

Appendix F
Respondent Materials

**Draft Respondent Letters for
National Data Collection**

District Superintendent Letter Example – Page 1

Spring 2009

Dear Superintendent:

I am writing to ask for your support on an important new study being conducted for the U.S. Department of Education about early childhood education. The Early Childhood Longitudinal Study – Kindergarten Class of 2010-11 (ECLS-K:11) will collect national data about public and private kindergarten programs and the children who attend them. The study is an important part of the efforts to improve schools and the education of all the nation's children by increasing our understanding of the dynamics of school achievement, particularly those factors that lead to the success of children during the critical early school years.

This research and data collection program is sponsored by the National Center for Education Statistics (NCES), Institute of Education Sciences, of the U.S. Department of Education. ECLS-K:11 is the third in an important series of longitudinal studies sponsored by the U.S. Department of Education, which also includes the Early Childhood Longitudinal Study, Kindergarten Class of 1998-99 (ECLS-K) and the Early Childhood Longitudinal Study, Birth Cohort of 2001 (ECLS-B). Like its predecessors, ECLS-K:11 will provide a rich and comprehensive source of information on children's early learning and development, transitions into kindergarten and beyond, and progress through school for a new cohort of children.

To adequately represent the diversity of kindergarten programs in the U.S., a carefully selected sample of 900 such programs has been chosen to participate in the study. Some schools from your district are among those in this sample. With your permission, ECLS-K staff will contact these schools to discuss study details and to invite them to join the study. These contacts will begin this spring. The first data collection will occur in the beginning of the 2010-2011 school year when 23,000 students will be selected from those attending the participating schools across the country. Follow up data will be collected each spring from kindergarten through fifth grade.

Features of the ECLS-K:11 include:

- One-on-one assessments of children conducted by trained ECLS-K:11 assessors. These assessments, which will take approximately 60 minutes to administer, are designed to measure children's early cognitive development, such as language and quantitative skills, and executive function. Sampled children also will be weighed and measured and have their hearing screened. Assessments will not begin 6 six weeks after the beginning of the school year. Spring assessments will be completed 6 weeks before the end of the school year.
- Telephone interviews with parents and guardians who are unique sources of information about the selected children and their families. Questions will cover such areas as home environment, childcare, family structure, and the health and well being of the children.
- Questionnaires for kindergarten teachers, which will provide information about their teaching practices and the selected children whom they teach.

District Superintendent Letter Example – Page 2

- Questionnaires for school administrators in spring 2010, which will provide the study with information on the selected schools.
- Questionnaires for children's child care providers, which will provide information about their child care environment and the children for whom they provide care.

Your chief state school officer has received a letter from the commissioner of NCES notifying him/her of the study. We also have sent a letter to and spoken with your state's testing director. Enclosed is a list of the schools in your district that have been selected to participate in the ECLS-K:11. An ECLS-K:11 representative will call you within a few days to discuss the study, answer any questions you may have, and discuss the appropriate protocol for notifying the selected schools in your district.

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 for this information collection is 1850-0750. Approval expires 01/31/2009. The collection of information in this study is authorized by Public Law 107-279 Education Sciences Reform Act of 2002, Title I, Part C, Sec. 151(b) and Sec. 153(a). Participation is voluntary. Respondents may skip questions they do not wish to answer. Responses are protected from disclosure by federal statute (PL 107-279 Title I, Part C, Sec. 183). All responses that relate to or describe identifiable characteristics of individuals may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose, unless otherwise compelled by law. Data will be combined to produce statistical reports. No individual data that links the respondent's name, address, telephone number, or identification number with their responses will be included in the statistical reports. Any questions or concerns about confidentiality or the respondent's rights in this research study should be directed to Gail Mulligan at the National Center for Education Statistics at 1-202-502-7491 or Gail.Mulligan@ed.gov.

We look forward to working with you and the selected schools in your district. I have enclosed information further describing the study. If you have any questions, please feel free to call me or Rich Hilpert, ECLS-K:11 data collection director, at 1-800-750-6206.

Sincerely,



Karen Tourangeau
Project Director

Catholic School Recruitment Letter Example

Spring 2009

Dear Principal,

I am writing to ask for your support on an important new study being conducted for the U.S. Department of Education about early childhood education. The Early Childhood Longitudinal Study – Kindergarten Class of 2010-11 (ECLS-K:11) will collect national data about public and private kindergarten programs and the children who attend them. The study is an important part of the efforts to improve schools and the education of all the nation's children by increasing our understanding of the dynamics of school achievement, particularly those factors that lead to the success of children during the critical early school years.

