

Appendix E:

Recruitment Scripts, Confirmation Emails, and Thank You Letters for Teacher and Parent Cognitive Interviews and Timing Tests

Recruitment Script for Teacher Cognitive Interviews

Hi, this is {YOUR NAME} with the Early Childhood Longitudinal Study, sponsored by the National Center for Education Statistics, part of the U.S. Department of Education. The study, commonly known as the ECLS-K:2011, focuses on children's early school experiences from kindergarten through fifth grade. As part of the data collection each round, the study includes questionnaires for teachers of the sampled children. This spring our study is conducting interviews to help in the development of questionnaire items that may be included in the ECLS-K:2011. For this development phase, we are inviting some teachers to provide feedback on questions to ensure that the items are easy to understand and are not overly burdensome to answer.

- We are requesting the help of teachers who are currently teaching reading, math, or science in a regular fourth-grade class. By regular, I mean not a special education class. However, a multi-grade class or ESL class is fine. It is ok also if you teach more than one of these subjects to students, as long as you teach at least one.
- If you agree to participate, you will be asked to take 5 minutes to review a questionnaire and then complete a telephone interview.
- The telephone interview will take about an hour. The interview will take place during your own time, that is, outside of work hours.
- Prior to the call, you will receive the questionnaire to review and a letter explaining the purpose of the call.
- As a thank you for your participation, you will receive a \$25 check shortly after the interview.

So that I can be sure you are eligible for the interview, I just have a few questions for you. (CHECK ANSWERS BELOW)

1. Do you teach fourth grade?

YES (CONTINUE)

NO (Thank you, at this time we are only recruiting teachers who teach fourth grade. DO NOT CONTINUE.)

2. Do you teach a regular class? That is, not a special education class. However, a multi-grade class or ESL class is fine.

YES (CONTINUE)

NO (Thank you, at this time we are only recruiting teachers who teach a regular fourth-grade class. DO NOT CONTINUE.)

3. Which of the following subjects do you teach to fourth graders? (Check all that apply)

Reading/language arts

Mathematics

Science

None of these (Thank you, at this time we are only recruiting teachers who teach at least one of these subjects. DO NOT CONTINUE.)

[NOTE TO RECRUITER: NEED 8 READING, 8 MATH, AND 8 SCIENCE TEACHERS]

4. Do you have a group of students that stay in your classroom for reading, math and science – OR, do your students go to different teachers for at least one of these subjects?

Students stay in my classroom for all 3 subjects

Students go to a different teacher for at least one of these subjects

[NOTE TO RECRUITER: RECRUIT A MIX OF RESPONSES TO QUESTION 4]

5. Would you say most of the students you teach are:

Academically below grade level

Academically on grade level

Academically above grade level

[NOTE TO RECRUITER: OBTAIN A MIX OF RESPONSES TO QUESTION 5]

6. Do you teach at a public or private school?

Public (GO TO 6A)

Private (GO TO 6B)

6a. Is the school a charter school?

Yes

No

6b. Is the school religiously-affiliated?

Yes

No

[NOTE TO RECRUITER: OBTAIN A MIX OF RESPONSES TO QUESTION 6]

Ok, thank you for answering those questions. If you agree to participate in the interviews we are currently conducting, you will be asked to take 5 minutes to review a [FILL IN SUBJECT] teacher questionnaire. (NOTE TO RECRUITERS: BASED ON THE SUBJECT TAUGHT AND THE NUMBER NEEDED FOR EACH SUBJECT, INDICATE TO THE RESPONDENT WHICH TYPE OF QUESTIONNAIRE WILL BE SENT.)

Following your review, you will complete a telephone interview about your impression of some of the items in that questionnaire. The interview will take about an hour and will cover topics like classroom and student characteristics, teaching practices, instructional activities, and curricular focus. Your participation is completely voluntary. You may stop at any time, and you do not have to answer any questions you do not wish to answer. Your answers 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. [READ ONLY IF NEEDED: Education Sciences Reform Act of 2002 (ESRA 2002), 20 U.S. Code, Section 9573]. The report summarizing the findings will not contain any names or identifying information. As a thank you for your participation, you will receive a \$25 check in the mail after the interview.

