

Attachment D
Increased Consent Supplemental Materials

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Sample Member Consent Request Letter (Over 18)

[DATE]

Dear [SAMPLE MEMBER NAME],

[website] Study ID: [study ID]

In 2012, you [participated/were selected to participate] in the National Longitudinal Transition Study 2012 (NLTS 2012) conducted by the U.S. Department of Education. NLTS 2012 is a national study of young adults' high school experiences and how they transition from high school to the workforce and higher education. An important part of the study is understanding students' high school experiences and what happens to students after they leave high school, including enrollment, employment, and earnings information. Before we can obtain this information, we must have your consent. Many students and their families have already given this permission, and we hope you will too.

If you are able to consent on your own behalf, please visit our website, call us toll-free at [number], or sign the enclosed paper form and return it in the envelope provided. The form should take less than 5 minutes to complete {and we will send you \$10 to thank you for your time}.

If you have a legal guardian, please encourage him or her to provide consent for you to be included in this part of the study. Your parent or guardian can provide consent by visiting our website, calling us toll-free at [number], or signing the enclosed paper form and returning it in the envelope provided. {We will still send you \$10 as a token of our appreciation.}

The enclosed study brochure and consent form provide additional information about the data that NLTS 2012 will collect. While voluntary, the success of this study depends on having consent for every young adult included in NLTS 2012. You were selected to represent thousands of other young adults like you, and there is no substitute for your participation.

NLTS 2012 data is being collected by RTI International, a not-for-profit research organization, on behalf of the U.S. Department of Education. The study team is required to follow strict procedures to protect your confidential information. All information that could be used to identify individuals may be used only for statistical purposes and may not be disclosed or used in a way that identifies individual participants, except as required by law (ESRA 2002, 20 U.S.C. § 9573). When reporting the results, data will be presented so that individuals cannot be identified.

We very much appreciate your support and cooperation with this important study. If you have any questions, you can find more information on the study website at [website]. Please do not hesitate to contact us by phone, toll-free at XXX, or by email at XXX.

Sincerely,

[Signature]
Yumiko Sekino
NLTS 2012 Project Officer
National Center for Education Evaluation and Regional Assistance
Institute of Education Sciences
U.S. Department of Education

[Signature]
Michael Bryan
Director, NLTS 2012 Phase II
Center for Education Surveys
RTI International

ED is authorized to conduct the National Longitudinal Transition Study 2012 (NLTS 2012) by the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C., § 9543). The data are being collected for ED by RTI International, a nonprofit research organization based in North Carolina. Data collected are used only for statistical purposes and may not be disclosed or used, in identifiable form, for any other purpose except as required by law (ESRA 2002, 20 U.S.C., § 9573).

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this voluntary information collection is 1850-0882. The time required to complete the information collection is estimated to average 5 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, suggestions for improving the collections, or any comments or concerns regarding the status of your individual submission of these data, please write to: U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC 20210-4537.

Sample Member Consent Request Letter (Under 18)

[DATE]

Dear [SAMPLE MEMBER NAME],

[website] Study ID: [study ID]

In 2012, you [participated/were selected to participate] in the National Longitudinal Transition Study 2012 (NLTS 2012) conducted by the U.S. Department of Education. NLTS 2012 is a national study of young adults' high school experiences and how they transition from high school to the workforce and higher education. An important part of the study is understanding students' high school experiences and what happens to students after they leave high school, including enrollment, employment, and earnings information. Before we can obtain this information, we must have your consent. Many students and their families have already given this permission, and we hope you will too.

Please encourage your parent or legal guardian to provide consent for you to be included in this part of the study by visiting our website, calling us toll-free at [number], or signing the enclosed paper form and returning it in the envelope provided. The form should take less than 5 minutes to complete {and we will send you \$10 as a token of our appreciation}.

The enclosed study brochure and consent form provide additional information about the data that NLTS 2012 will collect. While voluntary, the success of this study depends on having consent for every young adult included in NLTS 2012. You were selected to represent thousands of other young adults like you, and there is no substitute for your participation.

