

**Attachment 1 -
Contact, Consent, and Receipt Acknowledgment Materials
NHES 2016 Usability Testing**

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Email text for personal and professional contacts

PFI-Enrolled-eligible

Dear [contact]:

American Institutes for Research is assisting with a study for the National Center for Education Statistics (NCES) of the U.S. Department of Education. In an effort to improve a web survey, we are specifically looking for parents of children enrolled in grades K-12 to participate in a one-time voluntary web survey and provide feedback after taking it. We are also looking for parents who primarily speak Spanish at home.

If you qualify, you will receive \$40 as a thank you for your participation.

What will I be doing in a usability study?

You will be asked to complete the web survey and do several short tasks using the web. You will also be asked questions about your experience and perceptions of the web survey.

How long is a session? One hour

When and where?

The study will be held [DAYS, DATES]. You will be asked to participate [in person at our office in XX.] OR [by phone where you may participate using your own desktop computer.]

Interested in participating?

Please reply to this email with your contact information or call me at [ADD PHONE]. I'll give you a call to ask you some questions to help us determine if you qualify for the study.

If someone you know is interested in participating, please contact [contact info].

Thank you for your time and help with this important study.

Sincerely,
[Recruitment Contact Info]

PFI-Homeschool-eligible

Dear [contact]:

American Institutes for Research is assisting with a study for the National Center for Education Statistics (NCES) of the U.S. Department of Education. In an effort to improve a web survey, we are specifically looking for parents of children who are homeschooled in grades equivalent to K-12 to participate in a one-time voluntary web survey and provide feedback after taking it. We are also looking for parents who primarily speak Spanish at home.

If you qualify, you will receive \$40 as a thank you for your participation.

What will I be doing in a usability study?

You will be asked to complete the web survey and do several short tasks using the web. You will also be asked questions about your experience and perceptions of the web survey.

How long is a session? One hour

When and where?

The study will be held [DAYS, DATES]. You will be asked to participate [in person at our office in XX.] OR [by phone where you may participate using your own desktop computer.]

Interested in participating?

Please reply to this email with your contact information or call me at [ADD PHONE]. I'll give you a call to ask you some questions to help us determine if you qualify for the study.

If someone you know is interested in participating, please contact [contact info].

Thank you for your time and help with this important study.

Sincerely,
[Recruitment Contact Info]

ECPP-eligible

Dear [contact]:

American Institutes for Research is assisting with a study for the National Center for Education Statistics (NCES) of the U.S. Department of Education. In an effort to improve a web survey, we are specifically looking for parents of children who are not yet enrolled in K-12 school (ages birth -5) to participate in a one-time voluntary web survey and provide feedback after taking it. We are also looking for parents who primarily speak Spanish at home.

If you qualify, you will receive \$40 as a thank you for your participation.

What will I be doing in a usability study?

You will be asked to complete the web survey and do several short tasks using the web. You will also be asked questions about your experience and perceptions of the web survey.

How long is a session? One hour

When and where?

The study will be held [DAYS, DATES]. You will be asked to participate [in person at our office in XX.] OR [by phone where you may participate using your own desktop computer.]

Interested in participating?

Please reply to this email with your contact information or call me at [ADD PHONE]. I'll give you a call to ask you some questions to help us determine if you qualify for the study.

If someone you know is interested in participating, please contact [contact info].

Thank you for your time and help with this important study.

Sincerely,
[Recruitment Contact Info]

ATES-eligible

Dear [contact]:

American Institutes for Research is assisting with a study for the National Center for Education Statistics (NCES) of the U.S. Department of Education. In an effort to improve a web survey, we are specifically looking for adults ages 18 to 65 who have a credential for work, such as a certification or certificate, to participate in a one-time voluntary web survey and provide feedback after taking it. We are also looking for adults who primarily speak Spanish at home.

If you qualify, you will receive \$40 to participate.

What will I be doing in a usability study?

You will be asked to complete the web survey and do several short tasks using the web. You will also be asked questions about your experience and perceptions of the web survey.

