

2020 CPS School Enrollment Cognitive Testing

Attachment 1

Contact, Consent, and Receipt Acknowledgment Materials

OMB# 1850-0803 v.269

National Center for Education Statistics (NCES)

May 2020

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Recruiting for participants

Participants will be recruited using all of the materials provided in this document.

We will recruit households with at least one child enrolled in a public, private, or charter school for Kindergarten through 12th grade. We will aim to recruit participants from a variety of states, with a variety of household sizes, and parental education levels.

Email text for personal and professional contacts

Dear [contact]:

The U.S. Census Bureau is assisting with a study for the U.S. Department of Education. In an effort to improve a survey, we are specifically looking for parents or guardians of children enrolled in grades K-12 to participate in a one-time remote voluntary survey and provide feedback after taking it. If you are eligible and participate in the study, you will receive \$40 as a thank you for your participation.

What will I be doing in this study?

You will be asked to complete a brief survey by phone. You will also be asked questions about your experience and perceptions of the survey.

How long is a session?

60 minutes.

When and where?

The study will be held on a date and time convenient to both you and a Census Bureau researcher. You will be able to participate from your home by phone.

Interested in participating?

Please reply to this email with your contact information or call me at [ADD PHONE]. I'll ask you some questions to help us determine if you are eligible for the study.

If someone you know is interested in participating, please contact [contact info].

Thank you for your time and help with this important study.

Sincerely,
[Recruitment Contact Info]

Text for advertisements on social media and/or craigslist

**Education Research Study –Participants Needed
Receive \$40**

The U.S. Census Bureau is looking for participants to help evaluate a survey developed for the U.S. Department of Education. This survey is part of a study that will help educators, researchers, and policy-makers better understand children's care and schooling during the coronavirus (COVID-19) pandemic.

We are looking for the following participants:

- *Parents or guardians who live with children*
 - Enrolled in grades K-12
 - Enrolled in public, private, or charter school.

You will be asked to complete a survey and be asked questions about your experience and perceptions of the survey. Interviews will be 60 minutes and will take place over the phone with Census Bureau staff.

Eligibility to Participate:

If interested, contact the Census Bureau at (301) 763-4979 and mention **Enrollment** or by email at esm.participate@census.gov and enter "**Enrollment**" in the subject line of the email. We will then contact you to complete a brief telephone screening in order to determine if you are eligible. The telephone screening will take approximately 10 minutes to complete. If eligible, the U.S. Census Bureau will schedule an interview at your convenience. If you are eligible and participate in the study, you will receive \$40 as a thank you for your participation.



The U.S. Census Bureau is looking for
Participants for an Education Research Study

\$40 for a 60-minute session

You can participate by phone if you are a:

- Parent or guardian living with a child who is in grades Kindergarten through 12th
- Child is enrolled in a public, private, or charter school

Call Kevin at: 301-763-4979 and mention “Enrollment” or email csm.participate@census.gov with “Enrollment” in subject line

csm.participate@census.gov
301-763-4979
Subject=Enrollment

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Subject = Enrollment

Broadcast Email Announcement¹

Subject: Parents/guardians of children needed for research study

From the Desk of Paul Beatty (Chief, Center for Behavioral Science Methods)

The Center for Behavioral Science Methods is seeking parents or guardians living with one or more children ages 18 or younger to test a survey on children's education. [In particular, we need people outside of Maryland, DC, and Virginia]. This research is to test a supplement for the Current Population Survey. Participants will receive \$40.

Participants must meet at least one of the following criteria:

- *Parents or guardians who live with children*
 - Have 2 or more children
 - Enrolled in grades K-12
 - Enrolled in a public, private, or charter school.
 - Household income below 50,000 a year
 - Live outside of the greater DC area

If you know anyone in the U.S. who meets these criteria, we would appreciate it if you let them know of this research opportunity.

Interviews will be 60 minutes and will take place over the phone with Census Bureau staff. People all over the U.S. are welcome to participate.

While current federal employees are allowed to participate in off-duty time, they are not eligible to receive the incentive payment. Please have interested participants contact us at (301) 763-4979 and mention **Enrollment** or by email at csm.participate@census.gov and enter "Enrollment" in the subject line of the email.

¹ This email will also go to all Census Bureau staff. We have found it useful to have staff forward research opportunities to their own contacts and neighborhood listservs.

Informed Consent

This consent form will be adapted into a format that allows for electronic signature through the software Qualtrics. Signature requires only internet access and participants can use a mouse, finger, or touchpad to sign. The website will be mobile optimized and work on a smartphone.



CPS School Enrollment Consent Form to Participate in Research

Current Population Survey School Enrollment Supplement Consent Form to Participate in Research

Purpose. The Current Population Survey (CPS) School Enrollment supplement is conducted by the National Center for Education Statistics (NCES), part of the U.S. Department of Education. The U.S. Census Bureau is under contract with NCES to develop the questionnaire. The purpose of this study is to evaluate new questionnaire items for the CPS School Enrollment supplement.

Procedures. If you agree to participate, the U.S. Census Bureau will ask you to complete select questionnaire items from the CPS survey as well as parts of the School Enrollment Supplement. The U.S. Census Bureau will also ask you a series of debriefing questions that will help us revise the questionnaire. The interview should take about [60] minutes.

Confidentiality. Your participation is voluntary and 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). Your name will not be attached to the answers you provide.

Possible Risks and Discomforts. We do not anticipate any risks or discomforts for respondents. However, should you feel uncomfortable with any question asked you may skip the question or stop the interview at any time.

Voluntary Participation. Your participation is completely voluntary. A decision to not participate will not be held against you. If you agree to participate, you will receive \$40 cash as a thank you for your time and input in the study.

With your permission, we would like to audio record this interview. The interview will be audio recorded to make sure we don't miss anything that you say and to help us write a report summarizing the results of the interviews. Direct quotes may be used in reports or in research presentations, but your name will never be used in any reports or presentations. If you do not wish to be recorded you may still participate in the interview and will still receive \$40 for your participation.

I have read and understand the statements above. I consent to participate in this study.

Participant's signature

Date

Participant's printed name

Researcher's Name: _____

Researcher's Signature: _____ Date: _____

I understand that for research on the CPS School Enrollment Supplement \$40 cash will be mailed after the session.

Center for Behavioral Science Methods

Received by: _____

Date: _____

Payment Procedure

This is the procedure for obtaining proof that we have given the participant the \$40 for their participation in our study. We plan to pay in cash as follows:

For our remote sessions, the link we will send by e-mail to participants for consent will also include a line for the voucher. It will be signed using their finger or a mouse or touchpad prior to the cognitive interview. If participant does not have any internet access, we could send the voucher through the mail. They will still need to sign it and mail it back to us in a postage paid pre-addressed envelope.

At the end of the interview, the test administrator sends the money using USPS Priority mail or FedEx.

Email wording:

Greetings [participant name],

We are looking forward to working with you on the upcoming education study. Below you will find a link to a webpage where you can give your signature to consent to participate in this research. Please do so before the time of your interview.

If you have any questions please contact me.

[email] or [phone number]

Thanks,

[name]