

National Center for Education Statistics

ED School Climate Surveys (EDSCLS) Additional Items Cognitive Interviews – Set 2 Round 2

Appendices A-R – Recruitment Materials
OMB #1850-0803 v.178

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Research Support Services

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Education Research Study
**[School Type][Job Type]
Needed!**

We are looking for [Job Type] in [School Type].

Research Support Services (RSS) is looking for participants to help evaluate questions for a new survey for the National Center for Education Statistics (NCES), part of the U.S. Department of Education. These survey questions are part of the ED School Climate Surveys

You will be asked to review survey questions and offer your thoughts about them. This type of research is known as cognitive interviews. We will audio record your responses and take other notes as necessary; information collected during this study will be for research purposes only. These sessions will last no more than 60 minutes.

[Job Type] will receive **\$(Incentive)** for their time and participation.



If you are interested, please contact Sandra at:

1-888-587-2940

OMB #1850-0803

Craig's List Advertisement Text

Education Research Study – Participants Needed

Research Support Services (RSS) is looking for participants to help evaluate questions for a new survey for the National Center for Education Statistics (NCES), part of the U.S. Department of Education. These survey questions are part of the ED School Climate Surveys (EDSCLS), a project with the goal to better understand what it is like in schools.

We are looking for the following groups of participants:

- [Students in grades type]
- [Teachers of grades type]
- [Non-teaching school staff, such as counselors, nurses, and custodial and administrative staff, in school type]
- [Principals in school type]

You will be asked to review survey questions and offer your thoughts about them. This type of research is known as cognitive interviews. We will audio record your responses and take other notes as necessary; information collected during this study will be for research purposes only. These sessions will last no more than 60 minutes.

[Students will receive \$25 to thank them for their time and participation.]

[Teachers [and other staff] will receive \$40 for their time and participation.]

[Principals will receive \$75 for their time and participation.]

[In addition (for students), parents or legal guardians that will bring their child to and from the cognitive interview site will receive \$25 to thank them for their time and effort.]

If you are interested, please contact [(or ask your parent or guardian to contact)] Sandra at 1-888-587-2940.

Appendix B: Recruitment E-mail for Students

Subject: Research Study Opportunity

<DATE>

Dear Parent/Guardian,

My name is <CONTACT NAME> and I am contacting you from <RECRUITER>, a <RECRUITER LOCATION> area research company. Research Support Services (RSS) is conducting an important study for the National Center for Education Statistics (NCES), part of the U.S. Department of Education.

On behalf of RSS, we are recruiting students currently in grades 5 to 12 to help us with the development of the ED School Climate Surveys (EDSCLS). NCES needs to know if the questions in the survey are clear. Your child's input will help NCES improve the survey so that students like your child will understand it. Participants will be asked to think aloud while they read student questions from the EDSCLS. Additionally, the interviewer (RSS staff member) will ask targeted questions to gain a better understanding of participant comprehension of the survey questions.

If selected to participate, your child will receive \$25 to thank them for their time and participation. You will also receive \$25 to thank you for your time if you bring your child to and from the session site

The interview session will take place at our <LOCATION>, and will last approximately 60 minutes. The session can be scheduled at your convenience. These sessions will be audio recorded. All of your child's responses 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 [Education Sciences Reform Act of 2002 (ESRA 2002) 20 U.S.C., § 9573].

If your child is interested in participating in this research study, please call <CONTACT PHONE> or e-mail <CONTACT EMAIL>. We look forward to speaking with you soon!

Thank you,

<CONTACT NAME>

<RECRUITER CONTACT INFORMATION>

Appendix C: Recruitment E-mail for Teachers

Subject: Research Study Opportunity

<DATE>

Dear Teacher,

My name is <CONTACT NAME> and I am contacting you from <RECRUITER>, a <RECRUITER LOCATION> area research company. Research Support Services (RSS) is conducting an important study for the National Center for Education Statistics (NCES), part of the U.S. Department of Education.

On behalf of RSS, we are recruiting teachers of grades 5 to 12 to help us with the development of the ED School Climate Surveys (EDSCLS). NCES needs to know if the questions in the survey are clear and your input will help NCES to improve the survey. Participants will be asked to think aloud while they read teacher questions from the EDSCLS. Additionally, the interviewer (RSS staff member) will ask targeted questions to gain a better understanding of participant comprehension of the survey questions. If selected to participate, you will receive \$40 to thank you for your time and participation.

The interview session will take place at <LOCATION>, and will last approximately 60 minutes. The session can be scheduled at your convenience. These sessions will be audio-recorded. All of your responses 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 [Education Sciences Reform Act of 2002 (ESRA 2002) 20 U.S.C., § 9573].

If you are interested in participating in this research study, please call <CONTACT PHONE> or e-mail <CONTACT EMAIL>. We look forward to speaking with you soon!