What day and time would be best for the interview knowing that you will receive the questionnaire in the next 2-3 days?

APPOINTMENT DATE _____

TIME _____ A.M./P.M (CIRCLE ONE)

Just to be sure we call you at the correct time, you are in the [Eastern, Central, Mountain, Pacific] time zone? _____

[If necessary, indicate that the interview should be scheduled on the respondent's own time, outside of regular work hours.]

Prior to the interview, I will send you an email to confirm the date and time of the call; you will also be sent a brief letter confirming the purpose of the call and a questionnaire to review. **During your scheduled call, be sure to have the questionnaire in front of you.** The interviewer will ask you to read some of the questions out loud and then to think “out loud” about how you would go about answering the questions. The interviewer will also ask you to provide the answers you would give if you were completing the questionnaire by yourself.

To make sure that I have the spelling of your name correct, can you please spell your first and last name?

So that we can reach you if anything comes up prior to the call, what is the best telephone number to use to reach you? _____

[Verify phone number is correct.]

Do you have an alternate phone number that you could share? _____

[Verify alternate phone number is correct.]

We will be sending you a package of materials with the welcome letter and questionnaire via Fed Ex. What mailing address should we send the materials to?

And what is your email address? _____

What is the name of the school where you teach? _____

What is the city and state where the school is located? _____

We will also send you a reminder of your appointment by email. *[If email address was not collected, collect it now. If respondent does not have an email address, let him/her know that we will call 2 days before the appointment as a reminder.]*

Thank you. Good bye.

Recruitment Script for Teacher Timing Tests

Hi, this is {YOUR NAME} with the Early Childhood Longitudinal Study, sponsored by the National Center for Education Statistics, part of the U.S. Department of Education. The study, commonly known as the ECLS-K:2011, focuses on children's early school experiences from kindergarten through fifth grade. As part of the data collection each round, the study includes questionnaires for teachers of the sampled children. This spring our study is conducting interviews to help in the development of the questionnaire for the ECLS-K:2011. For this development phase, we are inviting some teachers to complete the questionnaires so we can determine the average length of the questionnaires. We also would like feedback on your experience completing the questionnaires

- We are requesting the help of teachers who are currently teaching reading, math, or science in a regular fourth-grade class. By regular, I mean not a special education class. However, a multi-grade class or ESL class is fine. It is ok also if you teach more than one of these subjects to students, as long as you teach at least one.
- If you agree to participate, you will be mailed two questionnaires to fill out. You will be asked to keep track of how long it takes to complete each section of the two questionnaires.
- After completing the questionnaires, you will be contacted by a telephone interviewer to gather the timings and ask questions about the experience filling out the questionnaires. This interview will take about 10 minutes. The interview will take place during your own time, that is, outside of work hours.
- As a thank you for your participation, you will receive a \$25 check shortly after the interview.

So that I can be sure you are eligible for the interview, I just have a few questions for you. (CHECK ANSWERS BELOW)

1. Do you teach fourth grade?

YES (CONTINUE)

NO (Thank you, at this time we are only recruiting teachers who teach fourth grade. DO NOT CONTINUE.)

2. Do you teach a regular class? That is, not a special education class. However, a multi-grade class or ESL class is fine.

YES (CONTINUE)

NO (Thank you, at this time we are only recruiting teachers who teach a regular fourth-grade class. DO NOT CONTINUE.)

3. Which of the following subjects do you teach to fourth graders? (Check all that apply)

Reading/language arts

Mathematics

Science

None of these (Thank you, at this time we are only recruiting teachers who teach at least one of these subjects. DO NOT CONTINUE.)

