

## Appendix A

### HLSL:09/12 First Follow-Up Main Study Recruitment Materials

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**School Recruitment Materials**

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## District Recruitment Letter

<DATE>

<DISTRICT SUPT NAME>

<SCHOOL DISTRICT NAME>

<ADDRESS>

<CITY, STATE, ZIP>

Dear <DISTRICT SUPT NAME>:

During the 2009-2010 school year, <SCHOOL NAME(s)> graciously participated in the High School Longitudinal Study of 2009 (HSLs:09/12). I am writing to thank you for the district's continued support and to inform you that we will soon be contacting your school(s) to discuss plans for the first follow-up data collection activities which will be conducted in the spring of 2012.

HSLs:09/12 is a comprehensive longitudinal study that focuses on understanding students' trajectories from the beginning of high school into higher education or the workforce and beyond. What students decide to pursue when, why, and how are crucial questions for HSLs:09/12, especially, but not solely, in regard to science, technology, engineering, and math (STEM) courses, majors, and careers. HSLs:09/12 is sponsored by the National Center for Education Statistics (NCES) in the U.S. Department of Education's Institute for Education Sciences and is being conducted by RTI International. The U.S. Department of Education is authorized by federal law (Public Law 107-279) to conduct HSLs:09/12. 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 WE KNOW A RESEARCH APPLICATION IS REQUIRED: We are aware that your district requires a research application prior to contacting schools, and the research application is being sent directly to your research department. Upon approval of the research application, an RTI HSLs:09/12 study representative will contact the school(s) to discuss the upcoming HSLs:09/12 data collection activities, including:> <IF NO APPLICATION IS REQUIRED: In the next few days, an RTI HSLs:09/12 study representative will contact the school(s) to discuss the upcoming HSLs:09/12 data collection activities, including:>

- Verifying the enrollment status of students who were selected to participate in the study in the fall of 2009,
- Confirming the parent contact information for those same students, and
- Discussing the details about data collection scheduled to begin in January of 2012.

Data collection will comprise a 90-minute student survey and assessment, web surveys taken by principals and counselors, and a collection of your school's course catalogs to facilitate the transcript collection that will occur during the 2013-2014 school year. As with the base year study, students will be asked to complete the data collection in the school's computer lab, or using laptop computers provided by RTI. Participating students will receive a \$10 incentive for their participation.

As a thank you for your school's continued support of this important research, participating schools will be asked to select from a list of token incentives, such as a one-year subscription to a scientific periodical. Schools will also receive a copy of the NCES report "Coursetaking at the End of High School", a sample of the kind of research that will be generated from HSLs:09/12. A copy of the HSLs:09 First Look Report <IF THE

SCHOOL QUALIFIES ADD: and your school's base year results> will be sent to schools later this spring. For more reports and results from similar studies, please visit <http://nces.ed.gov/pubsearch/>.

Enclosed you will find a HSLs:09/12 brochure to explain the study further. For additional study details, please visit the HSLs:09/12 study website: <https://surveys.nces.ed.gov/hsls>. Should you have any questions, please call the HSLs:09 toll-free information number, 866-253-1063, or please send an e-mail to [hsls@rti.org](mailto:hsls@rti.org)

Your continued support in this endeavor is important to advance the quality of education for our country's secondary students. We look forward to working with your school(s) to make HSLs:09/12 a success.

Sincerely,



Laura LoGerfo  
NCES Project Officer



Dan Pratt  
RTI Project Director

Enclosures

## School Recruitment Letter

<DATE>

<NAME>

<SCHOOL NAME>

<ADDRESS>

<CITY, STATE, ZIP>

Dear <NAME>:

During the 2009-2010 school year, <SCHOOL NAME> participated in the High School Longitudinal Study of 2009 (HSLs:09). I am writing to thank you and your staff who have contributed to the success of HSLs:09, and to request your help to obtain information needed for the first follow-up round of the study (HSLs:09/12).

HSLs:09/12 is a comprehensive longitudinal study that focuses on understanding students' trajectories from the beginning of high school into higher education or the workforce and beyond. What students decide to pursue when, why, and how are crucial questions for HSLs:09/12, especially, but not solely, in regard to science, technology, engineering, and math (STEM) courses, majors, and careers. HSLs:09/12 is sponsored by the National Center for Education Statistics (NCES) in the U.S. Department of Education's Institute for Education Sciences and is being conducted by RTI International. The U.S. Department of Education is authorized by federal law (Public Law 107-279) to conduct HSLs:09/12. 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).

In the next few days, an RTI HSLs:09/12 study representative will contact you to discuss the upcoming HSLs:09 data collection activities, including:

- Verifying the enrollment status of students at your school who were selected to participate in the study in the fall of 2009,
- Confirming the parent contact information for those same students, and
- Discussing the details about data collection scheduled to begin in January of 2012.

Data collection will comprise a 90-minute student survey and assessment, web surveys taken by principals and counselors, and a collection of your school's course catalogs to facilitate the transcript collection that will occur during the 2013-2014 school year.

We greatly appreciate your continued generous participation in HSLs:09. Participating students will receive a \$10 incentive for their participation. As a thank you for your school's continued support of this important research, your school will be asked to select from a list of token incentives, such as a one-year subscription to a scientific periodical. We also are including a copy of the NCES report "Coursetaking at the End of High School", a sample of the kind of research that will be generated from HSLs:09/12. A copy of the HSLs:09 First Look Report <IF THE SCHOOL QUALIFIES ADD: and your school's base year results> will be sent to you later this spring. For more reports and results from similar studies, please visit <http://nces.ed.gov/pubsearch/>.

Enclosed you will find a brochure describing the study. For additional study details, please visit the HSLs:09/12 study website: <https://surveys.nces.ed.gov/hsls>. Should you have any questions, please call the HSLs:09/12 toll-free information number, 866-253-1063, or please send an e-mail to [hsls@rti.org](mailto:hsls@rti.org).

Your participation in this endeavor is important to advance the quality of education for our country's secondary students. We look forward to working with your school to make HSLs:09/12 a success. Thank you again for your support.

Sincerely,



Laura LoGerfo  
NCES Project Officer



Dan Pratt  
RTI Project Director

Enclosures

## School Brochure Text

### HSLs:09 Brochure Text

#### **High School Longitudinal Study of 2009 First Follow-Up Study (HSLs:09/12); NCES logo**

**Conducted for:** National Center for Education Statistics of the U.S. Department of Education

**Conducted by:** RTI International

#### **What is HSLs:09/12?**

HSLs:09/12 is the High School Longitudinal Study of 2009, a nationally representative, longitudinal study of more than 21,000 students who will be surveyed periodically through their secondary and postsecondary years.

#### **What is the focus of the study?**

The focus of the study is to understand the impact of the high school experience on students' learning and their education and career choices, and also to explore the transitions students make from high school to postsecondary education, the labor force, and adult roles. One distinctive feature of HSLs:09/12 is that the same students will be followed over time, regardless of the path they take (for example, those who have left school, those who go directly into the military or work force after high school, and those who are college-bound). The other distinctive feature is that in addition to surveying and testing students, information will be gathered from parents, school administrators, and counselors to better understand the many home, school, peer, and community influences on students' development and choices. While all education and career choices are of interest, additional information will be collected about science, technology, engineering, and mathematics (STEM) coursetaking and career preparation.

