

**NATIONAL CENTER FOR EDUCATION
STATISTICS**

**MIDDLE GRADES LONGITUDINAL STUDY OF
2016-2017 (MGLS:2017) COGNITIVE
INTERVIEWS
SET 2**

**VOLUME 4
Respondent Communication Materials**

OMB# 1850-0803 v. 103



May 9, 2014

A. Reading Assessment—E-mail Recruitment Message for Parents of Middle School Students, on Department of Education Letterhead

Subject: NCES Research Study for Middle Grade Students and Their Parents

Dear <NAME>,

My name is <CONTACT NAME>, and I am contacting you from <DECISION INFORMATION RESOURCES www.dir-online.com/MATHEMATICA POLICY RESEARCH (www.mathematica-mpr.com)>. We are recruiting 6th, 7th, and 8th grade students to participate in research interviews to support the development of assessment items and survey questions for a national research study. Participation is completely voluntary, and all responses may only be used for statistical purposes and may not be disclosed or used in identifiable form for any other purpose except as required by law (Education Sciences Reform Act of 2002 [ESRA 2002], 20 U.S.C., § 9573). Students who participate will receive a \$25 Visa gift card for taking part in the interview. In addition, you will receive a \$25 Visa gift card for your time and effort if you bring your child to and from the interview site.

The National Center for Education Statistics (NCES) would like to know if middle grade students understand the assessment questions being developed for the study, called the Middle Grades Longitudinal Study of 2016-2017 (MGLS:2017). Your child will be asked to participate in an hour-long session at one of our corporate offices or, if you live more than 30 minutes from our offices, in a community space close to you (such as the public library). Participating students will be asked to answer a series of reading assessment items on a computer. A researcher will observe students one-on-one while they complete the task and will conduct a brief interview at the end. Students will not be graded on their responses.

The feedback received from your child will provide NCES with valuable information they will use to improve the student reading assessment and refine the way items are administered to students in the national research study.

If you are interested in having your child participate in this very important research study, please call <CONTACT PHONE> or e-mail <CONTACT E-MAIL>. We look forward to speaking with you soon.

Thank you,

<NAME>

<DECISION INFORMATION RESOURCES/MATHEMATICA POLICY RESEARCH>

<CONTACT PHONE>

B. Assessments and Student Questionnaire—E-mail Recruitment Message for Parents of Middle School Students with Disabilities, on Department of Education Letterhead

Subject: NCES Research Study for Middle Grade Students and Their Parents

Dear <NAME>,

My name is <CONTACT NAME>, and I am contacting you from <DECISION INFORMATION RESOURCES (www.dir-online.com)/MATHEMATICA POLICY RESEARCH (www.mathematica-mpr.com)>. We are recruiting 6th, 7th, and 8th grade students to participate in research interviews to support the development of assessment items and survey questions for a national research study. An important component of this study is ensuring the inclusion of all students, including students with disabilities. We want to make sure that the questions we ask students are clear and understandable. We also want to learn more about the types of accommodations that students may need to fully participate in this research study.

Participation is completely voluntary, and all responses will only be used for statistical purposes and will not be disclosed or used in identifiable form for any other purpose except as required by law (Education Sciences Reform Act of 2002 [ESRA 2002], 20 U.S.C., § 9573). Students who participate will receive a \$25 Visa gift card for taking part in the interview. In addition, you will receive a \$25 Visa gift card for your time and effort if you bring your child to and from the interview site.

The National Center for Education Statistics (NCES) would like to know if middle grade students understand the assessment questions being developed for the study, called the Middle Grades Longitudinal Study of 2016-2017 (MGLS:2017). Your child will be asked to participate in an hour-long session at one of our corporate offices or, if you live more than 30 minutes from our offices, in a community space close to you (such as the public library). Participating students will be asked to do **one** of the following four activities: (1) answer a series of math assessment items with paper and pencil, (2) complete a series of tasks on a computer, (3) answer a series of reading assessment items on a computer, or (4) answer a series of paper-and-pencil survey questions. A one-on-one interview will follow whichever activity the student is asked to complete. Students will not be graded on their responses.

