

**OMB Appendix F.**  
**Thank You Letters for Parent, Student, Math / Language Arts Teacher,**  
**Principal and School Program Respondent**

## Thank you Letter to Parent

*Draft dated 10.10.11*

Date

Dear [PARENT/GUARDIAN],

On [DATE], we contacted you about participating in a study about the experiences of young people across the country that focuses on their transition from school to adult life. The National Longitudinal Transition Study 2012 (NLTS 2012) is being conducted for the U.S. Department of Education by Mathematica Policy Research. Thank you for completing that survey.

As promised on the telephone, this letter contains your \$20 check and a copy of the study consent form that describes what you agreed to over the telephone. Your answers to the questions will be kept completely confidential. We will not share them with [STUDENT NAME], the school, or the school district. No information that could identify you or [STUDENT FIRST NAME] will be included in any report or presentation. All identifying information – such as your name or telephone number, will be stored separately from your answers to the questions in the survey.

Taking part in the study is completely voluntary. Your decision to take part in the study (or not) will not impact any services or benefits you or your household members may receive – now or in the future. You and [STUDENT NAME] may change your mind at any time and decline to participate in future interviews. If you decide in the future that you no longer want to take part in the study, the \$20 is still yours to keep. If you have any questions or would like more information, please contact me by phone, toll-free at 866-964-7962 or by e-mail at [NLTS2012@mathematica-mpr.com](mailto:NLTS2012@mathematica-mpr.com). If you have any questions about your rights as a research volunteer, please call Melissia Billarrial at Public/Private Ventures IRB at 1-800-775-4778 extension 4482. You may also visit the study website at: <http://ies.ed.gov/ncee/nlts>.

Thank you for your support of this important research.

Sincerely,

Anne B. Ciemnecki, Senior Fellow  
Survey Director for the National Longitudinal Transition Study 2012  
Mathematica Policy Research

## Thank you Letter to Student

*Draft dated 10.10.11*

Date

Dear [STUDENT],

On [DATE], you took part in a telephone survey for the National Longitudinal Transition Study 2012 (NLTS 2012). This study is being conducted for the U.S. Department of Education by Mathematica Policy Research. It will describe the experiences of young people across the country. As we promised, this letter contains your \$10 gift card. We have also included a copy of the study consent form, so you have a record of what you agreed to over the telephone.

As a reminder, your answers to the questions we asked will be kept completely confidential. They will not be shared with your parents, teachers, or school. No information that could identify you will be included in any report or presentation about the study. All identifying information (such as your name or telephone number) will be stored separately from your answers to the questions. Taking part in this study is completely voluntary. Your decision to take part (or not) will in no way impact any benefits or services or benefits you may receive, now or in the future. You may change your mind at any time and decline to take part in other parts of the study in the future. If you decide in the future that you no longer want to take part, the gift card is still yours to keep.

If you have any questions or would like more information about the study, please contact me by phone, toll-free, at 866-964-7962 or by e-mail at [NLTS2012@mathematica-mpr.com](mailto:NLTS2012@mathematica-mpr.com). If you have questions about your rights as a research volunteer, please call Melissia Billarrial at Public/Private Ventures IRB at 1-800-775-4778. You may also visit the study website at: <http://ies.ed.gov/ncee/nlts>.

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Sincerely,

Anne B. Ciemnecki, Senior Fellow  
Survey Director for the National Longitudinal Transition Study 2012  
Mathematica Policy Research

**Thank You Letter to Math or Language Arts Teacher**

*Draft dated 10.10.11*

Date

Dear [MLA TEACHER],

Thank you for recently completing a survey about your student, [NAME], as part of the National Longitudinal Transition Study 2012 (NLTS 2012). Your contribution will help us to better understand this student's school experiences and transition to adulthood.

Enclosed you will find a check for \$25 which is a token of our appreciation for your time. If more than one of your students has been selected for inclusion in the study, you will receive \$25 for each student about whom you complete the survey. As promised, your responses will be kept completely confidential and will not be shared with the school, district, student, or the student's family. No information that could identify you or the student will be included in any report or presentation, and all identifying information will be stored separately from your responses.

If you have any questions, please contact me by phone, toll-free at 866-964-7962 or by e-mail at [NLTS2012@mathematica-mpr.com](mailto:NLTS2012@mathematica-mpr.com). If you have questions about your rights as a research volunteer, please call Melissia Billarrial at Public/Private Ventures IRB at 1-800-775-4778 extension 4482. You may also visit the study website at <http://ies.ed.gov/ncee/nlts/>.

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Sincerely,

Anne B. Ciemnecki, Senior Fellow  
Survey Director for the National Longitudinal Transition Study 2012  
Mathematica Policy Research

## Thank You Letter to Principal

*Draft dated 10.10.11*

Date

Dear [PRINCIPAL],

Thank you for completing a survey about [SCHOOL NAME] as part of the National Longitudinal Transition Study 2012 (NLTS 2012), sponsored by the U.S. Department of Education. Your contribution will help us to better understand the programs and resources available in schools nationwide, as well as the role schools play in facilitating students' transition from school to adulthood. Study findings will be critical as federal, state and local agencies work to improve the quality of services and outcomes for youth with and without disabilities.

Enclosed is check for \$25 which is a token of our appreciation for your time. As promised, your responses will be kept completely confidential and will not be shared with the school, district, student, or the student's family. No information that could identify you or the student will be included in any report or presentation, and all identifying information will be stored separately from your responses.

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Thank you for your support of this important research.

Sincerely,

Anne B. Ciemnecki, Senior Fellow  
Survey Director for the National Longitudinal Transition Study 2012  
Mathematica Policy Research

## Thank You Letter to School Program Survey Respondent

*Draft dated 10.10.11*

Date

Dear [SCHOOL PROGRAM SURVEY RESPONDENT],

Thank you for completing a survey about [STUDENT NAME] as part of the National Longitudinal Transition Study 2012 (NLTS 2012), sponsored by the U.S. Department of Education. Your contribution will help us to better understand students' school experiences, their transition to adulthood, and the role schools play in facilitating that transition. Study findings will be critical as federal, state and local agencies work to improve the quality of services and outcomes for youth with and without disabilities.

Enclosed is a check for \$25, which is a token of our appreciation for your time. As a reminder, if more than one of your students has been selected for inclusion in the study, you will receive \$25 for each student about whom you complete the survey.

As promised, your responses will be kept completely confidential and will not be shared with the school, district, student, or the student's family. No information that could identify you or the student will be included in any report or presentation. All identifying information will be stored separately from your responses.

If you have any questions, or would like additional information, please contact me by phone, toll-free, at 866-964-7962 or by e-mail at NLTS2012@mathematica-mpr.com. If you have questions about your rights as a research volunteer, please call Melissia Billarrial at Public/Private Ventures IRB at 1-800-775-4778 extension 4482. You may also visit the study website at: <http://ies.ed.gov/ncee/nlts>.

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