[NOTE TO RECRUITER: NEED 6 READING, 6 MATH, AND 6 SCIENCE TEACHERS]

4. Do you have a group of students that stay in your classroom for reading, math and science – OR, do your students go to different teachers for at least one of these subjects?

Students stay in my classroom for all 3 subjects

Students go to a different teacher for at least one of these subjects

[NOTE TO RECRUITER: RECRUIT A MIX OF RESPONSES TO QUESTION 4]

5. Would you say most of the students you teach are:

Academically below grade level

Academically on grade level

Academically above grade level

[NOTE TO RECRUITER: OBTAIN A MIX OF RESPONSES TO QUESTION 5]

6. Do you teach at a public or private school?

Public (GO TO 6A)

Private (GO TO 6B)

6a. Is the school a charter school?

Yes

No

6b. Is the school religiously-affiliated?

Yes

No

[NOTE TO RECRUITER: OBTAIN A MIX OF RESPONSES TO QUESTION 6]

Ok, thank you for answering those questions. If you agree to participate, you will be asked to complete a teacher background questionnaire and a questionnaire specifically about [FILL IN SUBJECT], and to keep track of how long it takes you to complete the questionnaires. (NOTE TO RECRUITER: BASED ON THE SUBJECT TAUGHT AND THE NUMBER NEEDED FOR EACH SUBJECT, INDICATE TO THE RESPONDENT WHICH TYPE OF QUESTIONNAIRE WILL BE SENT.)

We expect that it will take about an hour to complete both questionnaires. Following your review, you will participate in a 10 minute telephone interview to share your timings and to give feedback about your impression of the questionnaires.

Your participation is completely voluntary. You may stop at any time, and you do not have to answer any questions you do not wish to answer. Your answers 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. [READ ONLY IF NEEDED: Education Sciences Reform Act of 2002 (ESRA 2002), 20 U.S. Code, Section 9573]. The report summarizing the findings will not contain any names or identifying information. As a thank you for your participation, you will receive a \$25 check in the mail after the interview.

What day and time would be best for the interview knowing that you will receive the questionnaire in the next 2-3 days?

APPOINTMENT DATE _____

TIME _____ A.M./P.M (CIRCLE ONE)

Just to be sure we call you at the correct time, you are in the [Eastern, Central, Mountain, Pacific] time zone? _____

[If necessary, indicate that the interview should be scheduled on the respondent's own time, outside of regular work hours.]

Prior to the interview, I will send you an email to confirm the date and time of the call; you will also be sent a brief letter further explaining the task and the questionnaires to complete. During your scheduled call, be sure to have the questionnaire in front of you. Ok?

To make sure that I have the spelling of your name correct, can you please spell your first and last name?

So that we can reach you if anything comes up prior to the call, what is the best telephone number to use to reach you? _____

[Verify phone number is correct.]

Do you have an alternate phone number that you could share? _____
[Verify alternate phone number is correct.]

We will be sending you a package of materials with the welcome letter and questionnaires via Fed Ex.
What mailing address should we send the materials to?

And what is your email address? _____

What is the name of the school where you teach? _____

What is the city and state where the school is located? _____

We will also send you a reminder of your appointment by email. *[If email address was not collected, collect it now. If respondent does not have an email address, let him/her know that we will call 2 days before the appointment as a reminder.]*

Thank you. Good bye.

Recruitment Script for Parent Cognitive Interviews

Hi, this is {YOUR NAME} with the Early Childhood Longitudinal Study, sponsored by the National Center for Education Statistics, part of the U.S. Department of Education. The study, commonly known as the ECLS-K:2011, focuses on children's early school experiences from kindergarten through fifth grade. The study includes an interview with parents of the sampled children. For this development phase, we are inviting some parents to provide feedback on questions to ensure that they are easy for parents to understand and answer. All participants who complete the interview will receive a \$25 check shortly after the completion of the interview.

We are requesting the help of parents with children who are currently in fourth grade. So that I can be sure you are eligible for the interview, I just have a few questions for you. (CHECK ANSWERS BELOW)

1. First, is your child in fourth grade?

YES (CONTINUE)

NO (Thank you, at this time we are only recruiting parents of children in fourth grade. DO NOT CONTINUE.)