We recognize that some of the tasks we are asking students to complete may be challenging. Our staff is experienced and well-trained in observing and interacting with students, including students with disabilities, and recognizing when they are becoming frustrated. We will work closely with each student to make sure they are comfortable, and will provide any needed accommodations such as breaks, switching the student to a different task, talking with them to understand the source of their frustration, or stopping the activity completely.

The feedback received from your child will provide NCES with valuable information they will use to improve the assessment items and survey questions that will be included in the national research study. If you are interested in having your child participate in this very important research study, please call <CONTACT PHONE> or e-mail <CONTACT E-MAIL>. We look forward to speaking with you soon.

Thank you,

<NAME>

<DECISION INFORMATION RESOURCES/MATHEMATICA POLICY RESEARCH>

C. Reading Assessment—Recruitment Phone Script and Screener for Parents

Good <MORNING/AFTERNOON>. May I please speak to <NAME>?

Good <MORNING/AFTERNOON>. My name is <CONTACT NAME>, and I am contacting you from <DECISION INFORMATION RESOURCES/MATHEMATICA POLICY RESEARCH>, a research company based in <HOUSTON/DC/CHICAGO/PRINCETON/OAKLAND>. We are recruiting 6th, 7th, and 8th grade students to participate in research interviews to support the development of assessment items and survey questions for a national research study.

Participation is completely voluntary, and all responses may only be used for statistical purposes and may not be disclosed or used in identifiable form for any other purpose except as required by law (Education Sciences Reform Act of 2002 [ESRA 2002], 20 U.S.C., § 9573). Students who participate will receive a \$25 Visa gift card for taking part in the interview. In addition, you will receive a \$25 Visa gift card for your time and effort if you bring your child to and from the interview site.

Decision Information Resources (DIR) and Mathematica Policy Research are working with the National Center for Education Statistics (NCES), part of the U.S. Department of Education, to design a new study called the Middle Grades Longitudinal Study of 2016-17 (or MGLS:2017), which will investigate how students learn and progress through the middle grades. This groundbreaking study is the first of its kind to follow a nationally representative sample of 6th grade students through their 8th grade year in school. The study will collect information from students, parents, teachers, and school administrators about students' educational experiences in the middle grades.

NCES would like to know if middle grade students understand the reading assessment being developed for the MGLS:2017 study. To help us with this, your student will be asked to participate in an hour-long session at one of our corporate offices or, if you live more than 30 minutes from our offices, in a community space close to you (such as a local library). Participating students will be asked to answer a series of reading assessment items on a computer. A researcher will observe students one-on-one while they complete the task and will conduct a brief interview at the end. Students will not be graded on their responses.

The feedback received from students will provide NCES with valuable information they will use to improve the student reading assessment that will be included in the national research study.

Would your child be interested in participating in this research study?

[If no] Thank you for taking the time to speak with us today about this important study. Have a wonderful <DAY/EVENING>.

[If yes] That is wonderful. I would now like to ask you a few brief screening questions to ensure that we include a broad mix of students in our interviews.

STUDENT SCREENER

[Interviewer: Determine recruitment needs in advance by referring to the recruitment spreadsheet. Our goal is to recruit 10 students overall and we have set targets for students with different characteristics. End the screener interview at the first point the parent gives a response indicating that the student demographics have already been adequately sampled. Be sure to record all responses.

End screener script by stating: Based on the requirements of this study, we are not able to include your middle schooler in the interview process at this time. We greatly appreciate your help. Thank you for your time.]

What is your middle school child's name?

Is <STUDENT NAME> a boy or a girl?

What grade is <STUDENT NAME> currently in?

6th grade

7th grade

8th grade

Other → **END SCREENER IF STUDENT IS NOT ENROLLED IN 6th, 7th, or 8th GRADE**

(Based on the requirements of this study, we are not able to include your child in the interviews at this time. We greatly appreciate your help. Thank you for your time.)

What is the name and location of your child's school?

What type of school is this?

Public

Private

Charter

Parochial

Other (specify _____)

What grades are served in your child's school?

