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Lead Letter to Parent (Personalized)

[Date]

[Panel_info]
 [Parent Name]
 [Address]
 [City], [State] [Zip]

Dear [Parent Name]

Over the past few years, you and [child(ren) name(s)] participated in the Early Childhood Longitudinal Study – Birth Cohort (ECLS-B) sponsored by the National Center for Education Statistics (NCES) at the U.S. Department of Education. As we mentioned in our letter to you in the summer, we would like to visit your family again. An interviewer from RTI International will be contacting you in the next several days to schedule an appointment to interview you. (The interviewer’s name is at the bottom of this letter.) As you may recall, the study is helping researchers and policy makers to learn about children’s development and their readiness for school. Hearing what families have to say when their children are about six years old is of great importance to the study. The home visit takes about two hours, and we will give you [\$30/\$60] in thanks for your time.

If you have any questions about ECLS-B, please contact our hotline at 1-800-247-6056 (a toll free number). If you would like to schedule an appointment, please call the phone number listed underneath the name of your interviewer.

Thank you for your support of this important research.

Sincerely,



Kyle Snow, Ph.D.
 Principal Investigator
 RTI International

Your field interviewer’s name is _____.
 Phone number to schedule an appointment: _____

Lead Letter to Parent (Generic)

Dear Parent:

Over the past few years, you and your child(ren) participated in the Early Childhood Longitudinal Study – Birth Cohort (ECLS-B) sponsored by the National Center for Education Statistics (NCES) at the U.S. Department of Education. As we mentioned in our letter to you in the summer, we would like to visit your family again. An interviewer from RTI International will be contacting you in the next several days to schedule an appointment to interview you. (The interviewer’s name is at the bottom of this letter.)

As you may recall, the study is helping researchers and policy makers to learn about children’s development and their readiness for school. Hearing what families have to say when their children are about six years old is of great importance to the study. The home visit takes about two hours, and we will give you \$30 for one child or \$60 for twins in thanks for your time.

If you have any questions about ECLS-B, please contact our hotline at 1-800-247-6056 (a toll free number). If you would like to schedule an appointment, please call the phone number listed underneath the name of your interviewer.

Thank you for your support of this important research.

Sincerely,



Kyle Snow, Ph.D.
Principal Investigator
RTI International

Your field interviewer’s name is _____.
Phone number to schedule an appointment: _____

WECEP Notification Letter

Fall 2007

Dear _____:
(Child Care Provider)

Recently, my child and I participated in the Early Childhood Longitudinal Study-Birth Cohort, which is being conducted by the National Center for Education Statistics. I have given them permission to contact you and to ask some questions about your care of my child. You will receive a letter soon explaining the study and asking you to participate. An interviewer from RTI International will contact you either in person or by phone to provide you with additional information about the study.

This notice is to let you know that my child and I are taking part in this study and that I did give the study team permission to contact you about participating as well.

Sincerely yours,

(Name of participating parent)

(My child's name)

WECEP Notification Letter – Legal Guardian Version

Fall 2007

Dear _____:

Recently, _____ participated in the Early Childhood Longitudinal Study-Birth Cohort.
(Name of child)

The National Center for Education Statistics is conducting the study. As the child's legal guardian, I have given them permission to ask you some questions about your care of _____.
(Name of child)

You will receive a letter soon to tell you about the study and to ask you to take part. An interviewer from RTI will contact you either in person or by phone to give you more information about the study.

This notice is to let you know that I did give the study team permission to contact you about participating as well.

Sincerely yours,

(Name of legal guardian)

WECEP Center-Based Lead Letter

[DATE]

[PANEL_INFO]
 [NAME OF ADMINISTRATOR]
 [ADDRESS]
 [CITY], [STATE] [ZIP]

Dear NAME OF ADMINISTRATOR,

As you may already know, (MOTHER) and (CHILD) (and (TWIN)) are taking part in an important research study called the Early Childhood Longitudinal Study, Birth Cohort (ECLS-B). We will be interviewing parents and children. We are also interested in the important role that early care providers/before- or after-school program teachers play in children's lives. We would like to see how children relate to their providers/ before- or after-school program teachers and what kinds of things the children do while in your program.

The ECLS-B is being conducted by RTI International for the U.S. Department of Education. This study will give us information about children and their families. Policymakers will use the information to help our nation's families and communities. We know that child care providers and before- or after-school program teachers play an important role in children's lives. The data we collect in this part of the study will help us better understand many issues related to the care and education of young children.

We would like to interview you and (CHILD)'s (and (TWIN))'s provider/teacher(s) over the telephone. We will ask about the care and education of (CHILD) (and (TWIN)) and about (his/her/their) learning and behavior. Enclosed with this letter is a copy of (MOTHER)'s permission form for (CHILD) (and (TWIN)) to take part in the child care part of the study. This interview with you will take about 10 minutes. We will ask you about the program and staffing at the center/school. The interview with (CHILD)'s (and (TWIN))'s provider/teacher(s) will take about 30 minutes. We will ask about their care and education, how the provider/teacher gets along with the study child, the child's learning and behavior, the provider/teacher's background, and his/her ideas about working with young children. We will send your program \$20 to thank you for your time.

What you and (CHILD)'s (and (TWIN))'s provider/teacher(s) tell us in this study will be kept private to the fullest extent allowed by law. We will use this information for research reports. No study information will be given to the child's parents, to you, or to other child care staff.

An interviewer from RTI will either call you by telephone or visit you soon to schedule a time for the interview. The interviewer will show you his or her personal interviewer identification card.

If you have questions about the study, you may ask the interviewer, or you may call the RTI study hotline at 1-800-247-6056 (a toll-free number). The information you give will help make the study a success. We thank you for your help.

Sincerely yours,



Kyle Snow, Ph.D.
 ECLS-B Principal Investigator
 RTI International

WECEP Center-Based Lead Letter – Legal Guardian Version

[DATE]

[PANEL_INFO]
[NAME OF ADMINISTRATOR]
[ADDRESS]
[CITY], [STATE] [ZIP]

Dear NAME OF ADMINISTRATOR,

As you may already know, (FOSTER MOTHER) and (CHILD) (and (TWIN)) are taking part in an important research study called the Early Childhood Longitudinal Study, Birth Cohort (ECLS-B). We will be interviewing parents and children. We are also interested in the important role that early care providers/before- or after-school program teachers play in children's lives. We would like to see how children relate to their providers/before- or after-school program teachers and what kinds of things the children do while in your program.

