

OMB APPENDIX D.
ADVANCE MAILINGS FOR NLTS 2012 BASELINE DATA COLLECTION
(Parent, Math / Language Arts Teacher, Principal, and School Program)

Advance Letter for Parents or Guardians

Draft dated 10.10.11

Date

Dear [PARENT/GUARDIAN],

As a parent or guardian, you play an important role in [STUDENT NAME]'s transition to adult life. People who create policies and run programs for schools want to know more about how to help students be prepared for life after high school. To collect this information, U.S. Department of Education is sponsoring a study called the National Longitudinal Transition Study 2012 (NLTS 2012). The purpose of this research is to see what programs or services help students move from school to adulthood and achieve their goals in life. Data from this study will be used to improve the ways schools help students become productive adults. As a parent, your opinions and experiences are critical to the success of this study.

There are 15,000 other middle and high school students across the United States in the study. [STUDENT NAME] has been asked to be in the study because he/she attends [STUDENT SCHOOL NAME]. [STUDENT NAME] was scientifically selected for the study - picked at random from all the students at the school. With permission from the parent or guardian, the study will include:

- A 40-minute telephone interview with the parent or guardian
- A 30-minute telephone interview with the student
- An in-person assessment of the student's skills (for those between 16 and 18 years old)
- A survey for a math or language arts teacher
- For students receiving special education, a survey for a special education staff member
- Parents and students will be contacted again in 2014 to complete another survey over the telephone.

Being in this study will not benefit you or your child personally, but it will help the Department of Education plan better programs for youth as they leave high school.

In the weeks ahead, a professional interviewer from Mathematica Policy research will be calling you to invite you to take part. We will send you a check for \$20 to thank you for your time spent in the interview.

Taking part in this study is completely voluntary. Your answers to the questions will be kept confidential and will not be shared with [NAME], the school, or the school district. 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 answers to the questions. Your decision to take part or not will not impact any benefits or services you or other household members may receive. Being in this study will not benefit you personally, but it will help the Department of Education plan better programs for youth as they leave high school.

If you have any questions, or would like additional information, please contact the Survey Director, Anne B. Ciemnecki by phone, toll-free at 866-964-7962 or e-mail her at: NLTS2012@mathematica-mpr.com. You may also visit the study website at: <http://ies.ed.gov/ncee/nlts>.

Sincerely,

Amanda DeGraff, Ph.D., Research Scientist
National Center for Education Evaluation and Regional Assistance
Institute of Education Sciences, U. S. Department of Education

Enclosure: Study Brochure

Advance Letter to Math or Language Arts Teacher

Draft Dated 10.10.11

Date

Dear [MLA TEACHER],

[STUDENT NAME] is one of 15,000 middle and high school students from across the country selected for the National Longitudinal Transition Study 2012 (NLTS 2012), sponsored by the U.S. Department of Education. This important study will document the experiences of students ages 13-21, making their transition from school to adult life. As a teacher, you play a critical role in this journey and provide valuable insights into this student's experience in your classroom.

In addition to your survey, we will interview [STUDENT NAME], and have completed an interview with [STUDENT NAME]'s parent or guardian. The principal at your school will be asked to complete a survey, as well as the special education teacher for selected youth with IEPs. The study also includes an in-person assessment of youth and the collection of their school records. [STUDENT NAME]'s parent(s) or guardian(s) has/have provided consent for us to contact you about this survey and your school has provided your contact information. It will take 30 minutes to complete the questionnaire. You may participate online at: [WEB ADDRESS] using the password [PASSWORD]. If you prefer to complete it over the phone, you may do so by calling XXX-XXX-XXXX between [HOURS] on [DAYS].

Being in this study will not benefit you or students personally, but it will help the Department of Education plan better programs for youth as they leave high school.

Please complete the survey by [DATE].

To thank you for your time, we would like to send you a check for \$25. The address to which we should send the check will be collected at the end of the survey. If more than one of your students has been selected for the study, you will receive \$25 for each completed questionnaire. 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 this 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, or would like additional information, please contact the Survey Director, Anne B. Ciemnecki by phone, toll-free at 866-964-7962 or e-mail her at: NLTS2012@mathematica-mpr.com. A study brochure is enclosed. You may visit the study website at: <http://ies.ed.gov/ncee/nlts>.

Sincerely,

Amanda DeGraff, Ph.D., Research Scientist
National Center for Education Evaluation and Regional Assistance
Institute of Education Sciences, U. S. Department of Education

Enclosure: Study Brochure

Advance Letter to Principal

Draft dated 10.10.11

Date

Dear Principal [PRINCIPAL LAST NAME],

You provide critical leadership for school staff supporting transition-aged youth on their path towards adulthood. Often times, difficult choices are made about allocation of resources to best serve students with a wide range of needs. To date, there has not been a large-scale, national study to document the efficacy of programs designed to improve student outcomes in post-secondary education, paid employment, and independent living. The National Longitudinal Transition Study 2012 (NLTS 2012) is being conducted by the U.S. Department of Education to accomplish this goal and more. 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.

