

## Letters and Emails to Schools

### [Sample Maintenance Enrollment List Update Letter to Schools]

<date>

< Principal name>

< school name>

<address>

<city> <state> <zip>

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

Select "Student Enrollment Form"

Enter your study ID: <ID fill>

Enter your password: <psswrld fill>

Dear <Principal Name>:

During the 2008-2009 school year, <SCHOOL NAME> participated in the first phase of the High School Longitudinal Study of 2009 (HSLs:09). Thank you very much for your participation in this study and to <SCHOOL COORDINATOR NAME> for helping us to coordinate the study logistics at your school in 2008. As a thank you for your continued support of this important research we are including a copy of the "Coursetaking at the End of High School" (NCES 2008-109). This report is a small sample of the kind of research that will be generated from HSLs:09. For more reports and results from similar studies, please visit <http://nces.ed.gov/pubsearch/>.

As you may recall, HSLs:09 is a comprehensive longitudinal study that will follow a cohort of high school students over time, so that the high school experience and its effects can be better understood. HSLs:09 is sponsored by the National Center for Education Statistics (NCES) at the U.S. Department of Education and is being conducted by RTI International on behalf of NCES.

We are requesting your assistance to verify the enrollment status of the students at your school who participated in HSLs:09. While actual data collection will occur in spring 2011, it is imperative that we maintain current enrollment records. We thank you in advance for your help in this important updating effort.

In the upper right hand corner of this letter, you will find a web address and a unique Study ID and password. We ask that you go to that web address and in the "Actions" box on the right side of the screen, click on "Student Enrollment Update Form." Please log in with the study ID and password provided in this letter. You will first be prompted to change your password. Then you will find a list of all the students who were selected to participate in HSLs:09 in fall 2008. We would appreciate your review of these students' enrollment status at <SCHOOL NAME>. If the student is no longer enrolled at your school, you will be asked to provide:

- Last Date of attendance
- Reason for leaving (dropout\*, transferred, early graduate, don't know, etc.)
- For transfer students: Name, city, and state of new school (if known)
- Last known address for student (City, State, Zip, Phone and Email)

We ask that you provide as much information as you have for these students. We are very grateful for your time and your assistance, which are critical to the success of the study.

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, please call the HSLs:09 help desk at 866-253-1063. Thank you for your continued support of HSLs:09.

Sincerely,  
Dan Pratt  
Project Director  
High School Longitudinal Study of 2009

\*Dropout is defined as an individual who has not been in school for 4 or more consecutive weeks and is not absent due to accident or illness.

[Sample Maintenance EL Email, Group 1: Schools that have not changed their password or initiated the process yet]

Dear <PRINCIPAL>:

In 2008 <SCHOOL NAME> participated in the High School Longitudinal Study (HSLs) sponsored by the National Center for Education Statistics, U.S. Department of Education (NCES). We recently sent you a letter asking you to verify the enrollment status of your students selected to participate in HSLs. We know you are very busy and appreciate your time. If you have already completed this information, we thank you. If you have not provided this information already, please complete this brief update at your earliest convenience.

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.

Please visit the web address below and use the study ID and password provided to update your students' enrollment. We appreciate your continued support of HSLs. If you have any questions, please call the HSLs help desk 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: <psswrld fill>

Thank you in advance for your help with this important effort.

Dan Pratt  
Project Director  
High School Longitudinal Study of 2009

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[Sample Maintenance EL Email, Group 2: Schools that have started to update the form, have changed their password, but have not "submitted" their updated form yet]

Dear <NAME>:

In 2008 <SCHOOL NAME> participated in the High School Longitudinal Study (HSLs) sponsored by the National Center for Education Statistics, U.S. Department of Education (NCES). Our records show that you have begun but not completed the enrollment status update form for the students selected to participate in HSLs. This is a request to please complete this online form at your earliest convenience. We know you are very busy and we appreciate your help with this important effort.

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.

