



Canadian Association of Second Language Teachers
Association canadienne des professeurs de langues secondes

Research Participant Recruitment Letter for Education Professionals

Success for All: Supporting Learners With Exceptionalities in the Language Classroom

Dear participant,

The Canadian Association of Second Language Teachers (CASLT) is conducting a needs assessment with interested education professionals who currently work with students with exceptionalities in additional language (L+) learning contexts across Canada. We would love to connect with you to learn more about your experiences in your learning space.

This project aims to contribute to scholarly research on accessibility in L+ education. The goal of this research is to understand opportunities and challenges experienced by teachers, administrators, and other educational stakeholders currently working to support students with exceptionalities in L+ learning contexts across Canada. This call for participants is open to educators of **all languages** and **at any level of education**.

This research will be conducted between January and February 2025. Findings from surveys, focus groups, and interviews will be used to inform the development of the following resources:

- a) **A teacher handbook** to support teachers working with students with exceptionalities in L+ learning contexts
- b) **An administrator's guide** to help administrators contribute to a positive environment for teachers working with students with exceptionalities in L+ learning contexts
- c) **An asynchronous online course** to support teachers working with students with exceptionalities in L+ learning contexts
- d) **A teacher toolkit** with downloadable resources for teachers to use directly in the classroom, including lesson plans, assessment tools, and instructional guides
- e) **Live webinars** led by subject matter experts, offering professional learning on the topic

As a participating educator, if you wish, you will be able to review preliminary findings gathered through the data collection phase of the project, as well as preliminary drafts of classroom activities and assessment strategies. You may wish to implement these activities or assessment strategies in your classroom to help determine their effectiveness and utility. Your insights will inform revision of the tools before they are shared with the wider CASLT community.



www.caslt.org



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As a token of appreciation for your participation, you will receive a \$20 gift card to your choice of either [GoodMinds.com](https://www.goodminds.com) or [A Different Booklist](#).

Different modes of communication may be used throughout this project, including email, Google Forms, telephone calls, and Zoom calls. The data will be stored in a Google Drive folder, accessible only by the CASLT project steering committee, CASLT staff, and the project lead. As a participant, you will have the following confidentiality options:

- **Record, summarize, and destroy:** The original audio collected during interviews with the researcher will be transcribed, identifiable information will be removed, and the original materials will be destroyed
- **Recording retained - no quotation:** Recordings will be retained, giving the researcher the freedom to reference any part of the interview in the handbook, guide, or other publications that may follow. However, you will not be directly quoted
- **Recording retained - quotes attributed:** Recordings will be retained, and the researcher may name and quote you in the handbook, guide, and other publications that may follow

All research participants will be asked to affirm their consent in writing, either by signing a copy of the information and consent letter or by affirming their consent in an email. I acknowledge that your consent does not waive your legal rights in the event of harm. Please understand that your participation is voluntary and that you have the right to withdraw consent and discontinue participation at any time without penalty.

If you have any questions now or throughout the study about your rights as a participant, please contact CASLT's Projects and Professional Learning Coordinator, Kim Giese, at project@caslt.org.

Thank you very much for considering this request to participate.

Sincerely,

Reshara Alviarez
Project Lead

Please complete this [Google Form](#) to indicate your interest in participation.