

APPENDIX A

RESPONDENT MATERIALS

**Early Childhood Longitudinal Study, Kindergarten Class of 2010-11
(ECLS-K:2011)**

**Spring Second-Grade National Data Collection, Third-Grade Tracking
and Recruitment, Fourth-Grade Tracking**

**OMB Clearance Package
1850-0750 v.12**

NOTE: The letters for respondents that are included in this appendix have headers indicating to whom the letter will be sent. Some of the letters also have headers embedded within them indicating that a particular section of the letter will appear only in the letter for a certain type of respondent (e.g., an administrator in a school that is new to the study). These headers will be removed before the letters are printed and sent to respondents.

Additionally, the OMB expiration date that currently appears as X/X/201X will be replaced once a new expiration date is received.

Description of the letters included in this package

The package includes many letters to be sent to different school personnel in the spring second-grade and spring third-grade data collection rounds. Below is a list of all the letters included in this package, along with an indication of the recipient and the time at which the letters are mailed.

Spring Second-Grade Data Collection Round

- Letters mailed before data collection begins
 - SPRING 2nd GRADE PARENT LETTER- Mailed to the parents/guardians of study children.
 - SPRING 2nd GRADE TEACHER LETTER- Mailed to teachers of study children (Note: Teachers will be identified during advance school contacts in the fall of 2012. If, during data collection in the spring of 2013, children are identified as having switched teachers (for example, because the child changed schools), the new teacher will be sent this letter during spring 2013 data collection.).
 - SPRING 2nd GRADE SCHOOL COORDINATOR IN CONTINUING (ORIGINAL OR DESTINATION) SCHOOL- Mailed to school coordinators in schools that have participated in the study since the base year or in schools that are identified as “destination schools,” that is, schools into which four or more study children have transferred.
 - SPRING 2nd GRADE SCHOOL COORDINATOR IN TRANSFER SCHOOL THAT HAS PARTICIPATED IN A PREVIOUS DATA COLLECTION ROUND - Mailed to school coordinators in schools that were added after the base year because a child transferred into the school and that have participated in at least one prior round of data collection but are not destination schools. A separate letter is needed for these school coordinators because they do not receive an incentive.
 - SPRING 2nd GRADE SCHOOL COORDINATOR AT A TRANSFER SCHOOL IDENTIFIED IN A PREVIOUS ROUND- Mailed to school coordinators in schools that were added after the base year because a child transferred into the school but that have not participated in at least one prior round of data collection and are not destination schools. A separate letter is needed for the school coordinators because they have not participated before and they do not receive an incentive.
- Letters mailed during data collection to districts, school administrators, and school coordinators in schools that are identified as having study children who transfer into them during the spring second-grade data collection
 - SPRING 2nd GRADE LETTER FOR DISTRICTS WITH PREVIOUSLY NON-PARTICIPATING SCHOOLS INTO WHICH STUDY CHILDREN HAVE TRANSFERRED- Mailed to 1) school districts that have schools that participated in the study in a prior round but in which at least one new school (i.e., one that has not participated in a prior round) is being recruited because a study child transferred into the new school (text marked “continuing districts” and text marked “all districts” is included in the letters for these schools) and 2) school districts that did not have

schools participating in the study in a prior round that are now being recruited into the study because a participating study child transferred into one of the district's schools (text marked "transfer districts" and text marked "all districts" is included in the letters for these schools).

- SPRING 2nd GRADE PRINCIPAL LETTER FOR TRANSFER SCHOOLS IDENTIFIED IN SPRING 2013- Mailed to principals in schools that did not participate in a prior round of the study but are now being recruited into the study because a participating study child transferred into the principal's school.
- SPRING 2nd GRADE SCHOOL COORDINATOR AT CONTINUING SCHOOL WITH NEW TRANSFER STUDENTS IDENTIFIED IN SPRING 2013- Mailed to school coordinators in schools that have participated in prior rounds of the study but that have new study children who have transferred into them. The school coordinator is mailed this new letter to make it clear that there are additional children who will be assessed during the school visit (i.e., that the study has not included the wrong children by mistake).

Spring Third-Grade Recruitment Letters

- Advance school contact letter mailed in August 2013
 - SPRING 3RD GRADE ADVANCE SCHOOL CONTACT LETTER FOR SCHOOL COORDINATORS - Mailed to school coordinators in schools that have participated in prior rounds of the study.
- Advance letters mailed in fall 2013 to districts, school administrators, and school coordinators in schools that are identified during/after the advance school contact as having study children who transfer into them after the spring second-grade round of data collection
 - SPRING 3RD GRADE LETTER FOR PARTICIPATING DISTRICTS WITH PREVIOUSLY NON-PARTICIPATING SCHOOLS INTO WHICH STUDY CHILDREN HAVE TRANSFERRED- Mailed to school districts that have schools that participated in the study in a prior round but in which at least one new school (i.e., one that has not participated in a prior round) is being recruited because a study child transferred into the new school.
 - SPRING 3RD GRADE LETTER FOR NEW DISTRICTS WITH PREVIOUSLY NON-PARTICIPATING SCHOOLS INTO WHICH STUDY CHILDREN HAVE TRANSFERRED- Mailed to school districts that did not have schools participating in the study in a prior round that are now being recruited into the study because a participating study child transferred into one of the district's schools.
 - SPRING 3RD GRADE PRINCIPAL LETTER FOR TRANSFER SCHOOLS IDENTIFIED IN FALL ADVANCE SCHOOL CONTACTS - Mailed to principals in schools that did not participate in a prior round of the study but are now being recruited into the study because a participating study child transferred into the principal's school.
 - SPRING 3RD GRADE SCHOOL COORDINATOR AT CONTINUING SCHOOL IN WHICH A TRANSFER STUDENT HAS BEEN IDENTIFIED DURING THE FALL ADVANCE SCHOOL CONTACTS- Mailed to school coordinators in schools that have participated in prior rounds of the study but that

have new study children who have transferred into them. The school coordinator is mailed this new letter to make it clear that there are additional children who will be assessed during the school visit (i.e., that the study has not included the wrong children by mistake).

Spring Second-Grade Letters



Spring 2013

Dear Parent,

Thank you for your continued participation in the Early Childhood Longitudinal Study, Kindergarten Class of 2010-11 (ECLS-K:2011)! We are looking forward to talking with you and your child again this spring.

As in the past, our field staff will be visiting your child's school in the upcoming months to assess his or her knowledge and skills in reading, mathematics, and science. They also will be assessing your child's memory and ability to follow directions, as well as measuring his/her height and weight. The assessment format and the kinds of questions that will be asked are similar to those of the assessments used in previous years, so the process should feel familiar to your child. These assessment activities will take approximately 1 hour to complete.

We are also asking parents to complete a telephone interview with a member of our data collection staff who will be calling your home to conduct the interview. In response to some parents' concerns about the length of the interview last spring, we have shortened this spring's interview; it should take about 35 minutes to complete. It includes questions about your child's school, your household, activities you do with your child at home, any before- or after-school care your child may receive, your child's behavior and health, and contact with any parents who may not live with your child. As always, our field staff will be happy to conduct the interview at a time that is most convenient for you.

The information we have collected from you, other families, and schools across the country is already being used to gain a better understanding of today's students and their experiences. No other study provides this information at a national level! The first report using this information was published last summer by the National Center for Education Statistics. You can find the report, *First-time Kindergartners in 2010-11*, online at <http://nces.ed.gov/pubsearch/pubsinfo.asp?pubid=2012049>. Although the information released to date is brief, you can be assured that researchers, policymakers, and school staff will be using the ECLS-K:2011 information for years to come.

