

Commonly Asked Questions

Q: How did you get my address?

A: Your address was randomly selected from among all of the residential mailing addresses in the nation. It was selected using scientific sampling methods to represent other households in the U.S.

Q: Why don't you ask more questions about training and education in this questionnaire?

A: The purpose of this questionnaire is to find out if anyone in your household is eligible for the next stage of the survey. If so, we will contact a member of your household to ask about their educational experiences.

Q: Why should I take part in this study? Do I have to do this?

A: You represent thousands of other households like yours, and you cannot be replaced. Your answers and opinions are very important to the success of this study. Your participation is voluntary. You may choose not to answer any or all questions in this survey. There are no penalties should you choose not to participate in this study. In order for the survey to be representative it is important that you complete and return this questionnaire.

Q: How will the information I provide be used?

A: Your responses will be combined with those of others to produce statistical summaries and reports. Your individual data will not be reported. Your 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 (Section 9573, 20 US Code).

Q: How much time will it take?

A: On average, it should take 3 minutes for you to respond, including the time for reviewing instructions, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: Sharon Boivin National Center for Education Statistics, U.S. Department of Education, 1990 K Street NW, Washington, DC 20006-5650. Do not return the completed form to this address.

Q: Should I include my son/daughter who is away at school? Should I include my mother who is visiting for the summer?

A: Include adults age 18 and older who are temporarily away from home (for example, attending college or university) if they have no other permanent home. Do not include guests/visitors who have another permanent home.

Q: What should I do if there are more than 5 adults in my household?

A: If there are more than five adults in your household, please call 1-888-xxx-xxxx for instructions about how to complete the form.

Q: Who is sponsoring the study? Is this study conducted by the Federal Government?

A: The National Center for Education Statistics, within the Department of Education is authorized to conduct this study (Section 9543, 20 US Code). Westat has been contracted to conduct this study. This study has been approved by the Office of Management and Budget, the office that reviews all federally sponsored surveys. The approval number assigned to this study is XXXX-XXXX. You may send any comments about this survey, including its length, to the Federal Government. Write to Sharon Boivin, National Center for Education Statistics, U.S. Department of Education, 1990 K Street NW, Washington, DC 20006-5650. You may send e-mail to info@xxxxsurvey.org.

Q: Who is Westat?

A: Westat is a research company located in Rockville, Maryland. Westat is conducting this survey under contract to the U.S. Department of Education. If you have any questions about the study, contact Westat toll-free at 1-888-xxx-xxxx.



The Adult Training and Education Study



The National Center for Education Statistics is authorized to conduct this survey under Section 9543, 20 US Code. Your participation is voluntary. Your 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 information you provide will be combined with information from other participants to produce statistical summaries and reports (Education Sciences Reform Act (ESRA 2002) Public Law 107-279, Section 183)



The Adult Training and Education Study

U.S Department of Education
National Center for Education Statistics

Start Here

The Department of Education is studying adult training and education. Each household is different and we need your response so we can contact you to administer a survey that is right for your household.

- ▶ Return this form even if no one in your household is currently in an adult training or education program.
- ▶ This survey should be filled out by an adult household member living at this address.
- ▶ Please use a blue or black pen if available.

1. How many people age 18 or older live in this household?

[_][_] number age 18 or older

▶ Continue answering questions 2 through 7 for each person age 18 or older living in this household. Include adults age 18 and older who are temporarily away from home (for example, attending college or university) if they have no other permanent home. Start with yourself.

▶ First names will be used only to ask further questions about a specific person.

2. What is his or her first name, initials, or nickname?.....

You (Adult 1)

First name/initials/nickname

Adult 2

First name/initials/nickname

Adult 3

First name/initials/nickname

Adult 4

First name/initials/nickname

Adult 5

First name/initials/nickname

3. How old is this person in years? ..

[_][_] age in years

[_][_] age in years

[_][_] age in years

[_][_] age in years

[_][_] age in years

4. What is this person's sex?.....

- Male
- Female

- Male
- Female

- Male
- Female

- Male
- Female

- Male
- Female

5. What is the highest level or degree of schooling this person has completed?

Mark [X] **ONE** only.

- Less than high school
- High school or GED
- Some college, no degree
- Two-year degree
- Bachelor's degree
- Higher than bachelor's degree

- Less than high school
- High school or GED
- Some college, no degree
- Two-year degree
- Bachelor's degree
- Higher than bachelor's degree

- Less than high school
- High school or GED
- Some college, no degree
- Two-year degree
- Bachelor's degree
- Higher than bachelor's degree

- Less than high school
- High school or GED
- Some college, no degree
- Two-year degree
- Bachelor's degree
- Higher than bachelor's degree

- Less than high school
- High school or GED
- Some college, no degree
- Two-year degree
- Bachelor's degree
- Higher than bachelor's degree

6. What is the best phone number to use to contact this person?

([][]) [][]-[][][][]

([][]) [][]-[][][][]

Or
 Same as Adult 1

([][]) [][]-[][][][]

Or
 Same as Adult 1

([][]) [][]-[][][][]

Or
 Same as Adult 1

([][]) [][]-[][][][]

Or
 Same as Adult 1

7. What type of phone number is this?

- Landline/wired
- Cell/wireless

- Landline/wired
- Cell/wireless

- Landline/wired
- Cell/wireless

- Landline/wired
- Cell/wireless

- Landline/wired
- Cell/wireless

▶ Please verify that you have reported for each adult living in this household. If there are more than 5 adults living in this household, please call 1-888-xxx-xxxx for instructions.

▶ Thank you. Please return this form in the postage paid envelope provided or mail it to:
Adult Training and Education Survey
Westat
1600 Research Blvd Room XXXX
Rockville, MD 20850-3129