

**Appendix D**  
**Communication Materials for Survey Respondents**

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Revised June 2016

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*Note: Emails and letters providing similar content to those shown in this appendix will be sent throughout data collection to encourage participation. In addition, sample members that request follow-up reminders via text message will receive text message prompts to complete the survey.*

## **HSLs:09 Second Follow-up Brochure Text**

### **What is HSLs:09?**

The High School Longitudinal Study of 2009 (HSLs:09) is a national study of young adults' plans and activities beyond high school, including education and employment experiences. HSLs:09 is particularly interested in learning how young adults make choices regarding their education and careers, with a special focus in science, technology, engineering, and mathematics (STEM) education and career choices.

The second follow-up of HSLs:09 will help to answer important questions about young adults' pathways after high school, including but not limited to the following:

- What influences young adults to take STEM courses and pursue STEM careers?
- What factors influence whether young adults decide to enroll in college and complete a college degree?
- How do the characteristics of high schools and colleges influence decisions young adults make about their lives?
- How do individual characteristics and background experiences influence success in school and work?

Data collection for the second follow-up of HSLs:09 will begin in spring 2016. In addition to survey responses, we collect financial aid, student data, and related information from institutions and other sources such as admissions testing agencies, student loan databases, and other federal databases.

### **Why am I being asked to participate?**

HSLs:09 follows a group of young adults who were enrolled in 9<sup>th</sup> grade in 2009 in order to understand the wide range of pathways related to education and employment as they move beyond high school.

### **Why is my participation important?**

Participation in HSLs:09 is entirely voluntary; however, the participation of every young adult in the sample is important to ensure the completeness and accuracy of results. Your survey responses help educators, researchers, and policymakers at the local, state, and national levels understand the experiences of students after high school. Your experiences are unique, and if you choose not to participate in HSLs, no one else can be substituted for you.

### **Who is conducting the study?**

HSLs:09 is conducted by the National Center for Education Statistics (NCES), in the U.S. Department of Education's Institute for Education Sciences, with data collection being carried out under contract by RTI International, a nonprofit research organization based in North Carolina. NCES is authorized to conduct the High School Longitudinal Study of 2009 (HSLs:09) second follow-up by the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. § 9543).

## How will my information be protected?

NCES is required to follow strict procedures to protect personal information in the collection, reporting, and publication of data. All individually identifiable information supplied by individuals or institutions may be 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). The data will be used in analyses to understand young adults' participation in further education and work beyond high school.

We have implemented strict procedures to protect provided information:

- All electronic data are maintained in secure and protected data files, and all personally identifying information is kept in files separate from the descriptive information.
- No data released to the general public will identify individual respondents.
- All project staff with any access to study data are liable to severe fines and imprisonment for any disclosure of individual responses.
- These procedures comply with all applicable federal laws.

## What happens to the results?

Results from the current study will be posted on the HSLs:09 website as soon as they are available. Results will be presented in summary form only; no individual results will be published. Publications from previous studies are available on the HSLs:09 website at <http://nces.ed.gov/surveys/hsls09/>.

## How do I participate?

We are asking you to complete a 35-minute survey that will focus on the transition from high school to further education and the workforce. You may complete the HSLs:09 survey in one of two ways:

**1. Online.**

Go to the study website at <https://surveys.nces.ed.gov/hsls09/>. Simply enter your Study ID and password and select LOGIN.

**2. By telephone.**

If you prefer to complete the HSLs:09 survey by telephone, call **(877) 282-HSLs (877-282-4757)** to speak with a professional interviewer.

If you have questions or concerns, please contact:

HSLs:09 HELP DESK  
[1-877-282-HSLs (1-877-282-4757)]  
hsls-survey@rti.org  
<https://surveys.nces.ed.gov/hsls/>

RTI Project Director:  
Mr. Dan Pratt at (919) 541-6615

NCES Project Officer:  
Dr. Elise Christopher at (202) 502-7899

RTI Principal Investigator:  
Dr. Alexandria Radford at (202) 600-4296

## Contact Information Update Letter – Parent

<<date>>

<<name>>

<<addr1>>

<<addr2>>

<<city>>, <<st>> <<zip>>

Dear «Parentfname» «Parentlname»:

The U.S. Department of Education’s National Center for Education Statistics (NCES) is conducting the High School Longitudinal Study of 2009 (HSLs:09). HSLs:09 follows a group of young adults to understand the wide range of pathways related to education and employment as they move beyond high school. <<fname>> participated in at least one previous round of the HSLs:09 survey, and <<fname>>’s answers could contribute to research and influence policymaker’s decisions about education in the U.S. <<As a token of our appreciation, «fname» will receive \$«IncAmt» for completing the survey.>>

We will be contacting <<fname>> to complete the second follow up survey in <<month year>>, but before data collection can begin, we need your help to update our records. Please take a few minutes to update the contact information online, or complete the enclosed Contact Information Update Form and return it in the enclosed postage-paid envelope.

