

October 14, 2011

High School Longitudinal Study of  
2009 (HSL:09)  
College Update and Transcript Field  
Test (2012)

Data Collection Communication Materials  
Appendix 1

Request for OMB Review  
OMB# 1850-0852 v.10

Submitted by

National Center for Education Statistics  
U.S. Department of Education

## TABLE OF CONTENTS

Parent/Student Brochure	3
Parent/Student College Update Brochure	3
Parent Communications	6
Parent: Initial Contact Letter	6
Parent: Subsequent Contact Letter	8
Parent: Introductions to Subsequent Contact Letter	10
Parent Postcard Reminder	11
Parent: Reminder Flyer	12
Parent: Subsequent Flyer	13
Student Communications	14
Student: Initial Contact Letter	14
Student: Subsequent Contact Letter	16
Student: Introductions to Subsequent Contact Letter	18
Student: Postcard Reminder	19
Student: Reminder Flyer	20
Student: Subsequent Flyer	21
Field Test Transcript Collection Materials	22
Transcript Request Letter Base Year Schools	22
Transcript Request Letter - Transfer Schools	24
Lead Letter Likely Additional Consent School	26
Transcript Request Cover Memo Coordinators	28
Value and Uses of Transcript Data	29
Transcript Instructions	31
Family Educational Rights and Privacy Act Regulations	33

Student Transcript Fax Test Page	41
Transcript Transmittal Fax	42
Transmittal Sheet Catalog	43
Disclosure Notice	44
Items Contained on the School Information Page	45
Transcript Active Consent Letter	50
Transcript Passive Consent Letter	52
Transcript Consent Reminder Postcard	54
Post Consent Request Letter – Active	55
Post Consent Request Letter – Passive	56
Phase 2 Request Letter	58
Transcript Request Postcard	59
NCES Transcript Reminder Letter	60
Second Follow-up Panel Maintenance Materials	61
Panel Maintenance Letter	61
Panel Maintenance Email	62
Address Update Web Form	63
Address Update Paper Form	65

---

## Parent/Student Brochure

---

### Parent/Student College Update Brochure

[Parent or Student College Update Brochure]

[HSLs Brochure Logo]

#### High School Longitudinal Study

##### Conducted for:

National Center for Education Statistics

U.S. Department of Education

Institute of Education Sciences

##### Conducted by:

RTI International

Research Triangle Park, NC

27709-2194

[Logo]

#### High School Longitudinal Study

The National Center for Education Statistics (NCES) is conducting another follow-up to the High School Longitudinal Study (HSLs). During this round of HSLs, information will be collected about teenagers' high school completion status, the status of any college applications or acceptances, and teenagers' future plans including enrolling in college, joining the military, or entering the workforce. Because your teenager was selected to participate in the previous rounds of HSLs (in the fall of 2008 and the spring of 2011), we are asking you or your teenager to provide this update.

#### Why is the study being conducted?

HSLs is being conducted in an effort to understand important issues related to how teenagers make decisions as they progress through high school and into further education or the workforce. Because these teenagers are followed over time, HSLs provides insight into:

- How does high school help shape the decisions teenagers make about their lives?
- If, when, how, and why do teenagers choose to apply to college?
- What influences teenagers to take science, technology, engineering, and math (STEM) courses and pursue STEM careers?
- How can we improve the quality of math and science education in the United States?
- How can we improve the high school experience?
- How do outcomes vary for students of different gender, race or ethnicity?
- What is the role of educational institutions in serving students with particular needs?
- How do changes in young people's lives and their teachers, families, parents, and friends influence:
  - academic, social, and interpersonal growth;
  - transitions from high school to college or the workforce; and

- teenagers' decisions about courses, majors, and careers, both in general and related to math and science?

**Who is conducting the study?**

HSLs is sponsored by NCES of the U.S. Department of Education. NCES is authorized to conduct this study under the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C., § 9543).

The study is being conducted under contract by RTI International, a nonprofit research organization based in North Carolina.

**What does participating in the study involve?**

We are asking teenagers or parents to complete a brief questionnaire that will focus on the transition from high school to college and the workforce. The questionnaire should take approximately 20 minutes to complete and covers topics such as:

- high school completion status;
- status of any college applications or acceptances; and
- college plans and preparation.

The questionnaire can be completed online or over the phone. Teenagers (or parents participating on the teenager's behalf) will be asked to provide contact information (e.g., name, address, and telephone number) for the teenager and for their parents or guardians during the interview to facilitate locating efforts in future follow-up studies.

Additionally, high school transcripts will be collected during the 2012-2013 school year.

**How many teenagers are participating in HSLs?**

Over 21,000 students from more than 940 schools have participated in HSLs.

**Do teenagers or parents have to participate?**

Participation in HSLs is entirely voluntary; however, the participation of every teenager or parent is important to ensure the completeness and accuracy of results. Through this survey, teenagers have been chosen to represent their generation; participation is critical to ensure that their – and their peers' – voices are heard. The development of valid national results depends on a high rate of participation.

**What if a teenager decides not to participate?**

Even if a parent provides permission for their teenager to participate, all of the teenagers in this study still have an individual right to decide for themselves whether or not to participate in HSLs.

**Will the responses of participants be kept confidential?**

Data collected from the teenager or parent 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 (ESRA 2002, 20 U.S.C., § 9573). The data collected will be used in analyses to understand how students decide what to do after high school.

We have implemented strict procedures to protect privacy:

- All project staff with any access to study data are liable to severe fines and imprisonment for any disclosure of individual responses.

- All electronic data are maintained in secure and protected data files, and all personally identifying information is kept in files separate from the descriptive information.
- No data released to the general public can be used to identify individual respondents, except when required by law.
- These procedures have been reviewed and approved by the federal government.

**When will the data for the study be collected?**

Data collection for HSLS will begin in June 2012. High school transcripts will be collected during the 2012-2013 school year. Additional follow-ups are planned for 2014 and beyond.

[back panel]

**The following organizations are among those that have given their support to HSLS:**

American Association of School Administrators  
American Counseling Association  
American Federation of Teachers  
Council of Chief State School Officers  
National Association of Independent Schools  
National Association of Secondary School Principals  
National Catholic Educational Association, Department of Secondary Schools  
National Center for Improving Science Education/WestED  
National Council of Teachers of Mathematics  
National Education Association  
National Parent Teacher Association  
National School Boards Association  
National Science Teachers Association

**Whom can I contact for further information about HSLS?**

For additional information, you may call **877-282-HSLS (877-282-4757)**, send e-mail to **hsls-survey@rti.org**, visit our website at **<https://surveys.nces.ed.gov/hsls>**, or contact:

*RTI Project Director:*

Mr. Dan Pratt at (919) 541-6615

*RTI Principal Investigator:*

Dr. Steven Ingels at (202) 974-7834

*NCES Project Officer:*

Dr. Laura LoGerfo at (202) 502-7402

Spring 2012

## Parent Communications

### Parent: Initial Contact Letter

[DATE]

<PARENT NAME>	Web Address:	surveys.nces.ed.gov/hsls1
<ADDR1>	Study ID:	<XXXXXXX>
<ADDR2>	Password:	<XXXXXXXX><PW_ind>
<CITY STATE ZIP>		

Dear <Parent or Guardian Name>:

In the <IF F1FT RESPONDENT: spring of 2011> < IF F1FT NONRESPONDENT ONLY: fall of 2008>, your teenager participated in the High School Longitudinal Study (HSLs). Another follow-up to the study is now underway. We are writing to ask that you or <teenagername> please complete a questionnaire that collects information about <his/her> high school completion status, the status of any college applications, and <teenagername>'s plans for the future including enrolling in college, joining the military, or entering the workforce. <<If student under 18: If <teenagername> prefers to complete the interview, please give <him/her> the enclosed letter to indicate that you have given your permission for <him/her> to participate.>> <<If student over 18: Since either you or your teenager may complete the interview, we also sent a letter to <teenagername> with <his/her> log-in information.>> The interview should take only about 20 minutes to complete.

HSLs is sponsored by the National Center for Education Statistics (NCES) of the U.S. Department of Education and will inform policymakers on how the experience of high school impacts learning as well as future educational and career pathways. This new update component should help fill an important gap in educators' knowledge of students' and parents' decision-making at this critical transition point. <teenagername>'s and your participation is voluntary, but incredibly important. <Teenagername> was selected to represent <his/her> generation, and we want to hear what <teenager> has to say about the role that high school experiences play in shaping teenagers' choices.

To complete the online survey, please log-in using the web address, study ID, and password provided at the top right of this page. If you have trouble with the online questionnaire, or would prefer to participate over the telephone, you may also complete the interview with one of our professional telephone interviewers at 1-877-282-4757. Data collected are used only for statistical purposes and may not be disclosed or used, in identifiable form for any other purpose except as required by law (ESRA 2002, 20 U.S.C., § 9573).

Endorsed by organizations such as the National Parent Teacher Association (National PTA), the National Education Association (NEA), and the American Federation of Teachers (AFT), HSLs is conducted by RTI International under contract with NCES. The enclosed brochure provides detailed information about HSLs and RTI. If you have questions about the study, please call Randy Ottem toll-free at 1-877-282-4757. If you have questions about your rights as a study participant, you may call RTI's Office for Research Protection toll-free at 1-866-214-2043. In addition, results from the first round of the study are available on the HSLs website mentioned above.

We thank you in advance for your cooperation in this important research.

Sincerely,



Jack Buckley, Commissioner  
National Center for Education Statistics

Institute of Education Sciences  
U.S. Department of Education

Enclosure:       HSLs Brochure  
                      Teenager Letter

NCES is authorized to conduct HSLs under the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C., § 9543). According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number of this information collection is 1850-0852, and the study is completely voluntary. The time required to complete this information collection is estimated to average 20 minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate or suggestions for improving the interview, please write to: U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202. If you have any comments or concerns regarding the status of your individual submission of this survey, write directly to: High School Longitudinal Study of 2009 (HSLs:09), National Center for Education Statistics, 1990 K Street NW, Washington, DC 20006.



**Parent: Subsequent Contact Letter**

[Date]

«fname» «mname» «lname» «suffix»  
«addr1»  
«addr2»  
«city», «state» «zip» «zip4»

Study ID: «caseid»  
Password: «password»<<PW\_ind>>

Dear «fname» «lname»:

<<A VARIETY OF INTRODUCTIONS WILL BE INSERTED INTO THIS LETTER WHICH CAN BE FOUND ON THE NEXT PAGE>>

<<If student under 18: If <teenagername> prefers to complete the interview, please give <teenagername> the enclosed letter to indicate that you have given your permission for <him/her> to participate. The letter explains the study and provides log-in information so <teenagername> can complete the questionnaire.>><<If student over 18: Since either you or your teenager may complete the interview, a letter has also been sent to <teenagername> with their log-in information.>> To complete the interview with one of our professional telephone interviewers, call toll-free at 1-877-282-4757. If you prefer to use the Web, log-in at <https://surveys.nces.ed.gov/hsls1/> using the study ID and password provided above. << If incentivized: We have included \$5 as a token of our appreciation. We will send <teenagername> an additional \$10 when the questionnaire is completed by you or your teenager by <DATE>. >>

HSLs is conducted by RTI International under contract with NCES. <<The enclosed brochure provides detailed information about HSLs and RTI.>> Data collected are used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (ESRA 2002, 20 U.S.C., § 9573). If you have questions about the study, please call Randy Ottem toll-free at 1-877-282-4757 or the NCES Project Officer of HSLs, Dr. Laura LoGerfo, at 202-502-7402.

Thank you in advance for making HSLs a success!



Dan Pratt  
HSLs Project Director  
RTI International

<<Enclosure: HSLs Brochure>>  
<Teenager Letter>

NCES is authorized to conduct HSLs under the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C., § 9543). According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number of this information collection is 1850-0852, and it is completely voluntary. The time required to complete this information collection is estimated to average 20 minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate or suggestions for improving the interview, please write to: U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202. If you have any comments or concerns regarding the status of your individual submission of this survey, write directly to: High School Longitudinal Study of 2009 (HSLs:09), National Center for Education Statistics, 1990 K Street NW, Washington, DC 20006.

## Parent: Introductions to Subsequent Contact Letter

### Introduction A:

We are writing to ask that you or <teenagename> to complete a 20-minute interview for the High School Longitudinal Study (HSLs). The purpose of the study is to understand the impact of the high school experience on students' learning and education and career choices and to explore the transitions from high school to college, the work force, and adulthood. By sharing your teenager's experience and opinions, your family will help educators, researchers, and policymakers better understand how the high school experience affects decisions teenagers make throughout high school and beyond. Either you or your teenager can complete the questionnaire.

### Introduction B:

By participating in the High School Longitudinal Study (HSLs), your family will help inform educators, researchers, and policymakers about the choices teenagers make and the paths teenagers take throughout high school and beyond. We would like to ask that you or <teenagename> take about 20 minutes to complete a questionnaire for HSLs. Your assistance is very much appreciated! Remember that the HSLs questionnaire can be completed by either you or <teenagename>.

### Introduction C:


You have an opportunity to help policymakers understand how the experiences teenagers have in high school impact learning and future educational and career pathways participating in the High School Longitudinal Study (HSLs). The questionnaire should take approximately 20 minutes to complete. The purpose of the study is to explore the transitions from high school to college, the work force, and adulthood. To make participation as easy as possible, the questionnaire is designed so that it can be completed by either <teenager name> or <his/her> parent.

### Introduction D:

We are writing today to ask that you or <teenagename> complete a questionnaire for the High School Longitudinal Study (HSLs). We're interested to know what <teenagename> has decided to do after high school. The data collected by HSLs will help educators, policymakers and researchers understand the different paths that teenagers take through high school and into higher education, the workforce, or the military. The survey takes about 20 minutes to complete, but the results of the study will inform educators, policymakers and researchers for years to come. Either you or <teenagename> can complete the interview.