Thank you,

<CONTACT NAME>

<RECRUITER CONTACT INFORMATION>

Appendix D: Recruitment E-mail for Non-Instructional Staff

Subject: Research Study Opportunity

<DATE>

Dear School Staff Member,

My name is <CONTACT NAME> and I am contacting you from <RECRUITER>, a <RECRUITER LOCATION> area research company. Research Support Services (RSS) is conducting an important study for the National Center for Education Statistics (NCES), part of the U.S. Department of Education.

On behalf of RSS, we are recruiting non-instructional staff members of middle and high schools to help us with the development of the ED School Climate Surveys (EDSCLS). NCES needs to know if the questions in the survey are clear and your input will help NCES to improve the survey. Participants will be asked to think aloud while they read non-instructional staff questions from the EDSCLS. Additionally, the interviewer (RSS staff member) will ask targeted questions to gain a better understanding of participant comprehension of the survey questions. If selected to participate, you will receive \$40 to thank you for your time and participation.

The interview session will take place at <LOCATION>, and will last approximately 60 minutes. The session can be scheduled at your convenience. These sessions will be audio-recorded. All of your responses 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 [Education Sciences Reform Act of 2002 (ESRA 2002) 20 U.S.C., § 9573].

If you are interested in participating in this research study, please call <CONTACT PHONE> or e-mail <CONTACT EMAIL>. We look forward to speaking with you soon!

Thank you,

<CONTACT NAME>

<RECRUITER CONTACT INFORMATION>

Appendix E: Recruitment E-mail for Principals

Subject: Research Study Opportunity

<DATE>

Dear School Principal,

My name is <CONTACT NAME> and I am contacting you from <RECRUITER>, a <RECRUITER LOCATION> area research company. Research Support Services (RSS) is conducting an important study for the National Center for Education Statistics (NCES), part of the U.S. Department of Education.

On behalf of RSS, we are recruiting principals of middle and high schools to help us with the development of the ED School Climate Surveys (EDSCLS). NCES needs to know if the questions in the survey are clear and your input will help NCES improve the survey. Participants will be asked to think aloud while they read principal questions from the EDSCLS. Additionally, the interviewer (RSS staff member) will ask targeted questions to gain a better understanding of participant comprehension of the survey questions. If selected to participate, you will receive \$75 to thank you for your time and participation.

The interview session will take place at <LOCATION>, and will last approximately 60 minutes. The session can be scheduled at your convenience. These sessions will be audio-recorded. All of your responses 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 [Education Sciences Reform Act of 2002 (ESRA 2002) 20 U.S.C., § 9573].

If you are interested in participating in this research study, please call <CONTACT PHONE> or e-mail <CONTACT EMAIL>. We look forward to speaking with you soon!

Thank you,

<CONTACT NAME>

<RECRUITER CONTACT INFORMATION>

Appendix F: Recruitment Phone Script for Students

School Climate **Student/Parent** Screener

Screener ID _____ Date _____ Recruiter _____

Hello. Thank you for your interest. I'd like to tell you a little bit about the study first; is that alright? [IF YES, CONTINUE]

I work for Research Support Services (RSS), we will be conducting the interviews. We are looking for students to help us understand how they interpret survey questions that are part of a school climate survey. These survey questions are part of a new set of school climate surveys that are being developed by the U.S. Department of Education. We want to make sure that the questions are clear, and we need help from students to do that. What we learn from the study will be used for potential revisions to the survey questions.

Your child's participation is completely voluntary. If your child qualifies we would want to schedule a one-time, in-person interview with one of our interviewers at a time and place that is convenient to you. It would take about an hour of their time and we would give them \$25 in cash as a thank you for their time and participation, and if you bring your child to and from the interview, you will also receive \$25.

I'd like to ask you a few questions to see if your child qualifies for the study, is that alright? [IF YES, CONTINUE]

1. What is your name? _____
2. Do you have a child in your household who is currently enrolled in middle school or high school?
 - Yes
 - No (DOES NOT QUALIFY)
3. What is the name of the school this child is currently attending?

IF PARENT HAS MORE THAN ONE CHILD IN MIDDLE/HIGH SCHOOL ASK THEM TO REFER TO THE ONE WHO HAD THEIR BIRTHDAY MOST RECENTLY.

4. Is this a public school, private school, charter school, or some other type of school?
 - Public school
 - Charter school
 - Private school
 - Other type of school (SPECIFY: _____)
 - Don't know
5. What grade is this child currently in?
 - Grade 5
 - Grades 6-8
 - Grades 9-12
 - Other (DOES NOT QUALIFY)

6. How old is this child?

RECORD AGE _____

5a. And is this child male or female?

- a. Male
- b. Female

The next few questions are for classification purposes only.

7. Is this child Hispanic or Latino?

- Yes
- No
- Prefer not to answer

8. Which of the following categories best describes this child's ethnic or racial background? (You may select one or more races.)