RTI International is conducting the ECLS-B on behalf of the U.S. Department of Education. This study will give us information about children and their families. Policy makers will use the information to help our nation's families and communities. We know that child care providers and before- or after-school program teachers play an important role in children's lives. The data we collect in this part of the study will help us better understand many issues related to the care and education of young children.

We would like to interview you and (CHILD)'s (and (TWIN))'s provider/teacher(s) over the telephone. We will ask about the care and education of (CHILD) (and (TWIN)) and about (his/her/their) learning and behavior. Enclosed with this letter is a copy of the legal guardian's permission form for (CHILD) (and (TWIN)) to take part in the child care part of the study. This interview with you will take about 10 minutes. We will ask you about the program and staffing at the center/school. The interview with (CHILD)'s (and (TWIN))'s provider/teacher(s) will take about 30 minutes. We will ask about their care and education, how the provider/teacher gets along with the study child, the child's learning and behavior, the provider/teacher's background, and his/her ideas about working with young children. We will send your program \$20 to thank you for your time.

What you and (CHILD)'s (and (TWIN))'s provider/teacher(s) tell us in this study will be kept private to the fullest extent allowed by law. We will use this information for research reports. No study information will be given to the child's parents, to you, or to other child care staff.

An interviewer from RTI will either call you by telephone or visit you soon to schedule a time for the interview. The interviewer will show you his or her personal interviewer identification card.

If you have questions about the study, you may ask the interviewer, or you may call the RTI study hotline at 1-800-247-6056 (a toll-free number). The information you give will help make the study a success. We thank you for your help.

Sincerely,



Kyle Snow, Ph.D.
ECLS-B Principal Investigator
RTI International

WECEP Home-Based Lead Letter

[DATE]

[PANEL_INFO]

[NAME OF CHILD CARE PROVIDER]

[ADDRESS]

[CITY], [STATE] [ZIP]

Dear NAME OF CHILD CARE PROVIDER,

As you may already know, (MOTHER) and (CHILD) (and (TWIN)) are taking part in an important research study, called the Early Childhood Longitudinal Study, Birth Cohort (ECLS-B). We will be interviewing parents and children. We are also interested in the important role that caregivers play in children's lives. We would like to see how children relate to their caregivers and what kinds of things the children do when in your care.

The ECLS-B is being conducted by RTI International on behalf of the U.S. Department of Education. This study will give us information about children and their families. Policy makers will use the information to help our nation's families and communities. We know that caregivers like you play an important role in children's lives. The data we collect in this part of the study will help us better understand many issues related to the care young children receive.

We would like to interview you over the telephone. Enclosed with this letter is a copy of (MOTHER)'s permission letter for (CHILD) (and (TWIN)) to participate in the child care part of the study. This interview would take about 25 to 30 minutes. You will be asked questions about the care you provide, how you get along with the study child, the child's learning and behavior, your background, and your ideas about caring for children. We will send you \$20 to thank you for your time.

What you tell us in this study will be kept private to the fullest extent allowed by law. This information will be used for research reports. No study information will be given to the child's parents, to you, or to other child care staff.

An interviewer from RTI will either call you by telephone or visit you soon to schedule a time for the interview. The interviewer will show you his or her personal interviewer identification card.

If you have questions about the study, you may ask the interviewer, or you may call the RTI study hotline at 1-800-247-6056 to speak with a study coordinator. The information you give will help make the study a success. We thank you for your help.

Sincerely yours,



Kyle Snow, Ph.D.
Principal Investigator
RTI International

WECEP Home-Based Lead Letter – Legal Guardian Version

[DATE]

[PANEL_INFO]

[NAME OF CHILD CARE PROVIDER]

[ADDRESS]

[CITY], [STATE] [ZIP]

Dear NAME OF CHILD CARE PROVIDER,

As you may already know, (FOSTER MOTHER) and (CHILD) (and (TWIN)) are taking part in an important research study, called the Early Childhood Longitudinal Study, Birth Cohort (ECLS-B). We will be interviewing parents and children. We are also interested in the important role that caregivers play in children's lives. We would like to see how children relate to their caregivers and what kinds of things the children do when in your care.

The ECLS-B is being conducted by RTI International on behalf of the U.S. Department of Education. This study will give us information about children and their families. Policy makers will use the information to help our nation's families and communities. We know that caregivers like you play an important role in children's lives. The data we collect in this part of the study will help us better understand many issues related to the care young children receive.

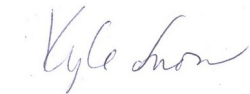
We would like to interview you over the telephone. Enclosed with this letter is a copy of the legal guardian's permission for (CHILD) (and (TWIN)) to participate in the child care part of the study. This interview would take about 25 to 30 minutes. You will be asked questions about the care you provide, how you get along with the study child, the child's learning and behavior, your background, and your ideas about caring for children. We will send you \$20 to thank you for your time.

What you tell us in this study will be kept private to the fullest extent allowed by law. This information will be used for research reports. No study information will be given to the child's parents, to you, or to other child care staff.

An interviewer from RTI will either call you by telephone or visit you soon to schedule a time for the interview. The interviewer will show you his or her personal interviewer identification card.

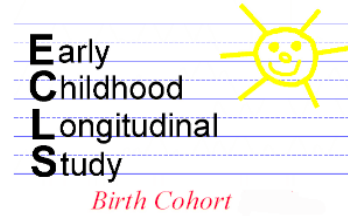
If you have questions about the study, you may ask the interviewer, or you may call the RTI study hotline at 1-800-247-6056 to speak with a study coordinator. The information you give will help make the study a success. We thank you for your help.

Sincerely yours,



Kyle Snow, Ph.D.
Principal Investigator
RTI International

WECEP Center-Based Thank You Letter



[DATE]

[PANEL_INFO]
 [NAME]
 [ADDRESS]
 [CITY], [STATE] [ZIP]

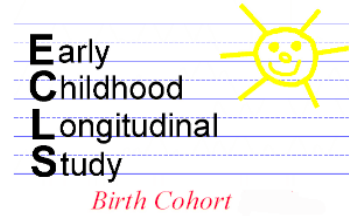
Dear [NAME OF CHILD CARE PROVIDER]

We want to thank you and [CHILD NAME]'s teacher for taking the time to be interviewed for the Early Childhood Longitudinal Study, Birth Cohort (ECLS-B). The information you gave us will be very helpful in understanding the important role that caregivers play in children's lives. Please accept the enclosed gift as our way of thanking you.