	6
K	7
1	8
2	9
3	10
4	11
5	12

→ **END SCREENER IF SCHOOL DOES NOT SERVE 6th, 7th, or 8th GRADE** (Based on the requirements of this study, we are not able to include your child in the interviews at this time. We greatly appreciate your help. Thank you for your time.)

Does your child receive special education services at school?

What is your child's race or ethnicity?

What is your race or ethnicity?

What is the primary language spoken in your home?

English

Spanish

Other

All interviews will be conducted in English. Is your child fluent in English?

Yes

No →**END SCREENER IF CHILD IS NOT FLUENT IN ENGLISH** (Based on the requirements of this study, we are not able to include your child in the interviews at this time. We greatly appreciate your help. Thank you for your time.)

Are you fluent in English?

Yes

No →**DO NOT RECRUIT PARENT FOR PARENT INTERVIEW IF HE OR SHE IS NOT FLUENT IN ENGLISH**

What is <STUDENT NAME'S> current zip code?

Is your child eligible for the Free or Reduced-Price Lunch program?

Yes

No

What is your highest level of education?

Middle school or high school but no diploma

High school diploma or GED

College or beyond

ELIGIBLE PARTICIPANT SCRIPT

Thank you for taking the time to answer the screening questions. Your child is eligible to participate in the voluntary student reading assessment for the Middle Grades Longitudinal Study of 2016-17. The interview sessions will take place outside of school hours and should take no more than 60 minutes.

The student interviews will be audio-recorded so researchers can review the recordings later. No one else will hear or see the recordings. Participation is entirely voluntary, and student answers will 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 (Education Sciences Reform Act of 2002 [ESRA 2002] 20 U.S.C., § 9573).

These interviews are an important part of the MGLS:2017 instrument development. Your child's feedback, along with the feedback of other middle-grade students, is valuable and will help NCES improve the student assessment in reading that will be administered in the national study. Your child will be given a \$25 Visa gift card as a thank you for his or her participation. In addition, you will be given a \$25 Visa gift card if you bring the participating student to and from the interview site.

Would you be willing to submit a signed consent form, indicating your approval for <STUDENT NAME> to participate?

[If no] Thank you for taking the time to speak with us today about this important study.

[If yes] That's great. We will send you a confirmation letter containing the address, directions, and consent form. Please sign the form and return it to <NAME, ADDRESS>. When we receive your signed form, we will contact you to set up an interview time. What e-mail or mailing address would you like us to use to send you this information?

We may need to reach you by telephone. Is the number I called the best number to use?

[If the parent qualifies for the parent interview based upon recruitment needs, go to the 'Parent Recruitment Script' after the above is confirmed. If the parent does not qualify for the parent interview, please continue with this script.]

Do you have any questions at this time?

[Interviewer: Answer any questions.]

If you or <STUDENT NAME> have any questions when you receive the consent form or before the scheduled interview, please call <PHONE NUMBER>.

We look forward to having <STUDENT NAME> participate in this very important research study.

D. Assessments and Student Questionnaire—Recruitment Phone Script/Screeners for Parents of Students with Disabilities.

Good <MORNING/AFTERNOON>. May I please speak to <NAME>?

Good <MORNING/AFTERNOON>. My name is <CONTACT NAME>, and I am contacting you from <DECISION INFORMATION RESOURCES/MATHEMATICA POLICY RESEARCH>, a research company based in <HOUSTON/DC/CHICAGO/ PRINCETON/OAKLAND >. We are recruiting 6th, 7th, and 8th grade students to participate in research interviews to support the development of assessment items and survey questions for a national research study. An important component of this study is ensuring the inclusion of all students, including students with disabilities. We want to make sure that the questions we ask students are clear and understandable. We also want to learn more about the types of accommodations that students may need to fully participate in this research study.

Participation is completely voluntary, and all responses will only be used for statistical purposes and will not be disclosed or used in identifiable form for any other purpose except as required by law (Education Sciences Reform Act of 2002 [ESRA 2002], 20 U.S.C., § 9573). Students who participate will receive a \$25 Visa gift card for taking part in the interview. In addition, you will receive a \$25 Visa gift card for your time and effort if you bring your child to and from the interview site.

