

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

**Statewide Longitudinal Data System (SLDS) Survey
2020 –2022**

OMB# 1850-0933 v.8

Appendices A – D – Contact Materials

January 2020

APPENDICES INCLUDED

- A. Introductory Email Script and Instructions
- B. 2020 Webinar PowerPoint and Webinar Listserv Invitation
- C. Non-Response Follow-Up Email Script
- D. Non-Response Call Script

APPENDIX A – Introductory Email Script and Instructions

[date 1]

Dear Project Director and/or Primary SLDS Contact:

The National Center for Education Statistics (NCES) has initiated a data collection effort to help inform ongoing evaluation and targeted technical assistance efforts to enrich the quality of the Statewide Longitudinal Data System (SLDS) Program's support to States regarding system development, enhancement, and use.

This project is a formalized expansion of the SLDS Program's Interim Progress Report (IPR), which was intended to provide NCES with insight on State and U.S. territory SLDS capacity for automated linking of K-12, teacher, postsecondary, workforce, career and technical education (CTE), adult education, and early childhood data.

To ensure the success of the SLDS Survey, we need your help. Included in this email is [this link to the online SLDS Survey](#) and an attachment with the completion instructions. We encourage all respondents to complete the online version to ease both completion and analysis time. Should you have issues accessing or completing the online version of the Survey, please do not hesitate to contact us. **We will accept completed surveys via email until the deadline of [date2].**

By providing NCES with information regarding the capacity of your State's SLDS, NCES will be able to provide a publically-accessible set of metrics and use cases showing data-linking and use capacity by State in the form of an IES-approved Statistics in Brief, which will enable interested users to quickly ascertain which States have capacity to link data across sectors. For example, which States can link K12, postsecondary, and workforce data, and how they are using these data to inform policy and practice. We also will use the data collected from the Survey to respond to questions from internal and external stakeholders regarding SLDS capacity in the States, and to inform future grant rounds and technical assistance planning.

The cooperation of your State is important to the success of this national survey of SLDS capacity. NCES will not sell these data and will notify you when the public metrics and use cases become available, in the form of an IES Statistics in Brief. The Survey data will be collected on an annual basis. SLDS system capacity changes frequently (ex. Infrastructure enhancements, evolving P20W agency collaborations, State legislation impacts, etc.), so collecting data less often would make the information too obsolete to be useful for targeted technical assistance planning.

If you have questions about the SLDS Survey, please contact Kristen King at Kristen.king@ed.gov.

Sincerely,

Ross Santy
Associate Commissioner, Administrative Data Division
National Center for Education Statistics
Institute of Education Sciences

APPENDIX A – Introductory Email Script and Instructions

(An updated version with accurate dates and links to the new Google Form information collection tool may be included in the post-clearance change request, estimated for late Spring 2020)

[Email Attachment]

Instructions:

Please complete the SLDS Survey within the new [Google Form information collection tool](#), based on the current status of each specified element or capability in your SLDS, not the status of elements or capabilities of systems that are not linked to your SLDS. While we recognize there are various levels of linking, when we use the term “link”, we are referring to an established technology solution that allows for data to be brought together in a replicable and useful way.

If your state has or is in the process of building more than one SLDS (e.g., K12 and P20W), your responses should reflect the cumulative status and attributes encompassing both systems. A P20W system encompasses information across multiple sectors. It is inclusive of not only K12 data, but could include early learning, postsecondary, and/or workforce data. **Therefore, you may have to consult other state agency or department counterparts to complete this Survey in its entirety (early learning, postsecondary, workforce, etc.) The data that are collected inform our on-going evaluation and technical assistance efforts, and might be used to assess state needs to guide future grant round agendas.** Thank you for completing this Survey with accurate responses.

The feature status options are:


- **Not Planned** - The state is currently not planning to include that element/capability in its SLDS. “Not Planned” should also be marked for items that are not applicable to your state SLDS at this time (legislative prohibitions, “unadopted” interest, etc.);
- **Planned** - The state intends to include this element/capability in its SLDS and has a documented plan and funding source to implement, but implementation work has not begun;
- **In Progress** - The state is currently building or implementing this element/capability as part of its SLDS, but it is not yet fully operational; and
- **Operational** - This element/capability is fully functional and available for its intended users.