#### **When is the study being conducted?**

The initial data collection occurred in the fall of 2009. The first follow-up data collection with students and school personnel will take place in the spring of 2012.

#### **How will HSLs:09/12 data be used?**

HSLs:09/12 data will allow researchers, educators, and policymakers to examine motivation, achievement, and persistence in high school coursetaking and entry into careers (either directly or by way of postsecondary education). More generally, HSLs:09/12 data will allow researchers to examine changes in young people's lives and the influence of communities, schools, teachers, families, parents, and friends on student transitions, progress, and outcomes.

#### **Why is participation important?**

HSLs:09/12 will build upon and extend a series of longitudinal high school studies that have been conducted each decade since 1972. The study will measure achievement and various influences on both learning and the

decisionmaking of high school students. Information collected from students, parents, counselors, and school administrators will help influence educational policy for years to come, shaping efforts to improve the quality of the high school experience and the quality of math and science education in America.

**How many schools and students will be involved?**

Over 21,000 students from over 900 schools have participated in the study to date. An average of 30 students per school were selected to participate. The students who were selected as 9<sup>th</sup> graders in 2009 will be asked to participate in the follow-up.

**What is involved for students?**

Sampled students will complete a mathematics assessment and a questionnaire. The in-school sessions will take about 90 minutes. The assessments and questionnaires will be completed on school computers, if available, or laptop computers will be brought to the school for students to use. Participating students will receive \$10 as a token of our appreciation for their time. High school transcripts of coursework and grades will be collected during the 2013-2014 school year. Students also will participate in follow-ups after high school.

**What is involved for school staff?**

A school administrator will be asked to complete a questionnaire about the school and its environment. A school counselor will be asked to complete a questionnaire about school counseling practices. Each questionnaire will take approximately 30 minutes to complete.

**What is involved for parents?**

Parents of sampled students will be asked to complete a 30-minute questionnaire.

**Who will be responsible for data collection?**

Trained HSLs:09/12 staff will administer assessments and questionnaires and provide all required materials. Schools will be asked to designate a school contact to assist HSLs:09/12 staff with in-school arrangements.

**Do students, staff or parents have to participate?**

Participation is voluntary, but is important to ensure the completeness and accuracy of the results.

**Will names of participants and their responses be kept confidential?**

Student, parent, and staff 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 (Public Law 107-279, Section 183). The data collected will be used in analyses to understand students' coursetaking behaviors, motivation and achievement, and how students decide what to do after high school.

**Who do I contact for further information about HSLs:09/12?**

For additional information, email [hsls@rti.org](mailto:hsls@rti.org), call (866) 253-1063, or contact:



RTI Project Director:

Mr. Dan Pratt  
(919) 541-6615

RTI Principal Investigator:

Dr. Steven Ingels  
(202) 974-7834

NCES Project Officer:

Dr. Laura LoGerfo  
(202) 502-7402

**Organizations endorsing HSLs:09/12:**

American Association of School Administrators  
American Counseling Association  
American Federation of Teachers  
Council of Chief State School Officers  
National Association of Secondary School Principals  
National Catholic Educational Association, Department of Secondary Schools  
National Center for Improving Science Education/WestED  
National Council of Teachers of Mathematics  
National Education Association  
National Parent Teacher Association  
National School Boards Association  
National Science Teachers Association

### School Coordinator Letter

[DATE]

«sch\_coord\_name»

«sch\_entity\_name»

<«sch\_address»

«sch\_citystzip»

Web Address: www.xxx.xxx.gov

Your USER ID: <XXXXXXXX>

Your PASSWORD: <XXXXXXXX>

Dear «sch\_coord\_name»,

We are looking forward to working with you and your school this school year on the first follow-up to the High School Longitudinal Study of 2009 (HSLs:09/12). As the designated School Coordinator for HSLs:09/12, you play a critical and invaluable role in assisting us with study preparations. We really appreciate your assistance, particularly given the many demands on your time.

At this point in the data collection process, we ask that you verify the enrollment status of the students at your school who were selected to participate in the study in the fall of 2009 and confirm the parent contact information for those same students.

Instructions for completing this task are included with this letter, with information about accessing our website at the top of this letter. This task is critically important for data collection, and we would appreciate your help in completing this task via our study website within three weeks of receipt of this letter.

A HSLs:09/12 study representative will contact you to answer questions about this task and to begin discussing data collection logistics. In-school data collection is scheduled to begin in January 2012. The student data collection will include a student survey and a mathematics assessment administered on school computers, if possible, or using laptops supplied by HSLs:09/12 staff. The student component will take about 90 minutes. We will also be requesting a copy of your school's course catalog to facilitate the transcript collection that will occur in 2013-2014.

<<At the conclusion of data collection at your school, you will be offered a <<\$100>> honorarium as a token for your assistance, <<with the opportunity to earn up to an additional \$50 based on student response rates.>> If your IT coordinator assists with the student data collection, he/she will receive a <<\$50>> honorarium. >> RTI will provide a trained Session Administrator (SA) to conduct the student sessions and to assist with the consent form process. A school administrator, a school counselor, and parents of sampled students will also be asked to complete a 30-minute questionnaire. Each of these groups will be contacted separately, and their data will be collected through a web-based application or telephone interview.

HSLs:09/12 is sponsored by the U.S. Department of Education's National Center for Education Statistics (NCES) and conducted by RTI International (RTI). All information provided will be used for statistical purposes only 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 data collected will be used in analyses to understand students' coursetaking patterns, motivation and achievement, and how students decide what to do after high school.

We sincerely appreciate your help in preparing for the session at your school and in ensuring that HSLs:09/12 is a success. Information collected from students, parents, counselors, and school administrators will help to create policies and programs designed to improve the quality of math and science education in the U.S, increase our global competitiveness in math and science-related fields, and improve the overall high school experience. Each school's participation is critical to the success of the study, and reports will not identify participating districts, schools, students, or individual staff.

If you have any questions, please contact us at RTI at (866) 253-1063 or by email at [hsls@rti.org](mailto:hsls@rti.org).

Thank you for your support of education through participating in HSLs:09/12.

Sincerely,

A handwritten signature in black ink that reads "Dan Pratt". The signature is written in a cursive, slightly slanted style.

Dan Pratt

Project Director, High School Longitudinal Study of 2009

### **Instructions for Student Enrollment Verification**

Below are instructions for verifying the current enrollment status for those students who were selected to participate in HSLs:09/12 in fall 2009.