To update contact information for <<fname>> online:  
Go to <https://surveys.nces.ed.gov/hsls09/>  
Enter Study ID number «caseid»

If you would like more information about the HSLs:09 study, please review the enclosed brochure, visit <http://surveys.nces.ed.gov/hsls09/>, or call the RTI study director, Dan Pratt at 1-877-282-4757.

We sincerely appreciate your assistance and thank you in advance for helping us conduct this important study.

Sincerely,

Dr. Peggy Carr  
Acting Commissioner  
National Center for Education Statistics  
Enclosure

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NCES is authorized to conduct the High School Longitudinal Study of 2009 (HSL:09) by the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C., § 9543). The data are being collected for NCES 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 1850-0852. 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 information collection, or any comments or concerns regarding the status of your individual submission, please write directly to: The High School Longitudinal Study of 2009 (HSL:09), National Center for Education Statistics, PCP, 550 12th St., SW, 4th floor, Washington, DC 20202.

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## Contact Information Update Form – Parent

1. Please review the current address and phone numbers for <<casename>> displayed in the box below.

**Please make corrections in the space provided on the right side of the box.**

If you prefer to update this information online, visit our secure website at <https://surveys.nces.ed.gov/hsls09/> and refer to the Study ID number «caseid».

CURRENT CONTACT INFORMATION FOR «CASENAME»:	PLEASE MAKE CORRECTIONS BELOW:
<<casename>> «addr1» «addr2» «city», «state» «zip» «zip4» («area1») «phone1»	Name: _____ Address: _____ _____ _____ Home phone: ( ) – _____ Work phone: ( ) – _____ Cell phone: ( ) – _____
<input type="checkbox"/> <b>Check here</b> if this information is completely current and no corrections are needed. <u>Please return this form even if no edits are needed.</u>	

2. We will send an e-mail to <<casename>> to announce that data collection has begun. Please provide an e-mail address that we can use to contact <<fname>>.

Primary e-mail address: \_\_\_\_\_

Alternate e-mail address: \_\_\_\_\_

3. May we send a text message to <fname>'s cell phone when data collection is about to begin?

Please check one: YES  NO

If yes, what cell number should we use? \_\_\_\_\_

What is <fname>'s cell phone service provider (e.g. AT&T, Verizon, etc.)? \_\_\_\_\_

*We ask for the cell phone service provider to enable us to identify the format of the text message we send.*

**Thank you for your assistance.**

Please return this page in the enclosed postage-paid envelope or return to:

RTI International  
 ATTN: David Waller  
 PO Box 12194

Research Triangle Park, NC 27709-9935

For office use only:  
 Study ID: <<caseID>>  
 <<panelinfo>>/<<CTRLNUM>>

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## Initial Contact Letter – Sample Member

<<date>>

<<name>>

<<addr1>>

<<addr2>>

<<city>>, <<st>> <<zip>>

Dear <<fname>>,

The U.S. Department of Education's National Center for Education Statistics (NCES) is conducting the High School Longitudinal Study of 2009 (HSLs:09). HSLs:09 follows a group of young adults to understand the wide range of pathways related to education and employment as they move beyond high school. <<You may recall participating in this study in high school as well as two years ago.>> Your participation in HSLs:09 is important to the success of the study.

When HSLs:09 data collection begins, we will contact you again with specific information about how to participate. In the meantime, we need to update our contact information for you. **Please help us now by providing your mailing address, telephone number(s), and e-mail address(es) online at <https://surveys.nces.ed.gov/hsls09/>.** You will also find out more about HSLs:09 at this website.



To update your contact information  
The enclosed brochure provides more information about HSLs:09. If you have additional questions or concerns about the study after reviewing this material, please call the RTI study director, Dan Pratt at 1-877-282-4757. <sup>online:</sup> Go to <https://surveys.nces.ed.gov/hsls/>

We thank you in advance for your participation in this important study. Your cooperation is greatly appreciated.

Sincerely,

Dr. Peggy Carr

Acting Commissioner  
National Center for Education Statistics  
Enclosure



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NCES is authorized to conduct the High School Longitudinal Study of 2009 (HSL:09) by the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C., § 9543). The data are being collected for NCES 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 1850-0852. 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 information collection, or any comments or concerns regarding the status of your individual submission, please write directly to: The High School Longitudinal Study of 2009 (HSL:09), National Center for Education Statistics, PCP, 550 12th St., SW, 4th floor, Washington, DC 20202.

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# Address Update Web Form

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1. [SAMPLE MEMBERS ONLY] May we send you a text message reminder when data collection begins?

- Yes → Please enter your cell provider here: \_\_\_\_\_  
 No

2. If [your/Casename's] current contact information is not correct below, please provide the updated contact information. Otherwise, check the box at the bottom to indicate the information is correct and complete.

