](mailto:klefloch@air.org). We thank you in advance for your cooperation and truly appreciate your willingness to provide the time needed for the success of this important national study.

Sincerely,

Jennifer Bell-Ellwanger  
Director, Policy and Program Studies Service

# Notification F

## District Superintendent—Survey + Case Study

*(where the district respondent is NOT the Superintendent)*

[Date]

[Name]

[Position]

[Street Address]

[City, State, ZIP]

Dear [District Superintendent]:

I am writing to notify you that your school district has been selected to participate in the U.S. Department of Education's national **Study of Title I Schoolwide and Targeted Assistance Programs**. The purpose of this study is to examine how Title I schools and districts allocate funds, how decisions regarding Title I funds are made, and the ways in which Title I funds support student achievement. This study is not an evaluation of your district. Information gathered in this study will be used to inform policy and future support and assistance to districts and schools with Title I programs.

The U.S. Department of Education has contracted with American Institutes for Research (AIR) to conduct this study, which will include two surveys and a set of descriptive case studies of schools. [X] schools in your district were selected for the case study component of this research, and this fall, two AIR researchers would like to visit these schools. Data collection activities for the case studies will include interviews with district administrators, school administrators, and a small set of school staff who are involved in Title I, as well as the collection of supporting documents, such as Title I budgets and plans. Participation of Title I districts and their schools in this study is required under Section 8306(a)(4) of the Elementary and Secondary Education Act.

Responses to this data will be used either to summarize findings in an aggregate manner (across groups or sites) or to provide examples of program implementation in a manner that does not associate responses with a specific site or individual. In the report, pseudonyms will be used for each site. The study team may refer to the generic title of an individual (e.g., superintendent, principal), but neither the site name nor the individual name will be used. All efforts will be made to keep the description of the site general enough so that readers of the final report will not be able to identify the school or any of the individual respondents. The study team will make sure that access to all data with identifiable information is limited to members of the study team. The study team will not provide information that associates responses or findings with a subject or district to anyone outside of the study team, except as required by law.

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estimated to average 60 to 90 minutes per response, including the time to review instructions, search existing data resources, gather the data necessary, and to complete and review the information collection. The time required for the case study information collection is estimated to average 45 to 60 minutes per interview, based on the respondent's position in the district or school.

A member of the study team will contact [respondent's title] within the next week to provide instructions for completing the district survey and additional information about the case study activities. At the same time, AIR also will contact principals at the selected schools in your district to provide them with information to support their completion of the survey. For your reference, a list of sampled schools in your district is provided on the reverse side of this letter.

Should you have any questions, or if you would like to discuss this study further, please feel free to contact the project officer, Stephanie Stulich of the U.S. Department of Education, at 202-401-2342 or [Stephanie.Stulich@ed.gov](mailto:Stephanie.Stulich@ed.gov). You also may contact the project director, Kerstin Carlson Le Floch of AIR, at 202-403-5649 or [klefloch@air.org](mailto:klefloch@air.org). We thank you in advance for your cooperation and truly appreciate your willingness to provide the time needed for the success of this important national study.

Sincerely,

Jennifer Bell-Ellwanger  
Director, Policy and Program Studies Service

# Notification G

## District Respondent—Survey + Case Study

*(where the district respondent is NOT the Superintendent)*

[Date]

[Name]

[Position]

[Street Address]

[City, State, ZIP]

Dear [District Respondent]:

I am writing to notify you that your school district has been selected to participate in the U.S. Department of Education's national **Study of Title I Schoolwide and Targeted Assistance Programs**. The purpose of this study is to examine how Title I schools and districts allocate funds, how decisions regarding Title I funds are made, and the ways in which Title I funds support student achievement. This study is not an evaluation of your district. Information gathered in this study will be used to inform policy and future support and assistance to districts and schools with Title I programs.

The U.S. Department of Education has contracted with American Institutes for Research (AIR) to conduct this study, which will include two surveys and a set of descriptive case studies of schools. [X] schools in your district were selected for the case study component of this research, and this fall, two AIR researchers would like to visit these schools. Data collection activities for the case studies will include interviews with district administrators, school administrators, and a small set of school staff who are involved in Title I, and the collection of supporting documents, such as Title I budgets and plans. Participation of Title I districts and their schools in this study is required under Section 8306(a)(4) of the Elementary and Secondary Education Act.

Responses to this data will be used either to summarize findings in an aggregate manner (across groups or sites) or to provide examples of program implementation in a manner that does not associate responses with a specific site or individual. In the report, pseudonyms will be used for each site. The study team may refer to the generic title of an individual (e.g., superintendent, principal), but neither the site name nor the individual name will be used. All efforts will be made to keep the description of the site general enough so that readers of the final report will not be able to identify the school or any of the individual respondents. The study team will make sure that access to all data with identifiable information is limited to members of the study team. The study team will not provide information that associates responses or findings with a subject or district to anyone outside of the study team, except as required by law.

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A member of the study team will contact you within the next week to provide instructions for completing the district survey and additional information about the case study activities. At the same time, AIR also will contact principals at the selected schools in your district to provide them with information to support their completion of the survey. For your reference, a list of sampled schools in your district is provided on the reverse side of this letter.

