

Appendix A Recruitment Materials

STATE RECRUITING LETTER

NCES/ED Letterhead

[Date]

[Title First Name Last Name]
 [State Department of Education Official's Title]
 [State Department of Education]
 [Address]
 [City, State Zip]

Dear [Name]:

I am writing to inform your state education agency about a vitally important new national study: the **High School Longitudinal Study of 2009 (HSLs:09)**. The study will follow a cohort of 9th grade students as they progress through high school and enter post-secondary institutions or the work force. The goals of the study are to assess achievement gains throughout high school and to understand students' choice, access, and persistence in science, technology, engineering, and mathematics (STEM) courses, postsecondary education, and careers. The study will be conducted by RTI International on behalf of the U.S. Department of Education's National Center for Education Statistics (NCES).

HSLs:09 will build upon and extend a series of longitudinal high school studies that have been conducted each decade since 1972. The study will measure achievement and also focus on how home, school, and community factors influence the plans and thought processes of 9th graders and how they may be linked to their high school coursetaking, college and career decisions. Information collected by students, parents, teachers, counselors, and school administrators will help to inform and shape efforts to improve the quality of math and science education in America, increase our global competitiveness in STEM-related fields, and improve the high school experience.

The first phase of HSLs:09 will be conducted in the fall of 2008. Fifty-five public and private schools enrolling 9th- and 12th-graders in the states of California, Florida, Illinois, New York, and Texas have been selected to participate. The main study will take place in the fall of 2009 with 9th-graders from 800 schools across the country.

In February, we will begin contacting the school districts and schools that have been selected. Each school's participation is important in order to provide reliable, statistically significant data from an inclusive and diverse group of American secondary schools and students.

In each school, the first phase will include a math assessment of 30 9th-graders and 30 12th-graders as well as the administration of a background questionnaire. The student assessment will take approximately 40 minutes to complete and the student questionnaire will require another 35 minutes. Ninth grade math and science teachers, a school administrator, a school counselor, and a parent of each selected student will be asked to complete questionnaires. Each of these will require about 30 minutes per respondent. All data will be collected through a web-based application or telephone interview.

Enclosed you will find an HSLs:09 brochure to further explain the study. Should you have any questions, please call the HSLs:09 information number, 866-253-1063, or send an e-mail to hsls@rti.org. You may also contact Laura LoGerfo at NCES at 202-502-7402 for more information.

We look forward to working with your schools to make HSLs:09 a success. Thank you for your support.

Sincerely,

Mark Schneider
Commissioner
National Center for Education Statistics

Enclosures:
HSLs:09 Brochure

DISTRICT RECRUITING LETTER

NCES Letterhead

[Date]

[Superintendent's Name]

Superintendent

[District]

[Address]

[City, State Zip]

Dear [Name]:

I am writing to request your district's participation in a vitally important new national study: the **High School Longitudinal Study of 2009 (HSLs:09)**. The study will focus on mathematics and science and follow a cohort of 9th grade students as they progress through high school and enter post-secondary institutions or the work force. The goals of the study are to assess achievement gains throughout high school and to understand students' choice, access, and persistence in science, technology, engineering, and mathematics (STEM) courses, postsecondary education, and careers. The study will be conducted by RTI International on behalf of the U.S. Department of Education's National Center for Education Statistics (NCES).

HSLs:09 will build upon and extend a series of longitudinal high school studies that have been conducted each decade since 1972. The study will measure achievement and also focus on how home, school, and community factors influence the plans and thought processes of 9th graders and how they may be linked to their high school coursetaking, college and career decisions. Information collected by students, parents, teachers, counselors, and school administrators will help to inform and shape efforts to improve the quality of math and science education in America, increase our global competitiveness in STEM-related fields, and improve the high school experience.

Within your district, [LIST FT SCHOOL NAME(S) – IF MULTIPLE SCHOOLS, ADD “AND” BEFORE LAST SCHOOL] [have/has] been selected to participate in the first phase of HSLs:09 to be conducted in the fall of 2008. [IF DISTRICT IS ALSO IN MAIN STUDY ADD: We have also selected the following [school/schools] for the main study in the fall of 2009: [LIST MS SCHOOLS. IF MULTIPLE SCHOOLS, ADD “AND” BEFORE LAST SCHOOL].] With your permission, RTI will contact these schools to discuss study details and to invite them to join the study.