1. Go to the HSLs:09/12 website at <https://surveys.nces.ed.gov/hsls/>
2. From the right menu of the screen under “Actions,” click on “Student Enrollment Verification,”
3. You will be prompted to enter your study ID and password that were provided to you in the School Coordinator letter. If this is the first time you have logged onto the website, you will be prompted to change your password. If you do not have a study ID and password, please call 1-866-253-1063.
4. This will take you to a page titled “Student Enrollment Status Update” where you will find a list of all the students who were selected to participate in HSLs:09/12 in fall 2009.
5. Please review the current enrollment status for each student listed. For each student who is currently enrolled at your school, you will be asked to confirm or provide the following information:
  - Current grade
  - Student/Parent Contact information including street address, city, state, zip, phone, and Email
6. For each student who is no longer enrolled at your school, you will be asked to provide the following additional information:
  - 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/parent (Address, City, State, Zip, Phone, and Email)

If you need assistance with the website, please call 1-866-253-1063 or send an e-mail to [hsls@rti.org](mailto:hsls@rti.org).

\*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.

### **School Coordinator Responsibilities**

## HSLs:09/12 School Coordinator Responsibilities

As the HSLs:09/12 School Coordinator (SC), you play an important role in the success of the study. RTI will provide a trained Session Administrator (SA) to conduct the student session and to assist you in your role.

### Study Details

The first follow-up phase of HSLs:09/12 consists of the following:

- **Student survey and math assessment** - The sampled students will be administered a questionnaire and mathematics assessment via computer. The session will take about 90 minutes. Each participating student will receive \$10.00. A trained Session Administrator from RTI will conduct the student session at your school.
- **School Administrator Questionnaire** - The school administrator or designee will complete a web-based questionnaire about the school and its environment. This questionnaire will take an average of 30 minutes to complete. RTI will send information to the person designated to answer the School Administrator Questionnaire.
- **School Counselor Questionnaire** - The lead school counselor will complete a web-based questionnaire concerning students' needs and school resources. This questionnaire will take an average of 30 minutes to complete. RTI will send information to the person who is designated to answer the School Counselor Questionnaire.
- **Parent Questionnaire** - One parent of each sampled student will complete a questionnaire via the Internet or by telephone interview. This questionnaire will take an average of 30 minutes to complete. RTI will contact the parent directly.
- **Transcript Data** - High School transcripts for sampled students will be collected from the school in the 2013-2014 school year.

For additional information, you may visit our website at: <https://surveys.nces.ed.gov/hsls>

### Your Responsibilities

You have been asked to complete several tasks prior to the student data collection session that will take place in the spring of 2012. These include providing student information, working with RTI on the session logistics, assisting with parental consent form distribution and receipt, and helping obtain a copy, or the website location, of your school's course catalog. Table 1 shows the activities you will be asked to perform and a timeline for these activities.

**Table 1. Activities Timeline**

|   |   |
|---|---|
| Provide information on the students who were selected to participate in the study in the fall of 2009 | Within 3 weeks of receipt of request        |
| Coordinate session logistics (date, time, location, consent type)                                     | By December 2011                            |
| Test CD on school computers (can be done by your IT coordinator)                                      | By December 2011                            |
| Distribute parental consent forms to all selected students.   | About 3 weeks prior to scheduled session    |
| Notify/remind students about the data collection session.   | One week prior and one day prior to session |
| Provide copy or the website location of your school's course catalog                                  | On or before the day of the session         |
| Assist the SA with getting the students to the session  | On the day of the session                   |

### Providing Student Information

We are asking you to verify the enrollment status of your school's students who were selected to participate in the study in the fall of 2009 and confirm the parent contact information for those same students. If a student is no longer enrolled at your school, we ask that you provide information (if known) on why the student is no longer enrolled at your school and the last known contact information for that student.

### Assisting with Student Session Logistics

In order to minimize disruption at the school on the day of the student data collection, it is crucial that arrangements be made in advance. These arrangements include:

- Determine the feasibility of using your school's computers for the student data collection. We will send you a test CD and you or your IT coordinator can test it on your school's computers.
- Determine a date/time for the student data collection.
- Reserve a computer lab for the student session. The session will take about 90 minutes. If we are unable to use the school's computers, please reserve a room that can accommodate 5 laptop computers.
- Determine parental permission type (implied/passive or written/active).

### Parental Permission

Parental permission materials will be provided by RTI a few weeks before the scheduled session. We ask that you distribute the parent permission forms to the sampled students.

- Most schools are using implied/passive permission (which means students only return a form if their parent denies permission to participate). If you are using this permission type, please record parent refusals onto the Student Tracking Form (STF) which will be provided with the permission forms.
- Some schools require written/active consent. If your school requires active consent, parents are asked to return signed permission forms to the school coordinator. Please keep track of the return

of these forms on the STF. Please make sure any returned forms have one "box" checked, a parent/guardian signature (not just a printed name) and the name of the student.

Your Session Administrator (SA) will be in contact with you to ask about the status of these forms. The SA will check the permission forms on the day of the session to make sure we do not include anyone whose parents have not granted permission. Please keep the returned parent permission forms in a locked or secure location. Your SA will take the forms with him/her after the session to return to RTI. Please let him/her know if you need to retain copies.

#### Course Catalogs

- Please provide a copy of your school's course catalog, or the website location, for each of the following school years: 2009-2010, 2010-2011, 2011-2012, 2012-2013.

#### Assist on Day of Student Session

Our SA will arrive at the school about an hour before the session. In order to have valid results from the study, we need as many sampled students to participate as possible. We are depending on you to make certain the students and teachers are aware of the date, time, and location for their participation and to generate enthusiasm. This often makes the difference in high student attendance. You may want to make a PA announcement about the study the day before and the day of the session.

#### Honorarium

As a token of our appreciation for your help with HSLs, you will receive a \$100 honorarium after the student session has been completed. If your school has high student response rates, you will receive an additional honorarium of \$25 or \$50 (see Table 2).

**THANK YOU** for your help to make the HSLs:09/12 First Follow-Up Study a success!! We really appreciate your time and assistance!