Decision Information Resources (DIR) and Mathematica Policy Research are working with the National Center for Education Statistics (NCES), part of the U.S. Department of Education, to design a new study called the Middle Grades Longitudinal Study of 2016-17 (or MGLS:2017) that will investigate how students learn and progress through the middle grades. This groundbreaking study is the first of its kind to follow a nationally representative sample of 6th grade students through their 8th grade year in school. The study will collect information from students, parents, teachers, and school administrators about students' educational experiences in the middle grades.

NCES would like to know if middle grade students understand the assessment items and survey questions being developed for the MGLS:2017 study. To help us with this, your child will be asked to participate in an hour-long session at one of our corporate offices or, if you live more than 30 minutes from our offices, in a community space close to you (such as a local library). Participating students will be asked to do **one** of the following activities:

- Answer a series of math assessment items with paper and pencil
- Complete a series of tasks on a computer
- Answer a series of reading assessment items on a computer
- Answer a series of paper and pencil survey questions

A one-on-one interview will follow whichever activity the student is asked to complete. Students will not be graded on their responses. The feedback received from students will provide NCES with valuable information they will use to improve the student assessments and refine the survey questions that will be included in the national research study.

I also want to assure you that we recognize that some of the tasks we are asking students to complete may be challenging. Our staff is experienced and well-trained in observing and interacting with students and recognizing when they are becoming frustrated. We will provide any needed accommodations for your child, such as breaks, switching to different task, talking with them to understand the source of their frustration, or stopping the activity completely.

Would your child be interested in and able to participate in the activities I described?

[If no] Thank you for taking the time to speak with us today about this important study. Have a wonderful <DAY/EVENING>.

[If yes] That is wonderful. I would now like to ask you a few brief screening questions to ensure that we include a broad mix of students in our interviews and to learn more about your child

STUDENT SCREENER

[Interviewer: Determine recruitment needs in advance by referring to the recruitment spreadsheet. Our goal is to recruit 65 students with disabilities overall, and we have set targets for students with different characteristics and differing disabilities. End the screener interview at the first point the parent gives a response indicating that the student demographics have already been adequately sampled. Be sure to record all responses.

END SCREENER SCRIPT BY STATING: Based on the requirements of this study, we are not able to include your middle schooler in the interview process at this time. We greatly appreciate your help. Thank you for your time.]

What is your middle school child's name?

Is <STUDENT NAME> a boy or a girl?

What grade is <STUDENT NAME> currently in?

6th grade

7th grade

8th grade

Other → **END SCREENER IF STUDENT IS NOT ENROLLED IN 6th, 7th, or 8th GRADE**

(Based on the requirements of this study, we are not able to include your child in the interviews at this time. We greatly appreciate your help. Thank you for your time.)

What is the name and location of your child's school?

What type of school is this?

Public

Private

Charter

Parochial

Other (specify _____)

What grades are served in your child's school?

	6
K	7
1	8
2	9
3	10
4	11
5	12

→**END SCREENER IF SCHOOL DOES NOT SERVE 6th, 7th, or 8th GRADE** (Based on the requirements of this study, we are not able to include your child in the interviews at this time. We greatly appreciate your help. Thank you for your time.)

What is the primary language spoken in your home?

English

Spanish

Other

All interviews will be conducted in English. Is your child fluent in English?

Yes

No →**END SCREENER IF CHILD IS NOT FLUENT IN ENGLISH** (Based on the requirements of this study, we are not able to include your child in the interviews at this time. We greatly appreciate your help. Thank you for your time.)

Are you fluent in English?

Yes

No →**DO NOT RECRUIT PARENT FOR PARENT INTERVIEW IF HE OR SHE IS NOT FLUENT IN ENGLISH**

Your child will be asked to do one of the following activities: complete some math problems, complete some tasks on a computer, complete a reading test, or answer some survey questions. Your responses to the questions below will help us better prepare for your child.

Please list your child's disabilities.

Will your child need any assistive technology or any other accommodations to help them read, hear, or speak? For example, does your child use any AT or other accommodations when taking a test at school?

If yes, please indicate:

Does your child have difficulty staying focused?

What do you typically do to help them stay focused or regain their attention?

Is your child easily frustrated?

Are there indicators that will alert us that your child is becoming frustrated?

