

Appendix A
Linkages to Administrative Data Sources

A.1 Develop Linkages with Administrative Data Sources

We will develop linkages with existing data sources to supplement the Beginning Postsecondary Students Longitudinal Study (BPS:12/14) interview data. NCES recognizes the great value added to the BPS:12/14 data file with the addition of data from specific administrative data sources. Certain data (for example, specific financial aid amounts and associated dates) can only be accurately obtained from sources other than the student or parent. Through the experience of collecting data for many NCES postsecondary studies, including previous BPS studies, Baccalaureate and Beyond (B&B), and National Postsecondary Study Aid Study (NPSAS), a considerable knowledge has been gained in performing file merges with many existing sources of valuable data, including Department of Education's (ED) Central Processing System (CPS) for Free Application for Federal Student Aid (FAFSA) data, the National Student Loan Data System (NSLDS), and ACT. For this study, we plan to perform file merges with the CPS and NSLDS datasets: CPS, NSLDS.

The Family Educational Rights and Privacy Act (FERPA; 34 CFR Part 99) allows the disclosure of information without prior consent for the purposes of BPS:12/14 according to the following excerpts: 99.31 asks "Under what conditions is prior consent not required to disclose information?" and explains in 99.31 (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 specific conditions. BPS:12/14 collection falls under:

Sec. 99.31 (a)(3). The disclosure is, subject to the requirements of Sec. 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.*

BPS:12/14 is collecting data under the Secretary's authority. The personally identifiable information is collected from student record systems with adherence to the security protocol detailed in 99.35: "What conditions apply to disclosure of information for Federal or State program purposes?"

(a)(1) Authorized representatives of the officials or agencies headed by officials listed in Sec. 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 that relate to those programs.

(2) Authority for an agency or official listed in Sec. 99.31(a)(3) to conduct an audit, evaluation, or compliance or enforcement activity is not conferred by the Act or this part and must be established under other Federal, State, or local authority.

(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 other than the officials or agencies headed by officials referred to in paragraph (a) of this section, except that those officials and agencies may make further disclosures of personally identifiable information from education records on behalf of the educational agency or institution in accordance with the requirements of Sec. 99.33(b); 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 Sec. 99.30; or

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

A.2 File Merge with ED Central Processing System (CPS)

We propose to perform file merges with the CPS data containing federal student aid application information. The merge with CPS can occur at any time for any number of cases, provided that the case has an apparently valid SSN associated with it. BPS contractor, RTI, will send a file to CPS and receive in return a large data file containing all students who applied for federal aid. The programs and procedures are already in place to prepare and submit files according to rigorous CPS standards. Similarly, programs and procedures to receive and process data obtained from CPS have also been developed.

RTI will electronically upload a file on the FAFSA secure web-site for matching. The file contains SSN and the first 2 letters of the sample member's last name, but no other information. Access to the site for the upload is restricted to authorized users who are registered and provide identification/authentication information to the FAFSA data site. The file is retrieved by the Central Processing System or CPS (the FAFSA contractor data system) for linkage. The linked file, containing student aid applications for matched records, is then made available to RTI only through a secure connection (EdConnect) which requires username and password. All CPS files will be processed, edited, and documented for inclusion on the analytic data files. The CPS data will cover academic years beginning with 2012–2013. All CPS files will be processed, edited, and documented for inclusion in the Electronic Codebook (ECB).

A.3 File Merge with National Student Loan Data System Disbursement

RTI will also conduct a file merge with the NSLDS to collect federal loan and Pell grant data for the 2012-13 award year. The resulting file will contain cumulative amounts for each student's entire postsecondary education enrollment. Files are transmitted using a secure connection (EdConnect) which requires username and password. Programs to create the files for the merge and also programs to read the received data already exist. All matching processes are initiated by RTI staff providing a file with one record per sample member to be merged.

Appendix B
Data Security Language for Vendor Contracts

Data Security Requirements

- a) Contractor shall use data supplied to them by Company for the specific purpose included in the corresponding Statements of Work only.
- b) Contractor will protect all data supplied to them by Company as specifically stated in Exhibit C, attached.
- c) Unless otherwise agreed to, Contractor will promptly and properly destroy data supplied to them by Company upon the Statement of Work completion date.

EXHIBIT C COMPANY INFORMATION SECURITY REQUIREMENTS

A. Definitions.

“Business Contact Information” is defined as name, job title, department name, company name, business telephone, business fax number, and business email address.

“COMPANY Confidential Information” as defined in the Agreement.

“Information Processing System(s)” is defined as the individual and collective electronic, mechanical, or software components of CONTRACTOR operations that store and/or process COMPANY Confidential Information.

“Information Security Event” is defined as any situation where COMPANY Confidential Information is lost; is subject to unauthorized or inappropriate access, use, or misuse; the security, confidentiality, or integrity of the information is compromised; or the availability of CONTRACTOR Information Processing Systems is compromised by external attack.

“Security Breach” is defined as an unauthorized access to CONTRACTOR’s facilities, Information Processing Systems or networks used to service, store, or access COMPANY Confidential Information, provided such unauthorized access exposes COMPANY Confidential Information or provided CONTRACTOR is required to report such unauthorized access to appropriate legal or regulatory agencies or affected COMPANY members.

“Industry best practice” is defined by the information security guidelines prepared by the PCI Security Standards Council and documented in the PCI DSS requirements as well as standards and guidelines prepared by the Federal Financial Institutions Examination Council (FFIEC)

B. Security and Confidentiality.

Before receiving, or continuing to receive, COMPANY Confidential Information, CONTRACTOR will implement and maintain an information security program that ensures: 1) COMPANY’s Confidential Information and CONTRACTOR’s Information Processing Systems are protected from internal and external security threats; and 2) that COMPANY Confidential Information is protected from unauthorized disclosure.

C. Security Policy.

- a. Formal Security Policy. Consistent with the requirement of this Attachment, CONTRACTOR will create an information security policy that is approved by CONTRACTOR’s management, published and communicated to all CONTRACTOR’s employees. Such information security policy may be reviewed by COMPANY at CONTRACTOR’s place of business pursuant to confidentiality obligations.

- b. Security Policy Review. CONTRACTOR will review the information security policy at planned intervals or if significant changes occur to ensure its continuing suitability, adequacy, and effectiveness.

D. Asset Management.

- a. Asset Inventory. CONTRACTOR shall have the ability to identify the location of all CONTRACTOR Information Processing Systems and media containing COMPANY Confidential Information.
- b. Acceptable Use. CONTRACTOR will implement rules for the acceptable use of information and assets which is no less restrictive than industry best practice and consistent with the requirements of this Attachment.
- c. Equipment Use While on COMPANY Premises. While on COMPANY's premises, CONTRACTOR will not connect hardware (physically or via a wireless connection) to COMPANY systems unless necessary for CONTRACTOR to perform Services under this Agreement. This hardware must be inspected / scanned by COMPANY before use.
- d. Portable Devices. COMPANY Confidential Information, with the exception of Business Contact Information, may not be stored on portable devices including, but not limited to, laptops, external hard drives, Personal Digital Assistants, MP3 devices, and USB devices.
- e. Personally-owned Equipment. COMPANY Confidential Information, with the exception of Business Contact Information, may not be stored on personally-owned equipment.

E. Human Resources Security.

- a. Security Awareness Training. Prior to CONTRACTOR employees receiving access to COMPANY Confidential Information, they will receive security awareness training appropriate to their job function. CONTRACTOR will also ensure that recurring security awareness training is performed.
- b. Removal of access Rights. The access rights of all CONTRACTOR employees to CONTRACTOR Information Processing Systems or media containing COMPANY Confidential Information will be removed immediately upon termination of their employment, contract or agreement, or adjusted upon change.

