

Attachment 3
FRSS 104 District Courtesy Notification Letter



U.S. DEPARTMENT OF EDUCATION
INSTITUTE OF EDUCATION SCIENCES

NATIONAL CENTER FOR EDUCATION STATISTICS

September 2011

Dear District Superintendent:

The National Center for Education Statistics (NCES) wishes to inform you about the national survey on *Dual Credit and Exam-Based Courses*, in which secondary schools in your district are being asked to participate. We have enclosed a list of the schools in your district that have been sampled for the survey. This study was requested by the Office of Elementary and Secondary Education (OESE) and approved by the federal Office of Management and Budget (OMB) (OMB No. 1850-0733). Westat, a research firm in Rockville, Maryland, is conducting the survey for NCES using the Fast Response Survey System (FRSS). The survey is designed to be completed in about 30 minutes.

This survey will provide information about the prevalence and characteristics of dual credit and exam-based courses in public schools nationwide and how these courses have changed since the last national survey collection for the 2002–03 school year. Courses through which high school students can earn high school and postsecondary credit simultaneously have attracted considerable interest among policy-makers in recent years. These courses are one way that high school students can get a head start on college.

The information collected on the survey 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). A statement regarding the voluntary nature of the survey is included in cover letters to the sampled schools. All participating schools will receive a copy of the reports describing the results of the study.

Information copies of the study materials are enclosed for your records. A copy of the survey report will be sent to you when it is released. If you have any questions about this study, please contact Nina Thomas, the Westat survey manager, at 800-937-8281, ext. 8852 (toll-free) or by e-mail at ninathomas@westat.com. You may also call Jared Coopersmith, the NCES Project Officer, at 202-219-7106.

Thank you for your support for this important study.

Sincerely,

Jack Buckley
Commissioner

Enclosures

WASHINGTON, D.C. 20006

Attachment 4

FRSS 104 School Cover Letter



U.S. DEPARTMENT OF EDUCATION
INSTITUTE OF EDUCATION SCIENCES

NATIONAL CENTER FOR EDUCATION STATISTICS

September 2011

Dear Principal:

On behalf of the National Center for Education Statistics (NCES), I request your school's participation in the national survey *Dual Credit and Exam-Based Courses*. The purpose of the survey is to provide the U.S. Department of Education with nationally representative data about dual credit and exam-based courses. Westat, a research firm in Rockville, Maryland, is conducting the study for NCES using the Fast Response Survey System (FRSS). The survey is designed to be completed in about 30 minutes.

The questionnaire is designed to be completed by your school's lead guidance counselor or other person most knowledgeable about your school's dual credit and exam-based courses (i.e., Advanced Placement and International Baccalaureate courses). **Applicable sections of the questionnaire should be completed whether or not your school offers dual credit or exam-based courses.**

- ✍ **Why is NCES conducting the survey?** This survey will provide information about the prevalence and characteristics of dual credit and exam-based courses in public schools nationwide and how these courses have changed since the last national survey collection for the 2002–03 school year. Courses through which high school students can earn high school and postsecondary credit simultaneously have attracted considerable interest among policy-makers in recent years. These courses are one way that high school students can get a head start on college.
- ✍ **Why is participation by your school important?** Your school's participation, while voluntary, is vital to the development of national estimates. Because your school is one of a small sample of schools 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?** The information collected on the survey 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). Your district has been informed about this study and the federal Office of Management and Budget (OMB) has approved the survey (OMB No. 1850-0733).
- ✍ **What do we get from the study?** A copy of the final study report will be sent to all participating schools once the study is completed.

The survey may be completed using either the enclosed questionnaire or an online version available through the Internet. The online survey is available at www.frss-dual-credit.org. The username and password appear on the enclosed Web Survey Information Sheet. The paper version of the questionnaire may be returned to Westat in the postage-paid envelope. **The survey should be completed 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 Nina Thomas, the Westat survey manager, at 800-937-8281, extension 8852 (toll-free) or by e-mail at ninathomas@westat.com. You may also call Jared Coopersmith, the NCES Project Officer, at 202-219-7106. Thank you for your assistance.

