

**Early Childhood Longitudinal Study, Kindergarten
Class of 2022-23 (ECLS-K:2023)**

**Kindergarten and First-Grade Field Test Data
Collection, National Sampling, and National
Recruitment**

OMB# 1850-0750 v.22

Attachment F
MyECLS Website Screens

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

**September 2020
revised November 2020**

MyECLS Website Screens

NOTE: IN THIS LIST, MATERIALS BEING TRANSLATED INTO SPANISH ARE DENOTED WITH AN ASTERISK (“*”). THE SPANISH TRANSLATIONS WILL BE PROVIDED IN THE MARCH 2021 CHANGE MEMO.

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1. STUDY HOME / LOG-IN SCREEN

This screen will be available as follows:

Spring 2021 (field test district and school recruitment)	Field test district and school staff
Fall 2021 (field test data collection; national district and school recruitment)	Field test district and school staff; Field test school coordinators, school administrators, teachers, and parents (with credentials required to move beyond this page); and National district and school staff
Spring 2022 (national district and school recruitment)	National district and school staff

The study home/log-in screen has four sections: Overview/log-in section (including the “Why Should I Participate?” section), Participation Steps section (field test and/or national), Findings section, and More Information section (field test and/or national). The log-in page will be translated into English and Spanish; a language toggle appears in the upper right.

This landing page, with the same URL, will be used for both the field test data collection and the national district and school recruitment. The sections are identical for both efforts except for the Participation Steps and More Information sections. In spring 2021, only the field test participation steps and materials will display. Both field test and national participation steps and materials will display in fall 2021. Then, in spring 2022, only the national participation steps and materials will display.



Welcome to the Early Childhood Longitudinal Study

The green banner displays buttons to navigate to different sections of the screen: Overview, Participation Steps, Findings, and More Information.

- “Overview” navigates to the overview section: “What is the ECLS?,” Log-in fields, and “Why Should I participate?”.
- “Participation Steps” navigates to the “Participation Steps” section.
- “Findings” navigates to the “Study Findings” section.
- “More Information” navigates to the materials for districts and schools.



A tab to “Contact us” appears on the right-hand side of the screen. Selecting the “Contact Us” tab opens the “Contact Us” window. Completing the fields in the “Contact Us” window sends a message to ECLS@westat.com.

1.1 Overview/Log-in Section

Display a banner at the top of the page regarding the coronavirus pandemic:

The coronavirus pandemic continues to pose significant challenges for state agencies, districts, and schools, while also affecting us all personally. We recognize these challenges and we are implementing approaches to conduct ECLS activities in schools in a manner that aims to protect the health and safety of students, school staff, and ECLS staff. We will follow recommended guidance from health experts and school-specific safety precautions when our staff visit schools in fall 2021.

- OVERVIEW
- PARTICIPATION
- FINDINGS
- MORE INFO

What is the ECLS?

The **Early Childhood Longitudinal Study (ECLS)** program gives families, educators, and policymakers important information about children's knowledge and skills. For more than 20 years, the study has helped improve education for children from birth through elementary school.

The ECLS is conducted by the **National Center for Education Statistics (NCES)**, within the U.S. Department of Education's **Institute of Education Sciences (IES)**

The ECLS gathers information from children, parents/guardians, teachers, and school administrators to provide a complete picture of children's learning experiences. The upcoming study – the **ECLS-K:2023** – will focus on the kindergarten class of 2022-23. This study will be informed by a series of **field tests**, including one in the fall of 2021. These field tests are small-scale trial runs of the study to test the study instruments with children, parents, teachers, and school administrators.

The ECLS-K:2023 will provide information that can be used at the local, state, and national levels to guide practice and policies that increase children's chances of doing well in school. It is important that selected children, parents, teachers, and schools participate to ensure that the findings are accurate.

Students, families, teachers, and schools will not be identified in any ECLS reports. Information will be combined from all participants to produce reports for the nation as a whole.

All of the information provided by children, families, teachers, and principals 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). All staff working on the study have signed an affidavit of non-disclosure where they swear to abide by this law.



The left-hand side of the screen displays information about the ECLS. Use the navigation buttons on the left to skip to each section: Overview, Participation, Findings, and More Info.

What is the ECLS?