If you have further questions about the study, please feel free to call Westat toll free at 1-888-204-4864 or send an email to ECLSKHELP@westat.com. Also, more information about the ECLS-K:2011 is available at the NCES website at <http://nces.ed.gov/ecls/myECLSK2011>.

Thank you again for your participation!

Sincerely,

Jack Buckley, Ph.D.
Commissioner
National Center for Education Statistics, Institute of Education Sciences

Endorsed by:

- American Association of School Administrators
- American Federation of Teachers
- American Montessori Society
- Council for American Private Education
- Council for Exceptional Children
- Council of Chief State School Officers
- International Reading Association
- Lutheran Church-Missouri Synod
- National Association for the Education of Young Children
- National Association of Elementary School Principals
- National Catholic Educational Association
- National Council of Teachers of Mathematics
- National Education Association
- National Parent-Teacher Association (PTA)
- National School Boards Association
- National Science Teachers Association
- U.S. Conference of Catholic Bishops

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The collection of information in this survey is authorized by 20 U.S. Code, Section 9541. Participation is voluntary. Your responses are protected from disclosure by federal statute (20 U.S. Code, Section 9573). All responses that relate to or describe identifiable characteristics of individuals 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. Information from multiple individuals will be combined to produce statistical reports; no information that identifies you or your child (e.g., name or address) will be included in any reports. Your child's school will not receive any information about you or your child as a part of this study. The valid OMB control number for this information collection is 1850-0750. Approval expires 03/31/2012.

Westat ● 1600 Research Boulevard ● Rockville, MD 20850



Spring 2013

SPRING 2nd GRADE TEACHER LETTER

Dear <TEACHER FIRST NAME LAST NAME>,

Welcome to the Early Childhood Longitudinal Study, Kindergarten Class of 2010-11 (ECLS-K:2011), the third in a series of longitudinal studies of young children conducted by the National Center for Education Statistics (NCES). Like the earlier studies, the ECLS-K:2011 will be an important source of data for researchers and policy makers to address key issues related to children's development and learning. The ECLS-K:2011 is described in more detail in the brochure included in your study package. For more information on this and the prior longitudinal studies, you can also visit the NCES website at <http://nces.ed.gov/ecls/myECLSK2011>.

TRANSFER SCHOOL

{The study began in the 2010-11 school year with students who were in kindergarten. Now that the ECLS-K:2011 is well underway, we have identified one or more students in the study who have transferred into your school. For the study data to accurately represent the early schooling experiences of all children in America, it is vital that the sampled students take part in each phase of the study. Therefore, this spring we would like to conduct a child assessment with the sampled children who are now attending your school. A component of the data collection involves collecting data about the sampled students from their teachers using self-administered questionnaires. We also will collect information from the school administrator, as well as the students' parents.}

CONTINUING SCHOOL

{We are very happy that your school is participating in the ECLS-K:2011. As you may already know, at our last visit to your school, we collected information from the sampled children at your school, their parents, and their teachers. We are looking forward to following these children this spring.}

ALL SCHOOLS/TEACHERS

Teachers are essential contributors to the ECLS-K:2011. You provide valuable insights into the classroom experiences of the children participating in the study. We will ask you to help us in several ways. As the regular classroom teacher of at least one of our sampled children, we will ask you to answer some questions about your classroom and background, and we will ask you to complete a child-level questionnaire for each ECLS-K:2011 sampled student you teach. You will receive an honorarium of \$7 for each of the child-level questionnaires. We also will need your cooperation as we complete one-on-one child assessments in your school. We will make arrangements with your school's ECLS-K:2011 school coordinator regarding the times that we can have access to the children and where the assessments will take place. It is possible that we will be taking children out of your classroom so that they can participate in the assessment. The assessments are designed to measure children's reading, mathematics, and science skills and knowledge, as well as obtain indicators of children's memory and ability to follow rules in a structured task. Children also will have their height and weight measured. These assessment activities will take approximately 1 hour to complete per child.

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- American Federation of Teachers
- American Montessori Society
- Council for American Private Education
- Council for Exceptional Children
- Council of Chief State School Officers
- International Reading Association
- Lutheran Church-Missouri Synod
- National Association for the Education of Young Children
- National Association of Elementary School Principals
- National Catholic Educational Association
- National Council of Teachers of Mathematics
- National Education Association
- National Parent-Teacher Association (PTA)
- National School Boards Association
- National Science Teachers Association
- U.S. Conference of Catholic Bishops

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Your participation in this study is voluntary; however, I encourage you to participate in the ECLS-K:2011. Please read the enclosed materials for more information about the study and your important role in it. These materials provide instructions for you on how to complete the questionnaires and return them to your school's ECLS-K:2011 school coordinator. They also provide information about the one-on-one child assessments.

The National Center for Education Statistics of the U.S. Department of Education's Institute of Education Sciences is the primary sponsor of the ECLS-K:2011, which is being conducted on behalf of NCES by Westat. The ECLS-K:2011 has been endorsed by the national education organizations listed on this letter. NCES is authorized to conduct this study under 20 U.S. Code, Section 9541. Under that law, the data you provide 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 U.S. Code, Section 9573). The U.S. Office of Management and Budget has approved the data collection under OMB # 1850-0750 (expires X/X/201X). Information collected from multiple individuals will be combined to produce reports of findings from the ECLS-K:2011. The reports will not identify participating districts, schools, children and their parents, or individual staff.

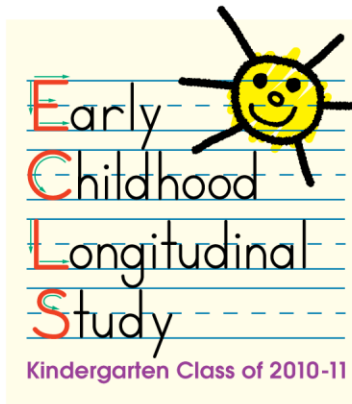
Thank you for your support of the ECLS-K:2011. If you have questions about the study, please feel free to call Westat toll free at 1-888-204-4864 or send an email to ECLSKHELP@westat.com. Also, more information about ECLS-K:2011 is available at <http://nces.ed.gov/ecls/myECLSK2011>.

Thank you for your time and consideration of the study.

A handwritten signature in purple ink, appearing to read "Jack Buckley", with a long horizontal flourish extending to the right.

Jack Buckley, Ph.D.
Commissioner
National Center for Education Statistics, Institute of Education Sciences

Enclosures



Spring 2013

SPRING 2nd GRADE SCHOOL COORDINATOR LETTER IN CONTINUING
(ORIGINAL OR DESTINATION) SCHOOL

[NAME]
[SCHOOL NAME]
[ADDRESS 1]
[ADDRESS 2]
[CITY, STATE ZIP]

Endorsed by:

- American Association of School Administrators
- American Federation of Teachers
- American Montessori Society
- Council for American Private Education
- Council for Exceptional Children
- Council of Chief State School Officers
- International Reading Association
- Lutheran Church-Missouri Synod
- National Association for the Education of Young Children
- National Association of Elementary School Principals
- National Catholic Educational Association
- National Council of Teachers of Mathematics
- National Education Association
- National Parent-Teacher Association (PTA)
- National School Boards Association
- National Science Teachers Association
- U.S. Conference of Catholic Bishops

Dear School Coordinator:

We are very happy that your school is participating in the Early Childhood Longitudinal Study, Kindergarten Class of 2010-11 (ECLS-K:2011). As you know, this spring we are planning to collect information from the children sampled at your school, their parents, their teachers, and their school's administrator. Enclosed is a check for \$25 in appreciation for your helping us with this important study.