In each school, participation in the first phase of HSLs:09 will include a math assessment of about 30 9th-graders and 30 12th-graders, as well as the administration of a background questionnaire. [IF ALSO IN MAIN STUDY ADD: The student component of the main study will include about 25 9th-graders.] The student assessment will take approximately 40 minutes to complete and the student questionnaire will require another 35 minutes. Ninth grade math and science teachers, a school administrator, a school counselor, and a parent of each selected student will be asked to complete questionnaires. Each of these will require about 30 minutes per respondent. All data will be collected through a web-based application or telephone interview.

We are asking you to encourage your school(s) to participate in this important phase which will take place in fall 2008. [IF SCHOOL INCENTIVE: Participating school(s) in your district will receive a **\$500** technology allowance as a token of our appreciation.] Participating students will receive a \$10 incentive for participating. School and student participation is voluntary, but we hope all selected districts and schools will choose to contribute to the study. A representative from RTI will contact you in the next few days to answer any questions you may have about HSLs: 09.

Enclosed you will find an HSLs:09 brochure to further explain the study. Should you have any questions, please call the HSLs:09 information number, 866-253-1063, or send an e-mail to hsls@rti.org.

We look forward to working with your schools in this endeavor to advance the quality of education for our country's secondary students. Thank you for your support.

Sincerely,

Mark Schneider
Commissioner
National Center for Education Statistics

Enclosures:
HSLs: 09 Brochure

SCHOOL RECRUITMENT LETTER

NCES Letterhead

[Date]

[Principal's Name]

[Title]

[School]

[Address]

[City, State Zip]

Dear [Name]:

I am writing to request your school's participation in a vitally important new national study: the **High School Longitudinal Study of 2009 (HSLs:09)**. The study will focus on mathematics and science and follow a cohort of 9th grade students as they progress through high school and enter post-secondary institutions or the work force. The goals of the study are to assess achievement gains throughout high school and to understand students' choice, access, and persistence in science, technology, engineering, and mathematics (STEM) courses, postsecondary education, and careers. The study will be conducted by RTI International on behalf of the U.S. Department of Education's National Center for Education Statistics (NCES).

HSLs:09 will build upon and extend a series of longitudinal high school studies that have been conducted each decade since 1972. The study will measure achievement and also focus on how home, school, and community factors influence the plans and thought processes of 9th graders and how they may be linked to their high school coursetaking, college and career decisions. Information collected by students, parents, teachers, counselors, and school administrators will help to inform and shape efforts to improve the quality of math and science education in America, increase our global competitiveness in STEM-related fields, and improve the high school experience.

Your school has been selected to participate in the first phase of HSLs:09 to be conducted in the fall of 2008. HSLs will include a math and science assessment of 30 9th-graders and 30 12th-graders as well as the administration of student background questionnaires. Student participation will take about ninety minutes. Ninth grade math and science teachers, a school administrator, a school counselor, and a parent of each selected student will be asked to complete questionnaires. Each of these will require about 30 minutes per respondent. All data will be collected through a web-based application or telephone interview.

[IF PUBLIC & CATHOLIC: We have been given permission to contact you by your [IF PUBLIC: district superintendent] [IF CATHOLIC: diocese] and we encourage you to include HSLs on your fall 2008 calendar.] [IF OTHER PRIVATE: We encourage you to include HSLs on your fall 2008 calendar] [IF SCHOOL INCENTIVE: Your school will receive a **\$500** technology allowance as a token of our appreciation for your participation.] Participating students will receive a \$10 incentive for participating. A representative from RTI will contact you in the next few days to answer any questions you may have about HSLs: 09. We hope that by contacting you now it will be easier for you to fit us into your school's fall 2008 calendar.

Enclosed you will find an HSLs brochure to offer further explanation of the study. Should you have any questions, please call the HSLs information number, 866-253-1063, or send an e-mail to hsls@rti.org.