This research and data collection program is sponsored by the National Center for Education Statistics (NCES), Institute of Education Sciences, of the U.S. Department of Education. ECLS-K:11 is the third in an important series of longitudinal studies sponsored by the U.S. Department of Education, which also includes the Early Childhood Longitudinal Study, Kindergarten Class of 1998-99 (ECLS-K) and the Early Childhood Longitudinal Study, Birth Cohort of 2001 (ECLS-B). Like its predecessors, ECLS-K:11 will provide a rich and comprehensive source of information on children's early learning and development, transitions into kindergarten and beyond, and progress through school for a new cohort of children

To adequately represent the diversity of kindergarten programs in the U.S., a carefully selected sample of 900 such programs has been chosen to participate in the study. We have contacted your diocese and have received permission to contact you. The participation of each of the selected schools is vital to the success of this important study. The first data collection will occur in the beginning of the 2010-2011 school year when 23,000 students will be selected from those attending the participating schools across the country. Follow up data will be collected each spring from kindergarten through fifth grade.

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We look forward to working with you and your teachers and kindergartners. I have enclosed information further describing the study. If you have any questions, please feel free to call me or Rich Hilpert, ECLS-K:11 data collection director, at 1-800-750-6206.

Sincerely,

A handwritten signature in black ink that reads "Karen Tourangeau". The signature is written in a cursive, flowing style.

Karen Tourangeau
Project Director

Private School (other than Catholic) Recruitment Letter Example

Spring 2009

Dear Principal,

I am writing to ask for your support on an important new study being conducted for the U.S. Department of Education about early childhood education. The Early Childhood Longitudinal Study – Kindergarten Class of 2010-11 (ECLS-K:11) will collect national data about public and private kindergarten programs and the children who attend them. The study is an important part of the efforts to improve schools and the education of all the nation's children by increasing our understanding of the dynamics of school achievement, particularly those factors that lead to the success of children during the critical early school years.

This research and data collection program is sponsored by the National Center for Education Statistics (NCES), Institute of Education Sciences, of the U.S. Department of Education. ECLS-K:11 is the third in an important series of longitudinal studies sponsored by the U.S. Department of Education, which also includes the Early Childhood Longitudinal Study, Kindergarten Class of 1998-99 (ECLS-K) and the Early Childhood Longitudinal Study, Birth Cohort of 2001 (ECLS-B). Like its predecessors, ECLS-K:11 will provide a rich and comprehensive source of information on children's early learning and development, transitions into kindergarten and beyond, and progress through school for a new cohort of children

To adequately represent the diversity of kindergarten programs in the U.S., a carefully selected sample of 900 such programs, including your own, has been chosen to participate in the study. The participation of each of the selected schools is vital to the success of this important study. The first data collection will occur in the beginning of the 2010-2011 school year when 23,000 students will be selected from those attending the participating schools across the country. Follow up data will be collected each spring from kindergarten through fifth grade.

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We look forward to working with you and your teachers and kindergartners. I have enclosed information further describing the study. If you have any questions, please feel free to call me or Rich Hilpert, ECLS-K:11 data collection director, at 800-750-6206.

Sincerely,

A handwritten signature in black ink that reads "Karen Tourangeau". The signature is written in a cursive, flowing style.

Karen Tourangeau
Project Director

School Coordinator Letter Example

December 2008

School Coordinator
School name
School address
City, ST, ZIP

Dear <<school coordinator>>,

Included with this letter are several items regarding the Early Childhood Longitudinal Study – Kindergarten Class of 2010-11 (ECLS-K:11). Some of them are informative and may duplicate information you have already received. Please feel free to share any of these with others in your school. By completing the last two forms in this list, you will provide information necessary for our field staff to prepare materials for the study activities in your school.

In your packet, you should find:

- ECLS-K:11 brochure
- School and Teacher Summary Sheet
- Parent Summary Sheet
- Frequently Asked Questions for Schools
- Frequently Asked Questions for Parents
- Kindergarten Enrollment List
- Kindergarten Teacher List

There are instructions on both of the enclosed “Lists” that should help you or an assistant to complete them for us. These need not be completed until the week prior to our supervisor’s first visit to your school. After these lists have been prepared, please keep them at your school.

Note that the Kindergarten Enrollment List was designed to show you what information we need on each of the kindergarten children in your school. It is not necessary to record this information on this form if it can more easily be provided in a different format, for example in a computer printout.