**Table 2. HSLs Coordinator Honorarium Calculations**

| Base honorarium to coordinator = \$100 |                                    |                          |                   |                                    |                          |
|--|------------------------------------|--------------------------|-------------------|------------------------------------|--------------------------|
| Eligible students                      | Number of students participating*: |                          | Eligible students | Number of students participating*: |                          |
|  | Base+\$25 (\$125 total)            | Base+ \$50 (\$150 total) |                   | Base+ \$25 (\$125 total)           | Base+ \$50 (\$150 total) |
|  | Minimum of 85%                     | Minimum of: 92%          |                   | Minimum of: 85%                    | Minimum of: 92%          |
| 1                                      | NA                                 | 1                        | 31                | 27                                 | 29                       |
| 2                                      | NA                                 | 2                        | 32                | 28                                 | 30                       |
| 3                                      | NA                                 | 3                        | 33                | 29                                 | 31                       |
| 4                                      | NA                                 | 4                        | 34                | 29                                 | 32                       |
| 5                                      | NA                                 | 5                        | 35                | 30                                 | 33                       |
| 6                                      | NA                                 | 6                        | 36                | 31                                 | 34                       |
| 7                                      | 6                                  | 7                        | 37                | 32                                 | 35                       |
| 8                                      | 7                                  | 8                        | 38                | 33                                 | 35                       |
| 9                                      | 8                                  | 9                        | 39                | 34                                 | 36                       |
| 10                                     | 9                                  | 10                       | 40                | 34                                 | 37                       |
| 11                                     | 10                                 | 11                       | 41                | 35                                 | 38                       |
| 12                                     | 11                                 | 12                       | 42                | 36                                 | 39                       |
| 13                                     | 12                                 | 13                       | 43                | 38                                 | 40                       |
| 14                                     | 12                                 | 13                       | 44                | 38                                 | 41                       |
| 15                                     | 13                                 | 14                       | 45                | 39                                 | 42                       |
| 16                                     | 14                                 | 15                       | 46                | 40                                 | 43                       |
| 17                                     | 15                                 | 16                       | 47                | 40                                 | 44                       |
| 18                                     | 16                                 | 17                       | 48                | 41                                 | 45                       |
| 19                                     | 17                                 | 18                       | 49                | 42                                 | 46                       |
| 20                                     | 17                                 | 19                       | 50                | 43                                 | 46                       |
| 21                                     | 18                                 | 20                       | 51                | 43                                 | 47                       |
| 22                                     | 19                                 | 21                       | 52                | 45                                 | 48                       |
| 23                                     | 20                                 | 22                       | 53                | 46                                 | 49                       |
| 24                                     | 21                                 | 23                       | 54                | 46                                 | 50                       |
| 25                                     | 22                                 | 23                       | 55                | 47                                 | 51                       |
| 26                                     | 23                                 | 24                       | 56                | 48                                 | 52                       |
| 27                                     | 23                                 | 25                       | 57                | 49                                 | 53                       |
| 28                                     | 24                                 | 26                       | 58                | 50                                 | 54                       |
| 29                                     | 25                                 | 27                       | 59                | 51                                 | 55                       |
| 30                                     | 26                                 | 28                       | 60                | 52                                 | 56                       |



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## Parent Consent Letters

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## Active Parental Consent Form – Base Year Verification

Dear parent/guardian:

I am writing to thank you again for allowing your teenager to participate in the High School Longitudinal Study of 2009 (HSLs:09). It has been about two years since your student participated in HSLs:09, a national longitudinal research study that began with ninth graders in 2009. I am writing you now to ask for your help with the first follow-up phase of this study.

The purpose of HSLs:09/12 is to understand the impact of the high school experience on students' learning and their education and career choices and to explore the transitions students make from high school to postsecondary education, the labor force, and adulthood. HSLs:09/12 measures achievement and various influences on the plans and decisionmaking of high school students. As you may recall, HSLs:09/12 is a national study sponsored by the National Center for Education Statistics in the U.S. Department of Education's Institute of Education Sciences. The study is being conducted under contract by RTI International, a nonprofit research organization based in North Carolina.

In a few weeks, your teenager will be asked to spend approximately 90 minutes completing a computerized questionnaire and a math assessment for the HSLs:09/12 First Follow-Up Study. Over 21,000 students from over 900 high schools across the country have taken part in this study to date. We will also ask a school administrator and a school counselor to each complete a questionnaire which will provide information about programs and practices at the school. In addition, we would like you to complete a parent questionnaire that will provide important background information. You will be contacted separately to complete the parent questionnaire.

You may remember that an important feature of HSLs:09/12 is that it is longitudinal, meaning it follows the same students as they progress through school and eventually enter the workforce and/or go to college. We plan to contact your teenager in about one year to discuss plans for after high school and for another follow-up about two years later, so we will ask for his/her address and telephone number and those of a relative or close friend. High school transcripts will also be collected from the school in the 2013-2014 school year.

The U.S. Department of Education is authorized by federal law (Public Law 107-279) to conduct HSLs:09/12. All information provided will be used for statistical purposes only 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). Participation is voluntary, and there is no penalty if your teenager decides not to participate. Your teenager may choose not to answer any question. The data will be collected and analyzed to understand students' coursetaking patterns, students' motivation and achievement, and how students decide what to do after high school.

**Please take a moment to fill out the enclosed form and return it to your teenager's school in the envelope provided. We cannot allow your teenager to participate without your written consent. As a token of our appreciation for your teenager's participation in the study, he or she will receive a \$10.00 cash incentive.**

The enclosed brochure provides more information about HSLs:09/12. If you have questions about the study, please call Mr. Dan Pratt at RTI, toll-free, at 1-866-253-1063, between 9 AM and 5 PM Eastern Standard Time, Monday through Friday. If you have questions about your rights as a study participant, you may call RTI's Office for Research Protection, toll-free, at 1-866-214-2043. Both Mr. Pratt and staff from the Office for Research Protection can be reached at: RTI, P.O. Box 12194, Research Triangle Park, NC 27709.

We thank you in advance for your cooperation in this important research.

Sincerely,

A handwritten signature in blue ink that reads "Laura LoGerfo". The signature is fluid and cursive, with the first name "Laura" and last name "LoGerfo" clearly legible.

Laura LoGerfo, Project Officer  
National Center for Education Statistics  
Institute of Education Sciences, U.S. Department of Education

**High School Longitudinal Study of 2009 (HSL:09) First Follow-Up  
PARENT PERMISSION FORM**

Please check only one option below to indicate your decision about your teenager's participation in the study. Then sign the form, providing your telephone number; and print the student name and school name, where indicated.

**Please return this form to your teenager's school as soon as possible. We have enclosed an envelope addressed to the person coordinating the study at your teenager's school.**

Please check one:

**I GIVE PERMISSION** for my teenager, \_\_\_\_\_, to participate in the study.  
(print student name)

**I DO NOT GIVE PERMISSION** for my teenager, \_\_\_\_\_, to participate  
in the study. (print student name)

\_\_\_\_\_  
(Signature of parent or guardian)

AND

Print parent/guardian name: \_\_\_\_\_

Date of signature: \_\_\_\_\_

( \_\_\_\_\_ ) \_\_\_\_\_  
Area code Telephone number

PLEASE PRINT:

Student name: \_\_\_\_\_

School name: \_\_\_\_\_

FOR OFFICE USE ONLY:

Student ID: \_\_\_\_\_

## Active Parental Consent Form – Base Year Nonparticipant

Dear parent/guardian:

Your teenager has been selected to participate in the High School Longitudinal Study of 2009 (HSLs:09/12) a national longitudinal research study that began in 2009. The purpose of HSLs:09/12 is to understand the impact of the high school experience on students' learning and their education and career choices and to explore the transitions students make from high school to postsecondary education, the labor force, and adulthood. HSLs:09/12 measures achievement and various influences on the plans and decisionmaking of high school students. We follow the same group of students as they progress through school and then enter the work force and/or go to college. HSLs:09/12 is a national study sponsored by the National Center for Education Statistics in the U.S. Department of Education's Institute of Education Sciences. The study is being conducted under contract by RTI International, a nonprofit research organization based in North Carolina.