Your participation in this endeavor is important to advance the quality of education for our country's secondary students. We look forward to working with your school to make HSLs:09 a success. Thank you for your support.

Sincerely,

Mark Schneider
Commissioner
National Center for Education Statistics

Enclosure:
HSLs: 09 Brochure

<Date>

<TEACHER NAME>

<SCHOOL NAME>

<ADDR1>

<ADDR1>

<CITY STATE ZIP>

Web Address: www.xxx.xxx.gov

Your USER NAME: <XXXXXXXX>

Your PASSWORD: <XXXXXXXX>

Dear <Teacher Name>:

<SCHOOL NAME> has elected to participate in the first phase of the High School Longitudinal Study of 2009 (HSLs:09), sponsored by the U.S. Department of Education .The purpose of the study is to understand the impact of the high school experience on students' learning and educational and career choices and to explore the transitions from high school to postsecondary education, the work force, and adulthood. The first phase of HSLs includes approximately 30 9th-graders and 30 12th-graders from 55 high schools across the country. Each student in the study will complete a math assessment and a background questionnaire. For more information on the study and RTI, the nonprofit organization conducting it, please see the attached brochure.

As a <MATH or SCIENCE> teacher at <SCHOOL NAME>, your knowledge of the school's academic policies and programs and their impact on student learning is crucial to the study. Therefore, we ask that you complete an online questionnaire, which will take approximately 30-40 minutes for most respondents. To do so, please log in using the web link and unique USER NAME and PASSWORD provided above. Your responses will be completely confidential; no parents, students, school officials, teachers or staff will see your answers and no individually identifying data will be reported. For more information on the strict confidentiality procedures please see the attached brochure or call RTI at 1-866-253-1063

You will receive a check for \$25 (base amount) plus \$5 per class reported on (the number of class reports required will vary from teacher to teacher) within a few weeks of completing the questionnaire as a token of our appreciation.

National organizations endorsing HSLs include the National Council of Teachers of Mathematics, the National Science Teachers Association, the American Federation of Teachers, the National Education Association, the National Parent Teacher Association, National Association of Secondary School Principals, the American Association of School Administrators, and the National School Boards Association. The enclosed brochure provides detailed information about HSLs. If you have any questions about your participation in the survey, please call Kimrey Millar at RTI toll-free at 1-866-253-1063. If you have questions about your rights as a study participant, you may call RTI's Office for Research Protection at 919-316-3358 in Durham, NC or 1-866-214-2043 (a toll-free number).

The National Center for Education Statistics (NCES) of the U.S. Department of Education is authorized by federal law (Public Law 107-279) to conduct the HSLs. According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays

a valid OMB control number. The valid OMB control number of this information collection is [1850-New]. Participation is voluntary and there is no penalty if you decide not to participate. Research procedures for this study involve no significant risks to respondents – you are only asked to complete a questionnaire. You may refuse to answer any question. While there are no specific non-monetary benefits to you for participating, the survey may benefit all high school students across the country by providing timely data relevant to educational policy making.

We thank you in advance for your cooperation in this important research.

Sincerely,

Mark Schneider
Commissioner
National Center for Education Statistics
Institute of Education Sciences
U.S. Department of Education

Enclosure:
HSLs: 09 Brochure

<SCHOOL ADMIN NAME>
 <SCHOOL NAME>
 <ADDR1>
 <ADDR1>
 <CITY STATE ZIP>

Web Address: www.xxx.xxx.gov
 Your USER ID: <XXXXXXXX>
 Your PASSWORD: <XXXXXXXX>

Dear <School Administrator>:

As you are aware, the High School Longitudinal Study of 2009 (HSL:09) is now underway. We thank you for your school's participation which is crucial to the success of this important research. Sponsored by the U.S. Department of Education, HSL seeks to understand the impact of the high school experience on students' learning and their educational and career choices, and to explore the transitions students make from high school to postsecondary education, the labor force, and adulthood. The study is being conducted by RTI International (a university-affiliated not-for-profit research organization in North Carolina) on behalf of the U.S. Department of Education's National Center for Education Statistics (NCES).

