

Dear <NAME OF PARENT>

We have been trying to reach you on behalf of the Early Head Start Follow-up Study. This is the project you started with (FILL SITE NAME) when (FILL CHILD NAME) was a baby. The RAND Corporation, an independent non-profit research organization, is contacting families to update the study's records on the best ways to reach them in the future. Given that it has been a while since we were last in touch with you, we would like to make sure we have the best contact information for you and <NAME OF CHILD>.

We haven't heard from you yet. If you could take a few minutes now to help us update our records so we might contact you in the future that would be greatly appreciated.

Since we know that you and your family are busy, **we would like to give you \$10 as a thank you.**

There are two ways you can update your information.

- Visit our website at: [www.randsurvey.org/XXXXXX](http://www.randsurvey.org/XXXXXX)  
Your personal login information:  
Username: (FILL CASE USERNAME)  
Password: (FILL CASE PASSWORD)
- Call our toll-free number (888) 800-3748 and speak with one of our trained interviewers.

Updating your information should only take about 15 minutes. After we receive your updated contact information, we will send you \$10. All of the information you provide will be shared ONLY with researchers working on the Early Head Start Follow-up Study and kept private to the extent permitted by law.

If you have any questions about this project, please give us a call on our toll-free line, (888) 800-3748.

Thank you for supporting this important project! We hope that all is well with you, <NAME OF CHILD>, and your family.

Sincerely,

<NAME >

This collection of information is voluntary and will be used to maintain up-to-date contact information on the participants of the Early Head Start Research and Evaluation Project. Public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB number for this information collection is 0970-0388 (Exp. 10/1/15). Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Amy Madigan; ACF / OPRE, 370 L'Enfant Promenade SW, 7th floor West, Washington, DC 20447; Attn: OMB-PRA (0970-0388).