In a few weeks, your teenager will be asked to spend approximately 90 minutes completing a computerized questionnaire and a math assessment for the HSLs:09/12 First Follow-Up Study. Over 21,000 students from over 900 high schools across the country have taken part in this study to date. We will also ask a school administrator and a school counselor to each complete a questionnaire which will provide information about programs and practices at the school. In addition, we would like you to complete a parent questionnaire that will provide important background information. You will be contacted separately to complete this questionnaire.

An important feature of HSLs:09/12 is that it is longitudinal, meaning it follows the same students as they progress through school and eventually enter the workforce and/or go to college. We plan to contact your teenager in about one year to discuss plans for after high school and for another follow-up about two years later, so we will ask for his/her address and telephone number and those of a relative or close friend. High school transcripts will also be collected from the school in the 2013-2014 school year.

The U.S. Department of Education is authorized by federal law (Public Law 107-279) to conduct HSLs:09/12. All information provided will be used for statistical purposes only 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). Participation is voluntary, and there is no penalty if your teenager decides not to participate. Your teenager may choose not to answer any question. The data will be collected and analyzed to understand students' coursetaking patterns, students' motivation and achievement, and how students decide what to do after high school.

**Please take a moment to fill out the enclosed form and return it to your teenager's school in the envelope provided. We cannot allow your teenager to participate without your written consent. As a token of our appreciation for your teenager's participation in the study, he or she will receive \$10.00.**

The enclosed brochure provides more information about HSLs:09/12. If you have questions about the study, please call Mr. Dan Pratt at RTI, toll-free, at 1-866-253-1063, between 9 AM and 5 PM Eastern Standard Time, Monday through Friday. If you have questions about your rights as a study participant, you may call RTI's Office for Research Protection, toll-free, at 1-866-214-2043. Both Mr. Pratt and staff from the Office for Research Protection can be reached at: RTI, P.O. Box 12194, Research Triangle Park, NC 27709.

We thank you in advance for your cooperation in this important research.

Sincerely,

A handwritten signature in blue ink that reads "Laura LoGerfo". The signature is fluid and cursive, with the first name "Laura" and last name "LoGerfo" clearly distinguishable.

Laura LoGerfo, Project Officer  
National Center for Education Statistics  
Institute of Education Sciences, U.S. Department of Education

**High School Longitudinal Study of 2009 (HSL:09) First Follow-Up  
PARENT PERMISSION FORM**

Please check only one option below to indicate your decision about your teenager's participation in the study. Then sign the form, providing your telephone number; and print the student name and school name, where indicated.

**Please return this form to your teenager's school as soon as possible. We have enclosed an envelope addressed to the person coordinating the study at your teenager's school.**

Please check one:

**I GIVE PERMISSION** for my teenager, \_\_\_\_\_, to participate in the study.  
(print student name)

**I DO NOT GIVE PERMISSION** for my teenager, \_\_\_\_\_, to participate  
in the study. (print student name)

\_\_\_\_\_  
(Signature of parent or guardian)

AND

Print parent/guardian name: \_\_\_\_\_

Date of signature: \_\_\_\_\_

(\_\_\_\_\_) \_\_\_\_\_  
Area code Telephone number

PLEASE PRINT:

Student name: \_\_\_\_\_

School name: \_\_\_\_\_

FOR OFFICE USE ONLY:

Student ID: \_\_\_\_\_

## Passive Parental Consent Form – Base Year Respondent

Dear parent/guardian:

I am writing to thank you again for allowing your teenager to participate in the High School Longitudinal Study of 2009 (HSLs:09). It has been about two years since your student participated in HSLs:09, a national longitudinal research study that began with ninth graders in 2009. I am writing you now to ask for your help with the follow-up phase of this study.

The purpose of HSLs:09/12 is to understand the impact of the high school experience on students' learning and their education and career choices and to explore the transitions students make from high school to postsecondary education, the labor force, and adulthood. HSLs:09/12 measures achievement and various influences on the plans and decisionmaking of high school students. As you may recall, HSLs:09/12 is a national study sponsored by the National Center for Education Statistics in the U.S. Department of Education's Institute of Education Sciences. The study is being conducted under contract by RTI International, a nonprofit research organization based in North Carolina.

In a few weeks, your teenager will be asked to spend approximately 90 minutes completing a computerized questionnaire and a math assessment for the HSLs:09/12 First Follow-Up Study. Over 21,000 students from over 900 high schools across the country have taken part in this study to date. We will also ask a school administrator and a school counselor to each complete a questionnaire which will provide information about programs and practices at the school. In addition, we would like you to complete a parent questionnaire that will provide important background information. You will be contacted separately to complete this survey.

You may remember that an important feature of HSLs:09/12 is that it is longitudinal, meaning it follows the same students as they progress through school and eventually enter the workforce and/or go to college. We plan to contact your teenager in about one year to discuss plans for after high school and in about three years to discuss life after high school, so we will ask for his/her address and telephone number and those of a relative or close friend. High school transcripts will also be collected from the school in the 2013-2014 school year.

The U.S. Department of Education is authorized by federal law (Public Law 107-279) to conduct HSLs:09/12. All information provided will be used for statistical purposes only 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). Participation is voluntary, and there is no penalty if your teenager decides not to participate. Your teenager may choose not to answer any question. The data will be collected and analyzed to understand students' coursetaking patterns, students' motivation and achievement, and how students decide what to do after high school.

If you allow your teenager to participate, you do not need to return this form. If for any reason you object to his or her participation, please fill out the enclosed form and return it to his/her school as soon as possible. **As a token of our appreciation for your teenager's participation in the study, he or she will receive \$10.00.**

The enclosed brochure provides more information about HSLs:09/12. If you have questions about the study, please call Mr. Dan Pratt at RTI, toll-free, at 1-866-253-1063, between 9 AM and 5 PM Eastern Standard Time, Monday through Friday. If you have questions about your rights as a study participant, you may call RTI's Office for Research Protection, toll-free, at 1-866-214-2043. Both Mr. Pratt and staff from the Office for Research Protection can be reached at: RTI, P.O. Box 12194, Research Triangle Park, NC 27709.



We thank you for your cooperation in this important research.

Sincerely,



Laura LoGerfo, Project Officer  
National Center for Education Statistics  
Institute of Education Sciences, U.S. Department of Education

**High School Longitudinal Study of 2009 (HSLs:09) First Follow-Up  
PARENT PERMISSION FORM**

**IF YOU GRANT YOUR PERMISSION FOR YOUR TEENAGER TO PARTICIPATE IN THE STUDY,  
YOU DO NOT NEED TO RETURN THIS FORM.**

IF YOU DO NOT CONSENT TO YOUR TEENAGER'S PARTICIPATION IN HSLs:09, PLEASE  
COMPLETE AND RETURN THIS FORM TO YOUR TEENAGER'S SCHOOL AS SOON AS POSSIBLE.

**I DO NOT GRANT PERMISSION** for my teenager, \_\_\_\_\_, to participate  
in the High School Longitudinal Study. (print student name)

Please sign and return only if you do not grant permission for your teenager to participate.