How long is a session? One hour

When and where?

The study will be held [DAYS, DATES]. You will be asked to participate [in person at our office in XX.] OR [by phone where you may participate using your office or home desktop computer.]

Interested in participating?

Please reply to this email with your contact information or call me at [ADD PHONE]. I'll give you a call to ask you some questions to help us determine if you qualify for the study.

If someone you know is interested in participating, please contact [contact info].

Thank you for your time and help with this important study.

Sincerely,
[Recruitment Contact Info]

Text for advertisements on social media and/or Craig's List

Education Research Study –Spanish or English Speaking Participants Needed

American Institutes for Research (AIR) is looking for participants to help evaluate a new web survey for the National Center for Education Statistics (NCES), part of the U.S. Department of Education. This survey is part of the National Household Education Surveys, a study that helps educators, researchers, and policy makers better understand children's care and schooling and adults' education and work credentials.

We are looking for the following groups of participants who speak Spanish or English at home:

- Adults ages 18-65 not enrolled in high school
- Parents of children age 5 and younger not currently enrolled in school
- Parents of students in grades K-12
- Parents of children homeschooled in grades equivalent to K-12

You will be asked to complete the web survey and do several short tasks on the web. You will also be asked questions about your experience and perceptions of the web survey. This type of research is known as usability testing. We will audio-record your responses and take other notes as necessary; information collected during this study will be used for research purposes only. Usability testing sessions will last approximately 60 minutes. The research interviews will be conducted between [DATES] and will be held in [LOCATIONS] near public parking and public transportation. Free parking will be provided for interview participants.

Eligibility to Participate:

If interested, please call [PHONE] to complete a brief telephone screening in order to determine if you are eligible. The telephone screening will take approximately 3 minutes to complete. If eligible, AIR will schedule an interview at your convenience. Please contact [CONTACT NAME] using the information below with questions. If you qualify, you will receive \$40 as a thank you for your participation.

Informed Consent

The American Institutes for Research (AIR) is assisting with data collection for a study being conducted by the National Center for Education Statistics (NCES), part of the U.S. Department of Education. We are interviewing parents and other adults to gather information that will improve a web survey about children's care or schooling and adults' education and work credentials. For this study, a staff member will meet with participants individually for 60 minutes at <LOCATION>. Participants will be given \$40 to thank them for their time and participation.

Participants will be asked to think aloud while they complete the web survey. Additionally, the interviewer will ask targeted questions and request certain tasks to gain a better understanding of the web survey instrument. Participants' responses will be audio-recorded; the information collected during this study will be for research purposes only. Your participation is voluntary, you can skip any question you do not want to answer, and you may request to stop at any time during the session. We do not anticipate that any of the questions will make you uncomfortable or upset. However, you may refuse to answer any question or take a break at any time. There are no direct benefits to you for participating in this study, but these interviews will help us develop and improve the web survey instrument.

Before you are eligible to participate, the attached consent form is required.

If you have questions about this research study, please contact [NAME] at the American Institutes for Research at [PHONE].

Thank you,

<CONTACT NAME>

<CONTACT INFORMATION>

Name (Please Print): _____

I have read the attached consent form for the National Household Education Survey study and all of my questions at this time have been answered. I understand that my session will be audio-recorded.

This usability test has been approved by the Office of Management and Budget (OMB# 1850-0803). Your participation is voluntary. The information you give us will be combined with the responses of others in a summary report that does not identify you as an individual. 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 [Education Sciences Reform Act of 2002, 20 U.S.C. § 9573].

I agree to participate in this study.

Signature

Date

Incentive Receipt Acknowledgment Form (In-person Interview)

I, _____, certify that I have received the following incentive.

(Participant Name)

Type	Amount
Cash	\$40

Interviewer Signature _____ Date _____

Gift Card Receipt Acknowledgment Form (Remote Interview)

I, _____, certify that I have received the following incentive.

(Participant Name)

Type	Amount
American Express Gift Card	\$40

Interviewer Signature _____ Date _____