The ECLS-K:11 field supervisor who will be working with your school will call you before coming to your school to set up the study activities and select the sample of kindergarten children. If you have questions about preparing these lists, you can discuss them with the supervisor at that time. The supervisor will bring letters and Parent Summary Sheets for the parents/guardians of the sampled children so that they can be prepared and mailed before the assessment activities begin.

Also included in your packet are three identical packets for the kindergarten teachers at your school. The teacher packets include:

- Letter to the teacher
- ECLS-K:11 brochure
- School and Teacher Summary Sheet
- Parent Summary Sheet

I would appreciate it if you would give these to your kindergarten teachers. If you need additional packets, you can request them from the supervisor when s/he calls you.

Again, we want you to know how much we appreciate your time and support of the ECLS-K:11 study. Our staff are prepared to work with you and to do as much as possible to make their activities in your school go as smoothly as possible. If there is anything that they can do to help you to help us, please do not hesitate to ask when the supervisor calls.

We look forward to working with you, your kindergarten teachers, and the kindergarten children on this important study.

Sincerely,



Karen Tourangeau
Project Director

Enclosures
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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 for this information collection is 1850-0750. Approval expires 01/31/2009. The collection of information in this study is authorized by Public Law 107-279 Education Sciences Reform Act of 2002, Title I, Part C, Sec. 151(b) and Sec. 153(a). Participation is voluntary. Respondents may skip questions they do not wish to answer. Responses are protected from disclosure by federal statute (PL 107-279 Title I, Part C, Sec. 183). All responses that relate to or describe identifiable characteristics of individuals may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose, unless otherwise compelled by law. Data will be combined to produce statistical reports. No individual data that links the respondent's name, address, telephone number, or identification number with their responses will be included in the statistical reports. Any questions or concerns about confidentiality or the respondent's rights in this research study should be directed to Gail Mulligan at the National Center for Education Statistics at 1-202-502-7491 or Gail.Mulligan@ed.gov.

Teacher Letter Example

Spring 2009

Dear Teacher,

We are very happy that your school will be participating in the Early Childhood Longitudinal Study – Kindergarten Class of 2010-11 (ECLS-K:11). We have enclosed information about the study, which includes a brochure describing the study, a School and Teacher Summary Sheet, and Parent Summary Sheet.

Shortly after the start of the school year our field supervisor will visit your school to select the kindergarten children and their parents/guardians who will be invited to participate in the study. The field supervisor will meet with you and other teachers of kindergarten children in the school to discuss the study and your role in the study. At that time, the field supervisor will review with you the questionnaires that teachers will be asked to complete about their classroom and the children in the each of their classes. You will receive an honorarium for each questionnaire that you complete for the selected children in your class.

In addition, the field supervisor will talk with you about the ECLS-K:11 child assessment. The assessment, which will be administered by a trained assessor, has several features that will allow the majority of children to participate in the assessment without any special accommodations. These include:

- the assessment is administered individually to each child;
- the assessment is untimed;
- children can take breaks when they need them;
- based on how a child performs on the items administered first, the remaining items will be geared to the child's level; and
- the child responds to almost all questions by pointing to or verbalizing the answer. Children are not asked to write out their answers.

Even with these features, some children will not be able to take the assessment without additional accommodations in the standard procedures. The ECLS-K:11 field supervisor will ask you to help them identify children who:

- have a non-English language background;
- have an IEP or 504 Plan; and
- you suspect may need a special accommodation for the assessment.

Although it is not possible to offer all types of accommodations to children in the ECLS-K:11 study, the field staff will work with you and other appropriate staff in the school to understand the child's accommodation needs and to provide an appropriate accommodation whenever possible.

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may skip questions you do not wish to answer; however, we hope that you will answer as many questions as you can. Your responses are protected from disclosure by federal statute (PL 107-279 Title I, Part C, Sec. 183). All responses that relate to or describe identifiable characteristics of individuals may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose, unless otherwise compelled by law. Data will be combined to produce statistical reports. No individual data that links your name, address, telephone number, or identification number with your responses will be included in the statistical reports. If you have any questions or concerns about confidentiality or your rights in this research study, contact Gail Mulligan at the National Center for Education Statistics at 1-202-502-7491 or Gail.Mulligan@ed.gov.

Sincerely,



Karen Tourangeau
Project Director

Enclosures

KT/til

Parent Letter Example

Dear Parent:

I am pleased to invite you and your child to participate in a new and exciting study of children's early learning experiences. This study is called the Early Childhood Longitudinal Study – Kindergarten Class of 2010-11 (ECLS-K:11). It is sponsored by the National Center for Education Statistics, Institute of Education Sciences, of the U.S. Department of Education.