\_\_\_\_\_  
(Signature of parent or guardian)

AND

Print parent/guardian name: \_\_\_\_\_

Date of signature: \_\_\_\_\_

(\_\_\_\_\_) \_\_\_\_\_  
Area code Telephone number

PLEASE PRINT:

Student name: \_\_\_\_\_

School name: \_\_\_\_\_

FOR OFFICE USE ONLY:

Student ID: \_\_\_\_\_

## Passive Parental Consent Form – Base Year Nonparticipant

Dear Parent/Guardian:

Your teenager has been selected to participate in the High School Longitudinal Study of 2009 (HSLs:09/12), a national longitudinal research study that began in 2009. The purpose of HSLs:09/12 is to understand the impact of the high school experience on students' learning and their education and career choices and to explore the transitions students make from high school to postsecondary education, the labor force, and adulthood. HSLs:09/12 measures achievement and various influences on the plans and decisionmaking of high school students. We will follow the same group of students as they progress through school and then enter the work force and/or go to college. Additional students have been added for the first follow-up phase of this study. HSLs:09/12 is a national study sponsored by the National Center for Education Statistics in the U.S. Department of Education's Institute of Education Sciences. The study is being conducted under contract by RTI International, a nonprofit research organization based in North Carolina.

In a few weeks, your teenager will be asked to spend approximately 90 minutes completing a computerized questionnaire and a math assessment for the HSLs:09/12 First Follow-Up Study. Over 21,000 students from over 900 high schools across the country have taken part in this study to date. We will also ask a school administrator and a school counselor to each complete a questionnaire which will provide information about programs and practices at the school. In addition, we would like you to complete a parent questionnaire that will provide important background information. You will be contacted separately to complete this survey.

An important feature of HSLs:09/12 is that it is longitudinal, meaning it follows the same students as they progress through school and eventually enter the workforce and/or go to college. We plan to contact your teenager in about one year to discuss plans for after high school and in about three years to inquire about life after high school, so we will ask for his/her address and telephone number and those of a relative or close friend. High school transcripts will also be collected from the school in the 2013-2014 school year.

The U.S. Department of Education is authorized by federal law (Public Law 107-279) to conduct HSLs:09/12. All information provided will be used for statistical purposes only 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). Participation is voluntary, and there is no penalty if your teenager decides not to participate. Your teenager may choose not to answer any question. The data will be collected and analyzed to understand students' coursetaking patterns, students' motivation and achievement, and how students decide what to do after high school.

If you allow your teenager to participate, you do not need to return this form. If for any reason you object to his or her participation, please fill out the enclosed form and return it to his/her school as soon as possible. **As a token of our appreciation for your teenager's participation in the study, he or she will receive \$10.00.**

The enclosed brochure provides more information about HSLs:09/12. If you have questions about the study, please call Mr. Dan Pratt at RTI, toll-free, at 1-866-253-1063, between 9 AM and 5 PM Eastern Standard Time, Monday through Friday. If you have questions about your rights as a study participant, you may call RTI's Office for Research Protection, toll-free, at 1-866-214-2043. Both Mr. Pratt and staff from the Office for Research Protection can be reached at: RTI, P.O. Box 12194, Research Triangle Park, NC 27709.

We thank you in advance for your cooperation in this important research.

Sincerely,

A handwritten signature in blue ink that reads "Laura LoGerfo". The signature is written in a cursive style with a large initial "L" and "G".

Laura LoGerfo, Project Officer  
National Center for Education Statistics  
Institute of Education Sciences, U.S. Department of Education

**High School Longitudinal Study of 2009 (HSLs:09) First Follow-Up  
PARENT PERMISSION FORM**

**IF YOU GRANT YOUR PERMISSION FOR YOUR TEENAGER TO PARTICIPATE IN THE STUDY,  
YOU DO NOT NEED TO RETURN THIS FORM.**

IF YOU DO NOT CONSENT TO YOUR TEENAGER'S PARTICIPATION IN HSLs:09, PLEASE  
COMPLETE AND RETURN THIS FORM TO YOUR TEENAGER'S SCHOOL AS SOON AS POSSIBLE.

**I DO NOT GRANT PERMISSION** for my teenager, \_\_\_\_\_, to participate  
in the High School Longitudinal Study. (print student name)

Please sign and return only if you do not grant permission for your teenager to participate.

\_\_\_\_\_  
(Signature of parent or guardian)

AND

Print parent/guardian name: \_\_\_\_\_

Date of signature: \_\_\_\_\_

(\_\_\_\_\_) \_\_\_\_\_  
Area code Telephone number

PLEASE PRINT:

Student name: \_\_\_\_\_

School name: \_\_\_\_\_

FOR OFFICE USE ONLY:

Student ID: \_\_\_\_\_

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**Student Letters**

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**Parent Initial Contact; Student Permission Needed (Doubles as Student’s First Contact)**

[DATE]

<PARENT NAME>  
<ADDR1>  
<ADDR2>  
<CITY STATE ZIP>

Web Address: surveys.nces.ed.gov/hsls  
Parent Study ID: <XXXXXXXX>  
Parent Password: <XXXXXXXX>m  
Student STUDY ID: <XXXXXXXX>  
Student Password: <XXXXXXXX>m

Dear <Parent or Guardian Name>:

About two-and-a-half years ago, <STUDENT NAME> < “participated” / “was selected to participate”> in the High School Longitudinal Study of 2009 (HSLs:09), sponsored by the National Center for Education Statistics (NCES) in the U.S. Department of Education’s Institute of Education Sciences. We are now conducting the first follow-up to HSLs:09. The purpose of this study is to understand the impact of the high school experience on students’ learning and education and career choices. Over 21,000 students from more than 900 schools have participated in HSLs:09. Collecting information from parents provides us with a complete picture of the students’ experience, including how the home environment affects student school performance and the choices students make during and after high school. For this reason, we are writing to ask you to fill out a questionnaire, as well as to provide us with permission to interview <STUDENT\_FNAME>. We sincerely appreciate your time to help us make this study a success!

When you log into your interview, you will be asked to provide your consent so that <STUDENT\_FNAME> can log into the student interview. We have provided unique parent and student study IDs and passwords for each interview, so please give <STUDENT\_FNAME> the “Student Study ID” and “Student Password.” Each of the interviews will take approximately 30-35 minutes to complete. We are also asking that <STUDENT\_FNAME> complete a math assessment which will take approximately 40 minutes. This assessment will not be graded and no teachers or school officials will be informed of the results. We will send <STUDENT\_FNAME> a check for \$<int\_inc> after the interview has been completed, and \$10 for the math assessment, if they are each completed by <DATE>.

<STUDENT\_FNAME>’s and your participation is voluntary and all responses 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). HSLs:09 is endorsed by the National Parent Teacher Association, the National Education Association, and the American Federation of Teachers, among others. The enclosed brochure provides detailed information about HSLs:09 and RTI, who is conducting the study for NCES. If you have questions about the study, please call Randy Ottem toll-free at 1-877-282-HSLs or 1-877-282-4757. If you have questions about your rights as a study participant, you may call RTI’s Office for Research Protection at 919-316-3358 in Durham, NC or 1-866-214-2043 (a toll-free number).

