

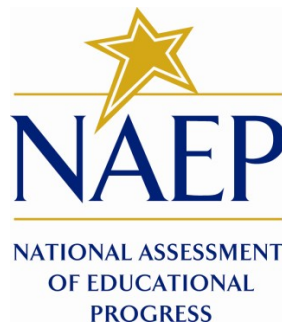
NATIONAL CENTER FOR EDUCATION STATISTICS
NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS

Appendices

National Assessment of Educational Progress (NAEP)

2023 NAEP Family Structure Study

OMB#1850-0803 v.274



September 2020

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Appendix A: Recruitment Email/Letter to After School Programs/Parent-Teacher-Student Associations/Youth Organizations

IF SENT AS EMAIL–Subject: Paid Education Research Opportunity for Students in <4th, 8th, or 12th> Grade
<DATE>

Dear <NAME> [or Hello],

I am contacting you from EurekaFacts, a research organization. We are carrying out an important study for the National Center for Education Statistics (NCES), part of the U.S. Department of Education. Because your organization plays an active role in the community, we **need your help**.

We are looking for students in grades four, eight and twelve to help us test new computer-delivered survey questions about the households that students live in and the people they live with. These questions will be part of the National Assessment of Educational Progress (NAEP) delivered to students nationwide. **Student participation is vital in helping us develop the best questions possible for the test.**

The voluntary research sessions will last no more than 60-minutes. Participants will need a computer or tablet with a video camera and microphone as well as high-speed internet. During the interview with a researcher, each student will be asked to answer survey questions. There will be more than one researcher present during each research interview. While a parent does not have to be present during the interview, they can be. Students will be asked to answer questions about their families and households and then give feedback about their experiences with the questions. Because we care about student privacy, we will assign each student a unique student identifier. Student names will not be linked to their answers.¹ EurekaFacts staff may record audio and video for analysis and take notes about students' reactions to the questions to revise and refine survey content.

If selected to participate, students will receive a \$25 virtual gift card from a major credit card company to thank them for their time. The student's parent or legal guardian will also receive a \$15 virtual gift card from a major credit card company as a thank you for helping the student participate in this study.

Students play a key role in helping us improve our surveys. In fact, their participation enhances the experience of thousands of students all over the United States who will take the surveys.

We would like to ask for your assistance in letting parents/legal guardians and students know how they can be involved in this important study. 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!

Thank you,

<CONTACT NAME>

EurekaFacts

<CONTACT INFORMATION>

¹ The National Center for Education Statistics (NCES) is authorized to conduct NAEP by the National Assessment of Educational Progress Authorization Act (20 U.S.C. §9622) and to collect students' education records from education agencies or institutions for the purposes of evaluating federally supported education programs under the Family Educational Rights and Privacy Act (FERPA, 34 CFR §§ 99.31(a)(3)(iii) and 99.35). 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). By law, every NCES employee as well as every NCES agent, such as contractors and NAEP coordinators, has taken an oath and is subject to a jail term of up to 5 years, a fine of \$250,000, or both if he or she willfully discloses ANY identifiable information about participants. Electronic submission of participant's information will be monitored for viruses, malware, and other threats by Federal employees and contractors in accordance with the Cybersecurity Enhancement Act of 2015. The collected information will be combined across respondents to produce statistical reports.

Appendix B: Recruitment Email/Letter to Parent(s)/Legal Guardian(s) of Student Participants (Under Age 18)

IF SENT AS EMAIL-Subject: Paid Education Research Opportunity

<DATE>

Dear <NAME> [or Hello],

I am contacting you from EurekaFacts, a research organization. We are reaching out to parents of <4th, 8th, or 12th> grade students just like you because we need your help. We are carrying out an important study for the National Center for Education Statistics (NCES), part of the U.S. Department of Education.

We are reaching out to parents of students currently in grades four, eight and twelve to help us test new computer-delivered survey questions about the households that students live in and the people they live with. These questions will be part of the National Assessment of Educational Progress (NAEP) delivered to students nationwide. **Student participation is vital in helping us develop the best questions possible for the test.**

The voluntary research interviews will be held virtually via <Zoom or other videoconference platform> and will last no more than 60-minutes. During the interview with a researcher, each student will be asked to answer survey questions. There will be more than one researcher present during each research interview. While a parent does not have to be present during the interview, they can be. Participants will need a computer or tablet with a video camera and microphone as well as high-speed internet.

While we will record audio and video for the purposes of this interview, the files will be deleted upon completion of the final report. The <Zoom or another videoconference platform> interview will be recorded.

If selected to participate, your child will receive a \$25 virtual gift card at the end of the interview as a thank you. The student's parent or legal guardian will also receive a \$15 virtual gift card from a major credit card company as a thank you for helping the student participate in this study.

Because we care about your child's privacy, we will assign him/her/them a unique student identifier. At no time will your child's name be linked to his/her answers.¹ This study is voluntary and has many interviews available. Your child can be scheduled at a time that works best for you.

If your child is interested in this study, please <fill out an intake form at <LINK> OR call <CONTACT PHONE>. We look forward to speaking with you soon!

Thank you,

<CONTACT NAME>

EurekaFacts

<CONTACT INFORMATION>

¹ The National Center for Education Statistics (NCES) is authorized to conduct NAEP by the National Assessment of Educational Progress Authorization Act (20 U.S.C. §9622) and to collect students' education records from education agencies or institutions for the purposes of evaluating federally supported education programs under the Family Educational Rights and Privacy Act (FERPA, 34 CFR §§ 99.31(a)(3)(iii) and 99.35). 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). By law, every NCES employee as well as every NCES agent, such as contractors and NAEP coordinators, has taken an oath and is subject to a jail term of up to 5 years, a fine of \$250,000, or both if he or she willfully discloses ANY identifiable information about participants. Electronic submission of participant's information will be monitored for viruses, malware, and other threats by Federal employees and contractors in accordance with the Cybersecurity Enhancement Act of 2015. The collected information will be combined across respondents to produce statistical reports.