Your child was selected at random to join 21,000 children from 900 kindergartens around the country cooperating in this important national study. These children were selected to represent the experiences of the more than 4 million children in kindergarten in the United States this year. It is important that each and every child participate so that the study accurately portrays the early educational experiences of all American children. The intent is to provide information to help all children be successful in their education.

The enclosed materials should answer your questions and give you more detailed information about this study and what is involved for you and your child. Phone numbers are given for you to call with any other questions you may have. This is an opportunity for you and your child to provide information to improve the quality of education for all children. This study is vital to efforts to improve schools and the education of all the nation's children by increasing our understanding of the dynamics of school achievement, particularly those factors that lead to the success of children during the critical early school years.

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ALL INFORMATION COLLECTED DURING THE STUDY IS CONFIDENTIAL. Your responses are protected from disclosure by federal statute (PL 107-279 Title I, Part C, Sec. 183). All responses that relate to or describe identifiable characteristics of individuals may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose, unless otherwise compelled by law. Data will be combined to produce statistical reports. No individual data that links your name, address, telephone number, or identification number with your responses will be included in the statistical reports. Since the school will not get any of the information about your child, participation will not affect your child's grades or progress in school.

If you will allow your child to participate in this study, you do not need to return this form. We thank you for your support. If you do not want your child to take part in

this study, please fill out the attached form and return it to the school by the date shown on the form.

Thank you for your time and consideration of the study.

Sincerely,

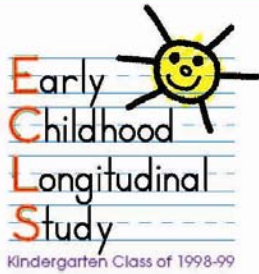
A handwritten signature in black ink that reads "Karen Tourangeau". The signature is written in a cursive style with a large, prominent 'K' and 'T'.

Karen Tourangeau
Project Director

Example Summary Sheets from ECLS-K

(Updated summary sheets for use in the full-scale collection will be included in the OMB package submitted with the results of the field test.)

School and Teacher Summary Sheet



What Is the Early Childhood Longitudinal Study Kindergarten Cohort?

A new, national study, the Early Childhood Longitudinal Study-Kindergarten Cohort (ECLS-K), is designed to provide policymakers, educators, researchers, and parents with detailed information about children's early learning experiences. It is sponsored by the National Center for Education Statistics (NCES) of the U.S. Department of Education.

In the fall of the 1998-99 school year, approximately 23,000 children enrolled in about 1,000 kindergarten programs will be selected for participation in the study. Trained study staff will conduct individual assessments to measure the children's reading, mathematics, and general knowledge.

School administrators, teachers, and parents will be asked to provide information about a variety of factors associated with learning. These factors include how schools respond

to the educational needs of children from diverse backgrounds and experiences and the role that parents and families play in preparing for and supporting their children's education.

After the baseline data collection in fall 1998, followup assessments and interviews will be conducted in the spring, following the same children through the fifth grade.

This document provides a brief overview of study plans and of the roles of participating schools and school staff. ECLS-K staff members will provide more detailed information when they contact the schools later this year.

What Are the Responsibilities of the ECLS-K Staff?

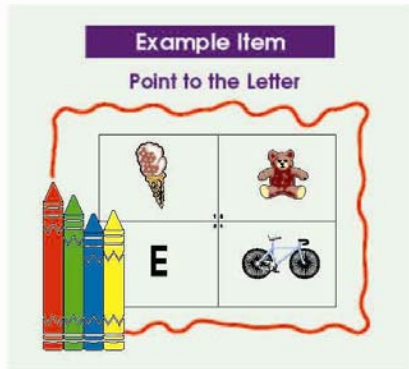
ECLS-K staff will:

- Coordinate the assessment schedule with the schools.
- Select a sample of students from lists prepared by the school. In most schools, all students will be sampled up to a maximum of 24.
- Prepare all parent letters, questionnaires, and informational materials for distribution.
- Conduct all assessments and interviews.

- Present honoraria to schools and teachers in appreciation of their participation.

What Is Involved for Schools?

- School principals or administrators will be asked to complete a questionnaire that gathers information about the school, its student body, teachers, and policies.
- Schools will need to provide appropriate space for the assessment staff on the days of the assessment.
- Schools will be asked to designate a staff member as the school coordinator to assist ECLS-K staff with in-school arrangements.



ECLS Logo designed by Kendra Chandler Webb, age 9, 1994.