### **[Your/Casename's] contacting information**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

ZIP: \_\_\_\_\_

Home phone: \_\_\_\_\_

Work phone: \_\_\_\_\_

Cell phone: \_\_\_\_\_

Primary e-mail address: \_\_\_\_\_

Alternate e-mail address: \_\_\_\_\_

- Check here if all information is correct

3. Please provide the contact information for [your/Casename's] parent and one additional person who will always know how to get in touch with [you/Casename].

### **Parent contacting information**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

ZIP: \_\_\_\_\_

Home phone: \_\_\_\_\_  
Work phone: \_\_\_\_\_  
Cell phone: \_\_\_\_\_  
Primary e-mail address: \_\_\_\_\_  
Alternate e-mail address: \_\_\_\_\_

Check here if all information on the printed form was correct

**One additional person**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_  
ZIP: \_\_\_\_\_  
Home phone: \_\_\_\_\_  
Work phone: \_\_\_\_\_  
Cell phone: \_\_\_\_\_  
Primary e-mail address: \_\_\_\_\_  
Alternate e-mail address: \_\_\_\_\_

4. [Are you/Is Casename] currently enrolled in a college, trade school, or other higher education institution?

Yes → Please provide the name and address of the college, trade school, or other higher education institution that [you/Casename] attend. Please do not use abbreviated school names (e.g., use Arizona State University, rather than ASU).

School Name: \_\_\_\_\_

## Data Collection Announcement Letter

<<date>>

<<name>>

<<addr1>>

<<addr2>>

<<city>>, <<st>> <<zip>>

Dear «fname» «lname»:

Recently, we contacted you about the High School Longitudinal Study of 2009 (HSL:09), a study of young adults conducted to understand the wide range of pathways related to education and employment as they move beyond high school. Data collection for the second follow up of HSL:09 is now underway, and we would like to invite you to complete the survey by << date>>. <<As a token of our appreciation, once you complete the approximately <35>-minute survey, we will send you \$«IncAmt» <, payable by check or Paypal.>>

Log on to our secure website at <https://surveys.nces.ed.gov/hsls09/> to complete your survey:

**Study ID** = «caseid»

**Password** = «password»m (*password is case sensitive*).

You represent many young adults like you who were not selected for HSL:09 and your participation is important to the success of the study. If you have questions, problems completing your survey online, or prefer to complete the survey over the telephone, simply call the **HSL:09 Help Desk** at **1-877-282-4757**.

If you have any other questions or concerns about the study, please contact the HSL:09 Project Director, Dan Pratt, at 877-225-8470, [hsls-survey@rti.org](mailto:hsls-survey@rti.org), or the NCES Project Officer, Dr. Elise Christopher, at 202-502-7899, [Elise.Christopher@ed.gov](mailto:Elise.Christopher@ed.gov).

Thank you in advance for making HSL:09 a success.

Sincerely,

Dan Pratt  
HSL:09 Project Director  
RTI International

Elise Christopher, PhD  
NCES Project Officer  
National Center for Education Statistics  
U.S. Department of Education

Enclosure

«panelinfo»/«ctrl»

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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 1850-0852. The time required to complete this information collection is estimated to average approximately <35> 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: The High School Longitudinal Study of 2009 (HSL:09), National Center for Education Statistics, PCP, 550 12th St., SW, 4th floor, Washington, DC 20202.

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## Reminder Postcard 1 - Example

High School Longitudinal Study of 2009 (HSLs:09)

<Fname>,

Recently we sent you information about completing the U.S. Department of Education's HSLs:09 survey. This study helps policymakers learn about the experiences of young adults as they move beyond high school into work and/or further education.

<If you haven't participated, we'd like to remind you that we're offering \$<amount> as a token of our appreciation for completing the <35> minute survey.> <You can receive your \$<amount> <by check or Paypal.>

To complete your survey online, log into the study website at

<https://surveys.nces.ed.gov/hsls09/>

Study ID: <ID>

Password: <password>

Or call <phone> to complete your survey by phone.

Thank you for your participation!

## Reminder Postcard 2 - Example

Just a reminder—we still need you to complete the HSLs:09 survey.

<Fname>,

We value your participation in HSLs:09 – there's truly no substitute for your responses. <That's why you will now receive a check for \$<amount> as a token of our appreciation for completing the survey.> <You can receive your \$<amount> by check or Paypal.>

The survey takes about <35> minutes, and can be completed online or over the phone:

Log on to the study website at

<https://surveys.nces.ed.gov/hsls09/>

Study ID: <ID>

Password: <password>

Or call <phone> to complete your survey by phone with an experienced interviewer.

Thank you for your participation!



## Reminder Letter - Example

Dear <<fname>>,

To better understand young adults' experiences beyond high school, the High School Longitudinal Study of 2009 (HSLs:09) collects information from them about their lives, careers, and further education. You represent many others like you, and although participation in HSLs:09 is voluntary, we hope you will decide to complete the survey about your experiences.

