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

January 2011

Dear Participant,

Thank you for agreeing to give us feedback 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 (NCES), within the U. S. Department of Education. As part of our survey development, we are looking for feedback from secondary school personnel about the draft questionnaire and topics that might be included in the survey. Your input will be essential in ultimately developing a questionnaire that is clear and relevant and not overly burdensome to respondents. All information you provide 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 *review* the enclosed draft questionnaire, including the instructions, definitions, and each questionnaire item prior to our telephone conversation. It is not necessary to provide answers to the questions at this stage. Feel free, however, to offer any relevant feedback. It may be helpful to keep the following questions in mind as you review the materials:

- 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) Are we missing any questions that you feel are important to include in the survey? Are there any questions that should be deleted?
- 4) This survey is designed to be completed at the school level. Is there any information requested in the survey that is only available at the district level?
- 5) Would you have access to the information necessary for answering these questions?

My colleague and I will call you at the scheduled time to get your feedback on the materials 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,

Nina Thomas  
Westat Survey Manager