F. Physical and Environmental Security.

- a. Secure Areas. CONTRACTOR will secure all areas, including loading docks, holding areas, telecommunications areas, cabling areas and off-site areas that contain Information Processing Systems or media containing COMPANY Confidential Information by the use of appropriate security controls in order to ensure that only authorized personnel are allowed access and to prevent damage and interference. The following controls will be implemented:
 - i. Access will be controlled and restricted by use of a defined security perimeter, appropriate security barriers, entry controls and authentication controls. A record of all accesses will be securely maintained.
 - ii. All personnel will be required to wear some form of visible identification to identify them as employees, contractors, visitors, et cetera.

iii. Visitors to secure areas will be supervised, or cleared for non-escorted access via an appropriate background check. Their date and time of entry and departure will be recorded.

b. Environmental Security. CONTRACTOR will protect equipment from power failures and other disruptions caused by failures in supporting utilities.

G. Communications and Operations Management.

a. Protections Against Malicious Code. CONTRACTOR will implement detection, prevention, and recovery controls to protect against malicious software, which is no less than current industry best practice and perform appropriate employee training on the prevention and detection of malicious software.

b. Back-ups. CONTRACTOR will perform appropriate back-ups of CONTRACTOR Information Processing Systems and media containing COMPANY Confidential Information as required in order to ensure services and service levels described in this Statement of Work.

c. Media and Information Handling. CONTRACTOR will protect against unauthorized access or misuse of COMPANY Confidential Information contained on media by use of a media control management program and provide a copy of the program to COMPANY.

i. COMPANY input and result code data can be stored as Audit Data in a SQLServer table. All Audit Data on this SQLServer table can only be accessed for up to 180 days. After 180 days the Audit Data in the SQLServer table is automatically destroyed.

d. Media and Information Disposal. CONTRACTOR will securely and safely dispose of COMPANY Confidential Information that resides on media (including but not limited to hard copies, disks, CDs, DVDs, optical disks, USB devices, hard drives) upon the Statement of Work completion date using establishment of procedures to include, but not be limited to:

i. Disposing of COMPANY Confidential Information on media so that it is rendered unreadable or undecipherable, such as by burning, shredding, pulverizing or overwriting in compliance with DoD Standard 5220.22-M.

ii. Maintaining a secured disposal log that provides an audit trail of disposal activities.

iii. Purging COMPANY Confidential Information from all CONTRACTOR's physical storage mediums (filing cabinets, drawers, et cetera.) and from all Information Processing Systems, including back-up systems, within thirty (30) days of the latest occurrence of following: upon termination of this agreement; or as soon as the COMPANY Confidential Information is no longer required to perform services under this Statement of Work.

iv. Providing a Certificate of Destruction to COMPANY certifying that all COMPANY Confidential Information was purged. The certificate will be provided to COMPANY within ten (10) business days after the information was purged.

e. Exchange of Information. To protect confidentiality and integrity of COMPANY Confidential Information in transit, CONTRACTOR will:

i. Perform an inventory, analysis and risk assessment of all data exchange channels (including but not limited to FTP, HTTP, HTTPS, SMTP, modem, and fax) to identify and mitigate risks to COMPANY Confidential Information from these channels.

- ii. Monitor and inspect all data exchange channels to detect unauthorized information releases.
 - iii. Ensure that appropriate security controls using approved data exchange channels are employed when exchanging COMPANY Confidential Information.
 - iv. If COMPANY Confidential Information can only be sent to CONTRACTOR electronically, then CONTRACTOR must employ industry standard encryption security measures (minimum standard of NIST's FIPS 140-2) to encrypt COMPANY Confidential Information prior to transmitting via the Internet. Otherwise, COMPANY Confidential Information can only be sent to CONTRACTOR using an encrypted (minimum standard NIST's FIPS 140-2) CD-ROM sent via courier service with a tracking number.
 - v. Ensure that information (including persistent cookies) about COMPANY customers, members or employees is not harvested by CONTRACTOR web pages except for purposes of this Agreement.
- f. Monitoring. To protect against unauthorized access or misuse of COMPANY Confidential Information residing on CONTRACTOR Information Processing Systems, CONTRACTOR will:
- i. Employ current industry best practice security controls and tools to monitor Information Processing Systems and log user activities, exceptions, unauthorized information processing activities, suspicious activities and information security events. Logging facilities and log information will be protected against tampering and unauthorized access. Logs will be kept for at least 90 days.
 - ii. Perform frequent reviews of logs and take necessary actions to protect against unauthorized access or misuse of COMPANY Confidential Information.
 - iii. At COMPANY's request, make logs available to COMPANY to assist in investigations of security breaches.
 - iv. Comply with all relevant legal requirements applicable to monitoring and logging activities.
 - v. Ensure that the clocks of all relevant information processing systems are synchronized using a national or international time source.

H. Access Control.

- a. User access Management. To protect against unauthorized access or misuse of COMPANY Confidential Information residing on CONTRACTOR Information Processing Systems, CONTRACTOR will:
 - i. Employ a formal user registration and de-registration procedure for granting and revoking access and access rights to all CONTRACTOR Information Processing Systems.
 - ii. Employ a formal password management process.
 - iii. Perform recurring reviews of users' access and access rights to ensure that they are appropriate for the users' role.
- b. User Responsibilities. To protect against unauthorized access or misuse of COMPANY Confidential Information residing on CONTRACTOR Information Processing Systems, CONTRACTOR will:

- i. Ensure that CONTRACTOR Information Processing Systems users follow current security practices in the selection and use of strong passwords.
 - ii. Ensure that unattended equipment has appropriate protection to prohibit access and use by unauthorized individuals.
 - iii. Ensure that COMPANY Confidential Information contained at workstations, including but not limited to paper and on display screens is protected from unauthorized access.
 - c. Network access Control. access to internal, external, and public network services that allow access to CONTRACTOR Information Processing Systems shall be controlled. CONTRACTOR will:
 - i. Ensure that current industry best practice standard authentication mechanisms for network users and equipment are in place and updated as necessary.
 - ii. Ensure electronic perimeter controls are in place to protect CONTRACTOR Information Processing Systems from unauthorized access.
 - iii. Ensure authentication methods are used to control access by remote users.
 - iv. Ensure physical and logical access to diagnostic and configuration ports is controlled.
 - d. Operating System access Control. To protect against unauthorized access or misuse of COMPANY Confidential Information residing on CONTRACTOR Information Processing Systems, CONTRACTOR will:
 - i. Ensure that access to operating systems is controlled by a secure log-on procedure.
 - ii. Ensure that CONTRACTOR Information Processing System users have a unique identifier (user ID).
 - iii. Ensure that the use of utility programs that are capable of overriding system and application controls are highly restricted and tightly controlled.
 - iv. Ensure that inactive sessions are shut down when technically possible after a defined period of inactivity.
 - v. Employ restrictions on connection times when technically possible to provide additional security for high risk applications.
 - e. Mobile Computing and Remote Working. To protect COMPANY Confidential Information residing on CONTRACTOR Information Processing Systems from the risks inherent in mobile computing and remote working, CONTRACTOR will:
 - i. Perform a risk assessment to identify and mitigate risks to COMPANY Confidential Information from residing on mobile computing and remote access systems.
 - ii. Develop a policy, operational plans and procedures for managing mobile computing and remote access systems to ensure that COMPANY Confidential Information does not reside on or are used on these systems.

