

ATTACHMENT D

1
2
3<SUPERINTENDENT NAME>
4<SCHOOL NAME>
5<ADDRESS1>
6<ADDRESS2>
7<CITY>, <ST> <ZIP>
8
9Dear Superintendent,
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DISTRICT LETTER

11I am writing to ask for your support on an important national study being conducted by the U.S.
12Census Bureau for the National Center for Education Statistics (NCES), the statistical agency of
13the U.S. Department of Education. The purpose of this study is to evaluate the accuracy with
14which individuals report high school completion data, by comparing individual reports of high
15school completion to administrative records.

16
17Results from the study will affect how high school completion data are collected across
18numerous surveys conducted across state, local, and federal agencies, and the academic
19community. These data have been used extensively by the Commerce Department, the
20Department of Education, the Department of Labor, and other agencies to study relationships
21between high school completion, or failure to complete, and a number of important life
22experiences such as labor force participation, earning power, and enrollment in postsecondary
23education. To the extent that there are errors in the high school outcome measures, analyses of
24these relationships can be misleading. Accurate high school completion data is crucial for
25correct interpretations of these relationships.

26
27Prior to contacting you, we asked a random sample of adults if they had completed high school
28and, if so, with what credential. We then asked them where and when they last attended high
29school. **In this stage of our study, we are asking for your assistance in verifying the**
30**information provided.** The following school(s) in your district were listed by respondents:

- 31
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 - Boulder Stone Academy (2001-02 through 2003-04)
 - Briggs Sr High School (1999-2000 through 2001-02)

33
34

35The easiest way of verifying the information would be to call and ask you directly. However,
36due to Title XIII confidentiality laws governing data collections undertaken by the Census
37Bureau, we are unable to immediately provide you with the name(s) of the selected former
38students. We would like to obtain the necessary information from you, or the most appropriate
39person in your school or school system.

40
41**Please provide lists of students who graduated from these school(s) for the school years**
42**listed above.** The information can be provided in the format most convenient for you to produce.
43At minimum, we need the name of the person and the year that he or she completed. *If possible,*
44please include the credential the student received and provide the list in alphabetical order by last
45name. Individuals in the lists will not be contacted by either the Census Bureau or the
46Department of Education, and the lists will be destroyed once we finish comparing the data.

1Please mail them in one of the enclosed envelopes, using the envelope that best accommodates
2the volume of the materials you are returning.

3

4All responses that relate to or describe identifiable characteristics of individuals may be used
5only for statistical purposes and may not be disclosed, or used, in identifiable form for any other
6purpose, unless otherwise compelled by law¹. Should you need to obtain copies of the
7information sent in the initial request for information, please visit our web site at (website
8address).

9

10We look forward to working with you and your staff. If you have any questions, please feel free
11to call our respondent hotline at 800-221-1204.

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14Sincerely,

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17Census Bureau Officer

18U.S. Census Bureau

1¹ The collection of information in this survey is authorized by laws governing the Census Bureau
2(Title XIII USC). It is also authorized by laws governing the U.S. Department of Education,
3including the Family Education Rights Act (FERPA) (Title XX USC 1232g). Your responses
4are protected from disclosure by federal statute (P.L. 107-279, Title I, Part E, Sec. 183).

1**PUBLIC SCHOOL LETTER**

2

3<PRINCIPAL NAME>

4<SCHOOL NAME>

5<ADDRESS1>

6<ADDRESS2>

7<CITY>, <ST> <ZIP>

8

9Dear Principal,

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11I am writing to ask for your support on an important national study being conducted by the U.S.
12Census Bureau for the National Center for Education Statistics (NCES), the statistical agency of
13the U.S. Department of Education. The purpose of this study is to evaluate the accuracy with
14which individuals report high school completion data, by comparing individual reports of high
15school completion to administrative records.

16

17Results from the study will affect how high school completion data are collected across
18numerous surveys conducted across state, local, and federal agencies, and the academic
19community. These data have been used extensively by the Commerce Department, the
20Department of Education, the Department of Labor, and other agencies to study relationships
21between high school completion, or failure to complete, and a number of important life
22experiences such as labor force participation, earning power, and enrollment in postsecondary
23education. To the extent that there are errors in the high school outcome measures, analyses of
24these relationships can be misleading. Accurate high school completion data is crucial for
25correct interpretations of these relationships.