Appendix C: Recruitment Email/Letter to Student Participants (Age 18 or Older)

IF SENT AS EMAIL-Subject: Paid Education Research Opportunity

<DATE>

Dear <NAME> [or Hello],

I am contacting you from EurekaFacts, a research organization. We are reaching out to 12th grade students just like you because we need your help. We are carrying out an important study for the National Center for Education Statistics (NCES), part of the U.S. Department of Education.

We are reaching out to students currently in grade twelve to help us test new computer-delivered survey questions about the households that students live in and the people they live with. These questions will be part of the National Assessment of Educational Progress (NAEP) delivered to students nationwide. **Student participation is vital in helping us develop the best questions possible for the test.**

The voluntary research interviews will be held virtually via <Zoom or other videoconference platform> and will last no more than 60-minutes. During the interview with a researcher, each student will be asked to answer survey questions. There will be more than one researcher present during each research interview. Participants will need a computer or tablet with a video camera and microphone as well as high-speed internet.

While we will record audio and video for the purposes of this interview, the files will be deleted upon completion of the final report. The <Zoom or another videoconference platform> interview will be recorded.

If selected to participate, you will receive a \$25 virtual gift card at the end of the interview as a thank you.

Because we care about your privacy, we will assign you a unique student identifier. At no time will your name be linked to your answers.¹ This study is voluntary and has many interviews available. You can be scheduled at a time that works best for you.

If you are interested in this study, please <fill out an intake form at <LINK> OR call <CONTACT PHONE>. We look forward to speaking with you soon!

Thank you,

<CONTACT NAME>

EurekaFacts

<CONTACT INFORMATION>

Appendix D: Recruitment Screener Phone Script for Parents/Legal Guardians of Student Participants (Under Age 18)

¹ The National Center for Education Statistics (NCES) is authorized to conduct NAEP by the National Assessment of Educational Progress Authorization Act (20 U.S.C. §9622) and to collect students' education records from education agencies or institutions for the purposes of evaluating federally supported education programs under the Family Educational Rights and Privacy Act (FERPA, 34 CFR §§ 99.31(a)(3)(iii) and 99.35). 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). By law, every NCES employee as well as every NCES agent, such as contractors and NAEP coordinators, has taken an oath and is subject to a jail term of up to 5 years, a fine of \$250,000, or both if he or she willfully discloses ANY identifiable information about participants. Electronic submission of participant's information will be monitored for viruses, malware, and other threats by Federal employees and contractors in accordance with the Cybersecurity Enhancement Act of 2015. The collected information will be combined across respondents to produce statistical reports.

Script When Leaving a Voice Message for a Parent/Legal Guardian Who Responded to Email:

Good <morning/afternoon/evening>. I am trying to reach <NAME OF PARENT/LEGAL GUARDIAN>. My name is <NAME>. I'm calling from EurekaFacts on behalf of the National Center for Education Statistics, or NCES, part of the U.S. Department of Education. Thank you for contacting us about the possibility of your child participating in a research interview to help develop survey questions for the National Assessment of Educational Progress, or NAEP. If you are still interested in having your child participate, please contact us at <PHONE NUMBER>. Thank you, and have a great day.

Script When Calling a Parent/Legal Guardian Who Responded to Email:

Good <morning/afternoon/evening>. Is this <NAME OF PARENT/LEGAL GUARDIAN>? My name is <NAME>. I'm calling from EurekaFacts on behalf of the National Center for Education Statistics, or NCES, part of the U.S. Department of Education.

Thank you for contacting us about the possibility of your child participating in a research interview to help develop survey questions for the National Assessment of Educational Progress, or NAEP.

[Skip to Screener Script]

Script When Answering a Call from a Parent/Legal Guardian Responding to Email :

Hello <NAME OF PARENT/LEGAL GUARDIAN>. Thanks for contacting us about the possibility of your child participating in a research interview to help develop survey questions for the National Assessment of Educational Progress, or NAEP.

Screener Script

We are carrying out research interviews to explore how students work through an early version of new NAEP survey questions about students' families and households to make sure that they are clear and understandable to a broad range of students. If selected to participate, your child will receive a \$25 gift card from a major credit card company as a thank-you for <his or her or their> participation. You will also receive a \$15 gift card from a major credit card company as a thank you for helping the student participate in this study.

This research study will be conducted online via a virtual meeting platform. It will last no more than 60 minutes and can be scheduled at your convenience. Students will need to be able to participate in a virtual meeting from a quiet place using a computer or tablet with a video camera and microphone.

We will observe and ask about your child's understanding of the questions. Your child will also be asked whether <he or she or they> has any suggestions about how to improve the questions. Research staff may record audio and video for analysis and take notes about your child's reactions to the questions in order to revise and refine survey content. No other personally identifying information will be retained, and all recordings will be deleted upon completion of the final report.

These research sessions are an important stage of the NAEP test development process. The feedback your child provides can help NCES evaluate the survey questions to create the best survey possible. Do you think <he or she or they> would be interested in participating?

[If YES:] Great! To ensure that we conduct this research with a broad mix of students, I have a few brief questions to ask you. It should only take a few minutes of your time. First, I want to collect some additional information about your child to identify if <he or she or they> meets the participation requirements. If you do not wish to provide a response to a specific question, you may say "I prefer not to answer."

[If NO:] Thank you, have a good <day or evening>. [END CALL]

[Determine recruitment needs in advance. Record all responses. End screener at whatever point the parent/legal guardian gives a response that confirms that their group has already been sampled adequately. End Screener script: Thank you for answering my questions. Based on the requirements of this study, we are not able to include your child in the interviews at this time. Thank you for your time. Have a good <day or evening>. [END CALL]]

1. What is your child's name?

2. What grade is your child currently in? (DO NOT READ THE LIST.)

- K - 3rd → [Unfortunately, we are only interviewing students currently in grades four, eight, and twelve for this study. Thank you for your time. Have a good <day or evening>.]
- 4th → (Good.)
- 5th - 7th → [Unfortunately, we are only interviewing students currently in grades four, eight, and twelve for this study. Thank you for your time. Have a good <day or evening>.]
- 8th → (Good.)
- 9th - 11th → [Unfortunately, we are only interviewing students currently in grades four, eight, and twelve for this study. Thank you for your time. Have a good <day or evening>.]
- 12th → (Good.)