As in our previous visits to your school, the participating children will complete one-on-one assessments with trained ECLS-K:2011 assessors. These assessments are designed to measure children's reading, mathematics, and science skills and knowledge, as well as obtain indicators of children's memory and ability to follow rules in a structured task. Children also will have their height and weight measured. These assessment activities will take approximately 1 hour for each child to complete.

A component of the data collection involves collecting information about the sampled students from their teachers using self-administered questionnaires. We also will collect information from the school administrator. As a token of our appreciation for its participation, your school will receive a check for \$200.

We appreciate your help with four tasks, which are detailed in the enclosed materials. These are (1) confirm that the children participating in the ECLS-K:2011 are attending your school (the list of participating children will be sent in a separate mailing); (2) confirm the date and time for the spring activities; (3) identify an appropriate space for the assessments; and (4) identify the primary teachers of the participating children. Please read the enclosed materials for more information about the study and your important role in it.

As mentioned above, the list of participating children will be sent to you in a separate mailing. Please keep an eye out for this mailing.

The National Center for Education Statistics (NCES) of the U.S. Department of Education's Institute of Education Sciences is the primary sponsor of the ECLS-K:2011, which is being conducted on behalf of NCES by Westat. The ECLS-K:2011 has been endorsed by the national education organizations listed on this letter. NCES is authorized to conduct this study under 20 U.S. Code, Section 9541. Under that law, the data you provide 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 U.S. Code, Section 9573). The U.S. Office of Management and Budget has approved the data collection under OMB # 1850-0750 (expires X/X/201X).

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Thank you for your support of the ECLS-K:2011. We look forward to working with you and your school again. An ECLS-K:2011 representative will call you in the coming weeks to further explain the study and your responsibilities. If you have any questions or concerns in advance of the phone call, please call Westat toll free at 1-888-204-4864 or send an email to ECLSKHELP@westat.com.

Sincerely,

A handwritten signature in purple ink, appearing to read "Jack Buckley", with a long horizontal flourish extending to the right.

Jack Buckley, Ph.D.
Commissioner
National Center for Education Statistics, Institute of Education Sciences

Enclosures



Spring 2013

SPRING 2nd GRADE SCHOOL COORDINATOR IN TRANSFER SCHOOL
THAT HAS PARTICIPATED IN A PREVIOUS DATA COLLECTION ROUND

[NAME]
[SCHOOL NAME]
[ADDRESS 1]
[ADDRESS 2]
[CITY, STATE ZIP]

Endorsed by:

- American Association of School Administrators
- American Federation of Teachers
- American Montessori Society
- Council for American Private Education
- Council for Exceptional Children
- Council of Chief State School Officers
- International Reading Association
- Lutheran Church-Missouri Synod
- National Association for the Education of Young Children
- National Association of Elementary School Principals
- National Catholic Educational Association
- National Council of Teachers of Mathematics
- National Education Association
- National Parent-Teacher Association (PTA)
- National School Boards Association
- National Science Teachers Association
- U.S. Conference of Catholic Bishops

Dear School Coordinator:

We are very happy that your school is participating in the Early Childhood Longitudinal Study, Kindergarten Class of 2010-11 (ECLS-K:2011). As you know, this spring we are planning to collect information from the children sampled at your school, their parents, their teachers, and their school's administrator.

As in our previous visits to your school, the participating children will complete one-on-one assessments with trained ECLS-K:2011 assessors. These assessments are designed to measure children's reading, mathematics, and science skills and knowledge, as well as obtain indicators of children's memory and ability to follow rules in a structured task. Children also will have their height and weight measured. These assessment activities will take approximately 1 hour for each child to complete.

A component of the data collection involves collecting information about the sampled students from their teachers using self-administered questionnaires. We also will collect information from the school administrator.

We appreciate your help with four tasks, which are detailed in the enclosed materials. These are (1) confirm that the children participating in the ECLS-K:2011 are attending your school (the list of participating children will be sent in a separate mailing); (2) confirm the date and time for the spring activities; (3) identify an appropriate space for the assessments; and (4) identify the primary teachers of the participating children. Please read the enclosed materials for more information about the study and your important role in it.

As mentioned above, the list of participating children will be sent to you in a separate mailing. Please keep an eye out for this mailing.

The National Center for Education Statistics (NCES) of the U.S. Department of Education's Institute of Education Sciences is the primary sponsor of the ECLS-K:2011, which is being conducted on behalf of NCES by Westat. The ECLS-K:2011 has been endorsed by the national education organizations listed on this letter. NCES is authorized to conduct this study under 20 U.S. Code, Section 9541. Under that law, the data you provide 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 U.S. Code, Section 9573). The U.S. Office of Management and Budget has approved the data collection under OMB # 1850-0750 (expires X/X/201X).

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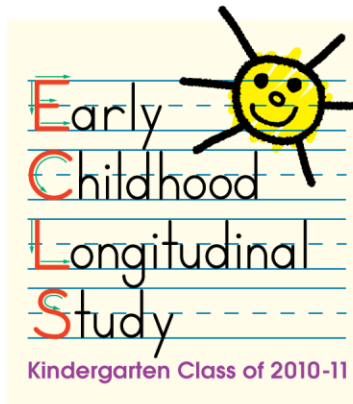
Thank you for your support of the ECLS-K:2011. We look forward to working with you and your school again. An ECLS-K:2011 representative will call you in the coming weeks to further explain the study and your responsibilities. If you have any questions or concerns in advance of the phone call, please call Westat toll free at 1-888-204-4864 or send an email to ECLSKHELP@westat.com.

Sincerely,

A handwritten signature in purple ink, appearing to read "Jack Buckley", with a long, sweeping horizontal line extending to the right.

Jack Buckley, Ph.D.
Commissioner
National Center for Education Statistics, Institute of Education Sciences

Enclosures



Spring 2013

SPRING 2nd GRADE SCHOOL COORDINATOR AT A TRANSFER SCHOOL
IDENTIFIED IN A PREVIOUS ROUND

[NAME]
[SCHOOL NAME]
[ADDRESS 1]
[ADDRESS 2]
[CITY, STATE ZIP]

Endorsed by:

- American Association of School Administrators
- American Federation of Teachers
- American Montessori Society
- Council for American Private Education
- Council for Exceptional Children
- Council of Chief State School Officers
- International Reading Association
- Lutheran Church-Missouri Synod
- National Association for the Education of Young Children
- National Association of Elementary School Principals
- National Catholic Educational Association
- National Council of Teachers of Mathematics
- National Education Association
- National Parent-Teacher Association (PTA)
- National School Boards Association
- National Science Teachers Association
- U.S. Conference of Catholic Bishops

Dear School Coordinator:

We are very happy that your school is participating in the Early Childhood Longitudinal Study, Kindergarten Class of 2010-11 (ECLS-K:2011). **One or more students who have been participating in the study at a different school have transferred to your school.** This spring we are planning to collect information from these students, their parents, their teachers, and their school's administrator.

Participating children will complete one-on-one assessments with trained ECLS-K:2011 assessors. These assessments are designed to measure children's reading, mathematics, and science skills and knowledge, as well as obtain indicators of children's memory and ability to follow rules in a structured task. Children also will have their height and weight measured. These assessment activities will take approximately 1 hour for each child to complete.

A component of the data collection involves collecting information about the sampled students from their teachers using self-administered questionnaires. We also will collect information from the school administrator.

We appreciate your help with four tasks, which are detailed in the enclosed materials. These are (1) confirm that the children participating in the ECLS-K:2011 are attending your school (the list of participating children will be sent in a separate mailing); (2) confirm the date and time for the spring activities; (3) identify an appropriate space for the assessments; and (4) identify the primary teachers of the participating children. Please read the enclosed materials for more information about the study and your important role in it.

