

NATIONAL CENTER FOR EDUCATION STATISTICS (NCES)

Attachments I-IV

Recruitment Materials, Screeners, Consents, Protocol

High School and Beyond 2020 (HS&B:20)
Cognitive Testing Round 1

OMB# 1850-0803 v.240

September 2018

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Attachment I

Recruitment Procedures and Contacting Materials

Appendix A: Recruitment Email/Letter to High School Staff (Generic and Specific)

IF SENT AS EMAIL–Subject: Paid Research Study Opportunity

<DATE>

Dear <NAME>,

EurekaFacts is administering an important study on behalf of the U.S. Department of Education’s National Center for Education Statistics (NCES), and we **need your help**. We are looking for <[For generic] high school teachers or staff; [For specific] <high school principals; high school counselors; or 9th-grade math teachers>> to participate in a voluntary 40-minute research interview about survey questions. These questions are part of the High School and Beyond 2020 (HS&B:20) study which will look at how students progress through high school to postsecondary education and/or into the workforce.

You will receive a **\$50 gift card** from a major credit card company at the end of the session as a thank you for your time and effort in participating.

By participating in this research interview, you will help evaluate questions for the HS&B:20 study, which will help NCES improve students’ opportunities in high school and benefit their lives as young adults!

The interviews will last no more than 40 minutes and can be scheduled at your convenience. Some of the interviews will be at the EurekaFacts office in Rockville, MD, some may occur at your school, and others may be conducted through a phone interview.

During the interview, you will complete a set of survey questions and be asked how you interpreted each question and how you came up with your answer. Because we care about your privacy, we will assign you a unique identifier (ID) and your responses will be kept separately from your name.¹

I have included a flyer and a FAQ page with additional information about the study. Please call <CONTACT PHONE> or email <CONTACT EMAIL> with any questions regarding this project.

If you are interested in participating, please fill out the following online form: <URL/LINK TO INTAKE FORM>

We look forward to speaking with you soon!

Sincerely,

<CONTACT NAME>

<JOB TITLE>

EurekaFacts, LLC <CONTACT PHONE>

<[If emailed] ATTACHED: Flyer and Frequently Asked Questions (FAQ)>

<[If mailed] ENCLOSED: Flyer and Frequently Asked Questions (FAQ)>

Appendix B: Recruitment Email/Letter to 9th-Grade Student and Parent Pairs

IF SENT AS EMAIL–Subject: Paid Research Study Opportunity

¹ All of the information provided 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). Though sessions are audio recorded for analysis, no personally identifying information will be recorded. NCES is authorized to conduct this study by the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543).

<DATE>

Dear <NAME>,

EurekaFacts is administering an important study on behalf of the U.S. Department of Education's National Center for Education Statistics (NCES), and we **need your help**. We are looking for 9th-grade students and one of their parents to participate in research interviews. Students will provide feedback about survey questions in a 60-minute interview, and parents will provide feedback about survey questions in a separate 40-minute interview. These questions are part of the High School and Beyond 2020 (HS&B:20) study which will look at how students progress through high school to postsecondary education and/or into the workforce.

The participating student will receive a **\$25 gift card** from a major credit card company at the end of the session as a thank you for participating. The parent or legal guardian who participates will receive a **\$50 gift card** as a thank you for their time and effort.

By participating in this research interview, you and your student will help evaluate questions for the HS&B:20 study, which will help NCES improve students' opportunities in high school and benefit their lives as young adults!

Both interview sessions will take place at the same time at the EurekaFacts office in Rockville, MD and can be scheduled at a time that works best for you.

During the interview, participants will complete a set of questions and be asked how they interpreted each question and how they came up with their answer. Because we care about your and your student's privacy, we will assign each participant a unique identifier (ID). Participants' names will not be linked to their answers.¹

I have included a flyer and a FAQ page with additional information about the study. Please call <CONTACT PHONE> or email <CONTACT EMAIL> with any questions regarding this project.

If you are interested in participating, please fill out the following online form: <URL/LINK TO INTAKE FORM>

We look forward to speaking with you soon!

Sincerely,

<CONTACT NAME>

<JOB TITLE>

EurekaFacts, LLC <CONTACT PHONE>

<[If emailed] ATTACHED: Flyer and Frequently Asked Questions (FAQ)>

<[If mailed] ENCLOSED: Flyer and Frequently Asked Questions (FAQ)>

¹ All of the information provided by participants 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). Though sessions are audio recorded for analysis, no personally identifying information will be recorded. NCES is authorized to conduct this study by the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543).

Appendix C: Recruitment Email/Letter to Schools/Educational Professional Organizations

IF SENT AS EMAIL-Subject: Paid Research Study Opportunity

<DATE>

Dear <NAME>,

EurekaFacts, a research company based in Rockville, MD, is administering an important study on behalf of the U.S. Department of Education's National Center for Education Statistics (NCES). As <a high school, an organization that serves educational professionals,> we **need your help.**

We are looking for high school principals, counselors, and teachers to participate in a voluntary research interview to provide feedback about survey questions. These questions are part of the High School and Beyond 2020 (HS&B:20) study which will look at how students progress through high school to postsecondary education and/or into the workforce.

This study is crucial to improving students' opportunities in high school and benefitting their lives as young adults.

The interviews will last no more than 40 minutes, with in-person or telephone interviews possible at a time convenient for the participant. During the interview, participants will complete a set of survey questions and be asked how they interpreted each question and how they came up with their answer. Participants' names will not be linked to their answers.¹

Participants will receive a **\$50 gift card** from a major credit card company at the end of the session as a thank you for their time and effort in participating.

You can play a key role in making sure that high school education professionals in your area will be heard as we aim to improve the questions used in this study. Their feedback will help NCES revise the survey, so it is clear and can be easily understood and answered by thousands of others across the country.

We would like to ask for your assistance in letting your <faculty, members, those you serve> know how they can be involved in this important study. I have included a flyer with a brief description of our study in the hope that you can post it for everyone to see. I have also included a FAQ page with additional information about the study. Please call <CONTACT PHONE> or email <CONTACT EMAIL> with any questions regarding this project.

We appreciate your consideration of this request and invite you to please contact us with any questions regarding this project. We look forward to speaking with you soon!

Sincerely,

<CONTACT NAME>

<JOB TITLE>

EurekaFacts, LLC <CONTACT PHONE>

<[If emailed] ATTACHED: Flyer and Frequently Asked Questions (FAQ)>

<[If mailed] ENCLOSED: Flyer and Frequently Asked Questions (FAQ)>

¹ All of the information provided by participants 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). Though sessions are audio recorded for analysis, no personally identifying information will be recorded. NCES is authorized to conduct this study by the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543).

Appendix D: Recruitment Email/Letter to Youth/ Community Organizations

IF SENT AS EMAIL-Subject: Paid Research Study Opportunity

<DATE>

Dear <NAME>,

EurekaFacts, a research company based in Rockville, MD, is administering an important study on behalf of the U.S. Department of Education's National Center for Education Statistics (NCES). Because your organization plays an active role in lives of high school students and parents, we need your help.