The **Early Childhood Longitudinal Study (ECLS)** program gives families, educators, and policymakers important information about children's knowledge and skills. For more than 20 years, the study has helped improve education for children from birth through elementary school.

New Visitors

Did you receive a post card or an email about the Early Childhood Longitudinal Study? If this is your first time visiting this site, please enter the PIN from the post card or email.

PIN

SUBMIT

Returning Visitors

For returning visitors, please enter your username and password.

Username

Password

[Forgot Password?](#)

LOGIN

Technical and Security Recommendations

We recommend using a desktop or laptop computer to complete the study activities. For the best experience, use Chrome, Edge, Safari, or Firefox.

When you have finished or if you need to stop before finishing, please LOG OUT of the survey system by selecting "Logout" and CLOSE ALL browser windows or screens to keep your responses secure. For example, if you used Chrome or Safari to open the website, make sure no Chrome or Safari windows or screens are open after you end the session. Not closing all browsers may allow someone else to see your responses.

The ECLS is conducted by the National Center for Education Statistics (NCES) [[LINK TO NCES WEBSITE https://nces.ed.gov/ecls/](https://nces.ed.gov/ecls/)], within the U.S. Department of Education's [[LINK TO DEPARTMENT OF EDUCATION SITE https://www.ed.gov/](https://www.ed.gov/)] Institute of Education Sciences (IES) [[LINK TO IES SITE https://ies.ed.gov/](https://ies.ed.gov/)].

The ECLS gathers information from children, parents/guardians, teachers, and school administrators to provide a complete picture of children's learning experiences. The upcoming study - the ECLS-K:2023 - will focus on the kindergarten class of 2022-23. This study will be informed by a series of field tests [[LINK TO https://nces.ed.gov/ecls/datainformation2023.asp](https://nces.ed.gov/ecls/datainformation2023.asp)], including one in the fall of 2021. These field tests are small-scale trial runs of the study to test the study instruments with children, parents, teachers, and school administrators.

The ECLS-K:2023 will provide information that can be used at the local, state, and national levels to guide practice and policies that increase children's chances of doing well in school. It is important that selected children, parents, teachers, and schools participate to ensure that the findings are accurate.

Students, families, teachers, and schools will not be identified in any ECLS reports. Information will be combined from all participants to produce reports for the nation as a whole.

All of the information provided by children, families, teachers, and principals 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). All staff working on the study have signed an affidavit of non-disclosure where they swear to abide by this law.

A thumbnail of the ECLS video displays below the text. This is a recruitment video that gives an overview of the ECLS program and ECLS-K:2023 study. See the video script in Attachment A-3.

The right-hand side of the screen displays log-in fields for visitors with credentials.

New Visitors

Did you receive a post card or email about the Early Childhood Longitudinal Study (ECLS)? If this is your first time visiting this site, please enter the PIN from the post card or email.

Returning Visitors

For returning visitors, please enter your username and password.

Forgot Password? [[LINK](#)]

There is a PIN field for first-time visitors and there are username and password fields for returning visitors.

- *First-time visitors will enter a PIN and then immediately will be prompted to create a username and password.*

Create Account



Please create a username and password to use to access MyECLS.

Your username should be your email address.

Username

Your password must be at least 8 characters in length, and must contain a combination of 3 of the following 4 types: upper case letters, lower case letters, numbers, or special characters.

New Password

Confirm Password

You will be prompted to change your password every 60 days.

CONTINUE

Please create a username and password to use to access MyECLS. Your username should be your email address.

Your password must be at least 8 characters in length and must contain a combination of 3 of the following 4 types: upper case letters, lower case letters, numbers, or special characters. You will be prompted to change your password every 60 days.

- When the “Forgot Password?” link is selected, a temporary password will be sent to the user’s email address (username).
- Users will be prompted to reset passwords every 60 days.

The following messages will appear around the log-in fields on the landing page or on a pop-up window (1-7, 12, 13) or will appear in a new pop-up window (8-11).

1) A message for invalid PIN entry (too few/many digits or not recognized):
“The PIN you entered is not recognized. Please enter the valid 4-digit PIN provided in the ECLS email or post card. If you need assistance, call us at 855-898-2018 or email ecls@westat.com.”

2) A message for invalid email address at account creation (no @ symbol, no .com/.org/etc. extension, contains a space or invalid characters):
“The email address you entered is not valid. Please enter a valid email address.”