You have elected to participate in the first phase of HSL which will be conducted during the fall of 2008 and includes approximately 30 9th-graders and 30 12th-graders from 55 high schools across the country. Each student in the study will complete a math assessment as well as a background questionnaire which will take 90 minutes to complete.

As part of the study, we would like to have your input about the administration and policies at your school. Therefore, we would like for you to complete an online school administrator questionnaire which should take approximately 30-40 minutes for most respondents. To give you access to the questionnaire, the web link and your unique USER NAME and PASSWORD are provided above. The questionnaire is divided into four sections. The first three sections mainly request factual information about this school and its programs. These sections can be answered by the principal or a designee who is able to provide this information. The final section asks for judgmental evaluations about the school climate, and we ask that this section be completed by the principal only. If you will have a designee (someone other than yourself) complete the initial portion of the survey, please let us know so that we may supply that person with access to the on-line survey.

All responses will be completely confidential. No individuals, whether parents, students, school officials, teachers or staff, will see any other questionnaires or individually identifying data (for example, names or addresses). Data collected are used only for statistical purposes and may not be disclosed or used, in identifiable form for any other purpose except as required by law. The data collected will be used in analyses to understand students' course-taking behaviors, motivation and achievement, and how students decide what pathways to follow during and after high school. Information collected from students, parents, teachers, counselors, and school administrators will help to inform and shape efforts to improve the quality of the high school experience, including math and science education in America.

National organizations endorsing HSL include the National Association of Secondary School Principals, the American Association of School Administrators, the National Education Association and the National School Boards Association. The enclosed brochure provides detailed information about

HSLs. If you have any questions about your participation in the survey, please call Kimrey Millar at RTI toll-free at 1-866-253-1063. If you have questions about your rights as a study participant, you may call RTI's Office for Research Protection at 919-316-3358 in Durham, NC or 1-866-214-2043 (a toll-free number).

The National Center for Education Statistics (NCES) of the U.S. Department of Education is authorized by federal law (Public Law 107-279) to conduct the High School Longitudinal Study of 2009. According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number of this information collection is [1850-New]. Participation is voluntary and there is no penalty if you decide not to participate. Research procedures for this study involve no significant risks to respondents – you are only asked to complete a questionnaire. You may refuse to answer any question. While there are no specific benefits to you for participating, the survey may benefit all high school students across the country by providing timely data relevant to educational policy making.

We thank you in advance for your cooperation in this important research.

Sincerely,

Mark Schneider
Commissioner
National Center for Education Statistics
Institute of Education Sciences
U.S. Department of Education

Enclosure:

HSLs: 09 Brochure

<Date>

<COUNSELOR NAME>

<SCHOOL NAME >

<ADDR1>

<CITY STATE ZIP>

Web Address: www.xxx.xxx.gov

Your USER NAME: <XXXXXXXX>

Your PASSWORD: <XXXXXXXX>

Dear <Counselor Name>:

<SCHOOL NAME> has elected to participate in the first phase of the High School Longitudinal Study of 2009 (HSLs:09), sponsored by the U.S. Department of Education. The purpose of the study is to understand the impact of the high school experience on students' learning and educational and career choices and to explore the transitions from high school to postsecondary education, the work force, and adulthood. The first phase of HSLs includes approximately 30 9th-graders and 30 12th-graders from 55 high schools across the country. Each student in the study will complete a math assessment and a background questionnaire. For more information on the study and RTI, the nonprofit organization conducting it, please see the attached brochure.

As a counselor at <SCHOOL NAME>, your understanding of the influence of the school's academic policies and programs on the overall learning environment is crucial to the study. Therefore, we ask that you complete an online questionnaire, which will take approximately 30-40 minutes for most respondents. To do so, please log in using the web link and unique USER NAME and PASSWORD provided above. Your responses will be completely confidential; no parents, students, school officials, teachers or staff will see your answers and no individually identifying data will be reported. For more information on the strict confidentiality procedures please see the attached brochure or call RTI at 1-866-253-1063.