As mentioned above, the list of participating children will be sent to you in a separate mailing. Please keep an eye out for this mailing.

The National Center for Education Statistics (NCES) of the U.S. Department of Education's Institute of Education Sciences is the primary sponsor of the ECLS-K:2011, which is being conducted on behalf of NCES by Westat. The ECLS-K:2011 has been endorsed by the national education organizations listed on this letter. NCES is authorized to conduct this study under 20 U.S. Code, Section 9541. Under that law, the data you provide 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 U.S. Code, Section 9573). The U.S. Office of Management and Budget has approved the data collection under OMB # 1850-0750 (expires X/X/201X).

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Thank you for your support of the ECLS-K:2011. We look forward to working with you and your school. An ECLS-K:2011 representative will call you in the coming weeks to further explain the study and your responsibilities. If you have any questions or concerns in advance of the phone call, please call Westat toll free at 1-888-204-4864 or send an email to ECLSKHELP@westat.com.

Sincerely,

A handwritten signature in purple ink, appearing to read "Jack Buckley", with a long horizontal flourish extending to the right.

Jack Buckley, Ph.D.

Commissioner

National Center for Education Statistics, Institute of Education Sciences



Date

SPRING 2nd GRADE LETTER FOR DISTRICTS WITH PREVIOUSLY NON-PARTICIPATING SCHOOLS INTO WHICH STUDY CHILDREN HAVE TRANSFERRED

[SUPERINTENDENT NAME]
[DISTRICT NAME/DIOCESE]
[ADDRESS]
[CITY, STATE ZIP]

Dear [SUPERINTENDENT]:

TRANSFER DISTRICTS

{I am writing to inform you that one or more students who are participating in the Early Childhood Longitudinal Study, Kindergarten Class of 2010-11 (ECLS-K:2011) have transferred to a school in your district.

The ECLS-K:2011 is the third in a series of longitudinal studies of young children conducted by the National Center for Education Statistics (NCES). The earlier studies have been important sources of data for researchers and policy makers to address key issues related to children's development and learning, including literacy in the home, the teaching of reading and mathematics, and the associations between physical exercise, childhood obesity, and well-being. Researchers using the data have published their findings widely in scientific journals and the popular press. NCES also presents results from these studies for practitioners and the general public on our website, <http://nces.ed.gov/ecls>.

Like its predecessor studies, the ECLS-K:2011 will provide important information on children's early learning and development, transition into kindergarten, and progress through elementary school. The new cohort of students' school experiences will be compared to those of over a decade earlier to study the extent to which the demographic profile of children and their environment for learning have changed, and how these changes relate to developmental and academic differences across the cohorts.}

CONTINUING DISTRICTS

{We are very happy that schools in your district are participating in the Early Childhood Longitudinal Study, Kindergarten Class of 2010-11 (ECLS-K:2011). Thank you for helping make their participation possible. **I am writing to inform you that one or more students who are participating in the ECLS-K:2011 have transferred to a school in your district that was not previously part of the study.**}

ALL DISTRICTS

The participating children will complete individual assessments with trained ECLS-K:2011 assessors. These assessments are designed to measure children's reading, mathematics, and science skills and knowledge, as well as obtain indicators of children's memory and ability to follow rules in a structured task, both of which are associated with learning. Children will also have their height and weight measured. These assessment activities will take approximately 1 hour to complete per child. Parents of the study children will be asked to participate by providing background information about their children and their families during a telephone interview. The children's

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- National School Boards Association
- National Science Teachers Association
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teachers will be asked to provide information about themselves and the children. We also will ask the school's administrator to complete a self-administered questionnaire about the school and his or her background.

ALL DISTRICTS

Participation in this study is voluntary; however, we ask your agency to support the participation of schools in your district in the ECLS-K:2011. Because the ECLS-K:2011 is designed to be a representative sample of U.S. students, its accuracy depends on the full participation of the sampled schools and students.

The National Center for Education Statistics of the U.S. Department of Education's Institute of Education Sciences is the primary sponsor of the ECLS-K:2011, which is being conducted on behalf of NCES by Westat. The ECLS-K:2011 has been endorsed by the national education organizations listed on this letter. NCES is authorized to conduct this study under 20 U.S. Code, Section 9541. Under that law, the data provided by your schools, staff, students, and their parents 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 U.S. Code, Section 9573). The U.S. Office of Management and Budget has approved the data collection under OMB # 1850-0750 (expires X/X/201X).

In preparation for spring activities in the schools, in the next few days a representative from Westat will contact the schools in your district that the study's students attend. We are required by law to protect the names of schools in the study from disclosure; we ask that each district respect this requirement and protect the identity of participating schools as well. Information collected from multiple individuals will be combined to produce reports of findings from the ECLS-K:2011. The reports will not identify participating districts, schools, children and their parents, or individual staff.

[[FOR NEW DISTRICTS ONLY] {Detailed information about the ECLS-K:2011 can be found in the materials enclosed with this letter.}] If you have questions about the study, please feel free to call Westat toll-free at 1-888-204-4864 or send an email to ECLSKHELP@westat.com. Also, more information about ECLS-K:2011 is available at: <http://nces.ed.gov/ecls/MyECLSK2011>.

Thank you for your support of the ECLS-K:2011.

Sincerely,



Jack Buckley, Ph.D.
Commissioner
National Center for Education Statistics, Institute of Education Sciences

cc: [DISTRICT TEST DIRECTOR]

Enclosures



Spring 2013

SPRING 2nd GRADE PRINCIPAL LETTER FOR TRANSFER SCHOOLS
IDENTIFIED IN SPRING 2013

[PRINCIPAL NAME]
[SCHOOL NAME]
[ADDRESS 1]
[CITY, STATE ZIP]

Dear [PRINCIPAL]:

I am writing to invite you to participate in an insightful study, the Early Childhood Longitudinal Study, Kindergarten Class of 2010-11 (ECLS-K:2011). The ECLS-K:2011 began in the 2010-11 school year with approximately 18,200 children in about 950 schools across the country. **We are inviting you to participate because one or more students who are participating in the study have transferred to your school.**

The ECLS-K:2011 is the third in a series of longitudinal studies of young children conducted by the National Center for Education Statistics (NCES). The earlier studies have been important sources of data for researchers and policy makers to address key issues related to children's development and learning including literacy in the home, the teaching of reading and mathematics, and the associations between physical exercise, childhood obesity, and well-being. Researchers using the data have published their findings widely in scientific journals and the popular press. NCES also presents results from these studies for practitioners and the general public on our website, <http://nces.ed.gov/ecls>.

Like its predecessor studies, the ECLS-K:2011 will provide important information on children's early learning and development, transition into kindergarten, and progress through elementary school. The new cohort of students' school experiences will be compared to those of over a decade earlier to study the extent to which the demographic profile of children and their environments for learning have changed, and how these changes relate to developmental and academic differences across the cohorts. The study is described in more detail in the enclosed brochure.

The participation of each of the selected schools is crucial to the success of this important study. For the study data to accurately represent the early schooling experiences of all children in America, it is vital that the sampled students take part in each phase of the study. Therefore, this spring we would like to conduct a child assessment with the sampled children who are now attending your school.

The participating children will complete individual assessments with trained ECLS-K:2011 assessors. These assessments are designed to measure children's reading, mathematics, and science skills and knowledge, as well as obtain indicators of children's memory and ability to follow rules in a structured task, both of which are associated with learning. Children will also have their height and weight measured. These assessment activities will take approximately 1 hour to complete per child. Parents will be asked to participate by providing background information about their children and their families during a telephone interview. Teachers will be asked to provide information about themselves and the sampled children. We also will ask you to complete a self-administered questionnaire.

