

**Attachment 1 -
Contact, Consent, and Receipt Acknowledgment Materials
NHES:2017 Usability Testing**

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Email text for personal and professional contacts

PFI-Enrolled-eligible

Dear [contact]:

The U.S. Census Bureau is assisting with a study by 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.

If you are eligible and participate in the study, you will receive \$60 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? 90 minutes

When and where?

The study will be held [DAYS, DATES]. You will be asked to participate [in person at our office in Suitland, MD.] OR [at a local library.]

Interested in participating?

Please reply to this email with your contact information or call me at [ADD PHONE]. I'll ask you some questions to help us determine if you are eligible 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]:

The U.S. Census Bureau is assisting with a study by 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.

If you are eligible and participate in the study, you will receive \$60 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? 90 minutes

When and where?

The study will be held [DAYS, DATES]. You will be asked to participate [in person at our office in Suitland, MD.] OR [at a local library.]

Interested in participating?

Please reply to this email with your contact information or call me at [ADD PHONE]. I'll ask you some questions to help us determine if you are eligible 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]:

The U.S. Census Bureau is assisting with a study by 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 - 6) to participate in a one-time voluntary web survey and provide feedback after taking it.

If you are eligible and participate in the study, you will receive \$60 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? 90 minutes

When and where?

The study will be held [DAYS, DATES]. You will be asked to participate [in person at our office in Suitland, MD.] OR [at a local library.]

Interested in participating?

Please reply to this email with your contact information or call me at [ADD PHONE]. I'll ask you some questions to help us determine if you are eligible 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]:

The U.S. Census Bureau is assisting with a study by 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, license, or post-high-school certificate, to participate in a one-time voluntary web survey and provide feedback after taking it.

If you are eligible and participate in the study, you will receive \$60 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? 90 minutes

When and where?

The study will be held [DAYS, DATES]. You will be asked to participate [in person at our office in Suitland, MD.] OR [at a local library.]

Interested in participating?

Please reply to this email with your contact information or call me at [ADD PHONE]. I'll ask you some questions to help us determine if you are eligible 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 –Participants Needed

The U.S. Census Bureau is looking for participants to help evaluate a new web survey by 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 Program, 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:

- Adults ages 18-65 not enrolled in high school
- Parents of children age 6 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 video-record your device and audio-record your voice as you respond to the survey questions and take other notes as necessary; information collected during this study will be used for research purposes only. Usability testing sessions will last approximately 90 minutes. The research interviews will be conducted between [DATES] and will be held in [LOCATIONS] near public parking and public transportation.

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 20 minutes to complete. If eligible, the U.S. Census Bureau will schedule an interview at your convenience. Please contact [CONTACT NAME] using the information below with questions. If you are eligible and participate in the study, you will receive \$60 as a thank you for your participation.



The U.S. Census Bureau is looking for
Participants for an Education Research Study

\$60 for a 90-minute session

You can participate if you are:

- **Age 18 to 65, not enrolled in High School, and have professional certifications / licenses**
- **Parent of a child age 6 and younger who is not yet enrolled in school**
- **Parent of a student in grades K to 12**
- **Parent of a child who is homeschooled in grades equivalent to K to 12**

Call Kevin at: 301-763-4979

Kevin.J.Younes@census.gov

301-763-4979

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Informed Consent



Consent Form For Individual Participants Usability Testing of 2017 NHES

Each year the Census Bureau conducts many different usability evaluations. For example, the Census Bureau routinely tests the wording, layout and behavior of products, such as Web sites and online surveys and questionnaires in order to obtain the best information possible.

You have volunteered to take part in a study to improve the usability of the National Household and Education Survey (NHES). Census Bureau is administering the NHES usability testing on behalf of the National Center of Education Statistics (NCES). NCES is authorized to conduct this study by ESRA 2002 (20 U.S.C., § 9543).

In order to have a complete record of your comments, your usability session will be audio and video-recorded. Only your device will be video-recorded. We plan to use the recordings to improve the design of the product. Only staff directly involved in the research project will have access to the recordings. Your participation is voluntary and all of the information you provide may be used only for research purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S. Code, § 9573). The OMB control number for this study is 1850-0803.