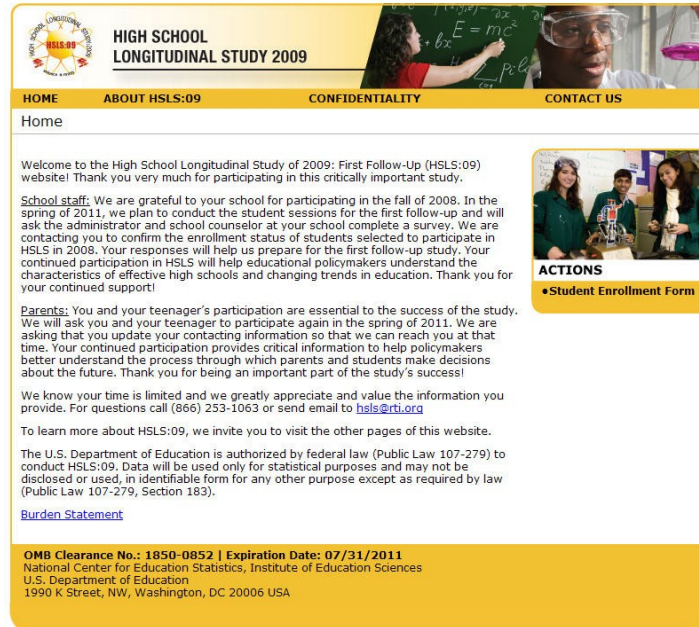
To complete the enrollment status update form, go to <https://surveys.nces.ed.gov/hsls1/> and in the "Actions" box on the right side of the screen click on "Student Enrollment Update Form." Your Study ID is <ID fill>. Please use the password you created to resume the update. If you need your password reset, call the HSLs help desk at 866-253-1063. We greatly appreciate your continued support of this important research!

We look forward to hearing from you.

Dan Pratt  
Project Director  
High School Longitudinal Study of 2009

## Sample Screen Shots of Enrollment Update Application for Schools

[HSLs Web Page, including confidentiality statement]



The screenshot shows the homepage of the High School Longitudinal Study 2009 website. At the top left is the HSLs 09 logo. To its right is the text "HIGH SCHOOL LONGITUDINAL STUDY 2009". Below this is a navigation bar with four links: "HOME", "ABOUT HSLs:09", "CONFIDENTIALITY", and "CONTACT US". The main content area is titled "Home" and contains several paragraphs of text. The first paragraph is a welcome message. The second paragraph is addressed to "School staff" and discusses the 2011 follow-up. The third paragraph is addressed to "Parents" and asks for updated contact information. The fourth paragraph provides contact details. The fifth paragraph is a disclaimer from the U.S. Department of Education. At the bottom right, there is a section titled "ACTIONS" with a link for "Student Enrollment Form". At the bottom left, there is an "OMB Clearance No." and "Expiration Date".

**HIGH SCHOOL LONGITUDINAL STUDY 2009**

HOME ABOUT HSLs:09 CONFIDENTIALITY CONTACT US

Home

Welcome to the High School Longitudinal Study of 2009: First Follow-Up (HSLs:09) website! Thank you very much for participating in this critically important study.

**School staff:** We are grateful to your school for participating in the fall of 2008. In the spring of 2011, we plan to conduct the student sessions for the first follow-up and will ask the administrator and school counselor at your school complete a survey. We are contacting you to confirm the enrollment status of students selected to participate in HSLs in 2008. Your responses will help us prepare for the first follow-up study. Your continued participation in HSLs will help educational policymakers understand the characteristics of effective high schools and changing trends in education. Thank you for your continued support!

**Parents:** You and your teenager's participation are essential to the success of the study. We will ask you and your teenager to participate again in the spring of 2011. We are asking that you update your contacting information so that we can reach you at that time. Your continued participation provides critical information to help policymakers better understand the process through which parents and students make decisions about the future. Thank you for being an important part of the study's success!

We know your time is limited and we greatly appreciate and value the information you provide. For questions call (866) 253-1063 or send email to [hsls@rti.org](mailto:hsls@rti.org)

To learn more about HSLs:09, we invite you to visit the other pages of this website.