We thank you in advance for your cooperation in this important research.

Sincerely,



Stuart Kerachsky  
Acting Commissioner  
National Center for Education Statistics  
Institute of Education Sciences  
U.S. Department of Education

Enclosure: HSLs:09 Brochure

NCES is authorized to conduct HSLs:09 under the Education Sciences Reform Act of 2002 (Public Law 107-279, Section 153). According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number of this voluntary information collection is 1850-0852. The time required to complete this information collection is estimated to average 30-35 minutes per response, including the time to review instructions, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate or suggestions for improving the interview, please write to: High School Longitudinal Study of 2009 (HSLs:09), National Center for Education Statistics, 1990 K Street NW, Washington, DC 20006.

## Parent Completed Interview; Need Permission for Student

[DATE]

<PARENT NAME>

<ADDR1>

<ADDR2>

<CITY STATE ZIP>

Web Address:

surveys.nces.ed.gov/hsls

Parent Study ID:

<XXXXXXXX>

Parent Password:

<XXXXXXXX>m

Student Study ID:

<XXXXXXXX>

Student Password:

<XXXXXXXX>m

Dear <Parent or Guardian Name>:

Thank you very much for your participation in the first follow-up to the High School Longitudinal Study of 2009 (HSLs:09). We really appreciate your time and participation!

We also would like to interview <STUDENT\_FNAME>, but we need your permission before <STUDENT\_FNAME> can participate. As you know, HSLs:09 follows a cohort high school students through high school and into postsecondary education, the labor force, and adult roles to understand how high school experiences impact students' learning and their education and career choices.

The student interview includes a 35 minute questionnaire and a 40 minute mathematics assessment. To provide permission for the student interview, please go to the website listed above and enter the "Parent Study ID" and "Parent Password" listed above. This will take you to a webpage where you will be able to provide your permission so that <STUDENT\_FNAME> can complete the student interview. Once you give your permission, <STUDENT\_FNAME> will be able to log in using the web link and the unique student study ID and password provided above. We will send <STUDENT\_FNAME> a check for \$<int\_inc> after the interview has been completed, and \$10 for the math assessment, if they are each completed by <DATE>.

<STUDENT\_FNAME>'s participation is voluntary and all responses will be protected from disclosure; no parents, students, school officials, teachers, or staff will see any responses and no individually identifying data will be reported. Data collected are 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 study is being conducted by RTI International under contract from the U.S. Department of Education's National Center for Education Statistics. HSLs:09 is endorsed by the National Parent Teacher Association, the National Education Association, and the American Federation of Teachers, among others. The enclosed brochure provides detailed information about HSLs:09. If you have any questions about participation in the study, please call Randy Ottem at RTI toll-free at 1-877-282-4757. If you have questions about rights as a study participant, you may call RTI's Office for Research Protection at 919-316-3358 in Durham, NC or 1-866-214-2043 (a toll-free number).

We thank you in advance for your cooperation in this important research.

Sincerely,



Stuart Kerachsky  
Acting Commissioner  
National Center for Education Statistics  
Institute of Education Sciences  
U.S. Department of Education

Enclosure: HSLs:09 Brochure

NCES is authorized to conduct HSLs:09 under the Education Sciences Reform Act of 2002 (Public Law 107-279, Section 153). According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number of this voluntary information collection is 1850-0852. The time required to complete this information collection is estimated to average 35 minutes per response, including the time to review instructions, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate or suggestions for improving the interview, please write to: High School Longitudinal Study of 2009 (HSLs:09), National Center for Education Statistics, 1990 K Street NW, Washington, DC 20006.



## Student: Parent Permission Reminder Insert

Dear Parent,

We still need your permission for <student\_name> to participate in the student portion of the study. To provide permission for the student interview, please go to <http://surveys.nces.ed.gov/hsls1> and enter the “Parent Study ID” and “Parent Password” listed below. This will take you to a webpage where you will be able to provide your permission so that <STUDENT\_FNAME> can complete the student interview. Once you give your permission, <STUDENT\_FNAME> will be able to log in using the web link and the unique student study ID and password provided above. We will send <STUDENT\_FNAME> a check for \$<int\_inc> after the interview has been completed, and \$10 for the math assessment, if they are each completed by <DATE>.

The student interview includes a 35 minute questionnaire and a 40 minute mathematics assessment.

Parent Study ID:           <XXXXXXXX>  
Parent Password:         <XXXXXXXX>m

Student Study ID:         <XXXXXXXX>  
Student Password:         <XXXXXXXX>m

Thank you for your assistance.

Sincerely,  
The HSLs:09 Data Collection Staff

Dear Parent,

We still need your permission for <student\_name> to participate in the student portion of the study. To provide permission for the student interview, please go to <http://surveys.nces.ed.gov/hsls1> and enter the “Parent Study ID” and “Parent Password” listed below. This will take you to a webpage where you will be able to provide your permission so that <STUDENT\_FNAME> can complete the student interview. Once you give your permission, <STUDENT\_FNAME> will be able to log in using the web link and the unique student study ID and password provided above. We will send <STUDENT\_FNAME> a check for \$<int\_inc> after the interview has been completed, and \$10 for the math assessment, if they are each completed by <DATE>.

The student interview includes a 35 minute questionnaire and a 40 minute mathematics assessment.

Parent Study ID:           <XXXXXXXX>  
Parent Password:         <XXXXXXXX>m

Student Study ID:         <XXXXXXXX>  
Student Password:         <XXXXXXXX>m

Thank you for your assistance.

Sincerely,  
The HSLs:09 Data Collection Staff

**Student: Second Letter**

[DATE]

<Student\_fname> <Student\_lname>                      Web Address:                      <student\_website>  
<ADDR1>    Your STUDY ID:                      <XXXXXXXX>  
<ADDR2>    Your PASSWORD:                      <XXXXXXXX>n  
<CITY STATE ZIP>

Dear <Student\_fname>:

When you were in ninth grade, your high school participated in the High School Longitudinal Study of 2009 (HSL:09), which was a nationwide survey of high school students. HSL:09 is being conducted by RTI International for the National Center for Education Statistics (NCES) in the U.S. Department of Education’s Institute of Education Sciences. We’re now conducting the first follow-up to HSL:09. **<IF MISSED IN SCHOOL:** “Since you were unable to participate in the study when we were in your school, we’d like to give you an opportunity to participate over the web.”>

Participation consists of a 35-minute online interview that asks questions about topics such as your school, your teachers, and your study habits. We also ask that you complete a 40-minute, online mathematics assessment. Don’t worry, you’re not being graded on it. In fact, no one from your school, your parents, or anyone else besides the researchers who are conducting the study will know what answers you provide to the interview or the math test. The information we collect is 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). After you complete the interview and the math test, we will give you a total of \$<tot\_incent>; \$<int\_incent> for completing the interview and \$10 for completing the math assessment, if you complete each before <DATE>.

We’ve already asked your parent or guardian for their permission for you to participate, but your participation in HSL:09 is still up to you. Participation is voluntary, but critical to the success of this study. To access the interview and assessment, please log in to the website above using unique study ID and password provided.

