



July 18, 2005

Teacher Name
Address
City, ST, Zip

Dear <Teacher Name>

Thank you for participating in this national study on the technical adequacy of alternate assessments. Your excellent and accurate work, as well as your timeliness, makes our work as researchers so much easier and straightforward. More importantly, it adds credibility to the results that is the hallmark of good research. Everything we do depends on how well professionals in the field help us collect high quality data. In turn, now we have an obligation to return something useful for you.

We have transcribed all of the information that you have sent us about your student(s). Using a case study format, we have included information that describes both the work samples and their performance on them, the contents of your Instructional Program Form, the highlights of the student's Individualized Educational Program (IEP), any notes you included in the folder, and where possible, the student's performance on the Alternate Assessment.

We are working with both the Council of Chief State School Officers and the West Virginia Department of Education to process the payment of \$325.00 for your participation. As most bureaucracies, the wheels grind slowly, so we wanted to use this interim to thank you and provide you a gift certificate to Starbucks. Hopefully, you have one within driving distance of your home or you can use it while you are traveling.

To wrap up the study and evaluate us, we also have enclosed a brief survey that focuses on your participation in this study, lets you inform us on how well you think the study was conducted, and evaluate the accuracy of our preliminary results. We really value your input as it can inform further work that we do in the field.

Again, thank you for participating in DAATA.

Sincerely,

DAATA Project Researchers