



Date

Dear <NAME OF PARENT>

We are writing to you on behalf of the Early Head Start Follow-up Study. This is the project you started with (FILL SITE NAME) when (FILL CHILD NAME) was a baby. You may remember that several institutions have been involved in this study in the past, including Mathematica Policy Research and (FILL SITE NAME). The RAND Corporation, an independent non-profit research organization, is excited to join in this important effort.

It has been awhile since the study has been in touch with you, and we would like to make sure we have the best contact information for you and <NAME OF CHILD>. The study has been so successful and the information has been so valuable that the government hopes to continue the study with the same children to learn how participation in Head Start or other preschool programs affects children's learning when the children are older. We would really appreciate you taking a few minutes to help us update our records so we might reach you in the future.

We know that you and your family are busy, and would like to give you \$15 for your time.

There are three ways you can update your contact information.

- Fill out the enclosed form and return it in the postage paid envelope.
- Visit our website at [www.website.com](http://www.website.com).
  - Your personal login information is username: (FILL CASE USERNAME) and password: (FILL CASE PASSWORD)
- Call our toll-free number (800) ###-#### and speak with one of our trained interviewers.

Updating your contact information should only take about 5-10 minutes, and after we receive your updated contact information we will send you \$15.00. All of the information you provide is ~~confidential~~ private and will be shared ONLY with researchers working on the Early Head Start Follow-up Study.

If you have any questions about this project, please take a look at the brochure we included or give us a call on our toll-free line, (800) ###-####.

Thank you for supporting this important study! We hope that all is well for you, <NAME OF CHILD>, and your family.

Sincerely,

<NAME >

RAND  
Corporation

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US Department of Health  
and Human Services



Questions?  
Call Kirsten  
Becker at 1-800-  
XXX-XXXX



*Why are you contacting us now?*

- We hope to be able to continue interviewing the children in this study and their caregivers. It will be important for us to reach as many families as possible who took part before. At this time we are only reaching out to you to update our records with your phone and address.

*What do I have to do?*

- You can update your contact information one of three ways. You can mail the form we sent you back. You can call us toll free. Or you can go online and log in with your personal username and password that we gave you in the letter.
- Updating your information should take about 5-10 minutes

*Do I get anything for my time?*

- Yes! We will send you a check for \$15 to thank you for your time

**We are updating our records!**

**Mail Us**

Fill out the enclosed form and return it in the postage paid envelope.

**Call us**

Call our toll-free number  
(800) ###-####

**Or Visit Us Online**

Visit our website at [www.website.com](http://www.website.com). You can find your personal username and password in the letter we sent you

*Will my contact information be safe?*

- Yes! All of the information you give us will be used **ONLY** to contact you for this study.
- We keep your information encrypted and protected by passwords. Only people who work on the project have access to it.
- As you know, in their papers and presentations the study never identifies parents or children by name or any other way you could be identified..

*What is RAND?*

- RAND is a private non-profit research organization based in Santa Monica, California. RAND does research to help improve policy.
- RAND has been asked to join the Early Head Start Study team and is working with local researchers in your area.