

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

NATES CONTACT LETTER 1

[Census letterhead]

January 2013

Dear Resident,

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 (20 United States Code (U.S.C.), Section 9573). 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 (20 U.S.C., Section 9543). 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 <https://surveys.nces.ed.gov/nates/>.

We have enclosed \$15 as a token of appreciation for filling out the survey. Thank you in advance for your participation. The survey should take only about 15 minutes to complete. Please return the completed survey in the enclosed envelope. If you have any questions about the study, or need replacement materials, please call us toll-free at 1-800-845-8243.

Sincerely,

Thomas L. Mesenbourg, Jr.
Acting Director

Enclosures

NATES CONTACT LETTER 2

[Census letterhead]

February 2013

Dear [NAME],
Dear Resident,

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 survey 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. The survey is 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 toll-free 1-800-845-8243. More details about the study are provided on the back of the survey and online at <https://surveys.nces.ed.gov/nates/>.

Sincerely,

Thomas L. Mesenbourg, Jr.
Acting Director

Enclosures

NATES CONTACT LETTER 3

[Census letterhead]

March 2013

Dear Resident,

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 in earlier letters, 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 survey 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 toll-free 1-800-845-8243. More details about the study are provided on the back of the enclosed survey and online at <https://surveys.nces.ed.gov/nates/>.

Sincerely,

Thomas L. Mesenbourg, Jr.
Acting Director

Enclosures

NATES CONTACT LETTER 4

[Census letterhead]

March 2013

Dear [NAME],
Dear Resident,

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 to 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.

The completed survey 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 toll-free 1-800-845-8243. More details about the study are provided on the back of the survey and online at <https://surveys.nces.ed.gov/nates/>.

Sincerely,

Thomas L. Mesenbourg, Jr.
Acting Director

Enclosures

NATES ADVANCE LETTER

[Census letterhead]

January 2013

Dear Resident,

I am pleased to inform you that the U.S. Census Bureau has selected your household to participate in the 2012 National Adult Training and Education Survey, which we are conducting on behalf of the U.S. Department of Education. This survey collects information on the education of people 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 the educational needs of our diverse population in changing times. This survey is about all of us!

Your household was chosen at random 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. Every type of household in America needs to be included in the survey.

You should receive the survey in the mail within the next week.

- It usually takes 15 minutes or less to fill out the survey.
- We will include a small token of our appreciation for your participation in this study with the survey.

If you would like more information on the study, please visit <https://surveys.nces.ed.gov/nates/> or contact us toll-free at 1-800-845-8243.

Thank you in advance for your assistance with this important study.

Sincerely,

Thomas L. Mesenbourg, Jr.
Acting Director

POSTCARD TEXT (NATES AND SCREENER)

Dear Resident,

Last week we mailed you a questionnaire for a study, which is being conducted by the U.S. Census Bureau for the U.S. Department of Education. If someone in your household has already returned the survey, we thank you very much for your help.

If you have not completed and returned your survey, please do so right away. We need to hear from everyone and your help is very important to us. Your household was randomly selected to take part in this survey and cannot be replaced.

If you have any questions, feel free to contact us at toll-free 1-800-845-8243. Thank you.

Sincerely,

Thomas L. Mesenbourg Jr
Acting Director, U.S. Census Bureau

SCREENER CONTACT LETTER 1

[Census letterhead]

January 2013

Dear Resident,

The U.S. Census Bureau is conducting an important national research study for the U.S. Department of Education, and we need your help. In early January, we mailed a survey to your address and asked that a member of your household complete and return the questionnaire. We have not yet received your response. We are writing again because we need your help. This survey is the first step in a study that provides vital information that is used to improve education for people of all ages—information that is not available anywhere else.

Please fill out this survey and mail it back in the postage-paid envelope that is provided.

- It usually takes only a few minutes to fill out.
- The questionnaire will help us find households that have members with a range of educational experiences. This information is used later to ask those households about their educational experiences.
- Even if no one in your household is currently enrolled in education or training, it is important that you return this survey. Every type of household in America needs to be included.