The SLDS Survey has been prepopulated with your State’s most recent responses from the previous collection. Should you have issues accessing or completing the online version of the Survey, please do not hesitate to contact us.

Kristen King
Kristen.king@ed.gov

APPENDIX B – 2020 Webinar PowerPoint and Webinar Listerserv Invitation
 (Below is the version for 2019. An updated version with accurate dates and screenshots of the new Google Form information collection tool will be included in the post-clearance change request, estimated for late Spring 2020.)

[Webinar]




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SLDS
 Statewide
 Longitudinal
 Data Systems
 Grant Program

ies NATIONAL CENTER FOR EDUCATION STATISTICS
 Institute of Education Sciences


Nancy Sharkey, Program Officer
 Charles McGrew, Program Officer
 Kristen King, Program Officer
<http://nces.ed.gov/programs/SLDS>



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- The webinar will begin at approximately **TBD PM EST** and will be recorded.
- Information on how to join the teleconference can be found on the "Event Info" tab in the upper left of this screen. Please be sure to use the "Attendee ID" when dialing in to associate your name with your phone.
- In order to cut down on background noise, all participant lines will be muted upon entry into the meeting.
- For the Question and Answer portion at the end of the presentation:
- Type your question into the Q&A panel below the participant list and click "Send."
- A copy of this presentation and a link to the recording will become available at <http://nces.ed.gov/programs/slds/webinars.asp>

Thank you for joining us!



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SLDS SURVEY: WHAT YOU NEED TO KNOW

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WELCOME

This webinar will provide information to help states complete the SLDS Survey:

- How to navigate the survey PDF
- Explanation of the OMB Process
- Benefits of completing the survey
- How the data will be used?

Presenters

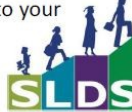

- Kristen King, Program Officer, SLDS Grant Program, NCES
- Carla Howe, SLDS State Support Team

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GENERAL INFORMATION

- **Due date:** Surveys should be submitted by **November 1, 2019 at 4:30 PM ET.**
- Surveys were distributed to all states and territories, despite active grant status
- The SLDS Survey will be collected annually, to ensure all information is up-to-date and accurately reflects SLDS capacity in each state
- Completed surveys should be submitted to your state's Program Analyst.





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WHAT IS INCLUDED IN THE SURVEY?

The SLDS Survey covers the following major topics:

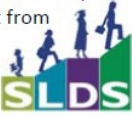
- State Agency K12 Data
- K12 Teacher Data
- Postsecondary Data
- Workforce Data
- Vocational Education and Workforce Training Data
- Early Childhood Data
- Interoperability
- Data Use



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BEFORE YOU BEGIN – USING THE PDF

- Save/complete the form to a local drive, (such as C:\username\folder), instead of using a networked drive.
- The comment feature in Adobe Acrobat does not work on a fillable pdf, but the form can be printed to a 'static' pdf – which can be commented on.
- We recommend that comments be entered directly into the form instead of copy/pasting text from another document.

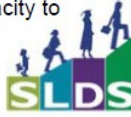


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BEFORE YOU BEGIN – THE COVER PAGE




- If you are not a grantee, please leave 1 and 2 blank, and fill out all other information
- Reporting period: SLDS capacity to date



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BEFORE YOU BEGIN – FEATURE STATUS OPTIONS

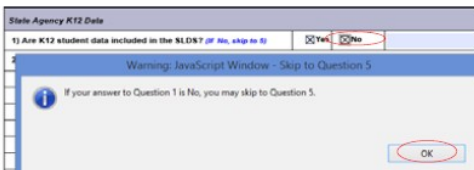
- Each question has 4 different feature status options, which are listed at the top of the page. The feature status options are:
 - Not Planned - The state is currently not planning to include that element/capability in its SLDS. "Not Planned" should also be marked for items that are not applicable to your state SLDS at this time (legislative prohibitions, "unadopted" interest, etc.);
 - Planned - The state intends to include this element/capability in its SLDS and has a documented plan and funding source to implement, but implementation work has not begun;
 - In Progress - The state is currently building or implementing this element/capability as part of its SLDS, but it is not yet fully operational; and
 - Operational - This element/capability is fully functional and available for its intended users.
- Each question has a comment box, where the respondent can provide additional information about an answer selection



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NAVIGATING THE PDF – SKIP PATTERNS

- Survey questions are grouped by topic. At the beginning of each question group will be a "Yes/No" question. If 'No' or 'Not Planned' is selected, the PDF will generate a pop-up prompting you to skip to the next question group.
- If No is selected in error, simply scroll back up to the question and select 'Yes' or unselect 'Not Planned'.