Sincerely yours,

Kyle Snow, Ph.D.
 Principal Investigator
 RTI International

WECEP Home-Based Thank You Letter



[DATE]

[PANEL_INFO]
[NAME]
[ADDRESS]
[CITY], [STATE] [ZIP]

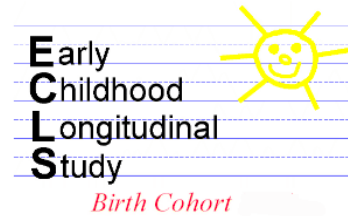
Dear [NAME OF CHILD CARE PROVIDER]

We want to thank you for taking the time to be interviewed for the Early Childhood Longitudinal Study, Birth Cohort (ECLS-B). The information you gave us will be very helpful in understanding the important role that caregivers play in children's lives. Please accept the enclosed gift as our way of thanking you.

Sincerely yours,

Kyle Snow, Ph.D.
Principal Investigator
RTI International

Letter to Parent to Collect WECEP Permission Forms (Phone Interview)



Dear [INSERT PARENT NAME],

Thank you for your recent participation in a telephone interview for the Early Childhood Longitudinal Study, Birth Cohort (ECLS-B). Your input is greatly appreciated! When we spoke with you by telephone, you agreed to let us interview your child's before- or after-school program teacher or child care provider. The *Child Care Fact Sheet* included with this letter may answer any questions you have about this interview.

Before we can talk to your child's before- or after-school program teacher or child care provider, we need you to sign and return two forms:

Child Care Provider Notification Letter: This letter will be mailed to your child's before- or after-school program teacher or child care provider. It will let him or her know you have agreed to let us conduct the interview. Please sign your name at the bottom of the letter on the line marked "Name of participating parent."

Permission to Contact the Wrap-Around Early Care and Education Providers (WECEP): This is the permission form we need you to sign. It will allow us to contact your child's before- or after-school program teacher or child care provider. In the middle of the form, we have written your child's name. Below your child's name, please print your first, middle, and last name on the line provided. Then sign and date the form. You may keep the back (pink) copy of the form. The other 2 copies should be mailed back to us.

Please put the signed Child Care Provider Notification Letter and Permission forms in the stamped, pre-addressed envelope. Mail it back to us at your earliest convenience.

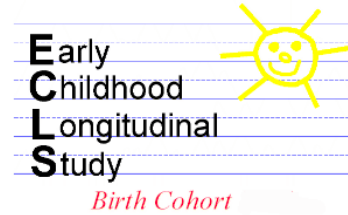
If you have any questions about the forms, please call me at the number provided below. Otherwise, thank you for agreeing to the before- or after-school program teacher/child care provider interview.

Sincerely,

ECLS-B Field Supervisor
RTI International

I can be reached at: _____

Letter to Parent to Collect WECEP and Teacher Permission Forms (Phone Interview)



Dear [INSERT PARENT NAME],

Thank you for your recent participation in a telephone interview for the Early Childhood Longitudinal Study, Birth Cohort (ECLS-B). Your input is greatly appreciated! When we spoke with you by telephone, you agreed to let us interview your child’s teacher and child care provider. The *Child Care Fact Sheet* included with this letter may answer any questions you have about the child care interview.

Before we can talk to your child’s child care provider and teacher, we need you to sign and return four forms:

Child Care Provider Notification Letter: This letter will be mailed to your child’s child care provider. It will let him or her know you have agreed to let us conduct the interview. Please sign your name at the bottom of the letter on the line marked “Name of participating parent.”

Teacher Notification Letter: This letter will be mailed to your child’s teacher. It will let him or her know you have agreed to let us conduct the interview. Please sign your name at the bottom of the letter on the line marked “Name of participating parent.”

Permission to Contact the Wrap-Around Early Care and Education Providers (WECEP): This is a permission form we need you to sign. It will allow us to contact your child’s child care provider. In the middle of the form, we have written your child’s name. Below your child’s name, please print your first, middle, and last name on the line provided. Then sign and date the form. You may keep the back (pink) copy of the form. The other 2 copies should be mailed back to us.

Permission to Contact Teacher: This is another permission form we need you to sign. It will allow us to contact your child’s teacher. In the middle of the form, we have written your child’s name. Below your child’s name, please print your first, middle, and last name on the line provided. Then sign and date the form. You may keep the back (pink) copy of the form. The other 2 copies should be mailed back to us.

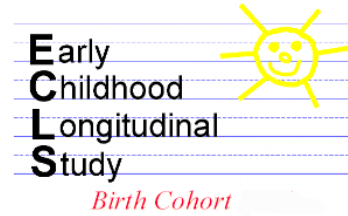
Please put the signed Notification Letters and Permission forms in the stamped, pre-addressed envelope. Mail it back to us at your earliest convenience.

If you have any questions about the forms, please call me at the number provided below. Otherwise, thank you for agreeing to the teacher/child care provider interview.

Sincerely,

ECLS-B Field Supervisor
RTI International

I can be reached at: _____

Thank You/Incentive Letter to Parent (Phone Interview)

[DATE]

[PANEL_INFO]
[NAME]
[ADDRESS]
[CITY], [STATE] [ZIP]

Dear [NAME],

We want to thank you for taking the time to be interviewed for the Early Childhood Longitudinal Study - Birth Cohort (ECLS-B). The information you gave us will be very helpful in understanding the important role that parents play in children's lives. Please accept the enclosed gift as our way of thanking you.

Sincerely yours,



Kyle Snow, Ph.D.
Principal Investigator
RTI International

Letter 1: Letter for Broken Appointments

[INSERT DATE]

Dear [INSERT PARENT/GUARDIAN NAME],

Recently, someone from RTI International contacted you about the Early Childhood Longitudinal Study—Birth Cohort (ECLS-B). This is a federally-funded study by the National Center for Education Statistics. At that time, you agreed to take part but could not keep the interview time. I am writing to tell you more about this important study. I hope you will set up a new appointment.

The ECLS-B helps researchers and policy makers learn about children’s health, development, care, and education from birth through kindergarten. Many things that help children do well in school take place before they start school. Children’s families, child care providers, and communities play a part in their early growth and learning. Each child and parent is selected for the ECLS-B to represent thousands of others. Responses from everyone selected will give us a full picture of how children learn and grow.

