



April 27, 2018

MEMORANDUM

To: Robert Sivinski, OMB
From: Rachel Hansen, NCES
Through: Kashka Kubzdela, NCES
Re: School Survey on Crime and Safety (SSOCS) 2018 and 2020 Online Option Change Request (OMB# 1850-0761 v.15)

The School Survey on Crime and Safety (SSOCS) is a nationally representative survey of elementary and secondary school principals that serves as the primary source of school-level data on crime and safety in public schools. SSOCS is the only recurring federal survey collecting detailed information on the incidence, frequency, seriousness, and nature of violence affecting students and school personnel from the school's perspective. Data are also collected on frequency and types of disciplinary actions taken for select offenses; perceptions of other disciplinary problems, such as bullying, verbal abuse and disorder in the classroom; the presence and role of school security staff; parent and community involvement; staff training; mental health services available to students; and, school policies and programs concerning crime and safety. Prior administrations of SSOCS were conducted in 2000, 2004, 2006, 2008, 2010, and 2016. The 2018 and 2020 SSOCS full-scale data collections were approved in July 2017 with the latest change request approved in September 2017 (OMB# 1850-0761 v.12-14).

This request is to send to all nonresponding principals, regardless of whether they were assigned to be offered the paper or the web version of the questionnaire, an email reminder that provides the option to complete the survey online. This email reminder and online completion option will be sent in an effort to boost the overall response rate for the survey. This request does not involve any changes to the estimated respondent burden or to the cost to the federal government for this study.

The approved versions of Supporting Statement Parts A and B, as well as *Appendix A - SSOCS 2018 & 2020 Communication Materials*, discuss follow-up email reminders sent to principals to remind them to complete the questionnaire, and have been revised to reflect this additional email as part of the follow-up operations.

In **Part A, section A.3**. Appropriate Use of Information Technology (pp.3-4) added the sentence: "Towards the end of data collection, all nonrespondents, regardless of whether the school was assigned to the web test, will receive an email including the link to the survey and the User ID in an effort to boost the overall response rate of the survey."

In **Part B, section B2**. Procedures for the Collection of Information, subsection Initial and Second Mailouts (p.7) added the sentence: "For the fourth follow-up email, all nonrespondents (including the paper treatment) will receive an email including the link to the survey and the User ID. Providing the web option to the paper treatment is an effort to continue to boost the overall response rate of the survey."

In **Appendix A** (p.42) added the "Fourth follow-up e-mail."