We are looking for 9th-graders and one of their parents to participate in voluntary research interviews to provide feedback about survey questions. These questions are part of the High School and Beyond 2020 (HS&B:20) study, which will look at how students progress through high school to postsecondary education and/or into the workforce.

This study is crucial to improving students' opportunities in high school and benefitting their lives as young adults.

Student interviews will last 60 minutes, and parents will complete a separate 40-minute interview. Interviews will take place at our Rockville office at a time convenient for the participants.

During the interview, participants will complete a set of questions and will be asked how they interpreted each question and how they came up with their answer. Participants' names will not be linked to their answers.¹

Students will receive a **\$25 gift card** from a major credit card company at the end of the session as a thank you for participating. The parent or legal guardian who participates will receive a **\$50 gift card** as a thank you for their time and effort.

You can play a key role in making sure that student voices in your area will be heard as we aim to improve the questions used in this study. Their feedback will help NCES revise the survey, so it is clear and can be easily understood and answered by thousands of others across the country.

We would like to ask for your assistance in letting <your members, your clients, or those you serve> know how they can be involved in this important study. I have included a flyer with a brief description of our study in the hope that you can post it for everyone to see. I have also included a FAQ page with additional information about the study. Please call <CONTACT PHONE> or email <CONTACT EMAIL> with any questions regarding this project.

We appreciate your consideration of this request and invite you to please contact us with any questions regarding this project. We look forward to speaking with you soon!

Sincerely,

<CONTACT NAME>

<JOB TITLE>

EurekaFacts, LLC <CONTACT PHONE>

<[If emailed] ATTACHED: Flyer and Frequently Asked Questions (FAQ)><[If mailed] ENCLOSED: Flyer and Frequently Asked Questions (FAQ)>

¹ All of the information provided by participants 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). Though sessions are audio recorded for analysis, no personally identifying information will be recorded. NCES is authorized to conduct this study by the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543).

PAID EDUCATIONAL STUDY FOR 9th-Grade Students

The Department of Education's National Center for Education Statistics needs students to evaluate survey questions for the High School and Beyond 2020 study. Parents will also evaluate survey questions.

Individual interview sessions last between 40 and 60 minutes.

Students will receive a **\$25 gift card**, and
Parents will receive a **\$50 gift card** for participation.

For more information or to register, please call
us at <PHONE NUMBER>,
or go to the website:

<LINK>



About EurekaFacts

We are an organization dedicated to conducting research that positively impacts our communities. Our mission is to support and empower organizations working towards a better future.

For more information, please go to: www.EurekaFacts.com



ISO Certified to International
Quality Standard 20252
market, public opinion and
social research

PAID RESEARCH STUDY

\$50

GIFT
CARD

We want opinions from high school...

Principals
Counselors
Teachers

The Department of Education's National Center for Education Statistics needs your help evaluating survey questions for the High School and Beyond 2020 study.

In-person or telephone interview sessions are available and last up to 40 minutes. Participants will receive a \$50 gift card.

For more information or to register, please call us at <PHONE NUMBER>, or go to our website:

<LINK>

About EurekaFacts

We are an organization dedicated to conducting research that positively impacts our communities. Our mission is to support and empower organizations working towards a better future.

For more information, please go to: www.EurekaFacts.com



ISO Certified to International
Quality Standard 20252
market, public opinion and
social research

Appendix G: Confirmation Email for 9th-Grade Student and Parent Pairs

Subject: Confirmation for NCES Research Interview Study

<DATE>

Dear <NAME>:

Thank you for agreeing to participate along with your student in this voluntary research interview to provide feedback on questions for the National Center for Education Statistics (NCES). The session will last about 60 minutes for your teenager and 40 minutes for you.

This is a confirmation that your interview has been scheduled at the following location, date, and time:

LOCATION: <ADDRESS>

DATE: Day of Week, Month Day, Year

TIME: XX:XX AM/PM

GIFT CARD: At the conclusion of the session your teenager will receive a **\$25 gift card** from a major credit card company as a thank you for participating. As the parent or legal guardian who participates, you will receive a **\$50 gift card** as a thank you for your time and effort.

PLEASE READ THE FOLLOWING INSTRUCTIONS:

Please bring the following to your interview:

- Your valid picture ID – this is required for participation.
- Signed consent forms (attached), if not we have copies available in person when you arrive.
- If you or your teenager use eyeglasses for reading or watching TV, then they should be worn during the interview session.

We look forward to speaking with you and your teenager. If you have any questions or concerns, please contact <CONTACT NAME> at <CONTACT INFORMATION>.

<CONTACT NAME>

EurekaFacts, LLC

<CONTACT INFORMATION >

ATTACHED: Consent Forms (See Attachment III)

Appendix H: Confirmation Email for High School Staff (In-person)

Subject: Confirmation for NCES Research Interview Study

<DATE>

Dear <NAME>:

Thank you for agreeing to participate in this voluntary research interview to provide feedback on questions for the National Center for Education Statistics (NCES). The session will last about 40 minutes.

This is a confirmation that your interview has been scheduled at the following location, date, and time:

LOCATION: <ADDRESS>

DATE: Day of Week, Month Day, Year

TIME: XX:XX AM/PM

GIFT CARD: At the conclusion of the session you will receive a **\$50 gift card** from a major credit card company as a thank you for participating.

PLEASE READ THE FOLLOWING INSTRUCTIONS:

Please bring the following to your interview:

- Your valid picture ID – this is required for participation.
- Signed consent form (attached), if not we have copies available in person when you arrive.
- If you use eyeglasses for reading or watching TV, you should wear them during the interview session.

We look forward to speaking with you. If you have any questions or concerns, please contact <CONTACT NAME> at <CONTACT INFORMATION>.

<CONTACT NAME>

EurekaFacts, LLC

<CONTACT INFORMATION >

ATTACHED: Consent Form (See Attachment III)

Appendix I: Confirmation Email for High School Staff (Remote)

Subject: Confirmation for NCES Research Interview Study

<DATE>

Dear <NAME>:

Thank you for agreeing to participate in this voluntary research interview to provide feedback on questions for the National Center for Education Statistics (NCES). The session will last about 40 minutes.

This is a confirmation that your interview has been scheduled at the following location, date, and time:

LOCATION: The interview will take place via phone. You will be called on your preferred contact number at <PHONE NUMBER>. Please be in a private location with access to the survey materials attached in this email.

DATE: **Day of Week, Month Day, Year**

TIME: **XX:XX AM/PM <TIMEZONE>**

GIFT CARD: At the conclusion of the session you will be emailed a **\$50 e-gift card** from a major credit card company as a thank you for participating.

PLEASE READ THE FOLLOWING INSTRUCTIONS:

Please use these directions below for conducting your remote interview:

- Please be in a quiet private location with good quality phone service.
- Locate this email.
- Open the consent form, type your name and date, save it. Please reply all to the email to attach it and send it to us. You will have to return your electronically signed consent form before starting the interview.
- Open or print the survey materials, but please do not begin working on them until instructed.
- Be ready to answer the phone when the interviewer calls you at the start time.

We look forward to speaking with you. If you have any questions or concerns, please contact <CONTACT NAME> at <CONTACT INFORMATION>.