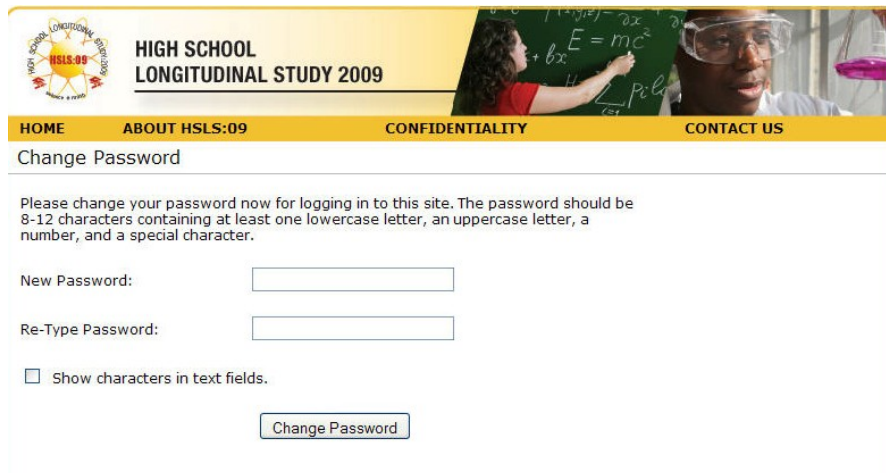
The U.S. Department of Education is authorized by federal law (Public Law 107-279) to conduct HSLs:09. Data will be used only for statistical purposes and may not be disclosed or used, in identifiable form for any other purpose except as required by law (Public Law 107-279, Section 183).

[Burden Statement](#)

**ACTIONS**  
• Student Enrollment Form

OMB Clearance No.: 1850-0852 | Expiration Date: 07/31/2011  
National Center for Education Statistics, Institute of Education Sciences  
U.S. Department of Education  
1990 K Street, NW, Washington, DC 20006 USA

[HSLs School Mailing Password Reset Page]



The screenshot shows the password reset page on the HSLs 09 website. It features the same header as the home page, including the logo and navigation links. The main heading is "Change Password". Below this is a paragraph explaining the password requirements: 8-12 characters, including one lowercase letter, one uppercase letter, a number, and a special character. There are two text input fields for "New Password:" and "Re-Type Password:". Below these fields is a checkbox labeled "Show characters in text fields." and a "Change Password" button.

**HIGH SCHOOL LONGITUDINAL STUDY 2009**

HOME ABOUT HSLs:09 CONFIDENTIALITY CONTACT US

Change Password

Please change your password now for logging in to this site. The password should be 8-12 characters containing at least one lowercase letter, an uppercase letter, a number, and a special character.


New Password:

Re-Type Password:


Show characters in text fields.

Change Password

[Student current enrollment update page]



**HIGH SCHOOL  
LONGITUDINAL STUDY 2009**



[HOME](#)
[ABOUT HSL:09](#)
[CONFIDENTIALITY](#)
[CONTACT US](#)

Student Enrollment Status Update Form: {SCHOOL NOT FOUND}

**Instruction**

**Step 1:** From the list below, please select "Yes" or "No" to indicate whether the student is still enrolled at your school. If so, please select their current grade from the dropdown list. When you are done, click the "Update Enrollment List" button to continue.

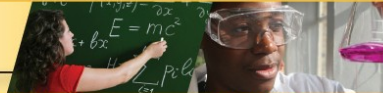
Student List				
First Name	Middle Name	Last Name	Still Enrolled?	Current Grade
Amy	F	Alright	<input type="radio"/> Yes <input checked="" type="radio"/> No	[-Select One-]
George	W	Bookman	<input type="radio"/> Yes <input checked="" type="radio"/> No	[-Select One-]
John		Doe	<input type="radio"/> Yes <input checked="" type="radio"/> No	[-Select One-]
Henry		Homework	<input type="radio"/> Yes <input checked="" type="radio"/> No	[-Select One-]
Larry		Learner	<input type="radio"/> Yes <input checked="" type="radio"/> No	[-Select One-]
Polly		Pupil	<input type="radio"/> Yes <input checked="" type="radio"/> No	[-Select One-]
Sally		Student	<input checked="" type="radio"/> Yes <input type="radio"/> No	9th Grade (Freshman)

[Refresh Test Data](#)

[Log Out](#)

OMB Clearance No.: 1850-0852 | Expiration Date: 07/31/2011  
 National Center for Education Statistics, Institute of Education Sciences  
 U.S. Department of Education  
 1990 K Street, NW, Washington, DC 20006 USA

[Update information on students no longer enrolled]



Student Enrollment Status Update Form: {SCHOOL NOT FOUND}

Instruction

**Step 2:** From the list below, please click on the "Select" link to update each of the students no longer enrolled at your school.

