

# HIGH SCHOOL LONGITUDINAL STUDY OF 2009 (HSL:09) PANEL MAINTENANCE 2018 & 2021

## APPENDIX D COMMUNICATION MATERIALS

OMB# 1850-0852 v.28

National Center for Education Statistics  
U.S. Department of Education

**June 2018**

## Contents

<b>Panel Maintenance Address Update Paper Form - Example.....</b>	<b>2</b>
<b>Panel Maintenance Address Update Web Form – Example.....</b>	<b>5</b>
<b>Panel Maintenance Letter - Example.....</b>	<b>8</b>
<b>Panel Maintenance Email Text - Example.....</b>	<b>10</b>
<b>Panel Maintenance Reminder Postcard – Sample Member.....</b>	<b>12</b>
<b>Panel Maintenance Reminder Postcard – Parent.....</b>	<b>14</b>

*Note: Emails and letters providing similar content to those shown in this appendix will be sent throughout data collection to encourage participation. In addition, sample members that request follow-up reminders via text message will receive text message prompts to complete the contact information update.*

# Panel Maintenance Address Update Paper Form - Example

## Address Update Information

Thank you very much for your participation in the High School Longitudinal Study of 2009 (HSL:09). Please take a moment to confirm or update [your/Casename's] contact information. We are also requesting that you confirm or update contact information for [your parent/yourself] and provide contact information for one additional person. By updating our records, we will be better able to notify [you/him/her] when it is time for the next round of HSL:09. Please remember that all information you provide will be protected.

After you complete this form, please mail it back to RTI International using the enclosed Business Reply Envelope.

This update may also be completed on our secure website at [Website\_Fil] by entering your study id [ID\_Fill]. You may go online to indicate that the information provided in the form below is correct.

We greatly appreciate your help to make HSL:09 a continued success!

- 
1. [SAMPLE MEMBERS ONLY] May we send you a text message reminder when data collection begins?  
 Yes → Please enter your cell provider here: \_\_\_\_\_  
 No

2. If [your/Casename's] current contact information is *not* correct below, please provide the updated contacting information on the right. If the contact information *is* correct, please check the box.

**[Your/Casename's] contacting information**

**Corrections and additions**

Name:	[CaseName]	_____
Address:	[CaseAddress]	_____
City	[CaseCity]	_____
State	[CaseState]	_____
ZIP	[CaseZIP]	_____
Home phone:	[CaseHome]	_____
Work phone:	[CaseWork]	_____
Cell phone:	[CaseCell]	_____
Primary e-mail address:	[Caseemail1]	_____
Alternate e-mail address:	[Caseemail2]	_____
		_____

- Check here if all information is correct**

3. Please provide contact information for the parent most knowledgeable about [your/CaseName's] education or career. Please also provide contact information for an additional person who will always know how to get in touch with [you/CaseName].

**Parent information**

**Corrections and additions**

Name:	[ParentName]	
Address:	[ParentAddress]	
City:	[ParentCity]	
State:	[ParentState]	
ZIP:	[ParentZIP]	
Home phone:	[Parenthome]	
Work phone:	[ParentWork]	
Cell phone:	[ParentCell]	
Primary e-mail address:	[Parentemail1]	

Alternate e-mail  
address:

\_\_\_\_\_  
[Parentemail2]  
\_\_\_\_\_

Check here if all information is correct

**Other contact  
information**

Name:

\_\_\_\_\_

Address:

\_\_\_\_\_

City:

\_\_\_\_\_

State:

\_\_\_\_\_

ZIP:

\_\_\_\_\_

Home phone:

\_\_\_\_\_

Work phone:

\_\_\_\_\_

Cell phone:

\_\_\_\_\_

Primary e-mail address:

\_\_\_\_\_

Alternate e-mail  
address:

\_\_\_\_\_

\_\_\_\_\_

4. [Are you/Is CaseName] currently enrolled in a college, trade school, or other higher education institution?

- Yes → Please continue with question 5
- No → You are finished with the address update. Thank you.

5. Please provide the name and address of the college, trade school, or other higher education institution that [you/CaseName] attend. Please do not use abbreviated school names (e.g., use Arizona State University, rather than ASU).

School Name:

\_\_\_\_\_

***Thank you in advance for making HSLs:09 a success!***

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According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this voluntary information collection is 1850-0852. The time required to complete this information collection is estimated to average approximately 5 minutes per response, including the time to review instructions, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate, suggestions for improving this information collection, or any comments or concerns regarding the status of your individual submission, please write directly to: The High School Longitudinal Study of 2009 (HSL:09), National Center for Education Statistics, PCP, 550 12th St., SW, 4th floor, Washington, DC 20202.

