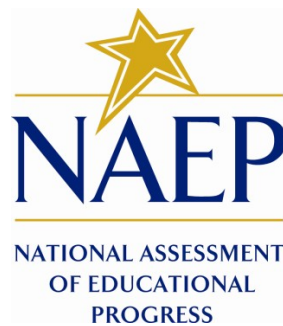


NATIONAL CENTER FOR EDUCATION STATISTICS
NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS

Appendices

***National Assessment of Educational Progress (NAEP) Socioeconomic
Status (SES) Indicator Items Development Studies***

OMB# 1850-0803 v.201



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Table of Contents

Appendix B: Recruitment Email/Letter to Adults Who Requested Information on Research Study Opportunities.....	5
Appendix C: Focus Group and Cognitive Interview Recruitment Email/Letter to Youth Organizations.....	7
Appendix D: Focus Group and Cognitive Interview Recruitment Internet/Newspaper Advertisement/Flyer.....	9
Appendix E: Text for Focus Group and Cognitive Interview Information Brochure.....	10
Appendix F: Parent or Legal Guardian of Student (Under Age 18) Participant Recruitment Screener for Focus Groups and Cognitive Interviews.....	11
Appendix G: Student (Age 18 or Over) Recruitment Screener for Focus Groups and Cognitive Interviews.....	15
Appendix H: Parent or Legal Guardian of Student (Under Age 18) Participant Permission Form for Focus Groups and Cognitive Interviews.....	20
Appendix I-1: 4th Grade Student Assent Information Brochure for Focus Groups and Cognitive Interviews.....	23
Appendix I-2: 8th and 12th Grade Student (Under Age 18) Assent Information Brochure for Focus Groups and Cognitive Interviews.....	25
Appendix J: Student (Age 18 or Older) Permission Form for Focus Groups and Cognitive Interviews.....	27
Appendix K: Email/Letter Confirmation to Parent or Legal Guardian of Student (Under Age 18) Participants in Focus Groups and Cognitive Interviews.....	30
Appendix L: Email/Letter Confirmation to Student (Age 18 or Older) Participants in Focus Groups and Cognitive Interviews.....	31
Appendix M: Parent/Legal Guardian Receipt for a \$30 Gift Card for Transporting Student to Focus Groups and Cognitive Interviews.....	32
Appendix N: Student Receipt for a \$30 Gift Card for Participating in Focus Group and Cognitive Interviews.....	33
Appendix O: Thank You Letter to Parent or Legal Guardian of Student (Under Age 18) Participants in Focus Groups and Cognitive Interviews.....	34
Appendix P: Thank You Letter to Student (Age 18 or Older) Participants in Focus Groups and Cognitive Interviews	35
Appendix Q: Resource List for Students.....	36
Appendix R: Example Cognitive Lab Interview Tracking Schedule.....	37

Appendix A: Email/Letter Recruiting Parents or Legal Guardians of Student Participants for Focus Groups and Cognitive Interviews

Subject: Education Research Study Opportunity for Students in Grades 4, 8, and 12

<DATE>

Dear <NAME>:

My name is <CONTACT NAME>, and I am contacting you from <LOCAL FACILITY NAME>, a local research company. We are conducting an important study for the National Center for Education Statistics (NCES), part of the U.S. Department of Education.

We are recruiting fourth, eighth, and twelfth grade students to participate in voluntary <focus groups/research interviews> supporting the development of survey questions for the National Assessment of Educational Progress (NAEP), the largest nationally representative and continuing assessment of what America's students know and can do in various subject areas. More information about the NAEP assessment is available online at: <http://nces.ed.gov/nationsreportcard/>.

[For Focus Groups: Student feedback will help NCES improve the survey so students like your child understand all the questions. During the focus group, your child will be asked to talk about all of the adults with whom he or she lives at least some of the time. The moderator will ask participants to identify the adults who are their parents or legal guardians and describe what supports these adults offer them. Participants will then be asked to describe what they know about each parent or legal guardian's level of education, whether or not each adult works, and, if so, to describe what he or she knows about that adult's occupation. The purpose of these questions is not to test or grade students, but to learn how students in your child's grade level describe their household(s) composition and how much detail they know about their parents' or legal guardians' education and work. NCES wants to hear their thoughts to make the survey questions easier to understand and less burdensome for students to answer.]

[For Cognitive Interviews: Student feedback will help NCES improve the survey so students like your child understand all the questions. During the interview, your child will receive a copy of questions that he or she will be asked to answer verbally. The interviewer will ask open-ended questions to follow up on why your child selected each answer. The purpose of these interviews is not to test or grade students. NCES wants to hear their thoughts to improve the survey questions, making them easier to understand.]

The <focus group/ interview> in which your child will participate will take place at <LOCATION> and will last no more than 60 minutes. Students will be assigned a unique student identifier (ID), and at no time will their names be linked to any of their answers. All of the information provided by your child 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 (20 U.S.C. §9573 and 6 U.S.C. §151). The sessions will be audio recorded and the recordings will be used only by the researchers conducting the study. No one else will hear the recording. The person who brings the student to the <focus group/interview> will be asked to wait in the facility's lobby while the <focus group/ interview> is being conducted.

Students will receive a \$30 gift card to thank them for participating in the research session. If a parent or legal guardian brings their student to and from the interview site, they will also receive a \$30 gift card to

thank them for their time and effort. In addition, you will receive a thank you letter/email for allowing your child to participate in the study.

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

Thank you,

<NAME>

<JOB TITLE>

<FACILITY NAME>

<CONTACT PHONE>

Appendix B: Recruitment Email/Letter to Adults Who Requested Information on Research Study Opportunities

Subject: Education Research Study Opportunity for Students in Grades 4, 8, and 12

<DATE>

Hello,

My name is <CONTACT NAME> and I am contacting you from <LOCAL FACILITY NAME>, a local research company. You are receiving this <EMAIL/LETTER> because you have previously given us your contact information in order to receive information regarding upcoming research opportunities.

If you are the parent or legal guardian of a child who is currently in fourth, eighth, or twelfth grade, or if you know anyone who is, we would like you to know that we are currently conducting an important research study on behalf of the U.S. Department of Education's National Center for Education Statistics (NCES). This study supports the improvement of existing survey questions and the development of new ones for the National Assessment of Educational Progress, also known as NAEP, the largest nationally representative and continuing assessment of what America's students know and can do in various subject areas.

[*For Focus Groups:* We are conducting focus groups to explore how students think and talk about their parents and/or legal guardians; the groups will also explore how much detail students at your child's grade level have about their parents' or legal guardians' level of education and occupation. Discussions in these focus groups will help us understand how to improve survey questions so that they are understandable to a broad range of students and easy to answer. The questions are being changed so that every student can answer the questions, no matter who they live with. All focus groups will be scheduled for no more than 60 minutes. Students will receive a \$30 gift card to thank them for participating in the focus group session. If a parent or legal guardian brings their student to and from the interview site, they will also receive a \$30 gift card to thank them for their time and effort.]

[*For Cognitive Interviews:* We are conducting research interviews to explore how students work through sample survey questions to ensure that the questions and instructions are clear and understandable to a broad range of students. All interviews will be scheduled for no more than 60 minutes. Students will receive a \$30 gift card to thank them for participating in the research session. If a parent or legal guardian brings their student to and from the interview site, they will also receive a \$30 gift card to thank them for the time and effort.]