I. Information Systems Acquisition, Development and Maintenance.

- a. Security of System Files. To protect CONTRACTOR Information Processing Systems and system files containing COMPANY Confidential Information, CONTRACTOR will ensure that access to source code is restricted to authorized users who have a direct need to know.

- b. Security in Development and Support Processes. To protect CONTRACTOR Information Processing Systems and system files containing COMPANY Confidential Information, CONTRACTOR will:
 - i. Ensure that the implementation of changes is controlled by the use of formal change control procedures.
 - ii. Employ industry best practice security controls to minimize information leakage.
 - iii. Employ oversight quality controls and security management of outsourced software development.

J. Information Security Incident Management.

Reporting Information Security Events and Weaknesses. To protect CONTRACTOR Information Processing Systems and system files containing COMPANY Confidential Information, CONTRACTOR will, in the event that Contractor becomes aware of (or reasonably suspects) that any information and data obtained pursuant to the Services has been compromised in any manner, immediately notify Company via email or telephone call and follow-up on the incident in writing and provide all requested information about the event. For purposes of this obligation, “compromise” includes suspected or known incidents without limitation: (i) any unauthorized access to information and data obtained pursuant to the Services, (ii) any inadvertent disclosure of information and data obtained pursuant to the Services to any third party, (iii) any known or suspected misuse of information and data obtained pursuant to the Services by any person (even if such person was authorized to access such information or data), (iv) any suspected use of information and data obtained pursuant to the Services by any person outside of the scope of that person’s authority, and (v) any known or suspected alteration of information and data obtained pursuant to the Services other than as required or permitted by this Agreement.

- a. Information Security Events and Security Breaches: Contractor shall
 - i. Implement a process to ensure that Information Security Events and Security Breaches are reported through appropriate management channels as quickly as possible.
 - ii. Train all employees of information systems and services how to report any observed or suspected Information Security Events and Security Breaches.
 - iii. Notify COMPANY by email (JDavismailto:@RTI.org) or by phone (800-334-8571) immediately of all suspected Information Security Events and Security Breaches. Following any such event or breach, CONTRACTOR will promptly notify COMPANY as to the COMPANY Confidential Information affected and the details of the event or breach.

K. Business Continuity Management.

- a. Business Continuity Management Program. In order to ensure services and service levels described in this agreement, CONTRACTOR will:
 - i. Develop and maintain a process for business continuity throughout the organization that addresses the information security requirements needed for the CONTRACTOR’s business continuity so that the provision of products and/or services provided under the Agreement to COMPANY is uninterrupted.
 - ii. Identify events that can cause interruptions to business processes, along with the probability and impact of such interruptions and their consequences for information security.

- iii. Develop and implement plans to maintain or restore operations and ensure availability of information at the required level and in the required time scales following interruption to, or failure of, critical business processes and provide COMPANY a copy of the same.
- iv. Test and update Business Continuity Plans regularly to ensure that they are up-to-date and effective.

L. Security Assessments.

- a. Initial and Recurring Security Assessments. CONTRACTOR will permit COMPANY representatives to perform an on-site physical and logical Security Assessment of CONTRACTOR's data processing and business facilities prior to the release of COMPANY Confidential Information and each year thereafter. Security Assessments will be performed during regular business hours, at a date and time agreed to by both parties, and will not require online access to CONTRACTOR's Information Processing Systems.
- b. Security Assessments Following Information Security Events and Security Breaches. Following the occurrence of an Information Security Event or Security Breach, CONTRACTOR will permit COMPANY representatives to perform an on-site physical and logical Security Assessment of CONTRACTOR's data processing and business facilities to assess the impact of the event or breach even if a Security Assessment has been completed within the year.
- c. Security Assessment Findings. Upon completion of a Security Assessment, COMPANY will provide CONTRACTOR with a Security Assessment completion letter that summarizes COMPANY's Security Assessment findings. These findings may identify critical security deficiencies identified as "Mandatory" that require immediate correction before COMPANY can release, or continue to release, COMPANY Confidential Information to CONTRACTOR. CONTRACTOR will implement and continue to maintain all mutually agreed upon "Mandatory" security findings. If mutual agreement to "Mandatory" security findings cannot be reached, then these issues may be escalated using the dispute resolution provisions within this Agreement

Appendix C
Bibliography of Publications Using BPS Data

Bibliography of Publications Using BPS Data Arranged alphabetically by year

This bibliography is derived from computer searches of online bibliographic databases such as ERIC, Proquest, Google Scholar, and Project MUSE, as well as the NCES.ED.GOV website.

These searches were conducted and compiled by NCES contractors.

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Appendix E

Confidentiality Agreements

CONFIDENTIALITY AGREEMENT

2011-12 National Postsecondary Student Aid Study (NPSAS:12) Option 6: BPS 12/14 First Follow-up of First-Time Beginning Students (BPS:12/14) (RTI Under Contract No. ED-IES-09-C-0039)

Safeguards for Individuals Against Invasion of Privacy: In accordance with the Privacy Act of 1974 (5 United States Code 552a), the Education Sciences Reform Act of 2002 (Public Law 107-279), the Federal Statistical Confidentiality Order of 1997, the E-Government Act of 2002 (Public Law 107-347), the Computer Security Act of 1987, and the National Center for Education Statistics' (NCES') *Restricted Use Data Procedures Manual*, RTI International (RTI) and all its subcontractors are required to comply with the applicable provisions of the legislation, regulations, and guidelines and to undertake all necessary safeguards for individuals against invasions of privacy.

To provide this assurance and these safeguards in performance of work on this project, all staff, consultants, and agents of RTI, and its subcontractors who have any access to study data, shall be bound by the following assurance.

Assurance of Confidentiality

1. In accordance with all applicable legislation, regulations, and guidelines, RTI assures all respondents that their responses 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 [Education Sciences Reform Act of 2002 (ESRA 2002), 20 U.S. Code, § 9573].
2. The following safeguards will be implemented to assure that confidentiality is protected as allowable by law (20 U.S.C. § 9573) by all employees, consultants, agents, and representatives of RTI and all subcontractors and that physical security of the records is provided:
 - a. All staff with access to data will take an oath of nondisclosure and sign an affidavit to that effect.
 - b. At each site where these items are processed or maintained, all confidential records that will permit identification of individuals shall be kept in a safe, locked room when not in use or personally attended by project staff.
 - c. When confidential records are not locked, admittance to the room or area in which they reside shall be restricted to staff sworn to confidentiality on this project.
 - d. All electronic data shall be maintained in secure and protected data files, and personally identifying information shall be maintained on separate files from statistical data collected under this contract.
 - e. All data files on network or multi-user systems shall be under strict control of a database manager with access restricted to project staff sworn to confidentiality, and then only on a need-to-know basis.
 - f. All data files on single-user computers shall be password protected and all such machines will be locked and maintained in a locked room when not attended by project staff sworn to confidentiality.
 - g. External electronically stored data files (e.g., tapes on diskettes) shall be maintained in a locked storage device in a locked room when not attended by project staff sworn to confidentiality.
 - h. Any data released to the general public shall be appropriately masked or perturbed such that linkages to individually identifying information are protected to avoid individual identification in disclosed data.
 - i. Data or copies of data may not leave the authorized site for any reason.
3. Staff, consultants, agents, or RTI and all its subcontractors will take all necessary steps to ensure that the letter and intent of all applicable legislation, regulations, and guidelines are enforced at all times through appropriate qualifications standards for all personnel working on this project and through adequate training and periodic follow-up procedures.

