

September 22, 2014

U.S. Department of Education

PPSS TO 13. High School Reform Study

Information Collection

September 22, 2014

OMB Clearance Package

PPSS Task Order 13. High School Reform Study

Contract Number GS-10F-0554N, Order # ED-PEP-11-O-0090/TO13
SRI Project #P21496

Submitted to:

Joanne Bogart
Policy and Program Studies Service
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Prepared by:

Christine Padilla, Ellen Schiller, and Rebecca Schmidt, SRI International
Deborah Herget, RTI International

Appendix: Notification Letters and Fact Sheet

District Letter #1 (No research application)

[Date]

<SUPERINTENDENT NAME>

<DISTRICT NAME>

<ADDR1>

<ADDR2>

<CITY STATE ZIP>

Web Address:

Your STUDY ID: <XXXXXXX>

Your PASSWORD: <XXXXXXX>a

Dear <Superintendent>:

We are writing to request your district's participation in the High School Reform Study (HSRS). One or more schools in your district have been selected for this important national study to understand the strategies used by schools to prevent dropping out from school and to help students at risk for dropping out. The study is being conducted by SRI International and its partner RTI International on behalf of the U.S. Department of Education and its High School Graduation Initiative (HSGI). HSGI provides grant funds to states and school districts in support of dropout prevention and reentry efforts.

One school administrator from each sampled school will be asked to complete an online survey during fall 2014. HSRS will ask about the policies and strategies at each school and will take approximately 30 minutes for most respondents. The survey is designed to be completed by the school principal or a designee who is able to provide information about school policies and strategies.

We are asking you to encourage the school(s) selected in your district to participate in HSRS. Participation is voluntary. All responses will be protected from disclosure and no schools or individuals will be identified by name, except as required by law. The data collected will be used in analyses to understand what services and supports are available through schools, what services and supports are most prevalent across the country, and the nature of participation in these services and supports. Information collected from school administrators will help to inform and shape efforts to improve the quality of the high school experience, especially for those students at risk for not graduating high school.

We plan to begin contacting selected schools in about a week. If your district has special research requirements, or if you have any questions about the study, please call XXX-XXX-XXXX. If you have questions about your rights as a study participant, you may call RTI's Office for Research Protection in Durham, North Carolina, toll-free at 1-866-214-2043.

We thank you in advance for your cooperation in this important research.

Sincerely,

Office of Planning, Evaluation and
Policy Development
U.S. Department of Education

High School Graduation Initiative
U.S. Department of Education

Office of Elementary and
Secondary Education
U.S. Department of Education

Enclosure: HSRS Fact Sheet

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such a collection displays a valid OMB control number. The valid OMB control number for this information collection is xxx-xxxx. The time required to complete this information collection is estimated to average 30 minutes per response, including the time to review instructions, search existing data resources, 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 the interview, please write: U.S. Department of Education, Washington D.C. 20202-4651. If you have comments or concerns regarding the status of your individual interview, write directly to: High School Reform Study (HSRS), Office of Planning, Evaluation and Policy Development, 400 Maryland Ave, SW, Washington, DC 20202.

District Letter #2 (With Research Application)

[Date]

<SUPERINTENDENT NAME>
<DISTRICT NAME>
<ADDR1>
<ADDR2>
<CITY STATE ZIP>

Web Address:
Your STUDY ID: <XXXXXXX>
Your PASSWORD: <XXXXXXX>a

Dear <Superintendent>:

We are writing to request your district’s participation in the High School Reform Study (HSRS). One or more schools in your district have been selected for this important national study. HSRS seeks to understand the strategies used by schools to prevent dropping out from school and to help students at risk for dropping out. The study is being conducted by SRI International and its partner RTI International on behalf of the U.S. Department of Education and its High School Graduation Initiative (HSGI). HSGI provides grant funds to states and school districts in support of dropout prevention and reentry efforts.

One school administrator from each sampled school will be asked to complete an online survey during fall 2014. HSRS will ask about the policies and strategies at each school and will take approximately 30 minutes for most respondents. The survey is designed to be completed by the school principal or a designee who is able to provide information about school policies and strategies.

A research application has been sent to your district’s research department. No contact will be made with the selected school(s) until we receive approval from the school district.

Participation is voluntary. All responses will be protected from disclosure and no schools or individuals will be identified by name, except as required by law. The data collected will be used in analyses to understand what services and supports are available through schools, what services and supports are most prevalent across the country, and the nature of participation in these services and supports. Information collected from school administrators will help to inform and shape efforts to improve the quality of the high school experience, especially for those students at risk for not graduating high school.

We plan to begin contacting selected schools in about a week. If you have any questions about the study, please call XXX-XXX-XXXX. If you have questions about your rights as a study participant, you may call RTI’s Office for Research Protection in Durham, North Carolina, toll-free at 1-866-214-2043.

We thank you in advance for your cooperation in this important research.

Sincerely,

Elizabeth Eisner
Office of Planning, Evaluation and
Policy Development
U.S. Department of Education

High School Graduation Initiative
U.S. Department of Education

Office of Elementary and
Secondary Education
U.S. Department of Education

Enclosure: HSRS Fact Sheet

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HSRS OMB Package

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School Initial Contact Letter

[Date]

<SCHOOL ADMIN NAME>
<SCHOOL NAME>
<ADDR1>
<ADDR2>
<CITY STATE ZIP>

Web Address:
Your STUDY ID: <XXXXXXX>
Your PASSWORD: <XXXXXXX>a

Dear <School Administrator>:

You have been selected to participate in the High School Reform Study (HSRS). Thank you in advance for your school's participation which is crucial to the success of this important research. HSRS seeks to understand the strategies used by high schools to help prevent students from dropping out. The study is being conducted by SRI International and its partner, RTI International, on behalf of the U.S. Department of Education and its High School Graduation Initiative (HSGI). HSGI provides grant funds to states and school districts in support of dropout prevention and reentry efforts.

