

**Middle Grades Longitudinal Study of 2017-18 (MGLS:2017) Main
Study First Follow-up (MS2) Data Collection**

OMB# 1850-0911 v.25

Appendix W
Respondent Email Materials

National Center for Education Statistics
U.S. Department of Education
Institute of Education Sciences
Washington, DC

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Appendix MS2-W Respondent Correspondence

This Appendix provides email correspondence for sample members inviting them to participate in and thanking them for completing the school administrator survey, the math teacher survey, the special education teacher survey, and the parent survey.

Appendix MS2-W.1a. Invitation to Survey E-mail, School Administrator (approved)

SUBJECT LINE: MGLS:2017 Administrator Survey Invitation

<<MGLS:2017 LOGO>>

Dear <School Administrator>,

Thank you again for agreeing to participate in the Middle Grades Longitudinal Study of 2017-18 (MGLS:2017)! Please use the link below to complete the online survey.

To access the survey, please click here <<HYPERLINK TO SURVEY>> or log into:

<https://surveys.nces.ed.gov/mgls/>

Study ID: «AdminID»

Password: «AdminPWD»

Gathering the following information in advance for the current school year will help you complete the survey more quickly:

- Average daily attendance
- Math curriculum information
- Matriculation information
- Student body demographic information, including the number of students in the total student body who are:
 - English language learners
 - Alternative program attendees
- School personnel counts such as the:
 - Number of teachers by subject taught
 - Number of security personnel
- Programs, services, and supports available for students with IEPs and the percentage of students who use them

Please do not hesitate to contact mglsstaff@rti.org if you have any questions. The survey should take you approximately 40 minutes to complete. Your participation is voluntary and very important to the success of this study.

Thank you for your support of this important study of middle grade students!

Sincerely,

<<NCES Official's Name and Title>>

mglsstaff@rti.org

1-855-500-1432

NCES is authorized to conduct MGLS:2017 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 provided by schools, staff, students, and parents 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 collected information will be combined across respondents to produce statistical reports.

Appendix MS2-W.1.b Thank You for Participation E-mail, School Administrator (approved)

SUBJECT LINE: MGLS:2017 - Thank you!

[MGLS:2017 LOGO]

Dear <School Administrator>,

Thank you for completing your MGLS:2017 survey. This vitally important study examines the factors that encourage success during these important yet often understudied years of middle grades education. Your time and effort are greatly appreciated.

Sincerely,

<NAME>

<CONTACT INFORMATION>

Appendix MS2-W.1.c Reminder for Participation E-mail, School Administrator (approved)

SUBJECT LINE: MGLS:2017 Administrator Survey Reminder

<<MGLS:2017 LOGO>>

Dear <School Administrator>,

This is a friendly reminder to complete your survey for the Middle Grades Longitudinal Study of 2017-18 (MGLS:2017).

To access the survey, please click here <<HYPERLINK TO SURVEY>> or log into:

<https://surveys.nces.ed.gov/mgls/>

Study ID: «AdminID»

password: «AdminPWD»

The Study ID and password must be typed exactly as written above. Because of this, we recommend copying and pasting from this email. Please let us know if there is any way we may assist you in completing the survey. If someone else at your school is better suited to complete this survey, please provide us with their information by replying to this e-mail, and we will reach out to them.

Your participation is essential to the success of the MGLS:2017, which will be used to inform policies and practices shaping middle grades education for years to come. Please take a moment to complete your survey, and be a part of this unprecedented study.

Sincerely,

<<NCES Official's Name and Title>>

mglsstaff@rti.org

1-855-500-1432

Appendix MS2-W.1.d Final Reminder for Participation E-mail, School Administrator (approved)

SUBJECT LINE: MGLS:2017 – Due by <date> – Reminder #3

[MGLS:2017 LOGO]

Dear <School Administrator>,

We have not yet received your completed survey for the Middle Grades Longitudinal Study of 2017-18 (MGLS:2017). Your participation is needed. Please use the personalized link below to complete your survey now.