Endorsed by:

- American Association of School Administrators
- American Federation of Teachers
- American Montessori Society
- Council for American Private Education
- Council for Exceptional Children
- Council of Chief State School Officers
- International Reading Association
- Lutheran Church-Missouri Synod
- National Association for the Education of Young Children
- National Association of Elementary School Principals
- National Catholic Educational Association
- National Council of Teachers of Mathematics
- National Education Association
- National Parent-Teacher Association (PTA)
- National School Boards Association
- National Science Teachers Association
- U.S. Conference of Catholic Bishops

Sponsored by:



U.S. Department
of Education



Westat ● 1600 Research Boulevard ● Rockville, MD 20850

Participation in this study is voluntary; however, I encourage your school's participation in the ECLS-K:2011. Because the ECLS-K:2011 is designed to be a representative sample of U.S. students, its accuracy depends on the full participation of your school, teachers, and students. We are asking you to identify a staff member at your school to act as a liaison with the ECLS-K:2011 and facilitate the activities in the school that are part of the study. In appreciation for their time and efforts, participating teachers will receive an honorarium.

The National Center for Education Statistics of the U.S. Department of Education's Institute of Education Sciences is the primary sponsor of the ECLS-K:2011, which is being conducted on behalf of NCES by Westat. The ECLS-K:2011 has been endorsed by the national education organizations listed on this letter. NCES is authorized to conduct this study under 20 U.S. Code, Section 9541. Under that law, the data provided by your school, staff, students, and their parents 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 U.S. Code, Section 9573). The U.S. Office of Management and Budget has approved the data collection under OMB # 1850-0750 (expires X/X/201X). Information collected from multiple individuals will be combined to produce reports of findings from the ECLS-K:2011. The reports will not identify participating districts, schools, children and their parents, or individual staff.

Within the next few days, a representative of Westat will contact you about participating in this important study. If you have questions about the study, please feel free to call Westat toll-free at 1-888-204-4864 or send an email to ECLSKHELP@westat.com. Also, more information about ECLS-K:2011 is available at <http://nces.ed.gov/ecls/MyECLSK2011>.

Thank you for your support of the ECLS-K:2011.



Jack Buckley, Ph.D.
Commissioner
National Center for Education Statistics, Institute of Education Sciences

Enclosures



Spring 2013

SPRING 2nd GRADE SCHOOL COORDINATOR AT CONTINUING SCHOOL
WITH NEW TRANSFER STUDENTS IDENTIFIED IN SPRING 2013

[NAME]
[SCHOOL NAME]
[ADDRESS 1]
[ADDRESS 2]
[CITY, STATE ZIP]

Endorsed by:

- American Association of School Administrators
- American Federation of Teachers
- American Montessori Society
- Council for American Private Education
- Council for Exceptional Children
- Council of Chief State School Officers
- International Reading Association
- Lutheran Church-Missouri Synod
- National Association for the Education of Young Children
- National Association of Elementary School Principals
- National Catholic Educational Association
- National Council of Teachers of Mathematics
- National Education Association
- National Parent-Teacher Association (PTA)
- National School Boards Association
- National Science Teachers Association
- U.S. Conference of Catholic Bishops

Dear School Coordinator:

We are very happy that your school is participating in the Early Childhood Longitudinal Study, Kindergarten Class of 2010-11 (ECLS-K:2011). As you know, this spring we are planning to collect information from the children sampled at your school, their parents, their teachers, and their school's administrator. **One or more students who have been participating in the study at a different school have transferred to your school, and we would like to complete assessments with them along with the children who have participated in your school in the past.**

As with the other participating children at your school, these additional children will complete one-on-one assessments with trained ECLS-K:2011 assessors. These assessments are designed to measure children's reading, mathematics, and science skills and knowledge, as well as obtain indicators of children's memory and ability to follow rules in a structured task. Children also will have their height and weight measured. These assessment activities will take approximately 1 hour for each child to complete.

A component of the data collection involves collecting information about the sampled students from their teachers using self-administered questionnaires. We also will collect information from the school administrator.

We appreciate your help with four tasks, which are detailed in the enclosed materials. These are (1) confirm that the children participating in the ECLS-K:2011 are attending your school (the list of participating children will be sent in a separate mailing); (2) confirm the date and time for the spring activities; (3) identify an appropriate space for the assessments; and (4) identify the primary teachers of the participating children. Please read the enclosed materials for more information about the study and your important role in it.

As mentioned above, the list of participating children will be sent to you in a separate mailing. Please keep an eye out for this mailing.

The National Center for Education Statistics of the U.S. Department of Education's Institute of Education Sciences (NCES) is the primary sponsor of the ECLS-K:2011, which is being conducted on behalf of NCES by Westat. The ECLS-K:2011 has been endorsed by the national education organizations listed on this letter. NCES is authorized to conduct this study under 20 U.S. Code, Section 9541. Under that law, the data you provide 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 U.S. Code, Section 9573). The U.S. Office of Management and Budget has approved the data collection under OMB # 1850-0750 (expires X/X/201X).

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Thank you for your support of the ECLS-K:2011. We look forward to working with you and your school. An ECLS-K:2011 representative will call you in the coming weeks to further explain the study and your responsibilities. If you have any questions or concerns in advance of the phone call, please call Westat toll free at 1-888-204-4864 or send an email to ECLSKHELP@westat.com.

Sincerely,

A handwritten signature in purple ink, appearing to read "Jack Buckley", with a long horizontal flourish extending to the right.

Jack Buckley, Ph.D.

Commissioner

National Center for Education Statistics, Institute of Education Sciences

Spring Third-Grade Letters



SPRING 3RD GRADE ADVANCE SCHOOL CONTACT LETTER FOR
SCHOOL COORDINATORS

Date

[NAME]
[SCHOOL NAME]
[ADDRESS 1]
[ADDRESS 2]
[CITY, STATE ZIP]

Endorsed by:

- American Association of School Administrators
- American Federation of Teachers
- American Montessori Society
- Council for American Private Education
- Council for Exceptional Children
- Council of Chief State School Officers
- International Reading Association
- Lutheran Church-Missouri Synod
- National Association for the Education of Young Children
- National Association of Elementary School Principals
- National Catholic Educational Association
- National Council of Teachers of Mathematics
- National Education Association
- National Parent-Teacher Association (PTA)
- National School Boards Association
- National Science Teachers Association
- U.S. Conference of Catholic Bishops

Dear School Coordinator:

We are very happy that your school is participating in the Early Childhood Longitudinal Study, Kindergarten Class of 2010-11 (ECLS-K:2011). As you may know, we collected information last year from the children participating in the study, their parents, their teachers, and their school's administrator. We are looking forward to following these children this school year.

This spring, children will complete one-on-one assessments with trained ECLS-K:2011 assessors. These assessments are designed to measure children's reading, mathematics, and science skills and knowledge, as well as obtain indicators of children's memory and ability to follow rules in a structured task. Children also will have their height and weight measured and will complete a questionnaire about themselves and their experiences in school. These assessment activities will take approximately 75 minutes for each child to complete.

A component of the data collection involves collecting information about the sampled students from their teachers using self-administered questionnaires. We also will collect information from the school administrator.

We appreciate your help with four tasks, which are detailed in the enclosed materials. These are (1) confirm that the children participating in the ECLS-K:2011 are attending your school (the list of participating children will be sent in a separate mailing); (2) confirm the date and time for the spring activities; (3) identify an appropriate space for the assessments; and (4) identify the primary teachers of the participating children. Please read the enclosed materials for more information about the study and your important role in it.