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or other Pacific Islander
- White
- Prefer not to answer

9. What kind of area do you live in? (READ LIST)

- City/Urban
- Suburban
- Rural
- Don't know (SPECIFY LOCATION) _____

CHILD SCREENING

At this point, I'd like to be able to ask your child a few questions, during which you are welcome to stay on the line. Is he/she available to speak with me at this time? (IF NOT, GET A RE-CALL TIME AND CALL BACK)

What is your child's name?

RECORD NAME _____

Again, you are welcome to stay on the line, but please allow your child to speak for him/herself. Thank you.

SAY TO STUDENT:

Hi (student's first name). My name is _____ and I have been speaking with your (mom/dad/other) for a few minutes.

As I explained to your (mom/dad/other), I work for a research company and we are conducting an important study about how things are at school. These questions are part of a survey of what students like you think about their school. We are looking for students who can help us understand what they think about these survey questions, so we can help to make the survey better. Right now, I'd like to talk to you to find out if you are able to participate in the study. There are no "right" or "wrong" answers to any of these questions, and whatever you say is OK. OK?

Great.

ASK THE FOLLOWING QUESTIONS OF THE STUDENT:

1. What grade are you currently in?

2. What type of school do you currently attend? (READ LIST)

- a. Public school
- b. Charter school
- c. Private school
- d. Don't know

3. What is the name of your school? (RECORD)

4. Please tell me what your favorite subject is in school and why. (WRITE VERBATIM)

NOTE TO INTERVIEWERS: IT IS EXTREMELY IMPORTANT THAT STUDENTS IN THIS STUDY BE ARTICULATE. IF STUDENT CANNOT OR WILL NOT EASILY GIVE A ONE-TO-TWO SENTENCE UNPROMPTED ANSWER IN WELL UNDERSTOOD ENGLISH, PLEASE TERMINATE.

5. Do you think you'd be comfortable coming to an interview to talk with an adult you haven't met before about your opinions of some questions about your experiences at school? [IF CHILD IS A MINOR, ADD: Your parent will be coming with you. IF NOT A MINOR: A parent or friend can come to the interview, if you wish.]

SELECT ONE

- A. YES
- B. NO [THANK AND TERMINATE]

INVITATION/CONCLUSION

IF STUDENT IS 18 OR OLDER, SCHEDULE WITH THEM

IF STUDENT IS UNDER 18 ASK TO SPEAK TO PARENT AGAIN

IF THEY DO NOT QUALIFY/UNSURE IF THEY QUALIFY OR NOT YET READY TO SCHEDULE:

Thank you so much for your information! I am going to pass it on to my supervisor and if your child qualifies/you qualify we will give you a call back in the next few days to set up an appointment with an interviewer.

IF THEY QUALIFY AND YOU ARE READY TO SCHEDULE:

You do/your child does qualify for our study. We will be conducting interviews between (INSERT DATES) in (INSERT LOCATION(S)). What would your availability be like then?

[ESTABLISH DATE, TIME AND LOCATION OF INTERVIEW. CONFIRM THEIR PREFERRED TIME IS OPEN ON SCHEDULE. GIVE R NAME OF INTERVIEWER IF KNOWN. CONFIRM DATE AND TIME.]

Interview Date	Interview Time	Interview Location

[IF STUDENT IS UNDER 18] In order for your child to participate in the research study, you must sign and return a parental consent form. You can either sign the form when you bring your child to the interview or you can scan it and email it back. Without a signed form your child cannot participate in the interview and receive the \$25. Will you be bringing your child, or would you like me to email you a parental consent form?

SELECT ONE

Yes (RECORD EMAIL ADDRESS AND EXPLAIN THEY WILL NOT RECEIVE THE \$25 IF THEY DO NOT BRING THEIR CHILD)

EMAIL _____

No --Please remember that you will need to sign the consent form when you arrive or your child cannot participate in the interview and receive \$25.

Appendix G: Recruitment Phone Script for Teachers

School Climate **Teacher** Screener

SCREENER ID _____ DATE _____ RECRUITER _____

Hello. I'd like to tell you a little bit about the study first; is that alright? [IF YES, CONTINUE]

I work for Research Support Services (RSS), we will be conducting the interviews. We are looking for school staff members to help us understand how they interpret questions that are part of a school climate survey. These survey questions are part of a new set of school climate surveys that are being developed by the U.S. Department of Education. We want to make sure that the questions are clear, and we need help from people who work in schools to do that. What we learn from the study will be used for potential revisions to the survey questions. Your participation is completely voluntary. If you qualify we would want to schedule a one-time, in-person interview with one of our interviewers at a time and place that is convenient to you. It would take about an hour of your time and we would give you \$40 in cash as a thank you for your time and input.