Students' <focus group/interview> responses or materials will not be graded or shared with their school or anyone other than the researchers. These <focus groups/interviews> are an important stage of the NAEP survey development process. By sharing their feedback with us, students can directly impact the future of this national assessment by helping NCES create the best survey possible.

Students will be assigned a unique student identifier (ID), and at no time will their names be linked to any of their answers. All of the information provided by students 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 (20 U.S.C. §9573 and 6 U.S.C. §151). The sessions will be audio recorded and the recordings will be used only by the researchers conducting the study. No one else will hear the recording. The person who brings the student to the interview will be asked to wait in the facility's lobby while the interview is being conducted.

I have included a brochure with a short description of this research study in the hope that you might pass it along to anyone who may be interested.

Thanks again for your consideration and assistance. We look forward to speaking with you, and please do not hesitate to contact me with any questions regarding this project or our company.

ATTACHED: Brochure¹

Sincerely,

<CONTACT NAME>

<JOB TITLE>

<FACILITY NAME>

<CONTACT PHONE>

¹ Note: Text for the brochure can be found in Appendix E.

Appendix C: Focus Group and Cognitive Interview Recruitment Email/Letter to Youth Organizations

Subject: Education Research Opportunity for Students in Grades 4, 8, and 12

<DATE>

Dear <NAME>,

My name is <CONTACT NAME>, and I am contacting you from <LOCAL FACILITY NAME>, a local research company conducting an important study for the U.S. Department of Education's National Center for Education Statistics (NCES). Because you are a leader in youth outreach, we are contacting you to ask for your help in spreading the word about this exciting research study opportunity.

We are recruiting students who are currently in fourth, eighth, or twelfth grade to participate in <focus groups/research interviews> supporting the improvement of existing survey questions and the development of new ones for the National Assessment of Educational Progress, also known as NAEP, the largest nationally representative and continuing assessment of what America's students know and can do in various subject areas.

[For Focus Groups: We are conducting focus groups to explore how students think and talk about their parents and/or legal guardians; the groups will also explore how much detail students in these grade levels have about their parents' or legal guardians' level of education and occupation. Discussions in these focus groups will help us understand how to improve survey questions so that they are understandable to a broad range of students and easy to answer. The questions are being changed so that every student can answer the questions, no matter who they live with. All focus groups will be scheduled for no more than 60 minutes. Students will receive a \$30 gift card to thank them for participating in the focus group session. If a parent or legal guardian brings their student to and from the interview site, they will also receive a \$30 gift card to thank them for their time and effort.]

[For Cognitive Interviews: We are conducting research interviews that will explore how students work through the sample survey questions to ensure that the questions are clear and understandable to a broad range of students. All interviews will be scheduled for no more than 60 minutes. Students will receive a \$30 gift card to thank them for participating in the research session. If a parent or legal guardian brings their student to and from the interview site, they will also receive a \$30 gift card to thank them for the time and effort.]

Students will be assigned a unique student identifier (ID), and at no time will their names be linked to any of their answers. All of the information provided by students 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 (20 U.S.C. §9573 and 6 U.S.C. §151). The sessions will be audio recorded and the recordings will be used only by the researchers conducting the study. No one else will hear the recording. The person who brings the student to the <focus group/interview> will be asked to wait in the facility's lobby while the interview is being conducted.

We would like to ask for your assistance in letting parents/legal guardians and students know how they can help shape this national assessment. The feedback we receive from students during these <focus groups/interviews> will help to evaluate the questions and instructions and create the best survey possible.

I have included a brochure with a short description of this research study in the hope that you might pass it along to anyone who may be interested.

Thanks again for your consideration and assistance. We look forward to speaking with you, and please do not hesitate to contact me with any questions regarding this project or our company.

ATTACHED: Brochure²

Sincerely,

<CONTACT NAME>

<JOB TITLE>

<LOCAL FACILITY NAME>

<CONTACT PHONE>

² Note: Text for the brochure can be found in Appendix E.

Appendix D: Focus Group and Cognitive Interview Recruitment Internet/Newspaper Advertisement/Flyer

[For Focus Groups: <LOCAL FACILITY NAME>, a local research company, is conducting an important study for the U.S. Department of Education’s National Center for Education Statistics (NCES). If your child is currently in grade 4, 8, or 12, we need his or her help to improve the way household(s) composition and parental education and employment are measured on the National Assessment of Educational Progress (NAEP) survey for elementary, middle, and high school students. Students’ input will help evaluate the survey by ensuring that the questions and instructions are clear and understandable to a broad range of students.

<LOCAL FACILITY NAME> will provide a \$30 gift card to each student who participates in the study, plus a \$30 gift card to the parent/legal guardian who brings their child to and from the interview location (one interview per student). The focus groups will be held on <DATES> and will last no more than 60 minutes. Please call, text, or email us now for more information about this opportunity!]

[For Cognitive Interviews: <LOCAL FACILITY NAME>, a local research company, is conducting an important study for the U.S. Department of Education’s National Center for Education Statistics (NCES). If your child is currently in grade 4, 8, or 12, we need his or her help to evaluate questions about household(s) composition and parental education and employment for the National Assessment of Educational Progress (NAEP) survey for elementary, middle, and high school students. Students’ input will help evaluate the survey by ensuring that the questions and instructions are clear and understandable to a broad range of students.

<LOCAL FACILITY NAME> will provide a \$30 gift card to each student who participates in the study, plus a \$30 gift card to the parent/legal guardian who brings their child to and from the interview location (one interview per student). Interviews will begin this <SPECIFY SESSION OR MONTH> and may be scheduled at your convenience after school and on weekends. The interviews will last no more than 60 minutes. Please call, text, or email us now for more information about this opportunity!]

Call or text: <CONTACT PHONE> or

Email: <EMAIL ADDRESS> or

Visit our website for more information about <LOCAL FACILITY NAME>: [http://www.<\[LOCAL FACILITY NAME\]>.com](http://www.<[LOCAL FACILITY NAME]>.com)

Appendix E: Text for Focus Group and Cognitive Interview Information Brochure

[*For Focus Groups:* <LOCAL FACILITY NAME> is a local research company conducting an important study for the U.S. Department of Education's National Center for Education Statistics (NCES). If your child is currently in grade 4, 8, or 12, we need his or her help to improve the way household(s) composition and parental education and employment are measured on the National Assessment of Educational Progress (NAEP) survey for elementary, middle, and high school students.

<LOCAL FACILITY NAME> will provide a \$30 gift card to each student who participates in the study, plus a \$30 gift card to the parent/legal guardian who brings their child to and from the interview location (one interview per student). Focus groups will be held <DATES> and will last no more than 60 minutes. Please call, text, or email us now for more information about this opportunity!]

[*For Cognitive Interviews:* <LOCAL FACILITY NAME> is a local research company conducting an important study for the U.S. Department of Education's National Center for Education Statistics (NCES). If your child is currently in grade 4, 8, or 12, we need his or her help to evaluate questions about household(s) composition and parental education and employment for the National Assessment of Educational Progress (NAEP) survey for elementary, middle, and high school students. Students' input will help evaluate the survey by ensuring that the questions and instructions are clear and understandable to a broad range of students.