**<For participating in HSLs:09, you will receive \$<<INCAMT>> as a token of our appreciation<, payable by check or Paypal>.>** The survey will take, on average, about <35> minutes to complete. Please log on to our secure website to participate:

<https://surveys.nces.ed.gov/hsls09/>

Study ID = <<CASEID>>

Password = <<PSWD>>

*Note: The password is case sensitive; you will need to enter it exactly as it appears here.*

If you have questions, problems completing your survey online, or prefer to complete the survey over the telephone, simply call the HSLs:09 Help Desk at 1-877-282-4757.

Thank you, in advance, for your participation.

Sincerely,



Dan Pratt  
HSLs:09 Project Director

## Thank You/Incentive Letter

<<date>>

<<name>>

<<addr1>>

<<addr2>>

<<city>>, <<st>> <<zip>>

Dear «fname» «lname»:

On behalf of the National Center for Education Statistics (NCES) in the U.S. Department of Education's Institute of Education Sciences and the staff of the High School Longitudinal Study of 2009 (HSLs:09), we would like to thank you. Your participation in HSLs:09 is very important in helping to ensure the success of the study.

Enclosed you will find a check for \$ «IncAmt» as a token of our appreciation.

If you have any questions, please do not hesitate to contact us at 1-877-282-4757.

Sincerely,

Dan Pratt  
HSLs:09 Project Director  
RTI International

Elise Christopher, PhD  
NCES Project Officer  
National Center for Education Statistics  
U.S. Department of Education

Enclosure

## Thank you Email - Example

### PayPal Incentive:

Dear [NAME]:

On behalf of the National Center for Education Statistics in the U.S. Department of Education's Institute of Education Sciences and the staff of the High School Longitudinal Study of 2009 (HSLs:09), we would like to thank you for your participation in the HSLs:09 survey. Your participation in this study is very important to its success! Your payment of \$[XX] is a token of our appreciation for your time and participation. Our records indicate that you chose to receive your incentive via PayPal. Please note it can take up to a full business day to process. Please look for an email from PayPal indicating that you have received \$[XX] from RTI International, or check your Paypal account. Please contact us with any concerns about your incentive.

If you have additional questions, please do not hesitate to call the HSLs:09 Help Desk at 1-877-282-4757.

Again, thank you for your time and willingness to participate.

HSLs:09 Data Collection Team

1-877-282-4757

### Check Incentive:

Dear [NAME]:

On behalf of the National Center for Education Statistics in the U.S. Department of Education's Institute of Education Sciences and the staff of the High School Longitudinal Study of 2009 (HSLs:09), we would like to thank you for your participation in the HSLs:09 survey. Your participation in this study is very important to its success! Your payment of \$[XX] is a token of our appreciation for your time and participation. Our records indicate that you selected a check payment. Your check is being processed and should arrive in a few weeks. Please contact us with any concerns about your incentive.

If you have additional questions, please do not hesitate to call the HSLs:09 Help Desk at 1-877-282-4757.

Again, thank you for your time and willingness to participate.

HSLs:09 Data Collection Team

1-877-282-4757

**No Incentive:**

Dear [NAME]:

On behalf of the National Center for Education Statistics in the U.S. Department of Education's Institute of Education Sciences and the staff of the High School Longitudinal Study of 2009 (HSLs:09), we would like to thank you for your participation in the HSLs:09 survey. Your participation in this study is very important to its success!

If you have additional questions, please do not hesitate to call the HSLs:09 Help Desk at 1-877-282-4757.

Again, thank you for your time and willingness to participate.

HSLs:09 Data Collection Team

1-877-282-4757

## Final Flyer - Example

HSLs:09 ends on <date>! Fname, this is your last chance to earn \$<amount> for completing the HSLs:09 survey. Don't miss out!

Complete online:

<https://surveys.nces.ed.gov/hsls09/>

Study ID: <ID>

Password: <password>

Or call toll-free <phone>.

Why is HSLs:09 important?

Policymakers rely on data from studies like HSLs:09 to understand the issues faced by young adults like you.

## Initial Contact E-mail

SUBJ: The HSLs:09 study is coming soon

Dear «fname»,

I am pleased to inform you that the High School Longitudinal Study of 2009 (HSLs:09) will begin conducting surveys soon. HSLs:09 is an important study that follows up with young adults beyond high school when many begin to work, pursue further education, or engage in other activities.

When HSLs:09 data collection begins in <<month>> 2016, we will contact you again with specific information about how to participate. In the meantime, we need to update our contact information for you. **Please help us now by updating your contact information on the HSLs:09 website:**

**<https://surveys.nces.ed.gov/hsls09/>**  
**Your Study ID number: <<caseID>>**

Your participation is important to the success of HSLs:09. If you have additional questions or concerns about the study, please call the RTI study director, Dan Pratt at 1-877-282-4757.