Should you have any questions, or if you would like to discuss this study further, please feel free to contact the project officer, Stephanie Stulich of the U.S. Department of Education, at 202-401-2342 or [Stephanie.Stulich@ed.gov](mailto:Stephanie.Stulich@ed.gov). You also may contact the project director, Kerstin Carlson Le Floch of AIR, at 202-403-5649 or [klefloch@air.org](mailto:klefloch@air.org). We thank you in advance for your cooperation and truly appreciate your willingness to provide the time needed for the success of this important national study.

Sincerely,

Jennifer Bell-Ellwanger  
Director, Policy and Program Studies Service

# Notification H

## School—Survey Only

[Date]

[Name]

[Position]

[Street Address]

[City, State, ZIP]

Dear [Principal]:

I am writing to notify you that your school has been selected to participate in the U.S. Department of Education's national **Study of Title I Schoolwide and Targeted Assistance Programs**.

The purpose of this study is to examine how Title I schools and districts allocate funds, how decisions regarding Title I funds are made, and the ways in which Title I funds support student achievement. This study is not an evaluation of your school. Information gathered in this study will be used to inform policy and future support and assistance to districts and schools with Title I programs. Participation of Title I districts and their schools in this study is required under Section 8306(a)(4) of the Elementary and Secondary Education Act.

The U.S. Department of Education has contracted with American Institutes for Research (AIR) to undertake this study. A sample of approximately 1,400 schools has been selected randomly from all Title I elementary and secondary schools in the country to participate in a survey. Your school's participation is important to enable this study to provide policy-makers with accurate and complete information.

Responses to this data will be used either to summarize findings in an aggregate manner (across groups or sites) or to provide examples of program implementation in a manner that does not associate responses with a specific site or individual. In the report, pseudonyms will be used for each site. The study team may refer to the generic title of an individual (e.g., principal), but neither the site name nor the individual name will be used. All efforts will be made to keep the description of the site general enough so that readers of the final report will not be able to identify the school or any of the individual respondents. The study team will make sure that access to all data with identifiable information is limited to members of the study team. The study team will not provide information that associates responses or findings with a subject or district to anyone outside of the study team, except as required by law.

The Study of Title I Schoolwide and Targeted Assistance Programs has been approved by the Office of Management and Budget (OMB). According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such a collection displays a valid OMB control number. The valid OMB control number for this information collection is XXXX-XXXX. The time required to complete this information collection is estimated to average 60 minutes per response, including the time to review instructions, search existing data resources, gather the data necessary, and to complete and review the information collection.

A member of the study team will contact you in the next few weeks to provide instructions for completing your school's survey. Meanwhile, should you have any questions, or if you would like to discuss this study further, please feel free to contact the project director, Kerstin Carlson Le Floch of AIR, at 202-403-5649 or [klefloch@air.org](mailto:klefloch@air.org).

We thank you in advance for your cooperation and truly appreciate your willingness to provide the time needed for the success of this important national study.

Sincerely,

Jennifer Bell-Ellwanger  
Director, Policy and Program Studies Service

# Notification I

## School—Survey + Case Study

[Date]

[Name]

[Position]

[Street Address]

[City, State, ZIP]

Dear [Principal]:

I am writing to notify you that your school has been selected to participate in the U.S. Department of Education's national **Study of Title I Schoolwide and Targeted Assistance Programs**.

The purpose of this study is to examine how Title I schools and districts allocate funds, how decisions regarding Title I funds are made, and the ways in which Title I funds support student achievement. This study is not an evaluation of your school. Information gathered in this study will be used to inform policy and future support and assistance to districts and schools with Title I programs. Participation of Title I districts and their schools in this study is required under Section 8306(a)(4) of the Elementary and Secondary Education Act.

The U.S. Department of Education has contracted with American Institutes for Research (AIR) to undertake this study. A sample of approximately 1,400 schools has been randomly selected from all Title I elementary and secondary schools in the country to participate in a survey, and 35 schools have been selected to participate in a survey and descriptive case study. Your school's participation is important to enable this study to provide policy-makers with accurate and complete information.

Responses to this data will be used either to summarize findings in an aggregate manner (across groups or sites) or to provide examples of program implementation in a manner that does not associate responses with a specific site or individual. In the report, pseudonyms will be used for each site. The study team may refer to the generic title of an individual (e.g., principal), but neither the site name nor the individual name will be used. All efforts will be made to keep the description of the site general enough so that readers of the final report will not be able to identify the school or any of the individual respondents. The study team will make sure that access to all data with identifiable information is limited to members of the study team. The study team will not provide information that associates responses or findings with a subject or district to anyone outside of the study team, except as required by law.

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collection. The time required for the case study information collection is estimated to average 45 to 60 minutes per interview, based on the respondent's position in the district or school.

A member of the study team will contact you in the next few weeks to provide instructions for completing your school's survey. Meanwhile, should you have any questions or if you would like to discuss this study further, please feel free to contact the project director, Kerstin Carlson Le Floch of AIR, at 202-403-5649 or [klefloch@air.org](mailto:klefloch@air.org).

We thank you in advance for your cooperation and truly appreciate your willingness to provide the time needed for the success of this important national study.

Sincerely,

Jennifer Bell-Ellwanger  
Director, Policy and Program Studies Service