What Are the School Coordinator's Responsibilities?

As the liaison with ECLS-K staff, the school coordinator will be requested to:

- Make available a list of eligible students. During early fall 1998, an ECLS-K supervisor will call to schedule a visit to the school about 2 weeks before the assessment to select the student sample, distribute school and teacher questionnaires, and make arrangements for the assessment.
- Help ECLS-K staff obtain demographic information and parental contact information for each child in the sample.
- Arrange for suitable space for the assessments within the school. In addition to reading, mathematics, and general knowledge, the initial assessment includes motor skills. The space should be large enough so that the child can perform such tasks as hopping and walking backward.
- Follow usual school procedures in notifying the selected students, their teachers, and parents of the assessment. ECLS-K staff will provide informational materials and assist in notification as requested.

What Is the Role of Teachers in the ECLS-K?

Teachers are a very important part of this study, also. They will be asked to:

- Accommodate the assessment of the selected students.
- Complete a questionnaire about their background and teaching experience, their kindergarten class(es), how they teach the sampled students, and materials and resources available in the classroom.
- Evaluate the cognitive and social skills of each sampled child they teach, using rating scales provided by the ECLS-K study. These evaluations are expected to take about 10 minutes per child. Teachers will receive an honorarium for each evaluation.

Why Should Schools and Teachers Participate?

The ECLS-K is the first study to systematically gather information from a national sample of students, parents, teachers, and schools about the early education of the Nation's children. The intent of this study is to provide data that can be used at the local, state, and national levels to guide policies to increase every child's chances of doing well in school. For the results of the study to be accurate, the participation of all selected children, parents, teachers, and schools is very important.

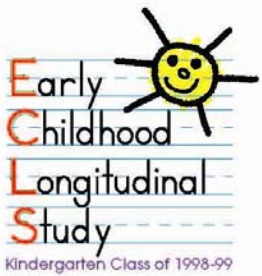
The confidentiality of each respondent is carefully protected under federal law. Therefore, no individual student, parent, teacher, or school data will be reported. Parents and schools will receive copies of reports about study findings in general. Parents and teachers will also be sent copies of other government-sponsored reports related to early childhood learning.

ECLS-K gives children an opportunity to show what they know and can do as they progress into primary school. In appreciation for their participation, the children will receive educational materials, such as pencils and small books, as well as stickers and pencil holders.

Thank you!

The participation of the selected schools, students, teachers, and parents is vital to the success of this very important study.

Parent Summary Sheet



What Is the Early Childhood Longitudinal Study Kindergarten Cohort ?

A new, national study, the Early Childhood Longitudinal Study-Kindergarten Cohort (ECLS-K), is designed to provide policymakers, educators, researchers, and parents with detailed information about children's early learning experiences. It is sponsored by the National Center for Education Statistics (NCES) of the U.S. Department of Education.

In the fall of the 1998-99 school year, approximately 23,000 children enrolled in about 1,000 kindergarten programs will be selected for participation in the study. Trained study staff will conduct individual assessments to measure the children's reading, mathematics, and general knowledge.

School administrators, teachers, and parents will be asked to provide information about a variety of factors associated with learning. These factors include how schools respond

to the educational needs of children from diverse backgrounds and experiences and the role that parents and families play in preparing for and supporting their children's education.

After the baseline data collection in fall 1998, followup assessments and interviews will be conducted in the spring, following the same children through the fifth grade.

This document provides a brief overview of study plans. ECLS-K staff members will provide more detailed information as they contact the schools and parents later this year.

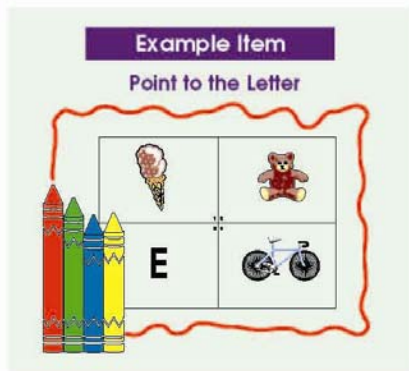
What Will the Selected Children Be Asked To Do?

Experienced, trained ECLS-K staff will conduct the one-on-one assessments with each selected child. These assessments will be held at the school and will be coordinated by the school to minimize disruption of the school day.

During the assessment, your child will be asked to name letters, count, find words that rhyme, listen to stories and then retell them, and identify everyday items from pictures. Since the assessment is one-on-one and untimed, the children may take breaks and have as much time as they need to complete

it. Because of the relationship of movement skills to reading and writing, the children will be asked to balance on one foot, skip, copy shapes, and use building blocks. In addition, height and weight will be measured.