We thank you in advance for your participation in this important study. Your cooperation is greatly appreciated.

Thank You,

Dan Pratt  
HSLs:09 Project Director

## Data Collection Announcement E-mail

SUBJ: It's time to complete your HSLs:09 survey!

Dear <<fname>>,

Recently, we contacted you about the High School Longitudinal Study of 2009 (HSLs:09), a study that follows a group of young adults to understand the wide range of pathways related to education and employment as they move beyond high school.

To participate in HSLs:09, we are asking you to take a <35>-minute survey. To access the online survey, just **click here** to get started or log in on our secure website:

**<https://surveys.nces.ed.gov/hsls09/>**

Study ID: <caseid>

Password: <password>e

**<If you complete your HSLs:09 survey by [DATE], you will receive \$[INCAMT] as a token of our appreciation<, payable by check or Paypal>. Please complete the survey by [DATE]. >**

Your participation, while voluntary, is important to the success of the study. **If you would like to complete the survey over the telephone, please call the HSLs:09 Help Desk at 1-877-282-4757.**

If you have any questions about the study, please contact me at 1-877-282-4757 or [hsls-survey@rti.org](mailto:hsls-survey@rti.org), or the NCES Project Officer, Dr. Elise Christopher, at 202-502-7899 or [Elise.Christopher@ed.gov](mailto:Elise.Christopher@ed.gov).

Thank you for helping to make HSLs:09 a success.

Dan Pratt  
HSLs:09 Project Director

## Reminder E-mail 1 - Example

Subject: Don't Forget to Complete Your HSLs:09 Survey!

Dear [FIRSTNAME],

I would like to remind you that your participation in the High School Longitudinal Study of 2009 (HSLs:09) is still needed, and that I hope that you will participate in the study soon.

<If you complete the HSLs:09 survey, you will receive \$«IncAmt» as a token of our appreciation. You can receive your \$<amount> <by check or Paypal>.> The survey takes approximately <35> minutes to complete.

To access the online survey, just [click here](#) or log in to our secure website:

<https://surveys.nces.ed.gov/hsls09/>

Study ID: <caseid>

Password: <password>a

If you need help accessing the online survey, or if you prefer to complete the survey by telephone, please call our Help Desk at 1-877-282-4757.

RTI International is the data collector for this study by the National Center for Education Statistics (NCES) in the U.S. Department of Education's Institute of Education Sciences. If you have any questions or concerns about the study, please contact me at 1-877-282-4757 (e-mail: [hsls-survey@rti.org](mailto:hsls-survey@rti.org)), or the NCES Project Officer, Dr. Elise Christopher, at 202-502-7899, [Elise.Christopher@ed.gov](mailto:Elise.Christopher@ed.gov).

Thank you in advance for your participation in this very important study.

Sincerely,

Dan Pratt  
HSLs:09 Project Director



## Reminder E-mail 2 - Example

Subject: Don't Delay - Complete Your HSLs:09 Survey Today!

Dear [FIRSTNAME],

Data collection for the High School Longitudinal Study of 2009 (HSLs:09) is going on right now, and the study will not be a success without your participation! <<**The survey takes approximately <35> minutes to complete, and when you complete your survey, you will receive \$[INCAMT] as a token of our appreciation<, payable by check or Paypal>.>>**

To access the online survey on our secure website, [click here](#) or log in:

**<https://surveys.nces.ed.gov/hsls09/>**

Study ID: <caseid>

Password: <password>b

If you need help accessing the online survey, or if you prefer to complete the survey by telephone, please call our Help Desk at 1-877-282-4757.

RTI International is the data collector for this study by the National Center for Education Statistics (NCES) in the U.S. Department of Education's Institute of Education Sciences. If you have any questions or concerns about the study, please contact me at 1-877-282-4757 (e-mail: [hsls-survey@rti.org](mailto:hsls-survey@rti.org)), or the NCES Project Officer, Dr. Elise Christopher, at 202-502-7899, [Elise.Christopher@ed.gov](mailto:Elise.Christopher@ed.gov).

Thank you in advance for your participation in this very important study.

Sincerely,

Dan Pratt  
HSLs:09 Project Director

## Reminder E-mail 3 - Example

<FirstName>,

Don't forget to complete the High School Longitudinal Study of 2009 (HSLs:09) survey <and receive your \$<incent>! You can receive your \$<amount> by check or Paypal.> The survey takes <35> minutes and can be completed online or over the phone.

It's easy to participate in HSLs:09 on our secure website. Just [click here](#) to get started right away!

<https://surveys.nces.ed.gov/hsls09/>

Study ID: <caseid>

Password: <password>d

Or, you can complete the survey by phone by calling **1-877-282-4757**.