<LOCAL FACILITY NAME> will provide a \$30 gift card to each student who participates in the study, plus a \$30 gift card to the parent/legal guardian who brings their child to and from the interview location (one interview per student). Interviews will begin this <SPECIFY SESSION OR MONTH> and may be scheduled at your convenience after school and on weekends. The interviews will last no more than 60 minutes. Please call, text, or email us now for more information about this opportunity!]

Call or text: <CONTACT PHONE> or

Email: <EMAIL ADDRESS> or

Visit our website for more information about <LOCAL FACILITY NAME>: [http://www.<\[LOCAL FACILITY NAME\]>.com](http://www.<[LOCAL FACILITY NAME]>.com)

Appendix F: Parent or Legal Guardian of Student (Under Age 18) Participant Recruitment Screener for Focus Groups and Cognitive Interviews

Cold-calling script for parents or legal guardians:

Good <morning/afternoon/evening>. Is this the <NAME FROM CALL LIST> household? My name is <NAME>, and I am calling from <LOCAL FACILITY NAME>. We are a local research company conducting a study on behalf of the U.S. Department of Education's National Center for Education Statistics, also known as NCES. We are recruiting students currently in fourth, eighth, and twelfth grade to sign up to participate in a research study to help improve existing survey questions or develop new ones for the National Assessment of Educational Progress, also known as the NAEP assessment. (INTERVIEWER: If parent/legal guardian asks what this is: This national assessment is administered to students in elementary, middle, and high schools throughout the United States.)

Are there any fourth, eighth, or twelfth grade students in your household?

If YES: Great! Let me give you some additional information about the study.

If NO: Thank you for your time. Have a good <day/evening>.

The survey will be administered to students throughout the United States. We are conducting <focus groups to explore how students in the U.S. think and talk / research interviews to explore how students work through sample survey questions> about their parents and/or legal guardians. We want to understand how to improve existing NAEP survey questions about students' household(s) to ensure the questions are clear and understandable to a broad range of students. Your child will receive a \$30 gift card for participating in the <focus group/interview>. You will also receive a \$30 gift card to thank you for your time in bringing your child to and from the <focus group/interview> site.

[For Focus Groups: The focus group will take place at <LOCATION> and will last no more than 60 minutes. During the focus group, your child will be asked to identify the parents and/or legal guardians he or she lives with at least some of the time. Your child will also be asked to describe what he or she knows about each parent or legal guardian's level of education and occupation. The discussion will help NCES understand how children in your child's grade level describe their household(s) composition and how much detail they know about their parents or legal guardians. This will help make the questions in the survey more understandable and easy to answer.]

[For Cognitive Interview: The research interview will take place at <LOCATION>. It can be scheduled at your convenience and will last no more than 60 minutes. During the interview, your child will be asked to respond verbally to sample survey questions. NCES simply wants to know how he or she would answer the questions if they were included on an actual survey given to students after taking a NAEP test.]

Students will be assigned a unique student identifier (ID), and at no time will their names be linked to any of their answers. All of the information provided by your child 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 (20 U.S.C. §9573 and 6 U.S.C. §151). (INTERVIEWER: If asked what law is being referenced, please provide the information contained within parentheses and: This reference is for informational purposes only.) We will be audio-recording the discussion to help us with our analysis. This allows us to carefully review the

discussion and draw the proper conclusions. The person who brings the student to the interview will be asked to wait in the facility's lobby while the interview is being conducted.)

These <focus groups/interviews> are an important stage of the NAEP survey development process. By sharing their feedback with us, students can directly impact the future of this nationwide assessment by helping NCES evaluate the survey questions and instructions to create the best survey possible.

Do you believe your child would be interested in participating?

If **YES**: Great! To ensure that we interview a broad mix of students, I have a few brief screening questions to ask about you and your child. It should only take a few minutes of your time. First, I want to collect some additional information about your child to identify if <he/she> meets the participation requirements. The demographic information collected about your child will be used for eligibility verification. This information will be securely destroyed once the study is complete. (INTERVIEWER: Skip to the screener script.)

If **NO**: Thank you for your time. Have a good <day/evening>. (END CALL)

Script when calling parent/legal guardian who responded to email, advertisement, or invitation:

Good <morning/afternoon/evening>. My name is <NAME>. I'm calling from <LOCAL FACILITY NAME> on behalf of the U.S. Department of Education's National Center for Education Statistics, also known as NCES. Thank you for contacting us about the possibility of your child participating in a <focus group/interview> to help improve or develop survey questions for the National Assessment of Educational Progress, also known as the NAEP assessment. To ensure that we interview a broad mix of students, I have a few brief screening questions to ask about you and your child. It should only take a few minutes of your time. I want to collect some additional information about your child to identify if <he/she> meets the participation requirements.

Before proceeding, can you please confirm that you are still interested in the possibility of your child participating in this focus group?

If **YES**: Proceed to the screener script.

If **NO**: Thank you for your time. Have a good <day/evening>.

Screener script:

(INTERVIEWER: Determine recruitment needs in advance. Record all responses. End screener at whatever point the parent or legal guardian gives a response that confirms that his/her group has already been sampled adequately. End screener script: *Based on the requirements of this study, we are not able to include your child in the interviews at this time. Thank you for your time. Have a good <day/evening>.*)

1. What is your child's name?
2. What is your child's gender?
 - Male
 - Female
3. What grade is your child currently in? (INTERVIEWER: Do not read this list.)

Grades K-3 → (Unfortunately, we are only interviewing students currently in grades 4, 8, and 12 for this study. Thank you for your time. Have a good <day/evening>.)

Grade 4

Grades 5-7 → (Unfortunately, we are only interviewing students currently in grades 4, 8, and 12 for this study. Thank you for your time. Have a good <day/evening>.)

Grade 8

Grades 9-11 → (Unfortunately, we are only interviewing students currently in grade 4, 8, and 12 for this study. Thank you for your time. Have a good <day/evening>.)

Grade 12

4. What school does your child attend? (INTERVIEWER: If the child is homeschooled → Unfortunately, we are not interviewing students who are homeschooled for this study.)
(INTERVIEWER: Recruit no more than two students from any school.)
-

5. What school district does <he/she> attend?
-

6. Now I'd like to ask some questions about who this child lives with. Does this child live in one household, or does this child split time living in two or more households?

- One household → Go to question 8.
- Two or more households → Continue with following questions.
- Other → Continue with the following questions.

7. Does this child spend at least 33 percent of their time in each household?

- Yes → Go to question 9.
- No → Continue with the following questions
- Other → Continue with the following questions

8. Please tell me whether any of the following adults are living in this household. (Mark all that apply)

- The child's biological mother
- The child's biological father
- (If biological mother or father is not marked) The child's adoptive parent, step-parent, or foster parent
- The child's grandparent
- The child's aunt, uncle, or other adult relative
- An adult who is not related to the child

(INTERVIEWER: If respondent lives in one household (Q6) with both biological mother and father (Q8), terminate the interview. Otherwise, continue the interview.)

9. What is your child's race or ethnicity? (INTERVIEWER: Only read list if parent/legal guardian doesn't immediately reply.) Is your child...?

Ethnicity: Hispanic or Latino

Not Hispanic or Latino

Race (one or more of the categories below):

American Indian or Alaska Native
Asian
Black or African American
Native Hawaiian or other Pacific Islander
White or Caucasian

10. *Just to be sure we're interviewing a broad range of students for this study, what is your total annual household income range based on the following ranges?*

- *Less than \$30,000*
- *\$30,000 to \$99,999*
- *\$100,000 or more*

(INTERVIEWER: If the participant indicates a preference to not disclose this information, say: “*That’s fine*”, and move on to the next question.)