As mentioned above, the list of participating children will be sent to you in a separate mailing. Please keep an eye out for this mailing.

The National Center for Education Statistics (NCES) of the U.S. Department of Education's Institute of Education Sciences is the primary sponsor of the ECLS-K:2011, which is being conducted on behalf of NCES by Westat. ECLS-K:2011 has been endorsed by the national education organizations listed on this letter. NCES is authorized to conduct this study under 20 U.S. Code, Section 9541. Under that law, the data you provide 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 U.S. Code, Section 9573). The U.S. Office of Management and Budget has approved the data collection under OMB # 1850-0750 (expires X/X/201X).

Sponsored by:



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Westat ● 1600 Research Boulevard ● Rockville, MD 20850

Thank you for your support of the ECLS-K:2011. We look forward to working with you and your school. An ECLS-K:2011 representative will call you in the coming weeks to further explain the study and your responsibilities. If you have any questions or concerns in advance of the phone call, please call Westat toll free at 1-888-204-4864 or send an email to ECLSKHELP@westat.com.

Sincerely,

A handwritten signature in purple ink, appearing to read "Jack Buckley", is written over a light blue horizontal line. The signature is fluid and cursive.

Jack Buckley, Ph.D.
Commissioner
National Center for Education Statistics, Institute of Education Sciences

Enclosures



SPRING 3RD GRADE LETTER FOR PARTICIPATING DISTRICTS
WITH PREVIOUSLY NON-PARTICIPATING SCHOOLS INTO WHICH
STUDY CHILDREN HAVE TRANSFERRED

Date

[SUPERINTENDENT NAME]
[DISTRICT NAME/DIOCESE]
[ADDRESS]
[CITY, STATE ZIP]

Dear [SUPERINTENDENT]:

We are very happy that schools in your district are participating in the Early Childhood Longitudinal Study, Kindergarten Class of 2010-11 (ECLS-K:2011). Thank you for helping make their participation possible. **I am writing to inform you that one or more students who are participating in the ECLS-K:2011 have transferred to a school in your district that was not previously part of the study.**

This spring, the participating children will complete individual assessments with trained ECLS-K:2011 assessors. These assessments are designed to measure children's reading, mathematics, and science skills and knowledge, as well as obtain indicators of children's working memory and ability to follow rules in a structured task, both of which are associated with learning. Children will also have their height and weight measured and will complete a questionnaire about themselves and their experiences in school. The assessment activities will take approximately 75 minutes per child to complete. Parents of the study children will be asked to participate by providing background information about their children and their families during a telephone interview. The children's teachers will be asked to provide information about themselves and the children. We also will ask the school's administrator to complete a self-administered questionnaire about the school and his or her background.

Participation in this study is voluntary; however, we ask your agency to support the participation of schools in your district in the ECLS-K:2011. Because the ECLS-K:2011 is designed to be a representative sample of U.S. students, its accuracy depends on the full participation of the sampled schools and students.

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In preparation for our spring activities in the schools, in the next few days a representative from Westat will contact the schools in your district that the study's students attend. We are required by law to protect the names of schools in the study from disclosure; we ask that each district respect this requirement and protect the identity of participating schools as well. Information collected from multiple individuals will be combined to produce reports of findings from the ECLS-K:2011. The reports will not identify participating districts, schools, children and their parents, or individual staff.

Endorsed by:

- American Association of School Administrators
- American Federation of Teachers
- American Montessori Society
- Council for American Private Education
- Council for Exceptional Children
- Council of Chief State School Officers
- International Reading Association
- Lutheran Church-Missouri Synod
- National Association for the Education of Young Children
- National Association of Elementary School Principals
- National Catholic Educational Association
- National Council of Teachers of Mathematics
- National Education Association
- National Parent-Teacher Association (PTA)
- National School Boards Association
- National Science Teachers Association
- U.S. Conference of Catholic Bishops

Sponsored by:



U.S. Department of Education

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If you have questions about the study, please feel free to call Westat toll-free at 1-888-204-4864 or send an email to ECLSKHELP@westat.com. Also, more information about ECLS-K:2011 is available at: <http://nces.ed.gov/ecls/MyECLSK2011>.

Thank you for your support of the ECLS-K:2011.

Sincerely,

A handwritten signature in purple ink, appearing to read "J. Buckley", is written over a light blue horizontal line.

Jack Buckley, Ph.D.
Commissioner
National Center for Education Statistics, Institute of Education Sciences

cc: [DISTRICT TEST DIRECTOR]



SPRING 3RD GRADE LETTER FOR NEW DISTRICTS WITH
PREVIOUSLY NON-PARTICIPATING SCHOOLS INTO WHICH
STUDY CHILDREN HAVE TRANSFERRED

Date

[SUPERINTENDENT NAME]
[DISTRICT NAME/DIOCESE]
[ADDRESS]
[CITY, STATE ZIP]

Dear [SUPERINTENDENT]

I am writing to inform you that one or more students who are participating in the Early Childhood Longitudinal Study, Kindergarten Class of 2010-11 (ECLS-K:2011) have transferred to a school in your district.

The ECLS-K:2011 is the third in a series of longitudinal studies of young children conducted by the National Center for Education Statistics (NCES). The earlier studies have been important sources of data for researchers and policy makers to address key issues related to children's development and learning, including literacy in the home, the teaching of reading and mathematics, and the associations between physical exercise, childhood obesity, and well-being. Researchers using the data have published their findings widely in scientific journals and the popular press. NCES also presents results from these studies for practitioners and the general public on our website, <http://nces.ed.gov/ecls>.

Like its predecessor studies, the ECLS-K:2011 will provide important information on children's early learning and development, transition into kindergarten, and progress through elementary school. The new cohort of students' school experiences will be compared to those of over a decade earlier to study the extent to which the demographic profile of children and their environment for learning have changed, and how these changes relate to developmental and academic differences across the cohorts.

This spring, the participating children will complete individual assessments with trained ECLS-K:2011 assessors. These assessments are designed to measure children's reading, mathematics, and science skills and knowledge, as well as obtain indicators of children's memory and ability to follow rules in a structured task, both of which are associated with learning. Children will also have their height and weight measured and will complete a questionnaire about themselves and their experiences in school. The assessment activities will take approximately 75 minutes per child to complete. Parents of the study children will be asked to participate by providing background information about their children and their families during a telephone interview. The children's teachers will be asked to provide information about themselves and the children. We also will ask the school's administrator to complete a self-administered questionnaire about the school and his or her background.

Participation in this study is voluntary; however, we ask your agency to support the participation of schools in your district in the ECLS-K:2011. Because the ECLS-K:2011 is designed to be a representative sample of U.S. students, its accuracy depends on the full participation of the sampled schools and students.

Endorsed by:

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- National Education Association
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- National School Boards Association
- National Science Teachers Association
- U.S. Conference of Catholic Bishops

Sponsored by:



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In preparation for our spring activities in the schools, in the next few days a representative from Westat will contact the schools in your district that the study's students attend. We are required by law to protect the names of schools in the study from disclosure; we ask that each district respect this requirement and protect the identity of participating schools as well. Information collected from multiple individuals will be combined to produce reports of findings from the ECLS-K:2011. The reports will not identify participating districts, schools, children and their parents, or individual staff.

Detailed information about the ECLS-K:2011 can be found in the materials enclosed with this letter. If you have questions about the study, please feel free to call Westat toll-free at 1-888-204-4864 or send an email to ECLSKHELP@westat.com. Also, more information about ECLS-K:2011 is available at: <http://nces.ed.gov/ecls/MyECLSK2011>.

Thank you for your support of the ECLS-K:2011.

