

U.S. Department of Education • Institute of Education Sciences • National Center for Education Statistics

January 2011

Dear Participant,

Thank you for agreeing to give us feedback on dual enrollment of high school students at postsecondary institutions. Westat, a research company located in Rockville, Maryland, is conducting this survey for the National Center for Education Statistics (NCES), within the U. S. Department of Education. As part of our survey development, we are looking for feedback from postsecondary institution personnel about the draft questionnaire and possible new topics to include in the survey. Your input will be essential in ultimately developing a questionnaire that is clear and relevant and not overly burdensome to respondents. All information you 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).

We ask that you *review* the enclosed draft questionnaire, including the instructions, definitions, and each questionnaire item prior to our telephone conversation. It is not necessary to provide answers to the questions at this stage. Feel free, however, to offer any relevant feedback. It may be helpful to keep the following questions in mind as you review the materials:

- 1) Are the instructions and definitions on the questionnaire clear and easy to interpret?
- 2) Are the survey questions clear and easy to interpret?
- 3) Are we missing any questions that you feel are important to include in the survey? Are there any questions that should be deleted?
- 4) Would you have access to the information necessary for answering these questions?

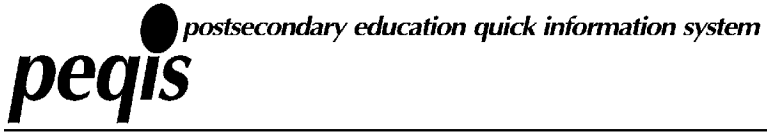
In addition, we would like to discuss with you the topic of dual enrollment courses taught primarily through distance education, where the students and teachers are separated by location and courses are offered through audio, video, Internet, or other computer technologies. We are exploring adding questions to the survey on this topic.

My colleague and I will call you at the scheduled time to get your feedback on the materials and to discuss any comments or suggestions you may have. In the meantime, feel free to call me at Westat's toll-free number, 800-937-8281, ext. 4447, if you have any questions. You may also reach me by email at StephanieMarken@westat.com.

Thank you for your much needed assistance!

Sincerely,

Stephanie Marken
Westat Survey Manager



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