

# APPENDIX 2

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## Locating Update Letters and Forms

**Appendix 2: Sample Maintenance Letter (sample member version), Without Incentive**

<date>

< name>

<address>

<city> <state> <zip>

Dear <name>:

Thank you for your ongoing participation in the Education Longitudinal Study of 2002 (ELS:2002). As you may recall, ELS:2002 is sponsored by the National Center for Education Statistics (NCES) of the U.S. Department of Education (OMB control # 1850-0652). Your voluntary participation, and the participation of other young adults like you, has helped to make ELS:2002 a great success and has provided valuable data about young adults' experiences in and out of school.

ELS:2002 follows the same set of over 15,000 young adults as they move from high school to the work force or further schooling. In late January [insert 2011 for field test or 2012 for full scale], we will be asking you and all other young adults who participated in prior rounds of the study to help us with the next phase of this research. We will ask ELS:2002 participants to complete another interview about further schooling, work experiences, and other activities since we last talked with them. 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 [Education Sciences Reform Act of 2002 (ESRA 2002) Public Law 107-279, Section 183].

We are contacting you now for two reasons. First, we want to emphasize how important your continuing contribution is to ELS:2002. Second, we want to make sure we have accurate information to contact you in late January [insert 2011 for field test or 2012 for full scale]. Please take a moment to complete the enclosed contact information sheet and return it in the envelope provided. We would like you to confirm or update the listed contact information for both you and your parent(s). If you prefer, you can update this information through the ELS:2002 website:

1. Go to <https://surveys.nces.ed.gov/els>.
2. On the left side of the page, click on "Update Your Contact Information."
3. At the "Study ID:" prompt enter your study ID from the box in the lower right corner of this letter.
4. Enter updated contact information in the spaces provided.

The update should take less than five minutes. You can also provide your updated contact information to RTI by calling toll-free 1-866-800-9203 and leaving this information in a voice-mail message.

We look forward to your participation in the next round of ELS:2002 in late January [insert 2011 for field test or 2012 for full scale]. If you have any questions about ELS:2002, please call Tiffany Mattox at RTI, toll-free, at 1-866-800-9203. You can also e-mail Ms. Mattox at [tmattox@rti.org](mailto:tmattox@rti.org). RTI is a non-profit research organization in North Carolina that is conducting ELS:2002 for the NCES.

We greatly appreciate your continued participation in this important research!

Sincerely,



Jeffrey Owings, Ph.D.

Associate Commissioner, Elementary/Secondary & Libraries Studies Division  
National Center for Education Statistics

Go to <https://surveys.nces.ed.gov/els>

Select "Update Your Contact Information"

Enter your study ID: <ID fill>

**Appendix 2: Sample Maintenance Letter (sample member version), With Incentive**

<date>

< name>

<address>

<city> <state> <zip>

Dear <name>:

Thank you for your ongoing participation in the Education Longitudinal Study of 2002 (ELS:2002). As you may recall, ELS:2002 is sponsored by the National Center for Education Statistics (NCES) of the U.S. Department of Education (OMB control # 1850-0652). Your voluntary participation, and the participation of other young adults like you, has helped to make ELS:2002 a great success and has provided valuable data about young adults' experiences in and out of school.

ELS:2002 follows the same set of over 15,000 young adults as they move from high school to the work force or further schooling. In late January [insert 2011 for field test or 2012 for full scale], we will be asking you and all other young adults who participated in prior rounds of the study to help us with the next phase of this research. We will ask ELS:2002 participants to complete another interview about further schooling, work experiences, and other activities since we last talked with them. 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 [Education Sciences Reform Act of 2002 (ESRA 2002) Public Law 107-279, Section 183].

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4. Enter the updated contact information in the spaces provided.

The update should take less than five minutes. You can also provide your updated contact information to RTI by calling toll-free 1-866-800-9203 and leaving this information in a voice-mail message.

**As a token of our appreciation for your participation, we will mail you a \$10 check if you or a parent updates your information by <date>.**

We look forward to your participation in the next round of ELS:2002 in late January [insert 2011 for field test or 2012 for full scale]. If you have any questions about ELS:2002, please call Tiffany Mattox at RTI, toll-free, at 1-866-800-9203. You can also e-mail Ms. Mattox at [tmattox@rti.org](mailto:tmattox@rti.org). RTI is a non-profit research organization in North Carolina that is conducting ELS:2002 for the NCES.

We greatly appreciate your continued participation in this important research!

