

## **Appendix E. Student Survey Email Reminder**

Dear [RESPONDENT NAME],

As you may be aware, your high school is participating in the Study of Student Messaging in GEAR UP. The goal of the study is to better understand what strategies work best to increase the number of students who enroll in and persist at college.

You have been selected to participate in the survey that will be part of this study!

The U.S. Department of Education would like to know about *your* experiences preparing for college and your college plans. Your answers will help improve college transition support services provided to students like you.

Please follow the link below to begin and complete the survey.

<http://www.XXXXX.com>

**Login ID: XXXX**

**Password: XXXXXXXX**

Your participation in the survey is voluntary and you may choose not to answer a question or to stop at any point. You can take part in GEAR UP even if you do not take the survey.

The survey should take about 15 minutes to complete.

We know your time is valuable and thank you in advance for completing this survey!

Sincerely,

Alina Martinez, Ed.D.

Study Project Director

**Study Contacts**

**Study Email: XXXXX@abtassoc.com**

**Study Toll-Free Number: 1-XXX-XXX-XXXX**

Protecting your privacy is very important to us. The study reports will not include your name or the name of your high school. We will not share information that identifies you to anyone outside the study team, except as required by law.

If you have any questions about participating in the study, please call 1-###-###-###, or email [XXXXX@abtassociates.com](mailto:XXXXX@abtassociates.com). If you have any questions about subjects' rights, please contact Abt's Institutional Review Board Administrator, Katie Speanburg, by phone at 1-(877) 520-6835 [toll-free number]. If you have questions about the GEAR UP program, please contact your school directly.

Per the policies and procedures required by the Education Sciences Reform Act of 2002, Title I, Part E, Section 183, responses to this data collection will be used only for statistical purposes. The reports prepared for this study will summarize findings across the sample and will not associate responses with a specific program, district, or individual. Any willful disclosure of such information for nonstatistical purposes, except as required by law, is a class E felony.

**Paperwork Burden Statement:** According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is xxxx-xxxx. Public reporting burden for this collection is estimated to average 15 minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. The obligation to respond to this collection is voluntary. If you have comments or concerns regarding the status of your individual submission of this form, application or survey, please contact (National Center for Education Evaluation/Institute of Education Sciences U.S. Department of Education, 555 New Jersey Avenue, SW Room 502i, Washington, DC 20208) directly. (Note: Please do not return the completed instrument, form, application or survey to this address.)