[INSERT LINK WITH INSTRUCTIONS HERE]

We understand you may be busy, but would appreciate you taking the time to complete the survey. However, if one of your colleagues can provide us with information about your school's policies, programs, and students, please provide us with their contact information <by replying to this e-mail/ clicking the following link to provide contact information>, and we will reach out to them.

[INSERT POTENTIAL LINK TO ALTERNATIVE RESPONDENT CONTACT INFORMATION HERE]

Your data are essential to the success of the MGLS:2017, which will be used to inform policies and practices shaping middle grades education for years to come. You are one of a select number of schools chosen to participate in this unprecedented study. Please take a moment and complete your survey.

Sincerely,

<NAME>

<CONTACT INFORMATION>

Appendix MS2-W.1.e Abbreviated Invitation E-mail, School Administrator (approved)

SUBJECT LINE: MGLS:2017 Abbreviated Administrator Survey

[MGLS:2017 LOGO]

Dear <School Administrator>,

We understand your time is valuable, so the MGLS:2017 administrator survey is now **only 20 minutes**. Please use the personalized link below to complete your survey.

[INSERT LINK WITH INSTRUCTIONS HERE]

Your data are essential to the success of the MGLS:2017, which will be used to inform policies and practices shaping middle grades education for years to come. You are one of a select number of schools chosen to participate in this unprecedented study. Please take a moment and complete your survey.

Sincerely,

<NAME>

<CONTACT INFORMATION>

Appendix MS2-W.2.a. Invitation to Survey E-mail, Math Teacher and Special Education Teacher (approved)

SUBJ: MGLS:2017 Teacher Survey Invitation

Dear <<TEACHER NAME>>,

We are grateful for your school's participation in the U.S. Department of Education's **Middle Grades Longitudinal Study of 2017-18 (MGLS:2017)**. You are receiving this invitation to participate in a teacher survey because a student(s) you teach is part of MGLS:2017. **Please use the login credentials provided below to complete your teacher survey.**

To access the <<math/special education>> teacher survey, please click here <<HYPERLINK TO SURVEY>> or log into:

<https://surveys.nces.ed.gov/mgls/>

Study ID: <<studyID>>

Password: <<TeacherPWD>>

As a <math/ special education> teacher at <school name>, you provide essential information about academic policies and programs, activities and curriculum in the classroom, and other school related experiences that impact student learning. **Your participation is voluntary and very important to the success of this study.**

<FOR MATH TEACHERS ONLY: The survey will include several general questions about your background and experiences at school and in the classroom, as well as questions about specific students that are part of the study. The questions on your background and classroom experiences will take approximately 20 minutes to complete, and the questions about specific students will take about 7 minutes per student to complete.>

<FOR SPECIAL EDUCATION TEACHERS ONLY: The survey will include several general questions about your background and the special education services you provide at the school, as well as questions about specific students that are part of the study. The questions on your background and special education services provided will take about 10 minutes to complete, and the questions about specific students will take approximately 20 minutes per student to complete.>

<<INCENTIVE FILL—DISPLAY IF DISTRICT ALLOWS INCENTIVE: As a token of our appreciation, you will receive **\$20** for answering the questions about your background, **and \$7 per student questionnaire.** >>

<<CONDITIONAL FILL—DISPLAY IF TEACHER IS MARKED AS BOTH MATH AND SPECIAL ED: We recognize that you have been asked to complete two surveys for this study. This is because your school indicated that you provide both math instruction and special education services to students. The surveys have different login information, and you will receive two emails with the specific information needed to access each. We hope that you will consider completing both. <<IF INCENTIVE: If you do, you will be sent incentives for both surveys.>>>>

Learn more about this crucially important study by visiting our website at <https://surveys.nces.ed.gov/mgls/>. Feel free to call the toll-free study hotline at 855-500-1432 or email mglsstaff@rti.org with any questions you might have.

Thank you for the role you play to make this important research study a success.

Sincerely,

<<NCES Official's Name and Title>>

mglsstaff@rti.org

1-855-500-1432

NCES is authorized to conduct MGLS:2017 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 provided by schools, staff, students, and parents 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 collected information will be combined across respondents to produce statistical reports.