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Associate Commissioner, Elementary/Secondary & Libraries Studies Division  
National Center for Education Statistics

Go to <https://surveys.nces.ed.gov/els>

Select "Update Your Contact Information"

Enter your study ID: <ID fill>

**Appendix 2: Sample Maintenance Letter (parent version), Without Incentive**

<date>

<name>

<address>

<city> <state> <zip>

Dear <name>:

Thank you for your ongoing support of the Education Longitudinal Study of 2002 (ELS:2002). As you may recall, ELS:2002 is sponsored by the National Center for Education Statistics (NCES) of the U.S. Department of Education (OMB control # 1850-0652). The voluntary participation of your young adult has helped to make ELS:2002 a great success and has provided valuable data about young adults' experiences in and out of school.

ELS:2002 follows the same set of over 15,000 young adults as they move from high school to the work force or further schooling. In late January [insert 2011 for field test or 2012 for full scale], we will be asking all young adults who participated in prior rounds of the study to help us with the next phase of this research. We will ask ELS:2002 participants to complete another interview about further schooling, work experiences, and other activities since we last talked with them. 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 [Education Sciences Reform Act of 2002 (ESRA 2002) Public Law 107-279, Section 183].

We are contacting you now for two reasons. First, we want to emphasize the importance of your young adult's continued contribution to ELS:2002. Second, we want to make sure we have accurate information to contact your young adult in late January [insert 2011 for field test or 2012 for full scale]. Please take a moment to complete the enclosed contact information sheet and return it in the envelope provided. We would like you to confirm or update the listed contact information for both you and your young adult who has participated in ELS:2002. If you prefer, you can update this information through the ELS:2002 website:

1. Go to <https://surveys.nces.ed.gov/els>.
2. On the left side of the page, click on "Update Your Contact Information."
3. At the "Study ID:" prompt enter the study ID from the box in the lower right corner of this letter.
4. Enter the updated contact information in the spaces provided.

The update should take less than five minutes. You can also provide updated contact information to RTI by calling toll-free 1-866-800-9203 and leaving this information in a voice-mail message.

We look forward to your young adult's participation in the next round of ELS:2002 in [insert 2011 for field test or 2012 for full scale]. If you have any questions about ELS:2002, please call Tiffany Mattox at RTI, toll-free, at 1-866-800-9203. You can also e-mail Ms. Mattox at [tmattox@rti.org](mailto:tmattox@rti.org). RTI is a non-profit research organization in North Carolina that is conducting ELS:2002 for the NCES.

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Go to <https://surveys.nces.ed.gov/els>

Select "Update Your Contact Information"

Enter your study ID: <ID fill>

**Appendix 2: Sample Maintenance Letter (parent version), With Incentive**

<date>

<name>

<address>

<city> <state> <zip>

Dear <name>:

Thank you for your ongoing support of the Education Longitudinal Study of 2002 (ELS:2002). As you may recall, ELS:2002 is sponsored by the National Center for Education Statistics (NCES) of the U.S. Department of Education (OMB control # 1850-0652). The voluntary participation of your young adult has helped to make ELS:2002 a great success and has provided valuable data about young adults' experiences in and out of school.

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4. Enter the updated contact information in the spaces provided.

The update should take less than five minutes. You can also provide updated contact information to RTI by calling toll-free 1-866-800-9203 and leaving this information in a voice-mail message.

**As a token of our appreciation for their participation, we will mail your young adult a \$10 check if you or they confirm or update their information by <date>.**

We look forward to your young adult's participation in the next round of ELS:2002 in [insert 2011 for field test or 2012 for full scale]. If you have any questions about ELS:2002, please call Tiffany Mattox at RTI, toll-free, at 1-866-800-9203. You can also e-mail Ms. Mattox at [tmattox@rti.org](mailto:tmattox@rti.org). RTI is a non-profit research organization in North Carolina that is conducting ELS:2002 for the NCES.

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National Center for Education Statistics

Go to <https://surveys.nces.ed.gov/els>

Select "Update Your Contact Information"

Enter your study ID: <ID fill>

**Education Longitudinal Study of 2002  
Your Contact Information Update**

**Instructions:**

Please update your contact information printed below, as well as your *parents'* contact information on the **other side** (page 2) of this form.

1. If all of your contact information printed below is correct and complete, please check the box to indicate all of this information is correct and complete.
2. If any of the printed contact information is not correct or complete:
  - Cross out any incorrect information printed below.
  - Write in the correct information in the spaces to the right of the incorrect information.
  - Use the spaces to the right to add any missing or incomplete information.
3. Would you like us to send a text message on the cell phone listed below when data collection is about to begin? (Please note: standard text messaging rates apply.)    Yes     No

If yes, please give us the name of your cell phone service provider (e.g., AT&T, Verizon, Sprint, etc.) to ensure the message is sent to the correct carrier.