11. *Would you consider the area you live in to be ...*

- *Urban*
- *Suburban*
- *Rural*

Thank you for answering these questions. Your child is eligible to participate in the NAEP research <focus groups/interviews> and thank you for allowing <him/her> to do so.

Please note that you will be required to sign a permission form to confirm that you have agreed to allow your child to participate in the <focus group/interview>. To what email or mailing address should we send the permission form? (INTERVIEWER: Record participant’s address.)

Please bring the signed permission form to the <focus group/interview>. If you forget to bring the permission form, one can be provided to you at the focus group site. Also, we would like to audio-record the discussion to help us with our analysis. Only the researchers will be allowed to listen to the recording. This allows us to carefully review the discussion and draw the proper conclusions. Lastly, we ask that you do not provide your child with additional information about their parent or legal guardian’s education or employment status in order to avoid changing their current knowledge of these topics. Thank you so much for talking with us today. We look forward to having your child participate in the [focus group/interview].

[For Focus Groups: If currently scheduling focus groups:

We will be holding the focus group on:

Date _____

Time _____

Thank you again for talking with us today and for allowing your child to participate in NAEP focus groups. Have a good <day/evening>.]

[For Cognitive Interviews: If parent/legal guardian is available and currently scheduling interviews:

We will be holding our current interviews from <DATE> to <DATE>. What would be the best date and time to schedule the interview?

Date _____

Time _____

Thank you again for talking with us today and for allowing your child to participate in NAEP research interviews. Have a good <day/evening>.

If parent/legal guardian is available and not currently scheduling interviews:

We are in-between interview sessions, but will be scheduling sessions until <DATE>. We will need to call you back when we are actively scheduling the interviews to determine the date and time that will work best, but what are your scheduling preferences? (INTERVIEWER: Select all that apply.)

Morning

Afternoon

After school

Weekends

Thank you again for talking with us today and for allowing your child to participate in NAEP research interviews. We look forward to speaking with you soon to schedule your child's interview. Have a good <day/evening>.]

Appendix G: Student (Age 18 or Over) Recruitment Screener for Focus Groups and Cognitive Interviews

Script when calling students age 18 or over who responded to email, advertisement, or invitation.

Good <morning/afternoon/evening>. My name is <NAME>. I'm calling from <LOCAL FACILITY NAME> on behalf of the U.S. Department of Education's National Center for Education Statistics, also known as NCES. Thank you for contacting us about the possibility of participating in a <focus group/research interview> to help improve existing survey questions or develop new ones for the National Assessment of Educational Progress, also known as the NAEP assessment. To ensure that we interview a broad mix of students, I have a few brief screening questions to ask you. It should only take a few minutes of your time. First, I would like to collect some information about you to determine if you meet the participation requirements. All of the information you provide 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 (20 U.S.C. §9573 and 6 U.S.C. §151). This information will be securely destroyed once the study is complete.

Before proceeding, can you please confirm that you are still interested in the possibility of participating in this <focus group/interview>?

If YES: (INTERVIEWER: Proceed to the screener script.)

If NO: (Thank you for your time. Have a good <day/evening>.)

Screener script:

(INTERVIEWER: Determine recruitment needs in advance. Record all responses. End screener at whatever point the student gives a response that confirms that his/her group has already been sampled adequately. End screener script: *Based on the requirements of this study, we are not able to include you in the interviews at this time. We greatly appreciate your help. Thank you for your time. Have a good <day/evening>.*)

1. *What is your name?*
2. *How old are you?* (If the student indicates that he/she is 17 years old or younger please ask to speak to their parent or legal guardian if they are interested in participating. If the parent or legal guardian comes to the phone proceed to script for parents/legal guardians.)
3. *What grade are you currently in at school?* (If the student indicates that he/she is in any grade other than 12th grade, thank and terminate the call: *Unfortunately, we are only interviewing students currently in grades 4, 8, or 12 for this study. Thank you for your time. Have a good <day/evening>.*)
4. *What school do you attend?* (If the student is homeschooled, thank and terminate the call: *Unfortunately, we are not interviewing students who are homeschooled for this study. Thank you for your time. Have a good <day/evening>.*) (INTERVIEWER: Recruit no more than two students from any school.)

5. What school district do you attend?

6. Now I'd like to ask some questions about who you live with. Do you live in one household, or do you split time living in two or more households?

- One household → Go to question 9.
- Two or more households → Continue with the following questions.
- Other → Continue with the following questions.

7. Do you spend at least 33 percent of your time in each household?

- Yes → Go to question 10.
- No → Continue with the following questions.
- Other → Continue with the following questions.

8. Please tell me whether any of the following adults are living in this household. (INTERVIEWER: Mark all that apply)

- Your biological mother
- Your biological father
- (If biological mother or father is not marked:) Your adoptive parent, step-parent or foster parent
- Your grandparent
- Your aunt, uncle, or other adult relative
- An adult who is not related to you

(INTERVIEWER: If respondent lives in one household (Q7) with both biological mother and father (Q9), terminate interview. Otherwise, continue.)

9. What is your gender?

- Male
- Female

10. What is your race or ethnicity? (INTERVIEWER: Only read list if participant doesn't immediately reply.) Are you...?

Ethnicity: *Hispanic or Latino*

Not Hispanic or Latino

Race (one or more of the categories below):

American Indian or Alaska Native

Asian

Black or African American

Native Hawaiian or other Pacific Islander

White or Caucasian

11. Just to be sure we're interviewing a broad range of students for this study, what is your total annual household income range based on the following ranges? Use your best judgment; however, it is okay if you do not want to answer the question.

- *Less than \$30,000*
- *\$30,000 to \$99,999*
- *\$100,000 or more*
- *I don't know.*

(INTERVIEWER: If the participant indicates a preference to not disclose this information, say: “*That’s fine*”, and move on to the next question.)

12. *Would you consider the area you live in to be:*

- *Urban*
- *Suburban*
- *Rural*

Thank you for answering these questions. You are eligible to participate in the NAEP <focus groups/interviews>.

*[For Focus Groups: For the focus group, you will be asked to visit <LOCATION> and participate in a discussion with other students your age about the parents and/or legal guardians with whom you live. The focus group will last no more than 60 minutes. You will be assigned a unique student identifier (ID), and at no time will your name be linked to any of your answers. All of the information you provide 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 (20 U.S.C. §9573 and 6 U.S.C. §151). (INTERVIEWER: If asked what law is being referenced, please provide the information contained within parentheses and: *This reference is for informational purposes only.*) We will be audio-recording the discussion to help us with our analysis. This allows us to carefully review the discussion and draw the proper conclusions.*

You will not be graded; the National Center for Education Statistics simply wants to learn how students in your grade level describe their household(s) composition and how much detail they know about their parents or guardians’ education and work. Your input will help improve the survey that will be given to students throughout the nation.]

[For Cognitive Interviews: For the research interview, you will be asked to visit <LOCATION> to respond to a sample of survey questions. It can be scheduled at your convenience and will last no more than 60 minutes. You will be assigned a unique student identifier (ID), and at no time will your name be linked to any of your answers. All of the information you provide 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 (20 U.S.C. §9573 and 6 U.S.C. §151). (INTERVIEWER: This reference is for informational purposes only. If asked what law is being referenced, please provide the information contained within the parentheses above.) Also, we would like to audio-record the discussion to help us with our analysis. Only the researchers will be allowed to listen to the recording. If anyone brings you to the interview site, they will be asked to wait in the facility’s lobby while the interview is being conducted.