I'd like to ask you a few questions to see if you qualify for the study, Is that alright? [IF YES, CONTINUE]

1. What is your name? _____
2. Are you male or female?
 - a. Male
 - b. Female
3. Do you currently work at an elementary, middle, or high school?
 - a. Yes
 - b. No [DOES NOT QUALIFY]
4. What type of school do you work at; is it an elementary school, a middle school, or a high school? (CHECK ALL THAT APPLY)
 - a. Elementary school only (no grades above 5) [DOES NOT QUALIFY]
 - b. Middle school / junior high (ROUGHLY GRADES BETWEEN 5-9)
 - c. High school (ROUGHLY GRADES BETWEEN 9-12)
5. Is this a (read school types):
 - a. Public school,
 - b. Charter school, or
 - c. Private school?
6. ONLY ASK IF NOT ALREADY CLEAR WHICH CATEGORY RESPONDENT FALLS INTO: What is your title at this school?
 1. Teacher for core subjects (e.g., math, science, English, foreign language, social studies, history)
 2. Teacher for non-core subjects (e.g., band, art, computer, music, gym)
 3. Instructional staff (e.g., NOT A CLASSROOM TEACHER - teacher's aide, instructional coach, department head)

7. Would your school location be considered (READ RESPONSE OPTIONS):
- a. Urban,
 - b. Suburban, or
 - c. Rural?
 - d. DON'T KNOW (SPECIFY LOCATION)
-

8. Including this school year, how many years have you been working as a [title]? [IF NEEDED: at any school, not limited to current school]
- a. 2 years or less
 - b. 3 to 6 years
 - c. 7 years or more

The next few questions are for classification purposes only.

9. Are you Hispanic or Latino?
- Yes
 - No
 - Prefer not to answer

10. Which of the following categories best describes your ethnic or racial background? (You may select one or more races.)
- American Indian or Alaska Native
 - Asian
 - Black or African American
 - Native Hawaiian or other Pacific Islander
 - White
 - Prefer not to answer

11. What is your primary position at this school?
- a. Teacher / instructional staff (e.g., teacher's aide)
 - b. Principal [CONTINUE WITH PRINCIPAL SCREENER]
 - c. Non-instructional staff (e.g., school counselor, lunchroom staff, nurse, janitor, bus driver, administrative support) [CONTINUE WITH NON-INSTRUCTIONAL SCREENER]
 - d. Other (specify) _____

12. Can I please have the best phone number to reach you?
-

13. Is it alright to leave you a voice mail at that number?
- a. Yes
 - b. No

14. Is it alright to send you a text message to that number?
- a. Yes

b. No

INVITATION/CONCLUSION

IF THEY DO NOT QUALIFY/UNSURE IF THEY QUALIFY OR NOT YET READY TO SCHEDULE:

Thank you so much for your information! I am going to pass it on to my supervisor and if you qualify we will give you a call back in the next few days to set up an appointment with an interviewer.

IF THEY QUALIFY AND YOU ARE READY TO SCHEDULE:

You do qualify for our study. We will be conducting interviews between (INSERT DATES) in (INSERT LOCATION(S)). What would your availability be like then?

[ESTABLISH DATE, TIME AND LOCATION OF INTERVIEW. CONFIRM THEIR PREFERRED TIME IS OPEN ON SCHEDULE. GIVE R NAME OF INTERVIEWER IF KNOWN. CONFIRM DATE AND TIME BEFORE HANGING UP.]

Interview Date	Interview Time	Interview Location

Appendix H: Recruitment Phone Script for Non-Instructional Staff

School Climate **Non-instructional Staff** Screener

SCREENER ID _____ DATE _____ RECRUITER _____

Hello. Thank you for your interest, I'd like to tell you a little bit about the study first; is that alright? [IF YES, CONTINUE]

I work for Research Support Services (RSS), we will be conducting the interviews. We are looking for school staff members to help us understand how they interpret questions that are part of a school climate survey. These survey questions are part of a new set of school climate surveys that are being developed by the U.S. Department of Education. We want to make sure that the questions are clear, and we need help from people who work in schools to do that. What we learn from the study will be used for potential revisions to the survey questions. Your participation is completely voluntary. If you qualify we would want to schedule a one-time, in-person interview with one of our interviewers at a time and place that is convenient to you. It would take about an hour of your time and we would give you \$40 in cash as a thank you for your time and input.

I'd like to ask you a few questions to see if you qualify for the study, Is that alright? [IF YES, CONTINUE]

1. What is your name? _____
2. Are you male or female?
 - a. Male
 - b. Female
3. Do you currently work at an elementary, middle, or high school?
 - a. Yes
 - b. No [DOES NOT QUALIFY]
4. What type of school do you work at; is it an elementary school, a middle school, or a high school? (CHECK ALL THAT APPLY)
 - a. Elementary school only (NO GRADES ABOVE 5) [DOES NOT QUALIFY]
 - b. Middle school / junior high (ROUGHLY GRADES BETWEEN 5-9)
 - c. High school (ROUGHLY GRADES BETWEEN 9-12)
5. Is this a (read school types):
 - a. Public school,
 - b. Charter school, or
 - c. Private school?
6. ONLY ASK IF NOT ALREADY CLEAR WHICH CATEGORY R FALLS INTO: What is your title at this school?
 - School counselor
 - School nurse
 - Librarian
 - Administrative support staff (e.g., secretary)
 - Janitorial staff
 - Lunchroom/kitchen staff
 - Bus driver
 - Sports coach