National organizations endorsing HSLs include the American School Counselors Association, the American Association of School Administrators, the National Education Association, the American Federation of Teachers, the National Parent Teacher Association, the National Association of Secondary School Principals, the American Association of School Administrators, and the National School Boards Association among others. The enclosed brochure provides detailed information about HSLs. If you have any questions about your participation in the survey, please call Kimrey Millar at RTI toll-free at 1-866-253-1063. If you have questions about your rights as a study participant, you may call RTI's Office for Research Protection at 919-316-3358 in Durham, NC or 1-866-214-2043 (a toll-free number).

The National Center for Education Statistics (NCES) of the U.S. Department of Education is authorized by federal law (Public Law 107-279) to conduct the HSLs. According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number of this information collection is [1850-New]. Participation is voluntary and there is no penalty if you decide not to participate. Research procedures for this study involve no significant risks to respondents – you are only asked to complete a questionnaire. You may refuse to answer any question. While there are no specific benefits to you for

participating, the survey may benefit all high school students across the country by providing timely data relevant to educational policy making.

We thank you in advance for your cooperation in this important research.

Sincerely,

Mark Schneider
Commissioner
National Center for Education Statistics
Institute of Education Sciences
U.S. Department of Education

Enclosure:
HSLs: 09 Brochure

<Date>

<PARENT NAME>

<ADDR1>

<ADDR1>

<CITY STATE ZIP>

Web Address: www.xxx.xxx.gov

Your USER NAME: <XXXXXXXX>

Your PASSWORD: <XXXXXXXX>

Dear <Parent or Guardian Name>:

<SCHOOL NAME> has elected to participate in the first phase of the High School Longitudinal Study of 2009 (HSLs:09), sponsored by the U.S. Department of Education. The purpose of the study is to understand the impact of the high school experience on students' learning and educational and career choices and to explore the transitions from high school to postsecondary education, the work force, and adulthood. The first phase of HSLs includes approximately 30 9th-graders and 30 12th-graders from 55 high schools across the country. Each student in the study will complete a math assessment and a background questionnaire. For more information on the study and the RTI, the nonprofit organization conducting it, please see the attached brochure.

As the parent or guardian of <STUDENT NAME>, you are a unique source of information on the family background; information about the home environment is crucial to the study. Therefore, we ask that you complete an online questionnaire, which will take approximately 30-40 minutes for most respondents. To do so, please log in using the web link and unique USER NAME and PASSWORD provided above. Your responses will be completely confidential; no parents, students, school officials, teachers or staff will see your answers and no individually identifying data will be reported. For more information on the strict confidentiality procedures please see the attached brochure or call RTI at 1-866-253-1063

National organizations endorsing HSLs include the National Parent Teacher Association, the National Education Association, the American Federation of Teachers, American School Counselors Association, the American Association of School Administrators and the National Association of Secondary School Principals among others. The enclosed brochure provides detailed information about HSLs. If you have any questions about participation in the study, please call Kimrey Millar at RTI toll-free at 1-866-253-1063. If you have questions about rights as a study participant, you may call RTI's Office for Research Protection at 919-316-3358 in Durham, NC or 1-866-214-2043 (a toll-free number).

The National Center for Education Statistics (NCES) of the U.S. Department of Education is authorized by federal law (Public Law 107-279) to conduct the HSLs. According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number of this information collection is [1850-New]. Participation is voluntary and there is no penalty if you decide not to participate. Research procedures for this study involve no significant risks to respondents – you are only asked to complete a questionnaire. You may refuse to answer any question. While there are no specific benefits to you for participating, the survey may benefit all high school students across the country by providing timely data relevant to educational policy making.

We thank you in advance for your cooperation in this important research.

Sincerely,

Mark Schneider
Commissioner
National Center for Education Statistics
Institute of Education Sciences
U.S. Department of Education

Enclosure:
HSL:09 Brochure

<DATE>

Dear Parent or Guardian:

We are pleased to inform you that your child has been selected to participate in the High School Longitudinal Study of 2009 (HSLs), a national education study sponsored by the U. S. Department of Education. The purpose of the study is to understand the impact of the high school experience on students' learning and their educational and career choices, and to explore the transitions students make from high school to postsecondary education, the labor force, and adulthood. Approximately 1,250 students from 55 schools across the country have been randomly selected to participate in this first phase of HSLs to be conducted in the fall 2008. In a few weeks, your teenager will be asked to spend approximately 90 minutes completing a background questionnaire and a math assessment on a computer at school.