We know you are busy caring for your child and your time is important to you. However, you can help us learn about children’s development and how ready they are for school. Your input means a lot to the study. We can work with your schedule to find a good time for the interview. The visit can be during the day, in the evening, or on the weekend. We can also do your interview and your child’s assessment a little at a time or on different days, as your schedule allows.

Everything you tell us will be kept private. By law, we must keep anything that identifies you or your child, such as name and address, separate from your answers. Study results will be released in summary form only, so individuals’ responses cannot be identified. You can refuse to answer any questions you do not want to answer.

As a thank you for your time, you will get \$30 when you complete the interview. Your child will get a book.

We hope you will set up a time to take part in this important study. Someone with the study will call on you again soon. Meanwhile, if you have any questions, concerns, or would like to reschedule, please call my toll-free phone number at the bottom of this letter. Thank you.

Sincerely,

ECLS-B Field Supervisor

Field Supervisor name: _____

Field Supervisor phone number: _____

Letter 2: Letter for Child Assessments

[INSERT DATE]

Dear [INSERT PARENT/GUARDIAN NAME],

Recently, someone from RTI International contacted you about the Early Childhood Longitudinal Study—Birth Cohort (ECLS-B). This is a federally-funded study by the National Center for Education Statistics. At the time, you did not want your child to take part in the child assessments. I am writing to ask you to reconsider. I want to tell you more about the study and how important it is for your child to take part.

The ECLS-B helps researchers and policy makers learn about children’s health, development, care, and education from birth through kindergarten. Many things that help children do well in school take place before they start school. Children’s families, child care providers, and communities play a part in their early growth and learning. The study results will help policy makers and communities create programs to help our nation’s children and families.

You and your child are important to the study because you took part in at least one prior round. The child assessments can help us understand how your child is developing. They can also help us learn about your child’s language, reading, math, and motor skills. Seeing your child over time gives us a better picture of how children learn and grow. No other child can take the place of yours. Every child is selected for the ECLS-B to represent thousands of others.

All we learn about your child will be kept private. By law, we must keep anything that identifies you or your child, such as name and address, separate from your answers. ECLS-B results will be released in summary form only, so individuals’ responses cannot be identified. You can refuse to answer any questions you do not want to answer. As a thank you, your child will get a book after the child assessment.

We hope you will let your child take part in this important study. If you have any questions or concerns, or would like to set an appointment, please call me at my toll-free phone number at the bottom of this letter. Thank you.

Sincerely,

ECLS-B Field Supervisor

Field Supervisor name: _____

Field Supervisor phone number: _____

Letter 3: Letter for Parents Who No Longer Want to Participate

[INSERT DATE]

Dear [INSERT PARENT/GUARDIAN NAME],

Recently, someone from RTI International contacted you about the Early Childhood Longitudinal Study—Birth Cohort (ECLS-B). This is a federally-funded study by the National Center for Education Statistics. At the time you did not wish to take part in the study any longer. I am writing to ask you to reconsider. I want to tell you more about the study and how important it is for you to take part.

The ECLS-B helps researchers and policy makers learn about children’s health, development, care, and education from birth through kindergarten. Many things that help children do well in school take place before they start school. Children’s families, child care providers, and communities play a part in their early growth and learning. Study results will help policy makers and communities create programs that will help our nation’s children and families.

This is a unique chance for you and your child because you have already taken part in at least one previous round. If you stay in the study, we can track your child’s development over time. This helps us learn more about children than just seeing them at a single point. Each child and parent is selected for the ECLS-B to represent thousands of others. Having responses from everyone selected during each round gives us the best picture of how children learn and grow. We know you are busy. We will hold the interview visit at a time that is best for you.

All we learn about you and your child will be kept private. By law, we must keep anything that identifies you or your child, such as name and address, separate from your answers. Study results will be released in summary form only, so individuals’ responses cannot be identified. You can refuse to answer any questions you do not want to answer.

As a thank you for your time, you will get \$30 when you complete the interview. Your child will get a book after the child assessment.

We hope you will choose to take part in this important study. If you have any questions or concerns, or would like to set up an appointment, please call me at my toll-free phone number at the bottom of this letter. Thank you.

Sincerely,

ECLS-B Field Supervisor

Field Supervisor name: _____

Field Supervisor phone number: _____

Letter 4: Letter for Non-Contact Situations

[INSERT DATE]

Dear [INSERT PARENT/GUARDIAN NAME],

Recently, someone from RTI International tried to contact you about the Early Childhood Longitudinal Study—Birth Cohort (ECLS-B). This is a federally-funded study by the National Center for Education Statistics. We have not been able to reach you after several calls or visits. It is very important that we talk with you right away. I am writing to tell you more about this important study and to tell you how to reach me. I hope you will call and let us set up an interview visit.

The ECLS-B helps researchers and policy makers learn about children’s health, development, care, and education from birth through kindergarten. Many things that help children do well in school take place before they start school. Children’s families, child care providers, and communities play a part in their early growth and learning. Each child and parent is selected for the ECLS-B to represent thousands of others. Having responses from everyone selected gives us the best picture of how children learn and grow.

We know you are busy caring for your child and your time is important to you. However, you can help us learn about children’s development and being ready for school. Your input means a lot to the study. We can work with your schedule to find a good time for the interview. The visit can be during the day, in the evening, or on the weekend. We can also do your interview and your child’s assessment a little at a time or on different days, as your schedule allows.

All we learn about you and your child will be kept private. By law, we must keep anything that identifies you or your child, such as name and address, separate from your answers. Study results will be released in summary form only, so individuals’ responses cannot be identified. You can refuse to answer any questions you do not want to answer.

As a thank you for your time, you will get \$30 when you complete the interview. Your child will get a book after the child assessment.

We hope you will take part again in this important study. Someone with the study will call on you again soon. Meanwhile, if you have any questions, concerns, or would like to set an appointment, please call my toll-free phone number at the bottom of this letter. Thank you.

Sincerely,

ECLS-B Field Supervisor

Field Supervisor name: _____

Field Supervisor phone number: _____

Letter 5: Letter for Busy Parents

[INSERT DATE]

Dear [INSERT PARENT/GUARDIAN NAME],

Recently, someone from RTI International contacted you about the Early Childhood Longitudinal Study—Birth Cohort (ECLS-B). This is a federally-funded study by the National Center for Education Statistics. At that time, you were very busy and concerned about spending time on the interview. I am writing to tell you more about this important study. We can set up the interview visit at a time that is good for you.