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NAVIGATING THE PDF – CLEARING ANSWERS

- Once you've selected an answer to a question or sub-question, you cannot unselect the answer, but you can change it to a different one.
- If you do need to 'unselect' an answer completely, simply scroll to the bottom of the question and select 'Clear QX'.
- This will clear ALL answers for that question, and you will have select all of the answers again.

Feature	Status				Comments
	Not Planned	Planned	In Progress	Operational	
3) Is there a comprehensive data dictionary for K12 student data elements that contains metadata such as a definition, option sets, type or field length? (If Not Planned, skip to 4)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4) Is the data dictionary published publicly on the agency's website?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
5) Are K12 student data elements (SED) aligned?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Selecting the CLEAR button will reset all answers for Question 3					CLEAR Q3
6) How are K12 student data from the SLDS used?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CLEAR Q6
7) Instructional Support (e.g. standards for teachers)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	



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THE OMB PROCESS

The Paperwork Reduction Act of 1980, and as amended in 1995, requires Federal agencies to obtain approval from Office of Management and Budget (OMB) each time they propose to collect or sponsor, even under a contract or other agreement, the collection of identical information from more than nine respondents. In addition, activities related to development or testing of data collection plans are also subject to OMB review and approval if identical information is sought from more than nine respondents in either a formal or informal manner.


- Interim Progress Report → SLDS Survey
 - Formal, systematic collection
 - Six to twelve month process
- Three Stages:
 - Review of overall plan
 - Quick review of survey details
 - Public comment period
- Internal Review & Validation:
 - State piloting
 - IES Statistician review
 - State Support Team (SST) input

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BENEFITS OF COMPLETING THE SURVEY

- **Survey results would inform:**
 - Future grant rounds for the SLDS grant program and technical assistance support
 - Program offices in the Department of Education, Department of Labor, and Health and Human Services, in addition to external stakeholders (response to ad-hoc requests for aggregate data)
 - State development and support efforts (best practices, state connections/collaborations)
 - Public knowledge of State capacity to link and use longitudinal data
 - Up-to-date state capacity indicators to OMB


Despite active grant status, your input is critical!



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WHAT IF MY STATE DOES NOT HAVE AN SLDS?


- Even if your state does not have an SLDS in place, providing a response is helpful!
 - It will help build the complete picture of where *all* states are with the development, implementation, and use of their SLDS.
 - The SLDS State Support Team can learn more about your current capacity – and then help develop a road map toward increasing the capacity within your state.



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HOW WILL MY STATE'S DATA BE USED FOR TECHNICAL ASSISTANCE?


- The State Support Team will analyze the survey results to understand state and territory areas of need.
- Then, we will examine the ways in which we can provide support by
 - Sharing existing resources
 - Developing new resources where necessary
 - Planning and hosting meetings and webinars that highlight states' promising practices, and provide tips and guidance



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QUESTIONS?

- If you have questions about utilizing the PDF and Survey functionality:
 - Contact your state's Program Analyst
 - If you do not know your state's Program Analyst, please contact Amanda Musick at Amanda.Musick@aemcorp.com.
- If you have questions about the content of the Survey:
 - Contact Program Officer, Kristen King at Kristen.King@ed.gov



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THANK YOU!



APPENDIX B – Webinar PowerPoint and Webinar Listserv Invitation

[Listserv Announcement]

Please join the SLDS Program on **Weekday, Month Day** at **Xpm** ET for a webinar explaining the official SLDS Survey.

The National Center for Education Statistics (NCES) has initiated a data collection effort to help inform ongoing evaluation and targeted technical assistance efforts to enrich the quality of the Statewide Longitudinal Data System (SLDS) Program's support to States regarding system development, enhancement, and use. This project is a formalized expansion of the SLDS Program's previous efforts to provide NCES with insight on State and U.S. territory SLDS capacity for automated linking of K-12, teacher, postsecondary, workforce, career and technical education (CTE), adult education, and early childhood data.