By my signature affixed below, I hereby swear and affirm that I have carefully read this statement and fully understand the statement as well as legislative and regulatory assurances that pertain to the confidential nature of all records to be handled in regard to this project, and will adhere to all safeguards that have been developed to provide such confidentiality. As an employee, consultant, agent, or representative of RTI or one of its subcontractors, consultants, agents, or representatives, I understand that I am prohibited by law from disclosing any such confidential information to anyone other than staff, consultant, agents, or representatives of RTI, its subcontractors, or agents, and NCES. I understand that any willful and knowing individual disclosure or allowance of disclosure in violation of the applicable legislation, regulations, and guidelines is punishable by law and would subject the violator to possible fine or imprisonment.

(Signature)

(RTI Employee ID Number)

____ / ____ / ____
(Date)

(Supervisor's Signature)

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____ / ____ / ____
(Date)

AFFIDAVIT OF NONDISCLOSURE

**2011-12 National Postsecondary Student Aid Study (NPSAS:12)
Option 6: BPS 12/14 First Follow-up of First-Time Beginning Students (BPS:12/14)
(RTI Under Contract No. ED-IES-09-C-0039)**

(Name)

(Job Title)

(Date of Assignment to NPSAS:12 Project)

(Organization, State, or Local Agency or Instrumentality)

(Address)

I, _____, do solemnly swear (or affirm) that when given access to any **2011-12 National Postsecondary Student Aid Study (NPSAS:12)/Option 6 BPS 12/14 First Follow-up of First-Time Beginning Students (BPS:12/14)** project-related databases or files containing individually identifiable information, I will not:

- (i) use or reveal any individually identifiable information furnished, acquired, retrieved or assembled by me or others, under the provisions of Section 183 of the Education Sciences Reform Act of 2002 (PL 107-279) and Title V, subtitle A of the E-Government Act of 2002 (PL 107-347) for any purpose other than statistical purposes specified in the NCES survey, project or contract;
- (ii) make any disclosure or publication whereby a sample unit or survey respondent could be identified or the data furnished by or related to any particular person under this section could be identified; or
- (iii) permit anyone other than the individuals authorized by the Commissioner of the National Center for Education Statistics to examine the individual reports.

(Signature)

(The penalty for unlawful disclosure is a fine of not more than \$250,000 [under 18 U.S.C. 3571] or imprisonment for not more than 5 years [under 18 U.S.C. 3559], or both. The word "swear" should be stricken out wherever it appears when a person elects to affirm the affidavit rather than to swear to it.)

State of _____

County of _____

Subscribed and sworn/affirmed before me, _____, a Notary Public in and for
_____ County, State of _____, on this date,
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Notary Public

My commission expires: _____.

Appendix F

Letters and Contacting Materials

BPS:12/14 FT Brochure.....	3
BPS:12/14 FS Brochure Text.....	5
Initial Contact Letter – Parent.....	8
Address Update Form – Parent.....	10
Initial Contact Letter – Sample Member.....	11
Data Collection Announcement Letter.....	13
Reminder Letter.....	15
Reminder Postcard 1.....	16
Reminder Postcard 2.....	17
Thank You/Incentive Letter.....	18
Final Flyer.....	19
Initial Contact E-mail.....	20
Data Collection Announcement E-mail.....	21
Reminder E-mail 1.....	22
Reminder E-mail 2.....	23
Example Text 1 for Brief Reminder E-mails.....	24
Example Text 2 for Brief Reminder E-mails.....	25
Example Text 3 for Brief Reminder E-mails.....	26
BPS CATI Consent Text.....	27
BPS:12/17 Panel Maintenance Address Update Form.....	29
Example BPS:12/17 Panel Maintenance E-mail.....	30
BPS:12/17 Panel Maintenance Postcard.....	31

Note: Emails and letters providing similar content to those shown in this appendix will be sent throughout data collection to encourage participation. In addition, sample members that request follow-up reminders via text message will receive text message prompts to complete the survey.

BPS:12/14 FT Brochure



What is BPS?

The Beginning Postsecondary Students Longitudinal Study (BPS) follows first time beginning students to find out about their experiences after enrolling in postsecondary education. BPS will survey about 3,500 students in 2013, and again in 2016, to collect information about their education progress and future plans, experience in the workforce, earnings and expenses, family status, and personal and professional goals. In addition to survey responses, we collect financial aid, student data, and related information from institutions and other sources such as student loan databases and admissions testing agencies.

BPS is sponsored by the National Center for Education Statistics (NCES) in the U.S. Department of Education's Institute of Education Sciences. The study is being conducted under contract by RTI International, a nonprofit research organization based in North Carolina.

Why am I being asked to participate?

You are being asked to participate in BPS because you enrolled in college or another postsecondary institution for the first time during the 2010-11 academic year. Most study participants were first surveyed in 2011 as part of the National Postsecondary Student Aid Study (NPSAS).

How can I get a copy of the results?

Publications from previous studies are available, free of charge, on the BPS website at <http://nces.ed.gov/surveys/bps/>. Results from the current study are scheduled to be released in 2015 and will be posted on the BPS website as soon as they are available.

RTI International is a trade name of Research Triangle Institute.

Are there benefits or risks to my participation?

While there are no specific benefits to you for participating in BPS, your participation will help ensure the success of the study and help educators, researchers, and policymakers better understand the costs and benefits of postsecondary education.

The risk of participation in this study relates to data security. The strict security procedures in place minimize the risks of participation.

How will my information be protected?

Federal law requires that we respect your privacy. Your responses 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 (20 U.S.C. § 9573).

Data security procedures are reviewed by RTI's Institutional Review Board in the Office of Research Protection and have been reviewed and approved by NCES data security staff. Your answers are secured behind firewalls and are encrypted during internet transmission using Secure Sockets Layer (SSL) protocol. All data entry modules are password protected and require the user to log in before accessing confidential data. Project staff is subject to large fines or imprisonment if individual responses are disclosed.

The 2012/14 Beginning Postsecondary Students Longitudinal Study (BPS:12/14) is conducted under the authority of the Education Sciences Reform Act (ESRA) of 2002 (20 U.S.C. § 9512), which authorizes NCES to collect and disseminate information about education in the United States. Collection is most often done through surveys.

NCES is required to follow strict procedures to protect the confidentiality of persons in the collection, reporting, and publication of data. All individually identifiable information supplied by individuals or institutions to NCES may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose, unless otherwise compelled by law (20 U.S.C. § 9573).

How do I participate?

You may complete the BPS survey in one of two ways:

1. Online.

Go to the study website at <https://surveys.nces.ed.gov/bps/>. Simply enter your Study ID and password and select LOGIN.



2. By telephone.

If you prefer to complete the BPS survey by telephone, call the BPS Help Desk at **1-800-334-2321** to speak with a professionally-trained interviewer.

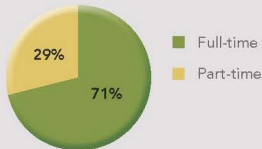
If you need assistance, call the BPS Help Desk at **1-800-334-2321**, or contact us via email at bps@rti.org.

Your participation is very important to the success of BPS.

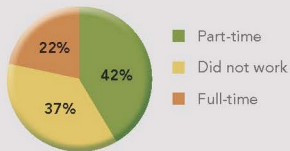
What has been learned from previous studies?