3) A message for invalid password creation (either initially or upon reset):
“The password you entered does not meet the minimum requirements. Your password must be at least 8 characters in length and must contain a combination of 3 of the following 4 types: upper case letters, lower case letters, numbers, or special characters. It must not be identical to a previous password.”

4) A message for non-matching passwords at password creation (either initially or upon reset):

“The passwords you entered do not match. Please try again. Your password must be at least 8 characters in length and must contain a combination of 3 of the following 4 types: upper case letters, lower case letters, numbers, or special characters. It must not be identical to a previous password.”

- 5) A message if the user enters a PIN associated with an ID for which an account (username and password) has already been created:

“We already have an account on file for this username. Please log in using the username and password you created. If you have forgotten your password, select the Forgot Password link. If you need assistance, call us at 855-898-2018 or email ecls@westat.com.”

- 6) A message for unrecognized username:

“The username you entered is not recognized. Please enter the email address you used to create this account. If you have forgotten what email address was used to create your account, or the email address is no longer valid, please call us at 855-898-2018 or email ecls@westat.com.”

- 7) A message for unrecognized password:

“The password you entered is not valid. Please try again or select the Forgot Password link.”

- 8) Message pop-up box for when the user clicks the forgot password link:

“Please enter the email address you used to create your account for the MyECLS Portal. You will receive an email containing a link to reset your password. The link is valid for one use and expires in 5 days. If you need assistance, call us at 855-898-2018 or email ecls@westat.com.”

Username/Email [FIELD]

Continue [BUTTON]

- 9) Message box for log-in using the reset password link that the user received in an email after selecting the “forgot password” link:

“To continue, please create a new password. Your password must be at least 8 characters in length and must contain a combination of 3 of the following 4 types: upper case letters, lower case letters, numbers, or special characters.”

New Password [FIELD]

Confirm Password [FIELD]

Continue [BUTTON]

- 10) An alert that the password will expire soon (passwords expire every 60 days). This message will display upon log-in within 7 days of the expiration date. The user can cancel, since he or she is not required to change passwords until the 60-day expiration:

“Your password will expire in X days. Please create a new password. Your password must be at least 8 characters in length, and must contain a combination of 3 of the following 4 types: upper case letters, lower case letters, numbers, or special characters. It must not be identical to a previous password.”

New Password [FIELD]

Confirm Password [FIELD]

Cancel [BUTTON]

Continue [BUTTON]

11) An alert that the password has expired and the user must create a new one (passwords expire every 60 days):

“Your password has expired. Please create a new password. Your password must be at least 8 characters in length and must contain a combination of 3 of the following 4 types: upper case letters, lower case letters, numbers, or special characters. It must not be identical to a previous password.”

New Password [FIELD]

Confirm Password [FIELD]

Continue [BUTTON]

12) Message for if a user attempts to continue without entering anything in the username or password fields (at account creation, or reset):

“You must enter a username and password to access the MyECLS website.”

13) Message for a disabled account (e.g., parent assigned final refusal status code, parent of child who moved and was not followed, teacher no longer linked to study children, school administrator or school coordinator has changed).

“Your MyECLS Portal account has been disabled. If you need assistance, call us at 855-898-2018 or email ecls@westat.com.”

Below the log-in fields, display “Technical and Security Recommendations”:

Technical and Security Recommendations

We recommend using a desktop or laptop computer to complete the study activities. For the best experience, use Chrome, Edge, Safari, or Firefox.

When you have finished or if you need to stop before finishing, please LOG OUT of the survey system by selecting “Logout” and CLOSE ALL browser windows or screens to keep your responses secure. For example, if you used Chrome or Safari to open the website, make sure no Chrome or Safari windows or screens are open after you end the session. Not closing all browsers may allow someone else to see your responses.

We recommend using a desktop or laptop computer to complete the study activities. For the best experience, use Chrome, Edge, Safari, or Firefox.

When you have finished or if you need to stop before finishing, please LOG OUT of the survey system by selecting “Logout” and CLOSE ALL browser windows or screens to keep your responses secure. For example, if you used Chrome or Safari to open the website, make sure no Chrome or Safari windows or screens are open after you end the session. Not closing all browsers may allow someone else to see your responses.