Cell phone service provider: \_\_\_\_\_

Please return this sheet in the envelope provided. If you prefer, you can update your contact information via the ELS:2002 website at <https://surveys.nces.ed.gov/els> or call toll-free 1-866-800-9203 and leave this information in a voice-mail message.

<b>Your Current Contact Information:</b>	<b>Corrections and Additions:</b>
<b>Name:</b> <Fill_name>	
<b>Address:</b> <Fill_addr1>	
<Fill_addr2>	
<b>City/Town:</b> <Fill_city>	
<b>State:</b> <Fill_state>	
<b>Zip:</b> <Fill_zip>	
<b>Home phone:</b> <Fill_phoneh>	
<b>Work phone:</b> <Fill_phonew>	
<b>Cell phone:</b> <Fill_phonec>	
<b>E-mail:</b> <Fill_email1>	
<b>Alt. E-mail:</b> <Fill_email2>	
<input type="checkbox"/> All of the printed contact information above is correct and complete.	

***Please see other side for parent contact information.***

**Education Longitudinal Study of 2002  
Parent Contact Information Update**

**Instructions:**

Please update the contact information for one or both of your parent(s) printed below.

1. If all of the parent contact information printed below is correct and complete, please check the box at the end of each section to indicate all of the information is correct and complete.
2. If the address, telephone, and e-mail information is the same for both parents, please check the box in the middle of the second section to indicate the information is the same as first parent.
3. If any of the printed contact information is not correct or complete:
  - Cross out any incorrect information printed below.
  - Write in the correct information in the spaces to the right of the incorrect information.
  - Use the spaces to the right to add any missing or incomplete information.

Please return this sheet in the envelope provided. If you prefer, you can update your contact information via the ELS:2002 website at <https://surveys.nces.ed.gov/els> or call toll-free 1-866-800-9203 and leave this information in a voice-mail message.

<b>First Parent's Contact Information:</b>	<b>Corrections and Additions:</b>
<b>Name:</b> <Fill_name>	
<b>Relationship:</b> <Fill_relation>	
<b>Address:</b> <Fill_addr1>	
<Fill_addr2>	
<b>City/Town:</b> <Fill_city>	
<b>State:</b> <Fill_state>	
<b>Zip:</b> <Fill_zip>	
<b>Telephone:</b> <Fill_phone>	
<b>E-mail:</b> <Fill_emailp>	
<input type="checkbox"/> <b>All of the printed contact information above is correct and complete.</b>	

<b>Second Parent's Contact Information:</b>	<b>Corrections and Additions:</b>
<b>Name:</b> <Fill_name>	
<b>Relationship:</b> <Fill_relation>	
<input type="checkbox"/> <b>All of the contact information below is the same as the first parent.</b>	
<b>Address:</b> <Fill_addr1>	
<Fill_addr2>	
<b>City/Town:</b> <Fill_city>	
<b>State:</b> <Fill_state>	
<b>Zip:</b> <Fill_zip>	
<b>Telephone:</b> <Fill_phone>	
<b>E-mail:</b> <Fill_emailp>	
<input type="checkbox"/> <b>All of the printed contact information above is correct and complete.</b>	

***Thank you for updating this information!***

**Education Longitudinal Study of 2002  
Participant Contact Information Update**

**Instructions:**

Please update the contact information printed below for your ELS:2002 participant, as well as the parent contact information on the ***other side*** (page 2) of this form.

1. If all of the contact information printed below is correct and complete, please check the box to indicate all of this information is correct and complete.
2. If any of the contact information printed below is not correct or complete:
  - Cross out any incorrect information printed below.
  - Write in the correct information in the spaces to the right of the incorrect information.
  - Use the spaces to the right to add any missing or incomplete information.

Please return this sheet in the envelope provided. If you prefer, you can update your contact information via the ELS:2002 website at <https://surveys.nces.ed.gov/els> or call toll-free 1-866-800-9203 and leave this information in a voice-mail message.

Participant Contact Information:	Corrections and Additions:
Name:	<Fill_name>
Address:	<Fill_addr1>
	<Fill_addr2>
City/Town:	<Fill_city>
State:	<Fill_state>
Zip:	<Fill_zip>
Home phone:	<Fill_phoneh>
Work phone:	<Fill_phonew>
Cell phone:	<Fill_phonec>
E-mail:	<Fill_email1>
Alt. E-mail:	<Fill_email2>
<input type="checkbox"/> All of the printed contact information above is correct and complete.	

