Dropout Prevention
Introduction for telephone calls

Hello, I am _____.

I am calling on behalf of the U.S. Department of Education regarding a survey on services and programs used for dropout prevention in your district. I would like to ask the person in your school district who is most knowledgeable about the services and programs used for dropout prevention to review a draft questionnaire and provide feedback.

Who is the person who is <u>most knowledgeable</u> about services and programs used for dropout prevention in your district?

May I please speak to that person?

<u>CONNECTED TO PERSON MOST KNOWLEDGEABLE ABOUT SERVICES AND PROGRAMS</u> USED FOR DROPOUT PREVENTION

Hello, I am _____.

I'm calling on behalf of the U.S. Department of Education regarding a survey on Dropout Prevention Services and Programs. We would like your help in testing our questionnaire to ensure that it is clear and easy for district-level staff to complete. Specifically, we would like you to complete the questionnaire and then obtain your comments about the survey by telephone. [The call will take about 30 minutes.]. There are only 3 pages of questions. *(This is a district-level survey only. It is not intended for principals of individual schools within a district unless a principal is the most knowledgeable person about all the dropout prevention programs and services in the district.)*

1. How would you like me to send you the survey materials (email, fax, FedEx)?

2. When would be a good time for the survey manager, Priscilla Carver, to call you to discuss the questionnaire?

3. We ask that you complete the questionnaire and fax it back to us before you talk to the survey manager. When would be a good time for the survey manager, Priscilla Carver, to call you to discuss the survey and obtain your comments? How about [SUGGEST A TIME]. [*Just to be sure, you are in the [Eastern, Centeral, Mountain, Pacific] time zone?*]

4. What is the best telephone number for her to reach you on?

Thank you. Your insights will be very helpful.