2. What is the gender of your child?

Male

Female

[NOTE TO RECRUITER: OBTAIN A MIX]

3. We are trying to interview some families with two parents in the household and other families with single parents or guardians in the household. Does your child live with two biological or adoptive parents?

YES, LIVES WITH BOTH BIOLOGICAL/ADOPTIVE PARENTS (SKIP TO QUESTION 5)

NO, LIVES WITH ONLY ONE BIOLOGICAL/ADOPTIVE PARENT (CONTINUE)

DOES NOT LIVE WITH ANY BIOLOGICAL/ADOPTIVE PARENTS (CONTINUE)

4. Does your child have contact with any biological or adoptive parents who live outside your household?

YES
 NO

[NOTE TO RECRUITER: RECRUIT AT LEAST 2-3 PARENTS WHO ANSWER "YES" TO QUESTION 4 ABOVE]

5. Is your fourth-grade child currently in a child care arrangement that is regularly scheduled each week?
(IF NEEDED: We are asking about care provided by someone other than a parent.)

YES (GO TO QUESTION 6)
 NO (SKIP TO QUESTION 7)

[NOTE TO RECRUITER: RECRUIT AT LEAST 3 PARENTS OF CHILDREN IN CHILD CARE]

6. Does your child receive regularly scheduled child care in a child care center or before- or after-school program, from a relative, or in a private home from someone who is not related to (him/her)?

A CHILD CARE CENTER OR BEFORE- OR AFTER-SCHOOL PROGRAM
 RELATIVE CARE
 NON-RELATIVE CARE
 OTHER (SPECIFY)

[NOTE TO RECRUITER: OBTAIN MIX OF CHILD CARE ARRANGEMENTS, IF POSSIBLE]

7. We are also trying to interview parents of children with a variety of strengths and challenges. Does your fourth-grade child have any physical, learning, or emotional issues that have been diagnosed by a professional as a problem?

YES (SPECIFY) _____
 NO

[NOTE TO RECRUITER: RECRUIT AT LEAST 1 PARENT WHO SAYS "YES" TO QUESTION 7.]

8. What is the highest level of education you have received? Is it
 a high school diploma or less than a high school degree
 some college, or
 a college degree or beyond

[NOTE TO RECRUITER: OBTAIN A MIX]

OK, thank you for answering those questions. If you agree to participate, I will schedule you for the interview, which will be conducted by phone at your convenience. The interview will take about an hour and will cover topics such as family structure, home environment and activities, your child's health and well-being, and parental involvement in school activities. Your participation is completely voluntary. You may stop at any time, and you do not have to answer any questions you do not wish to answer. Your answers 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. [READ ONLY IF NEEDED: Education Sciences Reform Act of 2002 (ESRA 2002), 20 U.S. Code, Section 9573]. The report summarizing the findings will not contain any names or identifying information. As a thank you for your participation, you will receive a \$25 check in the mail after the interview.

What day and time would be best for the interview?

APPOINTMENT DATE _____

TIME _____ A.M./P.M (CIRCLE ONE)

Just to be sure we call you at the correct time, you are in the [Eastern, Central, Mountain, Pacific] time zone? _____

Prior to the interview, I will send you an email to confirm the date and time of the call.

May I have your email address? _____

[Verify email address is correct. If respondent does not have an email address, let him/her know that we will call 2 days before the appointment as a reminder.]

To make sure that I have the spelling of your name correct, can you please spell your first and last name?

FIRST NAME _____

LAST NAME _____

So that we can reach you if anything comes up prior to the call, what is the best telephone number to use to reach you?

[Verify phone number is correct.]

TELEPHONE NUMBER _____

Do you have an alternate phone number that you could share?

[Verify alternate phone number is correct.]

ALTERNATE TELEPHONE NUMBER _____

What mailing address should we send the check to once you have completed the interview?