NLTS 2012 data is being collected by RTI International, a not-for-profit research organization, on behalf of the U.S. Department of Education. The study team is required to follow strict procedures to protect your confidential information. All information that could be used to identify individuals may be used only for statistical purposes and may not be disclosed or used in a way that identifies individual participants, except as required by law (ESRA 2002, 20 U.S.C. § 9573). When reporting the results, data will be presented so that individuals cannot be identified.

We very much appreciate your support and cooperation with this important study. If you have any questions, you can find more information on the study website at [website]. Please do not hesitate to contact us by phone, toll-free at XXX, or by email at XXX.

Sincerely,

[Signature]
Yumiko Sekino
NLTS 2012 Project Officer
National Center for Education Evaluation and Regional Assistance
Institute of Education Sciences
U.S. Department of Education

[Signature]
Michael Bryan
Director, NLTS 2012 Phase II
Center for Education Surveys
RTI International

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Sample Member Consent Request E-mail

[SAMPLE MEMBER NAME],

In 2012, you [participated/were selected to participate] in the National Longitudinal Transition Study 2012 (NLTS 2012) conducted by the U.S. Department of Education. NLTS 2012 is a national study of young adults' high school experiences and how they transition from high school to the workforce and higher education. An important part of the study is understanding students' high school experiences and what happens to students after they leave high school, including enrollment, employment, and earnings information. Before we can obtain this information, we must have your consent. Many students and their families have already given this permission, and we hope you will too.

[If SM is under 18:] <<Please encourage your parent or guardian to provide consent for you to be included in this part of the study by calling us toll-free at [number] or by clicking [here](#) to complete the online form. The form should take less than 5 minutes to complete <<and we will send you \$10 as a token of our appreciation>>.

[If SM is over 18:] << If you are able to consent on your own behalf, please call us toll-free at [number] or click [here](#). It should take less than 5 minutes<<, and we will send \$10 as a token of our appreciation>>. If you have a legal guardian, please encourage him or her to provide consent for you to be included in this part of the study by calling us toll-free at [number] or clicking [here](#) to complete the online form. {We will still send you \$10 to thank you for your time.}>>

To complete the consent form, go
to
[\[website\]](#)
Study ID: [study ID]

If you'd like to learn more about collect, [click here](#) to visit the online brochure. While voluntary, the success of this study depends on having consent for every young adult included in NLTS 2012. You were selected to represent thousands of other young adults like you, and there is no substitute for your participation.

the data that NLTS 2012 will study website and review the

NLTS 2012 data is being collected by RTI International, a not-for-profit research organization. All information that could be used to identify individuals may be used only for statistical purposes and may not be disclosed or used in a way that identifies individual participants, except as required by law (ESRA 2002, 20 U.S.C. § 9573). When reporting the results, data will be presented so that individuals cannot be identified.

Thank you for your support. If you have any questions, you can find more information on the study website at [\[website\]](#). Please do not hesitate to contact us by phone, toll-free at XXX, or by email at XXX.

Sincerely,

[Signature]
Yumiko Sekino
NLTS 2012 Project Officer
National Center for Education Evaluation and Regional Assistance
Institute of Education Sciences
U.S. Department of Education

[Signature]
Michael Bryan
Director, NLTS 2012 Phase II
Center for Education Surveys
RTI International

Sample Member Consent Request Reminder

[DATE]

[SAMPLE MEMBER NAME],

Recently, we contacted you about the National Longitudinal Transition Study 2012 (NLTS 2012) because you [participated/were selected to participate] in 2012. For the study to be a success, we need your help.

An important part of the study is understanding students' high school experiences and what happens to students after they leave high school, including enrollment, employment, and earnings information. Before we can obtain this information, we must have your consent. Many students and their families have already given this permission, and we hope you will too.

[If SM is under 18: Please encourage your parent or guardian to provide consent for you to be included in this part of the study by visiting our website, calling us at [number], or signing the enclosed paper form and returning it to us. The form should take less than 5 minutes to complete <<and we will send \$10 as a token of our appreciation>>.]

[If SM is over 18: If you have a legal guardian, please encourage him or her to provide consent for you to be included in this part of the study by calling us at [number], visiting our website to complete the online consent form, or signing the enclosed paper form and returning it to us. The form should take less than 5 minutes to complete <<and we will send \$10 as a token of our appreciation>>.]