About 15,000 students who began their postsecondary education in the 2003-04 academic year were contacted again in 2006 and 2009. Below is a snapshot of what we've learned from their experiences. *Note: Numbers have been rounded and may not sum to 100%.*

Enrollment status: 2003-04 academic year



Employment status when first enrolled: 2003-04 academic year



Highest degree attained by 2009



To see more results, go to <http://nces.ed.gov/pubs2011/2011152.pdf>



BPS HELP DESK

1-800-334-2321

bps@rti.org

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

If you have questions or concerns, please contact:

Jennifer Wine, Ph.D.
BPS Project Director (RTI)
jennifer@rti.org
1-877-225-8470

Sarah Crissey, Ph.D.
BPS Project Officer (NCES)
sarah.crissey@ed.gov
1-202-502-7395



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



2012/14 BEGINNING POSTSECONDARY STUDENTS LONGITUDINAL STUDY FIELD TEST



ies NATIONAL CENTER FOR
EDUCATION STATISTICS
Institute of Education Sciences

NCES 2013-756

BPS:12/14 FS Brochure Text

What is BPS?

The Beginning Postsecondary Students Longitudinal Study (BPS) follows first time beginning students to find out about their experiences after enrolling in postsecondary education. BPS will survey about 35,000 students in 2014, and again in 2017, to collect information about their education progress and future plans, experience in the workforce, earnings and expenses, family status, and personal and professional goals. In addition to survey responses, we collect financial aid, student data, and related information from institutions and other sources such as student loan databases and admissions testing agencies.

Why am I being asked to participate?

You are being asked to participate in BPS because you enrolled in college or another postsecondary institution for the first time during the 2011-12 academic year. Most study participants were first surveyed in 2012 as part of the National Postsecondary Student Aid Study (NPSAS).

Why is my participation important?

Policymakers and researchers use BPS data to better understand beginning students' paths in postsecondary education. Your responses, combined with institutional records, help answer questions such as the following:

- What percentages of students complete various degree programs?
- Do students who receive financial aid complete their programs in the same length of time as those who do not receive financial aid?
- Why do students leave school?
- How does employment affect students' success in school?

Although participation in this study is voluntary, there is no substitute for your responses.

What happens to the results?

Results from the current study are scheduled to be released in spring 2015 and will be posted on the BPS website as soon as they are available. Results will be presented in summary form only; no individual results will be published.

Publications from previous studies are available free of charge on the BPS website at <http://nces.ed.gov/surveys/bps/>.

About 15,000 students who began their postsecondary education in the 2003-04 academic year were contacted again for interviews in 2006 and 2009. Below is a snapshot of what we've learned from their experiences. *Note: Numbers have been rounded and may not sum to 100%.*

Enrollment status: 2003-04 academic year

71% full-time
29% part-time

Employment status when first enrolled: 2003-04 academic year

42% Part-time
37% Did not work

22% Full-time

Highest degree attained by 2009

49% Earned degree/certificate

15% Still enrolled

36% Not enrolled

To see more results, go to <http://nces.ed.gov/pubs2011/2011152.pdf>

Who is conducting BPS?

BPS is sponsored by the National Center for Education Statistics (NCES) in the U.S. Department of Education's Institute of Education Sciences. The study is being conducted under contract by RTI International, a nonprofit research organization based in North Carolina.

The 2012/14 Beginning Postsecondary Students Longitudinal Study (BPS:12/14) is conducted under the authority of the Education Sciences Reform Act (ESRA) of 2002 (20 U.S.C. § 9543), which authorizes NCES to collect and disseminate information about education in the United States. Collection is most often done through surveys.

Are there benefits or risks to my participation?

While there are no specific benefits to you for participating in BPS, your participation will help ensure the success of the study and help educators, researchers, and policymakers better understand the costs and benefits of postsecondary education.

The risk of participation in this study relates to data security. The strict security procedures in place minimize the risks of participation.

How will my information be protected?

Federal law requires that we respect your privacy. NCES is required to follow strict procedures to protect the confidentiality of persons in the collection, reporting and publication of data. All individually identifiable information supplied by individuals or institutions to NCES may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose, unless otherwise compelled by law (20 U.S.C. § 9573).

Data security procedures are reviewed by RTI's Institutional Review Board in the Office of Research Protection and have been reviewed and approved by NCES data security staff. Your answers are secured behind firewalls and are encrypted during internet transmission using Secure Sockets Layer (SSL) protocol. All data entry modules are password protected and require the user to log in before accessing confidential data. Project staff is subject to large fines or imprisonment if individual responses are disclosed.

How do I participate?

You may complete the BPS interview in one of two ways:

1. Online.

Go to the study website at <https://surveys.nces.ed.gov/bps/>. Simply enter your Study ID and password and select LOGIN.

2. By telephone.

If you prefer to complete the BPS survey by telephone, call the BPS Help Desk at **1-800-334-2321** to speak with a professional interviewer.

If you need assistance, call the BPS Help Desk at **1-800-334-2321** or contact us via email at bps@rti.org.
Your participation is very important to the success of BPS.

BPS HELP DESK
1-800-334-2321
bps@rti.org
<https://surveys.nces.ed.gov/bps/>

If you have questions or concerns, please contact:

Dr. Jennifer Wine
BPS Project Director (RTI)
jennifer@rti.org
1-877-225-8470

Dr. Sarah Crissey
BPS Project Officer (NCES)
sarah.crissey@ed.gov
1-202- 502-7395

2012/14 BEGINNING POSTSECONDARY STUDENTS LONGITUDINAL STUDY

Initial Contact Letter – Parent

Date

«Cpfname» «Cpmname» «Cplname»
«CAddr1»
«CAddr2»
«Ccity», «Cstate» «CZip» «CZip4»

«caseid» (Study ID number)

Dear «Cpfname» «Cplname»:

The U.S. Department of Education's National Center for Education Statistics (NCES) is conducting the Beginning Postsecondary Students Longitudinal Study (BPS). BPS follows up with students who first enrolled in postsecondary education during the 2011-12 school year. <<casename>> <<participated in the National Postsecondary Student Aid Study and>> has been selected to participate in BPS. <<As a token of our appreciation, «fname» will receive \$«IncAmt» for completing the survey.>>

We will be contacting «fname» and other study participants to complete the survey in <<month>> 2014, but before data collection can begin, we need your help to update our records. Please take a few minutes to update the contact information online, or complete the enclosed Address Information Update Sheet and return it in the enclosed postage-paid envelope.

To update contact information for <<fname>> online:
Go to <https://surveys.nces.ed.gov/bps/>
Enter Study ID number «caseid»

If you would like more information about the BPS study, please review the enclosed brochure, visit <http://surveys.nces.ed.gov/bps/>, or call the RTI study director, Jennifer Wine at 1-877-225-8470.

We sincerely appreciate your assistance and thank you in advance for helping us conduct this important study.

Sincerely,



Jack Buckley
Commissioner
National Center for Education Statistics
Enclosure

The Beginning Postsecondary Students Longitudinal Study (BPS:12/14) is conducted by NCES under the authorization of the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C., § 9543). The data are being collected for NCES by RTI International, a nonprofit research organization based in North Carolina. 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). 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 for this voluntary information collection is XXXX-XXX. The time required to complete this information collection is estimated to average <time> minutes per response, including the time to review instructions, 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 this survey, please write to: U.S. Department of Education, Washington, DC 20202-4537. If you have any comments or concerns regarding the status of your individual submission of this survey, write directly to: The 2012-14 Beginning Postsecondary Students Longitudinal Study (BPS:12/14), National Center for Education Statistics, 1990 K Street, NW, Washington, DC 20006.

Address Update Form – Parent

1. Please review the current address and phone numbers for <<casename>> displayed in the box below.

Please make corrections in the space provided on the right side of the box.

If you prefer to update this information online, visit our secure website at <https://surveys.nces.ed.gov/bps/> and refer to the Study ID number «caseid».