The ECLS-B helps researchers and policy makers learn about children’s health, development, care, and education from birth through kindergarten. Many things that help children do well in school take place before they start school. Children’s families, child care providers, and communities play a part in their early growth and learning. Each child and parent is selected for the ECLS-B to represent thousands of others. Responses from everyone selected will give us a full picture of how children learn and grow.

We know you are busy caring for your child and your time is important to you. However, you can help us learn about children’s development and being ready for school. Your input means a lot. We can work with your schedule to find a good time. The visit can be during the day, in the evening, or on the weekend. We can also do your interview and your child’s assessment a little at a time or on different days, as your schedule allows.

As a thank you for your time, you will get \$30 when you complete the interview. Your child will get a book after the child assessment.

We hope you will set up a time to take part in this important study. Someone with the study will call on you again soon. Meanwhile, if you have any questions or concerns, or would like to schedule an appointment, please call my toll-free phone number at the bottom of this letter. Thank you.

Sincerely,

ECLS-B Field Supervisor

Field Supervisor name: _____

Field Supervisor phone number: _____

Letter 1: Conversion Letter for WECEP Center Directors

[INSERT DATE]

Dear [INSERT CENTER DIRECTOR NAME],

Recently, someone from RTI International contacted you about the Early Childhood Longitudinal Study—Birth Cohort (ECLS-B) because a child in your center, [INSERT CHILD NAME], is participating in the study. This is a federally-funded study by the National Center for Education Statistics. At that time, we were not able to schedule an appointment with you. I am writing to tell you more about this important study. I hope you will set up an appointment.

The ECLS-B helps researchers and policy makers learn about children’s health, development, care, and education from birth through kindergarten. Many things that help children do well in school take place before they start school. Children’s families and communities play a part in their early growth and learning. Their child care centers, providers, and teachers play a unique role, which is why your input is so important. Each child care provider or teacher selected for the ECLS-B, and the centers they work in, represents thousands of others who do not take part. Responses from everyone selected will give us a full picture of how children learn and grow.

We know you are busy with work, and that your time is important to you. However, as someone who works with children, you and the child’s teacher or provider, can provide a unique perspective on children’s development and being ready for school. Your input means a lot. We can work with your schedule to find a good time. The phone call can be anytime during the day that’s convenient for you, or even in the evening, or on the weekend. We can even do the interview in pieces, as your schedule allows.

Everything you tell us will be kept private. By law, we must keep anything that identifies you or your center, such as name and address, separate from your answers. Study results will be released in summary form only, so individuals’ responses cannot be identified. You can refuse to answer any questions you do not want to answer.

As a thank you for your time, your center will be sent \$20 for completing the interview.

We hope you will set up a time to take part in this important study. Someone with the study will call on you again soon. Meanwhile, if you have any questions, concerns, or would like to schedule an appointment, please call my toll-free phone number at the bottom of this letter. Thank you.

Sincerely,

ECLS-B Field Supervisor

Field Supervisor name: _____

Field Supervisor phone number: _____

Letter 2: Conversion Letter for WECEP Broken Appointments

[INSERT DATE]

Dear [INSERT ECEP/WECEP NAME],

Recently, someone from RTI International contacted you about the Early Childhood Longitudinal Study—Birth Cohort (ECLS-B) because a child in your care, [INSERT CHILD NAME], is participating in the study. This is a federally-funded study by the National Center for Education Statistics. At that time, you agreed to take part but could not keep the interview time. I am writing to tell you more about this important study. I hope you will set up a new appointment.

The ECLS-B helps researchers and policy makers learn about children’s health, development, care, and education from birth through kindergarten. Many things that help children do well in school take place before they start school. Children’s families and communities play a part in their early growth and learning. Their child care providers and teachers play a unique role, which is why your input is so important. Each child care provider or teacher selected for the ECLS-B represents thousands of others who do not take part. Responses from everyone selected will give us a full picture of how children learn and grow.

We know you are busy with work, and that your time is important to you. However, as someone who works with children, you can provide a unique perspective on children’s development and being ready for school. Your input means a lot. We can work with your schedule to find a good time. The phone call can be anytime during the day that’s convenient for you, or even in the evening, or on the weekend. We can even do the interview in pieces, as your schedule allows.

Everything you tell us will be kept private. By law, we must keep anything that identifies you, such as name and address, separate from your answers. Study results will be released in summary form only, so individuals’ responses cannot be identified. You can refuse to answer any questions you do not want to answer.

As a thank you for your time, [INSERT “you” “OR “your center” DEPENDING ON WHETHER HOME BASED OR CENTER-BASED] will be sent \$20 for completing the interview.

We hope you will set up a time to take part in this important study. Someone with the study will call on you again soon. Meanwhile, if you have any questions, concerns, or would like to reschedule, please call my toll-free phone number at the bottom of this letter. Thank you.

Sincerely,

ECLS-B Field Supervisor

Field Supervisor name: _____

Field Supervisor phone number: _____

Letter 3: Conversion Letter for WECEP Non-Contact Situations

[INSERT DATE]

Dear [INSERT ECEP/WECEP NAME],

Recently, someone from RTI International tried to contact you about the Early Childhood Longitudinal Study—Birth Cohort (ECLS-B) because a child in your care, [INSERT CHILD NAME], is participating in the study. This is a federally-funded study by the National Center for Education Statistics. We have not been able to reach you after several calls. It is very important that we talk with you right away. I am writing to tell you more about this important study and to tell you how to reach me. I hope you will call and let us set up an interview.

The ECLS-B helps researchers and policy makers learn about children’s health, development, care, and education from birth through kindergarten. Many things that help children do well in school take place before they start school. Children’s families and communities play a part in their early growth and learning. Their child care providers and teachers play a unique role, which is why your input is so important. Each child care provider or teacher selected for the ECLS-B represents thousands of others who do not take part. Responses from everyone selected will give us a full picture of how children learn and grow.

We know you are busy with work, and that your time is important to you. However, as someone who works with children, you can provide a unique perspective on children’s development and being ready for school. Your input means a lot. We can work with your schedule to find a good time. The phone call can be anytime during the day that’s convenient for you, or even in the evening, or on the weekend. We can even do the interview in pieces, as your schedule allows.

Everything you tell us will be kept private. By law, we must keep anything that identifies you, such as name and address, separate from your answers. Study results will be released in summary form only, so individuals’ responses cannot be identified. You can refuse to answer any questions you do not want to answer.