The enclosed brochure provides detailed information about HSL:09. If you have any questions about participation in the study, please call Randy Ottem at RTI toll-free at 1-877-282-HSL or 1-877-282-4757. If you have questions about rights as a study participant, you may call RTI’s Office for Research Protection at 919-316-3358 in Durham, NC or 1-866-214-2043 (a toll-free number).

Thank you in advance for making HSL:09 a success!



Dan Pratt  
HSL:09 Project Director  
Education Studies Division  
RTI International

Enclosure:            HSL:09 Brochure

NCES is authorized to conduct HSL:09 under the Education Sciences Reform Act of 2002 (Public Law 107-279, Section 153). According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number of this voluntary information collection is 1850-0852. The time required to complete this information collection is estimated to average 30 minutes per response, including the time to review instructions, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate or suggestions for improving the interview, please write to: High School Longitudinal Study of 2009 (HSL:09), National Center for Education Statistics, 1990 K Street NW, Washington, DC 20006.

**Student: Third Contact: Postcard**

PO Box 12194  
Research Triangle Park, NC 27709-2194  
RTI Project #0212678.002.235

ADDRESS SERVICE REQUESTED

<fname><mname><lname><suffix>  
<addr1>  
<addr2>  
<city>, <state> <zip> <zip4>

Panel info: <panelinfo>  
Study ID: <caseid>



**High School  
Longitudinal  
Study of 2009**

<Student\_Name>,

We noticed that you haven't yet had a chance to complete your interview for the first follow-up to the High School Longitudinal Study of 2009 (HSL:09). We are asking that you take some time to lend us your unique insight into your high school experience to help educators, researchers, and policymakers improve high school education in the United States. RTI is conducting this study for the National Center for Education Statistics (NCES) in the U.S. Department of Education's Institute of Education Sciences. Thank you very much if you have already completed the interview. Your participation is very much appreciated.

To complete a web interview over our secure website, log in to <https://surveys.nces.ed.gov/hsls> using the information below:

*Study ID = <userid> Password = <password>q*

If you have any questions or problems completing your web interview, or would like to complete the interview by telephone with a professionally trained interviewer, please contact the HSL:09 help desk at 1-877-282-4757.

***Thank you.***

## Student: Fourth Letter

[Date]

«fname» «mname» «lname» «suffix»  
«addr1»  
«addr2»  
«city», «state» «zip» «zip4»

Study ID: «caseid»  
Password: «password»

Dear «fname» «lname»:

We have been trying to reach you in regards to your participation in the first follow-up to the High School Longitudinal Study of 2009 (HSL:09). As you know, HSL:09 is a nationwide study that follows a group of high school students like you through high school and into postsecondary education, the labor force, and adult roles. The study also focuses on how school and home experiences impact students' learning and their education and career choices. Because you <"participated approximately two-and-a-half years ago"/>"were selected to participate">, your participation is vital to ensure the continued success of this study.

The interview should take approximately 35 minutes to complete. We are also asking that you complete a mathematics assessment which will take around 40 minutes. To make participation in HSL:09 as convenient as possible, we have provided two options to complete the interview. You may call us toll-free at 1-877-282-4757 to complete the interview with one of our professional telephone interviewers, or via the Web by logging in to our secure website at <https://surveys.nces.ed.gov/hsl/> using the study ID and password provided above. The math assessment, however, can only be completed online. The interview and math assessment are both voluntary. After you complete the interview and the assessment, we will send you \$<int\_incent> for completing the interview and \$10 for completing the math assessment, if you complete each before <DATE>.

Remember, all of your responses are 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). RTI is conducting this study for the National Center for Education Statistics (NCES) in the U.S. Department of Education's Institute of Education Sciences. If you have already completed the interview, we thank you. Your assistance is very much appreciated. If you have any questions or concerns about the study, please contact Randy Ottem, toll free at 1-800-282-4757, or the NCES Project Officer, Dr. Laura LoGerfo, toll-free at 202-502-7402.

Thank you in advance for making HSL:09 a success!



Dan Pratt  
HSL:09 Project Director  
Education Studies Division  
RTI International

NCES is authorized to conduct HSL:09 under the Education Sciences Reform Act of 2002 (Public Law 107-279, Section 153). According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number of this voluntary information collection is 1850-0852. The time required to complete this information collection is estimated to average 35 minutes per response, including the time to review instructions, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate or suggestions for improving the interview, please write to: High School Longitudinal Study of 2009 (HSL:09), National Center for Education Statistics, 1990 K Street NW, Washington, DC 20006.

**Student: Fifth and Final Contact**

[DATE]

|                                 |                |                   |
|---------------------------------|----------------|-------------------|
| <Student_fname> <Student_fname> | Web Address:   | <student_website> |
| <ADDR1>                         | Your STUDY ID: | <XXXXXXXX>        |
| <ADDR2>                         | Your PASSWORD: | <XXXXXXXX>m       |
| <CITY STATE ZIP>                |                |                   |

Dear <Student\_fname>:

As you know, the High School Longitudinal Study of 2009 (HSLs:09) is interested in understanding how the school and home environment influences the decisions you make through high school and beyond. We need teenagers like you to make this study successful before the HSLs:09 Follow-Up Study ends on June 30, 2011. The interview takes approximately 35 minutes to complete and the math assessment takes approximately 40 minutes to complete. Remember that the assessment is not being graded, and your family, teachers, and school officials will not see how you did on it. We really appreciate your time and participation.

To complete the interview by phone with a professional interviewer, please call us toll-free at 1-877-282-4757. To complete the interview and math assessment online, please visit our secure website at <https://surveys.nces.ed.gov/hsls/> and use the study ID and password provided above. We'll send you \$<int\_inc> after you complete the interview, and another \$10 after you complete the math assessment, if you complete each before <DATE>.

Your parent has provided permission for you to participate. Participation in this study is completely voluntary and all responses 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). RTI is conducting this study for the National Center for Education Statistics (NCES) in the U.S. Department of Education's Institute of Education Sciences. If you have already completed the interview, we would like to thank you. Your assistance is very much appreciated. If you have any questions or concerns about the study, please contact Randy Ottem, toll free at 1-877-282-4757, or the NCES Project Officer, Dr. Laura LoGerfo, at 202-502-7402.

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## Student: Mailed Incentive Letter

<DATE>

Dear <firstname> <lastname>,

On behalf of the National Center for Education Statistics (NCES) and the staff of the High School Longitudinal Study of 2009 (HLS:09), we would like to thank you for completing your HLS:09 **<if only questionnaire complete: questionnaire.> <if only assessment complete: mathematics assessment.> <if only both interview and assessment complete: interview and mathematics assessment.>** Your participation in this study is very important to ensuring its success.

Enclosed you will find a \$<inc\_amt> check as a token of our appreciation for your participation in this study.

Please do not hesitate to contact us directly at 1-877-282-4757 if you need additional information or assistance.

Sincerely,



Dan Pratt  
HLS:09 Project Director  
Education Studies Division  
RTI International

Enclosure