STREET LINE 1 _____

STREET LINE 2 _____

CITY _____

STATE _____ ZIP CODE _____

As previously mentioned, we will send you a reminder prior to your appointment via EMAIL/TELEPHONE (CIRCLE ONE).

Thank you. Good bye.

Recruitment Script for Parent Timing Tests

Hi, this is {YOUR NAME} with the Early Childhood Longitudinal Study, sponsored by the National Center for Education Statistics, part of the U.S. Department of Education. The study, commonly known as the ECLS-K:2011, focuses on children's early school experiences from kindergarten through fifth grade. The study includes an interview with parents of the sampled children. For this development phase, we are inviting some parents to complete the interview so we can determine how long it takes to complete. We also would like feedback on your experiences answering the questions. All participants who complete the interview will receive a \$25 check shortly after the completion of the interview.

We are requesting the help of parents with children who are currently in fourth grade. So that I can be sure you are eligible for the interview, I just have a few questions for you. (CHECK ANSWERS BELOW)

1. First, is your child in fourth grade?

YES (CONTINUE)

NO (Thank you, at this time we are only recruiting parents of children in fourth grade. DO NOT CONTINUE.)

2. What is the gender of your child?

Male

Female

[NOTE TO RECRUITER: OBTAIN A MIX]

3. We are trying to interview some families with two parents in the household and other families with single parents or guardians in the household. Does your child live with two biological or adoptive parents?

YES, LIVES WITH BOTH BIOLOGICAL/ADOPTIVE PARENTS (SKIP TO QUESTION 5)

NO, LIVES WITH ONLY ONE BIOLOGICAL/ADOPTIVE PARENT (CONTINUE)

DOES NOT LIVE WITH ANY BIOLOGICAL/ADOPTIVE PARENTS (CONTINUE)

4. Does your child have contact with any biological or adoptive parents who live outside your household?

YES
 NO

[NOTE TO RECRUITER: RECRUIT AT LEAST 2-3 PARENTS WHO ANSWER "YES" TO QUESTION 4 ABOVE]

5. Is your fourth-grade child currently in a child care arrangement that is regularly scheduled each week?
(IF NEEDED: We are asking about care provided by someone other than a parent.)

YES (GO TO QUESTION 6)
 NO (SKIP TO QUESTION 7)

[NOTE TO RECRUITER: RECRUIT AT LEAST 3 PARENTS OF CHILDREN IN CHILD CARE]

6. Does your child receive regularly scheduled child care in a child care center or before- or after-school program, from a relative, or in a private home from someone who is not related to (him/her)?

A CHILD CARE CENTER OR BEFORE- OR AFTER-SCHOOL PROGRAM
 RELATIVE CARE
 NON-RELATIVE CARE
 OTHER (SPECIFY)

[NOTE TO RECRUITER: OBTAIN MIX OF CHILD CARE ARRANGEMENTS, IF POSSIBLE]

7. We are also trying to interview parents of children with a variety of strengths and challenges. Does your fourth-grade child have any physical, learning, or emotional issues that have been diagnosed by a professional as a problem?

YES (SPECIFY) _____
 NO

[NOTE TO RECRUITER: RECRUIT AT LEAST 1 PARENT WHO SAYS "YES" TO QUESTION 7.]

8. What is the highest level of education you have received? Is it
 a high school diploma or less than a high school degree
 some college, or
 a college degree or beyond

[NOTE TO RECRUITER: OBTAIN A MIX]

OK, thank you for answering those questions. If you agree to participate, I will schedule you for the interview, which will be conducted by phone at your convenience. The interview will take about an hour and will cover topics such as family structure, home environment and activities, your child's health and well-being, and parental involvement in school activities. Your participation is completely voluntary. You may stop at any time, and you do not have to answer any questions you do not wish to answer. Your answers 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. [READ ONLY IF NEEDED: Education Sciences Reform Act of 2002 (ESRA 2002), 20 U.S. Code, Section 9573]. The report summarizing the findings will not contain any names or identifying information. As a thank you for your participation, you will receive a \$25 check in the mail after the interview.