You will not be graded; the National Center for Education Statistics simply wants to know how you would answer the questions if they were included on an actual survey given to students after taking a NAEP test. Your input will help evaluate the survey that will be given to students throughout the nation.]

To thank you for your participation, you will receive a \$30 gift card after the interview. If your parent or legal guardian brings you to and from our office, he or she will also receive a \$30 gift card. The <focus group/interview> will last about 60 minutes and will be audio recorded. Your participation is totally voluntary. Your <focus group/interview> responses and all other <focus group/interview> materials will be used for research purposes and will not use your name to identify you.

Please note that before your <focus group/interview> starts, you will be asked to sign a permission form to confirm that you have agreed to participate in the focus group. You will not be able to participate until the form has been signed.

[For Focus Groups: **If currently scheduling focus groups:**

We will be holding the focus group on:

Date _____

Time _____

Thank you again for talking with us today and for agreeing to participate in NAEP focus groups. Have a good <day/evening>.]

[For Cognitive Interviews: **If currently scheduling interviews:** We will be holding our current interviews from <DATE> to <DATE>. What would be the best date and time to schedule the interview?

Date _____

Time _____

Lastly, we ask that you do not ask your parent or legal guardian for additional information about their education or employment status in order to avoid changing your current knowledge of these topics. Thank you again for talking with us today and for agreeing to participate in NAEP research interviews. Have a good <day/evening>.

If not currently scheduling interviews:

We are in-between interview sessions, but will be scheduling sessions until <DATE>. We will need to call you back when we are actively scheduling the interviews to determine the date and time that will work best, but what are your scheduling preferences? (INTERVIEWER: Select all that apply.)

Morning

Afternoon

After school

Weekends

Thank you again for talking with us today and for agreeing to participate in NAEP research interviews. We look forward to speaking with you soon to schedule your interview. Have a good <day/evening>.]

Appendix H: Parent or Legal Guardian of Student (Under Age 18) Participant Permission Form for Focus Groups and Cognitive Interviews

PARENTAL PERMISSION DOCUMENT FOR PARTICIPATION IN RESEARCH

<LOCAL FACILITY NAME>

The National Assessment of Educational Progress (NAEP) Household Composition and Caregiver Information Survey Questionnaire Items: <Focus Group Discussions/Cognitive Interviews> for NAEP Survey Question Testing

Thank you for agreeing to your child's participation in the research study described below. This permission form explains the research study. Please read it carefully, and feel free to ask questions about anything you do not understand. If you do not have questions now, you may ask them if they occur to you later.

1. What is this study about?

On behalf of the National Center for Education Statistics (NCES), part of the U.S. Department of Education, <LOCAL FACILITY NAME> is conducting <focus groups/interviews> with students currently in fourth, eighth, and twelfth grade about <who they live with in their household(s)/new survey questions that ask about who youth live with>. The purpose of this study is to inform updates to existing survey questions about student households for the National Assessment of Educational Progress (NAEP). Your child's feedback will help NCES improve the survey so students like him or her understand all the questions and find them easy to answer. (More information about the NAEP assessment is available online at: <http://nces.ed.gov/nationsreportcard/>.)

2. Where will the <focus group/research interview> take place?

The <focus group/research interviews> will take place at <NAME OF FOCUS GROUP OR INTERVIEW LOCATION>, located at <LOCATION>, near <NEARBY LANDMARK OR METRO STATION> during an after-school or weekend session.

3. What will happen during the <focus group/research interview>?

[*For Focus Groups:* During the interview, your child will be asked to identify the parent(s) and/or legal guardian(s) with whom he or she lives at least some of the time. The moderator will then ask students to describe what they know about each parent or legal guardian's level of education, as well as what kind of work he or she does. These discussions will help us to improve the NAEP survey questions and make the questions easier to understand. The person who brings the student to the interview will be asked to wait in the facility's lobby while the interview is being conducted.]

[*For Cognitive Interviews:* During the interview, your child will receive a copy of survey questions that he or she will be asked to answer verbally. The interviewer will ask open-ended questions to follow up on why your child selected each answer. These open-ended questions will focus on your child's understanding of the survey questions. Your child will also be asked whether he or she has any suggestions on how we might improve the questions. The purpose of these interviews is not to test or grade students. NCES wants to hear your child's thoughts to improve the survey questions and make the questions easier to understand. The person who brings the student to the interview will be asked to wait in the facility's lobby while the interview is being conducted.]

4. Will you keep information private?

Your child will be assigned a unique student identifier (ID), and at no time will his or her name be linked to any of his or her answers. All of the information provided by your child 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 (20 U.S.C. §9573 and 6 U.S.C. §151). The sessions will be audio recorded and the recordings will be used only by the researchers conducting the study. Student answers will not be shared with parents or legal guardians and you will be asked to wait in the lobby during the session if you bring the student to the <focus group/interview>.

5. How long will the <focus group/research interview> last and when will it take place?

[*For Focus Groups:* The focus group will last no more than 60 minutes and requires only one visit to the interview site. The session is scheduled to take place at <TIME> and <LOCATION>.]

[*For Cognitive Interviews:* The interview will last no more than 60 minutes and requires only one visit to the interview site. The session will take place at a time and date convenient to you and your child.]

6. Will the results go to my child's school?

Your child's answers will not be disclosed to his or her school, and will not be linked to any personally identifiable information such as the school's name.

7. What are the benefits of being in the study?

There are no known benefits for your child to take part, but your child's answers will help us improve the survey.

8. What are the possible risks of being in the study?

[*For Focus Groups:* There is a risk that your child may not want to talk in a group setting with others about his/her family or household(s). Students will be told at the beginning of the discussion that they can skip any question they do not want to answer. However, if thinking about the questions upsets them or makes them sad, they may want to talk with a counselor. We will provide them with a list of resources at the end of the interview.]

[*For Cognitive Interviews:* Students will be told at the beginning of the discussion that they can skip any question they do not want to answer. However, if thinking about the questions upsets them or makes them sad, they may want to talk with a counselor. We will provide them with a list of resources at the end of the interview.]

9. Who can I contact with questions or for further information?

If you have any questions about the study, you can call Cynthia Robins, the project coordinator at (240) 367-4753. If you have questions about your rights as a study participant, you can call the ETS Human Subjects Research Protections Office at (609) 734-1191. Please leave a message with your full name, the name of the research study that you are calling about: The National Assessment of Educational Progress (NAEP) Household Composition and Caregiver Information Survey Questionnaire Items, and a phone number beginning with the area code. Someone will return your call as soon as possible.

10. Can participation end early?

Participation in this study is completely voluntary. Your child has the right to refuse to answer particular questions. Your child may elect to withdraw from this study at any time and can leave the <focus group/interview> early if he or she wishes.

By signing below, you agree that your child, _____, may participate in this research study and that you have read and understood the information provided above.

