

**Middle Grades Longitudinal Study of 2017–18 (MGLS:2017)  
2017 Operational Field Test (OFT) Data Collection**

OMB# 1850-0911 v.6

**Appendix W: Data Collection Respondent Materials**

National Center for Education Statistics  
U.S. Department of Education  
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## **Appendix W. Respondent Correspondence**

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This Appendix provides correspondence for the respondents inviting them to participate in and thanking them for completing the school administrator survey, the math teacher survey, the special education teacher survey, and the parent survey.

As noted below, all items marked with 'placeholder' (Appendices W.1.a.-W.3.b and W.5) are included here to preserve the appendix numbering structure established for the Item Validation Field Test (1850-0911 v.4). Contents of all Appendix W documents will be included in the MGLS:2017 Operational Field Test (OFT) Data Collection submission scheduled for 2016.

**Appendix W.1.a. Invitation to Survey E-mail, School Administrator, (placeholder<sup>1</sup>)**

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**Appendix W.1.b Thank You for Participation E-mail, School Administrator, (placeholder)**

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**Appendix W.1.c Reminder for Participation E-mail, School Administrator, (placeholder)**

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**Appendix W.1.d Final Reminder for Participation E-mail, School Administrator, (placeholder)**

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**Appendix W.2.a. Invitation to Survey E-mail, Math Teacher and Special Education Teacher, (placeholder)**

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**Appendix W.2.b. Thank You for Participation E-mail, Math Teacher and Special Education Teacher, (placeholder)**

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**Appendix W.2.c Reminder for Participation E-mail, Math Teacher and Special Education Teacher, (placeholder)**

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**Appendix W.2.d Final Reminder for Participation E-mail, Math Teacher and Special Education Teacher, (placeholder)**

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**Appendix W.3.a. Invitation to Survey E-mail, Parent Survey Respondent, (placeholder)**

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**Appendix W.3.b. Thank You for Participation E-mail, Parent Survey Respondent, (placeholder)**

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**Appendix W.3.c Reminder for Participation E-mail, Parent Survey Respondent, (placeholder)**

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**Appendix W.3.d Final Reminder for Participation E-mail, Parent Survey Respondent (placeholder)**

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<sup>1</sup> All items marked with 'placeholder' (Appendices W.1.a.-W.3.b and W.5) are included to preserve the appendix numbering structure established for the Item Validation Field Test (1850-0911 v.4). Contents of all Appendix W documents will be included in the MGLS:2017 Operational Field Test (OFT) Data Collection submission scheduled for 2016.

## Appendix W.4.a. Debriefing Questionnaire for Participating Schools

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### MGLS: 2017 OFT Debriefing Interview

School ID: \_\_\_\_\_ School Name: \_\_\_\_\_ Respondent Name: \_\_\_\_\_

1. Did the informational materials and study staff who called to ask for your participation in the study accurately describe the data collection in your school and the amount of time it would take?

YES

NO

Comments:

2. Did you feel the pre-session visit by the TA was useful?

YES

NO

Comments:

3. Did the TA arrive on time for the:

a. pre-session visit,

YES

NO

b. the primary visit when most students were assessed?

YES

NO

c. all make-up sessions?

YES

NO

NOT APPLICABLE

Comments:

4. Did the student assessment session(s) take place as scheduled?

YES

NO

Comments:

5. Was the TA competent at setting up the electronic equipment for the MGLS:2017 student assessment sessions(s) (e.g., ChromeBooks, wifi, etc.)?

YES

NO

Comments:

6. Did the TA effectively manage the student assessment session (e.g., did the students seem to understand what they were being asked to do)?

YES

NO

Comments:

7. If any participating students from your school required accommodations, did the TA effectively provide the required accommodations? If NO, please explain which accommodations were NOT met:
- YES  
NO  
Comments:
8. Did the TA do anything specific to help reduce the amount of time associated with participating in the study for you or other school staff? [YES OR NO] If yes, please specify
- YES  
NO  
Comments:
9. Was there anything specific that the TA could have done to help reduce the time associated with participating in the study for you, other school staff, or the students? [YES OR NO] If yes, what could have been done?
- YES  
NO  
Comments:
10. Did the TA and his/her assistant behave in a professional manner?
- YES  
NO  
Comments:
11. Approximately how many hours did you spend on activities related to the study? # hrs \_\_
12. Did anyone else from your school assist you with activities related to the study? If yes, please indicate the person's role in the school and the activities they performed.
- YES  
NO  
Comments:
13. Did the [incentive] your school received play a part in the decision for your school to participate in MGLS:2017? [YES OR NO]
- YES  
NO  
Comments:
14. Besides things you have told us about already, is there anything else you would like to tell us or anything we could do to improve the data collection processes for MGLS:2017?

## **Appendix W.4.b. Debriefing Questionnaire for NON-Participating Schools**

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### MGLS: 2017 OFT Debriefing Interview

School ID: \_\_\_\_\_ School Name: \_\_\_\_\_ Respondent Name: \_\_\_\_\_

In the summer/fall of 2016, your school was invited to participate in the Middle Grades Longitudinal Study of 2017-18 (MGLS:2017) but declined to do so. We are not asking for your participation at this time, but instead are interested in learning more about your reasons for not participating. It is important for us to understand why schools decide not to participate so that we can improve our procedures for future rounds of the study. We have a very quick, 5-minute survey with a few questions about the reasons for your decision not to participate in the study.

1. For what reasons did your school decide not to participate in MGLS:2017?
2. Your school was offered [incentive] to participate in the study. Would a different incentive have changed your mind about participating? In other words, would you have agreed to let your school participate in MGLS:2017, if the incentive was a different amount or type of incentive?

YES

NO

Comments:

3. [If yes] How much or what would the incentive need to be for your school to decide to participate?

Comments:

4. Is there anything else, not mentioned above, we could have done to enable your school to participate?

## **Appendix W.5. Student Survey Instructions Script, (placeholder)<sup>2</sup>**

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<sup>2</sup> All items marked with 'placeholder' (Appendices W.1.a.-W.3.b and W.5) are included to preserve the appendix numbering structure established for the Item Validation Field Test (1850-0911 v.4). Contents of all Appendix W documents will be included in the MGLS:2017 Operational Field Test (OFT) Data Collection submission scheduled for 2016.