Sincerely,

Jack Buckley
Commissioner

Enclosures

WASHINGTON, D.C. 20006

Attachment 5
FRSS 104 Web Information Sheet



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

DUAL CREDIT AND EXAM-BASED COURSES

Web Survey Information Sheet for:

[School Name],

[State]

Survey Website: www.frss-dual-credit.org

Username:

Password:

Questions? If you have questions about the completion of this survey, please contact Nina Thomas at 1-800-937-8281, Ext. 8852, or by email at xxxxxxxx@westat.com

Attachment 6
FRSS 104 Nonresponse Follow-up Letter



U.S. DEPARTMENT OF EDUCATION
INSTITUTE OF EDUCATION SCIENCES

NATIONAL CENTER FOR EDUCATION STATISTICS

[Date]

Dear Principal:

Recently, you were asked to have your school complete a survey on dual credit and exam-based courses offered to high school students for the National Center for Education Statistics (NCES), U.S. Department of Education. This study, approved by the federal Office of Management and Budget (OMB No. 1850-0733), will provide national data that can only be obtained from public secondary schools. If your school has already completed the questionnaire, I wish to thank you for your participation. It is only through the help of school personnel such as you that NCES is able to provide policymakers with valuable national data on dual credit and exam-based courses.

If your school has not yet completed the three-page survey, I ask that you do so as soon as possible because the data are urgently needed to report a current picture of dual credit and exam-based courses in public secondary school systems. The questionnaire is designed to be completed by your school's lead guidance counselor or other person most knowledgeable about your school's dual credit and exam-based courses (i.e., Advanced Placement and International Baccalaureate courses). **Applicable sections of the questionnaire should be completed whether or not your school offers dual credit or exam-based courses.**

Your school's participation, while voluntary, is vital to the development of national estimates. Your input is needed because your school is one of a small sample selected for the study. It is only through the participation of the selected schools that we can represent the full range of dual credit and exam-based courses available to students across all types of public secondary schools. Your school's 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). Your district has been informed about this study.

The online version of the survey is available at www.frss-dual-credit.org. Your username and password appear on the enclosed Web Survey Information Sheet. If you prefer to complete a paper questionnaire, you may obtain a printable version from the study website and fax it to 1-800-254-0984 when completed.

Westat, an independent research firm, is conducting the survey for NCES. If you have any questions, please contact Nina Thomas, the Westat survey manager, at 1-800-937-8281, ext. 8852 (toll-free) or by email at ninathomas@westat.com. You may also call me at 202-219-7106. Thank you for your assistance.

Sincerely,

Jared Coopersmith
Project Officer

Enclosures

WASHINGTON, D.C. 20006

Attachment 7
FRSS 104 Nonresponse Follow-up Script

RESPONDENT INFORMATION SHEET (RIS)
FRSS 104 – DUAL CREDIT AND EXAM-BASED COURSES

I. SCHOOL CONTACT

Hello, my name is [GIVE NAME]. I'm calling from Westat on behalf of the U.S. Department of Education. Have I reached [GIVE NAME OF SCHOOL]? May I please verify the grades taught at this school? **(INTERVIEWER: IF SCHOOL DOES NOT HAVE 11TH OR 12TH GRADE, GO TO BOX, ELSE CONTINUE BELOW THE BOX.)**

INTERVIEWER PROBE IF SCHOOL DOES NOT HAVE 11TH OR 12TH GRADE:

(VERIFY AND UPDATE GRADES ON LABEL ABOVE. IF NO 11TH OR 12TH GRADE SAY:)

Did you ever have 11th or 12th grade at this school?

YES _____ **NO** _____

(RECORD RESPONSE ON INTERVIEWER PROBLEM SHEET; AND SAY:

We are only interested in surveying schools with 11th or 12 grades. Thank you for your time.

(END INTERVIEW AND CODE CASE AS INELIGIBLE (IN).)

We are calling to follow up on a packet that we recently sent to your principal. May I please have your principal's name? **(RECORD NAME IN SPACE BELOW)** Also, is there a direct line at which we could reach him/her? **(IF YES, RECORD NUMBER IN SPACE BELOW.)**

PRINCIPAL'S NAME: _____

PRINCIPAL'S NUMBER: _____

Is he/she available?

YES (GO TO B ON PAGE 2)

NO (GO TO A ON PAGE 2)

A. PRINCIPAL NOT AVAILABLE

The packet we mailed to your principal contained a (INSERT)-colored questionnaire from the U.S. Department of Education on dual credit and exam-based courses. It is designed to be completed by your school's lead guidance counselor or another staff member who is most knowledgeable about dual credit and exam-based courses at your school (including Advanced Placement and International Baccalaureate courses). Do you know to whom the principal would have given it?