What do you typically do to help them calm down and remain calm?

What is your child's race or ethnicity?

What is your race or ethnicity?

What is <STUDENT NAME'S> current zip code?

Is your child eligible for the Free or Reduced-Price Lunch program?

Yes

No

What is your highest level of education?

Middle school or high school but no diploma

High school diploma or GED

College or beyond

Is there anything else you would like us to know about your child so that we may better work with them during this activity?

ELIGIBLE PARTICIPANT SCRIPT

Thank you for taking the time to answer the screening questions. Your child is eligible to participate in the voluntary student interviews for the Middle Grades Longitudinal Study of 2016-17. The interview sessions will take place outside of school hours and should take no more than 60 minutes.

The student interviews will be audio- or video-recorded so researchers can review the recordings later. No one else will hear or see the recordings. Participation is entirely voluntary, and student answers will 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 (Education Sciences Reform Act of 2002 [ESRA 2002] 20 U.S.C., § 9573).

These interviews are an important part of the MGLS:2017 instrument development process. Your child's feedback, along with the feedback of other middle-grade students, is valuable and will help NCES improve the student assessments and questionnaires that will be administered in the national study. Your child will be given a \$25 Visa gift card as a thank you for their participation and if you bring your child to and from the interview session you will also receive a \$25 Visa gift card for your time and effort.

Would you be willing to submit a signed consent form, indicating your approval for <STUDENT NAME> to participate?

[If no] Thank you for taking the time to speak with us today about this important study.

[If yes] That's great. We will send you a confirmation letter containing the address, directions, and consent form. Please sign the form and return it to <NAME, ADDRESS>. When we receive your signed form, we will contact you to set up an interview time. What e-mail or mailing address would you like us to use to send you this information?

We may need to reach you by telephone. Is the number I called the best number to use?

[If the parent qualifies for the parent interview based upon recruitment needs, go to the Parent Recruitment Script below after the above is confirmed. We require a total of 10 parents across the disability categories and other demographic information. If the parent does not qualify for the parent interview, please continue with this script.]

Do you have any questions at this time?

[Interviewer: Answer any questions.]

If you or <STUDENT NAME> have any questions when you receive the consent form or before the scheduled interview, please call <PHONE NUMBER>.

We look forward to having <STUDENT NAME> participate in this very important research study.

PARENT RECRUITMENT SCRIPT

[Interviewer: Determine recruitment needs in advance. If the parent is potentially eligible to participate in the voluntary research interviews, please read this script.]

We look forward to having <STUDENT NAME> take part in the student interviews for the MGLS:2017 study. In addition to the student sessions, we are also recruiting parents and legal guardians of eligible students to participate in voluntary one-on-one interviews about survey questions for the Parent Questionnaire that will be included in the Middle Grades Longitudinal Study of 2016-17.

The parent interviews will be audio-recorded so researchers can review the recordings later. No one else will hear the recordings. Participation is entirely voluntary, and parent answers will 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 (Education Sciences Reform Act of 2002 [ESRA 2002], 20 U.S.C., § 9573). If you qualify and participate in the interview process, you will receive an additional \$15 Visa gift card as a thank you for your participation in the parent interview, in addition to the gift card you received for bringing your child to and from their interview.

The questions asked will relate to your child's education, behavior, and family life and will also ask about the types of services your child receives outside of school and your satisfaction with services your child receives in school for their disability. The parent interviews will be conducted over the telephone or in-person during the student interview session and should last no more than 30 minutes. Parents will be provided with a set of survey questions to review independently before the interview and then will discuss the items with the interviewer during a later scheduled time. Reading through the materials and preparing for the call should take no more than 5 minutes.

Parent feedback will help NCEES improve the survey so that all parents of middle grade students are able to understand and process the questions in the same way.

Your decision whether or not to participate will in no way affect your child's eligibility to participate in the student interview.

Would you be interested in participating in these important parent interviews?

[If no] Thank you for your consideration. We look forward to having <STUDENT NAME> participate in this very important research study.

[If yes] That is wonderful. And would you be willing to submit a signed form, indicating your consent to participate?