If you are able to consent on your own behalf, please visit our website, call us at [number], or sign the enclosed paper form and return it to us. <<We will send you \$10 to thank you for your time.>>]

All information that could be used to identify individuals may be used only for statistical purposes and may not be disclosed or used in a way that identifies individual participants, except as required by law (ESRA 2002, 20 U.S.C. § 9573). When reporting the results, data will be presented so that individuals cannot be identified.

We appreciate your support and cooperation with this important study. If you have any questions, you can find more information on the study website at [website]. Please do not hesitate to contact us by phone, toll-free at [number], or by email at [email].

Parent Consent Request Letter

[DATE]

Dear [PARENT NAME],

[website] Study ID: [study ID]

In 2012, [SM name] [participated/was selected to participate] in the National Longitudinal Transition Study 2012 (NLTS 2012) conducted by the U.S. Department of Education. NLTS 2012 is a national study of young adults' high school experiences and how they transition from high school to the workforce and higher education. An important part of the study is understanding students' high school experiences and what happens to students after they leave high school, including enrollment, employment, and earnings information. Before we can obtain this information, we must have consent from you or [first name]. Many students and their families have already given this permission, and we hope you will too.

[If SM is under 18:] <<Please provide your consent for [SM name] to be included in this part of the study. Please visit our website, call us toll-free at [number], or sign the enclosed paper form and return it in the envelope provided. The form should take less than 5 minutes to complete {and we will send [SM] \$10 as a token of our appreciation}.>>

[If SM is over 18:] <<If you have legal guardianship of [SM name], please provide your consent for [him/her] to be included in this part of the study. Please visit our website, call us toll-free at [number], or sign the enclosed paper form and return it in the envelope provided. The form should take less than 5 minutes to complete {and we will send [SM] \$10 as a token of our appreciation}. We also sent a letter to [SM name] with this information asking [him/her] to provide consent. If [SM name] is able to consent on [his/her] own behalf, please encourage [him/her] to do so.>>

The enclosed study brochure and consent form provide additional information about the data that NLTS 2012 will collect. While voluntary, the success of this study depends on having consent for every young adult included in NLTS 2012. [SM name] was selected to represent thousands of other young adults, and there is no substitute for [First name]'s participation.

NLTS 2012 Phase II data is being collected by RTI International, a not-for-profit research organization. The study team is required to follow strict procedures to protect your confidential information. All information that could be used to identify individuals may be used only for statistical purposes and may not be disclosed or used in a way that identifies individual participants, except as required by law (ESRA 2002, 20 U.S.C. § 9573). When reporting the results, data will be presented so that individuals cannot be identified.

We very much appreciate your support and cooperation with this important study. If you have any questions, you can find more information on the study website at [website]. Please do not hesitate to contact us by phone, toll-free at XXX, or by email at XXX.

Sincerely,

[Signature]
Yumiko Sekino
NLTS 2012 Project Officer
National Center for Education Evaluation and Regional Assistance
Institute of Education Sciences
U.S. Department of Education

[Signature]
Michael Bryan
Director, NLTS 2012 Phase II
Center for Education Surveys
RTI International

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Parent Consent Request E-mail

[PARENT NAME],

In 2012, [SM name] [participated/was selected to participate] in the National Longitudinal Transition Study 2012 (NLTS 2012) conducted by the U.S. Department of Education. NLTS 2012 is a national study of young adults' high school experiences and how they transition from high school to the workforce and higher education. An important part of the study is understanding students' high school experiences and what happens to students after they leave high school, including enrollment, employment, and earnings information. Before we can obtain this information, we must have consent from you or [first name]. Many students and their families have already given this permission, and we hope you will too.