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# Panel Maintenance Address Update Web Form – Example

## Web Address Update Information

Thank you for your participation in the High School Longitudinal Study of 2009 (HSLs:09). Please take a moment to update [your/CaseName's] contact information and [your/CaseName's] education status. We are also requesting that you provide contacting information for [at least one parent/yourself] and one additional person. By updating our records, we will better be able to notify [you/him/her] when it is time for the next round of HSLs:09. If the address information we sent you in the mail was correct, please check the appropriate box to indicate it was correct and complete.

Please remember that all information you provide will be protected.

We greatly appreciate your help to make HSLs:09 a continued success!

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1. [SAMPLE MEMBERS ONLY] May we send you a text message reminder when data collection begins?<sup>1</sup>
  - Yes → Please enter your cell provider here: \_\_\_\_\_
  - No
2. If [your/CaseName's] current contact information is not correct below, please provide the updated contacting information on the right. Otherwise, check the box at the bottom to indicate the information is correct and complete.

### [Your/CaseName's] contacting information

Name:

Address:

City

State

ZIP

Home phone:

Work phone:

Cell phone:

Primary e-mail address:

Alternate e-mail address:

Check here if all information is correct

3. Please provide the contacting information for the parent most knowledgeable about [your/CaseName's] education or career. Please also provide contacting information for an additional person who will always know how to get in touch with [you/CaseName].

**Parent contacting information**

Name:

Address:

City:

State:

ZIP:

Home phone:

Work phone:

Cell phone:

Primary e-mail address:

Alternate e-mail address:

Check here if all information on the printed form was correct

**One additional person**

Name:

Address:

City:

State:

ZIP:

Home phone:

Work phone:

Cell phone:

Primary e-mail address:



Alternate e-mail address: \_\_\_\_\_  
\_\_\_\_\_

4. [Are you/Is CaseName] currently enrolled in a college, trade school, or other higher education institution?

- Yes → Please continue with question 5
- No → You are finished with the address update. Thank you.

5. Please provide the name and address of the college, trade school, or other higher education institution that [you/CaseName] attend. Please do not use abbreviated school names (e.g., use Arizona State University, rather than ASU).

School Name: \_\_\_\_\_

***Thank you in advance for making HSLs:09 a success!***

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## Panel Maintenance Letter - Example

<date>

<name>

<address>

<city> <state> <zip>

Website: [Website\_Fill]

Study ID: [ID\_Fill]

Password: [PW]

Dear <name>:

Thank you for your ongoing participation in the High School Longitudinal Study of 2009 (HSLs:09). As you may recall, HSLs:09 is conducted by the National Center for Education Statistics (NCES) of the U.S. Department of Education (OMB control # 1850-0852). [Your/CaseName's] voluntary participation, and the participation of other young adults like [him/her/you], has helped to make HSLs:09 a great success and has provided valuable data about young adults' experiences in and out of school.

This important research study follows the same set of over 23,000 young adults as they move from high school to the work force or further schooling to understand what factors influence their learning and development.

As we prepare for the next phase of HSLs:09, which will begin in <date>, we are updating our contact information for study participants. Please update [your/CaseName's] contact information and current educational status. The success of this national longitudinal study depends on having the most up-to-date contact information for all of the young adults involved in HSLs:09.

Please visit our website and use the study ID provided above to complete this information. If you prefer, you may fill out the enclosed address update form and send it back in the return envelope provided or call us at <tollfreephone>. The update should take approximately 5 minutes to complete. <If panel maintenance incentive: We will send you \$<inc-amt> as a token of appreciation for updating your contact information.>

As in prior rounds of HSLs:09, we will ask [you/CaseName] to complete a questionnaire, and [your/his/her] ongoing participation in HSLs:09 is critically important to the study's success. If you have any questions about HSLs:09 or about updating [your/CaseName's] contact information, please call the HSLs:09 help desk at RTI, toll-free, at <tollfreephone>.

NCES is authorized to conduct HSLs:09 by Federal law (ESRA 2002, 20 U.S.C. §9543), for which data are being collected by RTI. **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).** We thank you in advance for your help and greatly appreciate your continued support of this important research!

Sincerely,



Dan Pratt

Project Director

High School Longitudinal Study of 2009

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## Panel Maintenance Email Text - Example

Dear <NAME>:

In <IF F2FS RESPONDENT: 2016><and><IF F2FS NONRESPONDENT: fall of 2009>, [you/your son/your daughter] participated in the High School Longitudinal Study of 2009 (HSLs:09). HSLs:09 is conducted by the National Center for Education Statistics (NCES) of the U.S. Department of Education (OMB control # 1850-0852). As you know, this important research study follows the same set of over 23,000 young adults beyond high school, as some enter the work force or further schooling, to understand what factors influence their learning and development. [Your/CaseName's] voluntary participation, and the participation of other young adults like [you/him/her], has helped to make HSLs:09 a great success and has provided valuable data about young adults' experiences in and out of school.