- Other

7. Would your school location be considered (READ RESPONSE OPTIONS):

- a. Urban,
 - b. Suburban, or
 - c. Rural?
 - d. DON'T KNOW (SPECIFY LOCATION)
-

8. Including this school year, how many years have you been working as a [TITLE]? [IF NEEDED: at any school, not limited to current school]

- a. 2 years or less
- b. 3 to 6 years
- c. 7 years or more

The next few questions are for classification purposes only.

9. Are you Hispanic?

- Yes
- No
- Prefer not to answer

10. Which of the following categories best describes your ethnic or racial background? (You may select one or more races.)

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or other Pacific Islander
- White
- Prefer not to answer

11. What is your primary position at this school?

- a. Non-instructional staff (e.g., school counselor, lunchroom staff, nurse, janitor, bus driver, administrative support)
- b. Principal [CONTINUE WITH PRINCIPAL SCREENER]
- c. Teacher / instructional staff (e.g., teacher's aide) [CONTINUE WITH TEACHER SCREENER]
- d. Other (SPECIFY) _____

12. Can I please have the best phone number to reach you?

13. Is it alright to leave you a voice mail at that number?

- c. Yes
- d. No

14. Is it alright to send you a text message to that number?

- c. Yes
- d. No

INVITATION/CONCLUSION

IF THEY DO NOT QUALIFY/UNSURE IF THEY QUALIFY OR NOT YET READY TO SCHEDULE:

Thank you so much for your information! I am going to pass it on to my supervisor and if you qualify we will give you a call back in the next few days to set up an appointment with an interviewer.

IF THEY QUALIFY AND YOU ARE READY TO SCHEDULE:

You do qualify for our study. We will be conducting interviews between (INSERT DATES) in (INSERT LOCATION(S)). What would your availability be like then?

[ESTABLISH DATE, TIME AND LOCATION OF INTERVIEW. CONFIRM THEIR PREFERRED TIME IS OPEN ON SCHEDULE. GIVE R NAME OF INTERVIEWER IF KNOWN. CONFIRM DATE AND TIME BEFORE HANGING UP.]

Interview Date	Interview Time	Interview Location

Appendix I: Recruitment Phone Script for Principals

School Climate **Principals** Screener

Screener ID_____
Date_____
Recruiter_____

Hello. Thank you for your interest. I'd like to tell you a little bit about the study first; is that alright? [IF YES, CONTINUE]

I work for Research Support Services (RSS), we will be conducting the interviews.

We are looking for school staff members to help us understand how they interpret questions that are part of a school climate survey. These survey questions are part of a new set of school climate surveys that are being developed by the U.S. Department of Education. We want to make sure that the questions are clear, and we need help from people who work in schools to do that. What we learn from the study will be used for potential revisions to the survey questions. Your participation is completely voluntary. If you qualify we would want to schedule a one-time, in-person interview with one of our interviewers at a time and place that is convenient to you. It would take about an hour of your time and we would give you \$75 in cash as a thank you for your time and input.

I'd like to ask you a few questions to see if you qualify for the study, Is that alright? [IF YES, CONTINUE]

1. What is your name? _____
2. Are you male or female?
 - a. Male
 - b. Female
3. Do you currently work at an elementary, middle, or high school?
 - a. Yes
 - b. No [DOES NOT QUALIFY]
1. What type of school do you work at; is it an elementary school, a middle school, or a high school? (check all that apply)
 - a. Elementary school only (no grades above 5) [DOES NOT QUALIFY]
 - b. Middle school / junior high [ROUGHLY GRADES BETWEEN 5-9]
 - c. High school [ROUGHLY GRADES BETWEEN 9-12]
4. Is this a (read school types):
 - a. Public school,
 - b. Charter school, or
 - c. Private school?
5. Would your school location be considered (read response options):
 - a. Urban,
 - b. Suburban, or
 - c. Rural?
 - D. DON'T KNOW (SPECIFY LOCATION)

6. What is your primary position at this school?
 - a. Principal
 - b. Teacher / instructional staff (e.g., teacher's aide) [CONTINUE WITH TEACHER SCREENER, CORRECT TO \$40]
 - c. Non-instructional staff (e.g., school counselor, lunchroom staff, nurse, janitor, bus driver, administrative support) [CONTINUE WITH NON-INSTRUCTIONAL SCREENER, CORRECT TO \$40]
 - d. Other (specify) _____

7. Including this school year, how many years have you been working as a principal? [IF NEEDED: at any school, not limited to current school]
 - a. 2 years or less
 - b. 3 to 6 years
 - c. 7 years or more

The next few questions are for classification purposes only.