When the respondent logs in, “Browser Recommendations” will appear:

Browser Recommendations



We recommend using a desktop or laptop computer to complete the study activities. For the best experience, use **Chrome, Edge, Safari, or Firefox**. If you don't have one of the recommended browsers, you can select one of the browser icons below to download the installer.



Chrome



Edge



Safari



Firefox

DONE

We recommend using a desktop or laptop computer to complete the study activities. For the best experience, use Chrome, Edge, Safari, or Firefox. If you don't have one of the recommended browsers, you can select one of the browser icons below to download the installer.

Chrome

Edge

Safari






Firefox

1.2 “Why Should I Participate?” Section

Below the overview and log-in section, the user can scroll down to “Why Should I Participate?” (Note: the watermark on the photograph image will not display on the website.)

Why Should I Participate?

The ECLS explores how different factors — at home and at school — relate to children’s development and learning over time. This is your opportunity to contribute to research that can lead to changes, helping your school, teachers, and students, as well as the broader educational community. Your participation in the study allows us to answer the following types of questions:

-  What knowledge and skills do children have when they start school?
-  What educational activities do kindergartners do at home?
-  How do educators help make the transition into kindergarten less difficult for children?
-  How well can kindergartners pay attention and control their behaviors?
-  How well do kindergarten programs prepare children for later grades?

gettyimages
Courtney Hale

Why Should I Participate?

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- How well can kindergartners pay attention and control their behaviors?
- How well do kindergarten programs prepare children for later grades?

