

**OMB APPENDIX O1.**

**FIELD ADVANCE LETTER MORE INFORMATION**



UNITED STATES DEPARTMENT OF EDUCATION  
INSTITUTE OF EDUCATION SCIENCES

National Center for Education Evaluation and Regional Assistance

Date

Dear Parent/Guardian of [Student Name],

Recently, we called you to conduct an interview for the National Longitudinal Transition Study (NLTS 2012). The NLTS-2012 is a study sponsored by the U.S. Department of Education and conducted by Mathematica Policy Research. The study is about issues youth face today as they transition from school to adult life and how schools can better support students in reaching their goals. The information will be used to better understand what kinds of programs or services help youth make a successful transition to adulthood. We wanted to talk with you and your child over the telephone. While your participation in the study is voluntary, it is very important to have your experiences counted.

When we called, you were unwilling to complete the interview. Perhaps we called at an inconvenient time or did not answer all of the questions you had about the study. We would like you to please reconsider your decision to participate. Within the next few weeks, we will be in your neighborhood and would like to stop by your home and address any concerns you may still have. When we visit, you can decide if you want to participate or not. If you do take part, all your answers to the questions will be kept confidential. To thank you for your time, we will send you \$20 after you complete the interview.

We'd also like to hear from your child and will send a \$10 gift card after he or she completes an interview about experiences with school and hopes for life after high school. You can help your child complete the interview, if necessary. With your consent, we will also:

- Ask your child's teachers to complete a survey
- Contact you and your child again in 2014 to complete another survey over the phone
- Conduct a 30-40 minute in-person assessment in 2014 of your child's skills in reading, math, and other subjects (if your child is between the ages of 14-16 at that time)

You do not have to agree to all of the above to complete the interview and be paid for your time.

If you have any questions or would like to complete the study by phone, please call our toll-free number (866-964-7962) or email us ([NLTS2012@mathematica-mpr.com](mailto:NLTS2012@mathematica-mpr.com)). You may also visit the study website at <http://ies.ed.gov/ncee/nlts>. We look forward to speaking with you.

Sincerely,

Yumiko Sekino, Ph.D., Project Officer  
National Center for Education Evaluation and Regional Assistance  
Institute of Education Sciences, U. S. Department of Education

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. Public reporting burden for this collection of information is estimated to average 30 minutes per principal response, 30-35 minutes per parent, 30 minutes per each student, and 30 minutes per teacher for each of his or her selected students, and 30 additional minutes per each student aged 16-18 in 2014. This includes time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond to this collection is voluntary. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Yumiko Sekino at 555 New Jersey Ave NW, Washington DC, 20208 or email [yumiko.sekino@ed.gov](mailto:yumiko.sekino@ed.gov) and reference OMB Control Number. Note: Please do not return the completed data forms to this address.