

2016/20 Baccalaureate and Beyond (B&B:16/20)  
Full-Scale Study Panel Maintenance

OMB # 1850-0926 v.9

Appendix C  
Sample Member Communication Materials for Panel  
Maintenance (Carried Over)

**Submitted by**  
**National Center for Education Statistics**  
**U.S. Department of Education**

March 2019

**Appendix C**  
**Sample Member Communication Materials for**  
**Panel Maintenance**

---

## Contacts Calendar - B&B:16/20 Panel Maintenance

Fielded sample members will first receive an email requesting that they update their contact information, followed by the postcard 2-3 weeks later. These activities are scheduled for late 2019.

Contact Name	Data Collection Phase	Type	Approximate Date
B&B:16/20 Panel Maintenance E-mail	Pre-data collection	Email	Fall 2019 (sent first to all panel members)
B&B:16/20 Panel Maintenance Postcard	Pre-data collection	Postcard	Fall 2019 (sent second to those panel members who have not responded to the email)

**The home page and the update contact information page will have the following text in the footer (mock ups included in this document):**

NCES is authorized to conduct B&B:16/17 by the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543) 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). 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 1850-0926. The time required to complete this information collection is estimated to average approximately 3 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 survey, or any comments or concerns regarding the status of your individual submission of this survey, please write directly to: The 2016/20 Baccalaureate and Beyond Longitudinal Study (B&B:16/20), National Center for Education Statistics, Potomac Center Plaza, 550 12th St, SW, Room 4004, Washington, DC 20202. OMB Clearance No: 1850-0926 Expiration Date: 5/31/2020.

**B&B:16/20 Panel Maintenance E-mail**

**SUBJECT:** Update Your Contact Information for B&B

Dear «fname» «lname»:

The second round of data collection for the 2016/20 Baccalaureate and Beyond Longitudinal Study (B&B:16/20) will be starting in Summer of 2020! The National Center for Education Statistics (NCES) in the U.S. Department of Education’s Institute of Education Science has contracted with RTI International to collect data for B&B on its behalf. Help us inform educators, researchers, and policymakers about how a **bachelor’s degree «in [major]»** impacts choices for continuing education and employment paths.

Please take about 3 minutes to update your contact information so we can contact you when data collection begins.

You can update your information on our secure website: <<Website URL>> - with your unique study ID.

**Study ID** = «caseid»

If you have any questions, encounter any difficulty on the website, or would prefer to update this information over the telephone, please call us at **877-225-8470**.

Thank you in advance for helping making B&B a success!

OMB Control Number: 1850-0926

*Learn more about our confidentiality procedures at <<Website URL>>[confidentiality.aspx](http://confidentiality.aspx)*

## B&B:16/20 FS Panel Maintenance Postcard



2016/20 Baccalaureate and Beyond  
Longitudinal Study  
(B&B:16/20)



Update your  
contact  
information  
for B&B!

You may recall participating in the 2016/17 Baccalaureate and Beyond Longitudinal Study (B&B:16/17) for the U.S. Department of Education's National Center for Education Statistics (NCES). The next round of B&B will take place in 2020. To ensure that we are able to get in touch with you then, we are asking you to update your contact information:

Online using Study ID: <<CaseID>>

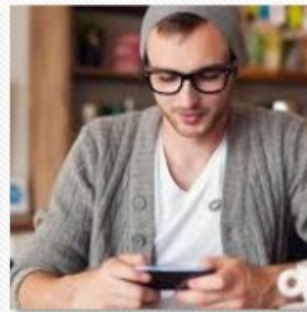
1

[https://surveys.nces.ed.gov/bandb/  
update\\_contact.aspx](https://surveys.nces.ed.gov/bandb/update_contact.aspx)

OR

2

Complete and mail back the **attached form** with your current contact information.



The 2016/20 Baccalaureate and Beyond Longitudinal Study (B&B:16/20) is a survey of individuals who completed their postsecondary education during the 2015-16 academic year. RTI International is administering this study for the National Center for Education Statistics (NCES) in the U.S. Department of Education's Institute of Education Sciences.

OMB Control Number: 1850-0926

Learn more about our confidentiality procedures at <https://surveys.nces.ed.gov/bandb/confidentiality.aspx>

## B&B:16/20 Contact Information Form

If you have questions about B&B, please contact Jennifer Wine, the RTI Study Director, at 877-225-8470 (jennifer@rti.org) or Ted Socha, the NCES Project Officer, at 202-502-7383 (ted.socha@ed.gov).