If you have questions or problems completing your survey, please call the **HSLs:09 Help Desk at 1-877-282-4757** or visit the study website at <https://surveys.nces.ed.gov/hsls09/>.

Thanks!

Dan Pratt  
Project Director, HSLs:09  
RTI International  
[hsls-survey@rti.org](mailto:hsls-survey@rti.org)  
1-877-282-4757

## Reminder E-mail 4 – Example

<FirstName>,

HSLs:09 data collection ends on <<Date>>, which means you only have [x] days left to participate!  
<Complete your HSLs:09 survey by the deadline and receive \$<incent> as a token of our appreciation.> <You can receive your \$<amount> by check or Paypal.>

The survey takes 35 minutes on average and can be completed online or over the phone. HSLs:09 is easy to do on our secure website – just [click here](#) to get started!

<https://surveys.nces.ed.gov/hsls09/>

Study ID: <caseid>

Password: <password>

Or, you can complete the survey by phone by calling **1-877-282-4757**.

If you have questions or problems completing your survey, please call the **HSLs:09 Help Desk at 1-877-282-4757** or visit the study website at <https://surveys.nces.ed.gov/hsls09/>.

Thanks!

Dan Pratt  
Project Director, HSLs:09  
RTI International  
[hsls-survey@rti.org](mailto:hsls-survey@rti.org)  
1-877-282-4757

## Reminder E-mail 5 - Example

<FirstName>,

Don't forget that we still need you to participate in the High School Longitudinal Study of 2009 (HSLs:09) for the U.S. Department of Education. It takes about <35> minutes <and, once you've completed the survey, we'll send you \$<incamt>!> <You can receive your \$<amount> by check or Paypal.>

Data collection ends on <<date>>, so you only have a few days left to participate! It's easy to do on our secure website. You can [click here](#) to get started right away!

<https://surveys.nces.ed.gov/hsls09/>

Study ID: <caseid>

Password: <password>c

Or, you can complete the survey by phone by calling **1-877-282-4757**.

If you have questions or problems completing your survey, please call the **HSLs:09 Help Desk at 1-877-282-4757** or visit the study website at <https://surveys.nces.ed.gov/hsls09/>.

Thanks!

Dan Pratt  
Project Director, HSLs:09  
RTI International  
[hsls-survey@rti.org](mailto:hsls-survey@rti.org)  
1-877-282-4757

## HSL:09 CATI Consent Text

READ VERBATIM:

Recently, we sent you material about the U.S. Department of Education's High School Longitudinal Study of 2009 (HSL:09). (This survey is being conducted to better understand the education and employment experiences of young adults beyond high school.) <<As a token of our appreciation, you will receive <<INC\_AMOUNT>> once you complete the survey.>>

The survey takes about <35> minutes and may be monitored or recorded for quality assurance purposes. Your participation is voluntary and you may skip any question or stop the survey at any time. If you would like to learn more about your rights as a participant, let me know. [PAUSE] May we begin the survey now?

(At your request, we can remail the material to you. For questions about your rights as a study participant, please contact RTI's Office of Research Protection at 1-866-214-2043.)

**If SM indicates they would like to learn more about their rights as a participant:**

READ UNTIL SM INTERRUPTS:

In addition to your survey responses, we collect other information, such as financial aid data, student records, and related information from colleges and trade schools you have attended (if any) and sources such as student loan databases and high school equivalency and college admissions testing agencies. Your responses, combined with other data sources, may be used only for statistical purposes and may not be disclosed, or used, in personally identifiable form for any other purpose, unless otherwise required by law. (You are one of approximately <number> young adults who have taken part in this study.)

Your participation is voluntary and will not affect any financial aid or other benefits that you may receive. You may decline to answer any question or stop the survey at any time. The risk of participating in this study is small and relates to data security. However, there are strict security procedures in place. If you would like us to remail the material to you, please let me know. May we begin the survey now?

(For questions about your rights as a study participant, please contact RTI's Office of Research Protection at 1-866-214-2043.)

TI: IF THE SURVEY ISN'T STARTED AND THE ENTIRE CONSENT WASN'T READ, PRESS THE BREAK BUTTON BELOW.

# Address Update Paper Form - Example

## Address Update Information

Thank you very much for your participation in the High School Longitudinal Study of 2009 (HSL:09). Please take a moment to confirm or update [your/Casename's] contact information. We are also requesting that you confirm or update contact information for [your parent/yourself] and provide contact information for one additional person. By updating our records, we will be better able to notify [you/him/her] when it is time for the next round of HSL:09. Please remember that all information you provide will be protected.

After you complete this form, please mail it back to RTI International using the enclosed Business Reply Envelope.

This update may also be completed on our secure website at [Website\_Fil] by entering your study id [ID\_Fill]. You may go online to indicate that the information provided in the form below is correct.

We greatly appreciate your help to make HSL:09 a continued success!

