

## Letters and Emails to Parents

### [Sample Maintenance Parent Letter]

<date>

<name>

<address>

<city> <state> <zip>

Go to <https://surveys.nces.ed.gov/hsls1/>

Select "Parent Login"

Enter your study ID: <ID fill>

Enter your password: <passwd fill>

Dear <name>:

In the fall of 2008, your son or daughter [IF PARTICIPATED SAY: participated; IF NONRESPONDENT SAY: was selected to participate] in the High School Longitudinal Study of 2009 (HSLs:09). This important research, sponsored by the National Center for Education Statistics, U.S. Department of Education, follows a cohort of high school students over time to understand what factors influence students' learning and development.

As we prepare for the next phase of HSLs:09, which will be conducted in the spring of 2011, we are updating our contact information for selected students. We hope that you can take just 5 minutes and update your student's contact information and current education status. It is crucial to the success of this national longitudinal study that we have current contact information for each student.

Please visit our website and use the Study ID and password provided in this letter to complete this information. If you prefer, you may call us at 1-866-253-1063.

In the spring of 2011 we will ask your teenager to complete a questionnaire and math assessment. You and your teenager's ongoing participation in HSLs:09 are critically important to the study's success. If you have any questions about HSLs:09 or about updating your contact information, please call the HSLs:09 help desk at RTI, toll-free, at 1-866-253-1063.

The U.S. Department of Education is authorized by federal law (Public Law 107-279) to conduct HSLs:09. Data will 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 (Public Law 107-279, Section 183). We thank you in advance for your help and greatly appreciate your continued support of this important research!

Sincerely,

Dan Pratt  
Project Director  
High School Longitudinal Study of 2009

[Sample Maintenance Email to Parents that have not updated within a week after the letter]

Dear <NAME>:

In the fall of 2008, your son or daughter [IF PARTICIPATED SAY: participated; IF NONRESPONDENT SAY: was selected to participate] in the High School Longitudinal Study of 2009 (HSLs). HSLs is sponsored by the National Center for Education Statistics, U.S. Department of Education. One of the most powerful aspects of HSLs is the longitudinal component. Our ability to assess the progress of the sampled students over time will help educators better understand what drives students to academic and professional success. Recently, we sent a letter asking for your help in verifying your student's contact information. If you have already completed this update, we thank you! If you have not yet had an opportunity, this is a friendly reminder to please spend about 5 minutes to update this information at your earliest convenience. We greatly appreciate your help with this critical effort.

Please visit the web address below and use the study ID and password provided to update your students' contact information. We appreciate your continued support of HSLs:09. The U.S. Department of Education is authorized by federal law (Public Law 107-279) to conduct HSLs:09. Data will 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 (Public Law 107-279, Section 183).

If you have any questions or encounter any difficulty, please call the HSLs help desk, toll-free, at 866-253-1063.

Go to <https://surveys.nces.ed.gov/hsls1/>

Select "Student Enrollment Form"

Enter your study ID: <ID fill>

Enter your password: <psswrđ fill>

We look forward to hearing from you.

Dan Pratt  
Project Director  
High School Longitudinal Study of 2009

## Screen Shots of Parent Address Update Screens

The HSLs:09 parent address update screen will be modeled after the one used for ELS:2002, with additional fields added to list the name of the school the sampled student will attend in the 2010-2011 school year and the city and state of that school. The HSLs:09 version has not yet been programmed, but a screen shot of its ELS:2002 counterpart is provided for reference. The following language will also be added to the instructions, "The U.S. Department of Education is authorized by federal law (Public Law 107-279) to conduct HSLs:09. Data will 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 (Public Law 107-279, Section 183)."

The screenshot shows the 'Update Parent Information' form. At the top, there is a header for 'Education Longitudinal Study 2002' with a logo on the left and a circular logo on the right. Below the header, a navigation menu on the left lists: Home, About ELS:2002, FAQs, Confidentiality, Contact Us, Update Your Contact Information, Login to the Interview, and Interview. The main content area is titled 'Update Parent Information' and contains the following instructions: 'Please update parent contact information using the appropriate spaces on this page and click on the "Submit" button when you have completed the page.' Below this, a second instruction states: 'We would also like you to update contact information for another parent, if different. After completing contact information for the first parent, you can update the contact information for another parent by clicking on the "Update Other Parent's Information" button on the following page. If the contact information is the same for both parents, please check the appropriate box at the bottom of this page.' A third instruction follows: 'You can also update this contact information by calling toll-free 1-866-800-9203 and leaving this information in a voicemail message.'

The form fields are as follows:

- First name:
- Middle name:
- Last name:
- Relationship:
- Address 1:
- Address 2:
- City:
- State:
- Zip:
- Home phone:
- Work phone:
- Cell phone:
- E-mail address:
- Additional comments or other information:

At the bottom of the form, there is a checkbox labeled 'Other parent information is the same as this address'. Below the checkbox are two buttons: 'Submit' and 'Reset the page'.