[If SM is under 18:] <<Please provide your consent for [SM name] to be included in this part of the study by calling us [number] or clicking [here](#) to complete the online consent form. The form should take less than 5 minutes to complete {and we will send [SM] \$10 as a token of our appreciation}.>>

[If SM is over 18:] <<If you have legal guardianship of [SM name], please provide your consent for [him/her] to be included in this part of the study by calling us toll-free at [number] or clicking [here](#) to complete the online consent form. The form should take less than 5 minutes to complete {and we will send [SM] \$10 as a token of our appreciation}. We also sent a letter to [SM name] with information about the study. If [SM name] is able to consent on [his/her] own behalf, please encourage [him/her] to do so.>>

To complete the consent form, go
to
[website]
Study ID: [study ID]

If you'd like to learn more about collect, [click here](#) to visit the online brochure. While voluntary, the success of this study depends on having consent for every young adult included in NLTS 2012. [SM name] was selected to represent thousands of other young adults, and there is no substitute for [first name]'s participation.

the data that NLTS 2012 will study website and review the

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Thank you for your support. If you have any questions, you can find more information on the study website at [website]. Please do not hesitate to contact us by phone, toll-free at XXX, or by email at XXX.

Sincerely,

[Signature]
Yumiko Sekino
NLTS 2012 Project Officer
National Center for Education Evaluation and Regional Assistance
Institute of Education Sciences
U.S. Department of Education

[Signature]
Michael Bryan
Director, NLTS 2012 Phase II
Center for Education Surveys
RTI International

Parent Consent Request Reminder

[PARENT NAME],

Recently, we contacted you about [SM_name]'s participation in the National Longitudinal Transition Study 2012 (NLTS 2012). For the study to be a success, we need your help.

An important part of the study is understanding students' high school experiences and what happens to students after they leave high school, including enrollment, employment, and earnings information. Before we can obtain this information, we must have consent. Many students and their families have already given this permission, and we hope you will too.

If you have legal guardianship of [SM name], please provide your consent for [him/her] to be included in this part of the study. Please visit our website, call us at [number], or sign the enclosed form and return it to us. The form should take less than 5 minutes to complete <<and we will send [SM name] \$10 as a token of our appreciation>>. We also sent information about NLTS 2012 to [SM name]. If [SM name] is able to consent on [his/her] own behalf, please encourage [him/her] to do so.

If you'd like to learn more about the data that NLTS 2012 will collect, visit the study website at [website]. All information that could be used to identify individuals may be used only for statistical purposes and may not be disclosed or used in a way that identifies individual participants, except as required by law (ESRA 2002, 20 U.S.C. § 9573). When reporting the results, data will be presented so that individuals cannot be identified.

We appreciate your support and cooperation with this important study. If you have any questions, you can find more information on the study website at [website]. Please do not hesitate to contact us by phone, toll-free at [number], or by email at [email].

Consent Form for Students over age 18

National Longitudinal Transition Study 2012 (NLTS 2012) Consent Form

NLTS 2012 is a national study of young adults' high school experiences and how they transition from high school to the workforce and higher education. For you to be fully included in all aspects of the study, we need your consent. If you have a legal guardian, he or she must provide consent on your behalf.

All information that could be used to identify individuals may be used only for statistical purposes and may not be disclosed or used in a way that identifies individual participants, except as required by law (ESRA 2002, 20 U.S.C. § 9573). When reporting the results, data will be presented so that individuals cannot be identified.

[For students with SSA consent = refusal/no response:]

<<Social Security Administration (SSA) records include information about employment, earnings, and participation in government programs ("benefits"). This data will be collected to understand how students' high school experiences are related to their future earnings and employment.

[For students with transcript consent = refusal:]

SSA data for [SM name].>>

<<High school transcripts will be collected to better understand how students' high school experiences affect their future careers and education after high school.

Please check here if you allow NLTS 2012 to obtain transcript data for [SM name].>>

Person completing this form:

[SM name]

By checking this box, you affirm that you are legally able to provide consent on your own behalf

Parent or legal guardian of [SM name]

Name of parent or legal guardian: _____

Signature: _____

Date of signature: ____/____/____

[SM name]'s date of birth: ____/____/____ (to verify we have the correct person)

Last high school attended (please include school name, city, and state):

As a token of appreciation for your participation, we would like to send [SM name] a \$10 check. Please provide the mailing address below:

[SM name]

Address Line 1: _____

Address Line 2: _____

City, State ZIP: _____

After you complete this form, please mail it back to RTI International using the enclosed postage-paid envelope. If you do not allow NLTS 2012 to <<contact SSA/collect transcripts>>, you do not need to return the form.