Your district is one of over 500 others scientifically selected for this study. Nationwide, 15,000 youth will be invited to take part, including those from your school. As principal, we invite you to complete a 30-minute survey about your school and its programs. You may participate online at: [WEB ADDRESS] using the password [PASSWORD]. Or you may call 866-XXX-XXXX between [HOURS] on [DAYS] to complete it over the telephone.

Being in this study will not benefit you or your students personally, but it will help the Department of Education plan better programs for youth as they leave high school.

Please complete the survey by [DATE].

We recognize your time is valuable. We will send you a check for \$25 to thank you for your time. Answers to the questions will be kept completely confidential. They will not be shared with the other staff at your school, the district, the students selected for the study, or these student's families. No information that could identify you or this school will be included in any report or presentation, and all identifying information will be stored separately from your responses. We have designed the study so as not to burden your school staff. In addition to your survey, XX students in your school have been selected for the study which also includes:

- Collection of transcripts for the [X] students in 2014,
- An in-person assessment of the [X] students in either 2012 or 2014, depending on when they are between 16-18 years old
- A survey with the students' math or language arts teacher (randomly selected) for which the teacher will be paid \$25 per selected student in his/her class. [XX] teachers will be selected for this survey which they may do via the web at their convenience.
- A survey of the staff member who can best speak to the school program of students with IEPs. This person will also be paid \$25 per selected student and can also complete the survey via web when convenient.
- In addition, students and parents are being interviewed at home by telephone and will also be compensated for their time.

If you have any questions, or would like additional information, please contact the Survey Director, Anne B. Ciemnecki by phone, toll-free at 866-964-7962 or e-mail her at: NLTS2012@mathematica-mpr.com. A study brochure is enclosed. You may also visit the study website at: <http://ies.ed.gov/ncee/nlts>.

Sincerely,

Amanda DeGraff, Ph.D. , Research Scientist
National Center for Education Evaluation and Regional Assistance
Institute of Education Sciences, U. S. Department of Education

Enclosure: Study Brochure

Advance Letter for School Program Survey

Draft dated 10.10.11

Date

Dear [FILL NAME OF DESIGNEE FOR SCHOOL PROGRAM SURVEY],

As an educator who works with students with disabilities, you recognize the challenges faced by youth receiving special education services. In addition to the challenges all youth encounter as they leave high school and become young adults, this group faces barriers related to health, social isolation, service needs, and access to supports. The National Longitudinal Transition Study 2012 (NLTS 2012), sponsored by the U.S. Department of Education, will provide critical information on the characteristics of youth receiving special education services, their courses of study, the transition and other services and accommodations they receive, the barriers and challenges they face, and their postsecondary education and employment outcomes.

[STUDENT NAME] is one of 15,000 middle and high school students from across the country selected for this important study which will document the experiences of students ages 13-21. Study findings will be critical as federal, state and local agencies work to improve the quality of services provided for youth with and without disabilities. The study will also provide results, at a national level, linking school programs and services to student outcomes in the areas of post-secondary education, employment, and independent living.

Your school has identified you as the most knowledgeable person to describe the school program designed for [STUDENT NAME]. In addition, we will conduct surveys with the principal at this school, as well as a math or language arts teacher for [STUDENT NAME]. The study includes an in-person assessment of youth and the collection of their school records. We will also interview [STUDENT NAME], and have completed an interview with [STUDENT NAME]'s parent or guardian, who has/have provided consent for us to contact you. Your school has provided your contact information. It will take 30 minutes to complete the survey, which you may do online at: [WEB ADDRESS] using the password [PASSWORD]. Or you may call 866-XXX-XXXX, toll-free, between [HOURS] on [DAYS] to take part over the telephone.

Being in this study will not benefit you or your students personally, but it will help the Department of Education plan better programs for youth as they leave high school.

Please complete the survey by [DATE].

To thank you for your time, we will send you a check for \$25. If more than one of your students has been selected for the study, you will receive \$25 for each completed questionnaire. 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 this student, or this school will be included in any report or presentation, and all identifying information will be stored separately from your responses.

If you have any questions, or would like additional information, please contact the Survey Director, Anne B. Ciemnecki by phone, toll-free at 866-964-7962 or e-mail her at: NLTS2012@mathematica-mpr.com. You may also visit the study website at: <http://ies.ed.gov/ncee/nlts>.

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