

Attachment 1: FRSS 104 Pretest Recruitment Script

FRSS 104 Dual Credit and Exam-Based Courses in Public High Schools: 2010–11 Pretest Call Recruitment Script

Hello, my name is _____.

I am calling from Westat on behalf of the National Center for Education Statistics (NCES), within the U.S. Department of Education. May I please speak to the high school guidance counselor?

(If there are multiple guidance counselors, ask for the Director of Guidance Counselors for the high school)

(If there is no guidance counselor, ask to speak to the Principal)

CONNECTED TO HIGH SCHOOL GUIDANCE COUNSELOR OR PRINCIPAL

Hello, my name is _____.

I'm calling from Westat on behalf of the National Center for Education Statistics (NCES), within the U.S. Department of Education, regarding a survey on dual credit and exam-based courses in public high schools.

- (1) First, I would like to ask whether your school offers dual credit courses? Dual credit courses are courses where high school students can earn both high school and postsecondary credits **for the same courses**.

IF YES, then: Are you the most knowledgeable person at your school about dual credit courses?

(If not, wait until you are talking to the most knowledgeable person before asking Q2).

- a. We would like your help in testing our questionnaire to ensure that it is clear and easy to complete. Specifically, we would like you to complete the questionnaire and then obtain your comments about the survey by telephone. This is a short questionnaire which should take about 30 minutes to complete. [The call will take about 30 minutes.]

Your voluntary input will be essential in developing a questionnaire that is clear and relevant. All of the information you will 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).

- b. How would you like me to send you the survey materials (email, fax, FedEx)?
- c. We ask that you complete the questionnaire and fax it back to us before you talk to the survey manager. When would be a good time for the survey manager, Nina Thomas, to call you to discuss the survey and obtain your comments? How about [SUGGEST A TIME]. [*Just to be sure, you are in the [Eastern, Central, Mountain, Pacific] time zone?*]
- d. What is the best telephone number for the survey manager to reach you on?
- e. We are trying to include some respondents who offer dual credit courses taught through distance education. Are any of your dual credit courses taught primarily through distance education (*Courses can be offered through audio, video, or Internet or other computer technologies. Include any dual credit courses where the students and teachers are separated by location. Include courses that have a teacher or assistant in the room who monitors but gives little or no instruction to the students*)?

Thank you. Your insights will be very helpful.

Attachment 2: PEQIS 18 Pretest Recruitment Script
PEQIS 18 Dual Enrollment of High School Students at Postsecondary Institutions: 2010–11
Pretest Call Recruitment Script

CONNECTED TO THE PEQIS COORDINATOR

Hello, my name is _____.

I am calling from Westat on behalf of the National Center for Education Statistics (NCES), within the U.S. Department of Education, regarding a survey of postsecondary institutions on dual enrollment courses offered to high school students. We would like your help in identifying the best person at your institution to talk to about dual enrollment courses.

- (1) First, I would like to ask if your institution offers dual enrollment courses? 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.

IF YES: who is most knowledgeable about dual enrollment courses offered by your institution?
(RECORD CONTACT INFORMATION)

CONNECTED TO PERSON MOST KNOWLEDGEABLE ABOUT DUAL ENROLLMENT COURSES

Hello, my name is _____.

I’m calling from Westat on behalf of the National Center for Education Statistics (NCES), within the U.S. Department of Education, regarding a survey on dual enrollment courses offered to high school students by postsecondary institutions. [COORDINATOR NAME] suggested that I contact you as the person most knowledgeable about dual enrollment courses offered by your institution.

[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.]

- (2) We would like your help in reviewing our draft questionnaire to ensure that it is clear and easy to complete. Specifically, we would like you to complete a questionnaire and then obtain your comments about the survey by telephone. This is a short questionnaire which should take about 30 minutes to complete. [The call will take about 30 minutes.]

Your voluntary input will be essential in developing a questionnaire that is clear and relevant. All of the information you will 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).

- a. How would you like me to send you the survey materials (email, fax, FedEx)?
- b. We ask that you complete the questionnaire before you talk to the survey manager. When would be a good time for the survey manager, Stephanie Marken, to call you to discuss the survey and obtain your comments? How about [SUGGEST A TIME]. *[Just to be sure, you are in the [Eastern, Central, Mountain, Pacific] time zone?]*
- c. What is the best telephone number for the survey manager to reach you on?
- d. We are trying to include some respondents who offer dual enrollment courses taught through distance education. Are any of the dual enrollment courses taught primarily through distance education? *(Include*

any dual enrollment courses where the students and teachers are separated by location. Courses can be offered through audio, video, or Internet or other computer technologies).

- e. We would like to include some institutions that have a formal dual enrollment program geared specifically toward high school students at risk of educational failure. *(Only include programs in which at-risk high school students could earn college credit for courses taken.)* Are any of your programs geared toward these types of students?

Thank you. Your insights will be very helpful.