



U.S. DEPARTMENT OF EDUCATION
INSTITUTE OF EDUCATION SCIENCES

NATIONAL CENTER FOR EDUCATION STATISTICS

Resident Sample Member
12345 Sampled Ave
Cooperation, MD 20850

September 15, 2010

Dear [CITY] Household:

The U.S. Department of Education is conducting an important national research study, and we need your help. This short survey is the first step in a study about job and career training opportunities for people of all ages. It will let us know if anyone in your household is eligible for the study.

Please fill out this short survey and mail it back in the postage-paid envelope that is provided.

- It takes only a couple of minutes to fill out.
- Every type of household in America needs to be included.
- If no one in your household is eligible, we will not contact you again about this study.
- The results of the study will help policymakers, researchers, and educators understand the job and career training needs of our diverse population in changing times.

Your household was chosen as part of this voluntary scientific survey, and we cannot replace you with someone else. All information you provide may only be used for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law [Education Sciences Reform Act of 2002 (ESRA 2002) Public Law 107-279, Section 183].

We have enclosed a small cash token of our appreciation. INSERT [If someone in your household is selected for a telephone follow-up interview, we will send an additional INSERT [\$10/\$20] after the telephone interview is completed].

Westat, a survey research group, is conducting this survey on our behalf. If you have questions or need assistance, please contact them at 1-888-880-XXXX.

Thank you for taking part in this important study.

Sincerely,



U.S. DEPARTMENT OF EDUCATION
INSTITUTE OF EDUCATION SCIENCES

NATIONAL CENTER FOR EDUCATION STATISTICS

A handwritten signature in black ink, appearing to read "Stuart Kerachsky".

Stuart Kerachsky
Deputy Commissioner
National Center for Education
Statistics

Enclosure



U.S. DEPARTMENT OF EDUCATION
INSTITUTE OF EDUCATION SCIENCES

NATIONAL CENTER FOR EDUCATION STATISTICS

Resident Sample Member
12345 Sampled Ave
Cooperation, MD 20850

October 6, 2010

Dear [CITY] Household:

We recently mailed you a short survey about an important national research study and have not heard back from you. This short survey is the first step in a study about job and career training opportunities for people of all ages. It will let us know if anyone in your household is eligible for the study.

Please fill out this short survey and mail it back in the postage-paid envelope that is provided. If you have already mailed in your survey and this letter has reached you late, we apologize for the duplication, and thank you!

- It takes only a couple of minutes to fill out.
- Every type of household in America needs to be included.
- If no one in your household is eligible, we will not contact you again about this study.
- The results of the study will help policymakers, researchers, and educators understand the job and career training needs of our diverse population in changing times.

Your household was chosen as part of this voluntary scientific survey, and we cannot replace you with someone else. All information you provide may only be used for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law [Education Sciences Reform Act of 2002 (ESRA 2002) Public Law 107-279, Section 183].

If someone in your household is selected for a telephone follow-up interview, we will send an additional INSERT [\$10/\$20] after the telephone interview is completed.

Westat, a survey research group, is conducting this survey on our behalf. If you have questions or need assistance, please contact them at 1-888-880-XXXX.

Thank you for taking part in this important study.

Sincerely,



U.S. DEPARTMENT OF EDUCATION
INSTITUTE OF EDUCATION SCIENCES

NATIONAL CENTER FOR EDUCATION STATISTICS

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Stuart Kerachsky
Deputy Commissioner
National Center for Education
Statistics

Enclosure



U.S. DEPARTMENT OF EDUCATION
INSTITUTE OF EDUCATION SCIENCES

NATIONAL CENTER FOR EDUCATION STATISTICS

Resident Sample Member
12345 Sampled Ave
Cooperation, MD 20850

October 20, 2010

Dear [CITY] Household:

We have been trying to reach you about an important national research study. This short survey is the first step in a study about job and career training opportunities for people of all ages.

Please fill out this short survey and mail it back in the postage-paid envelope that is provided. If you have already mailed in your survey and this letter has reached you late, thank you!

- It takes only a couple of minutes to fill out.
- Every type of household in America needs to be included.
- If no one in your household is eligible, we will not contact you again about this study.
- The results of the study will help policymakers, researchers, and educators understand the job and career training needs of our diverse population in changing times.

Your household was chosen as part of this voluntary scientific survey, and we cannot replace you with someone else. All information you provide may only be used for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law [Education Sciences Reform Act of 2002 (ESRA 2002) Public Law 107-279, Section 183].

If someone in your household is selected for a telephone follow-up interview, we will send an additional INSERT [\$10/\$20] after the telephone interview is completed.

Westat, a survey research group, is conducting this survey on our behalf. If you have questions or need assistance, please contact them at 1-888-880-XXXX.

Thank you for taking part in this important study.

Sincerely,

A handwritten signature in black ink, appearing to read "Edward Kelley".



U.S. DEPARTMENT OF EDUCATION
INSTITUTE OF EDUCATION SCIENCES

NATIONAL CENTER FOR EDUCATION STATISTICS

Enclosure

Stuart Kerachsky
Deputy Commissioner
National Center for Education
Statistics