

# National Adult Training and Education Survey (NATES) 2013 Pilot Test

## NATES CONTACT LETTER 1

[Census letterhead]

January 2013

Dear [NAME],

I am pleased to inform you that the U.S. Census Bureau has selected your household to participate in the 2013 National Adult Training and Education Survey, which we are conducting on behalf of the U.S. Department of Education.

This survey collects information about job training and education for adults in the United States. The study provides vital information that is used to improve education for everyone – information that is not available anywhere else. The results will help policymakers, researchers, and educators understand how education and training help people get the skills they need for work and life. This survey is about all of us!

Your household was chosen to represent many other households in America as part of this scientific study, and we cannot replace you with someone else. Although your participation is voluntary, your answers will make sure that households like yours are counted.

- The survey provides much-needed information about the kinds of education and training adults take to develop skills for work and life.
- There is one survey for each adult in your household. Each adult should fill out a survey even if that adult has not had any education or training after high school - it will only take a few minutes.

Please be assured that your participation is voluntary and all information you give may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (Section 9573, 20 U.S. Code). Your responses will be combined with those of others to produce national statistics about education and work training.

The National Center for Education Statistics, within the U.S. Department of Education, is authorized to conduct this survey (Section 9543, 20 U.S. Code). More details about the study are provided on the back of the survey. You can also find more information and confirm the legitimacy of this study online at <http://surveys.nces.ed.gov/nates/>.

We have enclosed \$15 as a token of appreciation for filling out the surveys. Thank you in advance for your participation. The survey should take only about 15 minutes to complete. Please return the completed surveys in the enclosed envelope. If you have any questions about the study, or need replacement materials please call us toll-free at 1-888-XXX-XXXX.

Sincerely,

Robert M. Groves  
Director

## NATES CONTACT LETTER 2

[Census letterhead]

January  
2013

Dear [NAME],

The U.S. Census Bureau is conducting an important national education study for the U.S. Department of Education, asking about the training and education that adults participate in and about the kinds of certificates, certifications, and licenses people get to show employers that they have skills for work. About three weeks ago, we mailed a survey package to your household.

We have not yet received a response from your household. You were sent that survey package (and the replacement enclosed with this letter) because your household was chosen at random as part of this scientific study, and we cannot replace you with someone else. We are writing again because your household's response is important in ensuring that the U.S. Department of Education obtains accurate results.

Please have all adults in the household fill out the enclosed surveys and mail them back in the postage-paid envelope as soon as possible. It should only take 15 minutes or less to fill out a survey. These surveys are the final part of this important study.

If you have questions or need assistance, we will be happy to help and can be reached by telephone at 1-888-XXX-XXXX. More details about the study are provided on the back of the survey and online at <http://surveys.nces.ed.gov/nates/>.

Sincerely,

Robert M. Groves  
Director

# NATES CONTACT LETTER 3

[Census letterhead]

January  
2013

Dear [NAME],

I wrote in [month] to request that your household complete a brief survey about adults' education and training.

Unfortunately, we have not yet received your completed survey. You were sent those survey packages (and the replacement enclosed with this letter) because your household was chosen at random as part of this scientific study, and we cannot replace you with someone else.

We have mailed this third replacement package using rush delivery because of the importance of your response.

As mentioned before, this survey provides important information for the U.S. Department of Education about the training and education that adults participate in and about the kinds of certificates, certifications, and licenses people get to show employers that they have skills for work. Your response to this survey will help provide a clear picture of how education and training contribute to jobs and the economy.

Please have all adults in your household fill out the enclosed surveys and mail them back in the postage-paid envelope **as soon as possible**. It should only take 15 minutes or less to fill out a survey.

If you have questions or need assistance, we will be happy to help and can be reached by telephone at 1-888-XXX-XXXX. More details about the study are provided on the back of the enclosed survey and online at <http://surveys.nces.ed.gov/nates/>. Thank you.

Sincerely,

Robert M. Groves  
Director

# NATES CONTACT LETTER 4

[Census letterhead]

January  
2013

Dear [NAME],

I have written previously to request that your household complete a survey about adults' education and training. Unfortunately, we have not yet received a survey from your household.

The results of this study are used by policymakers, researchers, and educators to understand how education and training contribute to jobs and the economy. This is your household's last opportunity to participate in this important education study.

It should only take 15 minutes or less to fill out this survey. Please have all adults in the household complete a survey.

Completed surveys should be placed in the envelope provided and returned **as soon as possible**. The postage is already paid so you can drop the envelope in any mailbox.

If you have questions or need assistance, we will be happy to help and can be reached by telephone at 1-888-XXX-XXXX. More details about the study are provided on the back of the survey and online at <http://surveys.nces.ed.gov/nates/>.

Sincerely,

Robert M. Groves  
Director