

Date

Dear [Participant Name],

Thank you for agreeing to participate in the Evaluation of Youth CareerConnect (YCC) in [RA MONTH AND YEAR]! This is a national study sponsored by the U.S. Department of Labor (DOL) and is being conducted by researchers at Mathematica Policy Research and Social Policy Research Associates. This important study will help DOL learn more about how high schools can help young people succeed during and after high school. We would like you to complete a survey about your experience in high school so that we can learn from you what works and what might need to change.

When you signed up to be a part of the study, you learned that we would contact you to take part in a survey. It is now time to invite you to participate in that survey. The survey will ask about your experiences in school, courses you have taken, your behavior in school, activities, and plans for future education. Your participation is voluntary and you can skip any questions you do not want to answer. We hope that you will participate and answer as many questions as possible. We will keep your answers private to the fullest extent under the law.

If you complete the survey within the next four weeks you will receive a gift card worth \$40 as a thank you gift for your participation. If you complete the survey after that time, you will receive a gift card worth \$25. The gift card can be used anywhere that credit or debit cards are accepted. You will be mailed the gift card once you complete the survey, so please log-in and complete the survey today!

**To learn how to complete the survey online, please see the insert included with this letter. The survey is meant for only you to complete, so please keep your log-in information somewhere safe.** If you would prefer to complete the survey via telephone with a trained interviewer, please call us at 1-844-213-9986. There is no cost for calling this number.

If you have any questions, please call us. Our phone number is 1-844-213-9986. You can also send us an e-mail at [contact@ycc-study.com](mailto:contact@ycc-study.com).

Thanks again for agreeing to be a part of the study. We look forward to hearing from you soon!

Sincerely,

*Alicia Harrington*

Alicia Harrington  
Survey Director

Enclosure

Ref [MPRID]

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays an Office of Management and Budget (OMB) control number. The valid OMB control number for this information collection is xxxx-xxxx. Public reporting burden for this collection of information is voluntary and is estimated to average 30 minutes, including the time to review instructions, search existing data resources, gather the data needed and complete and review the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Jessica Lohmann at 202-693-5087 or Lohmann.Jessica@DOL.gov and reference the OMB Control Number xxxx-xxxx.