Recently, we sent a letter asking for your help updating contact information for study participants. If you have already completed this update, we thank you! If you have not yet had an opportunity, this is a friendly reminder to please spend about 5 minutes to update this information at your earliest convenience. We sincerely appreciate your help with this important effort!

<If panel maintenance incentive: As a token of our appreciation, we will send you \$<inc-amt> for updating your contact information.>

Please visit the website below and use the study ID provided to update [your/<CaseName>'s] contact information. We appreciate your continued support of HSLs:09. NCES is authorized to conduct HSLs:09 by Federal law (ESRA 2002, 20 U.S.C. §9543), for which data are being collected by RTI. **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).** If you have any questions, encounter any difficulty on the website, or would prefer to update this information over the telephone, please call the HSLs:09 help desk, toll-free, at <tollfreephone>.

Go to <Website\_Fill>

Enter your study ID: <ID\_Fill>

We look forward to hearing from you.

Dan Pratt  
Project Director  
High School Longitudinal Study of 2009

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## Panel Maintenance Reminder Postcard – Sample Member

*The following pages provide the content of the panel maintenance reminder postcards. The reminder postcards will be printed on 5.5" x 17" paper, then folded and sealed. The images of the postcards presented below are approximately 50 percent of actual size. To facilitate review of the PRA statement text, which appears at the bottom of both postcard images, the text is also included separately below.*

### **PRA Statement for Panel Maintenance Postcards**

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## Jane, We're updating our files...

Thank you for your past participation in the High School Longitudinal Study of 2009 (HSL:09). In a few years, we'll get in touch with you again to find out what has changed in your life.

To reach you then, we need to update your contact information. It only takes about 5 minutes, and you'll receive **\$10** for participating.

Get started at <https://surveys.nces.ed.gov/hsls/>

Study ID: 12345678

Or call **1-800-282-4757** to update over the phone.

### No time to go online? No problem.

Don't miss out on receiving **\$10** for updating your information. Just fill out the card below, tear it off, seal it up, and drop it in the mail—no postage required.

**JANE DOE**

Study ID: 12345678

#### What is your current address?

Addr1: \_\_\_\_\_

Addr2: \_\_\_\_\_

City, St ZIP: \_\_\_\_\_

#### What is the best phone number at which to reach you?

\_\_\_\_\_  Work  Home  Mobile

Best day to call: \_\_\_\_\_ Best time to call: \_\_\_\_\_

**May we send a text message reminder to your mobile phone? If yes, please provide your mobile service provider:** \_\_\_\_\_

#### What is the best email address at which to reach you?

\_\_\_\_\_

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# Panel Maintenance Reminder Postcard – Parent



## We're updating our files...

As Jane Doe's parent or guardian, we want you to know that we appreciate Jane's participation in the High School Longitudinal Study of 2009 (HSL:09). In a few years, we'll get in touch with Jane again to find out what has changed in her life since our last interview.

To reach Jane then, we are asking you to update her contact information. It only takes about 5 minutes, and Jane will receive **\$10** as a token of our appreciation.

Get started at <https://surveys.nces.ed.gov/hsls/>

Study ID: 92345678

Or call **1-800-282-4757** to update over the phone.

## No time to go online? No problem.

Don't let Jane miss out on receiving **\$10** for updating her information. Just fill out the card below, tear it off, seal it up, and drop it in the mail—no postage required.

**JANE DOE**

Study ID: 92345678

### What is Jane's current address?

Addr1: \_\_\_\_\_

Addr2: \_\_\_\_\_

City, St ZIP: \_\_\_\_\_

### What is the best phone number at which to reach Jane?

\_\_\_\_\_  Work  Home  Mobile

Best day to call: \_\_\_\_\_ Best time to call: \_\_\_\_\_

May we send a text message reminder to Jane's mobile phone? If yes, please provide her mobile service provider: \_\_\_\_\_

### What is the best email address at which to reach Jane?

\_\_\_\_\_

NCES is authorized to conduct the High School Longitudinal Study of 2009 (HSL:09) by the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543). The data are being collected for NCES by RTI International, a U.S.-based nonprofit research organization. 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).

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this voluntary information collection is 1850-0852. The time required to complete this information collection is estimated to average approximately 5-7 minutes per response, including the time to review instructions, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate, suggestions for improving this information collection, or any comments or concerns regarding the status of your individual submission, please write directly to: The High School Longitudinal Study of 2009 (HSL:09), National Center for Education Statistics, PCP, 550 12th St., SW, 4th floor, Washington, DC 20202.