As a thank you for your time, [INSERT “you” “OR “your center” DEPENDING ON WHETHER HOME BASED OR CENTER-BASED] will be sent \$20 for completing the interview.

We hope you will take part again in this important study. Someone with the study will call on you again soon. Meanwhile, if you have any questions, concerns, or would like to set an appointment, please call my toll-free phone number at the bottom of this letter. Thank you.

Sincerely,

ECLS-B Field Supervisor

Field Supervisor name: _____

Field Supervisor phone number: _____

Letter 4: Conversion Letter for Busy WECEPs

[INSERT DATE]

Dear [INSERT ECEP/WECEP NAME],

Recently, someone from RTI International contacted you about the Early Childhood Longitudinal Study—Birth Cohort (ECLS-B) because a child in your care, [INSERT CHILD NAME], is participating in the study. This is a federally-funded study by the National Center for Education Statistics. At that time, you were very busy and concerned about spending time on the interview. I am writing to tell you more about this important study. We can set up the interview by phone at a time that is good for you.

The ECLS-B helps researchers and policy makers learn about children’s health, development, care, and education from birth through kindergarten. Many things that help children do well in school take place before they start school. Children’s families and communities play a part in their early growth and learning. Their child care providers and teachers play a unique role, which is why your input is so important. Each child care provider or teacher selected for the ECLS-B represents thousands of others who do not take part. Responses from everyone selected will give us a full picture of how children learn and grow.

We know you are busy with work, and that your time is important to you. However, as someone who works with children, you can provide a unique perspective on children’s development and being ready for school. Your input means a lot. We can work with your schedule to find a good time. The phone call can be anytime during the day that’s convenient for you, or even in the evening, or on the weekend. We can even do the interview in pieces, as your schedule allows.

As a thank you for your time, [INSERT “you” “OR “your center” DEPENDING ON WHETHER HOME BASED OR CENTER-BASED] will be sent \$20 for completing the interview.

We hope you will set up a time to take part in this important study. Someone with the study will call on you again soon. Meanwhile, if you have any questions or concerns, or would like to schedule an appointment, please call my toll-free phone number at the bottom of this letter. Thank you.

Sincerely,

ECLS-B Field Supervisor

Field Supervisor name: _____

Field Supervisor phone number: _____

Teacher Notification Letter

(Date)

Dear _____:
(Teacher)

Recently, my child and I participated in the Early Childhood Longitudinal Study-Birth Cohort, which is being conducted by the National Center for Education Statistics. I have given them permission to contact you and ask you to complete a questionnaire that asks questions about my child, how s/he learns and behaves, and the education my child receives.

This note is to let you know that my child and I are taking part in this study and that I did give the study team permission to contact you about participating as well.

Sincerely yours,

(Name of participating parent)

(My child's name)

AFFIX BARCODE LABEL ON BOTH COPIES

Note: My permission is good for the entire 2007/2008 school year.

*Gold and Yellow – FedEx to RTI with audiotape and booklet

Teacher Notification – Legal Guardian Version

(Date)

Dear _____:
(Teacher)

Recently, _____ participated in the Early Childhood
(CHILD NAME)
Longitudinal Study-Birth Cohort, which is being conducted by the National Center
for Education Statistics. As the child’s legal guardian, I have given them
permission to contact you and ask you to complete a questionnaire that asks
questions about _____, how s/he learns and behaves, and
(CHILD NAME)
the education s/he receives.

This note is to let you know that I did give the study team permission to contact
you about participating as well.

Sincerely yours,

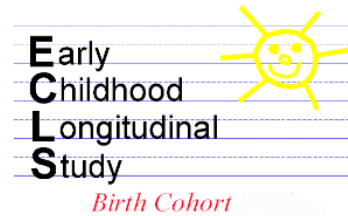
(Name of legal guardian)

AFFIX BARCODE LABEL ON BOTH COPIES

Note: My permission is good for the entire 2007/2008 school year.

*Gold and Yellow – FedEx to RTI with audiotape and booklet

Letter to Parent to Collect Teacher Permission Forms (Phone Interview)



Dear [INSERT PARENT NAME],

Thank you for your recent participation in a telephone interview for the Early Childhood Longitudinal Study, Birth Cohort (ECLS-B). Your input is greatly appreciated! When we spoke with you by telephone, you agreed to let us contact your child's teacher by mail and ask that teacher to complete a mailed questionnaire.

Before we can contact your child's teacher, we need you to sign and return two forms:

Teacher Notification Letter: This letter will be mailed to your child's teacher along with the questionnaire and a copy of the signed permission form. It will let him or her know you have agreed to let us send the questionnaire. Please sign your name at the bottom of the letter on the line marked "Name of participating parent" and print your child's name on the indicated line.

Permission to Contact the Child's Teacher in the ECLS-B Kindergarten Round: This is the permission form we need you to sign. It will allow us to contact your child's teacher. In the middle of the form, we have written your child's name. Below your child's name, please print your first, middle, and last name on the line provided. Then sign and date the form. You may keep the back (pink) copy of the form. The other two copies should be mailed back to us.

Please put both copies of the signed Teacher Notification Letter and the gold and yellow copies of the Permission form in the stamped, pre-addressed envelope. Mail it back to us at your earliest convenience.

If you have any questions about the forms, please call me at the number provided below. Otherwise, thank you for agreeing to the teacher questionnaire.

Sincerely,

ECLS-B Field Supervisor
RTI International

I can be reached at: _____

Letter from NCES

Dear [Superintendent/Principal/Teacher]:

The mission of the National Center for Education Statistics (NCES) is to collect, analyze, and disseminate information about the condition of education in the United States and other countries. In the early 1990s, NCES added several new data collection systems that focus on an area of early learning and education that had received less attention until that time. One of these was the Early Childhood Longitudinal Study, or ECLS. It was designed to provide detailed information about children's development and learning as they prepared to enter school for the first time and during their first years of formal schooling.

The ECLS comprises two related cohort studies: a kindergarten cohort (ECLS-K) and a birth cohort (ECLS-B). Both of these studies involve the participation of national samples of children and data are collected about these same children at regular intervals. The ECLS-K is providing new information about kindergarten in the U.S. The data from the ECLS-K are being used to study differences between children who attend a full-day versus a half-day kindergarten program, the outcomes for children who are retained in grade, and the achievement gap over the first six years of school. Copies of reports prepared by NCES on these and other topics can be ordered or downloaded at the study website (<http://nces.ed.gov/ecls>).