<CONTACT NAME>

EurekaFacts, LLC

<CONTACT INFORMATION >

ATTACHED: Consent Form (See Attachment III) & Survey Materials (See protocols in Attachments V-IX)

Appendix J: EurekaFacts Confirmation Phone Script 9th-Grade Student and Parent Pairs

Hello. I'm calling about a research session with EurekaFacts. May I please speak to <NAME>?

Good morning/afternoon/evening. My name is <NAME> and I'm calling from EurekaFacts about your and your teenager's scheduled interview session that we are administering on behalf of the U.S. Department of Education's National Center for Education Statistics (NCES). We are pleased that you and your teenager have agreed to participate in this study. This is a reminder that we have scheduled the session for <TIME> on <DATE>.

The session will last no more than 60 minutes for your teenager and 40 minutes for you. It will take place at our office at <ADDRESS>.

During the interview you and your teenager will be asked to provide feedback on survey questions for the High School and Beyond 2020 study for NCES. The interviewer will ask follow-up questions about how you and your teenager interpreted each question and came up with each answer. All of the information provided by participants 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). NCES is authorized to conduct this study by the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543).

At the conclusion of the session your student will receive a \$25 gift card from a major credit card company as a thank you for participating. The parent or legal guardian who participates will receive a \$50 gift card as a thank you for their time and effort.

Do you have any questions at this time? <Answer any questions.>

We plan on speaking with you at <TIME> on <DATE>. If you have any questions before then, please call <PHONE NUMBER>.

Thank you again for agreeing to be part of this very important study.

Appendix K: EurekaFacts Confirmation Phone Script High School Staff (In-Person)

Hello. I'm calling about a research session with EurekaFacts. May I please speak to <NAME>?

Good morning/afternoon/evening. My name is <NAME> and I'm calling from EurekaFacts about your scheduled interview session that we are administering on behalf of the U.S. Department of Education's National Center for Education Statistics (NCES). We are pleased that you have agreed to participate in this study. This is a reminder that we have scheduled the session for <TIME> on <DATE>.

The session will last no more than 40 minutes. It will take place at our office at <ADDRESS>.

During the interview you will be asked to provide feedback on survey questions for the High School and Beyond 2020 study for NCES. The interviewer will ask follow-up questions about how you interpreted each question and came up with 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). NCES is authorized to conduct this study by the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543).

At the conclusion of the session you will receive a \$50 gift card from a major credit card company as a thank you for participating.

Do you have any questions at this time? <Answer any questions.>

We plan on speaking with you at <TIME> on <DATE>. If you have any questions before then, please call <PHONE NUMBER>.

Thank you again for agreeing to be part of this very important study.

Appendix L: EurekaFacts Confirmation Phone Script High School Staff (Remote)

Hello. I'm calling about a research session with EurekaFacts. May I please speak to <NAME>?

Good morning/afternoon/evening. My name is <NAME> and I'm calling from EurekaFacts about your scheduled interview session that we are administering on behalf of the U.S. Department of Education's National Center for Education Statistics (NCES). We are pleased that you have agreed to participate in this study. This is a reminder that we have scheduled the session for <TIME INCLUDING TIMEZONE IF NOT EST> on <DATE>.

The session will last no more than 40 minutes. It will take place remotely via telephone, and all necessary materials and instructions will be sent to your email. Is the best email address for you still <EMAIL>? Is the best phone number for you still <PHONE>? Do you have an alternate or a back-up number you would like us to try in case we are unable to reach you on <PHONE>? IF YES, RECORD ALTERNATE PHONE NUMBER.

During the interview you will be asked to provide feedback on survey questions for the High School and Beyond 2020 study for NCES. The interviewer will ask follow-up questions about how you interpreted each question and came up with 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). NCES is authorized to conduct this study by the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543).

At the conclusion of the session you will be emailed a \$50 e-gift card from a major credit card company as a thank you for participating.

Do you have any questions at this time? <Answer any questions.>

We plan on speaking with you at < TIME INCLUDING TIMEZONE IF NOT EST > on <DATE>. If you have any questions before then, please call <PHONE NUMBER>.

Thank you again for agreeing to be part of this very important study.

Appendix M: Frequently Asked Questions (FAQs) for 9th-Grade Student and Parent Pairs

Frequently Asked Questions (FAQs) High School and Beyond 2020 (HS&B:20) Study

1. What is this study about?

On behalf of the U.S. Department of Education's National Center for Education Statistics (NCES), EurekaFacts, a research company based in Rockville, MD, is administering interviews with 9th-grade students and one of their parents/legal guardians to evaluate some questions for the High School and Beyond 2020 (HS&B:20) study. This study will look at how students progress through high school to postsecondary education and/or into the workforce. Participant's feedback will help NCES improve the questions, so they are clear and can be easily understood and answered by thousands of other individuals across the country.

2. Where will the research interview take place?

For your convenience, all interviews will be conducted at the same time at the EurekaFacts office at <ADDRESS>. Though interviews will happen at the same time, the parent and student will be interviewed separately.

3. What will happen during the research interview?

During the interview, participants will complete a set of survey questions and be asked how they interpreted each question and how they came up with each answer. These follow-up questions will focus on the participant's understanding of the questions. All interviews will be audio recorded.

4. Will information be kept private?

Each participant will be assigned a unique identifier (ID), and their name will not be linked to their answers. All of the information provided by participants 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). Audio from the session will be recorded only for analysis. NCES is authorized to conduct this study by the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543).

5. How long will the research interview last and when will it take place?

The student interview will last no more than 60 minutes, and the parent interview will last no more than 40 minutes. Interviews will only require one visit to our office and can be scheduled at your convenience.

6. Will the results go to the participant's school or place of work?

Participants' responses will not be disclosed to their school or place of work and will not be linked to any personally identifiable information. Responses will not be graded.

7. Is there an incentive for participating?

Yes. The student will receive a **\$25 gift card** from a major credit card company at the end of the session as a thank you for participating. The parent or legal guardian who participates in the corresponding interview will receive a **\$50 gift card** as a thank you for their time and effort.

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

There are no known risks to participating in this voluntary study.

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

If you have any questions about the study, you can call <NAME>, the <TITLE> at <CONTACT PHONE>. If you have questions about your rights as a study participant, you can call the EurekaFacts' Office of Research Protection at <PHONE NUMBER> (a toll-free number).

10. Can participation end early?

Participation in this study is completely voluntary. The participant has the right to refuse to answer particular questions. The participant may elect to withdraw from this study at any time and can leave the interview early if they wish.

Appendix N: Frequently Asked Questions (FAQs) for High School Staff (In-person and Remote)

Frequently Asked Questions (FAQs) High School and Beyond 2020 (HS&B:20) Study

1. What is this study about?

On behalf of the U.S. Department of Education's National Center for Education Statistics (NCES), EurekaFacts, a research company based in Rockville, MD, is administering interviews with employed principals, high school counselors, and 9th-grade math teachers to evaluate some survey questions for the High School and Beyond 2020 (HS&B:20) study. This study will look at how students progress through high school to postsecondary education and/or into the workforce. Participant's feedback will help NCES improve the survey questions, so they are clear and can be easily understood and answered by thousands of other individuals across the country.