Experts in the field of early childhood education developed the assessment especially for this national study. All of the questions have been carefully tested with children. The children who participated in these tests generally enjoyed the experience and the special attention they received.



ECLS Logo designed by Kendra Chandler Webb, age 9, 1994.

What Is Requested of Parents?

Parents are critical to the success of this study. As a parent, you will be asked:

- To allow your child to participate in the study. It is very important that all children be included in the study, even those that cannot be assessed because of a disability or limited English proficiency.
- To participate in an interview conducted by telephone or in-person and scheduled at your convenience. Parent interviews will take place about the same time as the child assessments, that is, in the fall and spring of the kindergarten year, and then yearly after that.

In the interview, you will be asked about your child's birth, growth, and health, including his/her activity level, nutrition, and illnesses. You will also be asked how well your child gets along with other children and in school. In addition to questions about your child, you will be asked about yourself and the child's family, and your approaches to child-rearing and discipline. Finally, you will be asked what you think about your neighborhood, your child's school, and your goals for yourself and your child.

Why Should You and Your Child Participate in ECLS-K?

The ECLS-K is the first study to systematically gather information from a national sample of students, parents, teachers, and schools about the early education of the Nation's children. The intent of this study is to provide data that can be used at the local, state, and national levels to guide policies to increase every child's chances of doing well in school. For the results of the study to be accurate, the participation of all selected children, parents, teachers, and schools is very important.

Parents are unique in their understanding and knowledge of their children. Only parents can provide information to help explain their children's readiness for school when they enter kindergarten and factors contributing to their success as they move into primary school.

The confidentiality of each respondent is carefully protected under federal law. Therefore, no individual student, parent, teacher, or school data will be reported. Parents and schools will receive copies of reports about study findings in general. Parents and teachers will also be sent copies of other government-sponsored reports related to early childhood learning.

ECLS-K gives children an opportunity to show what they know and can do as they progress into primary school. In appreciation for their participation, the children will receive educational materials, such as pencils and small books, as well as stickers and pencil holders.

Thank you!

The participation of the selected schools, students, teachers, and parents is vital to the success of this very important study.

Example Birthday Card from ECLS-K

Happy Birthday

生日快樂

Chúc mừng sinh nhật

Zoo siab rau koj lub hnub yug

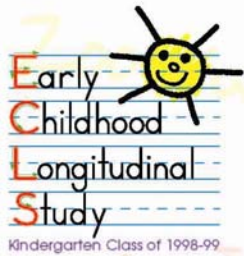
Feliz aniversário

Feliz Cumpleaños

Joex Anniversaire

Hau'oli La Hanau

お誕生日おめでとうございます



Feliz Cumpleaños
Happy Birthday!
Chúc mừng sinh nhật
Happy Birthday
From everybody
at ECLS-K
Joyeux Anniversaire
Hau'oli La Hana
お誕生日おめでとうございます
生日快樂

Example Parent Consent Forms for ECLS-K:11

Early Childhood Longitudinal Study, Kindergarten Class 2010-11 (ECLS-K:11)

Explicit Parent Consent Form

You and your child are being asked to take part in the Early Childhood Longitudinal Study, Kindergarten Class 2010-11 (ECLS-K:11). The ECLS-K:11, sponsored by the National Center for Education Statistics (NCES), Institute of Education Sciences, of the U.S. Department of Education and conducted by Westat, will follow a nationally representative sample of children from kindergarten through fifth grade.

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 for this information collection is 1850-0750. Approval expires 01/31/2009. The collection of information in this study is authorized by Public Law 107-279 Education Sciences Reform Act of 2002, Title I, Part C, Sec. 151(b) and Sec. 153(a). Participation is voluntary. You may skip questions you do not wish to answer; however, we hope that you will answer as many questions as you can. Your responses are protected from disclosure by federal statute (PL 107-279 Title I, Part C, Sec. 183). All responses that relate to or describe identifiable characteristics of individuals may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose, unless otherwise compelled by law. Data will be combined to produce statistical reports. No individual data that links your name, address, telephone number, or identification number with your responses will be included in the statistical reports. If you have any questions or concerns about confidentiality or your rights in this research study, contact Gail Mulligan at the National Center for Education Statistics at 1-202-502-7491 or Gail.Mulligan@ed.gov.

I have read the letter and the information above. I freely agree to take part, and allow my child to participate in the ECLS-K:11 study in elementary school. I know that data about me, my child, and my family will be released only as described.

