

Attachment 2: PEQIS 18 Feasibility Call Recruitment Script

PEQIS 18 Dual Enrollment of High School Students at Postsecondary Institutions: 2010–11 Feasibility Call Recruitment Script

Hello, my name is _____.

I am calling from Westat on behalf of the National Center for Education Statistics (NCES), part of the U.S. Department of Education, regarding a survey of postsecondary institutions on dual enrollment courses offered to high school students. I would like to ask the person at your institution who is most knowledgeable about dual enrollment courses to review a draft questionnaire and provide feedback.

Who is the person most knowledgeable about dual enrollment courses offered by your institution?

May I please speak to that person?

CONNECTED TO PERSON MOST KNOWLEDGEABLE ABOUT DUAL ENROLLMENT COURSES

Hello, my name is _____.

I'm calling from Westat on behalf of the National Center for Education Statistics (NCES), part of the U.S. Department of Education, regarding a survey on dual enrollment courses offered to high school students by postsecondary institutions. We would like your help in reviewing our draft questionnaire to ensure that it is clear and easy to complete. Specifically, we would like you to review a draft questionnaire and then obtain your comments about the survey by telephone. You will not need to complete the questionnaire. [The call will take about 30 minutes.]

Your voluntary input will be essential in ultimately developing a questionnaire that is clear and relevant. All of the information you will provide 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).

1. How would you like me to send you the survey materials (email, fax, FedEx)?
2. We ask that you review the questionnaire before you talk to the survey manager. When would be a good time for the survey manager, Stephanie Marken, to call you to discuss the survey and obtain your comments? How about [SUGGEST A TIME]. [*Just to be sure, you are in the [Eastern, Central, Mountain, Pacific] time zone?*]
3. What is the best telephone number for the survey manager to reach you on?

Thank you. Your insights will be very helpful.