### Introduction E:

The High School Longitudinal Study (HSLs) is drawing to a close, and we still need your participation! Please ask <teenagename> to log-in to complete the HSLs questionnaire before <DATE>. If <teenagename> cannot participate in this important research, you can complete the questionnaire yourself. By doing so, you or <teenagename> will be contributing to a study that will influence how educators, researchers, and policymakers improve education in the United States. HSLs is interested in learning what <teenagename> will be doing after high school. The results of this research may be used to analyze and improve education policies and practices, so your input is especially important. If <teenagename> does not participate, you can complete the questionnaire yourself.

 <p style="text-align: center;"><b>High School Longitudinal Study</b></p>	<p>GREETINGS FROM THE HIGH SCHOOL LONGITUDINAL STUDY!!</p> <p>This is a friendly reminder to please complete your HSLs questionnaire. It will take just 20 minutes for you or &lt;teenname&gt; to provide valuable information about &lt;teenname&gt;'s plans for the future. The information will be used to understand how &lt;teenname&gt;'s educational experience helped shape &lt;his/her&gt; future decisions and will help educators, policymakers, and researchers for years to come. Either you or &lt;teenname&gt; can complete the questionnaire.</p> <p>To complete the questionnaire online, please log-in to our secure website, <a href="https://surveys.nces.ed.gov/hsls1">https://surveys.nces.ed.gov/hsls1</a>, using the information below:</p> <p style="padding-left: 40px;">Study ID = «userid» Password = «password»&lt;PW_ind&gt;</p> <p>&lt;if incentive: &lt;Teenname&gt; will receive \$10 once the questionnaire is completed as a token of our appreciation.&gt;</p> <p>If you have any questions or problems completing your web interview, or to complete the interview by telephone, please contact the HSLs help desk at 1-877-282-4757. RTI is conducting this study for the National Center for Education Statistics (NCES) of the U.S. Department of Education.</p> <p><b>Thank you!</b></p>
--	---

### Parent Postcard Reminder

## Parent: Reminder Flyer



# Reminder

«ParentName», the High School Longitudinal Study (HSLs) needs your help. Either you or <<teenager>> can complete the interview. <<Please give <teenager> the enclosed envelope to give your permission for them to complete the questionnaire.>>

<<<Teenager> has also been sent a flyer with their login information.>> We are interested in learning what «TeenName» has been up to since we last spoke with <him/her>. <<Your teen will receive \$10 after the interview is complete.>>



Please login to complete your questionnaire:

<https://surveys.nces.ed.gov/hsls1/>

Your Study ID = «caseid»

*Passwords are case sensitive,  
please enter as written.*

Your password = «password»

Or call 1-877-282-4757 to complete your interview by phone.

THANK YOU IN ADVANCE FOR PARTICIPATING!



The High School Longitudinal Study (HSLs) is a national study of teenagers who were in the ninth-grade in the fall of 2008. HSLs will follow students over time to understand what factors influence students' learning and development. RTI International is conducting this study for the National Center for Education Statistics (NCES) in the U.S. Department of Education's Institute of Education Sciences. For questions regarding the survey, please call the HSLs Help Desk at 1-877-282-4757, or you can e-mail us at [hsls-survey@rti.org](mailto:hsls-survey@rti.org).



## Parent: Subsequent Flyer

## WE NEED YOUR HELP!

«ParentName», what plans has «TeenName» made since the last time we spoke with <him/her>? Either you or <<teenname>> can let us know by completing a questionnaire for the High School Longitudinal Study (HSLs). <<Please give <<teenname>> the enclosed envelope to give your permission for <<teenname> to participate.>> <A flyer has also been sent to <teenname.>><We will send <teenname> \$10 when the interview is complete.> The study ends on October 31, 2012.



Please log in to the HSLs website to participate:

<https://surveys.nces.ed.gov/hsls1/>

Your Study ID = «caseid»

Your password = «password»

*Passwords are case sensitive,  
please enter as written.*

Or call us at 1-877-282-4757 to complete your interview by phone.



**THANK YOU IN ADVANCE FOR PARTICIPATING!**

The High School Longitudinal Study (HSLs) is a national study of teenagers who were in the ninth grade in the Fall of 2008. HSLs will follow students over time to understand what factors influence students' learning and development. RTI International is conducting this study for the National Center for Education Statistics (NCES) in the U.S. Department of Education's Institute of Education Sciences. For questions regarding the survey, please call the HSLs Help Desk at 1-877-282-4757, or you can e-mail us at [hsls-survey@rti.org](mailto:hsls-survey@rti.org).



---

## Student Communications

---

### Student: Initial Contact Letter

[DATE]

<p>&lt;TEENAGER NAME&gt; &lt;ADDR1&gt; &lt;ADDR2&gt; &lt;CITY STATE ZIP&gt;</p>	<p>Web Address: surveys.nces.ed.gov/hsls1 Study ID: &lt;XXXXXXX&gt; Password: &lt;XXXXXXXX&gt;&lt;PW_ind&gt;</p>
---	--

Dear <Teenager Name>:

In the <IF F1FT RESPONDENT: spring of 2011> <IF F1FT NONRESPONDENT ONLY: fall of 2008>, you participated in the High School Longitudinal Study (HSLs). Another follow-up to the study is now underway. We are writing to ask that you or your parent please complete a questionnaire that collects information about your high school completion status, the status of any college applications or acceptances, and your future plans including enrolling in college, joining the military, entering the workforce, or other plans.

The interview should only take about 20 minutes to complete and is sponsored by the National Center for Education Statistics (NCES) of the U.S. Department of Education's Institute of Education Sciences. HSLs will inform policymakers on how the experience of high school impacts your learning, your choices for what to do after high school, and your future. Your participation is voluntary, but is very important as you are a unique source of information about the role that the high school experience plays in shaping teenagers' interests, plans, and choices. Through this survey, you have been chosen to represent your generation; your participation is critical to ensuring your – and your friends' – voices are heard.

To complete the online survey, please log-in using the web address, study ID, and password provided at the top right of this page. If you have trouble with the online questionnaire, or would prefer to participate on the telephone, please contact one of our professional telephone interviewers at 1-877-282-4757. Data collected are used only for statistical purposes and may not be disclosed or used, in identifiable form for any other purpose except as required by law (ESRA 2002, 20 U.S.C., § 9573).

Endorsed by organizations such as the National Parent Teacher Association (National PTA), the National Education Association (NEA), and the American Federation of Teachers (AFT), HSLs is conducted by RTI International under contract with NCES. <<The enclosed brochure provides detailed information about HSLs and RTI.>> If you have questions about the study, please call Randy Ottem toll-free at 1-877-282-4757. If you have questions about your rights as a study participant, you may call RTI's Office for

Research Protection toll-free at 1-866-214-2043. In addition, results from the first round of the study are available on the HSLs website given above.

We thank you in advance for your cooperation in this important research.

Sincerely,



Jack Buckley, Commissioner  
National Center for Education Statistics  
Institute of Education Sciences  
U.S. Department of Education

<<Enclosure: HSLs Brochure>>

NCES is authorized to conduct HSLs under the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C., § 9543). According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number of this information collection is 1850-0852, and the study is completely voluntary. The time required to complete this information collection is estimated to average 20 minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate or suggestions for improving the interview, please write to: U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202. If you have any comments or concerns regarding the status of your individual submission of this survey, write directly to: High School Longitudinal Study of 2009 (HSLs:09), National Center for Education Statistics, 1990 K Street NW, Washington, DC 20006.



**Student: Subsequent Contact Letter**

[Date]

«fname» «mname» «lname» «suffix»  
«addr1»  
«addr2»  
«city», «state» «zip» «zip4»

Web address: <https://surveys.nces.ed.gov/hsls1/>  
Study ID: «caseid»  
Password: «password»«<PW\_ind>>

Dear «fname» «lname»:

&lt;&lt;A VARIETY OF INTRODUCTIONS WILL BE INSERTED INTO THIS LETTER WHICH CAN BE FOUND ON THE NEXT PAGE&gt;&gt;

To complete the interview with one of our professional telephone interviewers, call toll-free at 1-877-282-4757. If you prefer to use the Web, log on using the web address, the study ID, and password provided above. <<If teenager over 18: Since either you or your parent or guardian can complete the questionnaire, a letter was also sent to <<parent\_name>> with their login information.>> <<If incentivized: We have included \$5 with this letter as a token of our appreciation. We will send you and additional \$10 when you or your parent completes the questionnaire.>>

HSLs is conducted by RTI International under contract with NCES. <<The enclosed brochure provides detailed information about HSLs and RTI.>> Data collected are used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (ESRA 2002, 20 U.S.C., § 9573). If you have questions about the study, please call Randy Ottem toll-free at 1-877-282-4757 or the NCES Project Officer of HSLs, Dr. Laura LoGerfo, at 202-502-7402.

Thank you in advance for making HSLs a success!



Dan Pratt  
HSLs Project Director  
RTI International

&lt;&lt;Enclosure: HSLs Brochure&gt;&gt;

NCES is authorized to conduct HSLs under the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C., § 9543). According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number of this information collection is 1850-0852, and it is completely voluntary. The time required to complete this information collection is estimated to average 20 minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate or suggestions for improving the interview, please write to: U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202. If you have any comments or concerns regarding the status of your individual submission of this survey, write directly to: High School Longitudinal Study of 2009 (HSLs:09), National Center for Education Statistics, 1990 K Street NW, Washington, DC 20006.

## **Student: Introductions to Subsequent Contact Letter**

### **Introduction A:**

We are writing to ask that you please complete a 20-minute questionnaire for the High School Longitudinal Study (HSLs). The purpose of the study is to understand the impact of the high school experience on students' learning and education and career choices. We would like to know whether you are planning on attending college, entering the military, or joining the workforce. By participating, you have a unique opportunity to help researchers and policymakers understand how teenagers make decisions throughout high school and beyond. Either you or your parent may complete the questionnaire.

### **Introduction B:**

By participating in the High School Longitudinal Study (HSLs), you will help inform educators, researchers, and policymakers about the choices teenagers make and the paths teenagers take throughout high school and beyond. Please take about 20 minutes to complete a questionnaire for HSLs. Your assistance is very much appreciated! Remember that either you or your parent can complete the HSLs questionnaire.

### **Introduction C:**

You have been selected to represent your generation by participating in the High School Longitudinal Study (HSLs) and sharing your interests, plans, and choices. The questionnaire should take approximately 20 minutes to complete. The purpose of the study is to explore the transitions from high school to college, the workforce, and adulthood. Either you or your parent can complete the questionnaire.


### **Introduction D:**

We are writing today to ask that you take about 20 minutes to complete the questionnaire for the High School Longitudinal Study (HSLs). We're interested to know what you will be doing after high school. The data collected by HSLs will help researchers understand the different paths that teenagers take through high school and into higher education, the workforce, or the military. The questionnaire takes about 20 minutes to complete, but the results of the study will inform educators, policymakers and researchers for years to come. Either you or your parent can complete the questionnaire.

### **Introduction E:**

The High School Longitudinal Study (HSLs) is drawing to a close and we still need your participation! Please complete the HSLs questionnaire before <DATE>. If you cannot participate in this important research, your parent can complete the questionnaire. HSLs is interested in knowing what you will be doing after high school. By participating, you ensure that your voice and your peers' voices are heard! The information provided by you or your parent will influence decisions made by educators, researchers, and policymakers to improve education in the United States.

**Student: Postcard Reminder**

 <p><b>High School Longitudinal Study</b></p>	<p>GREETINGS FROM THE HIGH SCHOOL LONGITUDINAL STUDY!!</p> <p>This is a friendly reminder to please complete your HSLs questionnaire. It will take just 20 minutes for you or your parent to provide valuable information about your plans for the future. The information will be used to understand how your educational experience helped shape your future decisions, and will help educators, policymakers, and researchers for years to come. Either you or your parent can complete the questionnaire.</p> <p>To complete the questionnaire online, please log-in to our secure website, <a href="https://surveys.nces.ed.gov/hsls1">https://surveys.nces.ed.gov/hsls1</a>, using the information below:</p> <p style="padding-left: 40px;">Study ID = «userid» Password = «password»&lt;PW_ind&gt;</p> <p style="padding-left: 40px;">&lt;if incentive: You will receive \$10 once the questionnaire is completed as a token of our appreciation.&gt;</p> <p>If you have any questions or problems completing your web interview, or to complete the interview by telephone, please contact the HSLs help desk at 1-877-282-4757. RTI is conducting this study for the National Center for Education Statistics (NCES) of the U.S. Department of Education.</p> <p><b>Thank you!</b></p> <p>The HSLs Data Collection Team</p>
--	---

**Student: Reminder Flyer**



# Reminder

«TeenName», the High School Longitudinal Study (HSLs) wants to know what you've been up to since the last time we spoke with you. Are you working, going to college, or serving in the military? Either you or your parent may complete the questionnaire<<, so your parent has also been sent a flyer>>. <<You will receive \$10 once the interview is complete.>>



Please login to complete your interview:

<https://surveys.nces.ed.gov/hsls1/>

Your study ID = «caseid»  
 Your password = «password»

*Passwords are case sensitive,  
 please enter as written.*

Or call 1-877-282-4757 to complete your interview by phone.

**THANK YOU IN ADVANCE FOR PARTICIPATING!**



The High School Longitudinal Study (HSLs) is a national study of teenagers who were in the ninth-grade in the fall of 2008. HSLs will follow students over time to understand what factors influence students' learning and development. RTI International is conducting this study for the National Center for Education Statistics (NCES) in the U.S. Department of Education's Institute of Education Sciences. For questions regarding the survey, please call the HSLs Help Desk at 1-877-282-4757, or you can e-mail us at [hsls-survey@rti.org](mailto:hsls-survey@rti.org).