Appendix MS2-W.2.b. Thank You for Participation, Math Teacher and Special Education Teacher
(approved)

SUBJECT LINE: MGLS:2017 – Thank you!

[MGLS:2017 LOGO]

Dear <TEACHER'S NAME>,

Thank you for completing your MGLS:2017 survey. This vitally important study examines the factors that encourage success during these important yet often understudied years of middle grades education. Your time and effort are greatly appreciated.

As a token of our appreciation you are receiving the enclosed \$<incamt> check for taking time to complete the survey.

Should you have any questions, please do not hesitate to call the Help Desk toll-free at (855) 500-1432 or email mglstaff@rti.org.

Sincerely,

<NAME>

<CONTACT INFORMATION>

Appendix MS2-W.2.c Reminder for Participation E-mail, Math Teacher and Special Education Teacher
(approved)

SUBJECT LINE: MGLS:2017 <<Math/Special Education>> Survey Reminder

<<MGLS:2017 LOGO>>

Dear < TEACHER'S NAME >,

This is a friendly reminder to complete your survey for the Middle Grades Longitudinal Study of 2017-18 (MGLS:2017). For your convenience we have included the personalized link to your survey below.

To access the <<math/special education>> teacher survey, please click here <<HYPERLINK TO SURVEY>> or log into:

<https://surveys.nces.ed.gov/mgl/>

Study ID: <<studyID>>

Password: <<TeacherPWD>>

The Study ID and password must be typed exactly as written above. Because of this, we recommend copying and pasting from this email. Please let us know if there is any way we may assist you in completing the survey. <<IF INCENTIVE: As a token of our appreciation you will receive \$20 for answering the questions about your background, and \$7 per student for answering questions about specific students.>>

Your participation is essential to the success of the MGLS:2017. Information you provide will be used to inform policies and practices shaping middle grades education for years to come. We hope you will take a moment to complete your survey, and be a part of this unprecedented study.

Sincerely,

<<NCES Official's Name and Title>>

mglstaff@rti.org

1-855-500-1432

Appendix MS2-W.2.d Final Reminder for Participation E-mail, Math Teacher and Special Education Teacher (approved)

SUBJECT LINE: MGLS:2017 – Due by <date> – Reminder #3

[MGLS:2017 LOGO]

Dear < TEACHER'S NAME >,

We have not yet received your completed survey for the Middle Grades Longitudinal Study of 2017-18 (MGLS:2017). Your participation is needed. Please use the personalized link below to complete your survey now.

[INSERT LINK WITH INSTRUCTIONS HERE]

We understand you may be busy, but would appreciate you taking the time to complete the survey. Upon completion, you will receive **\$20** for answering the questions about your background, and **\$7** per student for answering questions about specific students.

Your participation is essential to the success of the MGLS:2017, which will be used to inform policies and practices shaping middle grades education for years to come. You are one of a select number of teachers chosen to participate in this unprecedented study. Please take a moment and complete your survey.

Sincerely,

<NAME>

<CONTACT INFORMATION>

Appendix MS2-W.3.a. Invitation to Survey E-mail, Parent Survey and Out-of-School Student Data Collection (modified)

Dear <Parent or Guardian>,

<<IF STUDENT WAS SELECTED IN BASE YEAR: We are thrilled that the follow-up survey for the Middle Grades Longitudinal Study of 2017-18 (MGLS:2017) is underway. During the 2017-2018 school year, <student name> <IF PARTICIPATED SAY: participated; IF NONRESPONDENT SAY: was selected to participate> in MGLS:2017.>> <<IF STUDENT IS SELECTED IN 2019-2020: We are thrilled that your child's school is participating in the Middle Grades Longitudinal Study of 2017-18 (MGLS:2017).>>

[IF STUDENT IS PARTICIPATING OUT OF SCHOOL: <<FULL OOS: Your child has an opportunity to help improve education for themselves and other students in the future. We are asking <CHILD_NAME> to spend about 45 minutes taking a survey, and answering math and reading questions.>> <<HYBRID OOS: <CHILD_NAME> recently participated in the MGLS:2017 in school and is asked to complete the remaining student activities outside of school.>> Once we have received <CHILD'S_NAME> response, we will send <him/her> a **2-hour community service certificate and \$20**.

