



U.S. DEPARTMENT OF EDUCATION
INSTITUTE OF EDUCATION SCIENCES

NATIONAL CENTER FOR EDUCATION STATISTICS

September 2010

Dear Superintendent:

On behalf of the National Center for Education Statistics (NCES), U.S. Department of Education, I am asking you to participate in the national *Dropout Prevention Services and Programs* survey. The questionnaire is designed to be completed in about 20 minutes by the person most knowledgeable about dropout prevention services and programs in your district. Westat, a research firm in Rockville, Maryland, is conducting the study for NCES using the Fast Response Survey System (FRSS).

- ✎ **Why is NCES conducting the survey?** This survey is being conducted to provide nationally representative information about dropout prevention services and programs available in public school districts.
- ✎ **Why is participation by your district important?** Your district's participation, while voluntary, is important because it is vital to the development of national estimates. We need your input because your district is one of a small sample of districts selected for the study. Your cooperation is critical to make the results of this survey comprehensive, accurate, and timely.
- ✎ **How does NCES protect the confidentiality of the information that you provide?** Your answers may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose unless otherwise compelled by law (Education Sciences Reform Act of 2002, 20 U.S.C. 9573). The federal Office of Management and Budget (OMB) has approved the survey (OMB No. 1850-0733).
- ✎ **What do you get from the study?** A copy of the final study report will be sent to all participating districts once the study is completed.

The survey may be completed using either the enclosed questionnaire or an online version of the survey available through the Internet. The online version of the survey is available at **www.frss-XXX.org**. Your username and password appear on the enclosed Web Survey Information Sheet. If you complete the paper version of the questionnaire, please return it to Westat in the enclosed postage-paid envelope. **Please complete the survey only once, using either the paper or the online version.**

We ask that the survey be completed **within 3 weeks**, and that you keep a copy of the completed survey for your files. If you have any questions about this survey, please contact Priscilla Carver, the Westat survey manager, at 800-937-8281, ext. 4596 (toll-free) or 301-279-4596, or by e-mail at priscillacarver@westat.com. You may also call Peter Tice, the NCES Project Officer, at 202-502-7497. Thank you for your assistance.

Sincerely,

Stuart Kerachsky,
Deputy Commissioner

Enclosures