**Student: Subsequent Flyer**

## WE NEED YOUR HELP!

«TeenName», What have you been doing since the last time we spoke with you? Let us know if you've gotten a job, started college, or joined the military since we last talked to you. Either you or your parent can complete the interview for the High School Longitudinal Study (HSLs), so your parent has also been sent a flyer. We will send you \$10 when the interview is complete. The study ends on October 31, 2012.



Please log in to the HSLs website to participate:

<https://surveys.nces.ed.gov/hsls1/>

Your Study ID = «caseid»

Your password = «password»

*Passwords are case sensitive,  
please enter as written.*

Or call us at 1-877-282-4757 to complete your interview by phone.



**THANK YOU IN ADVANCE FOR PARTICIPATING!**

The High School Longitudinal Study (HSLs) is a national study of teenagers who were in the ninth-grade in the Fall of 2008. HSLs will follow teenagers over time to understand what factors influence teenagers' learning and development. RTI International is conducting this study for the National Center for Education Statistics (NCES) in the U.S. Department of Education's Institute of Education Sciences. For questions regarding the survey, please call the HSLs Help Desk at 1-877-282-4757, or you can e-mail us at [hsls-survey@rti.org](mailto:hsls-survey@rti.org).



---

## Field Test Transcript Collection Materials

---

### Transcript Request Letter Base Year Schools

<Date>

«RecipientName»

«SchoolName»

«Address1»

«Address2»

«City», «State» «Zip»

Dear «RecipientName»:

As you may recall from our previous contact with you, a sample of students from your school participated in the High School Longitudinal Study (HSLs). HSLs is sponsored by the National Center for Education Statistics (NCES) of the U.S. Department of Education, which has contracted with RTI International (RTI), an independent nonprofit research organization, to collect student transcripts for research purposes. Data will be used to provide information that will be used by Congress, researchers, and policymakers to improve the quality of education in America. Transcript data provide important information about how a student's courses and grades make a difference in their subsequent work success and college experiences. At this time, we are contacting you to request transcripts for the HSLs sample members from your school. Enclosed in this package are information about the study and instructions for preparing and transmitting the transcripts.

We have informed parents and students of the transcript collection each time we collected data for HSLs since 2008. All correspondence to parents and students contained a reference to the transcript data collection scheduled for the 2012-2013 academic year. That correspondence includes all of our parent consent forms for study participation, the study brochures and web site, the student instructions during the in-school data collection, the panel maintenance postcards sent out each year, and the telephone interview lead letters.

Collection of transcript information is on behalf of the Secretary of Education under the *Family Educational Rights and Privacy Act* (FERPA). FERPA allows the release of records to the Secretary of Education or his agents without prior written consent for the evaluation of Federal- and State-supported education programs. We have provided a copy of the relevant text from FERPA in this package.

NCES is authorized by federal law (Public Law 107-279) to conduct HSLs. Responses and student record information may be used only for statistical purposes and will not be disclosed, or used, in identifiable form for any other purpose, except as required by law (ESRA 2002, 20 U.S.C., § 9573). Data will be combined to produce statistical reports for Congress and others. No individual data (e.g., names or addresses) will be reported.



While federal law permits release of transcripts in this case without obtaining consent, we realize that some schools and districts may sometimes be bound by additional confidentiality regulations of their own. If active or implied consent from parents (if the student is under age 18) or from a student (if 18 years old or over) is required by your school for individual studies, please contact RTI toll-free at 1-866-253-1063 so that we can develop consent procedures with you that will fully meet your specific requirements.

Included with this package are instructions for preparing and transmitting transcript data to RTI. A list of students for whom transcripts are requested is posted at the secure study website listed in the box below. To access the site, you will need to log in using the username and password printed at the bottom of this letter. Also available at the website are instructions for obtaining reimbursement for the requested transcripts, should your school require it.

We prefer that you send transcripts via an electronic transmission mode, or via fax. We have included a FedEx label and envelope for you to use for sending the requested course catalogs, if needed, and you can include transcripts if no other means is possible for your school and if all personally identifiable student information has been removed from the transcripts. Please keep copies of these documents for your records in case we need to contact you about the materials.

We would appreciate receiving the requested transcript data on or before [DUE DATE]. Please do not hesitate to call us if you feel you need to have a later delivery date. If you have any questions about the HSLs transcript collection, please call our Help Desk toll-free at 1-866-253-1063 between 9 AM and 5 PM Eastern time, Monday through Friday. We can also be reached by e-mail at [hsls@rti.org](mailto:hsls@rti.org).

Thank you for your cooperation and timely attention to this matter.

Sincerely,



Jeffrey Owings, Ph.D.

Associate Commissioner, Elementary/Secondary & Libraries Studies Division  
National Center for Education Statistics  
U.S. Department of Education

Please visit the study website for more information:  
<https://surveys.nces.ed.gov/hsls1/>

To log in, enter the school ID below as your username  
and enter the password below.

Your School ID: «school\_id»

Your password: «password»

## Transcript Request Letter - Transfer Schools

<Date>

«RecipientName»  
«SchoolName»  
«Address1»  
«Address2»  
«City», «State» «Zip»

Dear «RecipientName»:

We are contacting you to request your help. The National Center for Education Statistics (NCES) of the U.S. Department of Education is conducting the High School Longitudinal Study (HSLs). This national study of high school students includes the collection of student transcript data. Transcripts provide an analytically powerful measure of students' high school curricular experience and performance that may be related both to labor market outcomes and to postsecondary educational access and attainment. HSLs data, authorized by federal law (Public Law 107-279), will be used to provide information that will be used by Congress, researchers, and policymakers to monitor and improve the quality of education. NCES has contracted with RTI International (RTI), an independent nonprofit research organization, to collect the transcript data.

Some of the students in the HSLs study sample attended your school. Your school's assistance is therefore needed to make the results of this study comprehensive, accurate, and timely. We are collecting transcript information for students who have been selected to participate in HSLs. Collecting transcripts and related information will not involve any school/classroom time for any of your current students.

We have informed parents and students of the transcript collection each time we collected data for HSLs since 2008. All correspondence to parents and students contained a reference to the transcript data collection scheduled for the 2012-2013 academic year. That correspondence includes all of our parent consent forms for study participation, the study brochures and web site, the student instructions during the in-school data collection, the panel maintenance postcards sent out each year, and the telephone interview lead letters.

Responses and student record information may be used only for statistical purposes and will not be disclosed, or used, in identifiable form for any other purpose, except as required by law (ESRA 2002, 20 U.S.C., § 9573). Data will be combined to produce statistical reports for Congress and others. No individual data (e.g., names or addresses) will be reported.

The granting of U.S. Department of Education authority for collection of the transcript data has been made pursuant to the provisions of the *Family Educational Rights and Privacy Act* (FERPA). FERPA permits the release of records to the Secretary of Education or his agents without prior written consent. We have provided a copy of the relevant text from FERPA in this package. However, while federal law permits release of transcripts in this case without obtaining consent, we realize that some schools and districts may sometimes be bound by additional confidentiality regulations of their own. If active or implied consent from parents (if the student is under age 18) or student (if 18 or over) is required by your school, please contact RTI toll-free at 1-866-253-1063 so that we can work out consent procedures with you that will fully meet your specific requirements.

Included with this package are instructions for preparing and transmitting transcript data to RTI. A list of students for whom transcripts are requested is posted at the secure study website listed in the box below. To access the site, you will need to log in using the username and password printed at the bottom of this letter.

We prefer that you send transcripts via an electronic transmission mode, or send them via fax. We have included a FedEx label and envelope for you to use for sending the requested course catalogs, if needed, and you can include transcripts if none of the electronic transmission modes or faxing is possible for your school, and as long as all personally identifiable student information has been removed from the transcripts. Please keep copies of these documents for your records in case we need to contact you about the materials.

We would appreciate receiving the requested transcript data on or before [DUE DATE]. Please do not hesitate to call us if you feel you need to have a later delivery date. If you have any questions about HSLs transcript collection, please call the Help Desk at RTI toll-free at 1-866-253-1063 between 9 AM and 5 PM Eastern time, Monday through Friday. We can be reached by e-mail at [hsls@rti.org](mailto:hsls@rti.org).

Thank you for your cooperation and timely attention to this matter.

Sincerely,



Jeffrey Owings, Ph.D.  
Associate Commissioner, Elementary/Secondary & Libraries Studies Division  
National Center for Education Statistics  
U.S. Department of Education

Please visit the study website for more information:

<https://surveys.nces.ed.gov/hsls1/>

To log in, enter the school ID below as your username  
and enter the password below.

Your School ID: «school\_id»

Your password: «password»

## Lead Letter Likely Additional Consent School

<Date>

«RecipientName»  
«SchoolName»  
«Address1»  
«Address2»  
«City», «State» «Zip»

Dear «RecipientName»:

A sample of students from your school participated in the High School Longitudinal Study (HSLs). HSLs is sponsored by the National Center for Education Statistics (NCES) of the U.S. Department of Education, which has hired RTI International (RTI), an independent nonprofit research organization, to collect transcript data. Data will be used to provide information that will be used by Congress, researchers and policymakers to improve the quality of education in America. Transcript data provide important information about how a student's courses and grades influence subsequent work success and college experiences.

Within the next few weeks, we will begin collecting transcript information for the students who have already voluntarily participated in HSLs. We will send your school a transcript request package that will include instructions for preparing and transmitting the transcripts, and a website at which you can request reimbursement of expenses incurred in providing the transcripts.

Collection of transcript information is on behalf of the Secretary of Education under the *Family Educational Rights and Privacy Act* (FERPA). FERPA allows the release of records to the Secretary of Education or his agents without prior written consent. We have provided a copy of the relevant text from FERPA in this package.

We have informed parents and students of the transcript collection as part of each of our contacts since HSLs began in 2008. All correspondence to parents and students contained a reference to the transcript data collection scheduled for the 2012-2013 academic year. That correspondence includes all of our parent consent forms for study participation, the study brochures and web site, the student instructions during the in-school data collection, the panel maintenance postcards sent out each year, and the telephone interview lead letters.

Responses and student record information may be used only for statistical purposes and will not be disclosed, or used, in identifiable form for any other purpose, except as required by law (ESRA 2002, 20 U.S.C., § 9573). Data will be combined to produce statistical reports for Congress and others. No individual data (e.g., names or addresses) will be reported.

While federal law permits release of transcripts in this case without obtaining consent, we realize that some schools and districts may sometimes be bound by additional confidentiality regulations of their own. If written or implied consent from parents (if the student is under age 18) or from students (if 18 years old or over) is required by your school for individual studies, please contact <name> (at the number below) so that we can develop consent procedures with you that will fully meet your special requirements.

We will send your school a transcript request package once we learn what your procedures are for releasing student transcripts. You can log in to the secure study website to access the names of HSLs participants who attended your school. If none of the electronic modes or faxing works for your school, you may use the included FedEx label and envelope intended for collecting course catalogs for also sending copies of the transcripts (as long as all personal information has been removed).

If you have any questions about HSLs transcript collection, please call the Help Desk at RTI toll-free at 1-866-253-1063 between 9 AM and 5 PM Eastern time, Monday through Friday. We can also be reached by mail at: Research Triangle Institute, P.O. Box 12194, Research Triangle Park, NC 27709, or by e-mail at [hsls@rti.org](mailto:hsls@rti.org).

Thank you for your cooperation.

Sincerely,

A handwritten signature in black ink that reads "Jeffrey Owings". The signature is written in a cursive style with a large initial "J" and a long, sweeping underline.

Jeffrey Owings, Ph.D.  
Associate Commissioner, Elementary/Secondary & Libraries Studies Division  
National Center for Education Statistics  
U.S. Department of Education

## Transcript Request Cover Memo Coordinators

### MEMORANDUM

**DATE:** <insert>  
**TO:** <HSLs coordinator>  
**FROM:** Jeffrey Owings, NCES  
**SUBJECT:** High School Longitudinal Study: Transcript Collection

I am contacting you about the High School Longitudinal Study (HSLs) that is being conducted by RTI for the U.S. Department of Education. We want to thank you for your school's past efforts that have contributed to the success of HSLs. We are now contacting your school to request high school transcripts for the students from your school who were selected to participate in HSLs. This part of the HSLs study is extremely important because student transcripts will provide an objective and reliable source of information about the students' educational careers and how a student's courses and grades influence future work success and college experiences.

If you are the most appropriate person to complete this request for transcripts, please review the materials in this packet. If there is someone else you think is more appropriate, please pass this request packet on to him/her at your earliest convenience. We appreciate your help to collect transcript information. Instructions for transmitting transcripts and for obtaining reimbursement for the requested transcripts, should your school require it, can be found on the study website: <https://surveys.nces.ed.gov/hsls1/>.

If there are any questions, please contact RTI toll-free at 1-866-253-1063. We will be calling you soon to see if you have any questions.

Thank you very much for your assistance.

Enclosures

## Value and Uses of Transcript Data

### Value and Uses of Transcript Data

The High School Longitudinal Study (HSLs) transcript study extends the time line for an invaluable series of high school transcript collections conducted by the U.S. Department of Education's National Center for Education Statistics (NCES). NCES transcript studies have been conducted both in connection with the National Assessment of Educational Progress, and the Center's high school longitudinal studies dating back to 1982. These transcript studies can be used to understand the coursetaking and grades of graduating seniors from 1982, and, with the addition of HSLs, through 2013, and to support trend comparisons over the last three decades.