Please give your child the login information below to log in and complete the activities.

Web Address: <https://surveys.nces.ed.gov/mgls>
Student Study ID: <XXXXXXXX>
Student Password: <XXXXXXXX><PW_ind>]

<<IF PARENT HAS NOT ALREADY PARTICIPATED: We are hoping that the person most knowledgeable about <student_firstname>'s school and home life would complete a <##>-minute online survey for the study.

Please use the following information to log in:

Web Address: <https://surveys.nces.ed.gov/MGLS/>
Parent Study ID: <XXXXXXXX>
Parent Password: <XXXXXXXX><PW_ind>>.

When that person completes the survey, we will send them a check for <<**\$incentive**>>.

As the parent or guardian of your middle grades student, you provide an important and unique point of view. Only you can tell us about your child's home learning environment, your child's school experiences, and your involvement in their learning. We need your input for MGLS:2017 so the study can represent the experiences of all middle grades students across the U.S.

NCES has been conducting studies like this since 1970. This is your opportunity to contribute information that may lead to change.

For more information, please visit the study website at the website link provided above. You may also call the study toll-free hotline at (855) 500-1432 or send an email to mglsparent@rti.org. Thank you for supporting education by participating in this important study.

Sincerely,

James L. Woodworth
NCES Commissioner

NCES is authorized to conduct MGLS:2017 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 and your child 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 collected information will be combined across respondents to produce statistical reports.

Appendix MS2-W.3.a.1. Invitation to Survey E-mail, Parent Survey and Out-of-School Student Data Collection – Spanish Translation (modified)

Estimado(a) « Parent or Guardian »:

<<IF STUDENT WAS SELECTED IN BASE YEAR: Nos complace informarle que la ronda de seguimiento al Estudio Longitudinal de los Grados Intermedios de 2017-18 (MGLS:2017) ya está en marcha. Durante el año escolar 2017-2018 <student name> <IF PARTICIPATED SAY: participó; IF NONRESPONDENT SAY: fue seleccionado(a) para participar> en MGLS:2017>> <<IF STUDENT IS SELECTED IN 2019-2020: Nos complace informarle que la escuela de su hijo(a) está participando en el Estudio Longitudinal de los Grados Intermedios de 2017-18 (MGLS:2017).>>

[IF STUDENT IS PARTICIPATING OUT OF SCHOOL: <<FULL OOS: Su hijo(a) tiene la oportunidad de ayudar a mejorar su educación y la de otros estudiantes en el futuro. Le estamos pidiendo a <CHILD_NAME> que dedique aproximadamente 45 minutos a completar una encuesta y contestar algunas preguntas sobre lectura y matemáticas.>> <<HYBRID OOS: <CHILD_NAME> recientemente participó en MGLS:2017 en la escuela y se le pide que complete fuera de la escuela el resto de las actividades para estudiantes.>>. Una vez que hayamos recibido la respuesta de <CHILD'S_NAME>, le enviaremos <a él/ella> un **certificado por 2 horas de servicio comunitario y \$20.**

Por favor comparta con su hijo(a) la información de acceso para ingresar y completar las actividades.

Página Web: <https://surveys.nces.ed.gov/mgls>
ID del estudiante para el estudio: <XXXXXXXX>
Password (Contraseña) del estudiante: <XXXXXXXX><PW_ind>

<<IF PARENT HAS NOT ALREADY PARTICIPATED: Esperamos también que la persona que está mejor informada sobre la vida de <student_firstname> en la escuela y en el hogar pudiera completar una encuesta del estudio que dura <##>- minutos en Internet.