{**INTERVIEWER:** REFER TO DEFINITIONS OF DUAL CREDIT, ADVANCED PLACEMENT, AND INTERNATIONAL BACCALAUREATE COURSES.}

- YES
May I have the name, title, and contact information for that person? (**GO TO DESIGNATED RESPONDENT CONTACT INFORMATION ON PAGE 5 AND RECORD INFORMATION, INCLUDING, BEST AVAILABLE TIMES.**)
- NO (**CONTINUE BELOW**)

Would you please leave a message for the principal mentioning that I called about the survey on dual credit and exam-based courses? When is a good time to call back?

Callback Date/Time: _____

Thank you for your time, I will call back.

B. PRINCIPAL CONTACT

Hello, my name is (YOUR NAME) and I am calling from Westat on behalf of the U.S. Department of Education regarding a packet that we recently mailed to your attention. The packet contained a (INSERT) -colored questionnaire on dual credit and exam-based courses. The packet also included a cover letter from the U.S. Department of Education explaining the purpose of the study, and requested that the questionnaire be forwarded to your school's lead guidance counselor or another person who is most knowledgeable about dual credit and exam-based courses at your school (including Advanced Placement and International Baccalaureate courses). Did you receive the questionnaire?

{**INTERVIEWER:** REFER TO DEFINITIONS OF DUAL CREDIT, ADVANCED PLACEMENT, AND INTERNATIONAL BACCALAUREATE COURSES.}

- Yes, questionnaire received (**CONTINUE WITH C BELOW**)
- No, questionnaire not received (**GO TO E ON PAGE 4**)

C. QUESTIONNAIRE RECEIVED

Will you complete the survey yourself or have you given it to someone else?

- Yes, principal responsible (**GO TO 1 BELOW**)
- No, someone else responsible (**GO TO 2 ON PAGE 3**)

1. Have you had a chance to complete the questionnaire? (**CHECK ON**)

- Questionnaire completed and returned to Westat
DATE RETURNED: _____
MODE (Mail/web/fax): _____

Thank you very much for participating in the survey. We will look for your questionnaire. If we do not receive it soon, we will call back to let you know.

- Still working on questionnaire
We would like to have all questionnaires completed as soon as possible. Can you give us an idea of when we can expect your completed questionnaire?
EXPECTED DATE OF COMPLETION: _____

(CONTINUE ON PAGE 3)

Please remember that you have the option of completing the questionnaire online at www.frss-dual-credit.org, or you can complete the paper copy and return it by mail or fax, using our toll free number 1-800-254-0984. **Please keep a copy for your records.** We will look for your questionnaire; if we do not receive it, we will call back to let you know. What is the best time to reach you?

RECORD TIME: _____

Thank you for your time.

{**INTERVIEWER:** IF THE RESPONDENT PREFERS TO COMPLETE THE SURVEY ONLINE, PLEASE PROVIDE THE SCHOOL'S USER ID AND PASSWORD AND THE WEB ADDRESS; IF HE/SHE HAS THE QUESTIONNAIRE IN FRONT OF HIM/HER, REFER THE RESPONDENT TO THE INFORMATION ON THE SMALL LABEL AFFIXED TO THE COVER PAGE.}

2. May I please have the name of the respondent, his/her title, and the best times to reach that person?

YES (**GO TO DESIGNATED RESPONDENT CONTACT INFORMATION ON PAGE 5**)

NO (**CONTINUE WITH D BELOW**)

D. REFUSED DIRECT CONTACT WITH RESPONDENT

Do you know the status of the questionnaire? (**CHECK ONE**)

Questionnaire completed and returned to Westat
DATE RETURNED: _____
MODE (Mail/web/fax): _____

Thank you very much for participating in the study. We will look for your questionnaire. If we do not receive it soon, we will call back to let you know. Thank you for your time.

Respondent still working on the questionnaire
We are trying to have all questionnaires completed as quickly as possible. Can you give us an idea of when we can expect your questionnaire?
EXPECTED DATE OF COMPLETION: _____

Please remind the respondent that he/she has the option of completing the questionnaire online at www.frss-dual-credit.org or he/she can complete the paper copy and return it by mail or by fax, using our toll free fax number 1-800-254-0984. **Also, remind him/her to keep a copy of the completed questionnaire for their records.** We will look for your questionnaire; if we do not receive it, I will call back to let you know. What is the best time to reach you?