High school transcripts provide immense value to researchers and policymakers as objective, reliable measures of students' educational experiences. In the course of the first major NCES transcript study (in *High School and Beyond*, 1982), a methodological comparison was made of student self-reports and school records. This comparison (Fetters, Stowe and Owings, 1984) established that with respect to level of detail, accuracy and completeness, transcript data are vastly superior to student self-reports of exposure to learning situations and grades received. Transcript components of longitudinal studies such as HS&B, NELS:88, ELS:2002, and HSLs permit the measurement of high school program and course effects on post-high school outcomes in both the labor force and postsecondary education.

The HSLs transcript files will contain a wealth of information about each student's full high school career. Coursetaking histories include the term, credits earned, and grades received. Additional information is compiled concerning GPA and reason student left the school (graduation, transfer, and so on). Summary variables permit analysts to account for the level or difficulty of coursework in each subject; these "pipeline" measures help to capture the breadth and depth of each student's coursetaking history. The coupling of transcript data with course offerings data will make it possible to relate students' coursetaking choices to their opportunities, and to investigate how curriculum structure influences student course choices and how curriculum affects achievement.

Because HSLs also contains student questionnaire data from grades 9 and 11—as well as reports from teachers, parents, high school counselors and administrators—coursetaking data can be analyzed in context. This contextual information encompasses each student's home background, various school-level factors, tested achievement, and each student's plans, attitudes and expectations. Some examples of findings from past NCES transcript studies may help to clarify the kind of information the transcript studies make available—both in conjunction with each other, as a trend line; and in conjunction with longitudinal outcomes (such as achievement gain, and entry into and completion of postsecondary education).

- One of the strongest predictors of postsecondary completion (e.g., B.A. attainment) is the rigorousness or academic intensity of high school curriculum completed (Adelman, 2006).
- Based on the senior classes of 1982, 1992, and 2004, high school graduates' completion of mathematics courses increased over time. Graduates came closer to taking 4 full years of academic coursework in mathematics, moving from, on average, 2.7 total credits in mathematics in 1982 to 3.6 total credits in 2004. In addition, graduates shifted from taking lower level mathematics courses to taking more advanced courses (Dalton et al. 2007).

- Based on the same cohorts, the average number of science credits increased from 2.2 science credits in 1982 to 3.3 science credits in 2004 (Dalton et al. 2007).
- For the high school cohort of 2002 sophomores, re-tested in math two years later, the percentage of students with an understanding of simple problem solving skills grew from 53 to 65 percentage points over the last two years of high school. However, 96 percent of students in the sample left high school without proficiency in the most advanced skills, such as solving multistep word problems (Bozick and Ingels, 2008). The greatest gains were made by students who followed the more advanced course sequences and had completed at least precalculus.
- The rate at which students completed advanced-level high school mathematics courses had a direct bearing on whether or not they enrolled in a 4-year college within two years of high school graduation. This relationship was especially evident for students who were the first generation in their families to enroll in higher education (Horn & Nunez, 2000).

Transcript data are subject to the same stringent confidentiality standards of non-disclosure of respondent identities as are all other components of the NCES data sets. In other words, the data 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 (Public Law 107-29, Section 183).

## References

Adelman, Clifford. (2006). *The Toolbox Revisited: Paths to Degree Completion From High School Through College*. Washington, DC: U.S. Department of Education.

Bozick, Robert, and Ingels, Steven J. (2008). *Mathematics Coursetaking and Achievement at the End of High School*. Washington, DC: National Center for Education Statistics. (NCES 2008-319).

Dalton, Ben, Ingels, Steven J., Downing, Jane, and Bozick, Robert. (2007). *Advanced Mathematics and Science Coursetaking in the Spring High School Senior Classes of 1982, 1992, and 2004*. Washington, DC: National Center for Education Statistics (NCES 2007-312).

Fetters, William, Stowe, Peter, and Owings, Jeffrey. (1984). *Quality of Responses of High School Students to Questionnaire Items*. Washington, DC: National Center for Education Statistics. (NCES 84-216)

Horn, Laura, and Nunez, Amy. (2000). *Mapping the Road to College: First-Generation Students' Math Track, Planning Strategies, and Context of Support*. Washington, DC: National Center for Education Statistics. (NCES 2000-153)



## Transcript Instructions

There are 4 primary steps for providing data. You will need to access the secure study website at <https://surveys.nces.ed.gov/hsls1>. Log in using the username and password printed at the bottom of the letter you received from RTI.

*NOTE: You will need your username and password each time you log in to the website.*

### 1 Complete the School Information page

On this page, you will need to provide or confirm selected information about your school including GPA scale and grading system. This page is accessible from the Main Menu. If you prefer to provide the information on a paper form, please fill out the one that is enclosed in this packet.

### 2 Complete the Transcript Data Transmission page

Each student's name, study ID number, and date of birth will be listed on the transmission page. Please check the box next to each student whose transcript you are sending and select the mode of submission. If you are unable to provide a transcript, please enter the reason in the space provided—for example, "No record of student's attendance" or "Transcript cannot be located." Please print and retain a copy for your records.

*NOTE: You must complete the Transcript Data Transmission webpage prior to sending transcript data, so that we may verify receipt of all transcript data submitted. Once you have sent the transcript data, click Submit. This page is accessible from the Main Menu.*

### 3 Transmit Transcript Data

A number of options are available for transmitting transcript data to RTI. Each is described below.

**Uploading to the Secure Study Website:** Uploading electronic transcript data directly to the secure website is the preferred method for sending transcript data. If your transcript data are not in an electronic format, we ask that you or a programmer from your school create data files that we can process using the file specifications available from the link entitled "Upload transcript data in CSV or fixed-width format" on the Transcript Data Transmission page available from the Main Menu. However, if you are unable to reformat the transcript data to match the file specifications, we will accept them in their existing electronic format.

**Sending Transcript Data as an Encrypted Attachment by Electronic Mail:** If you choose to use electronic mail (e-mail) to submit student transcript data, the attachment containing the data will need to be encrypted, using software such as SecureZIP (select the option Use FIPS 140 Mode), to ensure they are transmitted securely. SecureZIP can be downloaded free of charge from the website: <http://www.securezip.com>. Detailed instructions for downloading and using SecureZIP can be accessed from the link "E-mail transcript data as an encrypted attachment." If you choose to use encryption software other than SecureZIP, please contact the Help Desk to ensure that the software complies with our security standards.

Once the attachment is encrypted, send to [hsls@rti.org](mailto:hsls@rti.org) and include the file names and descriptions. If you need assistance with this process, please contact the Help Desk toll-free at 1-866-253-1063 or via e-mail at [hsls@rti.org](mailto:hsls@rti.org).

**Sending Transcript Data by Secure File Transfer Protocol (SFTP):** If you choose to submit

transcript data using the sFTP site, please contact the Help Desk to obtain the sFTP site location and your username and password. The Help Desk may be reached toll-free at 1-866-253-1063 or via e-mail at [hsls@rti.org](mailto:hsls@rti.org). Additional instructions on how to perform the data transfer via sFTP may be accessed from the link "Send transcript data by secure File Transfer Protocol (sFTP)." After you have successfully uploaded your files to the sFTP server, please send an e-mail to [hsls@rti.org](mailto:hsls@rti.org) with the names of the files and their structure.

**Sending Transcript Data via the SPEEDE Server:** If you are a registered user of the SPEEDE server at the University of Texas at Austin and wish to use it to send your transcripts, please select School Code "RTIIES" with School Name "RTI Intl Educ Studies Div" as the transcript recipient.

**Faxing Hard Copy Transcripts:** If your school is unable to provide the transcript data electronically via any of the methods previously mentioned, you may fax transcripts to our secure fax machine at <number>. First, fax the Student Transcript Fax Test Page included in your school packet, with your name, telephone number, and fax number, to ensure that the transfer is working correctly. We will then confirm that we successfully received the test page. The confirmation is typically a return fax, but in some instances it is a phone call. If you do not receive confirmation within 15 minutes, please contact the fax help line at 1-866-253-1063. Once you receive confirmation, fax the completed Student Transcript Fax Transmittal Sheet along with the transcripts. If you do not have the fax test page or transmittal sheet, you may print a copy from the link "Fax hard copy transcripts."

**Sending Redacted Transcripts via FedEx:** If your school is unable to provide the transcript data via any of the other methods, you may send them via FedEx at no cost to you after redacting each student's personally identifiable information and writing his/her study ID on the transcript. Please refer to the website link "Sending redacted transcripts via FedEx" for instructions.

Once you have sent the transcript data, click Submit on the Transcript Data Transmission page.

## 4 Provide Requested Course Catalogs or Course Descriptions

Once transcript data are received, the individual courses reported in the transcript data will be coded using a common classification system, the National Center for Education Statistics' (NCES) Classification of Secondary School Courses (CSSC). Course catalogs (also referred to as course descriptions) are used as a resource in this process. If we need a course catalog from your school, there will be a Catalog Transmittal Sheet in your packet. It includes a list of the catalogs requested and instructions for sending them to RTI. If you do not find a Catalog Transmittal Sheet in your packet, then no catalogs are needed from your school at this time.

## Family Educational Rights and Privacy Act Regulations

### Family Educational Rights and Privacy Act Regulations

34 CFR Part 99

#### Subpart A—General

##### Section

99.1 To which educational agencies or institutions do these regulations apply?

99.2 What is the purpose of these regulations?

99.3 What definitions apply to these regulations?

99.4 What are the rights of parents?

99.5 What are the rights of students?

99.7 What must an educational agency or institution include in its annual notification?

99.8 What provisions apply to records of a law enforcement unit?

#### Subpart B—What Are the Rights of Inspection and Review of Education Records?

##### Section

99.10 What rights exist for a parent or eligible student to inspect and review education records?

99.11 May an educational agency or institution charge a fee for copies of education records?

99.12 What limitations exist on the right to inspect and review records?

#### Subpart C—What Are the Procedures for Amending Education Records?

##### Section

99.20 How can a parent or eligible student request amendment of the student's education records?

99.21 Under what conditions does a parent or eligible student have the right to a hearing?

99.22 What minimum requirements exist for the conduct of a hearing?

#### Subpart D—May an Educational Agency or Institution Disclose Personally Identifiable Information From Education Records?

##### Section

99.30 Under what conditions is prior consent required to disclose information?

99.31 Under what conditions is prior consent not required to disclose information?

99.32 What recordkeeping requirements exist concerning requests and disclosures?

99.33 What limitations apply to the redisclosure of information?

99.34 What conditions apply to disclosure of



information to other educational agencies or institutions?

99.35 What conditions apply to disclosure of information for Federal or State program purposes?

99.36 What conditions apply to disclosure of information in health and safety emergencies?

99.37 What conditions apply to disclosing directory information?

99.38 What conditions apply to disclosure of information as permitted by State statute adopted after November 19, 1974 concerning the juvenile justice system?

99.39 What definitions apply to the nonconsensual disclosure of records by postsecondary educational institutions in connection with disciplinary proceedings concerning crimes of violence or non-forcible sex offenses?

## Subpart E - What are the Enforcement Procedures?

### Section

99.60 What functions has the Secretary delegated to the Office and to the Office of Administrative Law Judges?

99.61 What responsibility does an educational agency or institution have concerning conflict with State or local laws?

99.62 What information must an educational agency or institution submit to the Office?

99.63 Where are complaints filed?

99.64 What is the complaint procedure?

99.65 What is the content of the notice of complaint issued by the Office?

99.66 What are the responsibilities of the Office in the enforcement process?

99.67 How does the Secretary enforce decisions?

AUTHORITY: 20 U.S.C. 1232g unless otherwise noted.

## PART 99 – FAMILY EDUCATIONAL RIGHTS AND PRIVACY

The authority citation for part continues to read as follows:

Authority: 20 U.S.C. 1232g, unless otherwise noted.

### Subpart A—General

*§ 99.1 To which educational agencies or institutions do these regulations apply?*

(a) Except as otherwise noted in § 99.10, this part applies to an educational agency or institution to which funds have been made available under any program administered by the Secretary, if—

(1) The educational institution provides educational services or instruction, or both, to students; or

(2) The educational agency is authorized to direct and control public elementary or secondary, or postsecondary educational institutions.

(b) This part does not apply to an educational agency or institution solely because students attending that agency or institution receive non-monetary benefits under a program referenced in paragraph (a) of this section, if no funds under that program are made available to the agency or institution.

on the contested information in the record or stating why he or she disagrees with the decision of the agency or institution, or both.

(c) If an educational agency or institution places a statement in the education records of a student under paragraph (b)(2) of this section, the agency or institution shall:

(1) Maintain the statement with the contested part of the record for as long as the record is maintained; and

(2) Disclose the statement whenever it discloses the portion of the record to which the statement relates.

(Authority: 20 U.S.C 1232g(a)(2))

### *§ 99.22 What minimum requirements exist for the conduct of a hearing?*

The hearing required by § 99.21 must meet, at a minimum, the following requirements:

(a) The educational agency or institution shall hold the hearing within a reasonable time after it has received the request for the hearing from the parent or eligible student.

(b) The educational agency or institution shall give the parent or eligible student notice of the date, time, and place, reasonably in advance of the hearing.

(c) The hearing may be conducted by any individual, including an official of the educational agency or institution, who does not have a direct interest in the outcome of the hearing.

(d) The educational agency or institution shall give the parent or eligible student a full and fair opportunity to present evidence relevant to the issues raised under § 99.21. The parent or eligible student may, at their own expense, be assisted or represented by one or more individuals of his or her own choice, including an attorney.

(e) The educational agency or institution shall make its decision in writing within a reasonable period of time after the hearing.