2. Where will the research interview take place?

Some interviews will be conducted locally at the EurekaFacts office at <ADDRESS>. Additionally, school staff have the option to be interviewed at their school or via telephone.

3. What will happen during the research interview?

During the interview, participants will be asked to provide feedback on survey questions. The interviewer will ask how they interpreted each question and how they came up with each answer. These follow-up questions will focus on the participant's understanding of the questions. All interviews will be audio recorded.

4. Do I need to do anything special for the phone interviews?

For phone interviews, the participant will need to have a good cellular or landline connection, access to the survey materials sent to their email (either printed or displayed on a computer screen), and a quiet private space where the participant can engage in the interview for its duration. The participant will need to return their electronically signed consent form prior to the start of the interview. All instructions will be provided in a confirmation email.

5. Will information be kept private?

Each participant will be assigned a unique identifier (ID), and their name will not be linked to their answers. All of the information provided by participants 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). Audio from the session will be recorded only for analysis. NCES is authorized to conduct this study by the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543).

6. How long will the research interview last and when will it take place?

The interview will last no more than 40 minutes. Interviews will only require one session and can be scheduled at your convenience.

7. Will the results go to the participant's place of work?

Participants' responses will not be disclosed to their place of work and will not be linked to any personally identifiable information.

8. Is there an incentive for participating?

Yes. The participant will receive a **\$50 gift card** from a major credit card company. Participants who complete phone interviews will receive their gift card via email.

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

There are no known risks to participating in this voluntary study.

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

If you have any questions about the study, you can call <NAME>, the <TITLE> at <CONTACT PHONE>. If you have questions about your rights as a study participant, you can call the EurekaFacts' Office of Research Protection at <PHONE NUMBER> (a toll-free number).

11. Can participation end early?

Participation in this study is completely voluntary. The participant has the right to refuse to answer particular questions. The participant may elect to withdraw from this study at any time and can leave the interview early if they wish.

Appendix O: Thank You E-mail/Letter to 9th-Grade Student and Parent Pair Participants: Cognitive Interviews

IF SENT AS E-MAIL - Subject: Thank you - NCES Survey Interview Study

<DATE>

Dear <Name>,

On behalf of the U.S. Department of Education's National Center for Education Statistics (NCES), EurekaFacts would like to thank you and your teenager for participating in our study.

By participating in this important study, both you and your teenager provided valuable feedback about the survey questions. The insightful input you both provided, combined with input from other parents and students, is incredibly informative and is helping us develop the best possible questions for a national study.

Again, thank you both for your assistance.

Sincerely,

<CONTACT NAME>

<TITLE>

EurekaFacts, LLC

<CONTACT INFORMATION >

Appendix P: Thank You E-mail/Letter to High School Staff Participants: Cognitive Interviews

IF SENT AS E-MAIL - Subject: Thank you - NCES Survey Interview Study

<DATE>

Dear <Name>,

On behalf of the U.S. Department of Education's National Center for Education Statistics (NCES), EurekaFacts would like to thank you for participating in our study.

Your participation provided valuable feedback about the survey questions. The insightful input we received, combined with input from others, is incredibly informative and is helping us develop the best possible questions for a national study.

Again, thank you for your assistance.

Sincerely,

<CONTACT NAME>

<TITLE>

EurekaFacts, LLC

<CONTACT INFORMATION >

Attachment II

Eligibility Screening Questions

Appendix Q: Recruitment Phone Script and Screener for Parents of Students Under 18, and School Staff

(Script when calling potential participants from a compiled list)

Good morning/afternoon/evening. Is this the <NAME FROM CALL LIST> household? My name is <CALLER NAME>, and I am calling from EurekaFacts, a Maryland-based research company. Our company is administering an important study on behalf of the National Center for Education Statistics (NCES), which is part of the U.S. Department of Education, and we need your help.

We are recruiting teenagers, parents of teenagers, and high school staff to participate in a voluntary research interview to provide feedback on survey questions about students' educational experiences in high school. These questions are part of a study looking at how students progress through high school to postsecondary education and/or into the workforce. All participants will receive a gift card valued between \$25 and \$50 depending on their time commitment and level of participation.

I'd like to tell you a little bit more about the study, but first, if now is a good time, can I ask you a few questions to see if you are eligible to participate? [YES or NO and call back later]

1. Which of the following best describes you?
 - Parent of a Teenager or Teenagers → CONTINUE TO Q2
 - High School Principal → SKIP TO Q4a
 - High School Counselor → SKIP TO Q4a
 - High School Teacher → SKIP TO Q4a
 - Teenager age 18 or under → REQUEST TO SPEAK TO PARENT AND START FROM BEGINNING
 - Teenager older than 18 → THANK AND TERMINATE
 - None of the Above → THANK AND TERMINATE
2. [Thinking of your (first/second/third/next) teenager,] what grade is your teenager in or is your teenager not currently in school?
DO NOT READ LIST:
 - Grades K-8 only → THANK AND TERMINATE
 - Grade 9 → CONTINUE TO Q3
 - Grades 10-12 only → THANK AND TERMINATE
 - College only → THANK AND TERMINATE
 - Not currently in school → THANK AND TERMINATE
3. How old is your child?
 - 14 and under
 - 15
 - 16
 - 17
 - 18
 - Over 18 → THANK AND TERMINATE

[Appears before termination]

Do you have any other teenagers?

- Yes → Repeat Q2 – Q3
- No → CONTINUE TO Q4b

IF MORE THAN ONE CHILD REPORTED REPEAT QUESTIONS 2 THROUGH 3 as many times as needed for eligible students.

Study Description Parents of 9th Grade Student

Thank you. As I mentioned, the study is being administered on behalf of the U.S. Department of Education's National Center for Education Statistics, or NCES, and is a new study about high school students' school experiences. During the interviews, students will be asked to evaluate questions for a survey dealing with students' academic experiences and the effect these have on their continuing education and/or work after high school. We would also like to ask you to evaluate questions for a survey of parents of high school students. This study will help improve students' opportunities in high school to benefit their lives as young adults.

Your 9th-grader's interview will last no more than 60 minutes, and your interview would last no more than 40 minutes and will be scheduled at your convenience. All of the information provided by participants 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). NCES is authorized to conduct this study by the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543).

Are both you and your teenager interested in participating in this study? While your interview will be scheduled at the same day and time as your 9th-grader's interview for your convenience, you and your 9th-grader will not be interviewed together. If your teenager qualifies and participates in the study, they will receive a \$25 gift card from a major credit card company at the end of the session as a thank you. The parent or legal guardian who participates in the corresponding interview will receive a \$50 gift card as a thank you for their time and effort.

Study Description school staff

Thank you. As I mentioned, the study is being administered on behalf of the U.S. Department of Education's National Center for Education Statistics (NCES) and is a new study about high school students' school experiences. During the interviews, participants will be asked to provide feedback on survey questions dealing with schools' programs, services, and environment, and the effect these have on students' continuing education and/or work after high school. This study will help improve students' opportunities in high school to benefit their lives as young adults.