BEST TIME: _____

Thank you for your time.

Status unknown
Will you please check on the status of the questionnaire? I will call you back to check on the status. When would be a convenient time for me to call back?

CALLBACK TIME: _____

E. SURVEY NOT RECEIVED

The survey is being conducted for the U.S. Department of Education to collect nationally representative information about dual credit and exam-based courses at the high school level. It is designed to be completed by the person in your school who is most knowledgeable about dual credit and exam-based courses (including Advanced Placement and International Baccalaureate courses); that may be the school’s lead guidance counselors or another staff member who is most knowledgeable about dual credit and exam-based courses

You have the option of completing the questionnaire online, or we can send another copy of the questionnaire to your school. Would it be possible to send the survey directly to the person who is most knowledgeable about dual credit and exam-based courses in your school? **(CHECK ONE BOX BELOW AND FOLLOW INSTRUCTIONS.)**

- NO. Send to principal **(CONTINUE BELOW; VERIFY/RECORD NAME, TITLE, AND ADDRESS ON LABEL. REQUEST FAX NUMBER OR EMAIL ADDRESS IF NEEDED. COMPLETE A REMAIL, FAX, OR EMAIL REQUEST FORM.)**

- YES. Send to designated respondent **(RECORD NAME, TITLE, ADDRESS, PHONE, AND FAX NUMBERS, AND EMAIL ADDRESS IN PART II PAGE 5, DESIGNATED RESPONDENT CONTACT INFORMATION. COMPLETE A REMAIL, FAX OR EMAIL REQUEST FORM FOR DESIGNATED RESPONDENT.)**

I will mail/fax/email the questionnaire out today. We are trying to obtain all completed questionnaires as soon as possible because the data are urgently needed. **(CONTINUE BELOW. BASED ON PREFERENCE, ADJUST THE SENTENCE.)**

May I please confirm your mailing address/get your fax number/get your email address? **(VERIFY OR UPDATE ADDRESS AND OBTAIN FAX NUMBER AND/OR EMAIL ADDRESS.)**

The questionnaire can also be completed and returned online at www.frss-dual-credit.org. If you prefer, you may complete the paper copy and return it by mail or by fax, using our toll free number 1-800-254-0984. When can we expect your completed questionnaire?

EXPECTED COMPLETION DATE: _____

Thank you for your time. We will look for your questionnaire. **Please remember to keep a copy of the completed survey for your records.**

INTERVIEWER: IF THE RESPONDENT PREFERS TO COMPLETE THE QUESTIONNAIRE ONLINE, PLEASE PROVIDE THE SCHOOL’S USER ID, PASSWORD, AND WEB ADDRESS: www.frss-dual-credit.org.

II. DESIGNATED RESPONDENT CONTACT INFORMATION

NAME: _____

TITLE: _____

Phone #: _____
FAX #: _____
Address: _____

Time	M	T	W	TH	F
Available time					
Other time					

Comments

III. RESPONDENT CONTACT

Hello, my name is (YOUR NAME). I'm calling from Westat on behalf of the U.S. Department of Education. Your principal (GIVE NAME) referred me to you regarding the (INSERT)-colored questionnaire from the U.S. Department of Education on dual credit and exam-based courses. Did you receive the questionnaire?

{**INTERVIEWER:** REFER TO DEFINITIONS OF DUAL CREDIT, ADVANCED PLACEMENT, AND INTERNATIONAL BACCALAUREATE COURSES.}

- YES (CONTINUE WITH A BELOW)
- NO (GO TO B ON PAGE 7)

A. RESPONDENT RECEIVED SURVEY

Have you had a chance to complete the questionnaire?

- Questionnaire completed and returned to Westat
DATE RETURNED: _____
MODE (Mail/web/fax): _____

Thank you very much for participating in the survey. We will look for your questionnaire. If we do not receive it soon, we will call back to let you know. What is the best time to reach you?

BEST TIME: _____
Thank you for your time.

- Still working on questionnaire
We would like to have all questionnaires completed and returned as soon as possible. Can you give us an idea of when we can expect your questionnaire?
EXPECTED DATE OF COMPLETION: _____

Please remember that you have the option of completing the survey online at www.frss-dual-credit.org, or you can complete the paper copy and return it by mail or by fax, using our toll-free fax number 1-800-254-0984. **Please keep a copy of the completed survey for your records.** We will look for your questionnaire; if we do not receive it, we will call back to let you know. What is the best time to reach you?