(f) The decision must be based solely on the evidence presented at the hearing, and must include a summary of the evidence and the reasons for the decision.

(Authority: 20 U.S.C 1232g(a)(2))

### **Subpart D—May an Educational Agency or Institution Disclose Personally Identifiable Information From Education Records?**

#### *§ 99.30 Under what conditions is prior consent required to disclose information?*

(a) The parent or eligible student shall provide a signed and dated written consent before an educational agency or institution discloses personally identifiable information from the student's education records, except as provided in § 99.31.

(b) The written consent must:

(1) Specify the records that may be disclosed;

(2) State the purpose of the disclosure; and

(3) Identify the party or class of parties to whom the disclosure may be made.

(c) When a disclosure is made under paragraph

(a) of this section:

(1) If a parent or eligible student so requests, the educational agency or institution shall provide him or her with a copy of the records disclosed; and

(2) If the parent of a student who is not an

eligible student so requests, the agency or institution shall provide the student with a copy of the records disclosed.

(Authority: 20 U.S.C 1232g (b)(1) and (b)(2)(A))

**§ 99.31 Under what conditions is prior consent not required to disclose information?**

(a) An educational agency or institution may disclose personally identifiable information from an education record of a student without the consent required by § 99.30 if the disclosure meets one or more of the following conditions:

(1) The disclosure is to other school officials, including teachers, within the agency or institution whom the agency or institution has determined to have legitimate educational interests.

(2) The disclosure is, subject to the requirements of § 99.34, to officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll.

(3) The disclosure is, subject to the requirements of § 99.35, to authorized representatives of—

(i) The Comptroller General of the United States;

(ii) The Attorney General of the United States;

(iii) The Secretary; or

(iv) State and local educational authorities.

(4)(i) The disclosure is in connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to:

(A) Determine eligibility for the aid;

(B) Determine the amount of the aid;

(C) Determine the conditions for the aid; or

(D) Enforce the terms and conditions of the aid.

(ii) As used in paragraph (a)(4)(i) of this section, "financial aid" means a payment of funds provided to an individual (or a payment in kind of tangible or intangible property to the individual) that is conditioned on the individual's attendance at an educational agency or institution.

(Authority: 20 U.S.C 1232g(b)(1)(D))

(5)(i) The disclosure is to State and local officials or authorities to whom this information is specifically—

(A) Allowed to be reported or disclosed pursuant to a State statute adopted before November 19, 1974, if the allowed reporting or disclosure concerns the juvenile justice system and the system's ability to effectively serve the student whose records are released; or

(B) Allowed to be reported or disclosed pursuant to a State statute adopted after November 19, 1974, subject to the requirements of § 99.38.

(ii) Paragraph (a)(5)(1) of this section does not prevent a State from further limiting the number or type of State or local officials to whom disclosures may be made under that paragraph.

(6)(i) The disclosure is to organizations conducting studies for, or on behalf of, educational agencies or institutions to:

A) Develop, validate, or administer predictive tests;

(B) Administer student aid programs; or

(C) Improve instruction.

(ii) The agency or institution may disclose in

formation under paragraph (a)(6)(i) of this section only if:

(A) The study is conducted in a manner that does not permit personal identification of parents and students by individuals other than representatives of the organization; and

(B) The information is destroyed when no longer needed for the purposes for which the study was conducted.

(iii) If this Office determines that a third party outside the educational agency or institution to whom information is disclosed under this paragraph (a)(6) violates paragraph (a)(6)(ii)(B) of this section, the educational agency or institution may not allow that third party access to personally identifiable information from education records for at least five years.

(iv) For the purposes of paragraph (a)(6) of this section, the term "organization" includes, but is not limited to, Federal, State, and local agencies, and independent organizations.

(7) The disclosure is to accrediting organizations to carry out their accrediting functions.

(8) The disclosure is to parents, as defined in § 99.3, of a dependent student, as defined in section 152 of the Internal Revenue Code of 1986.

(9)(i) The disclosure is to comply with a judicial order or lawfully issued subpoena.

(ii) The educational agency or institution may disclose information under paragraph (a)(9)(i) of this section only if the agency or institution makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance, so that the parent or eligible student may seek protective action, unless the disclosure is in compliance with—

(A) A Federal grand jury subpoena and the court has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed; or

(B) Any other subpoena issued for a law enforcement purpose and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed.

(iii) (A) If an educational agency or institution initiates legal action against a parent or student, the educational agency or institution may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for the educational agency or institution to proceed with the legal action as plaintiff.

(B) If a parent or eligible student initiates legal action against an educational agency or institution, the educational agency or institution may disclose to the court, without a court order or subpoena, the student's education records that are relevant for the educational agency or institution to defend itself.

(10) The disclosure is in connection with a health or safety emergency, under the conditions described in § 99.36.

(11) The disclosure is information the educational agency or institution has designated as "directory information," under the conditions described in § 99.37.

(12) The disclosure is to the parent of a student who is not an eligible student or to the student.

(13) The disclosure, subject to the requirements in § 99.39, is to a victim of an alleged perpetrator of a crime of violence or a nonforcible sex offense. The disclosure may only include the final results of the disciplinary proceeding conducted by the institution of postsecondary education with respect to that alleged crime or offense. The institution may disclose the final results of the disciplinary proceeding, regardless of whether the institution concluded a violation was committed.

(14)(i) The disclosure, subject to the requirements in § 99.39, is in connection with a disciplinary proceeding at an institution of

postsecondary education. The institution must not disclose the final results of the disciplinary proceeding unless it determines that—

(A) The student is an alleged perpetrator of a crime of violence or nonforcible sex offense; and

(B) With respect to the allegation made against him or her, the student has committed a violation of the institution's rules or policies.

(ii) The institution may not disclose the name of any other student, including a victim or witness, without the prior written consent of the other student.

(iii) This section applies only to disciplinary proceedings in which the final results were reached on or after October 7, 1998.

(15)(i) The disclosure is to a parent of a student at an institution of postsecondary education regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance if—

(A) The institution determines that the student has committed a disciplinary violation with respect to that use or possession; and

(B) The student is under the age of 21 at the time of the disclosure to the parent.

(ii) Paragraph (a)(15) of this section does not supersede any provision of State law that prohibits an institution of postsecondary education from disclosing information.

(b) Paragraph (a) of this section does not forbid an educational agency or institution from disclosing, nor does it require an educational agency or institution to disclose, personally identifiable information from the education records of a student to any parties under paragraphs (a)(1) through (11), (13), (14), and (15) of this section.

(Authority: 20 U.S.C 1232g(a)(5)(A), (b)(1), (b)(2)(B), (b)(6), (h) and (i))

**§ 99.32 What recordkeeping requirements exist concerning requests and disclosures?**

(a)(1) An educational agency or institution shall maintain a record of each request for access to and each disclosure of personally identifiable information from the education records of each student.

(2) The agency or institution shall maintain the record with the education records of the student as long as the records are maintained.

(3) For each request or disclosure the record must include:

(i) The parties who have requested or received personally identifiable information from the education records; and

(ii) The legitimate interests the parties had in requesting or obtaining the information.

(b) If an educational agency or institution discloses personally identifiable information from an education record with the understanding authorized under § 99.33(b), the record of the disclosure required under this section must include:

(1) The names of the additional parties to which the receiving party may disclose the information on behalf of the educational agency or institution; and

(2) The legitimate interests under § 99.31 which each of the additional parties has in requesting or obtaining the information.

(c) The following parties may inspect the record relating to each student:

(1) The parent or eligible student.



(2) The school official or his or her assistants who are responsible for the custody of the records.

(3) Those parties authorized in § 99.31(a)(1) and (3) for the purposes of auditing the record-keeping procedures of the educational agency or institution.

(d) Paragraph (a) of this section does not apply if the request was from, or the disclosure was to:

- (1) The parent or eligible student;
- (2) A school official under § 99.31 (a)(1);
- (3) A party with written consent from the parent or eligible student;
- (4) A party seeking directory information; or
- (5) A party seeking or receiving the records as directed by a Federal grand jury or other law enforcement subpoena and the issuing court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed.

(Approved by the Office of Management and Budget under control number 1880-0508)

(Authority: 20 U.S.C 1232g(b)(1) and (b)(4)(A))

### ***§ 99.33 What limitations apply to the redisclosure of information?***

(a)(1) An educational agency or institution may disclose personally identifiable information from an education record only on the condition that the party to whom the information is disclosed will not disclose the information to any other party without the prior consent of the parent or eligible student.

(2) The officers, employees, and agents of a party that receives information under paragraph (a)(1) of this section may use the

information, but only for the purposes for which the disclosure was made.

(b) Paragraph (a) of this section does not prevent an educational agency or institution from disclosing personally identifiable information with the understanding that the party receiving the information may make further disclosures of the information on behalf of the educational agency or institution if:

- (1) The disclosures meet the requirements of § 99.31; and
- (2) The educational agency or institution has complied with the requirements of § 99.32(b).

(c) Paragraph (a) of this section does not apply to disclosures made to parents of dependent students under § 99.31(a)(8), to disclosures made pursuant to court orders, lawfully issued subpoenas, or litigation under § 99.31(a)(9), to disclosures of directory information under § 99.31(a)(11), to disclosures made to a parent or student under § 99.31(a)(12), to disclosures made in connection with a disciplinary proceeding under § 99.31(a)(14), or to disclosures made to parents under § 99.31(a)(15).

(d) Except for disclosures under § 99.31(a)(9), (11) and (12), an educational agency or institution shall inform a party to whom disclosure is made of the requirements of this section.

(e) If this Office determines that a third party improperly rediscloses personally identifiable information from education records in violation of § 99.33(a) of this section, the educational agency or institution may not allow that third party access to personally identifiable information from education records for at least five years.

(Authority: 20 U.S.C 1232g(b)(4)(B))

**§ 99.34 What conditions apply to disclosure of information to other educational agencies or institutions?**

(a) An educational agency or institution that discloses an education record under § 99.31(a)(2) shall:

(1) Make a reasonable attempt to notify the parent or eligible student at the last known address of the parent or eligible student, unless:

(i) The disclosure is initiated by the parent or eligible student; or

(ii) The annual notification of the agency or institution under § 99.7 includes a notice that the agency or institution forwards education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll:

(2) Give the parent or eligible student, upon request, a copy of the record that was disclosed; and

(3) Give the parent or eligible student, upon request, an opportunity for a hearing under Subpart C.

(b) An educational agency or institution may disclose an education record of a student in attendance to another educational agency or institution if:

(1) The student is enrolled in or receives services from the other agency or institution; and

(2) The disclosure meets the requirements of paragraph (a) of this section.

(Authority: 20 U.S.C 1232g(b)(1)(B))

**§ 99.35 What conditions apply to disclosure of information for Federal or State program purposes?**

(a) The officials listed in § 99.31(a)(3) may have access to education records in connection with an audit or evaluation of Federal or State supported education programs, or for the enforcement of or compliance with Federal legal requirements which relate to those programs.

(b) Information that is collected under paragraph (a) of this section must:

(1) Be protected in a manner that does not permit personal identification of individuals by anyone except the officials referred to in paragraph (a) of this section; and

(2) Be destroyed when no longer needed for the purposes listed in paragraph (a) of this section.

(c) Paragraph (b) of this section does not apply if:

(1) The parent or eligible student has given written consent for the disclosure under § 99.30; or

(2) The collection of personally identifiable information is specifically authorized by Federal law.

(Authority: 20 U.S.C 1232g(b)(3))

**§ 99.36 What conditions apply to disclosure of information in health and safety emergencies?**

(a) An educational agency or institution may disclose personally identifiable information from an education record to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

(b) Nothing in the Act or this part shall prevent an educational agency or institution from—

(1) Including in the education records of a student appropriate information

## Student Transcript Fax Test Page

### Student Transcript Fax Test Page <numeric project code>

School ID#: «School\_ID»

Name of Sender: \_\_\_\_\_

Date: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Fax number: \_\_\_\_\_

#### **Instructions:**

Please fax this document to <toll-free number> as a test page.

You will receive a confirmation that we received your fax. Once you receive our confirmation that we received your test fax, please fax the completed Student Transcript Fax Transmittal Sheet that you received in your packet and your students' transcripts to the same number.

If you need assistance, please contact our Help Desk at <toll-free number>.

## Transcript Transmittal Fax

### Student Transcript Fax Transmittal Sheet <numeric project code>

School ID#: «School\_ID»

Name of Sender: \_\_\_\_\_

Date: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Fax number: \_\_\_\_\_

Number of pages: \_\_\_\_\_

Number of sampled students: «tot\_cnt»

Number of students whose transcripts you are sending: \_\_\_\_\_

Number of transcripts you are sending (there could be multiple per student): \_\_\_\_\_

#### Instructions:

**Be sure that you have faxed the Student Transcript Fax Test Page and been contacted to confirm its receipt before sending this page or the transcripts.**

If a student transferred to your school from another high school, please also send copies of any transcripts that you have from other high schools (unless that information is already included on the transcript from your school).

Once you have filled out the top of this document, please fax it and student transcripts to <toll-free number>.

If you need assistance, please contact our Help Desk at 1-866-253-1063.

**Transmittal Sheet Catalog**  
**Course Catalog (Course Description) Transmittal Sheet**  
 <numeric project code>

School ID#: «School\_ID»  
 Name of Sender: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Telephone number: \_\_\_\_\_

In order to properly code the transcript data we will receive for your students, we need to obtain a copy of your school's course catalogs, bulletins, or other materials that describe the course offerings for each academic year listed below.