In 2020 we are beginning to use a new online information collection tool to more efficiently collect the necessary data. The webinar will cover the following topics:

- How to navigate the online Survey form
- Explanation of the OMB approval process
- Benefits of completing the Survey
- How the data will be used

The webinar will be presented by SLDS Program Officer Kristen King and by SLDS State Support Team (SST) member Carla Howe.

Although a recording of the webinar will be sent out, we strongly encourage you to attend the session as there will be an opportunity for you to ask questions during the Q&A session at the end.

This invitation has been sent to all primary SLDS contacts, but please forward to others who might be contributing responses to the survey.

To join the webinar, please follow the link below:

WebEx Link: **[insert here]**

Event Number / Access Code: **[insert here]**

To call in, please dial: 1-877-668-4493, enter the meeting number (**insert here**) and your attendee ID #

APPENDIX C – Non-Response Follow-Up Email Script



GENTLE REMINDER

[date3]

Dear Project Director and/or Primary SLDS Contact:

Data collection for the [year] Statewide Longitudinal Data System (SLDS) Survey began [date1]. According to our records, your State has not completed the survey. The survey ends on [date2]. Please complete [the online SLDS Survey](#) at soon as possible.

By providing NCES with information regarding the capacity of your State’s SLDS, NCES will be able to provide a publicly-accessible set of metrics and use cases showing data-linking and use capacity by State in the form of an IES-approved Statistics in Brief, which will enable interested users to quickly ascertain which States have capacity to link data across sectors. For example, which States can link K12, postsecondary, and workforce data, and how they are using these data to inform policy and practice. We also will use the data collected from the Survey to respond to questions from internal and external stakeholders regarding SLDS capacity in the States, and to inform future grant rounds and technical assistance planning.

The cooperation of your State is important to the success of this national survey of SLDS capacity. NCES will not sell these data and will notify you when the public metrics and use cases become available, in the form of an IES Statistics in Brief. The Survey data will be collected on an annual basis. SLDS system capacity changes frequently (ex. Infrastructure enhancements, evolving P20W agency collaborations, State legislation impacts, etc.), so collecting data less often would make the information too obsolete to be useful for targeted technical assistance planning.

If you have questions about the SLDS Survey, please contact Kristen King at Kristen.king@ed.gov.

Sincerely,

Ross Santy
Associate Commissioner, Administrative Data Division
National Center for Education Statistics
Institute of Education Sciences

APPENDIX D – Non-Response Call Script

This information below describes the non-response telephone procedures that will be used for the Statewide Longitudinal Data System (SLDS) Survey. The purpose of the telephone calls is to encourage non-responsive States to complete to the survey.

MATERIALS AND FILES PROVIDED

1. The National Center for Education Statistics (NCES) has a Microsoft Excel spreadsheet containing the contact information for each non-respondent State.
2. Columns will be added for comments, to document each non-response follow-up attempt/conversation and outcome of the call.

THE CALL

1. Call the State contact listed.
2. If you aren't able to speak to the contact, ask to leave a voicemail.

Good morning (afternoon, etc.). My name is [redacted]. I am calling for the Statewide Longitudinal Data System (SLDS) Survey, sponsored by the National Center for Education Statistics, NCES, within the U.S. Department of Education. We are calling because we are collecting data on your State's SLDS system capacity, and the survey deadline is [date2]. I am calling to offer any assistance in completing the Survey, if needed. Please call me at [redacted] at your earliest convenience. Thank you.

3. If you are able to speak with the respondent, follow the script below for the calls. (Items in blue are not part of the script.)

Good morning (afternoon, etc.). My name is [redacted]. I am calling for the Statewide Longitudinal Data System (SLDS) Survey, sponsored by the National Center for Education Statistics, NCES, within the U.S. Department of Education. We are calling because we are collecting data on your State's SLDS system capacity, and the survey deadline is [date2]. I am calling to offer any assistance in completing the Survey, if needed.

Your participation is very important to the success of the survey.

I would like to email this information to you. May I confirm that your email address is [redacted] ?
(If yes, send non-response email to contact. If no, update email address on spreadsheet, GRADS360, and listserv. Next, send non-response email to new contact email.)

Thank you for your time. Have a good [redacted] (morning, etc.).

Record on the spreadsheet any other information the respondent gave you in reference to the Survey.

4. For each State contact, try to speak to a person who can give you the information. If you have no success, record that on the call sheet.