Por favor use la siguiente información para ingresar a la encuesta

Página Web: <https://surveys.nces.ed.gov/MGLS/>
ID del **Padre/Madre**: <XXXXXXXX>
Password (Contraseña) del **Padre/Madre**: <XXXXXXXX><PW_ind>>.

Cuando esa persona haya completado la encuesta, le enviaremos un cheque por <<**\$incentive**>>.

Como padre, madre, tutor o guardián legal de un estudiante de grados intermedios, usted tiene una perspectiva única y muy importante. Solamente usted puede hablar del ambiente de aprendizaje de su hijo(a) en casa, de las experiencias de su hijo(a) en la escuela y de la participación de usted en el aprendizaje de su hijo(a). Necesitamos conocer sus puntos de vista en MGLS:2017 para que nuestro estudio represente las experiencias de todos los estudiantes de los grados intermedios en el país. >>

NCES ha realizado estudios como este desde 1970. Esta es su oportunidad de contribuir con información que pueda generar un cambio. >>

Para mayor información por favor visite el sitio electrónico del estudio usando el enlace que aparece arriba. También puede comunicarse con nosotros al número gratuito del estudio, (855) 500-1432, o vía correo electrónico al mglsurvey@rti.org. Gracias por el apoyo que usted brinda a la educación al participar en este importante estudio.

Atentamente,

James L. Woodworth
Comisionado de NCES

NCES está autorizado a hacer el estudio MGLS:2017 por el Acta de Reforma de las Ciencias de la Educación de 2002 (ESRA 2002, 20 U.S.C. §9543) y a obtener récords educativos de los estudiantes de agencias o instituciones educativas para propósitos de evaluación de programas de educación con fondos federales, bajo la Ley de Derechos Educativos y Privacidad Familiar (FERPA, 34 CFR §§ 99.31(a)(3)(iii) and 99.35). RTI International, una organización sin fines de lucro que realiza estudios y está basada en los Estados Unidos, está recopilando los datos para NCES. Toda la información que usted y su hijo(a) proporcionen podrá usarse solamente para propósitos estadísticos y no podrá divulgarse ni usarse de manera que permita identificar a los participantes para ningún otro propósito, salvo que lo requiera la ley (20 U.S.C. §9573 y 6 U.S.C. §151). La información obtenida se combinará con la de los demás participantes para producir reportes estadísticos.

Appendix MS2-W.3.b. Thank You for Participation, Parent Survey Respondent (approved)

SUBJECT LINE: MGLS:2017 - Thank you!

[MGLS:2017 LOGO]

Dear <NAME>,

Thank you for completing the MGLS:2017 parent survey. You are part of an unprecedented study of students in the middle grades, providing information that will be used to improve learning and education for years to come. Your time and effort are greatly appreciated.

As a token of our appreciation, you are receiving <incentive amount> for taking the time to complete the survey.

Should you have any questions, please do not hesitate to call the MGLS:2017 Help Desk toll free at (855) 500-432 or send an email to mglsparent@rti.org.

Sincerely,

<NAME>

<CONTACT INFORMATION>

Appendix MS2-W.3.c Reminder E-mail, Parent Survey and Out-of-school Student Data Collection (modified)

Dear <Parent or Guardian Name>:

[IF STUDENT IS OOS: We noticed that we have not received <CHILD'S_NAME>'s response to the MGLS:2017 study, and we wanted to make sure your child had the opportunity to receive **\$20 and 2 hours of community service from the U.S. Department of Education**. <<FULL OOS: All <CHILD_NAME> has to do is spend about 45 minutes on the computer completing a survey, and answering math and reading questions.>> <<HYBRID OOS: All <CHILD_NAME> has to do is spend about 45 minutes on the computer completing the session <he/she> started at school, including a survey and reading questions.>>

Participation is easy! Please give your child the login information below that needs to be entered into the computer to log in and complete the session.

Web Address: <https://surveys.nces.ed.gov/MGLS/>

Student Study ID: <XXXXXXXX>

Student Password: <XXXXXXXX><PW_ind>]

<<IF PARENT HAS NOT ALREADY PARTICIPATED: Did you know that it's not too late for you to participate in the parent survey for MGLS:2017?