The study will measure achievement and various influences on the plans and decision-making of high school students. On the questionnaire students will be asked about their current education activities such as coursework, study habits, extracurricular activities, future plans, attitudes and beliefs. In addition, we would like you to complete a parent survey that will provide important background information. You will be contacted separately to complete this survey. We will also ask a school administrator, a school counselor, and all 9th grade math and science teachers to complete a questionnaire, which will provide information about programs and practices at the school.

An important feature of this study is that it is longitudinal, meaning it will follow the same students as they progress through school and eventually enter the work force and/or go to college. In two years, we would like to contact your child again for a follow-up study, so we will ask for his/her address and telephone number and those of a relative or close friend.

The U.S. Department of Education is authorized by federal law (Public Law 107-279) to conduct HSLs. Data will be used only for statistical purposes and may not be disclosed or used, in identifiable form for any other purpose except as required by law. No individual data (for example, names or addresses) will be reported. Participation is voluntary and there is no penalty if you or your teenager decides not to participate. Your teenager may choose not to answer any question. There are no risks to your teenager from taking part in the study. The data collected will be used in analyses to understand students' course-taking behaviors, motivation and achievement, and how students decide what to do during and after high school.

[IF SCHOOL INCENTIVE: Your teenager's school will receive a \$500 technology allowance as a token for participating in the study.] We will also provide \$10 to each participating student as a token of our appreciation.

If you are willing to allow your teenager to participate, you do not need to return this form. If for any reason you object to your child's participation, please fill out the enclosed form and return it to his/her school as soon as possible.

The enclosed brochure provides more information about HSLs. If you have any questions about the study please call Ms. Kimrey Millar at RTI, toll-free, at 1-866-253-1063 between 9 AM and 5 PM Eastern time, Monday through Friday. RTI is a non-profit research organization in North Carolina that has been contracted to collect the data. If you have questions about your child's rights of study participants, you may call RTI's Office for Research Protection toll-free at 1-866-214-2043. Both Ms. Millar and staff

from the Office for Research Protection can be reached at: RTI, P.O. Box 12194, Research Triangle Park, NC 27709.

We thank you in advance for your cooperation in this important research.

Sincerely,

Mark Schneider
Commissioner
National Center for Education Statistics
Institute of Education Sciences
U.S. Department of Education

Enclosure:
HSLs: 09 Brochure

<DATE>

Dear Parent or Guardian:

We are pleased to inform you that your child has been selected to participate in the High School Longitudinal Study of 2009 (HSLs), a national education study sponsored by the U. S. Department of Education. The purpose of the study is to understand the impact of the high school experience on students' learning and their educational and career choices, and to explore the transitions students make from high school to postsecondary education, the labor force, and adulthood. Approximately 1,250 students from 55 schools across the country have been randomly selected to participate in this first phase of HSLs to be conducted in the fall 2008. In a few weeks, your teenager will be asked to spend approximately 90 minutes completing a background questionnaire and a math assessment on a computer at school.

The study will measure achievement and various influences on the plans and decision-making of high school students. On the questionnaire students will be asked about their current education activities such as coursework, study habits, extracurricular activities, future plans, attitudes and beliefs. In addition, we would like you to complete a parent survey that will provide important background information. You will be contacted separately to complete this survey. We will also ask a school administrator, a school counselor, and all 9th grade math and science teachers to complete a questionnaire, which will provide information about programs and practices at the school.

An important feature of this study is that it is longitudinal, meaning it will follow the same students as they progress through school and eventually enter the work force and/or go to college. In two years, we would like to contact your child again for a follow-up study, so we will ask for his/her address and telephone number and those of a relative or close friend.