I have volunteered to participate in this usability study, and I give permission for my recordings to be used for the purposes stated above.

Participant's Name: _____

Participant's Signature: _____ Date: _____

Researcher's Name: _____

Researcher's Signature: _____ Date: _____

Incentive Receipt Acknowledgement Form

Standard Form 1034 September 1973 Treasury Form 2000		PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL			VOUCHER NO.	
U.S. DEPARTMENT, BUREAU OR ESTABLISHMENT AND LOCATION U.S. Department of Commerce Bureau of the Census Washington, DC 20233-9100				DATE VOUCHER PREPARED		SCHEDULE NO.
				CONTRACT NUMBER AND DATE		PAID BY
				REQ. NUMBER AND DATE		
PLEASE PRINT NAME & ADDRESS BELOW:						
PAYEE-6 NAME AND ADDRESS				DATE INVOICE RECEIVED		
				DISCOUNT TERMS		
				PAYEE-6 ACCOUNT NUMBER		
SHIPPED FROM		TO		WEIGHT		GOVERNMENT B/L NUMBER
NUMBER AND DATE OF ORDER	DATE OF DELIVERY OR SERVICE	ARTICLES OR SERVICES <small>(Enter description, item number of contract or Federal supply schedule, and other information deemed necessary)</small>	QUAN- TITY	UNIT PRICE		AMOUNT
				COST	PER	
		For participating in a usability test as part of research on the NHES Web survey. Usability Laboratory Center for Survey Methods Research Statistical Research Division Received by: _____ Date: _____				
<small>(Use continuation sheet(s) if necessary)</small>						(Payee must NOT use the space below)
TOTAL						
PAYMENT: 9 COMPLETE 9 PARTIAL 9 FINAL 9 PROGRESS 9 ADVANCE	APPROVED FOR		EXCHANGE RATE		DIFFERENCES	
	BY:					
	TITLE:			Amount verified correct for		
						(Signature or initials)
<small>Pursuant to authority vested in me, I certify that this voucher is correct and proper for payment</small>						
_____ (Date)		_____ (Authorized Certifying Officer)			<u>Social Science Analyst</u> (Title)	
ACCOUNTING CLASSIFICATION						
Project/Task:		Organizational Code:		Obj. Class:		
CHECK NUMBER	ON TREASURER OF THE UNITED STATES			CHECK NUMBER	ON (Name of Bank)	
CASH	DATE			PAYEE		
PER				TITLE		

Screener Letter To Be Used During Interviews

NHES-11L(W)
(04-2016)



UNITED STATES DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. Census Bureau
Washington, DC 20233-0001
OFFICE OF THE DIRECTOR

[Date]

Anytown Household
124 Main Street
Anytown, MD 12345

Dear Anytown Household:

I am pleased to inform you that your household has been selected to participate in the 2017 National Household Education Survey. This is a U.S. Department of Education survey administered by the U.S. Census Bureau.

The study provides vital information that is used to improve education for people in the United States—information that is not available anywhere else. The results will help policymakers, researchers, and educators understand the educational needs of our diverse population in changing times. This survey is about all of us!

- Please fill out this survey on the Internet. Your responses will be collected on a secure website. The Internet link to the survey website and your personalized User ID are listed below. To complete the survey:

1. Go to: <https://respond.census.gov/nhes>
2. Enter your User ID: XXXX-XXXX
3. Click "Begin survey" to participate in the survey.

- We understand that not all households have Internet access. If you want to complete the survey in another format, please contact the U.S. Census Bureau.

The survey will help us find households that have adults or children with a range of education or work training experiences. Even if no one in your household is currently enrolled in school or working, it is still important that you complete this survey so that every type of household in America is represented.

Your household was chosen as part of this voluntary scientific study, and we cannot replace you with someone else. All information you provide may only be used for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 USC § 9573).

We have enclosed a cash token of our appreciation. If you have questions or need assistance, please contact us toll-free at 1-888-840-8353. You can find more information online at <https://surveys.nces.ed.gov/nhes/>. Thank you for taking part in this important study.

Sincerely,

John H. Thompson
Director, U.S. Census Bureau