The ECLS-K provides rich data about children at the start of kindergarten and across the elementary school years. The ECLS-B, on the other hand, provides data about children in the years leading up to kindergarten, and offers a picture of what it is like to grow up in the U.S. in the early part of the 21st century. The first report released by NCES using data from the ECLS-B describes these children at 9 months of age; another report describes children at about 2 years of age. These reports can be ordered or downloaded at the same website.

Some of the children participating in the ECLS-B will be entering kindergarten starting in Fall 2007. As children experience this critical transition, it is important that information about their first schools and teachers be added to the information that NCES has compiled about these children's development, family life, health care and early care and education over the first six years of the study.

A staff member from RTI International, or RTI, will be contacting school administrators to see whether there are any questions regarding the ECLS-B program. If you would like to talk to someone about the study you may call either RTI's ECLS-B Principal Investigator, Kyle Snow, at 800-334-8571 x4605 (a toll-free number), or you may email your questions to ECLS@ed.gov.

Sincerely,



Valena Plisko

Associate Commissioner, Early Childhood, International & Crosscutting Studies, NCES

Cover Letter for Teacher SAQ Packet #1

Date
Teacher Name
Address
City, State Zip

Dear [Teacher Name],

I am writing to ask for your participation in a research study called the Early Childhood Longitudinal Study – Birth Cohort (ECLS-B). The goal of this study is to provide people with information about children's early learning experiences. The National Center for Education Statistics (NCES) of the U.S. Department of Education and several other federal agencies are conducting this study. RTI International, a research company in North Carolina, is collecting the data. Your participation would involve completing and returning the enclosed questionnaire. We have told the school administrators about the study and our request for you to participate.

We are doing this study to see how children's early learning experiences affect how well they do in school. This national study collects information from approximately 11,000 children born in 2001. We interviewed the parents and assessed the children in their homes when the children were 9 months old, two years old, four years old, and five years old. We will interview families again when the children enter formal school.

The family of a child in your class, [STUDENT FIRST NAME LAST NAME], is participating in the study. They identified you as [CHILD]'s teacher and gave us permission to contact you (permission form enclosed). The enclosed questionnaire asks for information about you, [CHILD], [his/her] classroom, and school. It will take about 15-20 minutes to complete. We are giving you a gift card to thank you for your time. You will probably only have one study child in your class, but if you have another child, we will give you another gift card for the extra time you spend. Although your participation is important to this study, you do not have to take part. Your participation is voluntary. You may choose not to answer any questions that you do not want to answer.

We will keep private all the information we get on this study. We will not use any family, teacher, or school names in our study reports. We will use a special version of the study data without any names, and we follow very strict rules to protect your privacy.

We have included the following items for your information:

- A letter about the study from the NCES program official;
- A brochure describing the study; and
- A copy of the permission form signed by [STUDENT FIRST NAME]'s parent or guardian allowing us to contact you and ask you to complete this questionnaire and a note confirming their permission to contact you.

After completing the questionnaire, please return it using the enclosed postage-paid envelope. If you have any questions, please contact Tabitha Hendershot at 1-877-834-7065 (a tollfree number) or e-mail at tph@rti.org. If you have questions about your rights as a study participant, please call the office of the Research Ethics Review Board at the National Center for Health Statistics, toll-free at 1-800-223-8118. Please leave a brief message with your name and phone number. Say that you are calling about Protocol # 2004-08. Your call will be returned as soon as possible. Thank you very much for being part of this study.

Sincerely,

A handwritten signature in blue ink that reads "Kyle Snow". The signature is written in a cursive style with a large initial "K" and a long, sweeping underline.

Kyle Snow, Ph.D.
RTI Principal Investigator
Early Childhood Longitudinal Study – Birth Cohort

Teacher Thank You/Reminder Letter

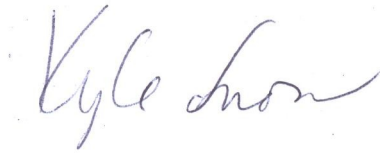
Date
Teacher Name
Address
City, State Zip

Dear [Teacher Name],

I recently wrote to you to ask you to participate in a research study called the Early Childhood Longitudinal Study - Birth Cohort (ECLS-B). A questionnaire was enclosed with my letter to you, along with a postage-paid envelope. If you have already completed and returned it to us please accept our sincere thanks. If you have not yet had the opportunity to complete the questionnaire, please do so today. Although you do not have to take part, we would like to hear from you. Please return it in the postage-paid envelope that was enclosed.

If you have any questions or need another copy of the questionnaire sent to you, please contact Tabitha Hendershot at 1-877-834-7065 (a toll-free number) or e-mail at tph@rti.org. Thank you for your assistance on this important study.

Sincerely,

A handwritten signature in blue ink that reads "Kyle Snow". The signature is written in a cursive style.

Kyle Snow, Ph.D.
RTI Principal Investigator
Early Childhood Longitudinal Study

Cover Letter for Teacher SAQ Packet #2

Date

Teacher Name
School Name
Address
City, State Zip

Dear [Teacher Name]:

I wrote to you a few weeks ago to ask for your participation in a research study called the Early Childhood Longitudinal Study – Birth Cohort (ECLS-B). At that same time, the school administrators were informed about the study and our request for you to participate. If you have already returned your questionnaire, thank you very much. If you have not, please take a few minutes to complete it and return it to us in the enclosed postage-paid envelope.

The goal of this study is to provide people with information about children's early learning experiences. The National Center for Education Statistics (NCES) of the U.S. Department of Education and several other federal agencies are conducting this study. This national study collects information from approximately 11,000 children born in 2001.

The family of a child in your class, [STUDENT FIRST NAME LAST NAME], is participating in the study. They identified you as [CHILD]'s teacher and gave us permission to contact you (permission form enclosed). The enclosed questionnaire asks for information about you, [CHILD], [his/her] classroom, and school. It will take about 15-20 minutes to complete. We included a gift card to thank you for your time in our first mailing. You will probably only have one study child in your class, but if you have another child, we will give you another gift card for the extra time you spend. Although your participation is important to this study, you do not have to take part. Your participation is voluntary. You may choose not to answer any questions that you do not want to answer.

We will keep private all the information we get on this study. We will not use any family, teacher, or school names in our study reports. We will use a special version of the study data without any names, and we follow very strict rules to protect your privacy.