3. What is your child's gender: _____

4. What school does your child attend? (Note if homeschooled. This does not include students learning remotely due to COVID-19 school closings.)

5. What school district does your child attend? (Note if charter, parochial, private, or homeschooled.)

6. Is the student enrolled in any English language learner (ELL) classes at this time? _____

7. Is your child currently enrolled in any of the following types of courses? (Mark all that apply.)

Honor courses

Remedial courses

[Include for Grade 12 only] Advanced placement (e.g., AP, IB, or other college-level courses)

8. What is your child's ethnicity and race? (Read list only if respondent doesn't immediately reply: Is your child...? If the respondent indicates they prefer not to disclose this information, say: *That's fine.* and move on to the next question.)

Ethnicity:

Hispanic or Latino

Not Hispanic or Latino

Race (one or more of the categories below):

American Indian or Alaska Native

Asian

Black or African American

Native Hawaiian or other Pacific Islander

White or Caucasian

9. *Does your child live in one household, or does this child split time living in two or more households? Please note that this question is about your child's normal living arrangements – do not count temporary living arrangement changes due to COVID-19.*

One household

Two or more households

10. *Does your child spend at least 2 nights a week in each household?*

Yes

No

11. *Please tell me whether any of the following adults live with this child. Include all adults from all of the households the child live in. (Mark all that apply)*

One of the child's biological or adoptive parents

Both of the child's biological or adoptive parents

The child's step-parent(s)

The child's foster parent(s)

The child's grandparent(s)

The child's aunt(s), uncle(s), or other adult relative(s)

An adult who is not related to the child

12. *How far in school did you go?*

I did not finish high school

I graduated from high school or have a high school degree

I had some college but did not graduate

I graduated from college

Prefer not to answer

13. *If you have a partner, how far in school did they go?*

They did not finish high school

They graduated from high school or have a high school degree

They had some college but did not graduate

They graduated from college

Prefer not to answer

Not applicable

14. Have you worked for pay in the last month?

Yes

No

Prefer not to answer

15. If you have a partner, have they worked for pay in the last month?

Yes

No

Prefer not to answer

Not applicable

16. What language did your child learn when <he or she or they> first began to talk?

17. What language does your child most frequently speak at home? -----

[If the parent/legal guardian asks why you are asking this question, respond with: *Just to be sure we're interviewing a broad range of students for this study.*]

18. Does your child 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 answer

19. What is your total annual household income range based on the following ranges? (If the respondent indicates they prefer not to disclose this information, say: *That's fine.* and move on to the next question.)

Less than \$30,000

\$30,000 to \$59,999

\$60,000 to \$99,999

\$100,000 or more

20. Does your child live in a rural, suburban, or urban area?

Rural

Suburban

Urban

Don't Know

Prefer not to answer

Thank you for answering these questions. Your child is eligible to participate in the NAEP research interviews.

Please note that you will be required to sign a permission form to confirm that you have agreed to allow your child to participate in the interview. We will be holding our current interviews from <DATE> to <DATE>. What would be the best date(s)/time(s) to schedule the interview?

Date(s): _____

Time(s): _____

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

Thank you so much for talking with us today. We look forward to communicating with you soon.

Appendix E: Recruitment Screener Phone Script for Student Participants (Age 18 or Older)

Script When Leaving a Voice Message for a Student Who Responded to Email:

Good <morning/afternoon/evening>. I am trying to reach <NAME OF STUDENT>. My name is <NAME>. I'm calling from EurekaFacts on behalf of the National Center for Education Statistics, or NCES, part of the U.S. Department of Education. Thank you for contacting us about the possibility of you participating in a research interview to help develop survey questions for the National Assessment of Educational Progress, or NAEP. If you are still interested in participating, please contact us at <PHONE NUMBER>. Thank you, and have a great day.

Script When Calling a Student Who Responded to Email:

Good <morning/afternoon/evening>. Is this <NAME OF STUDENT>? My name is <NAME>. I'm calling from EurekaFacts on behalf of the National Center for Education Statistics, or NCES, part of the U.S. Department of Education.

Thank you for contacting us about the possibility of you participating in a research interview to help develop survey questions for the National Assessment of Educational Progress, or NAEP.

[Skip to Screener Script]

Script When Answering a Call from a Student Responding to Email:

Hello <NAME OF STUDENT>. Thanks for contacting us about the possibility of you participating in a research interview to help develop survey questions for the National Assessment of Educational Progress, or NAEP.

Screener Script

We are carrying out research interviews to explore how students work through an early version of new NAEP survey questions about students' families and households to make sure that they are clear and understandable to a broad range of students. If selected to participate, you will receive a \$25 gift card from a major credit card company as a thank-you for your participation.

This research study will be conducted online via a virtual meeting platform. It will last no more than 60 minutes and can be scheduled at your convenience. You will need to be able to participate in a virtual meeting from a quiet place using a computer or tablet with a video camera and microphone.

We will observe and ask about your understanding of the questions. You will also be asked whether you have any suggestions about how to improve the questions. Research staff may record audio and video for analysis and take notes about your reactions to the questions in order to revise and refine survey content. No other personally identifying information will be retained, and all recordings will be deleted upon completion of the final report.

These research sessions are an important stage of the NAEP test development process. The feedback you provide can help NCES evaluate the survey questions to create the best survey possible. Do you think you would be interested in participating?

[If YES:] Great! To ensure that we conduct this research with a broad mix of students, I have a few brief questions to ask you. It should only take a few minutes of your time. First, I want to collect some additional information about you to identify if you meet the participation requirements. If you do not wish to provide a response to a specific question, you may say "I prefer not to answer."

[If NO:] Thank you, have a good <day or evening>. [END CALL]

[Determine recruitment needs in advance. Record all responses. End screener at whatever point the student gives a response that confirms that their group has already been sampled adequately. End Screener script: *Thank you for answering my questions. Based on the requirements of this study, we are not able to include you in the interviews at this time. Thank you for your time. Have a good <day or evening>.* [END CALL]]

1. What is your name?

2. What grade are you currently in? (DO NOT READ THE LIST.)

- Any grade other than 12th → [Unfortunately, we are only interviewing students currently in grades four, eight, and twelve for this study. Thank you for your time. Have a good <day or evening>.]
- 12th → (Good.)