What day and time would be best for the interview?

APPOINTMENT DATE _____

TIME _____ A.M./P.M (CIRCLE ONE)

Just to be sure we call you at the correct time, you are in the [Eastern, Central, Mountain, Pacific] time zone? _____

Prior to the interview, I will send you an email to confirm the date and time of the call.

May I have your email address? _____

[Verify email address is correct. If respondent does not have an email address, let him/her know that we will call 2 days before the appointment as a reminder.]

To make sure that I have the spelling of your name correct, can you please spell your first and last name?

FIRST NAME _____

LAST NAME _____

So that we can reach you if anything comes up prior to the call, what is the best telephone number to use to reach you?

[Verify phone number is correct.]

TELEPHONE NUMBER _____

Do you have an alternate phone number that you could share?

[Verify alternate phone number is correct.]

ALTERNATE TELEPHONE NUMBER _____

What mailing address should we send the check to once you have completed the interview?

STREET LINE 1 _____

STREET LINE 2 _____

CITY _____

STATE _____ ZIP CODE _____

As previously mentioned, we will send you a reminder prior to your appointment via
EMAIL/TELEPHONE (CIRCLE ONE).
Thank you. Good bye.

Teacher **Telephone Interview Confirmation Email**

Thank you for your commitment to participate in the Early Childhood Longitudinal Study.

- We look forward to speaking to you on
- The telephone interview will begin at

- The phone number at which the interviewer will contact you is . If this number is incorrect please contact us soon as possible at 301-215-7248.
- The telephone interview will last approximately
- The topic of the telephone interview is
- As a token of our appreciation, you will be sent a check for \$25 soon after the completion of the interview.

Your participation is completely voluntary. You may stop at any time the interview, and you do not have to answer any questions you do not wish to answer.

Please reply that you have received this e-mail. Our confirmation department will contact you 24-48 hours prior to your research study to confirm your attendance. **If we are unable to confirm your attendance via telephone 24 hours prior to your appointment, we reserve the right to cancel your appointment and replace you.**

Thank you again,
Shugoll Research

The collection of information in this survey is authorized by 20 U.S. Code, Section 9543. Participation is voluntary. Your responses are protected from disclosure by federal statute (20 U.S. Code, Section 9573). All responses that relate to or describe identifiable characteristics of individuals may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law. Information from multiple individuals will be combined to produce statistical reports; no information that identifies you (e.g., name or address) will be included in any reports. The valid OMB control number for this information collection is 1850-0803. Approval expires 9/30/2016.

Parent Telephone Interview Confirmation Email

Thank you for your commitment to participate in the Early Childhood Longitudinal Study.

- We look forward to speaking to you on
- The telephone interview will begin at
- The phone number at which the interviewer will contact you is . If this number is incorrect please contact us soon as possible at 301-215-7248.
- The telephone interview will last approximately
- The topic of the telephone interview is
- As a token of our appreciation, you will be sent a check for \$25 soon after the completion of the interview.

Your participation is completely voluntary. You may stop at any time the interview, and you do not have to answer any questions you do not wish to answer.

Please reply that you have received this e-mail. Our confirmation department will contact you 24-48 hours prior to your research study to confirm your attendance. **If we are unable to confirm your attendance via telephone 24 hours prior to your appointment, we reserve the right to cancel your appointment and replace you.**

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Teacher Thank You Letter

Date

Respondent Name

Address

Dear _____,

Thank you for participating in the Early Childhood Longitudinal Study. Enclosed is a check for \$25 as a token of our appreciation.

Sincerely,

Shugoll Research Project Manager, on behalf of the National Center for Education Statistics, U.S.
Department of Education

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Parent Thank You Letter

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Respondent Name

Address

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Shugoll Research Project Manager, on behalf of the National Center for Education Statistics, U.S.
Department of Education

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