8. Are you Hispanic or Latino?
 - Yes
 - No
 - Prefer not to answer

9. Which of the following categories best describes your ethnic or racial background? (You may select one or more races.)
 - American Indian or Alaska Native
 - Asian
 - Black or African American
 - Native Hawaiian or other Pacific Islander
 - White
 - Prefer not to answer

10. Can I please have the best phone number to reach you?

11. Is it alright to leave you a voice mail at that number?
 - e. Yes
 - f. No

12. Is it alright to send you a text message to that number?
 - e. Yes
 - f. No

INVITATION/CONCLUSION

IF THEY DO NOT QUALIFY/UNSURE IF THEY QUALIFY OR NOT YET READY TO SCHEDULE:

Thank you so much for your information! I am going to pass it on to my supervisor and if you qualify we will give you a call back in the next few days to set up an appointment with an interviewer.

IF THEY QUALIFY AND YOU ARE READY TO SCHEDULE:

You do qualify for our study. We will be conducting interviews between (INSERT DATES) in (INSERT LOCATION(S)). What would your availability be like then?

[ESTABLISH DATE, TIME AND LOCATION OF INTERVIEW. CONFIRM THEIR PREFERRED TIME IS OPEN ON SCHEDULE. GIVE R NAME OF INTERVIEWER IF KNOWN. CONFIRM DATE AND TIME BEFORE HANGING UP.]

Interview Date	Interview Time	Interview Location

Appendix J: Child Assent Form

Assent form

I understand the research is about a new survey that asks about my opinions of the school that I currently attend. I understand that I'm participating voluntarily, that the session will be audio-recorded, that this is a one-time activity, and that my answers 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.C. §9573).

I have read this information (or had the information read to me) I have had my questions answered and know that I can ask questions later if I have them.

I agree to take part in the research.

OR

I do not wish to take part in the research and I have not signed the assent below. _____(initialled by child/minor)

Only if child assents:

Print name of child _____

Signature of child: _____

Date: _____
day/month/year

Statement by the researcher/person taking consent

I have accurately read out the information sheet to the potential participant, and to the best of my ability made sure that the child understands the cognitive interview process.

I confirm that the child was given an opportunity to ask questions about the study, and all the questions asked by him/her have been answered correctly and to the best of my ability. I confirm that the individual has not been coerced into giving consent, and the consent has been given freely and voluntarily.

A copy of this assent form has been provided to the participant.

Print Name of Researcher/person taking the assent _____

Signature of Researcher /person taking the assent _____

Date _____
Day/month/year

Appendix K: Informed Consent Form for Parents/Legal Guardians of Students

INFORMED CONSENT – PARENTS/LEGAL GUARDIANS OF STUDENTS

Dear Parent/Guardian,

Research Support Services (RSS) is conducting a study on behalf of the National Center for Education Statistics, part of the U.S. Department of Education. For the study, the ED School Climate Surveys (EDSCLS), we are seeking students between grades 5-12 to participate in an effort to gather information that will improve the survey. For this study, an RSS staff member will meet students individually for up to 60 minutes at <LOCATION>. Students will be given \$25 to thank them for their time and participation. Parents/Guardians will be given \$25 in the event they transport their child to and from the study location.

Students will be asked to think aloud while they read student questions from the EDSCLS. Additionally, the interviewer (RSS staff member) will ask targeted questions to gain a better understanding of student comprehension of the survey questions. Student responses will be audio-recorded and the information collected during this study will be for research purposes only. Your child's participation is voluntary, and he/she may request to stop at any time during the session.

Before your child is eligible to participate, the attached consent form is required. Additionally, parents are responsible for the transportation of his/her child to and from <LOCATION>.

If you have further questions, please contact <NAME> at <PHONE NUMBER>, or via <EMAIL>.

Thank you,

<CONTACT NAME>

Research Support Services

<CONTACT INFORMATION>

Informed Consent Form for Parents/Legal Guardians of Students

Student Name (Please Print): _____

Parent/Guardian Name (Please Print): _____

I am the parent/guardian of the student identified above. I have read the attached description of the ED School Climate Surveys (EDSCLS) study and associated activities; I hereby give my permission for my child named above to participate in the study sessions. I understand that my child's session will be audio-recorded. All responses 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 [Education Sciences Reform Act of 2002 (ESRA 2002) 20 U.S.C., § 9573].

I understand that my child's participation is voluntary, and that he/she may stop participating at any time during the session. I understand that I am responsible for my child's transportation to and from <LOCATION>. If I have further questions and/or concerns about my child's participation, I may contact <NAME> at <CONTACT INFORMATION>.

Parent/Guardian Signature

Date

Please bring this to the scheduled study session.