When you are done, click on the **Update Student Status** button to continue.

Click the **Return to Enrollment List** button to make corrections on the previous page.

	First Name	Middle Name	Last Name	Status
<a href="#">Select</a>	John		Doe	Incomplete
<a href="#">Select</a>	Sally		Student	Incomplete


<< Return to Enrollment List

Update Student Status >>

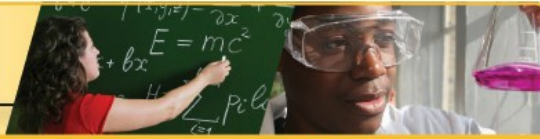
[Refresh Test Data](#)

[Log Out](#)

[Student enrollment status update form]



**HIGH SCHOOL  
LONGITUDINAL STUDY 2009**



HOME
ABOUT HSL:09
CONFIDENTIALITY
CONTACT US

Student Enrollment Status Update Form: **{SCHOOL NOT FOUND}**

What was **John Doe's** last date of attendance? If you do not know the exact date, please provide your best estimate.

March 2010						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

**Month:**

**Day:**

**Year:**

What was **John Doe's** reason for leaving school?

What is **John Doe's** last known home address, phone number, and e-mail address?

Street Address:

City:  State:  Zip:

Last known phone number:

Last known e-mail address:

Don't know **John Doe's** last address.

In order to help us keep all sampled students in the study, we need contacting information for students who no longer attend your school.

What are **John Doe's** parents' names, cell/mobile phone numbers, work phone numbers, and email addresses?

	Mother's Information	Father's Information
Name:	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Cell phone:	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Work phone:	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
E-mail address:	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

Return to Enrollment List

Save Data for John Doe



# RTI IRB Approval Notice



IRB ID Number: 11943

**Office of Research Protection  
Institutional Review Board Notice of Approval  
Federalwide Assurance No. 3331**

**Title of Study:** High School Longitudinal Study of 2009  
**RTI Project Number:** 0209234.003      **RTI Proposal Number** (if no Project Number)  
**Project Leader:** Dan Pratt  
**Project Team Member Contact** (if different from Project Leader):  
**Source of Funding for this Study:** NCES  
**Date Submitted to IRB:** February 26, 2010  
**Level of Review** (check one):  
**Full**  IRB Meeting Date: \_\_\_\_\_  
**Expedited**  category: M: Minor changes in approved research

**Type of Review** (check one):  
 Preliminary review (Do not involve human subjects or data until pretest or full study is approved.)  
 Pretest/Pilot Test  
 Full Implementation  
 Amendment, describe: panel maintenance letters and emails  
 Add study site(s): \_\_\_\_\_  
 Renewal  
 Study Closure

**IRB Approval of Special Conditions** (check all that apply):  
 Waiver of Signed Informed Consent/Parental Permission  
 Participation of Pregnant Women (**Worksheet B** submitted by project team)  
 Participation of Prisoners (**Worksheet C** submitted by project team)  
 Participation of Prisoners in DHHS-funded studies (OHRP acknowledgement received)  
 Participation of Minors (**Worksheet D** submitted by project team)  
 IRB Agreement of Nonsignificant Risk Device Study Determination

**Please note the following requirements:**

- If **unexpected problems** or **adverse events** occur, the project team must notify the IRB.
- If there are **changes** in study procedures or protocol or any data collection materials (brochures, letters, questionnaires, etc.) the project team must notify the IRB before they are implemented.
- The project team is required to apply for **continuing review** as long as the study is active, which includes participation of human subjects or possession of human data or specimens.

**Expiration Date of IRB Approval:** 10-19-2010  
(No human subjects research can occur after this date without continuing review and approval.)

  
\_\_\_\_\_  
**Signature - IRB Member or Chair**

03-01-2010  
\_\_\_\_\_  
**Date of IRB Approval**

David Borasky  
\_\_\_\_\_  
**Name - IRB Member or Chair (print or type)**

Copy sent to project leader  
 Entered into MIS