

**NATIONAL CENTER FOR EDUCATION STATISTICS
(NCES)**

**Statewide Longitudinal Data System (SLDS)
Survey 2017 –2019**

OMB# 1850-0933 v.7

Supporting Statement Part B

October 2016
revised August 2019

A.

B. COLLECTION OF INFORMATION EMPLOYING STATISTICAL METHODS

1. Respondent Universe

The respondent universe for this survey are state education agencies (SEAs) from each of the 50 states, District of Columbia, U.S. Virgin Islands, Puerto Rico, American Samoa, Guam, and the Northern Mariana Islands.

2. Procedures for Collecting Information

This is a census of the SEA universe and sampling will not be utilized. We anticipate a high response rate for the Statewide Longitudinal Data System (SLDS) Survey based on experience working with most of the states and U.S. territories as part of the SLDS Grant Program monitoring since 2005.

NCES, in collaboration with the State Support Team (SST) and complementary NCES programs (EDFacts, the Common Core of Data (CCD), and the Common Education Data Standards (CEDSS)) have access to SLDS contact information for each of the 50 SEAs. Desired respondents for the SLDS Survey will be identified and as follows:

- 1) For states/ U.S. territories with past SLDS grant(s), email will be sent to the last known state/U.S. territory Program Director and Authorized Representative from the most recent completed SLDS grant.
- 2) For states/ U.S. territories without an active grant, SST will provide information regarding any major SEA staffing changes and help identify new contact information for key SLDS project personnel.
- 3) Internal NCES program (EDFacts, CCD, CEDS, etc.) state/U.S. territory contacts will be leveraged to identify any missing SEA contacts.
- 4) SLDS Survey will be sent to all States/U.S territories via email in April of each survey year.

3. Methods for Maximizing Response Rates

2017 SLDS Survey Administration:

- 1) Non-active grantee contact information retrieval is ongoing, and will be completed prior to the beginning of the data collection.
- 2) SLDS Survey will be sent to all States/U.S territories via email in April 2017 (APPENDIX A – Introductory Email Script).
- 3) Non-response follow-up will take place from late April through June 30th :
 - a. Non-Response Follow-Up Email sent (APPENDIX C).
 - b. Non-Response call process (APPENDIX D) to begin mid-June through June 30th deadline.
- 4) Webinars (APPENDIX B):
 - a. NCES will host one or two webinars annually, on an as needed basis, to provide more information about the Survey, how to complete the instrument, NCES’s planned use of the data, and to answer any questions from respondents.
 - b. Respondents will be invited to webinars via listserv email invitation.

2018 SLDS Survey Administration:

- 1) Non-active grantee contact information retrieval is ongoing, and will be completed prior to the beginning of the data collection.
- 2) SLDS Survey will be sent to all States/U.S territories via email in August of the 2018 (APPENDIX A – Introductory Email Script).
- 3) Non-response follow-up will take place from late August through September 30th:
 - a. Non-Response Follow-Up Email sent (APPENDIX C).

- b. Non-Response call process (APPENDIX D) to begin mid-June through September 30th deadline.
- 4) Webinars (APPENDIX B):
 - a. NCES will host one or two webinars annually, on an as needed basis, to provide more information about the Survey, how to complete the instrument, NCES's planned use of the data, and to answer any questions from respondents.
 - b. Respondents will be invited to webinars via listserv email invitation.

2019 SLDS Survey Administration:

- 1) Non-active grantee contact information retrieval is ongoing, and will be completed prior to the beginning of the data collection.
- 2) SLDS Survey will be sent to all States/U.S territories via email in October of 2019 (APPENDIX A – Introductory Email Script).
- 3) Non-response follow-up will take place from late October through November 15th:
 - a. Non-Response Follow-Up Email sent (APPENDIX C).
 - b. Non-Response call process (APPENDIX D) to begin late October through November 15th deadline.
- 5) Webinars (APPENDIX B):
 - a. NCES will host one or two webinars annually, on an as needed basis, to provide more information about the Survey, how to complete the instrument, NCES's planned use of the data, and to answer any questions from respondents.
 - b. Respondents will be invited to webinars via listserv email invitation.

4. Tests of Procedures and Methods

Tests of procedures and methods have taken place on a continual basis, as the informal SLDS Interim Progress Report (IPR) has been distributed following similar procedures.

5. Reviewing NCES Staff

The following individuals at NCES are responsible for the SLDS Survey: Nancy Sharkey (Managing Program Officer), Kristen King, and Ross Santy (Associate Commissioner, Administrative Data Division).