3. What is your child's gender: _____

4. What school do you attend? (Note if homeschooled. This does not include students learning remotely due to COVID-19 school closings.)

5. What school district do you attend? (Note if charter, parochial, private, or homeschooled.)

6. Are you enrolled in any English language learner (ELL) classes at this time? _____

7. Are you currently enrolled in any of the following types of courses? (Mark all that apply.)

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

8. What is your ethnicity and race? (Read list only if respondent doesn't immediately reply: *Are you...?* If the respondent indicates they prefer not to disclose this information, say: *That's fine.* and move on to the next question.)

Ethnicity:

- Hispanic or Latino
- Not Hispanic or Latino

Race (one or more of the categories below):

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

9. Do you live in one household, or do you split time living in two or more households? Please note that this question is about your normal living arrangements – do not count temporary living arrangement changes due to COVID-19.

One household

Two or more households

10. Do you spend at least 2 nights a week in each household?

Yes

No

11. Please tell me whether any of the following adults live with you. Include all adults from all of the households you live in. (Mark all that apply)

One of your biological or adoptive parents

Both of your biological or adoptive parents

Your step-parent(s)

Your foster parent(s)

Your grandparent(s)

Your aunt(s), uncle(s), or other adult relative(s)

An adult who is not related to you

12. What language did you learn when you first began to talk? _____

13. What language do you most frequently speak at home? _____

[If the student asks why you are asking this question, respond with: *Just to be sure we're interviewing a broad range of students for this study.*]

14. Do you 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 answer

15. What is your total annual household income range based on the following ranges? (If the respondent indicates they prefer not to disclose this information, say: *That's fine.* and move on to the next question.)

Less than \$30,000

\$30,000 to \$59,999

\$60,000 to \$99,999

\$100,000 or more

Don't Know

Prefer not to answer

16. Does your child live in a rural, suburban, or urban area?

Rural

- Suburban
- Urban
- Don't Know
- Prefer not to answer

Thank you for answering these questions. You are eligible to participate in the NAEP research interviews.

Please note that you will be required to sign a permission form to confirm that you have agreed to participate in the interview. We will be holding our current interviews from <DATE> to <DATE>. What would be the best date(s)/time(s) to schedule the interview?

Date(s): _____

Time(s): _____

Please mark all the interviews that would work for the student if he or she or they qualifies to participate. Not all of these times will be used. We are trying to schedule a limited number of interviews that will be convenient for the largest number of participants.

<DATE>	<TIME>	<TIME>	<TIME>
<DATE>	<TIME>	<TIME>	<TIME>
<DATE>	<TIME>	<TIME>	<TIME>
<DATE>	<TIME>	<TIME>	<TIME>

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

Thank you so much for talking with us today. We look forward to communicating with you soon.

Appendix F: Recruitment Web-Surveyor Intake Form—Link Provided in Emails/Letters to Parents/Legal Guardians of Students (Under Age 18) Interested in Participating

Student Name (Last, First): _____

If the student is under age 18, please provide parent/guardian information:

Parent/Legal Guardian Name (Last, First): _____

Phone Number: _____

Does the student have access to a computer or tablet with a video camera and microphone?

Yes

No

Student's Grade (during the 2020-2021 school year): 4th __ 8th __ 12th __

What school does the student attend? _____

What school district does the student attend? _____

Student's Gender: _____

Student's Ethnicity/Race:

Ethnicity:

Hispanic or Latino

Not Hispanic or Latino

Race (select all that apply):

American Indian or Alaska Native

Native Hawaiian or other Pacific Islander

Asian

White

Black or African American

Prefer not to answer

Does the student live in one household, or does this student split time living in two or more households? Please note that this question concerns the student's normal living arrangements – do not count temporary living arrangement changes due to COVID-19.

One household

Two or more households

Does this student spend at least 2 nights a week in each household?

Yes

No

Which of the following adults live with the student? Please include all adults from all of the students' households.

One of the student's biological or adoptive parents

Both of the student's biological or adoptive parents

The student's step-parent(s)

The student's foster parent(s)

The student's grandparent(s)

The student's aunt(s), uncle(s), or other adult relative(s)

An adult who is not related to the student

How far in school did you go?

I did not finish high school

I graduated from high school or have a high school degree

I had some college but did not graduate

I graduated from college

Prefer not to answer

If you have a partner, how far in school did they go?

They did not finish high school

They graduated from high school or have a high school degree

They had some college but did not graduate

They graduated from college

Prefer not to answer

Not applicable

Have you worked for pay in the last month?

Yes

No

Prefer not to answer

If you have a partner, have they worked for pay in the last month?

Yes

No

Prefer not to answer

Not applicable

Which language did the student learn when he or she first began to talk? _____

Which language does the student most frequently speak at home? _____

Is the student enrolled in any English language learner (ELL) classes at this time?

Yes

No

Is the student 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

Remedial courses

Does the student participate in the National School Lunch program?

Yes

No

Prefer not to answer

What is the student's total annual household income range based on the following ranges?

Less than \$30,000

\$30,000 to \$59,999

\$60,000 to \$99,999

\$100,000 or more

Don't Know

Prefer not to answer

Does the student live in a rural, suburban, or urban area?

Rural

Suburban

Urban

Don't Know Prefer not to answer

Possible Time For 60-Minute Interview:

Please mark all the interviews that would work for the student if he or she or they qualifies to participate. Not all of these times will be used. We are trying to schedule a limited number of interviews that will be convenient for the largest number of participants .

<DATE>	<TIME>	<TIME>	<TIME>
<DATE>	<TIME>	<TIME>	<TIME>
<DATE>	<TIME>	<TIME>	<TIME>
<DATE>	<TIME>	<TIME>	<TIME>

If you are unavailable during any of the interview times above, please provide some alternative date(s) and time(s) that you may be available from <DATE> to <DATE>. Please include your time zone in your response.