Please complete the <##>-minute online survey for the study and earn <INCENTIVE>. To access the parent survey, please use the login information below:

Study website: <https://surveys.nces.ed.gov/mgl>

Parent Study ID: <XXXXXXXX>

Parent Password: <XXXXXXXX>

The Middle Grades Longitudinal Study of 2017-18 (MGLS:2017) is a study that schools, students, parents, teachers, and school administrators are participating in around the nation. The information you provide will help to shape education policy for the middle grades for years to come. Your answers are very important to the success of the MGLS:2017. Please take a moment to fill out the survey and be a part of this exciting study.>>

For more information, please visit the study website at the web address provided above. You may call the study hotline toll free at (855) 500-1432 or email us at mglsparent@rti.org.

Thank you for supporting education by participating in this important study.

Sincerely,

James L. Woodworth
NCES Commissioner

Appendix MS2-W.3.d NCES Reminder for Participation E-mail, Parent Survey Respondent (approved)

Subject line = "Message from the U.S. Department of Education"

Dear <<fname>>,

My name is Carolyn Fidelman. As the Project Officer for the Middle Grades Longitudinal Study of 2017-18 (MGLS:2017), from the National Center for Education Statistics, I hope that you will take time out of your busy schedule to complete the MGLS:2017 survey today. It is an important study of students' education and experiences as they move through the middle grades and transition into high school. The Department of Education, Congress, and the White House can use information from this study to examine the effectiveness of middle grades programs and practices.

On average, the survey takes about <##> minutes and you will receive \$<<inc_amount>> as a token of appreciation for completing it.

To complete the survey online, go to our secure website:

<https://surveys.nces.ed.gov/mgls/>

Study ID: <<StudyID>>

Password: <<password>>

If you have questions or prefer to complete the survey over the phone, please call us toll free at 855-500-1432. Our data collection contractor, RTI International, is available to assist you with any questions you may have.

Thank you for helping to make MGLS:2017 a success.

Carolyn Fidelman
MGLS:2017 Project Officer
National Center for Education Statistics
U.S. Department of Education
Carolyn.Fidelman@ed.gov

OMB Control Number: 1850-0911

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



Appendix MS2-W.3.e Reminder for Participation E-mail, Abbreviated Parent Survey (approved)

<<fname>>,

The MGLS:2017 parent survey now takes only <##> minutes to complete, and **you'll receive \$<<incamt>>** for participating.

Participating is easy! Just **click here** to get started right away, or log in to our secure website:

<https://surveys.nces.ed.gov/mgls>

Study ID: <xxxxxxxx>

Password: <xxxxxxxx>

If you prefer, you may also complete the survey over the phone by calling the toll-free MGLS:2017 Help Desk at 855-500-1432.

Thank you in advance for making this important study a success!

Sincerely,

James L. Woodworth
NCES Commissioner

Appendix MS2-W.3.e.1 Reminder for Participation E-mail, Abbreviated Parent Survey – Spanish Translation (approved)

<<fname>>,

La encuesta para padres de MGLS:2017 requiere ahora únicamente <##> minutos para completarse y **usted recibirá \$<incamt>** por su participación

¡Es muy fácil participar! Solo haga **click aquí** para comenzar ahora mismo o ingrese sus claves de acceso a nuestro sitio electrónico seguro:

<https://surveys.nces.ed.gov/mgls>

ID del estudio: <xxxxxxx>

Password (Contraseña) del estudio: <xxxxxxx>

Si usted lo prefiere puede también completar la encuesta por teléfono llamando a la Línea de Ayuda de MGLS:2017 al teléfono gratuito 855-500-1432.

Gracias de antemano por hacer de este proyecto todo un éxito.

Atentamente,

James L. Woodworth
Comisionado de NCES

Appendix MS2-W.3.f Final Reminder for Participation E-mail, Parent Survey Respondent (approved)

Dear <Parent or Guardian>,

Tomorrow is the final day to participate in the MGLS:2017 parent survey. Please consider completing the survey to make this study a success!