<cat\_yr\_needed> <level>  
 <cat\_yr\_needed> <level>  
 <cat\_yr\_needed> <level>  
 <cat\_yr\_needed> <level>

**Instructions:**

If the catalog(s) exist electronically, please send an e-mail to [hsls@rti.org](mailto:hsls@rti.org) and either direct us to the catalog(s) online or send the catalog(s) as an attachment. If you need to send hard copy catalogs, please place check marks in the appropriate columns below to indicate the types of course catalogs you are sending for each year. Please do not send catalogs for which "not needed" appears. Please keep a copy of this completed sheet for your records and send the original to RTI with the catalogs using the FedEx materials provided.

Academic Year	Type of catalog provided <i>(please place checks or comments as appropriate)</i>	
	General	Other type/program <i>(please specify)</i>
2008-2009		
2009-2010		
2010-2011		
2011-2012		
Other year		

## Disclosure Notice

### DISCLOSURE NOTICE

A copy of the transcript for this student has been provided to RTI International, a nonprofit research organization and agent for the U.S. Department of Education, National Center for Education Statistics. This disclosure statement fulfills the requirements of 34 CFR 99.32(a) pursuant to the *Family Educational Rights and Privacy Act* (FERPA) (20 U.S.C. 1232g).

The transcript was requested for the High School Longitudinal Study (HSLs), a longitudinal study of fall 2008 ninth-grade students. NCES is authorized by federal law (Public Law 107-279) to conduct HSLs. RTI International is conducting the study for NCES. Responses and student record information may be used only for statistical purposes and will not be disclosed, or used, in identifiable form for any other purpose, except as required by law (ESRA 2002, 20 U.S.C., § 9573). Data will be combined to produce statistical reports for Congress and others. No individual data (e.g., names or addresses) will be reported.

OMB # 1850-0852

Expiration Date: <insert date>

**Items Contained on the School Information Page**  
**Items Contained on the School Information Page**  
**High School Longitudinal Study (HSL) Transcript Collection**

Preparer's name \_\_\_\_\_  
 Preparer's title \_\_\_\_\_  
 Preparer's telephone number \_\_\_\_\_  
 Date prepared \_\_\_\_\_

Your answers to the items below will help us analyze the transcripts. [Print only on paper form: If possible, we ask that you visit the study website <website url>, login with the username and password provided on the letter you received with this document, and complete this form online. If that is not possible, please complete this hardcopy form and send to RTI using the enclosed shipping materials.]

1. Please specify below your school's grade scale (the percentage equivalent of each letter grade). Select Grade Scale 1, Grade Scale 2, or Other Grade Scale and then fill in the percentages your school uses.

Grade Scale 1	Grade Scale 2	Other Grade Scale
A= ____% to ____%	A+= ____% to ____%	
B= ____% to ____%	A = ____% to ____%	
C= ____% to ____%	A- = ____% to ____%	
D= ____% to ____%	B+= ____% to ____%	
F= ____% to ____%	B = ____% to ____%	
pass/satisfactory = ____% to ____%	B- = ____% to ____%	
fail/unsatisfactory= ____% to ____%	C+= ____% to ____%	
	C = ____% to ____%	
	C- = ____% to ____%	
	D+= ____% to ____%	
	D = ____% to ____%	
	D- = ____% to ____%	
	F = ____% to ____%	
	pass/satisfactory = ____% to ____%	
	fail/unsatisfactory= ____% to ____%	

2. If your school weights certain courses or programs (such as Advanced Placement or honors), please specify the system you use below.

<text box>

3. Is any of the information below unavailable at your school and consequently not included on or with the transcripts you are providing? Check off each piece of information that is unavailable. Please attempt to retrieve any information not routinely included on transcripts at your school from

other sources, such as student records, and provide only the requested information by writing it on each student's transcript photocopy or printout or by sending copies of additional documents.

Student-level information:

- \_\_\_\_\_ date student left school
- \_\_\_\_\_ reason student left school (graduated, transferred, dropped out, etc.)
- \_\_\_\_\_ type of diploma awarded (standard diploma, GED, certificate of attendance, etc.)
- \_\_\_\_\_ date diploma was awarded
- \_\_\_\_\_ GPA
- \_\_\_\_\_ standardized test scores for the PSAT, SAT, ACT, and Advanced Placement tests
- \_\_\_\_\_ date the test was taken for the PSAT, SAT, ACT, and Advanced Placement tests

Coursetaking histories for grades 9 through 12\* including:

- \_\_\_\_\_ course title
- \_\_\_\_\_ course number
- \_\_\_\_\_ year course was taken
- \_\_\_\_\_ grade level course was taken
- \_\_\_\_\_ term course was taken
- \_\_\_\_\_ number of credits earned for each course taken
- \_\_\_\_\_ grade assigned

\*If coursetaking histories prior to 9th grade are available, we would be grateful for their inclusion as well. There is keen interest, in particular, in identifying students who have taken algebra or geometry prior to 9th grade.

4. **Please specify below how your school calculates Grade Point Average (GPA), including whether all courses are included in the calculation or only academic courses.**

<text box>

5. **For 2011-2012, how many credits did a student in this school earn for a course that meets every day for a single class period throughout the school year (or is equivalent to such a course)?**

\_\_\_\_\_ credits.

If this changed during the past four years, please also answer the question for each of the school years below:

2008-2009: \_\_\_\_\_ credits

2009-2010: \_\_\_\_\_ credits

2010-2011: \_\_\_\_\_ credits

6. **Please specify below what term system your school uses (e.g., year, semesters, quarters, trimesters, etc.).**

<text box>



7. **Please send course catalogs, course descriptions, or equivalent documents for the school years listed below.** Place a checkmark next to the school year(s) for which you are sending a course catalog. If you are unable to provide a course catalog, please provide a reason (such as “call Jane Doe in district office at (919)555-1111”). If these catalogs are not available, please send master teaching schedules, a catalog for the 2011-2012 school year, and/or course listings or similar documents. (If there are no catalogs listed below, please skip to item 8.)

«M\_0809Catalog»

«M\_0910Catalog»

«M\_1011Catalog»

«M\_1112Catalog»

8. **Please indicate whether or not courses are available to your students in any of the ways listed below. If offered/available, also indicate whether your school’s course catalogs and transcripts include this information:**

		If available to your students		
	Available to your students ? (Y/N)	Do your course catalogs include information identifying these courses? (Y/N)	Do your transcripts include information identifying these courses? (Y/N)	Notes/Comments Are there special symbols or abbreviations used to identify these courses in your course catalogs and on transcripts?  If so, please list them below.
Courses taught off-site at career/technical or vocational center <sup>1</sup>				
Courses provided at or				

<sup>1</sup> Typically provides career/technical instruction only; students attend part-time and receive their academic instruction at a home high school.

by a postsecondary institution - for high school credit only				
Courses provided at or by a postsecondary institution - for dual credit <sup>2</sup>				
Courses that are part of a tech-prep program <sup>3</sup>				
Courses that are part of a career academy <sup>4</sup>				
Courses taught on-line or via distance education				

---

<sup>2</sup> A course taken which enables a student to earn both high school and college credit.

<sup>3</sup> A course that can be taken as part of a program of integrated academic and vocational high school study linked to a related postsecondary program (e.g., 2+2 program).

<sup>4</sup> A course taken as part of a school-within-a school program in which a curriculum that integrates academic and vocational courses is organized around broad career areas (e.g., health, transportation, information technology).

If these courses are not included in your school’s standard course catalog, please send us course catalogs or lists (if available) that contain the courses (including the vocational center or other facility’s catalog if it has its own, as applicable). Please record how many of these catalogs (or lists) you are sending: \_\_\_\_\_.

9. **Please place a checkmark next to the types of high school diplomas offered at your school (check all that apply) and indicate the total number of credits required for graduation for the different types.** If this information is in the course catalogs, please indicate which page the information is on: page\_\_\_\_\_.

Diploma Type	Offered?	# of Credits
Standard		
Regents		
Honors		
Certificate of Merit		
Vocational		
Special Education		
Certificate of Attendance		
International Baccalaureate		
Other (specify)		

10. **Please provide below (or on additional pages) any information about the transcripts or course catalogs you are providing that would be helpful in processing them, including keys to abbreviations on the transcripts.**

<text box>

Please call RTI toll-free at 1-866-253-1063 if you have any questions/concerns. Thank you for your help. We appreciate your cooperation.

## Transcript Active Consent Letter

«MailingDate»

«studentName» and Parent/Guardian  
 «Address1»  
 «Address2»  
 «City», «State» «Zip»

Dear «studentName» and Parent/Guardian:

Your teenager was selected to participate in the High School Longitudinal Study (HSLs), a study that began with a sample of 9th graders in 2008 and included a follow-up in the spring of 2011. Students, parents, and schools participating in HSLs have all been notified in our previous correspondence that we will be collecting transcripts. We are contacting you at this time in order to obtain permission for this activity.

For youths **not yet 18 years of age**, permission must come from the **parent or guardian**. However, for youths currently **age 18 or older**, permission must be granted by the youth. **Please determine who – the youth, if currently age 18 or older, OR a parent or guardian if the youth is currently under 18 – should grant permission. Then, we request that this individual fill out the form enclosed with this letter and return it to RTI in the enclosed envelope. We need to know whether permission has been granted, or denied, for participation in the high school transcript component of this study.**

Parents of youth under age 18: **if you give permission for your son or daughter's transcript to be obtained, please write down his or her name and then sign/date the block in option #1. If for any reason you object to your son or daughter's transcript being obtained, you may simply deny permission by writing down your son or daughter's name and sign/date the block in option #2.**

Youth age 18 or older: **if you give permission for your transcript to be obtained, please write down your name and then sign/date the block in option #3. If for any reason you object to your transcript being obtained, you may simply deny permission by writing down your name and sign/date the block in option #4.**

HSLs is sponsored by the National Center for Education Statistics (NCES) of the U.S. Department of Education and conducted by RTI International. The study focuses on understanding how high school experiences affect students' learning and their educational and career choices. The study also explores students' transitions from high school to college, the labor force, and adult roles. Of special interest is coursetaking and career preparation in math and science. Transcript data provide important information to researchers and policymakers about how a student's courses and grades make a difference in subsequent work success and college experiences. The information we will collect from the transcript includes dates of enrollment, grade point average, standardized test scores, and, for each course taken between grades 9 through 12, course number and title, number of credits earned, and grade assigned. We will also collect information about high-school-level courses that were taken prior to 9th grade. Transcripts will be collected under the guidelines of the *Family Educational Rights and Privacy Act*, and will remain confidential. Please note that if the school charges a fee for obtaining the transcript, HSLs will pay the fee.

Participation is voluntary. Any participant may withdraw from the study at any time. There is no penalty if you or your son or daughter decides not to participate or give permission to release high school transcripts. While there are no risks or direct benefits to taking part in the study, results of this study may help develop policies that benefit all children in the future.

NCES is authorized by federal law (Public Law 107-279) to conduct HSLs. RTI International, an independent nonprofit research organization based in North Carolina, is conducting the study for NCES. Responses and student record information may be used only for statistical purposes and will not be disclosed, or used, in identifiable form for any other purpose, except as required by law (ESRA 2002, 20 U.S.C., § 9573). Data will be combined to produce statistical reports for Congress and others. No individual data (e.g., names or addresses) will be reported.

If you have any questions about HSLs or participation in the survey or transcript collection, please call Tiffany Mattox at RTI toll-free at 1-866-253-1063 between 9 AM and 5 PM Eastern time, Monday through Friday. If you have any questions about your rights as a study participant, you can call RTI's Office of Research Protection at 1-866-214-2043 (a toll-free number). Both can be reached at: Research Triangle Institute, P.O. Box 12194, Research Triangle Park, NC 27709.

We thank you in advance for your cooperation in this important research.

Sincerely,



Jeffrey Owings, Ph.D.  
 Associate Commissioner, Elementary/Secondary & Libraries Studies Division  
 National Center for Education Statistics

## High School Longitudinal Study Permission Form to Obtain Transcript

The information RTI will collect from the transcript includes dates of enrollment, grade point average, standardized test scores, and, for each course taken between grades 9 through 12, course number and title, number of credits earned, and grade assigned. RTI will also collect information about high-school-level courses that were taken prior to 9th grade.

Please sign the form under the line that indicates your decision regarding participation in this phase of the study. Please sign only one option and then review the student's name, address, and phone number at the bottom of the form and make corrections, if needed.

PLEASE RETURN THIS FORM AS SOON AS POSSIBLE. WE HAVE ENCLOSED AN ENVELOPE ADDRESSED TO RTI.

**We need the parent/guardian to sign this form if the youth is under age 18. We need the youth to fill out and sign this form if he or she is age 18 or older.**

### PARENTS OF A YOUTH PARTICIPANT UNDER AGE 18:

Option 1. As a parent of a youth participant under age 18, I give permission to the school to release the high school transcript of my son/daughter, \_\_\_\_\_, to RTI as part of the High School Longitudinal Study.

\_\_\_\_\_  
(Signature of parent or guardian)

\_\_\_\_\_  
(Date of signature)

Option 2. As a parent of a youth participant under age 18, I do not give permission to the school to release the high school transcript of my son/daughter, \_\_\_\_\_, to RTI as part of the High School Longitudinal Study.

\_\_\_\_\_  
(Signature of parent or guardian)

\_\_\_\_\_  
(Date of signature)

### YOUTH AGE 18 OR OLDER:

Option 3. As a youth age 18 or older, I, \_\_\_\_\_, give permission to the school to release my high school transcript to RTI as part of the High School Longitudinal Study.

\_\_\_\_\_  
(Signature of youth age 18 or older)

\_\_\_\_\_  
(Date of signature)

Option 4. As a youth age 18 or older, I, \_\_\_\_\_, do not give permission to the school to release my high school transcript to RTI as part of the High School Longitudinal Study.