If the student qualifies to participate, we will need to follow up with you for scheduling purposes. Please provide us with your contact information.

FIRST NAME: _____
LAST NAME: _____
EMAIL ADDRESS: _____
MOBILE PHONE NUMBER: _____
ALTERNATE PHONE NUMBER: _____

To complete the submission of this form, please click the "Submit" button. You will be contacted within <TIMEFRAME> to let you know whether or not the student has been selected to participate in this study.

(SUBMIT BUTTON)

Appendix G: Recruitment Web-Surveyor Intake Form—Link Provided in Emails/Letters to Students (Age 18 or Older) Interested in Participating

Student Name (Last, First): _____

Phone Number: _____

Do you have access to a computer or tablet with a video camera and microphone?

Yes

No

Your Grade (during the 2020-2021 school year): __ 12th __

What school do you attend? _____

What school district do you attend? _____

Your Gender: _____

Your Ethnicity/Race:

Ethnicity:

Hispanic or Latino

Not Hispanic or Latino

Race (select all that apply):

American Indian or Alaska Native

Native Hawaiian or other Pacific Islander

Asian

White

Black or African American

Prefer not to answer

Do you live in one household, or does this student split time living in two or more households? Please note that this question concerns your normal living arrangements – do not count temporary living arrangement changes due to COVID-19.

One household

Two or more households

Do you spend at least 2 nights a week in each household?

Yes

No

Which of the following adults live with you? Please include all adults from all of the students' households.

- One of your biological or adoptive parents
- Both of your biological or adoptive parents
- Your step-parent(s)
- Your foster parent(s)
- Your grandparent(s)
- Your aunt(s), uncle(s), or other adult relative(s)
- An adult who is not related to you

Which language did you learn when you first began to talk? _____

Which language do you most frequently speak at home? _____

Are you enrolled in any English language learner (ELL) classes at this time?

- Yes
- No

Are you 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
- Remedial courses

Do you participate in the National School Lunch program?

- Yes
- No
- Prefer not to answer

What is your total annual household income range based on the following ranges?

- Less than \$30,000
- \$30,000 to \$59,999
- \$60,000 to \$99,999

\$100,000 or more

Don't Know

Do you live in a rural, suburban, or urban area?

Rural

Suburban

Urban

Don't Know

Prefer not to answer

Possible Time For 60-Minute Interview:

Please mark all the interviews that would work for you if you qualify to participate. Not all of these times will be used. We are trying to schedule a limited number of interviews that will be convenient for the largest number of participants.

<DATE>	<TIME>	<TIME>	<TIME>
<DATE>	<TIME>	<TIME>	<TIME>
<DATE>	<TIME>	<TIME>	<TIME>
<DATE>	<TIME>	<TIME>	<TIME>

If you are unavailable during any of the interview times above, please provide some alternative date(s) and time(s) that you may be available from <DATE> to <DATE>. Please include your time zone in your response.

If you qualify to participate, we will need to follow up with you for scheduling purposes. Please provide us with your contact information.

FIRST NAME: _____

LAST NAME: _____

EMAIL ADDRESS: _____

MOBILE PHONE NUMBER: _____

ALTERNATE PHONE NUMBER: _____

To complete the submission of this form, please click the "Submit" button. You will be contacted within <TIMEFRAME> to let you know whether or not the student has been selected to participate in this study.

(SUBMIT BUTTON)

Appendix H: Confirmation of Interview Email/Day-of Interview Reminder Email to Parents/Legal Guardians of Student Participants (Under Age 18)

Dear <NAME>:

Thank you for agreeing to help us test the new NAEP computer-delivered survey questions about the households that students live in and the people they live with for the National Assessment of Educational Progress (NAEP).

The interview will last about 60-minutes. **We will begin the interview promptly at <TIME>**, and it is important that you join the <Zoom or other videoconference platform> virtual interview 15-minutes early to check in. Please be ready at your computer or tablet and have your video camera and microphone turned on. The room should be quiet and have minimal distractions.

This is a <friendly reminder OR confirmation> that your child has been scheduled to participate in a study at the following date/time:

DATE: <Day of Week, Month, Day, Year>
TIME: <XX:XX AM/PM, Time Zone of participant's location>
GIFT CARD: Your child will receive a \$25 virtual gift card to thank them for their participation. The student's parent or legal guardian will also receive a \$15 virtual gift card to thank him or her for helping the student participate in this study.
LINK <Link to <Zoom or other videoconference platform> virtual meeting>

PLEASE COMPLETE THE FOLLOWING ITEM BEFORE THE RESEARCH INTERVIEW

- Signed parent/guardian consent form (attached). You must print, sign, scan or photograph it, and email it to <E-MAIL ADDRESS>. Without a signed form, your child cannot participate in the interview and receive the \$25 virtual gift card.

BRING THE FOLLOWING ITEMS TO THE RESEARCH INTERVIEW:

- Parent/guardian valid state-issued picture ID—this is required for participation.
- If your child uses eyeglasses for reading or watching TV, they should wear them during the study interview.

Thank you for volunteering in this very important research for NAEP. We look forward to seeing you. If you have any questions about the study, please contact <CONTACT NAME> at <CONTACT INFORMATION>.

Sincerely,
<NAME>
EurekaFacts

Appendix I: Confirmation of Interview Email/Day-of Interview Reminder Email to Student Participants (Age 18 or Older)

Dear <NAME>:

Thank you for agreeing to help us test the new NAEP computer-delivered survey questions about the households that students live in and the people they live with for the National Assessment of Educational Progress (NAEP).

The interview will last about 60-minutes. **We will begin the interview promptly at <TIME>**, and it is important that you join the <Zoom or other videoconference platform> virtual interview 15-minutes early to check in. Please be ready at your computer or tablet and have your video camera and microphone turned on. The room should be quiet and have minimal distractions.