<<CaseID>>

First Name	Middle Name
Last Name	
Former Name	

Cell Phone	Home Phone
Email Address	
Secondary Email Address	

Address is an International Address

Address Line
--------------

Address Line
--------------

City	State	ZIP
------	-------	-----

May we send you a text message reminder when data collection begins?  
(Please note: standard text messaging rates may apply.)

Yes     No

*Upon completion, seal this card with the adhesive below and place in outgoing mail.*

National Center for Education Statistics  
U.S. Department of Education (ATTN: Data Capture)  
5265 Capital Boulevard  
Raleigh, NC 27616-2925  
RTI Project [INSERT PROJECT ID]

ADDRESS SERVICE REQUESTED

**Don't miss the chance  
to make your voice  
heard and contribute to  
important research!**

<name>  
<addr1>  
<addr2>  
<city>, <state> <zip>

nces.ed.gov

www.ed.gov



RALEIGH, NC 27690-1652  
5265 CAPITAL BOULEVARD  
Data Capture - 0215020,000,001,004,006  
RTI INTERNATIONAL



POSTAGE WILL BE PAID BY ADDRESSEE

FIRST-CLASS MAIL PERMIT NO. 405 RALEIGH, NC  
**BUSINESS REPLY MAIL**



NO POSTAGE  
NECESSARY  
IF MAILED  
IN THE  
UNITED STATES





# B&B:16/20 Website Panel Maintenance Home Page



Baccalaureate and Beyond  
Longitudinal Study

[Contact Us](#) [Update Contact Info](#)

[HOME](#) [ABOUT B&B](#) [WHAT TO EXPECT](#) [PREVIOUS RESULTS](#) [INFORMATION SECURITY](#)

## Welcome to the Baccalaureate and Beyond Longitudinal Study

### Get Started!

*Thank you for visiting the B&B website.  
If you have any questions,  
please contact the B&B Help Desk at 877-225-8470 or  
[bandb@rti.org](mailto:bandb@rti.org).*



NCES is authorized to conduct B&B:16/17 by the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543) 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). 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 1850-0926. The time required to complete this information collection is estimated to average approximately 3 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 survey, or any comments or concerns regarding the status of your individual submission of this survey, please write directly to: The 2016/20 Baccalaureate and Beyond Longitudinal Study (B&B:16/20), National Center for Education Statistics, Potomac Center Plaza, 550 12th St, SW, Room 4004, Washington, DC 20202. OMB Clearance No: 1850-0926 Expiration Date: 5/31/2020.



## B&B:16/20 Update Contact Information Page

Baccalaureate and Beyond  
Longitudinal Study

HOME ABOUT B&B WHAT TO EXPECT PREVIOUS RESULTS INFORMATION SECURITY

### Update Contact Information

Click in the fields below to enter the information

Study ID

First Name

Middle Name

Last Name

Suffix

Former Name

Address is an International Address

Address

Address Line 2

City Select State Zip Code

Cell Phone Home Phone Work Phone

Email Address

Secondary Email Address

May we send you a text message reminder when data collection begins?  
(Please note: standard text messaging rates may apply.)

Yes

No

Submit

NCES is authorized to conduct B&B:16/17 by the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543) 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). 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 1850-0926. The time required to complete this information collection is estimated to average approximately 3 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 survey, or any comments or concerns regarding the status of your individual submission of this survey, please write directly to: The 2016/20 Baccalaureate and Beyond Longitudinal Study (B&B:16/20), National Center for Education Statistics, Potomac Center Plaza, 550 12th St, SW, Room 4004, Washington, DC 20202. OMB Clearance No: 1850-0926 Expiration Date: 5/31/2020.

# B&B:16/20 Website Confidentiality Page



## Information Security

The National Center for Education Statistics (NCES) is required to follow strict procedures to protect personal information in the collection, reporting, and publication of data. Your responses will be combined with those of other students and will be presented in summary form only. No individually-identifying information will be published.

Data security procedures for B&B are reviewed and approved by NCES data security staff. Your answers are secured behind firewalls and are encrypted during internet transmission using Secure Sockets Layer (SSL) protocol. All data entry modules are password protected and require the user to log in before accessing confidential data.

Congress has authorized the National Center for Education Statistics (NCES) of the U.S. Department of Education's Institute of Education Sciences to collect data about the costs of postsecondary education because policymakers at all levels need reliable and current national data in order to make decisions about postsecondary education.

NCES is authorized to conduct the 2016/17 Baccalaureate and Beyond Longitudinal Study (B&B:16/17) by the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543), and to collect students' education records from educational 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 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).

The study has been approved by the U.S. Office of Management and Budget (OMB). The valid OMB control number for this information collection is 1850-0926. The expiration date is 5/31/2019.