Your child will receive a \$30 gift card at the conclusion of the session for his or her time and effort. The student's parent or legal guardian will also receive a \$30 gift card to thank him/her for bringing his/her child

to and from the <focus group/interview> site. In addition, you will receive a thank you letter/email for allowing your child to participate in the study. We hope that you will give your permission for your son or daughter to participate in the voluntary NAEP <focus group/interview> by signing this form. Without your permission, your child will not be able to participate in the <focus group/interview>.

Print Name: _____

Signature: _____ Date: _____

Appendix I-1: 4th Grade Student Assent Information Brochure for Focus Groups and Cognitive Interviews

STUDENT ASSENT INFORMATION BROCHURE FOR PARTICIPATION IN RESEARCH

<LOCAL FACILITY NAME>

The National Assessment of Educational Progress (NAEP) Household Composition and Caregiver Information Survey Questionnaire Items: <Focus Group Discussions/Cognitive Interviews> for NAEP Survey Question Testing

Thank you for being in today's group. This form explains a little more about what will happen today. After you've read it, you can ask any questions you might have.

1. What is this study about?

The National Center for Education Statistics is changing some questions they ask on a survey as part of a national assessment. The survey questions ask about who students live with. The survey is called the National Assessment of Educational Progress, or NAEP. Before these changes take place, we are talking to students about some of those questions and whether the ideas make sense to 4th graders.

2. What will happen during the <focus group/research interview>?

[*For Focus Groups:* During the discussion, we'll ask you to think about the adults you live with, and how you describe them (such as "mother," "father," "aunt," "grandmother"). You and others in the group will then be asked to talk about why there might be differences in the words each of you uses. This will help us figure out how to make the questions on the survey easier for students your age. Your parent or legal guardian has said it is okay for you to participate today, but you don't need to participate if you don't want to. Also, you can tell us if you don't want to answer a question, or if want to stop participating.]

[*For Cognitive Interviews:* During the interview, you will be asked to answer some questions about the adults in your household(s). The interviewer will then ask you some questions about your answers, like how easy or difficult it was to answer a question, or what you think is meant by certain words in the question. You are not being tested or graded. This will help us figure out how to make the questions on the survey easier for students your age. Your parent or legal guardian has said it is okay for you to participate today, but you don't need to participate if you don't want to. Also, you can tell us if you don't want to answer a question, or if want to stop participating. The person who brought you to the interview will be asked to wait in the facility's lobby while the interview is being conducted.]

3. Will you keep information private?

To help keep everything private:

- We won't use your name in our reports. We'll only talk about what different 4th graders in this city said when we write up our report.
- We will not share anything you say with anyone outside of our team. Your parent or legal guardian who brought you to the interview today will not be allowed to sit in or watch the interview and will not know how you answer the questions.
- We will be audio-recording the discussion to help us with our analysis. Only the researchers will be allowed to listen to the recording.
- [*Focus Group Only:* To help keep everyone's information private, we also ask that you not talk about today's discussion with students who did not participate.]

4. How long will the <focus group/research interview> last?

The <focus group/interview> will last no more than 60 minutes.

5. Will the results go to my school?

We will not share anything you say with your school.

6. What are the benefits of being in the study?

While you may not get anything special for participating, your answers will help us improve the survey.

7. What are the possible risks of being in the study?

[*For Focus Groups:* It's possible that you won't want to talk about some of the topics around other students who you don't know. You can skip any question you do not want to answer. If thinking about any of the questions upsets you or makes you sad, you may want to talk with a counselor. We will provide you with a list of resources at the end of the interview.]

[*For Cognitive Interviews:* It's possible that you won't want to talk about some of the topics. You can skip any question you do not want to answer. If thinking about any of the questions upsets you or makes you sad, you may want to talk with a counselor. We will provide you with a list of resources at the end of the interview.]

8. Who can I contact with questions or for further information?

If you or your parent/legal guardian has any questions about the study, you can call Cynthia Robins, the project coordinator at (240) 367-4753. If you have questions about your rights as a study participant, you can call the ETS Human Subjects Research Protections Office at (609) 734-1191. Please leave a message with your full name, the name of the research study that you are calling about: The National Assessment of Educational Progress (NAEP) Household Composition and Caregiver Information Survey Questionnaire Items, and a phone number beginning with the area code. Someone will return your call as soon as possible.

You will receive a \$30 gift card at the end of the session for your time and effort. Your parent or legal guardian will also receive a \$30 gift card to thank them for bringing you to and from today's discussion.

Appendix I-2: 8th and 12th Grade Student (Under Age 18) Assent Information Brochure for Focus Groups and Cognitive Interviews

STUDENT ASSENT INFORMATION BROCHURE FOR PARTICIPATION IN RESEARCH

<LOCAL FACILITY NAME>

The National Assessment of Educational Progress (NAEP) Household Composition and Caregiver Information Survey Questionnaire Items: <Focus Group Discussions/Cognitive Interviews> for NAEP Survey Question Testing

Thank you for agreeing to participate in the research study described below. This form explains the research study. After you've read it, you can ask any questions you might have.

1. What is this study about?

The National Center for Education Statistics is changing some questions they ask on a survey as part of a national assessment. The survey questions ask about who students live with. The survey is called the National Assessment of Educational Progress, or NAEP. Before these changes take place, we are talking to students about some of those questions and whether the ideas make sense to <8th/12th> graders.

2. What will happen during the <focus group/research interview>?

[*For Focus Groups:* During the group, you will be asked to think about the adults who you live with, and then to share the words you use to talk about how these adults are related to you (such as “mother,” “father,” “aunt,” “grandmother”). You and others in the group will then be asked to talk about why there might be differences in the words each of you uses. This will help us figure out how to make the questions on the survey easier for students to understand and answer. Your parent or legal guardian has said it is ok for you to participate today, but you don't need to participate if you don't want to. Also, you can tell us if you don't want to answer a question, or if want to stop participating.]

[*For Cognitive Interviews:* During the interview, you will be asked to answer some questions about the adults in your household(s). The interviewer will then ask you some questions about your answers, such as how easy or difficult it was to answer a question, or what you think is meant by certain words in the question. You are not being tested or graded. Your input will help us figure out how to make the questions on the survey easier for students your age. Your parent or legal guardian has said it is okay for you to participate today, but you don't need to participate if you don't want to. Also, you can tell us if you don't want to answer a question, or if want to stop participating. The person who brought you to the interview will be asked to wait in the facility's lobby while the interview is being conducted.]

3. Will you keep information private?

To help keep everything private:

- Only your first name will be recorded on the discussion notes. Your name will not be reported in any reports, though we may include quotes that you provide in our reports.
- We will not share the information you provide with your parents or legal guardians, your school, or anyone outside of our team. Your parent or legal guardian who brings you to the interview will not be allowed to sit in or watch the interview and will not know how you answer the questions.
- We will be audio-recording the discussion to help us with our analysis. Only the researchers will be allowed to listen to the recording.
- [*Focus group only:* To help keep everyone's information private, we also ask that you not talk about today's discussion with students who did not participate.]

4. How long will the <focus group/research interview> last?

The <focus group/interview> will last no more than 60 minutes.

5. Will the results go to my school?

Your answers will not be shared with your school, and will not be linked to any personally identifiable information such as the school's name.

6. What are the benefits of being in the study?

There are no known benefits for you to take part, but your answers will help us improve the survey questions.

7. What are the possible risks of being in the study?

[*For Focus Groups:* There is a risk that you may not want to talk in a group with other students your age about your household(s). You can skip any question you do not want to answer. However, if thinking about the questions upsets you or makes you sad, you may want to talk with a counselor at your school or some other professional. We will provide you with a list of resources at the end of the interview.]