CURRENT CONTACT INFORMATION FOR <<CASENAME>>:	PLEASE MAKE CORRECTIONS BELOW:
<<casename>> «addr1» «addr2» «city», «state» «zip» «zip4» («area1») «phone1»	Name: _____ Address: _____ _____ _____ Home phone: () — Work phone: () — Cell phone: () —
<input type="checkbox"/> Check here if this information is completely current and no corrections are needed. <i>Please return this form even if no edits are needed.</i>	

2. We will send an e-mail to <<casename>> to announce that data collection has begun. Please provide an e-mail address that we can use to contact <<fname>>.

Primary e-mail address: _____

Alternate e-mail address: _____

3. May we send a text message to <fname>'s cell phone when data collection is about to begin?

Please check one: YES NO

If yes, what cell number should we use? _____

What is <fname>'s cell phone service provider (e.g. AT&T, Verizon, etc.)? _____

We ask for the cell phone service provider to enable us to identify the format of the text message we send.

Thank you for your assistance.

Please return this page in the enclosed postage-paid envelope or return to:

RTI International

ATTN: Jamie Wescott (0212353.200.002.332)

PO Box 12194

Research Triangle Park, NC 27709-9935

For office use only:
 Study ID: <<caseID>>
 <<panelinfo>>/<<CTRLNUM>>

Initial Contact Letter – Sample Member

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

Study ID: «caseid»

Dear «fname»,

I am pleased to inform you that you have been selected to participate in the Beginning Postsecondary Students Longitudinal Study (BPS), an important study that follows up with students who first enrolled in postsecondary education during the 2011-12 school year. <<You may recall participating in NPSAS, a related study, in 2012.>> Your participation is important to the success of BPS. <<If you complete the survey, we will send you \$«INC_AMT» as a token of our appreciation.>>

When BPS data collection begins in <<month>> **2014**, we will contact you again with specific information about how to participate. In the meantime, we need to update our contact information for you. **Please help us now by providing your mailing address, telephone number(s), and e-mail address(es) online at <https://surveys.nces.ed.gov/bps/>.** You will also find out more about BPS at this website.

The enclosed brochure provides more information about BPS. If you have additional questions or concerns about the study after reviewing this material, please call the RTI study director, Jennifer Wine at 1-877-225-8470.

We thank you in advance for your participation in this important study. Your cooperation is greatly appreciated.

Sincerely,



Jack Buckley
Commissioner
National Center for Education Statistics
Enclosure

To update your contact information online:
Go to: <https://surveys.nces.ed.gov/bps/>
Enter Study ID number: «caseid»

The Beginning Postsecondary Students Longitudinal Study (BPS:12/14) is conducted by NCES under the authorization of the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C., § 9543). The data are being collected for NCES by RTI International, a nonprofit research organization based in North Carolina. 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). 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 for this voluntary information collection is XXXX-XXX. The time required to complete this information collection is estimated to average <time> minutes per response, including the time to review instructions, 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 this survey, please write to: U.S. Department of Education, Washington, DC 20202-4537. If you have any comments or concerns regarding the status of your individual submission of this survey, write directly to: The 2012-14 Beginning Postsecondary Students Longitudinal Study (BPS:12/14), National Center for Education Statistics, 1990 K Street, NW, Washington, DC 20006.

Data Collection Announcement Letter

Date

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

Study ID: «caseid»

Dear «fname» «lname»:

Recently, we contacted you about your selection for the Beginning Postsecondary Students Longitudinal Study (BPS), a survey of students who first enrolled in postsecondary education during the 2011-12 school year. Data collection for BPS is now underway, and we would like to invite you to complete the survey by <<early_Web_date>>. <<As a token of our appreciation, once you complete the approximately <<time>>-minute survey, we will mail you a \$«IncAmt» check. / The survey will take approximate <<time>> minutes to complete.>>

To complete the survey, log on to our secure website at <https://surveys.nces.ed.gov/bps/>:

Study ID = «caseid»

Password = «password»m (*password is case sensitive*).

You represent many students like you from <<NPSASschool>> who were not selected for BPS and your participation is important to the success of the study. If you have questions, problems completing your survey online, or prefer to complete the survey over the telephone, simply call the **BPS Help Desk at 1-800-334-2321**.

If you have any other questions or concerns about the study, please contact the BPS Project Director, Dr. Jennifer Wine, at 877-225-8470, jennifer@rti.org, or the NCES Project Officer, Dr. Sarah Crissey, at 202- 502-7395, Sarah.Crissey@ed.gov.

Thank you in advance for making BPS a success.

Sincerely,



Jennifer Wine
BPS Project Director
Education Studies Division
RTI International



Sarah Crissey
NCES Project Officer
National Center for Education Statistics
U.S. Department of Education

Enclosure

«panelinfo»/«ctrl»

The Beginning Postsecondary Students Longitudinal Study (BPS:12/14) is conducted by NCES under the authorization of the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C., § 9543). The data are being collected for NCES by RTI International, a nonprofit research organization based in North Carolina. 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). 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 for this voluntary information collection is XXXX-XXX. The time required to complete this information collection is estimated to average <time> minutes per response, including the time to review instructions, 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 this survey, please write to: U.S. Department of Education, Washington, DC 20202-4537. If you have any comments or concerns regarding the status of your individual submission of this survey, write directly to: The 2012-14 Beginning Postsecondary Students Longitudinal Study (BPS:12/14), National Center for Education Statistics, 1990 K Street, NW, Washington, DC 20006.

Reminder Letter

Dear <<fname>>,

Students who recently began their postsecondary education face many opportunities and challenges as they transition into the next phase of their lives. To better understand beginning students' experiences, the Beginning Postsecondary Students Longitudinal Study (BPS) collects information from students about their lives, careers, and further education. You represent many other students like you, and although participation in BPS is voluntary, we hope you will decide to complete the survey about your experiences.

<<For participating in BPS, you will receive a \$<<INCAMT>> check as a token of our appreciation.>> The survey will take, on average, about <<time>> minutes to complete. Please log on to our secure website to participate:

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

Study ID = <<CASEID>>


Password = <<PSWD>>

Note: The password is case sensitive; you will need to enter it exactly as it appears here.

If you have questions, problems completing your survey online, or prefer to complete the survey over the telephone, simply call the BPS Help Desk at 1-800-334-2321.

Thank you, in advance, for your participation.

Sincerely,



Jennifer Wine
Director, Beginning Postsecondary Students Longitudinal Study

Reminder Postcard 1

2012/14 Beginning Postsecondary Students Longitudinal Study (BPS)

Fname,

Recently we sent you information about completing the U.S. Department of Education's **BPS survey**. This study helps policymakers learn about the issues that impact the lives of students who are starting postsecondary education.

If you haven't yet participated, we'd like to remind you that we're offering \$<<inc>> as a token of our appreciation for completing the <<time>>-minute survey.

To complete your survey online, log into the study website at

<https://surveys.nces.ed.gov/bps>
Study ID: <<12345678>>
Password: <<P@s\$w0rd>>n

Or call **1-800-334-2321** to complete your survey by phone.

Thank you for your participation!

The Beginning Postsecondary Students Longitudinal Study (BPS) is a survey of individuals who began postsecondary education during the 2011-12 academic year. 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.



National Center for Education Statistics
U.S. Department of Education (ATTN: Data Capture)
5285 Capital Boulevard
Raleigh, NC 27616-2925
RTI Project #0212353.200.002.336

ADDRESS SERVICE REQUESTED

What have you been
doing since starting
college?

An important study
wants to know.

Jane Smith
123 Maple Street
Apt A
Anytown, US 12345

www.ed.gov



Reminder Postcard 2

**Just a reminder—
we still need you to complete
the BPS survey.**

First, we value your participation in BPS — there's truly no substitute for your responses. That's why you will <now> receive a check for **\$XX** as a token of our appreciation for completing the BPS survey.