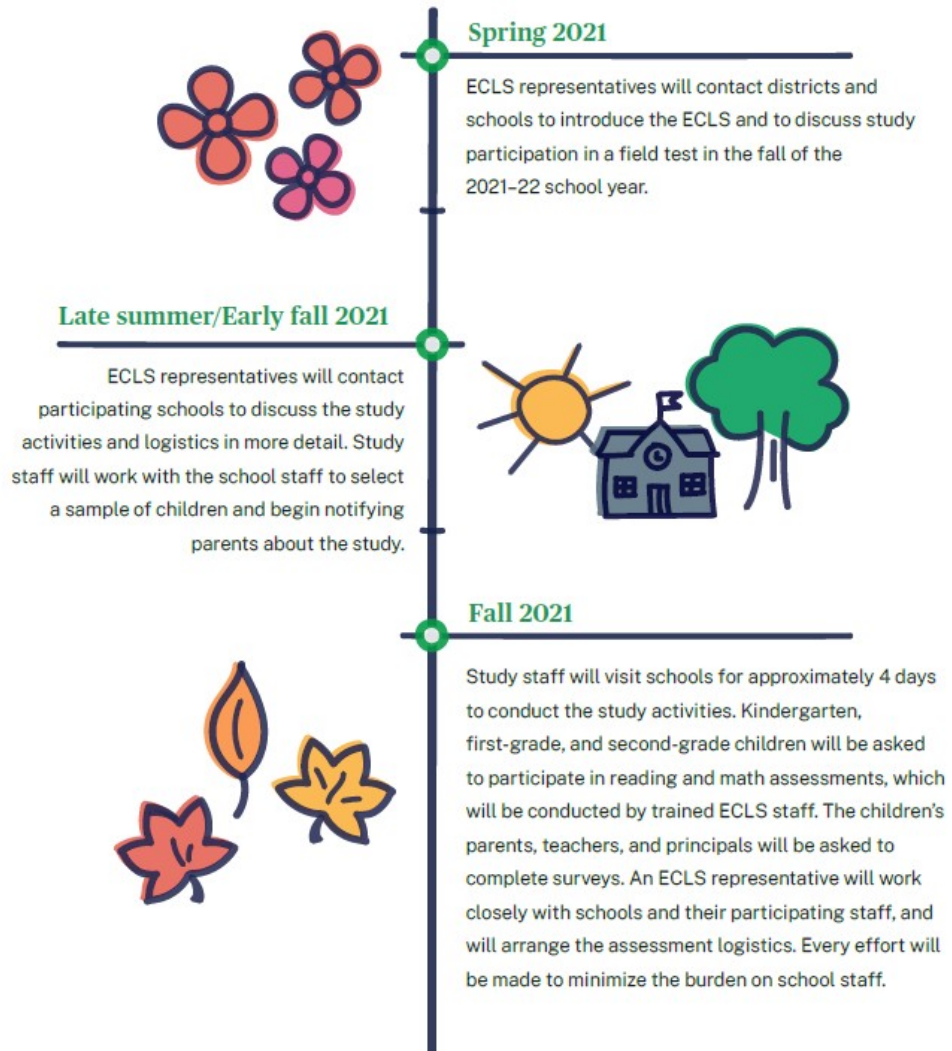
1.3 Participation Steps Section

This section will have different displays for the field test and national studies. In spring 2021, only the field test participation steps will display. Both field test and national steps will display in fall 2021. Then, in spring 2022, only the national steps will display. Note that the watermark will not appear on the photograph images.



Participation Steps

Field Test



Data and operations from the field test will be analyzed in preparation for the national data collection in fall 2022.

Participation Steps

Field Test

Spring 2021: ECLS representatives will contact districts and schools to introduce the ECLS and to discuss study participation in a field test in the fall of the 2021-22 school year.

Late summer/Early fall 2021: ECLS representatives will contact participating schools to discuss the study activities and logistics in more detail. Study staff will work with the school staff to select a sample of children and begin notifying parents about the study.

Fall 2021: Study staff will visit schools for approximately 4 days to conduct the study activities. Kindergarten, first-grade, and second-grade children will be asked to participate in reading and math assessments, which will be conducted by trained ECLS staff. The children's parents, teachers, and principals will be asked to complete surveys. An ECLS representative will work closely with schools and their participating staff, and will arrange the assessment logistics. Every effort will be made to minimize the burden on school staff.

Data and operations from the field test will be analyzed in preparation for the national data collection in fall 2022.

National

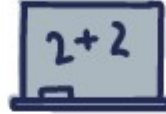


Fall 2021/Spring 2022

ECLS-K:2023 representatives will contact districts and schools to introduce the study and to discuss participation in the fall and spring of the 2022-23 school year.

Late summer/Early fall 2022

ECLS-K:2023 representatives will contact participating schools to discuss the study activities and logistics in more detail. Study staff will work with the school staff to select a sample of children and begin notifying parents about the study.



Fall 2022

Study staff will visit schools for approximately 3 days to conduct the study activities. Selected kindergarten children will be asked to participate in engaging, age-appropriate activities in [reading and mathematics] / [reading, mathematics, and executive functioning] / [reading, mathematics, and executive functioning] and, in some schools, have their height and weight measured). These activities will be conducted by trained ECLS-K:2023 staff. The children's parents and teachers will be asked to complete surveys. An ECLS-K:2023 representative will work closely with schools to select the children, notify parents and teachers, and arrange assessment logistics. Every effort will be made to minimize the burden on school staff.



Spring 2023

ECLS-K:2023 staff will revisit schools to conduct another round of study activities. In addition to the fall activities, school principals will be asked to complete surveys. The study will attempt to follow participating children who may have moved to their new schools to conduct the study activities.



After the kindergarten year, the ECLS-K:2023 will conduct study activities in spring 2024, when most of the children have advanced to first grade, in spring 2026, when most of the children have advanced to third grade, and in spring 2028, when most of the children have advanced to fifth grade. The ECLS-K:2023 will attempt to follow participating children when they move to new schools.



National

Fall 2021/Spring 2022: ECLS-K:2023 representatives will contact districts and schools to introduce the study and to discuss participation in the fall and spring of the 2022-23 school year.

Late summer/Early fall 2022: ECLS-K:2023 representatives will contact participating schools to discuss the study activities and logistics in more detail. Study staff will work with the school staff to select a sample of children and begin notifying parents about the study.

Fall 2022: Study staff will visit schools for approximately 3 days to conduct the study activities. Selected kindergarten children will be asked to participate in engaging, age-appropriate activities in [reading and mathematics]/ [reading, mathematics, and executive functioning] / [reading, mathematics, and executive functioning and, in some schools, have their height and weight measured]. These activities will be conducted by trained ECLS-K:2023 staff. The children's parents and teachers will be asked to complete surveys. An ECLS-K:2023 representative will work closely with schools to select the children, notify parents and teachers, and arrange assessment logistics. Every effort will be made to minimize the burden on school staff.