[*For Cognitive Interviews:* There is a risk that you may not want to talk about your household(s). You can skip any question you do not want to answer. However, if thinking about the questions upsets you or makes you sad, you may want to talk with a counselor. We will provide you with a list of resources at the end of the interview.]

8. Who can I contact with questions or for further information?

If you have any questions about the study, you can call Cynthia Robins, the project coordinator, at (240) 367-4753. If you have questions about your rights as a study participant, you can call the ETS Human Subjects Research Protections Office at (609) 734-1191. Please leave a message with your full name, the name of the research study that you are calling about: The National Assessment of Educational Progress (NAEP) Household Composition and Caregiver Information Survey Questionnaire Items, and a phone number beginning with the area code. Someone will return your call as soon as possible.

You will receive a \$30 gift card at the end of the session for your time and effort. Your parent or legal guardian will also receive a \$30 gift card to thank them for bringing you to and from the interview site.

Appendix J: Student (Age 18 or Older) Permission Form for Focus Groups and Cognitive Interviews

STUDENT PARTICIPATION PERMISSION DOCUMENT FOR PARTICIPATION IN RESEARCH

<LOCAL FACILITY NAME>

The National Assessment of Educational Progress (NAEP) Household Composition and Caregiver Information Survey Questionnaire Items: <Focus Groups/Cognitive Interviews> for NAEP Survey Question Testing

Thank you for your interest in participating in the research study described below. This permission form explains the research study. Please read it carefully, and feel free to ask questions about anything you do not understand. If you do not have questions now, you may ask them if they occur to you later.

1. What is this study about?

On behalf of the National Center for Education Statistics (NCES), part of the U.S. Department of Education, <LOCAL FACILITY NAME> is conducting <focus groups/research interviews> with students currently in fourth, eighth, and twelfth grades about survey questions for the National Assessment of Educational Progress (NAEP) that ask about who students live with. Your feedback will help NCES improve the survey so students like you understand all the questions. (More information about the NAEP assessment is available online at: <http://nces.ed.gov/nationsreportcard/>.)

2. Where will the <focus group/research interview> take place?

The <focus group/research interview> will take place at <NAME OF INTERVIEW LOCATION>, located at <LOCATION>, near <NEARBY LANDMARK OR METRO STATION> during an after-school or weekend session.

3. What will happen during the <focus group/research interview>?

[*For Focus Groups:* During the focus group, you will be asked to identify the parent(s) and/or legal guardian(s) with whom you live at least some of the time. The moderator will then ask you and the other students how much you know about each parent or legal guardian's level of education, as well as what kind of work he or she does. These discussions will help us to improve the survey questions and make the questions easier to understand. If someone drove you to the interview, they will be asked to wait in the facility's lobby while the interview is being conducted.]

[*For Cognitive Interviews:* During the interview, you will receive a copy of survey questions that you will be asked to answer verbally. The interviewer will ask open-ended questions to follow up on why you selected each answer. These open-ended questions will focus on your understanding of the survey questions. You will also be asked whether you have any suggestions on how we might improve the questions. The purpose of these interviews is not to test or grade students. NCES wants to hear your thoughts to improve the survey questions and make the questions easier to understand. If someone drove you to the interview, they will be asked to wait in the facility's lobby while the interview is being conducted.]

4. Will you keep information private?

To help keep everything private:

- Only your first name will be recorded on the discussion notes. Your name will not be reported in any reports, though we may include quotes that you provide in our reports.
- We will not share the information you provide with your parents or legal guardians, your school, or anyone outside of our team. Your parent or legal guardian who brings you to the interview will not be allowed to sit in or watch the interview and will not know how you answer the questions.
- We will be audio-recording the discussion to help us with our analysis. Only the researchers will be allowed to listen to the recording.
- [*Focus group only:* To help keep everyone’s information private, we also ask that you not talk about today’s discussion with students who did not participate.]

5. How long will the <focus group/research interview> last and when will it take place?

[*For Focus Groups:* The focus group will last no more than 60 minutes and is scheduled for <TIME>.]

[*For Cognitive Interviews:* The interview will last no more than 60 minutes and requires only one visit to the interview site. The session will take place at a time and date convenient to you.]

6. Will the results go to my school?

Your answers will not be disclosed to your school, and will not be linked to any personally identifiable information such as the school’s name.

7. What are the benefits of being in the study?

There are no known benefits for taking part, but your answers will help us improve the survey.

8. What are the possible risks of being in the study?

[*For Focus Groups:* There is a risk that you may not want to talk in a group setting with others your age about your household(s). You will be told at the beginning of the discussion that you can skip any question you do not want to answer. However, if thinking about the questions upsets you or makes you sad, you may want to talk with a counselor. We will provide you with a list of resources at the end of the interview.]

[*For Cognitive Interviews:* You will be told at the beginning of the discussion that you can skip any question you do not want to answer. However, if thinking about the questions upsets you or makes you sad, you may want to talk with a counselor. We will provide you with a list of resources at the end of the interview.]

9. Who can I contact with questions or for further information?

If you have any questions about the study, you can call Cynthia Robins, the project coordinator, at (240) 367-4753. If you have questions about your rights as a study participant, you can call the ETS Human Subjects Research Protections Office at (609) 734-1191. Please leave a message with your full name, the name of the research study that you are calling about: The National Assessment of Educational Progress (NAEP) Household Composition and Caregiver Information Survey Questionnaire Items, and a phone number beginning with the area code. Someone will return your call as soon as possible.

10. Can my participation end early?

Participation in this study is completely voluntary. You have the right to refuse to answer particular questions. You may elect to withdraw from this study at any time.

By signing below, you agree that you will participate in this research study and that you have read and understood the information provided above. You will receive a \$30 gift card at the conclusion of the session for your time and effort. Your parent or legal guardian will also receive a \$30 gift card to thank him or her for bringing you to and from the focus group site.

We thank you for your voluntary participation and ask you to sign the form below.

Print Name: _____

Signature: _____ Date: _____

To be completed by Westat staff:

Payment Card Transaction Number: _____

**Appendix K: Email/Letter Confirmation to Parent or Legal Guardian of Student (Under Age 18)
Participants in Focus Groups and Cognitive Interviews**

<DATE>

Dear <NAME>:

Thank you for agreeing to allow your child, <STUDENT NAME>, to participate in this voluntary <focus group/research interview> to provide feedback on survey questions for the National Assessment of Educational Progress (NAEP). All of the information provided by your child 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 (20 U.S.C. §9573 and 6 U.S.C. §151).

Your child has been scheduled for a <focus group/research interview> at <TIME> on <DATE>. The <discussion/interview> will last no more than 60 minutes. Your child will receive a \$30 gift card at the conclusion of the session for <his/her> time and effort. The student's parent or legal guardian will also receive a \$30 gift card to thank him/her for bringing his/her child to and from the <focus group/interview> site.

The <discussion/interview> will take place at <LOCATION> at:

<ADDRESS>

<DIRECTIONS>

We have <attached/included> a permission form <to/with> this confirmation. Please sign, date, and return the form when you bring your child to the <focus group/interview>, granting permission for your child to participate in the voluntary NAEP research. Without your permission, your child will not be able to participate in the discussion.

