

Appendix B: Cover Letter for First Mailing

CENTER FOR POLICY RESEARCH

May 21, 2004

Name
Title
School District
Address
City/State/Zip

Dear Name:

We are writing to ask your assistance by completing a survey of teacher hiring practices in your school district. The purpose of the survey is to document the challenges and constraints districts face in managing their teacher recruitment and selection processes. The information from the survey will be used to identify innovative practices, recommend training and support, and identify state policy changes that could improve teacher hiring practices.

Your answers to the survey questions will be kept completely confidential and will be released only as summary information in the final report. No individual district data will be included in the report or shared with organizations outside the Center for Policy Research.

The survey project is being funded by the Education Finance Research Consortium at the University at Albany, and is supported by the New York State Association of School Business Officials and the New York State Council of School Superintendents. The Center for Policy Research at Syracuse University is administering the survey and will prepare the final report.

We have provided you with a copy of the survey instrument, and a postage paid envelope for returning the survey. If you would prefer, you can instead complete the survey on the internet. We have enclosed instructions for accessing the survey website. We estimate that the survey will take approximately **15 minutes** to complete.

If you have any questions or comments about this study or the survey, please contact either Bill Duncombe or Dana Balter at the Center for Policy Research by phone (315-443-9040) or electronic mail: duncombe@maxwell.syr.edu, or dbalter@maxwell.syr.edu.

While the survey is voluntary, your assistance with this survey will help us provide a complete and accurate picture of hiring practices in New York school districts. We know how valuable your time is, so we **greatly appreciate** your assistance with this important study.

Sincerely,



William Duncombe
Professor of Public Administration
Center for Policy Research
Syracuse University



Thomas Rogers
Executive Director
New York State Council of School
Superintendents