

APPENDIX D

Letter to Superintendent Search Organizations

Jeffrey O. Smith
9101 Manorwood Way
Toano, Virginia 23168-8936

December 10, 2004

Superintendent Organization
Contact Person
Address

Dear _____:

My name is Jeffrey O. Smith and I am currently a doctoral candidate in the Virginia Polytechnic Institute and State University's Educational Leadership program. In addition, I am employed as the Assistant Superintendent for Academic Services with the Williamsburg James City County Public Schools. I am writing this letter to ask for your participation in completing a survey to determine if there is a relationship between the Standards of Learning and the superintendent applicant pool in the Commonwealth of Virginia. The survey will also seek to determine if there is a relationship between the No Child Left Behind Act and the superintendent applicant pool in the Commonwealth of Virginia.

Each survey has been numbered for the sole purpose of tracking which surveys have been returned so that I do not unnecessarily follow-up with respondents who have already returned their surveys. Please note that all responses will be kept strictly confidential and will only be reported as percentages. No individual answers and/or individual search organization information will be identified. Once all data has been entered, original surveys will be destroyed.

I ask that you return your survey by December 22, 2004 in the self-addressed envelope that has been provided. The success of this study is dependent on your participation. Therefore, I would like to thank you in advance for your participation. If you have any questions/comments about the survey or the research, please do not hesitate to either call me at (757) 784-2896 or email me at jesmit10@vt.edu.

Thanks for your time and assistance in this research study.

Sincerely,

Jeffrey O. Smith
Doctoral Candidate

Encl: Survey

jesmit10@vt.edu
(757) 784-2896