We ask you to complete a 30-minute online survey about the policies and strategies at your school. The survey is designed to be completed by you or a staff person you designate who can provide information about school policies and strategies. Please use the web link, study ID and password provided above to access the survey.

Your school district has been notified that we are contacting you about the study. All responses will be protected from disclosure, except as required by law. No individuals, other than research staff, will see any individually identifying data (for example, names or addresses). Participation is voluntary.

The data collected will be used in analyses to understand what services and supports are available through schools, what services and supports are most prevalent across the country, and the nature of participation in these services and supports. Information collected from school administrators like you will help to inform and shape efforts to improve the quality of the high school experience, especially for those students at risk for not graduating high school.

If you have any questions about the study, please call XXX-XXX-XXXX. If you have questions about your rights as a study participant, you may call RTI's Office for Research Protection in Durham, North Carolina, toll-free at 1-866-214-2043.

We thank you in advance for your cooperation in this important research.

Sincerely,

Office of Planning, Evaluation and
Policy Development
U.S. Department of Education

High School Graduation Initiative
U.S. Department of Education

Office of Elementary and
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U.S. Department of Education

Enclosure: HSRS Fact Sheet

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School Reminder Letter #1

[Date]

<SCHOOL ADMIN NAME>
<SCHOOL NAME>
<ADDR1>
<ADDR2>
<CITY STATE ZIP>

Web Address:
Your STUDY ID: <XXXXXXX>
Your PASSWORD: <XXXXXXX>a

Dear <School Administrator>:

We recently sent you a letter about participation in the High School Reform Study (HSRS). Thank you in advance for your school's participation, which is crucial to the success of this important research. HSRS seeks to understand the strategies used by schools to prevent dropping out from school and to help students at risk for dropping out. The study is being conducted by SRI International and its partner RTI International on behalf of the U.S. Department of Education and its High School Graduation Initiative (HSGI). HSGI provides grant funds to states and school districts in support of dropout prevention and reentry efforts.

Either you or a designee who is able to provide information about school policies and strategies may complete the 30-minute survey. Please use the Web link, study ID, and password provided above to access the survey at your earliest convenience.

Your school district has been notified that we are contacting you about the study. All responses will be protected from disclosure and no schools or individuals will be identified by name, except as required by law. Participation is voluntary.

If you have any questions about your participation in the survey, please call XXX-XXX-XXXX. If you have questions about your rights as a study participant, you may call RTI's Office for Research Protection in Durham, North Carolina, toll-free at 1-866-214-2043.

We thank you in advance for your cooperation in this important research.

Sincerely,

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U.S. Department of Education

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School Reminder Letter #2

[Date]

<SCHOOL ADMIN NAME>
<SCHOOL NAME>
<ADDR1>
<ADDR2>
<CITY STATE ZIP>

Web Address:
Your STUDY ID: <XXXXXXX>
Your PASSWORD: <XXXXXXX>a

Dear <School Administrator>:

Your school’s participation in the High School Reform Study is crucial to the success of this important research. Please consider completing an online 30-minute survey about the policies and strategies at your school. If you would prefer, you may designate someone at your school to complete the survey on your behalf. To access the survey, use the Web link, study ID, and password provided above at your earliest convenience.

The data collected will be used in analyses to understand what services and supports are available through schools, what services and supports are most prevalent across the country, and the nature of participation in these services and supports. Information collected from school administrators will help to inform and shape efforts to improve the quality of the high school experience, especially for those students at risk for not graduating high school.

The study is being conducted by SRI International and its partner RTI International on behalf of the U.S. Department of Education and its High School Graduation Initiative (HSGI). HSGI provides grant funds to states and school districts in support of dropout prevention and reentry efforts.

Your school district has been notified that we are contacting you about the study. Participation is voluntary. All responses will be protected from disclosure and no schools or individuals will be identified by name, except as required by law. If you have any questions about your participation in the survey, please call XXX-XXX-XXXX. If you have questions about your rights as a study participant, you may call RTI’s Office for Research Protection in Durham, North Carolina, toll-free at 1-866-214-2043.

We thank you in advance for your cooperation in this important research.

Sincerely,

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U.S. Department of Education

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High School Reform Study (HSRS) Fact Sheet

Conducted by:
SRI International
RTI International
Phone: (XXX) XXX-XXXX
Email: HSRS@rti.org

Sponsored by:
Office of Planning, Evaluation
and Policy Development
High School Graduation
Initiative
U.S. Department of Education



What is the purpose of the HSRS?

The High School Reform Study (HSRS) seeks to understand the strategies used by schools to prevent dropping out from school and to help students at risk for not completing high school.

What does participation in HSRS entail?

Data collection begins in fall 2014 and will involve one school administrator from each selected school. The 30-minute survey asks about the policies and strategies at the school. The survey can be completed by the principal or a designee, and may be completed online or by telephone.

How was my school selected?

A nationally representative sample of over 2,000 schools was selected to participate in HSRS. Selected schools cannot be replaced. It is important that as many selected schools participate as possible to fully understand what is being done in schools to prevent students from dropping out or help students at risk of dropping out.

Does my school district know you're asking me to do this?

School districts were notified that selected schools within the district would be contacted. If districts have informed us about specific requirements necessary to conduct research in their schools, we have made every effort to comply with these requirements.

How will the data be used?

Information collected from school administrators will help to inform and shape efforts to improve the quality of the high school experience, especially for those students at risk for not graduating high school. The data collected will be used in analyses to understand what services and supports are available through schools, what services and supports are most prevalent across the country, and the nature of participation in these services and supports.