We have included the following items for your information:

- A letter about the study from the NCES program official;
- A brochure describing the study; and
- A copy of the consent form signed by [STUDENT FIRST NAME]'s parent or guardian allowing us to contact you and ask you to complete this questionnaire and a note confirming their permission to contact you.

If you have any questions, please contact Tabitha Hendershot at 1-877-834-7065 (a toll free number) or e-mail at tph@rti.org. If you have questions about your rights as a study participant, please call the office of the Research Ethics Review Board at the National Center for Health Statistics, toll-free at 1-800-223-8118. Please leave a brief message with your name and phone number. Say that you are calling about Protocol #2004-08. Your call will be returned as soon as possible.

Thank you very much for being part of this study.

Sincerely,

A handwritten signature in blue ink that reads "Kyle Snow". The signature is written in a cursive style with a large initial "K".

Kyle Snow, Ph.D.
RTI Principal Investigator
Early Childhood Longitudinal Study—Birth Cohort

District Superintendent/Chief State School Officer Notification Letter

Date

[Superintendent/Chief State School Officer]

Address

City, State Zip

Dear [Superintendent/Chief State School Officer],

We are reaching the end of a 6-year nationwide research study called the **Early Childhood Longitudinal Study – Birth Cohort (ECLS-B)**. The study is being led by the U.S. Department of Education, National Center for Education Statistics (NCES). The ECLS-B examines children's health, development, and experiences from birth through entry into kindergarten. You [may have/have] a few children in your [district/state] participating.

The ECLS-B is predominantly a home-based study examining the importance of children's early experiences to their later school success. The study is collecting information on approximately 11,000 children born in the year 2001. The children were assessed in their homes and their parents interviewed when the children were 9 months old, two years old, 4 years old, and 5 years old. The children and their families are being visited again during the 2007-2008 school year when they are approximately 6 years old and some are entering or repeating kindergarten.

During the home visit parents are asked for permission to contact the child's teacher. If they agree, we will send the teacher a self-administered questionnaire that will take only about 15-20 minutes to complete. The questionnaire asks questions about the child's academic performance and social skills, the learning environment, and teacher attitudes regarding school readiness.

These are some key points for your consideration:

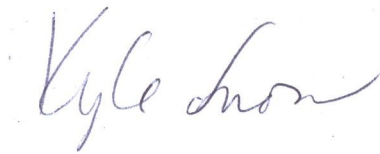
- We expect on average only **one** participating child per school.
- We have parental permission to contact the kindergarten teacher. The teacher receives a signed copy of this form and a letter from the parent in the questionnaire packet.
- Teachers can complete the questionnaire in about 15-20 minutes at their convenience. They receive a \$10 gift card in appreciation for their time. Teachers can choose whether or not to participate and can skip any question they do not wish to answer. **There is no other burden on the school or other school personnel.**
- ECLS-B study procedures were reviewed and approved by the Ethics Review Board (ERB) of the National Center for Health Statistics. All data are confidential. No child, parent, teacher, or school name will ever be associated with the data.

For your information, we are enclosing the following items:

- A letter regarding the study from the NCES program official;
- A brochure describing the Early Childhood Longitudinal Study-Birth Cohort.

We appreciate your cooperation with our planned teacher contact for this important research. The study will provide decision makers, researchers, school administrators, teachers, and parents with detailed information about children's early life experiences. RTI International, a research firm in North Carolina, is collecting the data. If you have any questions, please contact Tabitha Hendershot at 1-877-834-7065 or e-mail: tph@rti.org. Thank you very much for your cooperation with this important endeavor.

Sincerely,

A handwritten signature in blue ink that reads "Kyle Snow". The signature is written in a cursive style with a large initial "K" and a long, sweeping underline.

Kyle Snow, Ph.D.
RTI Principal Investigator
Early Childhood Longitudinal Study, Birth Cohort

School Principal Notification Letter

Date

Principal
Address
City, State Zip

Dear Principal,

We are reaching the end of a 6-year nationwide research study called the **Early Childhood Longitudinal Study – Birth Cohort (ECLS-B)**. The study is being led by the U.S. Department of Education, National Center for Education Statistics (NCES). The ECLS-B examines children's health, development, and experiences from birth through entry into kindergarten. You [may have/have] a child in your school participating.

The ECLS-B is predominantly a home-based study examining the importance of children's early experiences to their later school success. The study is collecting information on approximately 11,000 children born in the year 2001. The children were assessed in their homes and their parents interviewed when the children were 9 months old, two years old, 4 years old, and 5 years old. The children and their families are being visited again during the 2007-2008 school year when they are approximately 6 years old and some are entering or repeating kindergarten.

During the home visit parents are asked for permission to contact the child's teacher. If they agree, we will send the teacher a self-administered questionnaire that will take only about 15-20 minutes to complete. The questionnaire asks questions about the child's academic performance and social skills, the learning environment, and teacher attitudes regarding school readiness.

These are some key points for your consideration:

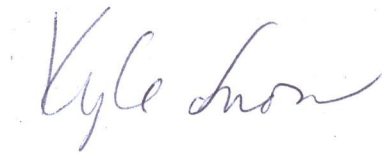
- We expect on average only **one** participating child per school.
- We have parental permission to contact the kindergarten teacher. The teacher receives a signed copy of this form and a letter from the parent in the questionnaire packet.
- Teachers can complete the questionnaire in about 15-20 minutes at their convenience. They receive a \$10 gift card in appreciation for their time. Teachers can choose whether or not to participate and can skip any question they do not wish to answer. **There is no other burden on the school or other school personnel.**
- ECLS-B study procedures were reviewed and approved by the Ethics Review Board (ERB) of the National Center for Health Statistics. All data are confidential. No child, parent, teacher, or school name will ever be associated with the data.

For your information, we are enclosing the following items:

- A letter regarding the study from the NCES program official;
- A brochure describing the Early Childhood Longitudinal Study-Birth Cohort.

We appreciate your cooperation with our planned teacher contact for this important research. The study will provide decision makers, researchers, school administrators, teachers, and parents with detailed information about children's early life experiences. RTI International, a research firm in North Carolina, is collecting the data. If you have any questions, please contact Tabitha Hendershot at 1-877-834-7065 or e-mail: tph@rti.org. Thank you very much for your cooperation with this important endeavor.

Sincerely,

A handwritten signature in blue ink that reads "Kyle Snow". The signature is written in a cursive style with a large initial "K" and a long, sweeping underline.

Kyle Snow, Ph.D.
RTI Principal Investigator
Early Childhood Longitudinal Study, Birth Cohort