BEST TIME: _____
Thank you for your time.

INTERVIEWER: IF THE RESPONDENT PREFERS TO COMPLETE THE QUESTIONNAIRE ONLINE, PLEASE PROVIDE THE SCHOOL'S USER ID AND PASSWORD AND WEB ADDRESS: www.frss-dual-credit.org. IF HE/SHE HAS THE QUESTIONNAIRE IN FRONT OF THEM, REFER HIM/HER TO THIS INFORMATION ON THE SMALL LABEL AFFIXED TO THE COVER PAGE.

B. SURVEY NOT RECEIVED

The survey is being conducted for the U.S. Department of Education to collect nationally representative information about dual credit and exam-based courses at the high school level. It is designed to be completed by the person in your school who is most knowledgeable about dual credit and exam-based courses. The questionnaire also asks about Advanced Placement and International Baccalaureate courses offered at your school.

You have the option of completing the questionnaire online or we can send another copy of the questionnaire to you (**CONTINUE BELOW. BASED ON PREFERENCE, ADJUST THE SENTENCE.**)

May I please confirm your mailing address/get your fax number/ get your email address?

The survey can also be completed and returned online at www.frss-dual-credit.org. If you prefer, you may complete the paper copy and return it by mail or by fax, using our toll free number 1-800-254-0984. When can we expect your completed questionnaire?

EXPECTED COMPLETION DATE: _____

Thank you for your time. We will look for your questionnaire. **Please remember to keep a copy of the completed survey for your records.**

INTERVIEWER: IF THE RESPONDENT PREFERS TO COMPLETE THE SURVEY ONLINE, PLEASE PROVIDE THE SCHOOL'S USER ID, PASSWORD, AND WEB ADDRESS: www.frss-dual-credit.org

Attachment 8
PEQIS 18 Cover Letter



U.S. DEPARTMENT OF EDUCATION
INSTITUTE OF EDUCATION SCIENCES

NATIONAL CENTER FOR EDUCATION STATISTICS

September 2011

Dear Survey Respondent:

On behalf of the National Center for Education Statistics (NCES), I request your participation in the national survey *Dual Enrollment Programs and Courses for High School Students*. The purpose of the survey is to provide information to the U.S. Department of Education about dual enrollment courses and programs offered to high school students by postsecondary institutions and how these courses have changed since the last national survey collection for the 2002–03 academic year. Westat, a research firm in Rockville, Maryland, is conducting the study for NCES using the Postsecondary Education Quick Information System (PEQIS). The questionnaire is designed to be completed in about 30 minutes.

The survey is designed to be completed by the person or office at your institution most knowledgeable about dual enrollment courses and programs. Please feel free to collaborate with colleagues at your institution who may be able to assist you in completing the survey. **Applicable sections of the questionnaire should be completed regardless of whether your institution offers dual enrollment courses or programs.**

The federal Office of Management and Budget (OMB) has approved the survey (OMB No. 1850-0733). Your participation, while voluntary, is vital to the development of national estimates. Because your college or university is one of a small sample selected for the study, your cooperation is critical to make the results of this survey comprehensive, accurate, and timely. The information collected will be published in aggregate form only and will not identify individual participants or their institutions. 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).

You may complete the survey using either the enclosed questionnaire or an online version available through the Internet. The online survey is available at www.peqis-dual-enrollment.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 you complete the survey **within 3 weeks**, and that you keep a copy of the completed survey for your files. If you have any questions, please contact Stephanie Marken, the Westat survey manager, at 800-937-8281, ext. 4447 (toll-free) or by e-mail at stephaniemarken@westat.com. You may also call Jared Coopersmith, the NCES Project Officer, at 202-219-7106. Thank you for your assistance.

Sincerely,

Jack Buckley
Commissioner

Enclosures

WASHINGTON, D.C. 20006

Attachment 9
PEQIS 18 Web Information Sheet

Dual Enrollment Programs and Courses for High School Students, 2010-11

Web Survey Information Sheet for:

[Inst. Name],

[State]

Survey Website: www.peqis-dual-enrollment.org

Username:

Password:

Questions? If you have questions about the completion of this survey, please contact Stephanie Marken at 1-800-937-8281, Ext. 4447, or by email at xxxxxxxxxxxx@westat.com

Attachment 10
PEQIS 18 Nonresponse Follow-up Letter



U.S. DEPARTMENT OF EDUCATION
INSTITUTE OF EDUCATION SCIENCES

NATIONAL CENTER FOR EDUCATION STATISTICS

[Date]

Dear Survey Respondent:

Recently, you were asked to complete a survey on dual enrollment courses and programs offered to high school students by postsecondary institutions for the National Center for Education Statistics (NCES), U.S. Department of Education. This study, approved by the federal Office of Management and Budget (OMB No. 1850-0733), will provide national data that can only be obtained from postsecondary institutions. If your institution has already completed the questionnaire, I wish to thank you for your participation. It is only through the help of institution staff such as you that NCES is able to provide policymakers with valuable national data on dual enrollment courses and programs.

If your institution has not yet completed the three-page survey, I ask that you do so as soon as possible because the data are urgently needed to report a current picture of dual enrollment courses and programs offered to high school students. The survey is designed to be completed by the person or office at your institution most knowledgeable about dual enrollment courses and programs. Please feel free to collaborate with colleagues who may be able to assist you in completing the survey. **Applicable sections of the questionnaire should be completed regardless of whether your institution offers dual enrollment courses or programs.**

Your institution's participation, while voluntary, is vital to the development of national estimates. Your input is needed because your institution is one of a small sample selected for the study. It is only through the participation of the selected institutions that we can represent the full range of dual enrollment courses and programs available to high school students across all types of institutions. Your institution's 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 online version of the survey is available at www.peqis-dual-enrollment.org. Your username and password appear on the enclosed Web Survey Information Sheet. If you prefer to complete a paper questionnaire, you may obtain a printable version from the survey website and fax it to 1-800-254-0984 when completed.

Westat, an independent research firm, is conducting the survey for NCES. If you have any questions, please contact Stephanie Marken, the Westat survey manager, at 1-800-937-8281, ext. 4447 (toll-free) or by email at stephaniemarken@westat.com. You may also call me at 202-219-7106. Thank you for your assistance.

Sincerely,

Jared Coopersmith
Project Officer

Enclosures

WASHINGTON, D.C. 20006

Attachment 11
PEQIS 18 Nonresponse Follow-up Script

**Postsecondary Education Quick Information System (PEQIS)
Dual Enrollment Programs and Courses for
High School Students, 2010-11 (PEQIS 18)**

I. COORDINATOR CONTACT

CONTACT INSTITUTION AND ASK FOR THE PEQIS COORDINATOR NAMED ON LABEL. IF COORDINATOR IS NOT AVAILABLE, TRY TO OBTAIN A CONVENIENT TIME TO CALL BACK. IF COORDINATOR IS NO LONGER AT THE INSTITUTION, EXPLAIN THE PURPOSE OF THE CALL AND ASK IF THE STATUS OF THE QUESTIONNAIRE IS KNOWN. IF NOT, ASK FOR THE PERSON WHO HAS ASSUMED THE RESPONSIBILITIES OF THE FORMER PEQIS COORDINATOR OR FOR THE INSTITUTIONAL RESEARCH OFFICE. AS NECESSARY, COMPLETE PEQIS COORDINATOR UPDATE FORM.

Hello, my name is (YOUR NAME). I'm calling from Westat on behalf of the U.S. Department of Education. Recently we sent a questionnaire on Dual Enrollment Programs and Courses for High School Students to your office. The survey is being conducted

under the PEQIS survey system [**POSTSECONDARY EDUCATION QUICK INFORMATION SYSTEM**] and is designed to obtain information about dual enrollment at postsecondary institutions. Did you receive the questionnaire?

- Yes (**READ PARAGRAPH A**)
- No (**READ PARAGRAPH C**)
- No high school students enrolled in any courses through our institution (**GO TO III ON PAGE 4**)

A. SURVEY RECEIVED

Since we have not received a completed survey from your institution, we are calling to check on the status of the questionnaire. Are you coordinating the completion of the questionnaire, or have you given it to someone else?

- PEQIS Coordinator responsible for questionnaire (**READ 1 BELOW**)
- Designated Respondent responsible for questionnaire (**READ 2 ON PAGE 2**)
- No high school students enrolled in any courses through our institution (**GO TO III ON PAGE 4**)

1. Have you had a chance to complete the questionnaire?

Questionnaire completed/submitted

DATE: _____

Thank you very much for participating in the survey. We will look for your questionnaire. If we do not receive it soon, we will call back to let you know. Thank you for your time.

**Still working on questionnaire**

We would like to have all questionnaires completed and returned as soon as possible. Can you give us an idea of when we can expect your questionnaire?

EXPECTED DATE OF COMPLETION: _____

Please remember that you have the option of completing the questionnaire online at www.peqis-dual-enrollment.org or you can complete the paper copy and return it by mail or by fax, using our toll-free fax number 1-800-254-0984. **Please keep a copy for your records.** We will look for your questionnaire; if we do not receive it, we will call back to let you know. What is the best time to reach you?

BEST TIME: _____

Thank you for your time.

INTERVIEWER: IF THE RESPONDENT PREFERS TO COMPLETE THE QUESTIONNAIRE ONLINE, PLEASE PROVIDE THE INSTITUTION'S USER ID AND PASSWORD, ALONG WITH THE WEB ADDRESS: www.peqis-dual-enrollment.org

2. May I have the name and telephone number of the person who is responsible for completing the questionnaire?

Yes (RECORD NAME AND PHONE NO. IN PART II, DESIGNATED RESPONDENT INFORMATION; CALL DESIGNATED RESPONDENT)

No (READ PARAGRAPH B)

B. REFUSED DIRECT CONTACT WITH RESPONDENT

Do you know the status of the questionnaire?

Questionnaire completed/submitted

DATE MAILED: _____

Thank you very much for participating in the study. We will look for your questionnaire. If we do not receive it soon, we will call back to let you know. Thank you for your time.

Respondent still working on the questionnaire

We would like to have all questionnaires completed and returned as soon as possible. Can you give us an idea of when we can expect your questionnaire?

EXPECTED DATE OF COMPLETION: _____

Please remember that you have the option of completing the survey online at www.peqis-dual-enrollment.org or you can complete the paper copy and return it by mail or by fax, using our toll free fax number 1-800-254-0984. **Please**

keep a copy for your records. We will look for your questionnaire; if we do not receive it, we will call back to let you know. What is the best time to reach you?

BEST TIME: _____

Thank you for your time.

Status unknown

Would it be possible for you to check on the status of the questionnaire? I will call you back to check on the expected date of completion. When would be a convenient time for me to call back?

CALLBACK DATE: _____

Thank you for your time.

INTERVIEWER: IF THE RESPONDENT PREFERS TO COMPLETE THE SURVEY ONLINE, PLEASE PROVIDE THE INSTITUTION'S USER ID AND PASSWORD, ALONG WITH THE WEB ADDRESS: www.peqis-dual-enrollment.org

C. SURVEY NOT RECEIVED

The purpose of the survey is to collect nationally representative data about dual enrollment at postsecondary institutions.

We would like to have all questionnaires completed and returned as soon as possible. We will send another copy of the questionnaire to your institution immediately. Would it be possible to send the survey directly to the person who will be responsible for completing the questionnaire?

- NO, send to PEQIS coordinator (**VERIFY/RECORD NAME, TITLE, ADDRESS ON LABEL. IF NEEDED, REQUEST FAX NUMBER OR EMAIL ADDRESS. COMPLETE FAX, EMAIL OR REMAIL REQUEST FORM.**)
- YES, send to designated respondent (**RECORD RESPONDENT NAME, ADDRESS, PHONE AND FAX NUMBERS AND EMAIL ADDRESS IN PART II PAGE 3, DESIGNATED RESPONDENT INFORMATION. COMPLETE FAX, EMAIL, OR REMAIL REQUEST FORM FOR DESIGNATED RESPONDENT. FOR REMAILS, INCLUDE BUILDING NAME AND ROOM NUMBER.**)

II. RESPONDENT CONTACT - DESIGNATED RESPONDENT

NAME: _____

TITLE: _____

OFFICE/DEPARTMENT: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

FAX NUMBER: _____

EMAIL ADDRESS: _____

CALL THE NUMBER ABOVE AND ASK TO SPEAK TO THE RESPONDENT. IF RESPONDENT IS NOT AVAILABLE, TRY TO OBTAIN A CONVENIENT TIME TO CALL BACK. IF RESPONDENT IS NO LONGER AT THE INSTITUTION, EXPLAIN THAT YOU HAVE BEEN REFERRED TO THIS OFFICE BY THE PEQIS COORDINATOR FOR A SURVEY ON DUAL ENROLLMENT PROGRAMS AND COURSES FOR HIGH SCHOOL STUDENTS. ASK IF THE STATUS OF THE QUESTIONNAIRE IS KNOWN. IF NOT, ASK FOR THE PERSON WHO HAS ASSUMED THE RESPONSIBILITIES OF THE RESPONDENT OR WHOMEVER IS MOST KNOWLEDGEABLE ABOUT DUAL ENROLLMENT PROGRAMS AND COURSES AT THE INSTITUTION

Hello, my name is (YOUR NAME). I'm calling from Westat on behalf of the U.S. Department of Education regarding a PEQIS **[POSTSECONDARY EDUCATION QUICK INFORMATION SYSTEM]** survey on dual enrollment programs and courses for high school students. The PEQIS coordinator at your school, (COORDINATOR'S NAME), indicated that (HE/SHE) forwarded the questionnaire to you. Did you receive the questionnaire?

- Yes (**READ PARAGRAPH A**)
- No (**READ PARAGRAPH B**)
- No high school students enrolled in any courses through our institution (**GO TO III ON PAGE 4**)

A. SURVEY RECEIVED

Since we have not received a completed survey, we are calling to check on the status of the questionnaire. Have you had a chance to complete the questionnaire?

- Questionnaire completed/submitted**
DATE MAILED/SUBMITTED: _____

Thank you very much for participating in the survey. We will look for your questionnaire. If we do not receive it soon, we will call back to let you know. Thank you for your time.



Still working on questionnaire

We would like to have all questionnaires completed and returned as soon as possible. Can you give us an idea of when we can expect your questionnaire?

EXPECTED DATE OF COMPLETION: _____

Please remember that you have the option of completing the survey online at www.peqis-dual-enrollment.org or you can complete the paper copy and return it by mail or by fax, using our toll free fax number 1-800-254-0984. **Please keep a copy for your records.** We will look for your questionnaire; if we do not receive it, we will call back to let you know. What is the best time to reach you?

BEST TIME: _____

Thank you for your time.

INTERVIEWER: IF THE RESPONDENT PREFERS TO COMPLETE THE SURVEY ONLINE, PLEASE PROVIDE THE INSTITUTIONS'S USER ID AND PASSWORD, ALONG WITH THE WEB ADDRESS: www.peqis-dual-enrollment.org

B. SURVEY NOT RECEIVED

The survey is designed to collect nationally representative data about dual enrollment programs and courses for high school students. We are trying to obtain completed questionnaires as soon as possible. We will send another copy of the survey to you immediately. May I please verify your name and confirm your mailing address/fax number?

(VERIFY OR CHANGE INFORMATION ABOVE AND COMPLETE A EMAIL, REMAIL OR FAX REQUEST FORM FOR DESIGNATED RESPONDENT. INCLUDE BUILDING NAME AND ROOM NUMBER.)

INTERVIEWER: IF THE RESPONDENT PREFERS TO COMPLETE THE QUESTIONNAIRE ONLINE, PLEASE PROVIDE THE INSTITUTIONS'S USER ID AND PASSWORD, ALONG WITH THE WEB ADDRESS: www.peqis-dual-enrollment.org

III NO HIGH SCHOOL STUDENT ENROLLMENT IN ANY COURSES THROUGH OUR INSTITUTION

Does this mean that there were no high school students who took **any** courses for credit through your institution during the 2002-03 academic year?

For the purposes of this survey, dual enrollment refers to high school students who earn college credits for courses taken through a postsecondary institution. Different institutions have different names for dual enrollment, including “dual credit,” “concurrent enrollment,” “joint enrollment,” etc.

INTERVIEWER:

IF THE RESPONDENT MAINTAINS THAT THERE WERE NO HIGH SCHOOL STUDENTS WHO TOOK ANY COURSES FOR CREDIT THROUGH THEIR INSTITUTION, COMPLETE QUESTION 1 AND RESPONDENT CONTACT INFORMATION ON THE FRONT COVER; HOWEVER, IF HIGH SCHOOL

STUDENTS WERE ENROLLED, CONTINUE INTERVIEW.