The interviews will last no more than 40 minutes and can be scheduled at your convenience. Some of the interviews will be conducted at the EurekaFacts office in Rockville, MD, while others will be conducted through a phone interview. 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). NCES is authorized to conduct this study by the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543). At the conclusion of your session you will receive a \$50 gift card from a major credit card company. Participants who complete phone interviews will receive their gift card via email.

If school staff:

4a. Are you interested in participating? DO NOT READ LIST:

- No → THANK AND TERMINATE
- Yes, I am principal interested in participating → SKIP TO Q25
- Yes, I am a school counselor interested in participating → SKIP TO Q25
- Yes, I am a teacher interested in participating → SKIP TO Q24

If 9th-grader-parent pair:

4b. Are you and your 9th-grader interested in participating? DO NOT READ LIST:

- Neither I nor my child are interested in participating. → THANK AND TERMINATE
- Only my 9th-grader is interested in participating → THANK AND TERMINATE
- Only I am interested in participating → THANK AND TERMINATE
- Both myself and my 9th-grader are interested in participating → CONTINUE TO Q5

If **YES**: Great, thank you very much. To ensure that we interview a broad mix of individuals, I have a few brief screening questions to ask you. It should only take a few minutes of your time.

5. What is your gender?
 - Male
 - Female
 - Prefer not to answer
6. What is your age? DO NOT READ LIST:
 - Under 35
 - 36-39
 - 40-49
 - 50-59
 - 60 or older
7. Are you of either Hispanic or Latino(a) origin?
 - Yes
 - No
 - Prefer not to Answer
8. What is your race? (Select all that apply)
 - American Indian or Alaska Native
 - Asian
 - Black or African American
 - Native Hawaiian or Other Pacific Islander
 - White
9. What is your total annual income based on the following ranges?
 - Less than \$20,000
 - \$20,000 to \$49,999
 - \$50,000 to \$99,999
 - \$100,000 or more
 - Prefer not to answer
10. Would you consider the area you live in to be:
 - Urban
 - Suburban
 - Rural

NOTE: SCREENER WILL LOOP STARTING AT Q11 IF PARENT HAS MORE THAN 1 ELIGIBLE TEENAGER.

11. Great, thanks! Now I would like to ask you about your teenager. What is their first name?

12. What is your teenager's gender?
 - Male
 - Female
 - Prefer not to answer

13. Is your teenager of either Hispanic or Latino(a) origin?

- Yes
- No
- Prefer not to Answer

14. What is your teenager's race? (Select all that apply)

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White

15. What school does your teenager attend? (Note if homeschooled.)

16. What type of school does he/she attend? (Note if charter, parochial, private, or homeschooled.)

- Public School
- Charter School
- Religious Private School
- Other Private School
- Other _____

17. Does your teenager participate in the National School Lunch program? [If the respondent indicates they prefer not to disclose this information, say *[That's fine.]* and move on to the next question.]

- Yes
- No
- Prefer not to disclose

[IF THE PARENT/LEGAL GUARDIAN ASKS WHY YOU ARE ASKING THIS QUESTION: *Just to be sure we're interviewing a broad range of teenagers for this study.*]

18. Is your teenager currently enrolled in any of the following types of courses? (Select all that apply.)

- Advanced placement (e.g., AP, IB, or other college-level courses)
- Honor courses
- On grade/ On level courses
- Remedial courses

19. Which language did your teenager learn when he/she first began to talk?

20. Which language does your teenager most frequently speak at home?

21. Which language do you (the parent/legal guardian) most frequently use when speaking with your 9th-grader?

[IF THE PARENT/LEGAL GUARDIAN ASKS WHY YOU ARE ASKING THIS QUESTION: *Just to be sure we're interviewing a broad range of teenagers for this study.*]

Thank you. We would like to speak with your 9th-grader to confirm if <he or she> is interested in participating in the research interview. It will take only a couple of minutes, and then I will ask to speak with you again for another moment. Is your teenager available to speak with us now or should we call <him or her> back at another time?

- Yes, the teenager is available for screening questions. → SKIP TO VERIFICATION SCRIPT FOR STUDENTS
- No, please call back.

Is the phone number you gave me earlier the best number to call?

Other phone numbers:

Is there a good time for me to call? When would be best for you?

Interviewer: IF TEENAGER NEEDS TO RECEIVE A CALL BACK, RECORD NAME, PHONE NUMBER, DATE/TIME.

Parent/Legal Guardian Name:

Teenager Name:

Parent/Legal Guardian Phone:

Date: _____

Time: _____

VERIFICATION SCRIPT FOR STUDENTS

Good <morning/afternoon/evening>. Is this <NAME OF STUDENT>? My name is <NAME>, and I'm calling from EurekaFacts. We are administering an important study for the National Center for Education Statistics, part of the U.S. Department of Education.

We have spoken to your parent/guardian and we are pleased that you may be interested in helping us test questions for a nationwide student survey. Before I tell you more about what you would be asked to do, I need to ask you a question:

22. What grade are you in? DO NOT READ LIST:

- Grade 9 → CONTINUE TO Q23
- Grade 10 → THANK AND TERMINATE
- Grade 11 → THANK AND TERMINATE
- Grade 12 → THANK AND TERMINATE
- Not currently enrolled → THANK AND TERMINATE

23. How old are you?

- 14 and under → SCHEDULING SCRIPT FOR STUDENTS
- 15 → SCHEDULING SCRIPT FOR STUDENTS
- 16 → SCHEDULING SCRIPT FOR STUDENTS
- 17 → SCHEDULING SCRIPT FOR STUDENTS
- 18 → SCHEDULING SCRIPT FOR STUDENTS
- Over 18 → THANK AND TERMINATE

SCHEDULING SCRIPT FOR STUDENTS

Thank you. For the research interview, you will be asked to visit the EurekaFacts office at <ADDRESS> and give us feedback on some questions for the High School and Beyond 2020 study for the Department of Education's National Center for Education Statistics. You are not being graded and your responses will not be shared with your parents or school.

The questions focus on survey questions. Your input will help evaluate the questions that will be given to students across the nation. As a thank you for participating, you will receive a \$25 gift card from a major credit card company. Your parent will receive a \$50 gift card for also participating in a separate interview to give feedback about survey questions. Your session will last no more than 60 minutes and will be audio recorded.

Your participation is totally voluntary. If you participate, your responses will be used only to improve survey questions, and we will not use your name to identify you.

Would you like to participate?

- Yes → Thanks for agreeing to participate, can you please pass the phone back to your parent/guardian?
- No → Thank you for your time. I will need to let your parent/legal guardian know that you would not like to participate. Is <he or she> available?

TO PARENT/LEGAL GUARDIAN:

If "No":

Your child has decided not to participate, but I would like to thank you very much for taking the time to speak with us about this opportunity.

If "Yes":

Thank you for you and your child agreeing to participate in these important research interviews. We will be holding our interviews from <DATE> to <DATE>. What would be the best date/time to schedule the interview?

