April 10, 2013

MEMORANDUM

TO: Selected City and County Superintendents of Education

FROM: Thomas R. Bice
State Superintendent of Education

RE: Opportunity to Participate in a Johns Hopkins University/Everyone Graduates Center Research Study—*The Alabama High School Promotion Coach and Promotion Team Initiative*

The Alabama State Department of Education (ALSDE), in collaboration with Johns Hopkins University/Everyone Graduates Center, has been selected by the U.S. Department of Education in a highly competitive process to conduct a research study on the impact of a school promotion coach and team module on improving promotion and graduation outcomes for at-risk students.

The study will provide funding for two categories:

- **Cohort 2, Group 1 (Implementation Schools)**—Schools to receive a part-time school promotion coach, professional development, and technical assistance for supporting a promotion team, to serve two years.
- **Cohort 2, Group 2 (Comparison Schools)**—Schools to receive a small grant ($5,000) for each of two years instead of a promotion coach.

All schools must agree to allow researchers the opportunity to conduct surveys and interviews, to assist researchers in conducting surveys and interviews, and to collect other school data (attendance, behavior, course-passing, and credit accrual) for up to three years. Please review the enclosed document, *Local Education Agency (LEA) Application for Johns Hopkins Research Grant for School Promotion Coach*, for detailed information. In 2012, an original 20 schools were randomly selected from the pool of eligible and interested schools, with half of the schools placed in Group 1 and the other half placed in Group 2, for a two-year period. In 2013, an additional 20 schools will be named Cohort 2, same selection configuration and will be added to the study for a second two-year period.
You have received this invitation to participate due to one or more of your schools meeting the first criteria of having a cohort graduation rate of less than 75% (rates publicly released in June 2012 by the ALSDE) and based on the agreements signed and submitted last year (2012) as a potential candidate. Other requirements for school eligibility include:

- School’s ninth grade has 100 or more students enrolled.
- School has had no state-funded graduation coach for the preceding two years.
- The LEA superintendent and principal of applicable school are committed as reflected in the completed **LEA Application for Johns Hopkins Research Grant for School Promotion Coach**.

If you are resubmitting an application this year, please post the promotion coach job description to collaboratively recruit candidates with the ALSDE.

When submitting an application for more than one eligible school in your system, please complete one application, participation letter, and signed agreements for both Group 1 and Group 2 for each school. This will expedite the process if the identified school(s) is selected for either Group 1 or Group 2. It is permissible to submit the same application as last year but with original signatures and current dates.

Review the **LEA Application for Johns Hopkins Research Grant for School Promotion Coach**, complete the application, and submit it by mailing to Dr. Kay Atchison Warfield in the Prevention and Support Services Section at P. O. Box 302101, 5227 Gordon Persons Building, Montgomery, AL 36130-2101, by Friday, April 26, 2013. Contact Dr. Warfield by e-mail at kaw@alsde.edu or by telephone at 334-242-8165 for additional information.

TRB/KAW/CLB
Enclosure
cc: Selected City and County Principals