We look forward to having <STUDENT NAME> participate in this very important research study. If you or your child has any questions, please contact <CONTACT INFORMATION>.

Sincerely,

<NAME>

<JOB TITLE>

<LOCAL FACILITY NAME>

<CONTACT PHONE>

Appendix L: Email/Letter Confirmation to Student (Age 18 or Older) Participants in Focus Groups and Cognitive Interviews

<DATE>

Dear <NAME>:

Thank you for agreeing to participate in this voluntary <focus group/research interview> to provide feedback on survey questions for the National Assessment of Educational Progress (NAEP). All of the information you provide 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 (20 U.S.C. §9573 and 6 U.S.C. §151).

You have been scheduled for a <focus group/research interview> at <TIME> on <DATE>. The discussion will last no more than 60 minutes. You will receive a \$30 gift card at the conclusion of the session for your time and effort. The student's parent or legal guardian will also receive a \$30 gift card to thank him/her for bringing his/her child to and from the interview site.

The <focus group/interview> will take place at <LOCATION> at:

<ADDRESS>

<DIRECTIONS>

We have <attached/included> a permission form <to/with> this confirmation. Please sign, date, and return the form when you come to the <focus group/interview>, agreeing to participate in the voluntary NAEP research.

We look forward to having you participate in this very important research study. If you have any questions, please contact <CONTACT INFORMATION>.

Sincerely,

<NAME>

<JOB TITLE>

<LOCAL FACILITY NAME>

<CONTACT PHONE>

Appendix M: Parent/Legal Guardian Receipt for a \$30 Gift Card for Transporting Student to Focus Groups and Cognitive Interviews

NAEP Household Composition <Focus Groups/Cognitive Interviews>

INCENTIVE RECEIPT FORM

I have received a \$30 gift card for bringing a student to and from a <focus group/cognitive interview> about the adults in his/her household(s).

Signature

Date

Appendix N: Student Receipt for a \$30 Gift Card for Participating in Focus Group and Cognitive Interviews

NAEP Household Composition <Focus Groups/Cognitive Interviews>

INCENTIVE RECEIPT FORM

I have received a \$30 gift card for taking part in a <focus group/cognitive interview> about the adults in my household(s).

Signature

Date

Appendix O: Thank You Letter to Parent or Legal Guardian of Student (Under Age 18) Participants in Focus Groups and Cognitive Interviews

<DATE>

Dear <NAME>:

On behalf of the National Center for Education Statistics (NCES), part of the U.S. Department of Education, I would like to thank you for allowing your child to participate in our survey research study.

[For Focus Groups: The assistance provided by your child helped us to better understand how students think and talk about the important adults in their lives. Your child’s input, combined with input from other students, is incredibly useful and informative, and is helping us develop the best possible survey questions for the National Assessment of Educational Progress (NAEP).]

[For Cognitive Interviews: The assistance provided by your child helped us to better understand how students approach the survey questions. Your child’s input, combined with input from other students, is incredibly useful and informative, and is helping us develop the best possible survey questions for the National Assessment of Educational Progress (NAEP).]

Again, thank you for your assistance.

Sincerely,

<NAME>

<JOB TITLE>

<LOCAL FACILITY NAME>

<CONTACT PHONE>

Appendix P: Thank You Letter to Student (Age 18 or Older) Participants in Focus Groups and Cognitive Interviews

<DATE>

Dear <NAME>:

On behalf of the National Center for Education Statistics (NCES), part of the U.S. Department of Education, I would like to thank you for your participation in our research study.

[For Focus Groups: Your assistance helped us better understand how students think and talk about the important adults in their lives. Your open, candid, and insightful comments were very valuable. Your input, combined with input from other students like you, is incredibly useful and informative, and is helping us develop the best possible survey questions for the National Assessment of Educational Progress (NAEP).]

[For Cognitive Interviews: Your assistance helped us better understand how students approach the survey questions. Your open, candid, and insightful comments were very valuable. Your input, combined with input from other students like you, is incredibly useful and informative, and is helping us develop the best possible survey questions for the National Assessment of Educational Progress (NAEP).]

Again, thank you for your assistance.

Sincerely,

<NAME>

<JOB TITLE>

<LOCAL FACILITY NAME>

<CONTACT PHONE>

Appendix Q: Resource List for Students

National Hopeline Network:

Telephone: 1-800-442-HOPE (800-442-4673)

Website: <https://www.hopeline.com>

Teen Helpline

Telephone: 1-800-TLC-TEEN (800-852-8336)

Website: <https://teenlineonline.org/>

Appendix R: Example Cognitive Lab Interview Tracking Schedule

An example tracking sheet to show how responses to screener questions (Appendices F and G) will be tracked in order to be used to determine the targeted sample, including diversification on key characteristics.

EXAMPLE ONLY													
*****Please note Tracking Sheets are updated for each pretesting activity to reflect the demographic information needed to answer the specific research questions for a particular study*****													
Interview Tracking Update - XX/XX/XXXX	Scheduled? Provide ID below			Scheduled? Provide date below			Completed? Provide date below			Interviewed on site or off site? (Provide off site details in column K)			Notes or additional information (e.g., off site location/brief description)
	Grade 4	Grade 8	Grade 12	Grade 4	Grade 8	Grade 12	Grade 4	Grade 8	Grade 12	Grade 4	Grade 8	Grade 12	
Student Sample Demographics													
White/High SES/Urban/Male													
White/Low SES/Urban/Female													
Black/AF Am/High SES/Urban/Male													
Black/AF Am/Low SES/Rural or Suburban/Male													
Black/AF Am/High SES/Rural or Suburban/Female													
Hispanic/High SES/Urban/Male													
Hispanic/Low SES/Urban/Yes ELL/Female													
Hispanic/Low SES/Rural or Suburban/Yes ELL/Male													
Hispanic/High SES/Rural or Suburban/Female													
Asian/High SES/Urban/Male													
Asian/Low SES/Urban/Yes ELL/Female													
Asian/Low SES/Rural or Suburban/Yes ELL/Male													
Asian/High SES/Rural or Suburban/Female													
American Indian or Alaska Native/Low SES/Rural or Suburban/Male													
American Indian or Alaska Native/Low SES/Urban/Female													
	Scheduled? Provide ID below			Scheduled? Provide date below			Completed? Provide date below			On site, off site, or over the phone? (Provide off site/phone interview details in column K)			Notes or additional information (e.g., off site location/brief description)
Teacher Sample Demographics	Grade 4	Grade 8		Grade 4	Grade 8		Grade 4	Grade 8		Grade 4	Grade 8		
Low SES/Medium School/non-DMV area													
High SES/Small school/non-DMV area													
Low SES/Large school/non-DMV area													
Low SES/Small school/DMV area													
High SES/Large school/DMV area													
	Scheduled? Provide ID below			Scheduled? Provide date below			Completed? Provide date below			On site, off site, or over the phone? (Provide off site/phone interview details in column K)			Notes or additional information (e.g., off site location/brief description)
School Sample Demographics	Grade 4	Grade 8	Grade 12	Grade 4	Grade 8	Grade 12	Grade 4	Grade 8	Grade 12	Grade 4	Grade 8	Grade 12	
Low SES/Medium School/non-DMV area													
High SES/Small school/non-DMV area													
Low SES/Large school/non-DMV area													
Low SES/Small school/DMV area													
High SES/Large school/DMV area													