- 
- [SAMPLE MEMBERS ONLY] May we send you a text message reminder when data collection begins?  
 Yes → Please enter your cell provider here: \_\_\_\_\_  
 No

- If [your/Casename's] current contact information is *not* correct below, please provide the updated contacting information on the right. If the contact information *is* correct, please check the box.

### **[Your/Casename's] contacting information**

### **Corrections and additions**

Name:	[CaseName]	
Address:	[CaseAddress]	
City	[CaseCity]	
State	[CaseState]	
ZIP	[CaseZIP]	
Home phone:	[CaseHome]	
Work phone:	[CaseWork]	
Cell phone:	[CaseCell]	
Primary e-mail address:	[Caseemail1]	
Alternate e-mail address:	[Caseemail2]	

- Check here if all information is correct**

3. Please provide contact information for the parent most knowledgeable about [your/CaseName's] education or career. Please also provide contact information for an additional person who will always know how to get in touch with [you/CaseName].

**Parent information**

**Corrections and additions**

Name:	[ParentName]	
Address:	[ParentAddress]	
City:	[ParentCity]	
State:	[ParentState]	
ZIP:	[ParentZIP]	
Home phone:	[Parenthome]	
Work phone:	[ParentWork]	
Cell phone:	[ParentCell]	
Primary e-mail address:	[Parentemail1]	

Alternate e-mail  
address:

\_\_\_\_\_  
[Parentemail2]  
\_\_\_\_\_

Check here if all information is correct

**Other contact  
information**

Name:

\_\_\_\_\_

Address:

\_\_\_\_\_

City:

\_\_\_\_\_

State:

\_\_\_\_\_

ZIP:

\_\_\_\_\_

Home phone:

\_\_\_\_\_

Work phone:

\_\_\_\_\_

Cell phone:

\_\_\_\_\_

Primary e-mail address:

\_\_\_\_\_

Alternate e-mail  
address:

\_\_\_\_\_

\_\_\_\_\_

4. [Are you/Is CaseName] currently enrolled in a college, trade school, or other higher education institution?

- Yes → Please continue with question 5
- No → You are finished with the address update. Thank you.

5. Please provide the name and address of the college, trade school, or other higher education institution that [you/CaseName] attend. Please do not use abbreviated school names (e.g., use Arizona State University, rather than ASU).

School Name:

\_\_\_\_\_

***Thank you in advance for making HSLs:09 a success!***



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NCES is authorized to conduct the High School Longitudinal Study of 2009 (HSL:09) by the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C., § 9543). The data are being collected for NCES 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 1850-0852. 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 information collection, or any comments or concerns regarding the status of your individual submission, please write directly to: The High School Longitudinal Study of 2009 (HSL:09), National Center for Education Statistics, PCP, 550 12th St., SW, 4th floor, Washington, DC 20202.

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# Address Update Web Form – Example

## Web Address Update Information

Thank you for your participation in the High School Longitudinal Study of 2009 (HSLs:09). Please take a moment to update [your/CaseName's] contact information and [your/CaseName's] education status. We are also requesting that you provide contacting information for [at least one parent/yourself] and one additional person. By updating our records, we will better be able to notify [you/him/her] when it is time for the next round of HSLs:09. If the address information we sent you in the mail was correct, please check the appropriate box to indicate it was correct and complete.

Please remember that all information you provide will be protected.

We greatly appreciate your help to make HSLs:09 a continued success!

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1. [SAMPLE MEMBERS ONLY] May we send you a text message reminder when data collection begins?<sup>1</sup>

- Yes → Please enter your cell provider here: \_\_\_\_\_
- No

2. If [your/CaseName's] current contact information is not correct below, please provide the updated contacting information on the right. Otherwise, check the box at the bottom to indicate the information is correct and complete.

### [Your/CaseName's] contacting information

Name:

Address:

City

State

ZIP

Home phone:

Work phone:

Cell phone:

Primary e-mail address:

Alternate e-mail address:

Check here if all information is correct

3. Please provide the contacting information for the parent most knowledgeable about [your/CaseName's] education or career. Please also provide contacting information for an additional person who will always know how to get in touch with [you/CaseName].

**Parent contacting information**

Name:

Address:

City:

State:

ZIP:

Home phone:

Work phone:

Cell phone:

Primary e-mail address:

Alternate e-mail address:

Check here if all information on the printed form was correct

**One additional person**

Name:

Address:

City:

State:

ZIP:

Home phone:

Work phone:

Cell phone:

Primary e-mail address:

Alternate e-mail address: \_\_\_\_\_  
\_\_\_\_\_

4. [Are you/Is CaseName] currently enrolled in a college, trade school, or other higher education institution?

- Yes → Please continue with question 5
- No → You are finished with the address update. Thank you.

5. Please provide the name and address of the college, trade school, or other higher education institution that [you/CaseName] attend. Please do not use abbreviated school names (e.g., use Arizona State University, rather than ASU).

