



April 29, 2016

MEMORANDUM

To: Robert Sivinski, OMB
From: Rachel Hansen, NCES
Through: Kashka Kubzdela, NCES
Re: School Survey on Crime and Safety (SSOCS) 2016 and 2018 3rd Mailing Change Request (OMB# 1850-0761 v.10)

The 2015–16 School Survey on Crime and Safety (SSOCS) was approved in August 2015 with a change request approved in September 2015 (1850-0761 v.8 and v.9 respectively). The data collection for this study began on February 16, 2016. This request is to resend the second mailing as a third mailing to nonresponding principals. The approved Procedures for Collection of Information in *Supporting Statement Part B* were revised as follows:

- 1) In section B2 - Procedures for Collection of Information (page 7) of the approved package (1850-0761 v.8), following the *Second Mailing of Questionnaire*, the following text was added to reflect that a third mailing of the questionnaire has been added as a result of low response rates as of late April 2016:

“Third Mailing of Questionnaire. A third mailing of questionnaires to nonrespondents will be done in mid-May.”

- 2) No changes were made to *Appendix A – SSOCS 2016 & 2018 Communication Materials* because the already approved letter 15L (page 24) will be sent again with the survey instrument as the third mailing to inform nonrespondent principals of a deadline extension.