We greatly appreciate your help to make NLTS 2012 a success!

You can provide consent online or over the phone!
[website]
[number]
Study ID: [study ID]

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Consent Form for Students under age 18

National Longitudinal Transition Study 2012 (NLTS 2012) Consent Form

NLTS 2012 is a national study of young adults' high school experiences and how they transition from high school to the workforce and higher education. For [SM name] to be fully included in all aspects of the study, we need your consent.

All information that could be used to identify individuals may be used only for statistical purposes and may not be disclosed or used in a way that identifies individual participants, except as required by law (ESRA 2002, 20 U.S.C. § 9573). When reporting the results, data will be presented so that individuals cannot be identified.

[For students with SSA consent = refusal/no response:]

<<Social Security Administration (SSA) records include information about employment, earnings, and participation in government programs ("benefits"). This data will be collected to understand how students' high school experiences are related to their future earnings and employment.

Please check here if you allow NLTS 2012 to obtain SSA data for [SM name].>>

[For students with transcript consent = refusal:]

<<High school transcripts will be collected to better understand how students' high school experiences affect their future careers and education after high school.

Please check here if you allow NLTS 2012 to obtain transcript data for [SM name].>>

Name of parent or legal guardian completing this form: _____

Signature: _____

Date of signature: ____/____/____

[SM name]'s date of birth: ____/____/____ (to verify we have the correct person)

Last high school attended (please include school name, city, and state):

As a token of appreciation for your participation, we would like to send [SM name] a \$10 check. Please provide the mailing address below:

[SM name]

Address Line 1: _____

Address Line 2: _____

City, State ZIP: _____

After you complete this form, please mail it back to RTI International using the enclosed postage-paid envelope. If you do not allow NLTS 2012 to <<contact SSA/collect transcripts>>, you do not need to return the form.

We greatly appreciate your help to make NLTS 2012 a success!

ED is authorized to conduct the National Longitudinal Transition Study 2012 (NLTS 2012) by the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C., § 9543). The data are being collected for ED by RTI International, a nonprofit research organization based in North Carolina. Data collected are used only for statistical purposes and may not be disclosed or used, in identifiable form, for any other purpose except as required by law (ESRA 2002, 20 U.S.C., § 9573).

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Student/Parent Brochure Text

[*LOGO* NLTS 2012, ED, IES]

National Longitudinal Transition Study 2012

Conducted by:

Institute of Education Sciences
U.S. Department of Education

Data Collected by:

RTI International

About the Study

NLTS 2012 is a national study of young adults' high school experiences and how they transition from high school to the workforce and higher education. In addition to survey responses about school experiences, NLTS 2012 collects enrollment, financial aid, employment, and other related information from institutions and sources such as federal databases.

Why NLTS 2012 is Important

The information collected by NLTS 2012 will produce national statistics used by policymakers at the local, state, and national level to improve educational practices and learning in the United States. NLTS 2012 is the only source of information that can provide a national picture of the experiences of youth. Each young adult was selected to represent thousands of others, and there is no substitute for each person's participation.

How to Participate

It's quick and easy! It only takes about 5 minutes, and there are three options:

- 1) Visit the study website at [website] and fill out the online consent form
- 2) Complete the paper consent form and return it in the enclosed envelope
- 3) Call us at [number] and provide permission over the phone.

Information Collected

An important part of the study is understanding students' high school experiences and what happens to students after they leave high school. Because of its role in providing retirement benefits, the Social Security Administration (SSA) has records about employment, earnings, and participation in certain government programs ("benefits"). NLTS 2012 will collect information from SSA about jobs students

have or benefits they may receive. Before we can contact SSA to obtain this information, we must have consent students or their families. NLTS 2012 also collects high school records, such as transcripts, to better understand how students' experiences in high school impact their future careers and education after high school.