The survey takes about <XX> minutes, and can be completed online or over the phone:

Log on to <https://surveys.nces.ed.gov/bps/> with your Study ID and password.

Study ID: 12345678

Password: p@s\$w0rdq

Or call 1-800-334-2321 and complete your survey with an experienced telephone interviewer.

The Beginning Postsecondary Students Longitudinal Study (BPS) is a survey of individuals who began postsecondary education during the 2011-12 academic year. 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.



National Center for Education Statistics
U.S. Department of Education (ATTN: Data Capture)
5265 Capital Boulevard
Raleigh, NC 27616-2925
RTI Project #0212353.200.002.336

ADDRESS SERVICE REQUESTED

**What have you been
doing since starting
college?**

**An important study
wants to know.**

Jane Smith
123 Maple Street
Apt A
Anytown, US 12345



Thank You/Incentive Letter

Date

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

Study ID: «caseid»

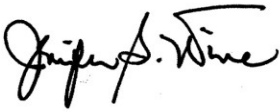
Dear «fname» «lname»:

On behalf of the National Center for Education Statistics (NCES) in the U.S. Department of Education's Institute of Education Sciences and the staff of the Beginning Postsecondary Students Longitudinal Study, we would like to thank you. Your participation in BPS is very important in helping to ensure the success of the study.

Enclosed you will find a check for \$«IncAmt» as a token of our appreciation.

If you have any questions, please do not hesitate to contact us at 1-877-225-8470.

Sincerely,



Jennifer Wine
BPS Project Director
Education Studies Division
RTI International



Sarah Crissey
NCES Project Officer
National Center for Education Statistics
U.S. Department of Education

Enclosure

Final Flyer

BPS ends on September 15th!

**Final name, this is your last chance
to earn \$<X> for completing
the BPS survey. Don't miss out!**

Complete online:

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

Study ID: 12345678

Password: p@s\$w0rd

Or call toll-free 1-800-334-2321

The Beginning Postsecondary Students Longitudinal Study (BPS) is a survey of individuals who began postsecondary education during the 2011-12 academic year. 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.

Why is BPS important?

**Policymakers rely on data from studies like BPS
to understand the issues faced by
postsecondary students like you.**

BPS in the News

The New York Times

"How long does it take to earn a four-year degree? For a majority of today's college graduates, the answer is at least five years...stretching out a four-year degree means extra years of tuition costs, and additional years of labor market earnings and experience forgone."

- Judith Scott-Clayton, *The Rise of the Five-Year Four-Year Degree*, May 20, 2011.

The Atlantic

"...dropouts default on their student loans more than four times as often as graduates."

- Jordan Weissman, *Is Going to College Still Worth It If You Drop Out?*, June 11, 2013.

Inside Higher Ed

"...the Beginning Postsecondary Students survey...provides some of the best available data on student outcomes as seen from a student perspective."

- Doug Lederman, *New Data, No Better Results*, December 2, 2010.

"In certificate programs, the study found little economic gain for those who completed -- regardless of what kind of institutions they attended. But for those who started in associate degree programs, the study found "large, statistically significant benefits from obtaining certificates/degrees from public and not-for-profit but not from for-profit institutions."

- Scott Jaschik, *For-Profit Grads' Wage Disadvantage*, July 3, 2012.

Initial Contact E-mail

SUBJ: You have been selected for the BPS study.

Dear «fname»,

I am pleased to inform you that you have been selected to participate in the Beginning Postsecondary Students Longitudinal Study (BPS), an important study that follows up with students who first enrolled in postsecondary education during the 2011-12 school year.

When BPS data collection begins in <<month>> 2014, we will contact you again with specific information about how to participate. In the meantime, we need to update our contact information for you. **Please help us now by updating your contact information on the BPS website:**

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

Your Study ID number: <<caseID>>

Your participation is important to the success of BPS. <<If you complete the survey, we will send you \$<<INC_AMT>> as a token of our appreciation.>> If you have additional questions or concerns about the study, please call the RTI study director, Jennifer Wine at 1-877-225-8470.

We thank you in advance for your participation in this important study. Your cooperation is greatly appreciated.

Thank You,

Jennifer Wine
BPS Project Director

Data Collection Announcement E-mail

SUBJ: It's time to complete your BPS survey!

Dear <<fname>>,

Recently, we contacted you about your selection for the Beginning Postsecondary Students Longitudinal Study (BPS), a survey of students who, like you, first enrolled in <<NPSAS school name or type of school>> during the 2011-12 school year. Data collection for BPS is now underway, and we would like to invite you to complete the survey by <<early_Web_date>>.

The survey will take about <<time>> minutes to complete. <<**If you complete your BPS survey by [DATE], you will receive a \$[INCAMT] check as a token of our appreciation. / Please complete the survey by [DATE].>>** To access the online survey, just [click here](#) to get started or log in on our secure website:

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

Study ID: <caseid>

Password: <password>

Your participation, while voluntary, is important to the success of the study. **If you would like to complete the survey over the telephone, please call the BPS Help Desk at 1-800-334-2321.**

If you have any questions about the study, please contact me at 1-877-225-8470 or jennifer@rti.org, or the NCES Project Officer, Dr. Sarah Crissey, at 202- 502-7395 or Sarah.Crissey@ed.gov.

Thank you for helping to make BPS a success.



Jennifer Wine
BPS Project Director

Reminder E-mail 1

Subject: Don't Forget to Complete Your BPS Survey!

Dear [FIRSTNAME],

I would like to remind you that your participation in the Beginning Postsecondary Students Longitudinal Study (BPS) is still needed, and that I hope that you will participate in the study soon.

<<If you complete the BPS survey, you will receive a \$[INCAMT] check as a token of our appreciation.>> The survey takes approximately <<time>> minutes to complete.

To access the online survey, just [click here](#) or log in to our secure website:

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

Study ID: <caseid>

Password: <password>a

If you need help accessing the online survey, or if you prefer to complete the survey by telephone, please call our Help Desk at 1-800-334-2321.

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. If you have any questions or concerns about the study, please contact me at 1-877-225-8470 (e-mail: jennifer@rti.org), or the NCES Project Officer, Dr. Sarah Crissey, at 202- 502-7395, Sarah.Crissey@ed.gov.

Thank you in advance for your participation in this very important study.

Sincerely,

Jennifer Wine
BPS Project Director

Reminder E-mail 2

Subject: Don't Delay - Complete Your BPS Survey Today!

Dear [FIRSTNAME],

Data collection for the Beginning Postsecondary Students Longitudinal Study (BPS) continues, and it won't be a success without your participation! **The survey takes approximately <<time>> minutes to complete<<, and when you complete your survey, you will receive a \$[INCAMT] check as a token of our appreciation.>>**

To access the online survey on our secure website, [click here](#) or log in:

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

Study ID: <caseid>

Password: <password>b

If you need help accessing the online survey, or if you prefer to complete the survey by telephone, please call our Help Desk at 1-800-334-2321.

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. If you have any questions or concerns about the study, please contact me at 1-877-225-8470 (e-mail: jennifer@rti.org), or the NCES Project Officer, Dr. Sarah Crissey, at 202- 502-7395, Sarah.Crissey@ed.gov.

Thank you in advance for your participation in this very important study.

Sincerely,

Jennifer Wine
BPS Project Director

Example Text 1 for Brief Reminder E-mails

<FirstName>,

Don't forget to complete the Beginning Postsecondary Students (BPS) Survey <<and receive your check for \$<incent>>>! The survey takes <<time>> minutes and can be completed online or over the phone.

It's easy to participate in BPS on our secure website. Just [click here](#) to get started right away!