Appendix L: Informed Consent Form for Teachers

INFORMED CONSENT - TEACHER

Dear Teacher,

Research Support Services (RSS) is conducting a study on behalf of the National Center for Education Statistics, part of the U.S. Department of Education. For the study, the ED School Climate Surveys (EDSCLS), we are seeking teachers of students between grades 5-12 to participate in an effort to gather information that will improve the survey. For this study, an RSS staff member will meet with teachers individually for up to 60 minutes at <LOCATION>. Participants will be given \$40 to thank them for their time and participation.

Teachers will be asked to think aloud while they read questions from the EDSCLS. Additionally, the interviewer (RSS staff member) will ask targeted questions to gain a better understanding of teacher comprehension of the survey questions. Participant responses will be audio-recorded and the information collected during this study will be for research purposes only. Your participation is voluntary, and you may request to stop at any time during the session.

Before you are eligible to participate, the attached consent form is required.

Thank you,

<CONTACT NAME>

Research Support Services

<CONTACT INFORMATION>

Informed Consent Form - Teacher

Teacher Name (Please Print): _____

I have read the attached consent form for the ED School Climate Surveys (EDSCLS) study and associated activities; all of my questions have been answered. I understand that my session will be audio-recorded. All responses 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 [Education Sciences Reform Act of 2002 (ESRA 2002) 20 U.S.C., § 9573]. I understand that my participation is voluntary, and that I may stop participating at any time during the session. I agree to participate in this study.

Teacher Signature

Date

Please bring this to the scheduled study session.

Appendix M: Informed Consent Form for Non-Instructional Staff

INFORMED CONSENT – Non-Instructional Staff

Dear Non-Instructional Staff Member,

Research Support Services (RSS) is conducting a study on behalf of the National Center for Education Statistics, part of the U.S. Department of Education. For the study, the ED School Climate Surveys (EDSCLS), we are seeking non-instructional staff members in schools of students between grades 5-12 to participate in an effort to gather information that will improve the survey. For this study, an RSS staff member will meet with participants individually for up to 60 minutes at <LOCATION>. Participants will be given \$40 to thank them for their time and participation.

Participants will be asked to think aloud while they read questions from the EDSCLS. Additionally, the interviewer (RSS staff member) will ask targeted questions to gain a better understanding of non-instructional staff comprehension of the survey questions. Participant responses will be audio-recorded and the information collected during this study will be for research purposes only. Your participation is voluntary, and you may request to stop at any time during the session.

Before you are eligible to participate, the attached consent form is required.

Thank you,

<CONTACT NAME>

Research Support Services

<CONTACT INFORMATION>

Informed Consent Form - Non-Instructional Staff

Non-Instructional Staff Name (Please Print): _____

I have read the attached consent form for the ED School Climate Surveys (EDSCLS) study and associated activities; all of my questions have been answered. I understand that my session will be audio-recorded. All responses 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 [Education Sciences Reform Act of 2002 (ESRA 2002) 20 U.S.C., § 9573]. I understand that my participation is voluntary, and that I may stop participating at any time during the session. I agree to participate in this study.

Non-Instructional Staff Signature

Date

Please bring this to the scheduled study session.

Appendix N: Informed Consent Form for Principals

INFORMED CONSENT – PRINCIPALS

Dear Principal,

Research Support Services (RSS) is conducting a study on behalf of the National Center for Education Statistics, part of the U.S. Department of Education. For the study, the ED School Climate Surveys (EDSCLS), we are seeking principals of students between grades 5-12 to participate in an effort to gather information that will improve the survey. For this study, an RSS staff member will meet with staff individually for up to 60 minutes at <LOCATION>. Participants will be given \$75 to thank them for their time and participation.

Participants will be asked to think aloud while they read questions from the EDSCLS. Additionally, the interviewer (RSS staff member) will ask targeted questions to gain a better understanding of principal comprehension of the survey questions. Participant responses will be audio-recorded and the information collected during this study will be for research purposes only. Your participation is voluntary, and you may request to stop at any time during the session.

Before you are eligible to participate, the attached consent form is required.

Thank you,

<CONTACT NAME>

Research Support Services

<CONTACT INFORMATION>

Informed Consent Form - Principals

Principal Name (Please Print): _____

I have read the attached consent form for the ED School Climate Surveys (EDSCLS) study and associated activities; all of my questions have been answered. I understand that my session will be audio-recorded. All responses 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 [Education Sciences Reform Act of 2002 (ESRA 2002) 20 U.S.C., § 9573]. I understand that my participation is voluntary, and that I may stop participating at any time during the session. I agree to participate in this study.

Principal Signature

Date

Please bring this to the scheduled study session

Appendix O: Confirmation E-mail/Letter for Students

IF SENT AS E-MAIL - Subject: Confirmation of Study Participation

<DATE>

Dear <NAME>,

Thank you for permitting your child to participate in the ED School Climate Surveys (EDSCLS) study. This study is being conducted by Research Support Services (RSS), on behalf of the National Center for Education Statistics (NCES), part of the U.S. Department of Education. Your child's input will help NCES improve the survey so that students will better understand it. Your child will be asked to think aloud as he/she reads student questions from the EDSCLS. This is in order for us to better understand student comprehension of the survey items. His/her participation is voluntary and he/she may request to stop at any time during the session.