\_\_\_\_\_  
(Signature of youth age 18 or older)

\_\_\_\_\_  
(Date of signature)

### **PLEASE CORRECT THE INFORMATION BELOW, IF NEEDED:**

Student name: «studentName»

Address: «Address1» «Address2» «City», «State» «Zip»

Telephone number: «PhoneNumber»

---

### FOR OFFICE USE ONLY:

Consent Form ID: «UniqueID»

Student ID: «CaseID»

High School Name: «SchoolName»

School ID: «SchoolID»

## Transcript Passive Consent Letter

«MailingDate»

«studentName» and Parent/Guardian  
 «Address1»  
 «Address2»  
 «City», «State» «Zip»

Dear «studentName» and Parent/Guardian:

Your teenager was selected to participate in the High School Longitudinal Study (HSLs), a study that began with a sample of 9th graders in 2008 and included a follow-up in the spring of 2011. Students, parents, and schools participating in HSLs have all been notified that we will be collecting transcripts in each previous correspondence. We are contacting you at this time in order to obtain permission for this activity.

For youth participants **under the age of 18**, we require **parental permission** to obtain the high school transcript. For youth participants **age 18 or older**, we require **the youth's permission** to obtain the high school transcript.

**If you will allow RTI to obtain the high school transcript, you do not need to return this form.** If for any reason you object to the high school transcript being obtained, you may simply deny permission. **If you wish to deny RTI permission to obtain the high school transcript, please fill out the form enclosed with this letter and return it to RTI in the enclosed envelope as soon as possible.** We are scheduled to begin transcript collection soon and will include the request for your transcript if we have not received a response from you in 3 weeks.

HSLs is sponsored by the National Center for Education Statistics (NCES) of the U.S. Department of Education and conducted by RTI International. The study focuses on understanding how high school experiences affect students' learning and their educational and career choices and explores students' transitions from high school to college, the labor force, and adult roles. Of special interest is coursetaking and career preparation in math and science. Transcript data provides important information about how a student's courses and grades make a difference in the work success and college experiences of young people. The information we will collect from the transcript includes dates of enrollment, grade point average, standardized test scores, and, for each course taken between grades 9 through 12, course number and title, number of credits earned, and grade assigned. We will also collect information about high-school-level courses that were taken prior to 9th grade. Transcripts will be collected under the guidelines of the *Family Educational Rights and Privacy Act*, and will remain confidential. Please note that if the school charges a fee for obtaining the transcript, HSLs will pay the fee.

Participation is voluntary. Any participant may withdraw from the study at any time. There is no penalty if you or your son or daughter decides not to participate or give permission to release high school transcripts. While there are no risks or direct benefits to taking part in the study, results of this study may help to formulate policies that benefit all children in the future.

NCES is authorized by federal law (Public Law 107-279) to conduct HSLs. RTI International, an independent nonprofit research organization based in North Carolina, is conducting the study for NCES. Responses and student record information may be used only for statistical purposes and will not be disclosed, or used, in identifiable form for any other purpose, except as required by law (ESRA 2002, 20 U.S.C., § 9573). Data will be combined to produce statistical reports for Congress and others. No individual data (e.g., names or addresses) will be reported.

If you have any questions about HSLs or participation in the survey or transcript collection, please call <name> at RTI toll-free at 1-866-253-1063 between 9 AM and 5 PM Eastern time, Monday through Friday. If you have any questions about your rights as a study participant, you can call RTI's Office of Research Protection at 1-866-214-2043 (a toll-free number). Both can be reached at: Research Triangle Institute, P.O. Box 12194, Research Triangle Park, NC 27709.

We thank you in advance for your cooperation in this important research.

Sincerely,



Jeffrey Owings, Ph.D.  
 Associate Commissioner, Elementary/Secondary & Libraries Studies Division  
 National Center for Education Statistics

## High School Longitudinal Study Transcript Permission Denial Form

The information RTI will collect from the transcript includes dates of enrollment, grade point average, standardized test scores, and, for each course taken between grades 9 through 12, course number and title, number of credits earned, and grade assigned. RTI will also collect information about high-school-level courses that were taken prior to 9th grade.

**IF YOU GRANT PERMISSION TO THE SCHOOL TO RELEASE THE HIGH SCHOOL TRANSCRIPT TO RTI, YOU DO NOT NEED TO RETURN THIS FORM.**

**IF YOU DO NOT GRANT PERMISSION TO THE SCHOOL TO RELEASE THE HIGH SCHOOL TRANSCRIPT TO RTI, PLEASE RETURN THIS FORM TO RTI IN THE ENCLOSED ENVELOPE AS SOON AS POSSIBLE.**

**Please sign only one option and only if you do not give permission. Then, review the student's name, address, and phone number at the bottom of the form and make corrections, if needed.**

**Parents of a participating youth under age 18:** if you wish to deny permission to the school to release the high school transcript to RTI, you should fill in your son/daughter's name and sign and date this form beside option #1 below.

**Youth age 18 or older:** if you wish to deny permission to the school to release the high school transcript to RTI, you should fill in your name and sign and date the form beside option #2 below.

### **PARENTS OF YOUTH PARTICIPANT UNDER AGE 18:**

Option 1. As a parent of a youth participant under age 18, I DO NOT GRANT PERMISSION to the school to release the high school transcript of my son/daughter, \_\_\_\_\_, to RTI as part of the High School Longitudinal Study.

\_\_\_\_\_  
(Signature of parent or guardian)

\_\_\_\_\_  
(Date of signature)

### **YOUTH AGE 18 OR OLDER:**

Option 2. As a youth age 18 or older, I, \_\_\_\_\_, DO NOT GIVE PERMISSION to the school to release my high school transcript to RTI as part of the High School Longitudinal Study.

\_\_\_\_\_  
(Signature of youth age 18 or older)

\_\_\_\_\_  
(Date of signature)

### **PLEASE CORRECT THE INFORMATION BELOW, IF NEEDED:**

Student name: «studentName»

Address: «Address1» «Address2» «City», «State» «Zip»

Telephone number: «PhoneNumber»

---

### **FOR OFFICE USE ONLY:**

Consent Form ID: «UniqueID»

Student ID: «CaseID»

High School Name: «SchoolName»

School ID: «SchoolID»

## **Transcript Consent Reminder Postcard**

### **High School Longitudinal Study**

A couple of weeks ago we mailed you a letter regarding high school transcript collection as part of the High School Longitudinal Study. If you have already read the letter and sent back the consent form, thank you very much. If you have not yet had the opportunity to read the letter and complete the consent form, please do so as soon as possible and return it in the postage-paid envelope that was included with that letter. If you did not receive the letter, please let us know so we may send you another one. You may contact us by calling our toll-free number 1-866-253-1063, or emailing us at [hsls@rti.org](mailto:hsls@rti.org). Thank you for your assistance on this important education study.

### **High School Longitudinal Study**

A couple of weeks ago we mailed you a letter regarding high school transcript collection as part of the High School Longitudinal Study. If you have already read the letter and sent back the consent form, thank you very much. If you have not yet had the opportunity to read the letter and complete the consent form, please do so as soon as possible and return it in the postage-paid envelope that was included with that letter. If you did not receive the letter, please let us know so we may send you another one. You may contact us by calling our toll-free number 1-866-253-1063, or emailing us at [hsls@rti.org](mailto:hsls@rti.org). Thank you for your assistance on this important education study.



**Post Consent Request Letter – Active**

«MailingDate»

«RecipientName»

«SchoolName»

«Address1»

«Address2»

«City», «State» «Zip»

Dear «RecipientName»:

Your school participated in the High School Longitudinal Study (HSLs). HSLs is sponsored by the National Center for Education Statistics (NCES) which hired RTI International (RTI), a not-for-profit research organization, to collect the transcript data. The study focuses on understanding how high school experiences affect students' learning and their educational and career choices and explores students' transitions from high school to college, the labor force, and adult roles. Of special interest is coursetaking and career preparation in math and science. Transcript data provide important, critically valuable information about how a student's courses and grades influence subsequent postsecondary success in work or at college. At this time, we are contacting you to request transcripts for the students at your school who were selected to participate as fall 2008 9th graders. Enclosed in this package are instructions for preparing and transmitting the transcripts. You can access the list of sampled students on the secure study website (see below).

Also, enclosed are copies of signed consent forms from students/parents giving RTI permission to obtain the student's transcript. You can access the list of sampled students on the secure study website (see below). It will indicate the names of HSLs sample members who attended your school and returned a permission-granting, signed consent form to RTI. We ask that you provide transcripts for these students electronically or via fax. We will also accept hard copy transcripts if sent via FedEx and as long as personally identifiable information has been redacted.

Collection of transcript information is on behalf of the Secretary of Education under the *Family Educational Rights and Privacy Act (FERPA)*. FERPA allows the release of records to the Secretary of Education or his agents without prior written consent. We have provided a copy of the relevant text from FERPA in this package.

Responses and student record information may be used only for statistical purposes and will not be disclosed, or used, in identifiable form for any other purpose, except as required by law (ESRA 2002, 20 U.S.C., § 9573). Data will be combined to produce statistical reports for Congress and others. No individual data (e.g., names or addresses) will be reported.

For your convenience, a FedEx label and envelope are included in this package for you to use for sending the requested course catalogs, if any, as well as transcripts if none of the electronic transmission modes or faxing is possible for your school. Please keep copies of documents you send for your records in case we need to contact you about the materials.

If you have any questions about HSLs transcript collection, please call Tiffany Mattox at RTI toll-free at 1-866-253-1063 between 9 AM and 5 PM Eastern time, Monday through Friday. We can also be reached via e-mail at [hsls@rti.org](mailto:hsls@rti.org).

Thank you for your cooperation and timely attention to this matter.

Sincerely,



Jeffrey Owings, Ph.D.

Associate Commissioner, Elementary/Secondary & Libraries Studies Division  
National Center for Education Statistics  
U.S. Department of Education



**Post Consent Request Letter – Passive**

«MailingDate»

«RecipientName»  
«SchoolName»  
«Address1»  
«Address2»  
«City», «State» «Zip»

Dear «RecipientName»:

Your school participated in the High School Longitudinal Study (HSLs). HSLs is sponsored by the National Center for Education Statistics (NCES) of the U.S. Department of Education, which has contracted with RTI International (RTI), a not-for-profit research organization, to collect the transcript data. The study focuses on understanding how high school experiences affect students' learning and their educational and career choices and exploring students' transitions from high school to college, the labor force, and adult roles. Of special interest is coursetaking and career preparation in math and science. Transcript data provide important, critically valuable information about how a student's courses and grades influence postsecondary success in work and at college. At this time, we are contacting you to request transcripts for the students at your school who were selected to participate as fall 2008 9th graders. Enclosed in this package are instructions for preparing and transmitting the transcripts. You can access the list of sampled students on the secure study website (see below).

In the fall, RTI mailed a letter about the transcript collection to the HSLs sampled students (and their parent/guardians). The letter asked the students/parents to sign and return an enclosed form if they deny permission to RTI to obtain their transcript. Please log in to our secure website (see below) to access the list of HSLs sample members who attended your school and did not return a form denying permission to RTI. We ask that you provide transcripts for these students electronically or via fax. We will also accept hard copy transcripts if they are sent via FedEx and as long as personally identifiable information has been redacted. We have also enclosed copies of the signed forms that denied permission for your documentation.

We have informed parents and students of the transcript collection whenever we collected data for HSLs since 2008. All correspondence to parents and students contained a reference to the transcript data collection scheduled for the 2012-2013 academic year. This correspondence includes all of our parent consent forms for study participation, the study brochures and web site, the student instructions during the in-school data collection, the panel maintenance postcards sent out each year, and the telephone interview lead letters.

The authority to collect transcript data has been given to RTI, as contracted by NCES, under the provisions of the Education Sciences Reform Act of 2002 (ESRA) [20 U.S.C. §9501] which authorizes NCES to collect, acquire, compile, and disseminate full and complete statistics on the condition and progress of education. Because the collection is on behalf of the Secretary of Education or his agents, the *Family Educational Rights and Privacy Act* (FERPA) allows the release of records without prior written consent. We have provided a copy of the relevant text from FERPA in this package.

Responses and student record information may be used only for statistical purposes and will not be disclosed, or used, in identifiable form for any other purpose, except as required by law (ESRA 2002, 20 U.S.C., § 9573). Data will be combined to produce statistical reports for Congress and others. No individual data (e.g., names or addresses) will be reported.

For your convenience, a FedEx label and envelope are included in this package for you to use for sending course catalogs, if needed, and hard copy transcripts if none of the electronic transmission modes or faxing is possible for your school. Please keep copies of documents you send for your records in case we need to contact you about the materials.

If you have any questions about HSLs transcript collection, please call Tiffany Mattox at RTI toll-free at 1-866-253-1063 between 9 AM and 5 PM Eastern time, Monday through Friday. She can also be reached by mail at: Research Triangle Institute, P.O. Box 12194, Research Triangle Park, NC 27709, or by e-mail at [hsls@rti.org](mailto:hsls@rti.org).

Thank you for your cooperation and timely attention to this matter.

Sincerely,

A handwritten signature in black ink that reads "Jeffrey Owings". The signature is written in a cursive style with a large initial "J" and a long, sweeping underline.