Sincerely,

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Jack Buckley, Ph.D.
Commissioner
National Center for Education Statistics, Institute of Education Sciences

cc: [DISTRICT TEST DIRECTOR]

Enclosures



SPRING 3RD GRADE PRINCIPAL LETTER FOR TRANSFER SCHOOLS
IDENTIFIED IN FALL ADVANCE SCHOOL CONTACTS

Date

[PRINCIPAL NAME]
[SCHOOL NAME]
[ADDRESS 1]
[CITY, STATE ZIP]

Dear [PRINCIPAL]:

I am writing to invite you to participate in an insightful study, the Early Childhood Longitudinal Study, Kindergarten Class of 2010-11 (ECLS-K:2011). The ECLS-K:2011 began in the 2010-11 school year with approximately 18,200 children in about 950 schools across the country. **We are inviting you to participate because one or more students who are participating in the study have transferred to your school.**

The ECLS-K:2011 is the third in a series of longitudinal studies of young children conducted by the National Center for Education Statistics (NCES). The earlier studies have been important sources of data for researchers and policy makers to address key issues related to children's development and learning including literacy in the home, the teaching of reading and mathematics, and the associations between physical exercise, childhood obesity, and well-being. Researchers using the data have published their findings widely in scientific journals and the popular press. NCES also presents results from these studies for practitioners and the general public on our website, <http://nces.ed.gov/ecls>.

Like its predecessor studies, the ECLS-K:2011 will provide important information on children's early learning and development, transition into kindergarten, and progress through elementary school. The new cohort of students' school experiences will be compared to those of over a decade earlier to study the extent to which the demographic profile of children and their environments for learning have changed, and how these changes relate to developmental and academic differences across the cohorts. The study is described in more detail in the enclosed brochure.

The participation of each of the selected schools is crucial for the success of this important study. For the study data to accurately represent the early schooling experiences of all children in America, it is vital that the sampled students take part in each phase of the study. Therefore, this spring we would like to conduct a child assessment with the sampled children who are now attending your school.

The participating children will complete individual assessments with trained ECLS-K:2011 assessors. These assessments are designed to measure children's reading, mathematics, and science skills and knowledge, as well as obtain indicators of children's memory and ability to follow rules in a structured task, both of which are associated with learning. Children will also have their height and weight measured and will complete a questionnaire about themselves and their experiences in school. These assessment activities will take approximately 75 minutes to complete per child. Parents will be asked to participate by providing background information about their children and their families during a telephone interview. Teachers will be asked to provide information about themselves and the sampled children. We also will ask you to complete a self-administered questionnaire.

Endorsed by:

- American Association of School Administrators
- American Federation of Teachers
- American Montessori Society
- Council for American Private Education
- Council for Exceptional Children
- Council of Chief State School Officers
- International Reading Association
- Lutheran Church-Missouri Synod
- National Association for the Education of Young Children
- National Association of Elementary School Principals
- National Catholic Educational Association
- National Council of Teachers of Mathematics
- National Education Association
- National Parent-Teacher Association (PTA)
- National School Boards Association
- National Science Teachers Association
- U.S. Conference of Catholic Bishops

Sponsored by:



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of Education



Westat ● 1600 Research Boulevard ● Rockville, MD 20850

Participation in this study is voluntary; however, I encourage your school's participation in the ECLS-K:2011. Because the ECLS-K:2011 is designed to be a representative sample of U.S. students, its accuracy depends on the full participation of your school, teachers, and students. We are asking you to identify a staff member at your school to act as a liaison with the ECLS-K:2011 and facilitate the activities in the school that are part of the study. In appreciation for their time and efforts, participating teachers will receive an honorarium.

The National Center for Education Statistics of the U.S. Department of Education's Institute of Education Sciences is the primary sponsor of the ECLS-K:2011, which is being conducted on behalf of NCES by Westat. The ECLS-K:2011 has been endorsed by the national education organizations listed on this letter. NCES is authorized to conduct this study under 20 U.S. Code, Section 9541. Under that law, the data provided by your school, staff, students, and their parents 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 U.S. Code, Section 9573). The U.S. Office of Management and Budget has approved the data collection under OMB # 1850-0750 (expires X/X/201X). Information collected from multiple individuals will be combined to produce reports of findings from the ECLS-K:2011. The reports will not identify participating districts, schools, children and their parents, or individual staff.

Within the next few days, a representative of Westat will contact you about participating in this important study. If you have questions about the study, please feel free to call Westat toll-free at 1-888-204-4864 or send an email to ECLSKHELP@westat.com. Also, more information about the ECLS-K:2011 is available at <http://nces.ed.gov/ecls/MyECLSK2011>.

Thank you for your support of the ECLS-K:2011.

A handwritten signature in blue ink, appearing to read "Jack Buckley", with a long horizontal flourish extending to the right.

Jack Buckley, Ph.D.
Commissioner
National Center for Education Statistics, Institute of Education Sciences

Enclosures



SPRING 3RD GRADE SCHOOL COORDINATOR AT CONTINUING SCHOOL IN WHICH A TRANSFER STUDENT HAS BEEN IDENTIFIED DURING THE FALL ADVANCE SCHOOL CONTACTS

Date

[SCHOOL COORDINATOR NAME]
[SCHOOL NAME]
[ADDRESS 1]
[CITY, STATE ZIP]

Dear School Coordinator:

We are very happy that your school is participating in the Early Childhood Longitudinal Study, Kindergarten Class of 2010-11 (ECLS-K:2011). As you know, last year we collected information from the children sampled at your school, their parents, their teachers, and their school's administrator. **One or more students who have been participating in the study at a different school have transferred to your school, and we would like to complete assessments with them along with the children who have participated in your school in the past.**

As with the other participating children at your school, these additional children will complete one-on-one assessments with trained ECLS-K:2011 assessors. These assessments are designed to measure children's reading, mathematics, and science skills and knowledge, as well as obtain indicators of children's memory and ability to follow rules in a structured task. Children also will have their height and weight measured and will complete a questionnaire about themselves and their experiences in school. These assessment activities will take approximately 75 minutes for each child to complete.

A component of the data collection involves collecting information about the sampled students from their teachers using self-administered questionnaires. We also will collect information from the school administrator.

We appreciate your help with four tasks, which are detailed in the enclosed materials. These are (1) confirm that the children participating in the ECLS-K:2011 are attending your school (the list of participating children will be sent in a separate mailing); (2) confirm the date and time for the assessment activities next spring; (3) identify an appropriate space for the assessments; and (4) identify the primary teachers of the participating children. Please read the enclosed materials for more information about the study and your important role in it.

As mentioned above, the list of participating children will be sent to you in a separate mailing. Please keep an eye out for this mailing.

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Endorsed by:

- American Association of School Administrators
- American Federation of Teachers
- American Montessori Society
- Council for American Private Education
- Council for Exceptional Children
- Council of Chief State School Officers
- International Reading Association
- Lutheran Church-Missouri Synod
- National Association for the Education of Young Children
- National Association of Elementary School Principals
- National Catholic Educational Association
- National Council of Teachers of Mathematics
- National Education Association
- National Parent-Teacher Association (PTA)
- National School Boards Association
- National Science Teachers Association
- U.S. Conference of Catholic Bishops

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U.S. Department of Education



Westat ● 1600 Research Boulevard ● Rockville, MD 20850

Thank you for your support of the ECLS-K:2011. We look forward to working with you and your school. An ECLS-K:2011 representative will call you in the coming weeks to further explain the study and your responsibilities. If you have any questions or concerns in advance of the phone call, please call Westat toll free at 1-888-204-4864 or send an email to ECLSKHELP@westat.com.