School Name: \_\_\_\_\_

***Thank you in advance for making HSLs:09 a success!***

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NCES is authorized to conduct the High School Longitudinal Study of 2009 (HSLs:09) by the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C., § 9543). The data are being collected for NCES 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 1850-0852. 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 information collection, or any comments or concerns regarding the status of your individual submission, please write directly to: The High School Longitudinal Study of 2009 (HSLs:09), National Center for Education Statistics, PCP, 550 12th St., SW, 4th floor, Washington, DC 20202.

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## Panel Maintenance Letter - Example

<date>

<name>

<address>

<city> <state> <zip>

Website: [Website\_Fill]

Study ID: [ID\_Fill]

Password: [PW]

Dear <name>:

Thank you for your ongoing participation in the High School Longitudinal Study of 2009 (HSLs:09). As you may recall, HSLs:09 is conducted by the National Center for Education Statistics (NCES) of the U.S. Department of Education (OMB control # 1850-0852). [Your/CaseName's] voluntary participation, and the participation of other young adults like [him/her/you], has helped to make HSLs:09 a great success and has provided valuable data about young adults' experiences in and out of school.

This important research study follows the same set of over 23,000 young adults as they move from high school to the work force or further schooling to understand what factors influence their learning and development.

As we prepare for the next phase of HSLs:09, which will begin in <date>, we are updating our contact information for study participants. Please update [your/CaseName's] contact information and current educational status. The success of this national longitudinal study depends on having the most up-to-date contact information for all of the young adults involved in HSLs:09.

Please visit our website and use the study ID provided above to complete this information. If you prefer, you may fill out the enclosed address update form and send it back in the return envelope provided or call us at <tollfreephone>. The update should take approximately 5 minutes to complete. <If panel maintenance incentive: We will send you \$<inc-amt> as a token of appreciation for updating your contact information.>

As in prior rounds of HSLs:09, we will ask [you/CaseName] to complete a questionnaire, and [your/his/her] ongoing participation in HSLs:09 is critically important to the study's success. If you have any questions about HSLs:09 or about updating [your/CaseName's] contact information, please call the HSLs:09 help desk at RTI, toll-free, at <tollfreephone>.

NCES is authorized by Federal law (20 U.S.C., § 9543) to conduct HSLs:09. Data are being collected for NCES by RTI and will **be 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)**. We thank you in advance for your help and greatly appreciate your continued support of this important research!

Sincerely,



Dan Pratt

Project Director

High School Longitudinal Study of 2009

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NCES is authorized to conduct the High School Longitudinal Study of 2009 (HSL:09) by the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C., § 9543). The data are being collected for NCES 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 1850-0852. 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 information collection, or any comments or concerns regarding the status of your individual submission, please write directly to: The High School Longitudinal Study of 2009 (HSL:09), National Center for Education Statistics, PCP, 550 12th St., SW, 4th floor, Washington, DC 20202.

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## Panel Maintenance Email Text - Example

Dear <NAME>:

In <IF F2FS RESPONDENT: 2016><and><IF F2FS NONRESPONDENT: fall of 2009>, [you/your son/your daughter] participated in the High School Longitudinal Study of 2009 (HSL:09). HSL:09 is conducted by the National Center for Education Statistics (NCES) of the U.S. Department of Education (OMB control # 1850-0852). As you know, this important research study follows the same set of over 23,000 young adults beyond high school, as some enter the work force or further schooling, to understand what factors influence their learning and development. [Your/CaseName's] voluntary participation, and the participation of other young adults like [you/him/her], has helped to make HSL:09 a great success and has provided valuable data about young adults' experiences in and out of school.

Recently, we sent a letter asking for your help updating contact information for study participants. If you have already completed this update, we thank you! If you have not yet had an opportunity, this is a friendly reminder to please spend about 5 minutes to update this information at your earliest convenience. We sincerely appreciate your help with this important effort!

<If panel maintenance incentive: As a token of our appreciation, we will send you \$<inc-amt> for updating your contact information.>

Please visit the website below and use the study ID provided to update [your/<CaseName>'s] contact information. We appreciate your continued support of HSL:09. The U.S. Department of Education is authorized by Federal law (20 U.S.C., § 9543) to conduct HSL, for which data are being collected by RTI International. Data will **be 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)**. If you have any questions, encounter any difficulty on the website, or would prefer to update this information over the telephone, please call the HSL:09 help desk, toll-free, at <tollfreephone>.

Go to [<Website\\_Fill>](mailto:<Website_Fill>)

Enter your study ID: <ID\_Fill>

We look forward to hearing from you.

Dan Pratt  
Project Director  
High School Longitudinal Study of 2009

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NCES is authorized to conduct the High School Longitudinal Study of 2009 (HSL:09) by the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C., § 9543). The data are being collected for NCES 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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