Date: _____

Time: _____

Thank you. We will follow up with a confirmation email/letter and a consent form. What is your email for us to send these to?

preferred Email: _____

School Staff Screener – continued:

24. What subjects do you teach? [SELECT ALL THAT APPLY]

- Math → IF SELECTED CONTINUE, IF NOT SELECTED THANK AND TERMINATE
- English/Language Arts
- Life or physical Sciences (i.e. Biology, Chemistry, Physics, etc.)
- Social Sciences (i.e. Sociology, Psychology, etc.)
- Government/Civics
- Technology (i.e. Graphic design, coding, etc.)
- Physical Education
- Other: _____

25. Which of the following student populations do you work with? [SELECT ALL THAT APPLY]

- Grade 9/Freshman → IF NOT SELECTED FOR TEACHERS THANK AND TERMINATE, ELSE CONTINUE
- Grade 10/Sophomore
- Grade 11/Junior
- Grade 12/Senior

26. What is the name of the school where you work and where is it located?

Name: _____ City: _____ State: _____

27. What type of school is <NAME OF SCHOOL>? READ LIST:

- Public School
- Charter school
- Religious Private School
- Other Private School
- Other _____

28. How many years have you been working as a <teacher/ school administrator/ counselor>?

- 0-1
- 2-5
- 6-10
- 11-15
- 16-20
- 20+

IF INELIGIBLE: Thank you for inquiring about this study; however you do not qualify at this time. Have a nice day.

IF ELIGIBLE: CONTINUE TO SCHEDULING SCRIPT FOR SCHOOL STAFF

SCHEDULING SCRIPT FOR SCHOOL STAFF

Thank you. Some of the interviews will be at our office in Rockville, MD, while others will be conducted through phone interviews. I have a few follow-up questions about how you would like to complete the survey.

29. Name of City/State where you currently live:

- City: _____ State: _____

30. Would you be able to complete an in-person interview at our office in Rockville, MD?

- Yes → SKIP TO Q31
- No → CONTINUE TO Q30a

30a. Would you be able to access your email on a computer, such as a desktop or a laptop to view or print documents we would send you?

- Yes → Say: "Great! You are eligible for a phone interview." → CONTINUE TO Q31
- No → THANK AND TERMINATE

31. We are conducting interview sessions between <DATE> and <DATE>. What day and time would work best for you to participate in the research interview?

[CHECK SCHEDULE FOR RESPONDENT'S LOCATION FOR AVAILABLE TIMES. IF NECESSARY, SUGGEST A DIFFERENT DATE OR TIME.]

RECORD DATE AND TIME:

32. To participate in the interview and receive the \$50 gift card we must receive a signed consent form. If you are not completing the consent form in our office during the in-person interview, you must return an electronically signed one before the phone interview starts. Do you understand that you must have a completed and signed consent form to participate?

- Yes
- No → THANK AND TERMINATE

33. Thank you for your interest. If you qualify, we will follow-up with you to schedule the interview. Could you please provide us with your contact information? (All required except "Alternate phone number")

RECORD FIRST NAME: _____

RECORD LAST NAME: _____

RECORD EMAIL ADDRESS: _____

BEST PHONE NUMBER: _____

ALTERNATE PHONE NUMBER: _____

[Termination Language: Based on the requirements of this study, we are not able to include you in the interviews at this time. We greatly appreciate your time speaking with us. Have a good <day/evening>.

Appendix R: Recruitment Website Intake Form

Paid Research Study Opportunity for High School Students and their Parents, Teachers, Counselors, and Principals

Thank you for your interest in our study!

EurekaFacts, a research company based in Rockville, MD, is administering an important study on behalf of the U.S. Department of Education's National Center for Education Statistics (NCES).

We are recruiting individuals to participate in a voluntary research interview to provide feedback about survey questions. During the interview, participants will complete a set of questions and be asked how they interpreted each question and how they came up with their answer. These questions are part of the High School and Beyond 2020 study which will look at how students progress through high school to postsecondary education and/or into the workforce. This study will help improve students' opportunities in high school to benefit their lives as young adults.

The interviews will last between 40 and 60 minutes and can be scheduled at your convenience. Some of the interviews will be conducted at the EurekaFacts office in Rockville, MD, while others will be conducted via telephone. All of the information provided by participants 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). NCES is authorized to conduct this study by the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543).

If you qualify and participate in the study, you will receive a **gift card** from a major credit card company for between **\$25 and \$50** depending on the type of interview and your time commitment as a thank you at the end of the session.

To ensure that we interview a broad mix of individuals, please fill out the screening questions below.

If you have any questions, please contact <NAME> at <PHONE> or <EMAIL>.

1. Which of the following best describes you?

- Parent of a Teenager → CONTINUE TO Q2
- School Staff → SKIP TO Q5
- Teenager 18-years-old → CONTINUE TO Q2
- Teenager under 18-years-old → THANK AND TERMINATE

[Termination Language: Thank you for your interest, but as a potential participant under the age of 18, please direct your parent or legal guardian to complete this form.]

- None of the Above → THANK AND TERMINATE

2. <Are you OR is your teenager> currently enrolled in school?

- Yes → CONTINUE TO Q3
- No → THANK AND TERMINATE

3. What grade <is your teenager OR are you> in?

- Pre-kindergarten or Kindergarten → THANK AND TERMINATE
- Grade 1 → THANK AND TERMINATE
- Grade 2 → THANK AND TERMINATE
- Grade 3 → THANK AND TERMINATE
- Grade 4 → THANK AND TERMINATE
- Grade 5 → THANK AND TERMINATE
- Grade 6 → THANK AND TERMINATE
- Grade 7 → THANK AND TERMINATE
- Grade 8 → THANK AND TERMINATE
- Grade 9 → CONTINUE TO Q4
- Grade 10 → THANK AND TERMINATE
- Grade 11 → THANK AND TERMINATE
- Grade 12 → THANK AND TERMINATE

4. How old <are you OR is your teenager>?

- 14 and under
- 15
- 16
- 17
- 18
- Over 18 → THANK AND TERMINATE

5. Name of City/State where you currently live:

- City: _____ State: _____

6a. [For Parent of a Teenager WHERE Q3= GRADE 9] Are you and your child interested in participating?

- Both myself and my child are interested in participating → CONTINUE TO Q7
- Only my child is interested in participating → THANK AND TERMINATE
- Only I am interested in participating → THANK AND TERMINATE
- Neither I nor my child are interested in participating → THANK AND TERMINATE

6b. [For School Staff] Are you interested in participating?

- Yes, I am interested in participating. → CONTINUE TO Q7
- No, I am not interested in participating → THANK AND TERMINATE

6c. [Teenage 18-years-old] Are you and your parent/guardian interested in participating?

- Both myself and my parent/guardian are interested in participating → CONTINUE TO Q7
- Only my parent/guardian is interested in participating → THANK AND TERMINATE
- Only I am interested in participating → THANK AND TERMINATE
- Neither I nor my parent/guardian are interested in participating → THANK AND TERMINATE

[If Parent of a Teenager before termination and after Q6]

Do you have any other teenagers?

- Yes → Repeat Q2- Q6
- No → CONTINUE TO TERMINATION LANGUAGE OR Q7

IF MORE THAN ONE CHILD REPORTED REPEAT QUESTIONS 2 THROUGH 6 as many times as needed for eligible students.