This is a <friendly reminder OR confirmation> that you have been scheduled to participate in a study at the following date/time:

DATE: <Day of Week, Month, Day, Year>
TIME: <XX:XX AM/PM, Time Zone of participant's location>
GIFT CARD: You will receive a \$25 virtual gift card to thank you for your participation.
LINK <Link to <Zoom or other videoconference platform> virtual meeting>

PLEASE COMPLETE THE FOLLOWING ITEM BEFORE THE RESEARCH INTERVIEW

- Signed consent form (attached). You must print, sign, scan or photograph it, and email it to <E-MAIL ADDRESS>. Without a signed form, you cannot participate in the interview and receive the \$25 virtual gift card.

BRING THE FOLLOWING ITEMS TO THE RESEARCH INTERVIEW:

- A valid state-issued picture ID—this is required for participation.
- If you use eyeglasses for reading or watching TV, you should wear them during the study interview.

Thank you for volunteering in this very important research for NAEP. We look forward to seeing you. If you have any questions about the study, please contact <CONTACT NAME> at <CONTACT INFORMATION>.

Sincerely,
<NAME>
EurekaFacts

Appendix J: Consent Form for Parents/Legal Guardians of Student Participants (Under Age 18)

PARENTAL CONSENT FORM FOR PARTICIPATION IN RESEARCH

EurekaFacts

The National Assessment of Educational Progress (NAEP) Family Structure Interactive Items

Your child is being asked to participate in a research study which involves PROVIDING FEEDBACK ON SURVEY QUESTIONNAIRE ITEMS, 60-MINUTES, ONLINE VIA <ZOOM OR ANOTHER VIDEOCONFERENCE PLATFORM>. This consent form explains the research 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. The U.S. Office of Management and Budget has approved the data collection under the OMB control number 1850-0803 (expires 06/30/2022).

1. What is this study about?

The National Center for Education Statistics (NCES), part of the U.S. Department of Education, is conducting research sessions with students currently in fourth, eighth, and twelfth grade about new survey questions that ask the households that students live in and the people they live with. The purpose of this study is to inform updates to existing survey questions about student households for the National Assessment of Educational Progress (NAEP). Your child's feedback will help NCES improve the survey, so students like him or her understand all the questions and find them easy to answer. (More information about the NAEP assessment is available online at: [http://nces.ed.gov/nationsreportcard/.](http://nces.ed.gov/nationsreportcard/))

2. What will happen during the research interviews?

During the interview, each participant will work through an early version of new NAEP survey questions that he or she will be asked to answer on a computer. A researcher will ask what the student was thinking as he or she completed the questions, whether he or she thinks the questions are clear and understandable, and whether he or she has any suggestions on how to improve the questions. NCES wants to hear your child's thoughts to improve the survey questions and make the questions easier to understand.

Specific knowledge is not required, and participants' responses will not be graded. There will be more than one adult on the remote call during each research interview. No names will be mentioned in the summary of findings and no personally identifying information will be retained once the study ends.

This research study will be conducted online via a virtual meeting platform.

3. How long will the research interview last?

The amount of time your child will participate in this research study is no more than 60-minutes. The interview requires only one virtual meeting session.

4. How will my child's data be used?

Data will be used for research purposes to inform survey question development. Your child will be assigned a unique student identifier and at no time will his/her name be linked to any of his/her answers. The study will not retain any personally identifiable information. Prior to the start of the study, students will be notified that their participation is voluntary and that the information they 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).

Audio and video will be recorded for analysis, but no other personally identifying information will be recorded or retained. All recordings will be destroyed after the release of the final report.

Anonymized data may be used in future research studies; this de-identified data will only be accessible to researchers conducting the study and will not be shared with outside entities. Research findings may also be shared at educational conferences and in academic publications, however, your child will not be individually identified.

5. How will my child's data be maintained?

Data will be kept confidential and securely stored on encrypted, password-protected computers and servers and/or secure, locked filing cabinets.

6. What are my child's rights and what else should I know as the parent of a research study participant?

Your child's participation in this research study is completely voluntary, and your child has the right to withdraw from this study at any time and can end early if he/she wishes with the knowledge that if he/she withdraws early, he/she forgoes payment. All information gathered from your child up to the point of withdrawal will be deleted. Your child may choose not to take part in this research study at all, and your child also has the right to refuse to answer any questions that make them uncomfortable. You and your child also have the right to know specifically how your child's data will be used.

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

Students will be told at the beginning of the discussion that they can skip any question they do not want to answer. However, if thinking about the questions upsets them or makes them sad, they may want to talk with a counselor. In that case, we will provide them with a list of resources at the end of the interview.

8. What are the benefits of being in the study?

There are no known benefits for your child to take part, but your child's answers will help us improve the survey.

9. What other options are there?

You may choose to not allow your child to participate in this research study.

10. Can participation end early?

Participation in this study is completely voluntary. Your child has the right to refuse to answer questions. Your child may choose to withdraw from this study at any time and can end early if he or she wishes.

11. Will my child receive a payment?

For participating in this research study your child will be paid \$25 via virtual gift card. Your child will be paid if he/she completes the full 60-minute research study. You will receive a \$15 virtual gift card to thank you for helping the student participate in this study.

12. Whom can I contact with questions or for further information?

If you or your child have any questions or concerns about this research study, or if your child has any problems that occur from taking part in this research study, you or your child may contact the researcher <CONTACT NAME>, who is coordinating this study on behalf of NCES. If you have any questions, please call <CONTACT PHONE> or email <CONTACT EMAIL>.

Statement of informed consent: I have read and understand this consent form and understand I can contact the researcher if I have any concerns. I also understand that the research study content to which my child will have access is confidential and the property of ETS.

Please select one of the following statements:

___ **Yes**, I agree to allow my child to participate in this research study.

____ **No**, I do not want my child to participate in this research study.

Parent/Guardian Signature and Date

Parent/Guardian Printed Name

Print Child's Name

Permission to Use Identifiable Media (Audio and Video Recordings). I have read this consent form, and I understand that my child's name will not appear on any materials.

Please select one of the following statements:

- **I DO** give permission to include my child on an audio/video-recording for use only by the research team, including use for assessment development, product development, research and/or training purposes. No names will appear on any materials.

- **I DO NOT** give permission to include my child's voice on an audio/video-recording for any purposes other than their participation in this research study.