[If no] Thank you for your consideration. We look forward to having <STUDENT NAME> participate in this very important research study.

[If yes] That's great. Thank you. We will send you a separate confirmation letter containing details regarding your participation, including a voluntary consent form to be signed. When we receive the signed consent form, along with the one giving <STUDENT NAME> permission to participate, we will contact you to schedule your child's interview appointment. Shall we use the same email/ mailing address and phone number as indicated previously?

E. Reading Assessment—Parent Informed Consent (for minor child)

Dear <NAME>,

On behalf of the National Center for Education Statistics (NCES), part of the U.S. Department of Education, Decision Information Resources, Inc., (DIR) and Mathematica Policy Research are conducting voluntary interviews with 6th, 7th, and 8th grade students to support the development of reading assessment items for the Middle Grades Longitudinal Study of 2016-17.

NCES would like to know if the assessment items and instructions are understandable to middle grade students and if the survey questions are clear and understood by all students. Your child will be asked to participate in an hour-long session at one of our corporate offices or, if you live more than 30 minutes from our offices, in a community space close to you. Participating students will be asked to answer a series of reading assessment items on a computer. A researcher will observe students one-on-one while they complete the task and will conduct a brief interview at the end. Students will not be graded on their responses.

The student interviews will be audio-recorded so study researchers can review the recordings later. No one else will hear the recordings. Participation is entirely voluntary, and student answers will 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 (Education Sciences Reform Act of 2002 [ESRA 2002] 20 U.S.C., § 9573).

The feedback received from students will provide NCES with valuable information they will use to improve the student reading assessment that will be included in the national research study. Your child will be given a \$25 Visa gift card as a thank you for his or her participation. In addition, you will be given a \$25 Visa gift card to thank you for your time and effort if you bring the participating student to and from the interview site.

By signing below, you agree that your child may participate in this study. Your signature below will indicate that your questions have been answered satisfactorily and that you have read and understood the information provided above.

Respectfully,

< NAME >

Decision Information Resources/Mathematica Policy Research

I hereby accept the terms described above and give permission for my child _____
_____ to participate voluntarily in the MGLS:2017 student interviews.

Print Name

Signature

Date

F. Assessments and Student Questionnaire—Parents of Students with Disabilities Informed Consent (for minor child)

Dear <NAME>,

On behalf of the National Center for Education Statistics (NCES), part of the U.S. Department of Education, Decision Information Resources, Inc., (DIR) and Mathematica Policy Research are conducting voluntary interviews with 6th, 7th, and 8th grade students to support the development of assessment items and survey questions for the Middle Grades Longitudinal Study of 2016-17.

NCES would like to know if the assessment items and instructions are understandable to middle grade students and if the survey questions are clear and understood by all students. Your child will be asked to participate in an hour-long session at one of our corporate offices or, if you live more than 30 minutes from our offices, in a community space close to you. Participating students will be asked to do **one** of the following four activities. Students will not be graded on their responses.

- Answer a series of math assessment items with paper and pencil
- Complete a series of tasks on a computer
- Answer a series of reading assessment items on a computer
- Answer a series of paper and pencil survey questions

A one-on-one interview will follow whichever activity the student is asked to complete. Students will not be graded on their responses. The student interviews will be audio- or video-recorded so study researchers can review the recordings later. No one else will hear or see the recordings. Participation is entirely voluntary, and student answers will 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 (Education Sciences Reform Act of 2002 [ESRA 2002] 20 U.S.C., § 9573).

The feedback received from students will provide NCES with valuable information they will use to improve the student assessments and refine the survey questions that will be included in the national research study. Your child will be given a \$25 Visa gift card as a thank you for his or her participation. In addition, you will be given a \$25 Visa gift card to thank you for your time and effort if you bring the participating student to and from the interview site.

By signing below, you agree that your child may participate in this study. Your signature below will indicate that your questions have been answered satisfactorily and that you have read and understood the information provided above.

Respectfully,

< NAME >

<DECISION INFORMATION RESOURCES/MATHEMATICA POLICY RESEARCH>

I hereby accept the terms described above and give permission for my child _____
_____ to participate voluntarily in the MGLS:2017 student interviews.

