



U.S. DEPARTMENT OF EDUCATION  
INSTITUTE OF EDUCATION SCIENCES

NATIONAL CENTER FOR EDUCATION STATISTICS

{123 Name Street}  
{City, ST 12345}

October 2009

Dear Parent of {CHILD}:

A few weeks ago your household helped us by completing a short survey for the U.S. Department of Education. Thank you for your response. I'm now asking you to help us by completing the final part of this important study. The study is used by educators, policymakers, and researchers to understand the educational experiences and needs of all children in the United States.

The survey you returned to us stated that the child listed below lives in this household. When completing the enclosed survey please answer about:

**{Child, age X, X<sup>th</sup> grade}**

This national educational study will provide much needed information on how schools and families work together to promote children's learning. Although your participation is voluntary, your response to this survey is important as it will help provide a clear picture of children's educational experiences in the United States. Please be assured that all information you give 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 (Section 9573, 20 US Code). Your responses will be combined with those of others to produce national statistics about children's educational experiences.

The National Center for Education Statistics, within the Department of Education, is authorized to conduct this survey (Section 9543, 20 US Code). Westat, a research firm under contract with the U.S. Department of Education, is administering the survey. More details about the study, how your household was selected, and how to obtain reports from previous surveys are provided on the back of the enclosed survey and online at [www.nhessurvey.org](http://www.nhessurvey.org).

Thank you in advance for your cooperation. I know that there are many demands on your time. The enclosed survey should only take about 20 minutes of your time. If you have any questions about the study or you would like to request a replacement questionnaire or envelope, please call Westat toll-free at 1-888-696-5670.



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Sincerely,

Stuart Kerachsky  
Acting Commissioner  
National Center for Education Statistics

Enclosure