26

27Prior to contacting you, we asked a random sample of adults if they had completed high school
28and, if so, with what credential. We then asked them where and when they last attended high
29school. At least one selected student identified your school. **In this stage of our study, we are**
30**asking for your assistance in verifying the information provided.**

31

32The easiest way of verifying the information would be to call and ask you directly. However,
33due to Title XIII confidentiality laws governing data collections undertaken by the Census
34Bureau, we are unable to immediately provide you with the name(s) of the selected former
35students. Your district indicated that it would be most appropriate to collect this information
36directly from your school, rather than the district office.

37

38**Please provide lists of students who graduated from your school during the 2001-02**
39**through 2003-04 school years.** The information can be provided in the format most convenient
40for you to produce. At minimum, we need the name of the person and the year that he or she
41completed. *If possible*, please include the credential the student received and provide the list in
42alphabetical order by last name. Individuals in the lists will not be contacted by either the Census
43Bureau or the Department of Education, and the lists will be destroyed once we finish comparing
44the data. Please mail them in one of the enclosed envelopes, using the envelope that best
45accommodates the volume of the materials you are returning.

46

1All responses that relate to or describe identifiable characteristics of individuals may be used
2only for statistical purposes and may not be disclosed, or used, in identifiable form for any other
3purpose, unless otherwise compelled by law². Should you need to obtain copies of the
4information sent in the initial request for information, please visit our web site at (website
5address).

6

7We look forward to working with you and your staff. If you have any questions, please feel free
8to call our respondent hotline at 800-221-1204.

9

10

11Sincerely,

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14Census Bureau Officer

15U.S. Census Bureau

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2Bureau (Title XIII USC). It is also authorized by laws governing the U.S. Department of
3Education, including the Family Education Rights Act (FERPA) (Title XX USC 1232g). Your
4responses are protected from disclosure by federal statute (P.L. 107-279, Title I, Part E, Sec.
5183).

1PRIVATE SCHOOL LETTER

2

3<PRINCIPAL NAME>

4<SCHOOL NAME>

5<ADDRESS1>

6<ADDRESS2>

7<CITY>, <ST> <ZIP>

8

9Dear Principal or School Head,

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11I am writing to ask for your support on an important national study being conducted by the U.S.
12Census Bureau for the National Center for Education Statistics (NCES), the statistical agency of
13the U.S. Department of Education. The purpose of this study is to evaluate the accuracy with
14which individuals report high school completion data, by comparing individual reports of high
15school completion to administrative records.

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18numerous surveys conducted across state, local, and federal agencies, and the academic
19community. These data have been used extensively by the Commerce Department, the
20Department of Education, the Department of Labor, and other agencies to study relationships
21between high school completion, or failure to complete, and a number of important life
22experiences such as labor force participation, earning power, and enrollment in postsecondary
23education. To the extent that there are errors in the high school outcome measures, analyses of
24these relationships can be misleading. Accurate high school completion data is crucial for
25correct interpretations of these relationships.

26

27Prior to contacting you, we asked a random sample of adults if they had completed high school
28and, if so, with what credential. We then asked them where and when they last attended high
29school. At least one selected student identified your school. **In this stage of our study, we are**
30**asking for your assistance in verifying the information provided.**

31

32The easiest way of verifying the information would be to call and ask you directly. However,
33due to Title XIII confidentiality laws governing data collections undertaken by the Census
34Bureau, we are unable to immediately provide you with the name(s) of the selected former
35students. We would like to obtain the necessary information from you, or the most appropriate
36person in your school.

37

38**Please provide lists of students who graduated from your school during the 2001-02**
39**through 2003-04 school years.** The information can be provided in the format most convenient
40for you to produce. At minimum, we need the name of the person and the year that he or she
41completed. *If possible*, please include the credential the student received and provide the list in
42alphabetical order by last name. Individuals in the lists will not be contacted by either the Census
43Bureau or the Department of Education, and the lists will be destroyed once we finish comparing
44the data. Please mail them in one of the enclosed envelopes, using the envelope that best
45accommodates the volume of the materials you are returning.

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2only for statistical purposes and may not be disclosed, or used, in identifiable form for any other
3purpose, unless otherwise compelled by law³. Should you need to obtain copies of the
4information sent in the initial request for information, please visit our web site at (website
5address).

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7We look forward to working with you and your staff. If you have any questions, please feel free
8to call our respondent hotline at 800-221-1204.

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11Sincerely,

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14Census Bureau Officer

15U.S. Census Bureau

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