***Please see other side for parent contact information.***



**Education Longitudinal Study of 2002  
Parent Contact Information Update**

**Instructions:**

Please update the contact information for you and the other parent printed below.

1. If all of the contact information printed below is correct and complete, please check the box at the end of each section to indicate all information is correct and complete.
2. If the address, telephone, and e-mail information is the same for both parents, please check the box in the middle of the second section to indicate the information is the same as the first parent.
3. If any of the printed contact information below is not correct or complete:
  - Cross out any incorrect information printed below.
  - Write in the correct information in the space to the right of the incorrect information.
  - Use the spaces to the right to add any missing or incomplete information.

Please return this sheet in the envelope provided. If you prefer, you can update your contact information via the ELS:2002 website at <https://surveys.nces.ed.gov/els> or call toll-free 1-866-800-9203 and leave this information in a voice-mail message.

<b>First Parent's Contact Information:</b>	<b>Corrections and Additions:</b>
<b>Name:</b> <Fill_name>	
<b>Relationship:</b> <Fill_relation>	
<b>Address:</b> <Fill_addr1>	
<Fill_addr2>	
<b>City/Town:</b> <Fill_city>	
<b>Telephone:</b> <Fill_phone>	
<b>State:</b> <Fill_state>	
<b>Zip:</b> <Fill_zip>	
<b>E-mail:</b> <Fill_email>	
<input type="checkbox"/> <b>All of the printed contact information above is correct and complete.</b>	

<b>Second Parent's Contact Information:</b>	<b>Corrections and Additions:</b>
<b>Name:</b> <Fill_name>	
<b>Relationship:</b> <Fill_relation>	
<input type="checkbox"/> <b>All of the contact information below is the same as the first parent.</b>	
<b>Address:</b> <Fill_addr1>	
<Fill_addr2>	
<b>City/Town:</b> <Fill_city>	
<b>State:</b> <Fill_state>	
<b>Zip:</b> <Fill_zip>	
<b>Telephone:</b> <Fill_phone>	
<b>E-mail:</b> <Fill_email>	
<input type="checkbox"/> <b>All of the printed contact information above is correct and complete.</b>	

***Thank you for updating this information!***

Entry web page (<https://surveys.nces.ed.gov/els/>):

## HOME

OMB Clearance No.: 1850-0652

Expiration Date: XXX

### [Burden Statement](#)

Welcome to the Education Longitudinal Study of 2002 (ELS:2002) website! We greatly appreciate your continued participation in this important United States Department of Education study. As you may recall, we contacted you for the third round of data collection for the study about this time four years ago.

If your contact information has changed, please take a moment to update it by clicking on the option "Update Your Contact Information" on the left side of this page or by calling 1-866-800-9203(toll-free) and leaving this information in a voicemail message.

If you need assistance, send an e-mail to [els@rti.org](mailto:els@rti.org) or call the Help Desk number at 1-866-800-9203(toll free).

If you would like to learn more about the ELS:2002 study, we invite you to visit the other pages of this website.

*Content under the Burden Statement link:*

## BURDEN STATEMENT

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such a collection displays a valid OMB control number. The valid OMB control number for this information collection is 1850-0652. The time required to complete this information collection is estimated to average under 5 minutes per response. If you have any comments concerning the accuracy of the time estimate or suggestions for improving the collection, please write: U.S. Department of Education, Washington D.C. 20202-4537. If you have comments or concerns regarding the status of your individual interview, write directly to: National Center for Education Statistics, U.S. Department of Education, 1990 K Street NW, Washington, D.C. 20006-5652.

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National Center for Education Statistics, Institute of Education Sciences  
U.S. Department of Education  
1990 K Street, NW, Washington, DC 20006 USA

*EXHIBIT: Data Elements for Sample Maintenance*

<b>Your Current Contact Information:</b>
Name:
Address:
City/Town:
State:
Zip:
Home phone:
Work phone:
Cell phone:
E-mail:
Alt. E-mail:

Would you like us to send a text message on the cell phone you provide when data collection is about to begin? (Please note: standard text messaging rates apply.) Yes  No

If yes, please give us the name of your cell phone service provider (e.g., AT&T, Verizon, Sprint, etc.) to ensure the message is sent to the correct carrier. Cell phone service provider:

<b>First Parent's Contact Information:</b>
Name:
Relationship:
Address:
City/Town:
State:
Zip:
Telephone:
E-mail:

<b>Second Parent's Contact Information:</b>
Name:
Relationship:
Address:
City/Town:
State:
Zip:
Telephone:
E-mail: