

Attachment 3: FRSS 104 Pretest Letter



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

June 2011

Dear Participant,

Thank you for agreeing to participate in the pretest of the survey on dual credit and exam-based courses in public high schools. Westat, a research company located in Rockville, Maryland, is conducting this survey for the National Center for Education Statistics, within the U. S. Department of Education. The survey is part of the Fast Response Survey System (FRSS), a mechanism charged with collecting information on important and emerging issues related to education. The survey is scheduled to be conducted in the fall of 2011 with secondary school personnel most knowledgeable about dual credit and exam-based courses at their schools.

We are currently conducting the pretest of the survey. Your input, while voluntary, will be essential in developing a survey that is relevant, clear, and not overly burdensome to respondents. Your participation is very important because your comments will improve the survey before the actual data collection begins. 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.)

We ask that you (1) complete the questionnaire; (2) keep track of the time you spend filling out the questionnaire; (3) write down any comments about the questionnaire, if you wish; (4) fax the completed questionnaire to Westat; and (5) discuss your comments with me by telephone at the time scheduled. Please keep the following questions in mind as you complete the questionnaire:

- 1) Are the instructions and definitions on the questionnaire clear and easy to interpret?
- 2) Are the survey questions clear and easy to interpret?
- 3) Would you have access to the information necessary for answering these questions?

**Please fax the completed questionnaire to me.** My toll-free fax number is 1-800-254-0984. My colleague and I will call you at the scheduled time to get your feedback on the survey and to discuss any comments or suggestions you may have. In the meantime, feel free to call me at Westat's toll-free number, 800-937-8281, ext. 8852, if you have any questions. You may also reach me by email at [NinaThomas@westat.com](mailto:NinaThomas@westat.com).

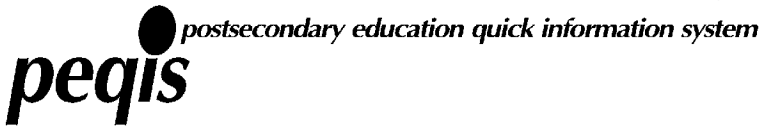
Thank you for your much needed assistance!

Sincerely,

A handwritten signature in black ink, appearing to read "Nina Thomas", with a long horizontal flourish extending to the right.

Nina Thomas  
Westat Survey Manager

## Attachment 5: PEQIS 18 Pretest Letter



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

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June 2011

Dear Participant,

Thank you for agreeing to participate in the pretest of the survey on dual enrollment of high school students at postsecondary institutions. Westat, a research company located in Rockville, Maryland, is conducting this survey for the National Center for Education Statistics, within the U. S. Department of Education. The survey is part of the Postsecondary Education Quick Information System, a mechanism charged with collecting information on important and emerging issues related to education. The survey is scheduled to be conducted in the fall of 2011 with postsecondary institution personnel most knowledgeable about dual enrollment courses at their institutions.

We are currently conducting the pretest of the survey. Your input, while voluntary, will be essential in developing a survey that is relevant, clear, and not overly burdensome to respondents. Your participation is very important because your comments will improve the survey before the actual data collection begins. 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.)

We ask that you (1) complete the questionnaire; (2) keep track of the time you spend filling out the questionnaire; (3) write down any comments about questionnaire, if you wish; (4) fax the completed questionnaire to Westat; and (5) discuss your comments with me by telephone at the time scheduled. Please keep the following questions in mind as you complete the questionnaire:

- 4) Are the instructions and definitions on the questionnaire clear and easy to interpret?
- 5) Are the survey questions clear and easy to interpret?
- 6) Would you have access to the information necessary for answering these questions?

**Please fax the completed questionnaire to me.** My toll-free fax number is 1-800-254-0984. My colleague and I will call you at the scheduled time to get your feedback on the survey and to discuss any comments or suggestions you may have. In the meantime, feel free to call me at Westat's toll-free number, 800-937-8281, ext. 4447, if you have any questions. You may also reach me by email at [StephanieMarken@westat.com](mailto:StephanieMarken@westat.com).

Thank you for your much needed assistance!

Sincerely,

A handwritten signature in black ink that reads "Stephanie Marken". The signature is written in a cursive, flowing style.

Stephanie Marken  
Westat Survey Manager