Your household was chosen as part of this voluntary scientific study, and we cannot replace you with someone else. All information you provide may only be used for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 United States Code, Section 9573).

If you have questions or need assistance, please contact us at toll-free 1-800-845-8243. You can find more information about this study online at <https://surveys.nces.ed.gov/nhes/>.

The results of this study will help policymakers, researchers, and educators understand the educational needs of our diverse population in changing times. Thank you for taking part in this important study.

Sincerely,

Thomas L. Mesenbourg, Jr.
Acting Director

Enclosures

SCREENER CONTACT LETTER 2

[Census letterhead]

February 2013

Dear Resident,

The U.S. Census Bureau is conducting an important national research study for the U.S. Department of Education, and we need your help. This survey is the first step in a study that provides vital information that is used to improve education for people of all ages—this information is not available anywhere else.

Please fill out this survey and mail it back in the postage-paid envelope that is provided.

- It usually takes 5 minutes or less to fill out the survey.
- The questionnaire will help us find households that have members with a range of educational experiences. This information is used later to ask those households about their educational experiences.
- Even if no one in your household is currently enrolled in education or training, it is important that you return this survey so that every type of household in America is represented.
- The results of this study will help policymakers, researchers, and educators understand the educational needs of our diverse population in changing times.

Your household was chosen as part of this voluntary scientific study, and we cannot replace you with someone else. All information you provide may only be used for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 United States Code, Section 9573).

We have enclosed a cash token of our appreciation. If you have questions or need assistance, please contact us at toll-free 1-800-845-8243. You can find more information about this study online at <https://surveys.nces.ed.gov/nhes/>.

Thank you for taking part in this important study.

Sincerely,

Thomas L. Mesenbourg, Jr.
Acting Director

Enclosures

SCREENER CONTACT LETTER 3

[Census letterhead]

March 2013

Dear Resident,

The U.S. Census Bureau is conducting an important national research study for the U.S. Department of Education, and we need your help. In early January, we mailed a survey to your address and asked that a member of your household complete and return the questionnaire. We have not yet received your response. We are writing again because we need your help. This survey is the first step in a study that provides vital information that is used to improve education for people of all ages—information that is not available anywhere else.

Please fill out this survey and mail it back in the postage-paid envelope that is provided.

- It usually takes only a few minutes to fill out.
- The questionnaire will help us find households that have members with a range of educational experiences. This information is used later to ask those households about their educational experiences.
- Even if no one in your household is currently enrolled in education or training, it is important that you return this survey. Every type of household in America needs to be included.

Your household was chosen as part of this voluntary scientific study, and we cannot replace you with someone else. All information you provide may only be used for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 United States Code, Section 9573).

If you have questions or need assistance, please contact us at toll-free 1-800-845-8243. You can find more information about this study online at <https://surveys.nces.ed.gov/nhes/>.

The results of this study will help policymakers, researchers, and educators understand the educational needs of our diverse population in changing times. Thank you for taking part in this important study.

Sincerely,

Thomas L. Mesenbourg, Jr.
Acting Director

Enclosures

SCREENER CONTACT LETTER 4

[Census letterhead]

March 2013

Dear Resident,

I am writing to request that a member of your household complete a brief questionnaire as part of an important national research study being conducted by the U.S. Census Bureau for the U.S. Department of Education. I have written twice previously, but we have not yet received your completed questionnaire.

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

As mentioned in earlier letters, this short questionnaire is the first step in a study that provides valuable information that is used to improve education for people of all ages—information that is not available anywhere else. The results will help policymakers, researchers, and educators understand the educational needs of our nation. Your household was selected to represent thousands of households like yours, and every type of household in America needs to be included in the survey.

If you have questions or need assistance, please contact us at toll-free 1-800-845-8243. You can find more information about this study online at <https://surveys.nces.ed.gov/nhes/>.

Please fill out the enclosed questionnaire and return it in the postage-paid envelope as soon as possible. Thank you for taking part in this important study.

Sincerely,

Thomas L. Mesenbourg, Jr.
Acting Director

Enclosures