I give permission for my child to be audio-recorded. _____

I give permission for my child to be video-recorded. _____

Print Name

Signature

Date

G. Parents of Students with Disabilities Informed Consent (for parent interview)

DATE

Dear <NAME>,

On behalf of the National Center for Education Statistics (NCES), part of the U.S. Department of Education, Decision Information Resources, Inc. (DIR) and Mathematica Policy Research are conducting voluntary interviews with parents and legal guardians of 6th, 7th, and 8th grade students to support the development of parent survey questions for the Middle Grades Longitudinal Study of 2016-17.

Parent and legal guardian feedback will help NCES improve the survey so that all parents and legal guardians of middle grade students are able to understand the questions in the same way. The questions asked will relate to your child’s education, behavior, and family life and will also ask about the types of services your child receives outside of school and your satisfaction with services your child receives in school for their disability. The parent and legal guardian interviews will be conducted over the telephone or in person during the student interview session and should last no more than 30 minutes. Reading through the materials and preparing for the call should take no more than 5 minutes. We will provide parents with a set of survey questions to review independently before the interview, which will then be discussed with the interviewer during a later scheduled time.

The parent interviews will be audio-recorded so researchers can review the recordings later. No one else will hear the recordings. Participation is entirely voluntary, and parent answers will 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 (Education Sciences Reform Act of 2002 [ESRA 2002] 20 U.S.C., § 9573).

The parent interviews are an important part of the MGLS:2017 instrument development process. Your comments, along with the comments of other parents of middle grade students, will help NCES refine the parent questionnaire that will be used in the national research study. As a thank you for your time and effort, you will be given a \$15 Visa gift card for participating in the parent interview session, in addition to the \$25 Visa gift card you will receive if you bring your child to and from their interview.

Thank you for your consideration in joining the MGLS:2017 parent interviews. To acknowledge your voluntary participation, please sign the form below and return to <NAME> at Decision Information Resources, <ADDRESS>.

Respectfully,

< NAME>

Decision Information Resources

I hereby accept the terms described above and agree to participate voluntarily in the MGLS:2017 parent interviews.

Print Name

Signature

Date

H. Appointment Confirmation

Thank you again for agreeing to participate in the <ACTIVITY>. Your <ACTIVITY> is scheduled for <DATE> at <TIME>. [Include location if confirming in-person student session.]

If you have any questions before your session, please call <CONTACT PHONE>. We look forward to working with you on this very important research project.

I. Thank You Letter to Parents of Student Participants (no parent interview)

Subject: Thank You for Your Participation

<DATE>

Dear <NAME>,

On behalf of the National Center for Education Statistics (NCES), part of the U.S. Department of Education, thank you for allowing <CHILD'S NAME> to participate in the Middle Grades Longitudinal Study of 2016-17 (MGLS:2017) research interview. <CHILD'S NAME>'s input helped us evaluate questions for the MGLS:2017. The assistance your child provided, combined with input from other students, was incredibly useful and informative. We greatly appreciate you taking the time to bring your child to and from the interview location to participate.

Sincerely,

<CONTACT NAME>

Decision Information Resources

<CONTACT PHONE>

<CONTACT NAME>

Mathematica Policy Research

<CONTACT PHONE>

J. Thank You Letter to Parents of Student Participants (with parent interview)

Subject: Thank You for Your Participation

<DATE>

Dear <NAME>,

On behalf of the National Center for Education Statistics (NCES), part of the U.S. Department of Education, thank you for allowing <CHILD'S NAME> to participate in the Middle Grades Longitudinal Study of 2016-17 (MGLS:2017) research interview. <CHILD'S NAME>'s input helped us evaluate questions for the MGLS:2017. The assistance your child provided, combined with input from other students, was incredibly useful and informative. We greatly appreciate you taking the time to bring your child to and from the interview location to participate.

We also want to thank you for the valuable input you provided during the one-on-one interview about parent survey items. We will use your feedback, combined with comments from other parents, to refine the parent survey instrument before the national study.

Sincerely,

<CONTACT NAME>

Decision Information Resources

<CONTACT PHONE>

<CONTACT NAME>

Mathematica Policy Research

<CONTACT PHONE>