NAME OF CHILD: _____ ID: _____

Signature of parent/guardian

Date

Print your name:

First

Middle

Last

SCHOOL INFORMATION

Please provide the information below about the school your child will attend in the 2010-11 school year.

SCHOOL NAME: _____

SCHOOL ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

TELEPHONE NUMBER: (_____) _____

PARENT CONTACT INFORMATION

Please provide the information below about the parent who is most knowledgeable about the child's education.

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

HOME TELEPHONE NUMBER:() _____

WORK TELEPHONE NUMBER:() _____

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If you allow your child to take part in the ECLS-K:11 study, you do not need to do anything with this form. If you do not want your child to take part in the study, sign and return this form before:

I have read the letter and the information above. I DO NOT WANT MY CHILD TO PARTICIPATE.

NAME OF CHILD: _____ ID: _____

Signature of parent/guardian

Date

Print your name:


First

Middle

Last

Example Brochure From ECLS-K

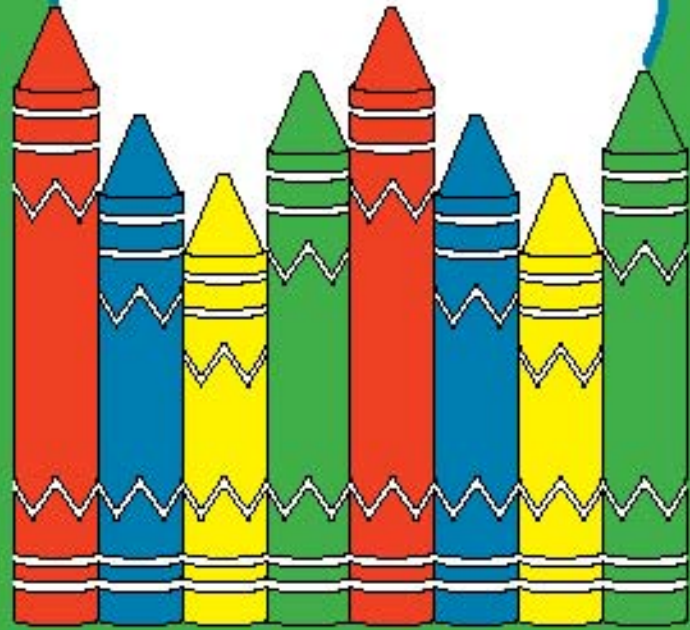
(An updated brochure for use in the full-scale collection will be included in the OMB package submitted with the results of the field test.)



Early
Childhood
Longitudinal
Study

Kindergarten Class of 1998-99

U.S. Department of Education
Office of Educational Research
and Improvement



What is the Early Childhood Longitudinal Study?

The Early Childhood Longitudinal Study (ECLS-K) is sponsored by the U.S. Department of Education, National Center for Education Statistics. It is designed to provide decisionmakers, researchers, teachers, and parents with detailed information about children's early school experiences. The ECLS-K focuses on the relationship between a child's kindergarten experience and his or her school performance in grades 1 through 5.



Why is the study important?

Children enter kindergarten with differing levels of skills and experiences. Once in school, some children have a positive first experience, and some have problems. The ECLS-K will collect, for the first time, information about children entering kindergarten. The children will be selected from across the country and will represent different races, ethnicities, abilities, and economic backgrounds. They will be selected from private and public schools in rural, suburban, and urban school districts. The ECLS-K has several purposes:

- To increase our understanding of the factors that affect success in school, particularly those factors that make kindergarten a positive experience for children.
- To help us better understand the critical transitions in children's lives—from home to school, from school to school, and from grade to grade.
- To help us begin to understand how families, neighborhoods, classrooms, and schools influence a child's educational progress.
- To help parents, teachers, schools, and communities develop teaching practices and environments that will better serve children.
- As the children grow older, they will be asked to provide information about their own experiences in and out of school.
- Parents and guardians will be asked to provide information about their children.
- Teachers will be asked to provide information about their backgrounds, teaching practices, and the classroom setting for the sampled children they teach. Teachers will also provide information about the skills that they expect from students and the behaviors that they consider necessary for school success.
- School administrators, principals, and headmasters will be asked to provide information about the physical and organizational characteristics of their schools.

How will the study be conducted?

- Beginning in fall 1998, 23,000 kindergarten children from 1,000 schools nationwide will be asked to participate in the ECLS-K. They will be asked to perform activities that will measure the skills that are thought to be important to success in school.
- The same children will participate in the following spring and annually thereafter.
- Through the end of 1st grade, information will be gathered from these same children using a one-on-one assessment. This information will provide a starting point for the study.
- The study will follow the original kindergartners for 6 years, through the 5th grade.