The survey takes less than <##> minutes and if you complete by the end of the day on <DATE>, **you will receive \$<INC_AMT> as a token of our appreciation.**

To complete the survey online, go to our secure website:

Study website: <https://surveys.nces.ed.gov/mgls/>

Study ID: <xxxxxxxx>

Password: <xxxxxxxx>

For more information, please visit the study website at <https://surveys.nces.ed.gov/mgls/>. If you have any questions or prefer to complete the survey over the phone, please call the study hotline toll free at (855) 500-1432.

Thank you for supporting education by participating in this important study.

Sincerely,

James L. Woodworth
NCES Commissioner

Appendix MS2-W.4.a. Debriefing Questionnaire for Participating Schools (approved)

MGLS: 2017 Main Study Debriefing Interview

School ID: _____ School Name: _____ Respondent Name: _____

1. Did the informational materials and study staff who called to ask for your participation and assistance accurately describe the data collection in your school and the amount of time it would take?

YES

NO

Comments:

2. Did you feel the pre-session visit by the Session Facilitator (SF) was useful?

YES

NO

Comments:

3. Did the SF arrive on time for the:

a. pre-session visit,

YES

NO

b. the MGLS:2017 session

YES

NO

c. all make-up sessions?

YES

NO

NOT APPLICABLE

Comments:

4. Did the student session(s) take place as scheduled?

YES

NO

Comments:

5. Was the SF competent at setting up the electronic equipment for the MGLS:2017 student sessions(s) (e.g., ChromeBooks, Wi-Fi, etc.)?

YES

NO

Comments:

6. Did the SF effectively manage the student session (e.g., did the students seem to understand what they were being asked to do)?

YES

NO

Comments:

7. If any participating students from your school required accommodations, did the SF effectively provide the required accommodations? If NO, please explain which accommodations were NOT met:
YES
NO
Comments:
8. Did the SF and his/her assistant behave in a professional manner?
YES
NO
Comments:
9. Were there any problems related to administration of the student session on the tablets? If yes, please specify.
YES
NO
Comments:
10. Approximately how many hours did you spend working on the study? # hrs __
11. Did anyone else from your school, besides you, work on this study? If yes, please indicate the person's position at the school and tasks performed, for example, providing student lists, assisting with permission forms, etc.
YES
NO
Position(s):
Task(s):
12. Did the SF do anything specific to help you or other school staff reduce the burden associated with participating in the study? [YES OR NO] If yes, please specify.
YES
NO
Comments:
13. Was there anything specific that the SF could have done to help you or other school staff or the students to reduce the burden? If yes, what could have been done?
YES
NO
Comments:
14. Did the [incentive] your school received play a part in the decision for your school to participate in MGLS:2017?
[YES OR NO]
YES
NO

Comments:

15. Did you receive a School Coordinator monetary token of appreciation? If yes, how much? ___\$

YES (specify amount)

NO

Comments:

16a. Is eighth grade the highest grade at your school?

YES

NO

16b. If yes, can you tell me the names of the destination schools your rising 9th graders can attend?

[Names of destination schools]

17. Besides things you have told us about already, is there anything else you would like to tell us or anything we could do to improve the data collection processes for MGLS:2017?

Appendix MS2-W.5a. Email Invitation for Out-of-School Participation, Student Respondent (modified)

Dear <Student Name>:

Congratulations! You have been selected to participate in the Middle Grades Longitudinal Study of 2017-18 or MGLS:2017. This is your chance to not only improve education for yourself and other students, but you will also earn \$20 and 2 hours of volunteer service from the U.S. Department of Education.

All we are asking you to do is to take about 45 minutes to complete a short survey and answer some reading and math questions.

Here is the information you need to participate:

Web Address: <https://surveys.nces.ed.gov/mgls/>

Student Study ID: <XXXXXXXX>

Student Password: <XXXXXXXX><PW_ind>

If you have questions, please call (855) 500-1432 or email us at mglsurvey@rti.org. You can also get more information on our website: <https://surveys.nces.ed.gov/mgls/>.