The U.S. Department of Education is authorized by federal law (Public Law 107-279) to conduct HSLs. Data will be used only for statistical purposes and may not be disclosed or used, in identifiable form for any other purpose except as required by law. No individual data (for example, names or addresses) will be reported. Participation is voluntary and there is no penalty if you or your teenager decides not to participate. Your teenager may choose not to answer any question. There are no risks to your teenager from taking part in the study. The data collected will be used in analyses to understand students' course-taking behaviors, motivation and achievement, and how students decide what to do during and after high school.

[IF SCHOOL INCENTIVE: Your teenager's school will receive a \$500 technology allowance as a token for participating in the study.] We will also provide \$10 to each participating student as a token of our appreciation.

Please take a moment in the next day or two to fill out the enclosed form and return it to your teenager's school in the enclosed envelope. We will need to know whether you will allow him or her to participate in this study. We cannot allow your teenager to participate without your written consent.

The enclosed brochure provides more information about HSLs. If you have any questions the about study please call Ms. Kimrey Millar at RTI, toll-free, at 1-866-253-1063 between 9 AM and 5 PM Eastern time, Monday through Friday. RTI is a non-profit research organization in North Carolina that has been contracted to collect the data. If you have questions about your the rights of study participants, you may call RTI's Office for Research Protection toll-free at 1-866-214-2043. Both Ms. Millar and staff from the Office for Research Protection can be reached at: RTI, P.O. Box 12194, Research Triangle Park, NC 27709.

We thank you in advance for your cooperation in this important research.

Sincerely,

Mark Schneider
Commissioner
National Center for Education Statistics
Institute of Education Sciences
U.S. Department of Education

Enclosure:
HSLs: 09 Brochure

HSLs:09 Brochure Text

High School Longitudinal Study of 2009; NCES logo; RTI logo

Conducted for: National Center for Education Statistics of U.S. Department of Education

Conducted by: RTI International

What is HSLs:09?

HSLs:09 is the High School Longitudinal Study of 2009. The study is sponsored by the National Center for Education Statistics and carried out by RTI International.

What is the focus of the study?

The focus of the study is to understand the impact of the high school experience on students' learning and their educational and career choices, and also to explore the transitions students make from high school to postsecondary education, the labor force, and adult roles. One distinctive feature of HSLs:09 is that it is longitudinal – the same students will be followed over time, regardless of the path they take (for example, dropouts, the college-bound, and those who go directly into the military or work force after high school). The other distinctive feature is that it is multilevel – in addition to surveying and testing students, information will be gathered from parents, teachers, school administrators and counselors to better understand the many home, school, peer and community influences on students' development and choices. While all educational and career choices are of interest, additional information will be collected about science, technology, engineering and mathematics (STEM) coursetaking and career preparation.

When is the study being conducted?

The first phase of this study will take place in the fall of 2008. A follow-up with students and school personnel will take place in the spring of 2011. The main phase of data collection will occur in the fall of 2009. The first follow-up for that phase will take place in the spring of 2012.

How will HSLs:09 data be used?

HSLs:09 data will allow researchers, educators, and policymakers to examine motivation, achievement, and persistence in high school coursetaking, and entry into careers (either directly or by way of postsecondary education). More generally, HSLs:09 data will allow researchers to examine changes in young people's lives and the influence of communities, schools, teachers, families, parents, and friends on student transitions, progress, and outcomes.

Why is participation important?

HSLs:09 will build upon and extend a series of longitudinal high school studies that have been conducted each decade since 1972. The study will measure achievement and various influences on the plans and decision-making of high school students. Information collected from students, parents, teachers, counselors, and school administrators will help to inform and shape efforts to improve the quality of the high school experience, including math and science education in America.

How many schools and students will be involved?

The first phase will involve 55 schools and about 27 9th graders and 27 12th graders in each school. The main phase will involve a nationally representative sample of 800 high schools, including both public and private schools.

What is involved for students?

Sampled students will complete a mathematics test and a background questionnaire. The in-school sessions will take about 90 minutes. The assessments and questionnaires will be completed on school computers, if available, or RTI will bring laptop computers to the school for use by the students for the study. Students will participate in another in-school session 2 years later with additional follow-ups planned after high school. Participating students will receive \$10 as a token of our appreciation.

What is involved for school staff?