[Termination Language: Based on the requirements of this study, we are not able to include you in the interviews at this time. We greatly appreciate your time. Have a good day.]

7. We are conducting interview sessions between <DATE> and <DATE>. Please select three (3) days and times that would work for you to participate in the research interview.

RECORD MOST PREFERRED DATE AND TIME: _____

RECORD 2nd ALTERNATE DATE AND TIME: _____

RECORD 3rd ALTERNATE DATE AND TIME: _____

8. To participate in the interview and receive the gift card do you understand that you must have a completed and signed consent form to participate?

- a. Yes
- b. No → THANK AND TERMINATE

9. Thank you for your interest. If qualifications are met, we will call to follow-up with you about additional questions we may have and potentially scheduling an interview. Could you please provide us with your contact information? *(All required except "Alternate phone number")*

RECORD FIRST NAME: _____

RECORD LAST NAME: _____

RECORD EMAIL ADDRESS: _____

BEST PHONE NUMBER: _____

ALTERNATE PHONE NUMBER: _____

Attachment III

Consent to Participate in Research

Appendix S: Consent Form for Parent/Guardian of 9th-Grade Student Participants

CONSENT FORM FOR PARTICIPATION IN RESEARCH

Thank you for allowing your student to participate in the study described below. This consent form explains the 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 later as they occur to you.

1. What is this study about?

On behalf of the U.S. Department of Education's National Center for Education Statistics (NCES), EurekaFacts, a research company based in Rockville, MD, is administering interviews with 9th-grade students and one of their parents/legal guardians to evaluate some questions for the High School and Beyond 2020 (HS&B:20) study. This study will look at how students progress through high school to postsecondary education and/or into the workforce. Participant's feedback will help NCES improve the questions, so they are clear and can be easily understood and answered by thousands of other individuals across the country.

2. Where will the research interview take place?

For your convenience, all interviews will be conducted at the same time at the EurekaFacts office at <ADDRESS>. Though interviews will happen at the same time, the parent and student will be interviewed separately.

3. What will happen during the research interview?

During the interview, participants will complete a set of survey questions and be asked how they interpreted each question and how they came up with each answer. These follow-up questions will focus on the participant's understanding of the questions. All interviews will be audio recorded.

4. Will information be kept private?

Each participant will be assigned a unique identifier (ID), and their name will not be linked to their answers. All of the information provided by participants 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). Audio from the session will be recorded only for analysis. NCES is authorized to conduct this study by the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543).

5. How long will the research interview last and when will it take place?

The student interview will last no more than 60 minutes, and the parent interview will last no more than 40 minutes. Interviews will only require one visit to our office and can be scheduled at your convenience.

6. Will the results go to the participant's school or place of work?

Participants' responses will not be disclosed to their school or place of work and will not be linked to any personally identifiable information.

7. Is there an incentive for participating?

Yes. The student will receive a **\$25 gift card** from a major credit card company at the end of the session as a thank you for participating. The parent or legal guardian who participates in the corresponding interview will receive a **\$50 gift card** as a thank you for their time and effort.

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

There are no known risks to participating in this voluntary study.

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

If you have any questions about the study, you can call <NAME>, the <TITLE> at <CONTACT PHONE>. If you have questions about your rights as a study participant, you can call the EurekaFacts' Office of Research Protection at <PHONE NUMBER> (a toll-free number).

10. Can participation end early?

Participation in this study is completely voluntary. The participant has the right to refuse to answer particular questions. The participant may elect to withdraw from this study at any time and can leave the interview early if they wish.

____ **Yes**, I agree to participate in this study

____ **No**, I do not want to participate in this study

By signing below, you agree that your student, _____, may participate in this study. Your student will receive a \$25 gift card from a major credit card company at the conclusion of the interview.

Additionally, you will receive a \$50 gift card from a major credit card company at the conclusion of your corresponding interview session.

Your signature below will indicate that your questions have been answered satisfactorily, and that you have read and understood the information provided above.

Print Name: _____

Signature: _____ Date: _____

To be completed by EurekaFacts staff:

Student Payment Card Transaction Number: _____

Parent/Legal Guardian Payment Card Transaction Number: _____

Appendix T: Consent Form for Parent Participants of 9th-Grade Students

CONSENT FORM FOR PARTICIPATION IN RESEARCH

Thank you for your interest in participating in the study described below. This consent form explains the 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 later as they occur to you.

1. What is this study about?

On behalf of the U.S. Department of Education's National Center for Education Statistics (NCES), EurekaFacts, a research company based in Rockville, MD, is administering interviews with 9th-grade students and one of their parents/legal guardians to evaluate some questions for the High School and Beyond 2020 study. This study will look at how students progress through high school to postsecondary education and/or into the workforce. Participant's feedback will help NCES improve the questions, so they are clear and can be easily understood and answered by thousands of other individuals across the country.

2. Where will the research interview take place?

For your convenience, all interviews will be conducted at the same time at the EurekaFacts office at <ADDRESS>. Though interviews will happen at the same time, the parent and student will be interviewed separately.

3. What will happen during the research interview?

During the interview, participants will complete a set of survey questions and be asked how they interpreted each question and how they came up with each answer. These follow-up questions will focus on the participant's understanding of the questions. All interviews will be audio recorded.

4. Will information be kept private?

Each participant will be assigned a unique identifier (ID), and their name will not be linked to their answers. All of the information provided by participants 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). Audio from the session will be recorded only for analysis. NCES is authorized to conduct this study by the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543).

5. How long will the research interview last and when will it take place?

The student interview will last no more than 60 minutes, and the parent interview will last no more than 40 minutes. Interviews will only require one visit to our office and can be scheduled at your convenience.

6. Will the results go to the participant's school or place of work?

Participants' responses will not be disclosed to their school or place of work and will not be linked to any personally identifiable information.

7. Is there an incentive for participating?

Yes. The student will receive a **\$25 gift card** from a major credit card company at the end of the session as a thank you for participating. The parent or legal guardian who participates in the corresponding interview will receive a **\$50 gift card** as a thank you for their time and effort.

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

There are no known risks to participating in this voluntary study.

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

If you have any questions about the study, you can call <NAME>, the <TITLE> at <CONTACT PHONE>. If you have questions about your rights as a study participant, you can call the EurekaFacts' Office of Research Protection at <PHONE NUMBER> (a toll-free number).

10. Can participation end early?

Participation in this study is completely voluntary. The participant has the right to refuse to answer particular questions. The participant may elect to withdraw from this study at any time and can leave the interview early if they wish.

____ **Yes**, I agree to participate in this study

____ **No**, I do not want to participate in this study

By signing below, you agree that you, _____, will participate in this study and that we may record your conversation with the researcher. You will receive a \$50 gift card from a major credit card company at the conclusion of the session.

Additionally, your student will receive a \$25 gift card from a major credit card company at the conclusion of their corresponding interview session.

Your signature below will indicate that your questions have been answered satisfactorily, and that you have read and understood the information provided above.