All of your child's responses 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 [Education Sciences Reform Act of 2002 (ESRA 2002) 20 U.S.C., § 9573]. His/her responses will be audio-recorded.

Your child has been scheduled for a session at <TIME RANGE> on <DATE> at <LOCATION>. To thank your child for his/her time and participation, he/she will receive \$25 following the session. Also, if a parent/guardian provides transportation for the child, the parent/guardian will receive \$25 to them him/her for his/her time and effort.

The address of <LOCATION> is as follows:

<ADDRESS>

We have <INCLUDED/ATTACHED> a consent form that needs to be completed and signed by a parent. Please have your child bring this consent form with him/her to the session. Your child will not be able to participate without your written consent.

We thank you for your child's participation in this important study. If you have any questions, please contact <NAME> at <CONTACT INFORMATION>.

Thank you,

<CONTACT NAME>

Research Support Services

<CONTACT INFORMATION>

Appendix P: Confirmation E-mail/Letter for Teachers

IF SENT AS E-MAIL - Subject: Confirmation of Study Participation

<DATE>

Dear <NAME>,

Thank you for agreeing to participate in the ED School Climate Surveys (EDSCLS) study. This study is being conducted by Research Support Services (RSS), on behalf of the National Center for Education Statistics (NCES), part of the U.S. Department of Education. Your input will help NCES improve the survey so that other teachers will better understand it. You will be asked to think aloud as you read teacher questions from the EDSCLS. This is in order for us to better understand teacher comprehension of the survey items. Your participation is voluntary and you may request to stop at any time during the session.

All of your responses 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 [Education Sciences Reform Act of 2002 (ESRA 2002) 20 U.S.C., § 9573]. Your responses will be audio recorded.

You have been scheduled for a session at <TIME RANGE> on <DATE> at <LOCATION>. To thank you for your time and participation, you will receive \$40 following the session.

The address of <LOCATION> is as follows:

<ADDRESS>

We thank you for your participation in this important study. If you have any questions, please contact <NAME> at <CONTACT INFORMATION>.

Thank you,

<CONTACT NAME>

Research Support Services

<CONTACT INFORMATION>

Appendix Q: Confirmation E-mail/Letter for Non-Instructional Staff

IF SENT AS E-MAIL - Subject: Confirmation of Study Participation

<DATE>

Dear <NAME>,

Thank you for agreeing to participate in the ED School Climate Surveys (EDSCLS) study. This study is being conducted by Research Support Services (RSS), on behalf of the National Center for Education Statistics (NCES), part of the U.S. Department of Education. Your input will help NCES improve the survey so that other school staff members will better understand it. You will be asked to think aloud as you read non-instructional staff questions from the EDSCLS. This is in order for us to better understand your comprehension of the survey items. Your participation is voluntary and you may request to stop at any time during the session.

All of your responses 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 [Education Sciences Reform Act of 2002 (ESRA 2002) 20 U.S.C., § 9573]. Your responses will be audio-recorded.

You have been scheduled for a session at <TIME RANGE> on <DATE> at <LOCATION>. To thank you for your time and participation, you will receive \$40 following the session.

The address of <LOCATION> is as follows:

<ADDRESS>

We thank you for your participation in this important study. If you have any questions, please contact <NAME> at <CONTACT INFORMATION>.

Thank you,

<CONTACT NAME>

Research Support Services

<CONTACT INFORMATION>

Appendix R: Confirmation E-mail/Letter for Principals

IF SENT AS E-MAIL - Subject: Confirmation of Study Participation

<DATE>

Dear <NAME>,

Thank you for agreeing to participate in the ED School Climate Surveys (EDSCLS) study. This study is being conducted by Research Support Services (RSS), on behalf of the National Center for Education Statistics (NCES), part of the U.S. Department of Education. Your input will help NCES improve the survey so that other school principals will better understand it. You will be asked to think aloud as you read principal questions from the EDSCLS. This is in order for us to better understand your comprehension of the survey items. Your participation is voluntary and you may request to stop at any time during the session.

All of your responses 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 [Education Sciences Reform Act of 2002 (ESRA 2002) 20 U.S.C., § 9573]. Your responses will be audio-recorded.

You have been scheduled for a session at <TIME RANGE> on <DATE> at <LOCATION>. To thank you for your time and participation, you will receive \$75 following the session.

The address of <LOCATION> is as follows:

<ADDRESS>

We thank you for your participation in this important study. If you have any questions, please contact <NAME> at <CONTACT INFORMATION>.

Thank you,

<CONTACT NAME>

Research Support Services

<CONTACT INFORMATION>