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

Study ID: <caseid>

Password: <password>d

Or, you can complete the survey by phone by calling **1-800-334-2321**.

If you have questions or problems completing your survey, please call the **BPS Help Desk at 1-800-334-2321** or visit the study website at <https://surveys.nces.ed.gov/bps/>.

Thanks!

Jennifer Wine
Project Director, BPS
RTI International
jennifer@rti.org
1-877-225-8470

Example Text 2 for Brief Reminder E-mails

<FirstName>,

BPS data collection ends on <<Date>>, which means you only have [x] days left to participate!
<<Complete your BPS survey by the deadline and receive \$<incent> as a token of our appreciation.>>

The survey takes <<time>> minutes and can be completed online or over the phone. BPS is easy to do on our secure website – just [click here](#) to get started!

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

Study ID: <caseid>

Password: <password>

Or, you can complete the survey by phone by calling **1-800-334-2321**.

If you have questions or problems completing your survey, please call the **BPS Help Desk at 1-800-334-2321** or visit the study website at <https://surveys.nces.ed.gov/bps/>.

Thanks!

A handwritten signature in black ink that reads "Jennifer Wine". The signature is written in a cursive style with a large initial "J" and a long horizontal line extending from the end of the name.

Jennifer Wine
Project Director, BPS
RTI International
jennifer@rti.org
1-877-225-8470

Example Text 3 for Brief Reminder E-mails

<FirstName>,

Don't forget that we still need you to participate in the Beginning Postsecondary Students Longitudinal Study (BPS) for the U.S. Department of Education. It takes about <<time>> minutes <<and, once you've completed the survey, we'll send you a check for \$<incamt>!>>

Data collection ends on <<date>>, so you only have a few days left to participate! It's easy to do on our secure website. You can click here to get started right away!

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

Study ID: <caseid>

Password: <password>c

Or, you can complete the survey by phone by calling **1-800-334-2321**.

If you have questions or problems completing your survey, please call the **BPS Help Desk at 1-800-334-2321** or visit the study website at <https://surveys.nces.ed.gov/bps/>.

Thanks!



Jennifer Wine
Project Director, BPS
RTI International
jennifer@rti.org
1-877-225-8470

BPS CATI Consent Text

LTR_S

IF OUTBOUND CALL AND NOT ALREADY MENTIONED, READ: Hello, this is _____. I am calling for the U.S. Department of Education about the Beginning Postsecondary Students Longitudinal Study of students who first enrolled in postsecondary education during the 2011-2012 school year.

Recently, we sent you material about the U.S. Department of Education's Beginning Postsecondary Students Longitudinal Study (BPS). This survey is being conducted to better understand the education and employment experiences of students who began their postsecondary education during the 2011-2012 academic year. <<As a token of our appreciation, you will receive a <<INC_AMOUNT>> check once you complete the survey.>> Have you had a chance to read the material?

If yes, read the material:

(Good.) The survey takes about <<time>> minutes and may be monitored or recorded for quality assurance purposes. Your participation is voluntary and will not affect any aid or other benefits that you may receive. You may decline to answer any question or stop the survey at any time. If you have any questions about the study, please let me know. May we begin the survey now?

(You can contact the study's director, Jennifer Wine, at 1-877-225-8470. For questions about your rights as a study participant, please contact RTI's Office of Research Protection at 1-866-214-2043.)

TI: IF ENTIRE CONSENT WASN'T READ AND THE INTERVIEW ISN'T STARTED, PRESS THE BREAK BUTTON.

If no, did not read the material (or did not receive it):

(At your request we can remail the material to you.) (If you can bear with me for a moment, I am required to read the following information about your rights as a participant.) The BPS survey takes about 35 minutes and may be monitored or recorded for quality assurance purposes. Your responses, combined with student record information (such as financial aid data), may be used only for statistical purposes and may not be disclosed, or used, in personally identifiable form for any other purpose, unless otherwise required by law. (You are one of approximately 3,500 students who will be taking part in this study.) In addition to your survey responses, we collect financial aid, student records and related information from your school and sources such as student loan databases and admissions testing agencies.

Your participation is voluntary and will not affect any aid or other benefits that you may receive. You may decline to answer any question or stop the survey at any time. The risk of participating in this study is small and relates to data security. However, there are strict security procedures in place. If you would like us to remail the material to you, please let me know. May we begin the survey now? (You may contact the study's director, Jennifer Wine, at 1 877-225-8470. For questions about your rights as a study participant, please contact RTI's Office of Research Protection at 1-866-214-2043.)

TI: IF THE SURVEY ISN'T STARTED AND THE ENTIRE CONSENT WASN'T READ, PRESS THE BREAK BUTTON BELOW.

BPS:12/17 Panel Maintenance Address Update Form

[HOME](#) [PURPOSE OF THE STUDY](#) [PREVIOUS STUDY FINDINGS](#) [CONFIDENTIALITY](#) [FAQS](#) [CONTACT US](#)

Contact Information - Update

Please enter contact information for the person selected for the BPS study.

Study ID:
Name (first / middle / last):
Suffix:
Former Last Name:

Address is an International Address

Address:
Address Line 2:
Zip Code:
City:
State:

Home Phone: - -
Work Phone: - -
Cell Phone: - -

Primary Email Address:
Secondary Email Address:

Would you like us to send you a text message reminder about participating in the survey?
(Please note: standard text messaging rates may apply.)

- Yes
 No

[Paperwork Reduction Act Info](#)

National Center for Education Statistics, Institute of Education Sciences, U.S. Department of Education, 1990 K Street, NW, Washington, DC 20006 USA



Example BPS:12/17 Panel Maintenance E-mail

SUBJ: Greetings from BPS: we're updating our files and we need your help.

Dear «fname»,

You may recall <<participating in/being selected for>> the Beginning Postsecondary Students Longitudinal Study (BPS) in <<2013/2014>>. The next round of BPS will take place in <<2016/2017>>. To help us keep in touch with you, we are asking you to update your contact information online at the website below:

<https://surveys.nces.ed.gov/bps/>
Your Study ID number: <<caseID>>

If you have questions about BPS, please contact us at 1-877-225-8470.

We thank you in advance for your participation in this important study. Your cooperation is greatly appreciated.

Thank You,

Jennifer Wine
BPS Project Director

BPS:12/17 Panel Maintenance Postcard

Beginning Postsecondary Students Longitudinal Study (BPS)

Fname,

You may recall participating in the National Postsecondary Student Aid Study (NPSAS) in <<2011/2012>> or the Beginning Postsecondary Students Longitudinal Study (BPS) in <<2013/2014>>.

The next round of BPS will take place in <<2016/2017>>. To ensure that we are able to get in touch with you then, we are asking you to update your contact information online at the website below.

<https://surveys.nces.ed.gov/bps>
Study ID: <<12345678>>

If you have questions about BPS, please contact Dr. Jennifer Wine at 1-877-225-8470 (jennifer@rti.org) or Dr. Sarah Crissey, the NCES Project Officer, at 1-202-502-7395 (sarah.crissey@ed.gov).

Thank you for your participation!

The Beginning Postsecondary Students Longitudinal Study (BPS) is a survey of individuals who began postsecondary education during the 2011-12 academic year. 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.



National Center for Education Statistics
U.S. Department of Education (ATTN: Data Capture)
5205 Capital Boulevard
Raleigh, NC 27616-2925
RTI Project #0212353.200.002.332

ADDRESS SERVICE REQUESTED

**Please update your
contact information
for an important
study.**

Jane Smith
123 Maple Street
Apt A
Anytown, US 12345

www.ed.gov

We're updating our files...