Appendix K: Consent Form for Student Participants (Age 18 or Older)

CONSENT FORM FOR PARTICIPATION IN RESEARCH

EurekaFacts

The National Assessment of Educational Progress (NAEP) Family Structure Interactive Items

You are being asked to participate in a research study which involves PROVIDING FEEDBACK ON SURVEY QUESTIONNAIRE ITEMS, 60-MINUTES, ONLINE VIA <ZOOM OR ANOTHER VIDEOCONFERENCE PLATFORM>. This consent form explains the research 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. The U.S. Office of Management and Budget has approved the data collection under the OMB control number 1850-0803 (expires 06/30/2022).

1. What is this study about?

The National Center for Education Statistics (NCES), part of the U.S. Department of Education, is conducting research sessions with students currently in fourth, eighth, and twelfth grade about new survey questions that ask about the households that students live in and the people they live with. The purpose of this study is to inform updates to existing survey questions about student households for the National Assessment of Educational Progress (NAEP). Your feedback will help NCES improve the survey, so students like you understand all the questions and find them easy to answer. (More information about the NAEP assessment is available online at: <http://nces.ed.gov/nationsreportcard/>.)

2. What will happen during the research interviews?

During the interview, you will work through an early version of new NAEP survey questions that you will be asked to answer on a computer. A researcher will ask what you were thinking as you completed the questions, whether you think the questions are clear and understandable, and whether you have any suggestions on how to improve the questions. NCES wants to hear your thoughts to improve the survey questions and make the questions easier to understand.

Specific knowledge is not required, and your responses will not be graded. There will be more than one adult on the remote call during each research interview. No names will be mentioned in the summary of findings and no personally identifying information will be retained once the study ends.

This research study will be conducted online via a virtual meeting platform.

3. How long will the research interview last?

The amount of time you will participate in this research study is no more than 60-minutes. The interview requires only one virtual meeting session.

4. How will my data be used?

Data will be used for research purposes to inform survey question development. You will be assigned a unique student identifier and at no time will your name be linked to any of your answers. The study will not retain any personally identifiable information. Prior to the start of the study, you will be notified that your participation is voluntary and that 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).

Audio and video will be recorded for analysis, but no other personally identifying information will be recorded or retained. All recordings will be destroyed after the release of the final report.

Anonymized data may be used in future research studies; this de-identified data will only be accessible to researchers conducting the study and will not be shared with outside entities. Research findings may also be shared at educational conferences and in academic publications, however, your child will not be individually identified.

5. How will my data be maintained?

Data will be kept confidential and securely stored on encrypted, password-protected computers and servers and/or secure, locked filing cabinets.

6. What are my rights and what else should I know as a research study participant?

Your participation in this research study is completely voluntary, and you have the right to withdraw from this study at any time and can end early if you wish with the knowledge that if you withdraw early, you forgo payment. All information gathered from you up to the point of withdrawal will be deleted. You may choose not to take part in this research study at all, and you also have the right to refuse to answer any questions that make you uncomfortable. You also have the right to know specifically how your data will be used.

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

You will be told at the beginning of the discussion that you can skip any question you do not want to answer. However, if thinking about the questions upsets you or makes you sad, you may want to talk with a counselor. In that case, we will provide you with a list of resources at the end of the interview.

8. What are the benefits of being in the study?

There are no known benefits for you to take part, but your answers will help us improve the survey.

9. What other options are there?

You may choose to not participate in this research study.

10. Can participation end early?

Participation in this study is completely voluntary. You have the right to refuse to answer questions. You may choose to withdraw from this study at any time and can end early if you wish.

11. Will I receive a payment?

For participating in this research study, you will be paid \$25 via virtual gift card. You will be paid if you complete the full 60-minute research study.

12. Whom can I contact with questions or for further information?

If you have any questions or concerns about this research study, or if you have any problems that occur from taking part in this research study, you may contact the researcher <CONTACT NAME>, who is coordinating this study on behalf of NCES. If you have any questions, please call <CONTACT PHONE> or email <CONTACT EMAIL>.

Statement of informed consent: I have read and understand this consent form and understand I can contact the researcher if I have any concerns. I also understand that the research study content to which I will have access is confidential and the property of ETS.

Please select one of the following statements:

___ **Yes**, I agree to allow my child to participate in this research study.

___ **No**, I do not want my child to participate in this research study.

Participant Signature and Date

Participant Name

Permission to Use Identifiable Media (Audio and Video Recordings). I have read this consent form, and I understand that my name will not appear on any materials.

Please select one of the following statements:

- **I DO** give permission to include me on an audio/video-recording for use only by the research team, including use for assessment development, product development, research and/or training purposes. No names will appear on any materials.

- **I DO NOT** give permission to include me on an audio/video-recording for any purposes other than their participation in this research study.

Appendix L: Follow-up Email with Resource List for Parents/Legal Guardians of Student Participants (Under Age 18)

Subject: Follow-Up to Your Child's Participation in the NAEP Research Study

<DATE>

Dear <NAME>,

On behalf of the National Center for Education Statistics (NCES), part of the U.S. Department of Education, I would like to thank you for allowing your child to participate in our research study. The assistance provided by your child helped us to better understand how students approach the survey questions.

During the course of the interview, your child became visibly upset and experienced an elevated emotional state. We stopped the interview and let your child know that we would provide you with the contact information for some resources that might be helpful. Your child may use these resources to speak with a trained counselor about their feelings and emotions. The contact information is provided below.

Again, thank you for your assistance.

Sincerely,

<CONTACT NAME>

<TITLE>

EurekaFacts

<CONTACT INFORMATION>

National Hopeline Network:

Telephone: 1-800-442-HOPE (800-442-4673)

Website: <https://www.hopeline.com>

Teen Helpline

Telephone: 1-800-TLC-TEEN (800-852-8336)

Website: <https://teenlineonline.org/>

Appendix M: Follow-up Email with Resource List for Student Participants (Age 18 or older)

Subject: Follow-Up to Your Participation in the NAEP Research Study

<DATE>

Dear <NAME>,

On behalf of the National Center for Education Statistics (NCES), part of the U.S. Department of Education, I would like to thank you for your participation in our research study. Your assistance helped us to better understand how students approach the survey questions.