Why should I participate?



Nationally, we don't know much about kindergarten programs and the children who attend them. The ECLS-K should help us answer such questions as:

- What skills and behaviors do children demonstrate when they enter kindergarten? How do these skills and behaviors match the expectations of the school?
- What problems do kindergartners experience?
- How well do children fare in their first encounter with formal school?
- How do children learn in these early school years?
- How well do kindergarten programs help children prepare for later elementary grades?

We cannot answer these types of questions without your cooperation and participation.




For additional information contact:

Jerry West, ECLS Project Officer
National Center for Education Statistics
555 New Jersey Avenue, NW
Room 417B
Washington, DC 20208-5651
Phone: (202) 219-1574
E-Mail: ECLS@ed.gov



Karen Tourangeau, ECLS Project Director
Westat, Inc.
1650 Research Boulevard
Rockville, MD 20850
Phone: 1-800-750-6206



Early 
Childhood
Longitudinal
Study

Kindergarten Class of 1998-99

**Example WECEP Respondent Letters
for ECLS-K:11**

WECEP Notification Letter

Spring 2011

Dear _____:
(Child Care Provider)

Recently, my child and I participated in the Early Childhood Longitudinal Study-Kindergarten Class of 2010-11 (ECLSK:11), which is being conducted by the National Center for Education Statistics (NCES), Institute of Education Sciences, of the U.S. Department of Education. 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 Westat, a social science research firm, will contact you by phone to provide you with additional information about the study and to conduct an interview.

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 Center-Based Provider Lead Letter

[DATE]

[PANEL_INFO]
[NAME OF ADMINISTRATOR]
[ADDRESS1]
[ADDRESS2]
[CITY], [STATE] [ZIP]

Dear NAME OF ADMINISTRATOR,

As you may already know, (CHILD) is taking part in an important research study called the Early Childhood Longitudinal Study, Kindergarten Class of 2010-11 (ECLS-K:11). We will be interviewing parents and children. We also are interested in the important role that before- and after-school program teachers and care providers play in children's lives. We would like to find out about (CHILD)'s experiences while in your program.

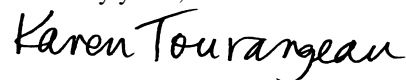
The ECLS-K:11 is being conducted by Westat for the National Center for Education Statistics (NCES), Institute of Education Sciences, of the U.S. Department of Education. This study will give us information about children and their families. Policymakers will use the information to help our nation's families 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 provider/teacher(s) over the telephone. We will ask about the care and education of (CHILD) and about (his/her/their) learning and behavior. Enclosed with this letter is a copy of (PARENT)'s permission form for you to participate in the child care portion of the study on behalf of (CHILD)'s family. 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 provider/teacher(s) will take about 30 minutes. We will ask about the child's 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 \$35 to thank you for your time.

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An interviewer from Westat will call you by telephone to schedule a time for the interview. If you have questions about the study, you may ask the interviewer, or you may call the Westat study hotline at 1-800-555-5555 (a toll-free number). The information you give will help make the study a success. We thank you for your help.

Sincerely yours,



Karen Tourangeau
Project Director

WECEP Home-Based Provider Lead Letter

[DATE]

[PANEL_INFO]

[NAME OF CHILD CARE PROVIDER]

[ADDRESS1]

[ADDRESS2]

[CITY], [STATE] [ZIP]

Dear NAME OF CHILD CARE PROVIDER,

As you may already know, (CHILD) is taking part in an important research study called the Early Childhood Longitudinal Study, Kindergarten Class of 2010-11 (ECLS-K:11). We will be interviewing parents and children. We also are interested in the important role that caregivers play in children's lives. We would like to find out about (CHILD)'s experiences while in your care.

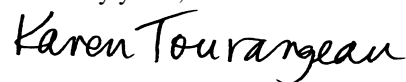
The ECLS-K:11 is being conducted by Westat for the National Center for Education Statistics (NCES), Institute of Education Sciences, of the U.S. Department of Education. This study will give us information about children and their families. Policy makers will use the information to help our nation's 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 and education of young children.

We would like to interview you over the telephone. Enclosed with this letter is a copy of (PARENT)'s permission letter for you to participate in the child care portion of the study on behalf of (CHILD)'s family. 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 \$35 to thank you for your time.

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Sincerely yours,



Karen Tourangeau
Project Director