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

Print Name: _____

Signature: _____ Date: _____

To be completed by EurekaFacts staff:

Student Payment Card Transaction Number: _____

Parent/Legal Guardian Payment Card Transaction Number: _____

Appendix U: Consent Form for High School Staff Participants (In-person and Remote)

CONSENT FORM FOR PARTICIPATION IN RESEARCH

Thank you for your interest in participating in the study described below. This consent form explains the 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 later as they occur to you.

1. What is this study about?

On behalf of the U.S. Department of Education's National Center for Education Statistics (NCES), EurekaFacts, a research company based in Rockville, MD, is administering interviews with employed principals, high school counselors, and 9th-grade math teachers to evaluate some survey questions for the High School and Beyond 2020 (HS&B:20) study. This study will look at how students progress through high school to postsecondary education and/or into the workforce. Participant's feedback will help NCES improve the survey questions, so they are clear and can be easily understood and answered by thousands of other individuals across the country.

2. Where will the research interview take place?

Some interviews will be conducted locally at the EurekaFacts office at <ADDRESS>. Additionally, school staff have the option to be interviewed at their school or via telephone.

3. What will happen during the research interview?

During the interview, participants will be asked to provide feedback on survey questions. The interviewer will ask how they interpreted each question and how they came up with each answer. These follow-up questions will focus on the participant's understanding of the questions. All interviews will be audio recorded.

4. Do I need to do anything special for the phone interviews?

For phone interviews, the participant will need to have a good cellular or landline connection, access to the survey materials sent to their email (either printed or displayed on a computer screen), and a quiet private space where the participant can engage in the interview for its duration. The participant will need to return their electronically signed consent form prior to the start of the interview. All instructions will be provided in a confirmation email.

5. Will information be kept private?

Each participant will be assigned a unique identifier (ID), and their name will not be linked to their answers. All of the information provided by participants 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). Audio from the session will be recorded only for analysis. NCES is authorized to conduct this study by the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543).

6. How long will the research interview last and when will it take place?

The interview will last no more than 40 minutes. Interviews will only require one session and can be scheduled at your convenience.

7. Will the results go to the participant's place of work?

Participants' responses will not be disclosed to their place of work and will not be linked to any personally identifiable information.

8. Is there an incentive for participating?

Yes. The participant will receive a **\$50 gift card** from a major credit card company. Participants who complete phone interviews will receive their gift card via email.

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

There are no known risks to participating in this voluntary study.

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

If you have any questions about the study, you can call <NAME>, the <TITLE> at <CONTACT PHONE>. If you have questions about your rights as a study participant, you can call the EurekaFacts' Office of Research Protection at <PHONE NUMBER> (a toll-free number).

11. Can participation end early?

Participation in this study is completely voluntary. The participant has the right to refuse to answer particular questions. The participant may elect to withdraw from this study at any time and can leave the interview early if they wish.

____ **Yes**, I agree to participate in this study

____ **No**, I do not want to participate in this study

By signing below, you agree that you, _____, will participate in this study and that we may record your conversation with the researcher. You will receive a \$50 gift card from a major credit card company at the conclusion of the session. If you participated in a remote phone interview, you will receive a gift card via email.

Your signature below will indicate that your questions have been answered satisfactorily, and that you have read and understood the information provided above.

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

Print Name: _____

Signature: _____ Date: _____

To be completed by EurekaFacts staff:

Payment Card Transaction Number: _____

Attachment IV

Interview Protocol

I. Interviewer Welcome Script and Assent/Consent

Note to Interviewer: The following script does not have to be read verbatim. Interviewers should be thoroughly familiar with the italicized content below to the extent that you present the cognitive interview process to the participant in a conversational style throughout the interview. You should develop a friendly rapport by projecting a warm and reassuring tone toward the participant.

After answering questions and giving further explanation, begin the interview with the first item.

The duration of each cognitive interview will be <**60 minutes** for 9th-graders and **40 minutes** for parents and school personnel>.

Introduction to the Study

Hello, my name is _____.

Thank you for <COMING HERE or BEING AVAILABLE> today to help us.

For 9th-grade Teenager Pair Interviews:

Create small talk to build rapport with the student by asking a question, such as:

- *What is your favorite food?*

Follow up with 2 or 3 questions to get the teenager used to talking, such as:

- *That's interesting—what do you like about <favorite food> so much?*
- *That's great, I really enjoy <favorite food> too. I think you'll enjoy what we are going to be doing today.*

First, let me begin by explaining why I am here and what you are going to be doing. You are going to be providing feedback on a special new study called the High School and Beyond 2020 study. It will look at how students progress through high school and into education after high school or into the workforce. It is being administered for the National Center for Educational Statistics, which is part of the U.S. Department of Education. This study will include a survey and is designed for teenagers in the United States. You will help us develop a better survey for other teenagers.

It's okay if you don't understand a question or do not know how to answer a question. I will not be grading your work today and no one will know that it was you who did the task. There are no right or wrong answers, and my goal is to learn how well the questions are written so that we can improve them if needed. Your honest feedback is important. I didn't work on developing any of the materials, so I won't be offended by any negative opinions. Please feel free to share your thoughts and opinions.

We will work together on this task for a total of 60 minutes. If at any time you decide you don't want to go on, that is your choice, and you may stop.

For Parents & School Personnel:

I have some questions that <PARENTS, ADMINISTRATORS, TEACHERS, SCHOOL COUNSELORS> in many different cities and schools across the country will be asked to answer about their <CHILD AND CHILD'S SCHOOL, WORK AND SCHOOLS>. These questions are part of a study looking at how students progress through high school to postsecondary education and into the world of work. This study is conducted by the National Center for Educational Statistics, a part of the U.S. Department of Education.

The purpose of this interview is to essentially “test the survey.” Our goals are to make sure that these questions are applicable to a wide variety of educational circumstances, and to make the questions clearer so that other < PARENTS, ADMINISTRATORS, TEACHERS, SCHOOL COUNSELORS> can easily understand and answer them. That is why we need your feedback. Your candid responses and feedback today will help us improve the survey for other <PARENTS, ADMINISTRATORS, TEACHERS, SCHOOL COUNSELORS> and, ultimately, help to ensure that the results of the study are accurate and valid.

There are no right or wrong answers. We will work together on this task for a total of 40 minutes. If at any time you decide you don't want to go on, that is your choice, and you may stop.

Continue:

This interview will be audio recorded so that researchers can review the recordings later. Recording the interview also allows me to focus all my attention on our discussion, since what you have to say is very important. Do I have your permission to record this interview?

START RECORDING

In addition to recording the interview, there may be observers listening in so that they can see firsthand what it is like for you to answer the survey questions. Nevertheless, 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). Furthermore, your name will not be included in any report. NCES is authorized to conduct this study by the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543).

Do you have any questions?

Let me explain a little about what you can expect during this interview. As I said before, there are no right or wrong answers because this is not a test. I am interested in your experiences, thoughts, and interpretations of the survey items. I will be asking you for details about your interpretations of the survey questions, such as how you understand what is being asked or if anything was confusing to you. Like I said before, your honest feedback is important, so please feel free to share your thoughts and ask any questions that come to your mind.

If, for any reason, the participant is no longer interested in participating, thank the participant for his/her time and end the interview.

After completing the interview, thank participant for his/her time and provide a gift card, as appropriate.