Jeffrey Owings, Ph.D.  
Associate Commissioner, Elementary/Secondary & Libraries Studies Division  
National Center for Education Statistics  
U.S. Department of Education

## Phase 2 Request Letter

&lt;&lt;date&gt;&gt;

«fname» «lname»  
«entity\_name»  
«phys\_addr1»  
«phys\_addr2»  
«phys\_city», «phys\_state» «phys\_zip»

Dear «salutation» «lname»:

We contacted you recently to obtain transcripts for students who attended «entity\_name» and are sample members in the High School Longitudinal Study (HSLs) being conducted by RTI International for the U. S. Department of Education. We want to thank you for your efforts in providing those valuable data. We are contacting you again to seek additional transcripts for sample members we learned attended your school from another school's transcript. I am requesting transcripts for these {phase2\_num} students. *[If only 1 student, then we would say: I am requesting the transcript for one student.]*

Included with this letter are instructions for preparing and transmitting transcript data to RTI. You can find a list of your students for whom transcripts are requested, with their dates of birth, at the secure study website listed in the box below; to access the site, log in using the username and password printed at the bottom of this letter. Also available at the website are instructions for obtaining reimbursement for preparing the transcripts, should your school require it. I would appreciate your sending us the requested transcript data by «due\_date», but please call 1-866-253-1063 or email [hsls@rti.org](mailto:hsls@rti.org) if you need to change your delivery date.

Thank you again for your assistance with the HSLs transcript collection.

Sincerely,

Dan Pratt  
HSLs Project Director

Please visit the study website for more information:

<https://surveys.nces.ed.gov/hsls1/>

To log in, enter the School ID below as your  
username and enter the password below.

Your School ID: «entity\_id»

Your password: «password»

## **Transcript Request Postcard**

### **High School Longitudinal Study**

A couple of weeks ago we mailed you a packet that included a letter requesting the high school transcripts of High School Longitudinal Study sample students at your school. If you have already sent the transcripts and other requested information to RTI, thank you very much. If you have not yet had the opportunity to send the transcripts and other requested information to RTI, please do so as soon as possible. We enclosed pre-paid return labels and materials for your convenience in sending the documents in the original packet. If you did not receive the packet we sent, please let us know so we may send you another one. To contact us, please call RTI toll-free at 1-866-253-1063, or email us at [hsls@rti.org](mailto:hsls@rti.org). Thank you for your assistance on this important education study.

### **High School Longitudinal Study**

A couple of weeks ago we mailed you a packet that included a letter requesting the high school transcripts of High School Longitudinal Study sample students at your school. If you have already sent the transcripts and other requested information to RTI, thank you very much. If you have not yet had the opportunity to send the transcripts and other requested information to RTI, please do so as soon as possible. We enclosed pre-paid return labels and materials for your convenience in sending the documents in the original packet. If you did not receive the packet we sent, please let us know so we may send you another one. To contact us, please call RTI toll-free at 1-866-253-1063, or email us at [hsls@rti.org](mailto:hsls@rti.org). Thank you for your assistance on this important education study.

## NCES Transcript Reminder Letter

{date}

{contact\_salute} {contact\_fname} {contact\_lname}  
 {school\_name}  
 {inst\_addr1}  
 {inst\_addr2}  
 {inst\_city}, {inst\_st} {inst\_zip}

Dear {contact\_salute} {contact\_fname} {contact\_lname}:

I am writing to encourage participation of {school\_name} in the High School Longitudinal Study (HSLs). The U.S. Department of Education's National Center for Education Statistics (NCES), is collecting the high school transcripts of sample members who are participating in HSLs. HSLs follows a cohort of students who were 9th graders in high school in 2008-09 and surveys them later to find out about their education, work, and family experiences. Their transcript data will be linked with interview data and other administrative records to create a rich dataset for researchers in education.

HSLs transcript data are collected in full compliance with the provisions of the *Family Educational Rights and Privacy Act* (FERPA) that allow the release of student records to the Secretary of Education or his agents without prior written consent from students. Let me assure you that very stringent measures are in place to safeguard the privacy of participants. Information on the many secure options available to you for providing transcript data may be found at the secure HSLs website: <https://surveys.nces.ed.gov/hsls1/>.

NCES has contracted with RTI International (RTI) to conduct this important study. Your cooperation with RTI is greatly appreciated. For further information or questions, please contact the Help Desk at 1-866-253-1063 or [hsls@rti.org](mailto:hsls@rti.org).

Sincerely,

Laura LoGerfo, Ph.D.  
 HSLs NCES Project Officer  
 National Center for Education Statistics

Please visit the study website for more information:

<https://<website>>

To log in, enter the School ID below as your username  
 and enter the password below.

Your School ID: «entity\_id»  
 Your password: «password»

---

## Second Follow-up Panel Maintenance Materials

---

### Panel Maintenance Letter

<date>

<name>

Website: [\[Website Fill\]](#)

<address>

Study ID: [ID\_Fill]

<city> <state> <zip>

Dear <name>:

Thank you for your ongoing participation in the High School Longitudinal Study (HSLs). As you may recall, HSLs is sponsored by the National Center for Education Statistics (NCES) of the U.S. Department of Education (OMB control # 1850-0852). [Your/StudentName's] voluntary participation, and the participation of other young adults like [him/her/you], has helped to make HSLs a great success and has provided valuable data about young adults' experiences in and out of school.

This important research study follows the same set of over 21,000 young adults as they move from high school to the work force or further schooling to understand what factors influence their learning and development.

As we prepare for the next phase of HSLs, which will begin in 2014, we are updating our contact information for study participants. Please update [your/StudentName's] contact information and current educational status. The success of this national longitudinal study depends on having the most up-to-date contact information for all of the young adults involved in HSLs.

Please visit our website and use the study ID provided above to complete this information. If you prefer, you may fill out the enclosed address update form and send it back in the return envelope provided or call us at 1-877-282-4757. The update should take approximately 5 minutes to complete.

As in prior rounds of HSLs, we will ask [you/StudentName] to complete a questionnaire, and [your/his/her] ongoing participation in HSLs is critically important to the study's success. If you have any questions about HSLs or about updating [your/StudentName's] contact information, please call the HSLs help desk at RTI, toll-free, at 1-877-282-4757.

HSLs is being conducted by RTI international. The U.S. Department of Education is authorized by Federal law (Public Law 107-279) to conduct HSLs. Data will 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 (ESRA 2002, 20 U.S.C., § 9573). We thank you in advance for your help and greatly appreciate your continued support of this important research!

Sincerely,



Dan Pratt  
Project Director  
High School Longitudinal Study



## Panel Maintenance Email

Dear <NAME>:

In the <IF F1FT RESPONDENT: spring of 2011><IF F1FT NONRESPONDENT: fall of 2008>, [you/your son/your daughter] participated in the High School Longitudinal Study (HSLs). HSLs is sponsored by the National Center for Education Statistics (NCES) of the U.S. Department of Education (OMB control # 1850-0852). As you know, this important research study follows the same set of over 21,000 young adults as they move from high school to the work force or further schooling to understand what factors influence their learning and development. [Your/StudentName's] voluntary participation, and the participation of other young adults like [you/him/her], has helped to make HSLs a great success and has provided valuable data about young adults' experiences in and out of school.

Recently, we sent a letter asking for your help updating contact information for study participants. If you have already completed this update, we thank you! If you have not yet had an opportunity, this is a friendly reminder to please spend about 5 minutes to update this information at your earliest convenience. We sincerely appreciate your help with this important effort!

Please visit the website below and use the study ID provided to update [your/<StudentName>'s] contact information. We appreciate your continued support of HSLs. The U.S. Department of Education is authorized by Federal law (Public Law 107-279) to conduct HSLs, which is being conducted by RTI International. Data will 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 (ESRA 2002, 20 U.S.C., § 9573). If you have any questions, encounter any difficulty on the website, or would prefer to update this information over the telephone, please call the HSLs help desk, toll-free, at 877-282-4757.

Go to [<Website Fill>](#)

Enter your study ID: <ID\_Fill>

We look forward to hearing from you.

Dan Pratt  
Project Director  
High School Longitudinal Study

## Address Update Web Form

### High School Longitudinal Study (HSLs) Web Address Update Information

Thank you for your participation in the High School Longitudinal Study (HSLs). Please take a moment to update [your/StudentName's] contact information and [your/StudentName's] education status. We are also requesting that you provide contacting information for [at least one parent/yourself] and one additional person. By updating our records, we will better be able to notify [you/him/her] when it is time for the next round of HSLs. If the address information we sent you in the mail was correct, please check the appropriate box to indicate it was correct and complete.

Please remember that all information you provide will be kept strictly confidential.

We greatly appreciate your help to make HSLs a continued success!

1. [STUDENTS ONLY] Would you like us to send you a text message reminder when data collection begins?<sup>5</sup>

- Yes → Please enter your cell provider here: \_\_\_\_\_
- No

2. If [your/StudentName's] current contact information is not correct below, please provide the updated contacting information on the right. Otherwise, check the box at the bottom to indicate the information is correct and complete.

#### [Your/StudentName's] contacting information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

ZIP \_\_\_\_\_

Home phone: \_\_\_\_\_

Work phone: \_\_\_\_\_

Cell phone: \_\_\_\_\_

Primary e-mail address: \_\_\_\_\_

Alternate e-mail address: \_\_\_\_\_

Check here if all information is correct

<sup>5</sup> Standard text messaging rates apply.

3. Please also provide the contacting information for the parent most knowledgeable about [your/StudentName's] education or career. Please also provide contacting information for an additional person who will always know how to get in touch with [you/StudentName].

**Parent contacting information**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_  
 State: \_\_\_\_\_  
 ZIP: \_\_\_\_\_  
 Home phone: \_\_\_\_\_  
 Work phone: \_\_\_\_\_  
 Cell phone: \_\_\_\_\_  
 Primary e-mail address: \_\_\_\_\_  
 Alternate e-mail address: \_\_\_\_\_

- Check here if all information on the printed form was correct

**One additional person**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_  
 State: \_\_\_\_\_  
 ZIP: \_\_\_\_\_  
 Home phone: \_\_\_\_\_  
 Work phone: \_\_\_\_\_  
 Cell phone: \_\_\_\_\_  
 Primary e-mail address: \_\_\_\_\_  
 Alternate e-mail address: \_\_\_\_\_

4. [Are you/Is StudentName] currently enrolled in a college, trade school, or other higher education institution?

- Yes → Please continue with question 5  
 No → You are finished with the address update. Thank you.

5. Please provide the name and address of the college, trade school, or other higher education institution that [you/StudentName] attend. Please do not use abbreviated school names (e.g. use Arizona State University, rather than ASU).

School Name: \_\_\_\_\_

***Thank you in advance for making HSLs a success!***

**Address Update Paper Form**  
**High School Longitudinal Study (HSLs)**  
**Address Update Information**

Thank you very much for your participation in the High School Longitudinal Study (HSLs). Please take a moment to update [your/StudentName's] contact information and [your/StudentName's] education status. We are also requesting that you provide contact information for [at least one parent/yourself] and one additional person. By updating our records, we will be better able to notify [you/him/her] when it is time for the next round of HSLs. Please remember that all information you provide will be kept strictly confidential.

After you complete this form, please mail it back to RTI International using the enclosed Business Reply Envelope.

If you prefer to provide updates or confirm the information below online, please visit the HSLs website at [Website\_Fil] and enter your study id: [ID\_Fill] and password: [PW\_Fill]. You may go online to indicate that the information provided in the form below is correct.

We greatly appreciate your help to make HSLs a continued success!

1. [STUDENTS ONLY] Would you like us to send you a text message reminder when data collection begins?<sup>6</sup>
- Yes → Please enter your cell provider here: \_\_\_\_\_
  - No

4. If [your/StudentName’s] current contact information is *not* correct below, please provide the updated contacting information on the right. If the contact information is correct, please check the box.

**[Your/StudentName’s] contacting information**

**Corrections and additions**

Name:	<u>[StudentName]</u>	_____
Address:	<u>[StudentAddress]</u>	_____
City	<u>[StudentCity]</u>	_____
State	<u>[StudentState]</u>	_____
ZIP	<u>[StudentZIP]</u>	_____
Home phone:	<u>[StudentHome]</u>	_____
Work phone:	<u>[StudentWork]</u>	_____
Cell phone:	<u>[StudentCell]</u>	_____
Primary e-mail address:	<u>[Studentemail1]</u>	_____
Alternate e-mail address:	<u>[Studentemail2]</u>	_____

**Check here if all information is correct**

5. Please also provide the contact information for the parent most knowledgeable about [your/StudentName’s] education or career. Please also provide contact information for an additional person who will always know how to get in touch with [you/StudentName].

**Parent information**

**Corrections and additions**

Name:	<u>[ParentName]</u>	_____
Address:	<u>[ParentAddress]</u>	_____
City:	<u>[ParentCity]</u>	_____
State:	<u>[ParentState]</u>	_____
ZIP:	<u>[ParentZIP]</u>	_____
Home phone:	<u>[ParentHome]</u>	_____
Work phone:	<u>[ParentWork]</u>	_____
Cell phone:	<u>[ParentCell]</u>	_____
Primary e-mail address:	<u>[Parentemail1]</u>	_____
Alternate e-mail address:	<u>[Parentemail2]</u>	_____

**Check here if all information is correct**

**Other contact information**

Name:	_____
Address:	_____
City:	_____
State:	_____

<sup>6</sup> Standard text messaging rates apply.

ZIP: \_\_\_\_\_  
Home phone: \_\_\_\_\_  
Work phone: \_\_\_\_\_  
Cell phone: \_\_\_\_\_  
Primary e-mail address: \_\_\_\_\_  
Alternate e-mail address: \_\_\_\_\_

4. [Are you/Is StudentName] currently enrolled in a college, trade school, or other higher education institution?
- Yes → Please continue with question 5
  - No → You are finished with the address update. Thank you.
5. Please provide the name and address of the college, trade school, or other higher education institution that [you/StudentName] attend. Please do not use abbreviated school names (e.g. use Arizona State University, rather than ASU).

School Name: \_\_\_\_\_

***Thank you in advance for making HSLs a success!***