We thank you in advance for your cooperation in this important research.

Sincerely,

James L. Woodworth

NCES Commissioner

NCES is authorized to conduct MGLS:2017 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). The collected information will be combined across respondents to produce statistical reports.

Appendix MS2-W.5b. Email Reminder for Out-of-School Participation, Student Respondent (modified)

Dear <Student Name>:

We wanted to remind you that it's not too late to earn <incentive> and 2 hours of volunteer service from the U.S. Department of Education! All you have to do is spend about 45 minutes completing a short survey and math and reading questions. Students nationwide are participating in the Middle Grades Longitudinal Study of 2017-18 (MGLS:2017) and we need your input too!

This is your chance to provide information that could lead to important changes in education.

Your participation is voluntary, but we can't do this without you. Your answers will never be shared with your parents, teachers, or school staff. To participate, please use the web link and the unique student study ID and password provided below.

Web Address: <https://surveys.nces.ed.gov/mgls/>
Student Study ID: <XXXXXXXX>
Student Password: <XXXXXXXX><PW_ind>

If you have questions, please call (855) 500-1432 or email us at mglsurvey@rti.org. You can also get more information on our website: <https://surveys.nces.ed.gov/mgls/>.

We thank you in advance for your cooperation in this important research.

Sincerely,

James L. Woodworth
NCES Commissioner

Appendix MS2-W.5c. Final Email Reminder for Out-of-School Participation, Student Respondent (approved)

Hello <Student Name>,

Your last day to participate in the Middle Grades Longitudinal Study of 2017-18 (MGLS:2017) is <date>! Remember, once you finish the session, we will send you **a check for \$20 and a 2-hour certificate of service from the U.S. Department of Education** as a thank you.

Participating is easy! Just click the link below and enter in your login information.

Web Address: <https://surveys.nces.ed.gov/mgls/>
Student Study ID: <XXXXXXXX>
Student Password: <XXXXXXXX><PW_ind>

If you have questions about the study, please visit the website linked above, call us at 1-855-500-1432, or email us at mgls@rti.org.

Thanks, in advance, for your support of this important study.

Sincerely,

<NAME>
<CONTACT INFORMATION>

Appendix MS2-W.5d. Email Invitation for Out-of-School Participation (Hybrid), Student Respondent
(approved)

Dear <Student Name>:

Thank you for participating in the first part of the Middle Grades Longitudinal Study of 2017-18 (MGLS:2017) at your school.

We want to make sure you get credit for participating, and the **\$20 and two hours of community service** from the U.S. Department of Education. Please complete the rest of the session. To participate, please use the web link and the ID and password provided below.

Web Address: surveys.nces.ed.gov/mgls/

Student Study ID: <XXXXXXXX>

Student Password: <XXXXXXXX><PW_ind>

If you have questions, please call (855) 500-1432 or email us at mglssurvey@rti.org. You can also get more information on our website: <https://surveys.nces.ed.gov/mgls/>.

Thank you so much for your cooperation in this important research.

Sincerely,

James L. Woodworth
NCES Commissioner

NCES is authorized to conduct MGLS:2017 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 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). The collected information will be combined across respondents to produce statistical reports.

Appendix MS2-W.5e. Email Reminder for Out-of-School Participation (Hybrid), Student Respondent
(approved)

Dear <Student Name>:

It's not too late to log in and complete the MGLS:2017 session, which should take about <###> minutes.

Once you complete the session, we will send you a certificate for **two hours of community service** from the U.S. Department of Education and **\$20**. Participating is easy! Just use the web link and the ID and password provided below.

Web Address: surveys.nces.ed.gov/mgls/

Student Study ID: <XXXXXXXX>

Student Password: <XXXXXXXX><PW_ind>

If you have questions, please call (855) 500-1432 or email us at mglsurvey@rti.org. You can also get more information on our website: <https://surveys.nces.ed.gov/mgls/>.

We thank you in advance for your cooperation in this important research.

Sincerely,

James L. Woodworth
NCES Commissioner