During the course of the interview, you appeared to become visibly upset and experienced an elevated emotional state. As you know, we stopped the interview and let you know that we would provide you with the contact information for some resources that might be helpful. You may use these resources to speak with a trained counselor about your feelings and emotions. The contact information is provided below.

Again, thank you for your assistance.

Sincerely,

<CONTACT NAME>

<TITLE>

EurekaFacts

<CONTACT INFORMATION>

National Hopeline Network:

Telephone: 1-800-442-HOPE (800-442-4673)

Website: <https://www.hopeline.com>

Teen Helpline

Telephone: 1-800-TLC-TEEN (800-852-8336)

Website: <https://teenlineonline.org/>

Appendix N: Follow-up Phone Script with Resource List for Parents/Legal Guardians of Student Participants (Under Age 18)

Good <morning/afternoon/evening>. I am trying to reach <NAME OF PARENT/LEGAL GUARDIAN>. My name is <NAME>. I'm calling from EurekaFacts on behalf of the National Center for Education Statistics, or NCES. I would like to thank you for allowing your child to participate in our research study. The assistance provided by your child helped us to better understand how students approach the survey questions.

During the course of the interview, your child became visibly upset and experienced an elevated emotional state. We stopped the interview and let your child know that we would provide you with the contact information for some resources that might be helpful. Your child may use these resources to speak with a trained counselor about their feelings and emotions.

The first resource is the National Hopeline Network. Their phone number is 1-800-442-HOPE (800-442-4673). Their web address is: <https://www.hopeline.com>. The second resource is the Teen Helpline. Their phone number is 1-800-TLC-TEEN (800-852-8336). Their web address is: <https://teenlineonline.org/>.

Thank you so much for talking with us today.

Appendix O: Thank You Email/Letter to Parents/Legal Guardians of Student Participants (Under Age 18)

IF SENT AS EMAIL-Subject: Thank You for Your Child's Participation in the NAEP Research Study

<DATE>

Dear <NAME>,

On behalf of the National Center for Education Statistics (NCES), part of the U.S. Department of Education, I would like to thank you for allowing your child to participate in our research study. The assistance provided by your child helped us to better understand how students approach the survey questions. Your child's input, combined with input from other students, is incredibly useful and informative, and is helping us develop the best possible survey questions for the National Assessment of Educational Progress (NAEP).

Again, thank you for your assistance.

Sincerely,

<CONTACT NAME>

<TITLE>

EurekaFacts

<CONTACT INFORMATION>

Appendix P: Thank You Email/Letter to Student Participants (Age 18 or Older)

IF SENT AS EMAIL-Subject: Thank You for Your Participation in the NAEP Research Study

<DATE>

Dear <NAME>,

On behalf of the National Center for Education Statistics (NCES), part of the U.S. Department of Education, I would like to thank you for your participation in our research study. The assistance you provided helped us to better understand how students approach the survey questions. Your input, combined with input from other students, is incredibly useful and informative, and is helping us develop the best possible survey questions for the National Assessment of Educational Progress (NAEP).

Again, thank you for your assistance.

Sincerely,

<CONTACT NAME>

<TITLE>

EurekaFacts

<CONTACT INFORMATION>

Appendix Q: Example Cognitive Lab Interview Tracking Schedule

An example tracking sheet to show how responses to screener questions (Appendices D-F) will be tracked in order to be used to determine the targeted sample, including diversification on key characteristics.

EXAMPLE ONLY													
*****Please note Tracking Sheets are updated for each pretesting activity to reflect the demographic information needed to answer the specific research questions for a particular study*****													
Interview Tracking Update - XX/XX/XXXX	Scheduled? Provide ID below			Scheduled? Provide date below			Completed? Provide date below			Interviewed on site or off site? (Provide off site details in column K)			Notes or additional information (e.g., off site location/brief description)
	Grade 4	Grade 8	Grade 12	Grade 4	Grade 8	Grade 12	Grade 4	Grade 8	Grade 12	Grade 4	Grade 8	Grade 12	
Student Sample Demographics													
White/High SES/Urban/Male													
White/Low SES/Urban/Female													
Black/Af Am/High SES/Urban/Male													
Black/Af Am/Low SES/Rural or Suburban/Male													
Black/Af Am/High SES/Rural or Suburban/Female													
Hispanic/High SES/Urban/Male													
Hispanic/Low SES/Urban/Yes ELL/Female													
Hispanic/Low SES/Rural or Suburban/Yes ELL/Male													
Hispanic/High SES/Rural or Suburban/Female													
Asian/High SES/Urban/Male													
Asian/Low SES/Urban/Yes ELL/Female													
Asian/Low SES/Rural or Suburban/Yes ELL/Male													
Asian/High SES/Rural or Suburban/Female													
American Indian or Alaska Native/Low SES/Rural or Suburban/Male													
American Indian or Alaska Native/Low SES/Urban/Female													
	Scheduled? Provide ID below			Scheduled? Provide date below			Completed? Provide date below			On site, off site, or over the phone? (Provide off site/phone interview details in column K)			Notes or additional information (e.g., off site location/brief description)
Teacher Sample Demographics	Grade 4	Grade 8		Grade 4	Grade 8		Grade 4	Grade 8		Grade 4	Grade 8		
Low SES/Medium School/non-DMV area													
High SES/Small school/non-DMV area													
Low SES/Large school/non-DMV area													
Low SES/Small school/DMV area													
High SES/Large school/DMV area													
	Scheduled? Provide ID below			Scheduled? Provide date below			Completed? Provide date below			On site, off site, or over the phone? (Provide off site/phone interview details in column K)			Notes or additional information (e.g., off site location/brief description)
School Sample Demographics	Grade 4	Grade 8	Grade 12	Grade 4	Grade 8	Grade 12	Grade 4	Grade 8	Grade 12	Grade 4	Grade 8	Grade 12	
Low SES/Medium School/non-DMV area													
High SES/Small school/non-DMV area													
Low SES/Large school/non-DMV area													
Low SES/Small school/DMV area													
High SES/Large school/DMV area													