Confidentiality and Data Security

We are required to follow strict procedures to protect your confidential information at all stages of the study: collecting and storing information, reporting results, and releasing data to researchers. All information that could be used to identify individuals may be used only for statistical purposes and may not be disclosed or used in a way that identifies individual participants, except as required by law (ESRA 2002, 20 U.S.C. § 9573). When reporting the results, data will be presented so that individuals cannot be identified. All members of the study team having access to confidential data have been trained on the importance of confidentiality and data security and have signed affidavits of nondisclosure.

Study Sponsor

NLTS 2012 is conducted by The National Center for Education Evaluation and Regional Assistance (NCEE), in the United States Department of Education's Institute of Education Sciences. NCEE has contracted with RTI International to collect data for this study. RTI International is an independent, nonprofit research organization located in Research Triangle Park, NC that was established as a joint action of the three major universities in North Carolina: University of North Carolina at Chapel Hill, North Carolina State University, and Duke University. RTI International began operations in 1958 and has provided contract support to the Department of Education on education research since 1971.

Contact Information

The Help Desk at RTI International is available to answer your questions about NLTS 2012. Please call [number] or e-mail [address] with your concerns. Help Desk staff are available from [hours].

Student/Parent Consent Website Text

Paperwork Reduction Act of 1995

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this voluntary information collection is 1850-0882. The time required to complete this information collection is estimated to average approximately 5 minutes per response, including the time to review instructions, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate, suggestions for improving this survey, or any comments or concerns regarding the status of your individual submission of this survey, please write directly to: U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC 20210-4537.

FAQs

What is NLTS 2012?

NLTS 2012 is a national study of young adults' high school experiences and how they transition from high school to the workforce and higher education. In addition to collecting information through surveys (in 2012-2013), NLTS 2012 collects student data, including financial aid, employment, and other related information from institutions and sources such as admissions testing agencies, student loan databases and other federal databases. Many types of students are represented by NLTS.

Why is my participation important?

The information collected by NLTS 2012 is intended to help schools and policy officials improve educational practices and learning in the United States. The success of this study depends on having the consent for all of the young adults included in NLTS 2012. Each sampled student was selected to represent thousands of other young adults across the country, and there is no substitute for each person's participation. **How do I participate?**

It's easy! – Simply click [[here](#)] to go to the login page and sign the study consent form. [Once we receive the completed form, we'll send the study participant \$10 as a token of our appreciation.]

I'm under age 18. Can I sign the consent form myself?

No. For study participants under age 18, the consent form must be signed by a parent or legal guardian. Study participants who are over age 18 (and do not have legal guardians) can sign the consent form themselves.

I'm over age 18 but have a legal guardian. Who should sign the consent form?

Your parent or legal guardian should sign the consent form.

What if I haven't finished high school yet? Should I still participate?

Yes! It is important that we hear from everyone who was selected for the study.

Who is conducting this study?

The National Center for Education Evaluation and Regional Assistance (NCEE), in the United States Department of Education's Institute of Education Sciences, has contracted with RTI International to collect data for this study. RTI International is an independent, nonprofit research organization located in Research Triangle Park, NC that was established as a joint action of the three major universities in North Carolina: University of North Carolina at Chapel Hill, North Carolina State University, and Duke University. RTI International began operations in 1958 and has provided contract support to the Department of Education on education research since 1971.

What data is being collected?

In addition to data provided by your school district, the study will collect college enrollment information from the National Student Clearinghouse, college financial aid information from the Department of Education's Federal Student Aid (FSA) data files, employment and earnings maintained by the Social Security Administration (SSA), and information about vocational rehabilitative services and supports from the Rehabilitative Services Administration (RSA).

What about confidentiality of the data collected?

We are required to follow strict procedures to protect your confidential information at all stages of the study: collecting and storing information, reporting results, and releasing data to researchers.

All information that could be used to identify individuals may be used only for statistical purposes and may not be disclosed or used in a way that identifies individual participants, except as required by law (ESRA 2002, 20 U.S.C. § 9573). When reporting the results, data will be presented so that individuals cannot be identified. All members of the study team having access to confidential data have been trained on the importance of confidentiality and data security and have signed affidavits of nondisclosure.

Where can I get more information?

The Help Desk at RTI International is available to answer your questions about NLTS 2012. Please call [number] or e-mail [address] with your concerns. Help Desk staff are available from [hours].