Sincerely,

A handwritten signature in purple ink, appearing to read "Jack Buckley", is written over a light blue horizontal line. The signature is fluid and cursive.

Jack Buckley, Ph.D.
Commissioner
National Center for Education Statistics, Institute of Education Sciences

Enclosures

Tracking Materials



Dear Parent,

We greatly appreciate your and << CHILD'S FIRST NAME >>'s past participation in the Early Childhood Longitudinal Study—Kindergarten Class of 2010-11. For us to understand how children's knowledge and skills, as well as their experiences in school, change over time we must collect information from all the same children, their families, their schools and their teachers again in spring 2013.

We need your help to ensure that our address directory is up-to-date so that << CHILD'S FIRST NAME >> can continue to participate in the study. Please let us know of any changes in your home address or telephone number, or a change in <<CHILD'S FIRST NAME >>'s school. You can let us know in any of the following ways:

- By calling 1-888-204-4864
- By completing and returning the enclosed card in the self-addressed stamped envelope provided
- By sending an e-mail to ECLSKHELP@westat.com

More than 18,000 children, their parents, their teachers, and their schools have participated in this important study. The data we have collected are very exciting and informative. They are being used to help us learn about the educational experiences of children across the United States. You can see some findings from the ECLS studies by visiting the National Center for Education Statistics web site at <http://nces.ed.gov/ecls/myeclsk2011/index.asp>. As new reports of findings are published, they will appear on the web site.

Thank you for your continued support in making the ECLS-K:2011 a success.

Sincerely,

Jack Buckley, Ph.D.
Commissioner
National Center for Education Statistics, Institute of Education Sciences

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Early Childhood Longitudinal Study-Kindergarten Class of 2010-11

PARENT ID

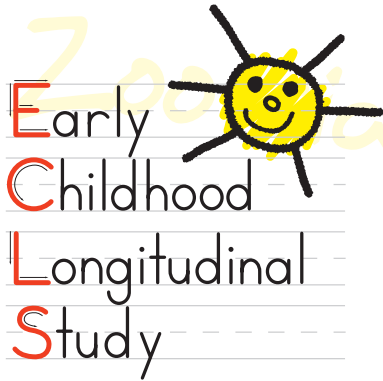
Please write your child's new home address or school name and address in the space below.

Home address: _____

School name and/or address: _____

Thank you for assisting us.

ECLS-K:2011 Staff



Kindergarten Class of 2010-11

Feliz Cumpleaños

Happy Birthday

Happy Birthday

Happy Birthday!

From everybody

at ECLS-K:2011

Joyeux Anniversaire

Hau'oli La Hanau

お誕生日おめでとうございます

生日快樂

Happy Birthday

Happy Birthday

生日快樂

Chúc mừng sinh nhật

Chúc mừng sinh

Zoo siab rau koj lub hnub yug

Zoo siab rau koj

樂

Feliz aniversário

Feliz Cumpleaños

Feliz Cumpl

Joyeux Anniversaire

Anniversaire

Hau'oli La Hanau

Hau'oli La

お誕生日おめでとうございます

生日おめでとうございます



Questions for School Coordinators

1. Paper questionnaire for the school coordinator
2. Telephone interview with the school coordinator

**INSTRUCTIONAL ORGANIZATION
SCHOOL COORDINATOR FORM**

Next year in the ECLS-K:2011, the way we gather data from teachers may change. To help determine what changes to make, we would like to know whether grade 3 students in your school are taught certain core subjects, specifically Language Arts, Mathematics, and Science, by different teachers. When the ECLS-K:2011 representative calls you in the next few weeks, it will be helpful if you can have the answers to the items below. If you have any questions about the items on this form, please discuss them with the study representative when she/he calls.

- 1. How many different teachers would a typical grade 3 student in your school have across these three subjects: Language Arts, Mathematics, and Science. (MARK ONE RESPONSE BELOW.)**
 - One teacher (**END HERE**)
 - Two different teachers (**GO TO Q2**)
 - Three different teachers (**SKIP TO Q3**)
 - Other (THE ECLS-K:2011 REPRESENTATIVE WILL ASK YOU FOR MORE DETAILS.) (**SKIP TO Q4**)

- 2. Since you answered “two different teachers,” we assume that one of the two teachers is responsible for more than one of the subjects we have named. Which subjects are typically taught by the same teacher in third grade? (MARK ONE RESPONSE BELOW AND SKIP TO Q4.)**
 - Mathematics and science
 - Language arts and mathematics
 - Language arts and science
 - Other (THE ECLS-K:2011 REPRESENTATIVE WILL ASK YOU FOR MORE DETAILS.)

- 3. Since you answered “three different teachers,” we assume that each of the three teachers is responsible for one of the subjects we have named. Is this correct? (MARK ONE RESPONSE BELOW AND GO TO Q4.)**
 - Yes, each of the three teachers is responsible for one of the following subjects: Language Arts, Mathematics, or Science.
 - No, our school has a different arrangement. (THE ECLS-K:2011 REPRESENTATIVE WILL ASK YOU FOR MORE DETAILS.)

- 4. On an average school day, does a typical grade 3 student at your school spend more time with one teacher (for example, a "homeroom teacher" or a specific subject matter teacher) than with any other teacher? (THE ECLS-K:2011 REPRESENTATIVE WILL ASK YOU FOR MORE DETAILS.)**
 - Yes
 - No

THANK YOU VERY MUCH FOR YOUR ASSISTANCE.

INSTRUCTIONAL ORGANIZATION

ECLS-K 2011 STAFF (TEAM LEADER) TELEPHONE INTERVIEW FORM

Next year in the ECLS-K:2011, the way we gather data from teachers may change. To help determine what changes to make, we would like to know whether grade 3 students in your school are taught certain core subjects, specifically Language Arts, Mathematics, and Science, by different teachers.

1. How many different teachers would a typical grade 3 student in your school have across these three subjects: Language Arts, Mathematics, and Science. (MARK ONE RESPONSE BELOW.)

- One teacher (**END HERE**)
- Two different teachers (**SKIP TO Q2**)
- Three different teachers (**SKIP TO Q3**)
- Other (**GO TO Q1a**)

1a. Please describe the arrangement for third graders at your school for these three subjects.

(SKIP TO Q4)

2. Since you answered “two different teachers,” we assume that one of the two teachers is responsible for more than one of the subjects we have named. Which subjects are typically taught by the same teacher in third grade? (MARK ONE RESPONSE BELOW.)

- Mathematics and science (**SKIP TO Q4**)
- Language arts and mathematics (**SKIP TO Q4**)
- Language arts and science (**SKIP TO Q4**)
- Other (**GO TO Q2a**)

2a. Please explain how the two teachers share or divide instruction across these three subjects.

(SKIP TO Q4)

3. Since you answered “three different teachers,” we assume that each of the three teachers is responsible for one of the subjects we have named. Is this correct? (MARK ONE RESPONSE BELOW.)

- Yes, each of the three teachers is responsible for one of the following subjects: Language Arts, Mathematics, or Science. **(SKIP TO Q4)**
- No, our school has a different arrangement. **(GO TO Q3a)**

3a. Please describe the arrangement.

(GO TO Q4)

4. On an average school day, does a typical grade 3 student at your school spend more time with one teacher (for example, a "homeroom teacher" or a specific subject matter teacher) than with any other teacher? MARK ONE RESPONSE BELOW.

- Yes **(GO TO Q4a)**
- No **(SKIP TO Q4b)**

4a. Is “home room teacher” the right term to use or is there another title you use at your school?

4b. We need to identify the teacher who could best answer questions about each grade 3 student’s social skills and classroom behavior. What would be the best way to do that?

Thank you very much for your assistance.