

State Board of Education

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[Date]
[Title] [Name First] [Name Last], [Title/Department]
[School District]
[Address 1]
[City], [State] [Zip code]

Dear [District Superintendent name]:

I am writing to notify you that (number) schools in your district have been randomly selected to participate in an important international study in the fall of 2015: the Program for International Student Assessment (PISA). PISA is the largest international education study in the world. Administered every 3 years since 2000, the United States has participated in each cycle of PISA. More than 70 countries representing approximately 90 percent of the world economy participate in PISA. Results are used by researchers and policymakers to chart national progress against international benchmarks and the educational progress of our economic peers and competitors. I am asking your district to support the participation of your schools.

PISA provides comparative information on the performance of U.S. 15-year-old students in science, reading, and mathematics with 15-year-old students in other countries. PISA 2015 will also include assessments of students' collaborative problem-solving and financial literacy. Schools that achieve a high level of student participation will receive a confidential report with information about how the school performed on PISA. Participating schools will receive \$200, and each school's PISA school coordinator (school staff person designated to liaise with PISA staff) will receive \$200 as compensation for the coordinator's time and effort. Selected teachers will receive \$20 for completing a brief questionnaire about themselves. Each student who participates will receive \$25 and a volunteer service certificate of 4 hours from the U.S. Department of Education.

PISA is sponsored in the United States by the National Center for Education Statistics (NCES) within the U.S. Department of Education and is conducted by Westat in Rockville, Maryland. The U.S. Office of Management and Budget has approved the data collection under OMB #1850-0755. For information on the confidentiality of the data collected, please see the enclosed FAQ. While participation in this study is voluntary, we ask your district to support participation of schools in your district so that the United States has a representative sample across the country.

Please include the PISA assessment window (October 5 to November 13, 2015) on your district test calendar. (Name), our NAEP State Coordinator, will contact your staff with additional information.
[The following schools have been selected for PISA: (LIST SAMPLED SCHOOLS HERE)]

If you have any questions, please do not hesitate to contact me. You may also call the toll-free PISA Helpdesk at 1-888-638-2597 or send an email to PISAHELP@westat.com. Further information about PISA may be found by visiting the PISA website at <http://nces.ed.gov/surveys/pisa>.

Thank you for your time and support.

[NAME OF CHIEF STATE SCHOOL OFFICER]

cc: [State assessment director
District assessment director
NAEP State Coordinator]
Enclosures

NCES is authorized to conduct this study under the Education Sciences Reform Act of 2002 (ESRA 2002), 20 U.S. Code, § 9543. By law, the data provided by your schools, staff, and students may only be used for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S. Code, § 9573).