



May 2010

Dear Pretest Participant:

Thank you for agreeing to participate in the pretest of the survey on Distance Education Courses for Public Elementary and Secondary School Students: 2009-10. The purpose of this national survey is to provide information about technology-based distance education within the nation's public school districts and schools. The survey is scheduled to be conducted in the Fall of 2010 with school district personnel most knowledgeable about K-12 distance education courses in their districts. Westat, a social science research company, will conduct the survey for the National Center for Education Statistics, a branch of the U.S. Department of Education. The survey is part of the Fast Response Survey System (FRSS), a mechanism charged with collecting information on important and emerging issues related to education.

We are currently conducting the pretest of the survey. Your input, while voluntary, will be essential in developing a survey that is relevant, clear, and not overly burdensome to respondents. Your participation is very important because your comments will improve the survey before the actual data collection begins. Your answers 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. (Education Sciences Reform Act of 2002, 20 U.S.C. 9573.)

We ask that you (1) complete the questionnaire; (2) keep track of the time you spend filling out the questionnaire; (3) write down any comments about questionnaire, if you wish; (4) fax the completed questionnaire to Westat; and (5) discuss your comments with me by telephone at the time scheduled. Please keep the following questions in mind as you complete the questionnaire:

- 1) Are the instructions and definitions (on the Instructions and Definitions page) clear and helpful to you?
- 2) Are the questions clear? Do they need additional explanations?
- 3) Are any of the questions difficult for you to answer?

**Please fax the completed questionnaire to me.** My toll-free fax number is 1-800-254-0984, or you can fax the completed questionnaire to 240-453-2650. **[Interviewer]** is scheduling a time when I can call to get your feedback and discuss any suggestions you may have. If you have any questions, please call **[Interviewer]** at Westat's toll-free number, 800-937-8281, ext. **XXXX**. You may also contact me directly at ext.4476, or by email at [barbaraqueen@westat.com](mailto:barbaraqueen@westat.com).

Again, thank you for your much needed assistance!

Sincerely,

Barbara Queen  
Westat Survey Manager