A school administrator will be asked to complete a questionnaire about the school and its environment. Mathematics and science teachers will be asked to complete questionnaires about their backgrounds and approaches to teaching. A school counselor will be asked to complete a questionnaire about school counseling practices. Each questionnaire will take approximately 30 minutes to complete.

What is involved for parents?

One parent of each sampled student will be asked to complete a questionnaire. Each interview will take about 30 minutes.

Who will be responsible for data collection?

Trained HSLs:09 staff will facilitate administration of assessments and questionnaires and provide all required materials. Schools will be asked to designate a school contact to assist HSLs:09 staff with in-school arrangements.

Do students, staff or parents have to participate?

Participation is voluntary, but participation is important to ensure the completeness and accuracy of the results.

Will the names of participants and their responses be kept confidential?

Student, parent, and staff answers may be used only for statistical purposes and may not be disclosed or used, in identifiable form for any other purpose except as required by law. The data collected will be used in analyses to understand students' coursetaking behaviors, motivation and achievement, and how students decide what to do after high school.

Who do I contact for further information about HSLs:09?

For additional information, you may send email to HSLs@RTI.ORG, or contact:

RTI Project Director:

Mr. Dan Pratt
(919) 541-6615
(866) 253-1063

RTI Principal Investigator:

Dr. Steven Ingels
(202) 974-7834

NCES Project Officer:

Dr. Laura LoGerfo
(202) 502-7402

Among the organizations endorsing HSLs:09 are:

American Association of School Administrators

American Counseling Association

American Federation of Teachers

Council of Chief State School Officers

National Association of Secondary School Principals

National Catholic Educational Association, Department of Secondary Schools

National Center for Improving Science Education/WestED

National Council of Teachers of Mathematics

National Education Association

National Parent Teacher Association

National School Boards Association

National Science Teachers Association

Appendix B

IRB Approval for Recruitment Materials



IRB ID Number: 11943

**Office of Research Protection
Institutional Review Board Notice of Approval**
Federalwide Assurance No. 3331

Title of Study: High School Longitudinal Study of 2009
RTI Project Number: 0209234.003 **RTI Proposal Number** (if no Project Number)
Project Leader: Dan Pratt
Project Team Member Contact (if different from Project Leader):
Source of Funding for this Study: NCES
Date Submitted to IRB: March 3, 2008
Level of Review (check one):
Full . IRB Meeting Date: _____
Expedited , category: M: Minor changes in approved research

Type of Review (check one):

- Preliminary review (Do not involve human subjects or data until pretest or full study is approved.)
 Pretest/Pilot Test
 Full Implementation
 Amendment, describe: new lead letters; active parental permission letter; revised recruitment letters
 Add study site(s):
 Renewal
 Study Closure

IRB Approval of Special Conditions (check all that apply):

- Waiver of Signed Informed Consent/Parental Permission
 Participation of Pregnant Women (**Worksheet B** submitted by project team)
 Participation of Prisoners (**Worksheet C** submitted by project team)
 Participation of Prisoners in DHHS-funded studies (OHRP acknowledgement received)
 Participation of Minors (**Worksheet D** submitted by project team)
 IRB Agreement of Nonsignificant Risk Device Study Determination

Please note the following requirements:

- If **unexpected problems** or **adverse events** occur, the project team must notify the IRB.
- If there are **changes** in study procedures or protocol or any data collection materials (brochures, letters, questionnaires, etc.) the project team must notify the IRB before they are implemented.
- The project team is required to apply for **continuing review** as long as the study is active, which includes participation of human subjects or possession of human data or specimens.

Expiration Date of IRB Approval: 10-19-2008

(No human subjects research can occur after this date without continuing review and approval.)

Signature - IRB Member or Chair**03-04-2008****Date of IRB Approval**

Juesta M. Caddell, PhD

Name - IRB Member or Chair (print or type)

- Copy sent to project leader on:
 Entered into MIS

Office of Research Protection, Institutional Review Board
 3040 Cornwallis Road, Research Triangle Park, NC 27709-2194, USA
 Telephone: 919-316-3358 Fax: 919-316-3897 orpe@rti.org