Spring 2023: ECLS-K:2023 staff will revisit schools to conduct another round of study activities. In addition to the fall activities, school principals will be asked to complete surveys. The study will attempt to follow participating children who may have moved to their new schools to conduct the study activities.

After the kindergarten year, the ECLS-K:2023 will conduct study activities in spring 2024, when most of the children have advanced to first grade, in spring 2026, when most of the children have advanced to third grade, and in spring 2028, when most of the children have advanced to fifth grade. The ECLS-K:2023 will attempt to follow participating children when they move to new schools.

1.4 Findings Section

See Attachment A-5 for details on the final infographics including their final text; those that appear below in the screenshots are in draft form. The infographics to be included in the "Findings" section include those on the following topics: social and academic skills, school supports for families, materials sent home from schools to parents/guardians, and children's transition to school. The top of the page has the following text:

Findings

What we learned from ECLS students, parents, and schools

The three sets of infographics display on three tabs: "Social & Academic Skills," "Children Going to School," and School Support of Families." The first tab displays the "Social and Academic Skills" infographic.

Findings

What we learned from ECLS students, parents, and schools

View:  

Social & Academic Skills

Children Going to School

School Support of Families

What do we know about kindergartners in the United States? How do they interact with their classmates?

A lot of what we know about kindergartners in the U.S. comes from teachers who participated in the previous ECLS studies.

77%

of kindergartners
often or very often
formed friendships



74%

of kindergartners
often or very often
accepted peers'
ideas



51%

often or
very often
comforted
others



11%

often or very
often argued
with others



10%

often or very
often fought
with others



What kinds of things do kindergartners know?

The previous ECLS studies worked with kindergartners to learn about their knowledge and skills.

66%

recognized
their letters



29%

knew the first
sounds of
words



58%

understood size
comparisons, such
as big, bigger, and
biggest



94%

recognized
numbers and
shapes and were
able to count to 10



SOURCE: West, J., Denton, K., and Germino-Hausken, E. (2000). *America's Kindergartners* (NCES 2000-070).

Retrieved July 31, 2020, from <https://nces.ed.gov/pubs2000/2000070.pdf>.

Social & Academic Skills

What do we know about kindergartners in the United States? How do they interact with their classmates?

A lot of what we know about kindergartners in the U.S. comes from teachers and parents who participated in the previous ECLS studies.

- 77% of kindergartners often or very often formed friendships
- 74% of kindergartners often or very often accepted peers' ideas
- 51% often or very often comforted others
- 11% often or very often argued with others
- 10% often or very often fought with others

What kinds of things do kindergartners know?

The previous ECLS studies worked with kindergartners to learn about their knowledge and skills.

- 66% recognized their letters
- 29% knew the first sounds of words
- 58% understood size comparisons such as big, bigger, and biggest
- 94% recognized numbers and shapes and were able to count to 10

SOURCE: West, J., Denton, K., and Germino-Hausken, E. (2000). *America's Kindergartners* (NCES 2000-070). Retrieved July 31, 2020, from <https://nces.ed.gov/pubs2000/2000070.pdf>.

The second tab displays the "Children Going to School" infographic.

Findings

What we learned from ECLS students, parents, and schools

View:  

Social & Academic Skills

Children Going to School

School Support of Families

How do kindergartners like school?

Most kindergartners are excited about going to school and like their teacher, as reported by parents in the last ECLS.



SOURCE: U.S. Department of Education, National Center for Education Statistics. (2020). Early Childhood Longitudinal Study, Kindergarten Class of 2010-11 (ECLS-K:2011). Data retrieved July 31, 2020, from Table C1a, <https://nces.ed.gov/ecls/tables.asp>.

Children Going to School

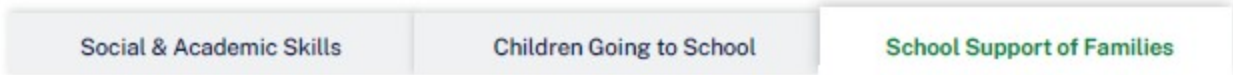
How do kindergartners like school?

Most kindergartners are excited about going to school and like their teacher, as reported by parents in the last ECLS.

- 85% of children looked forward to going to school
- 10% of children complained about going to school
- 71% of children like their teacher
- 85% of children said good things about the school

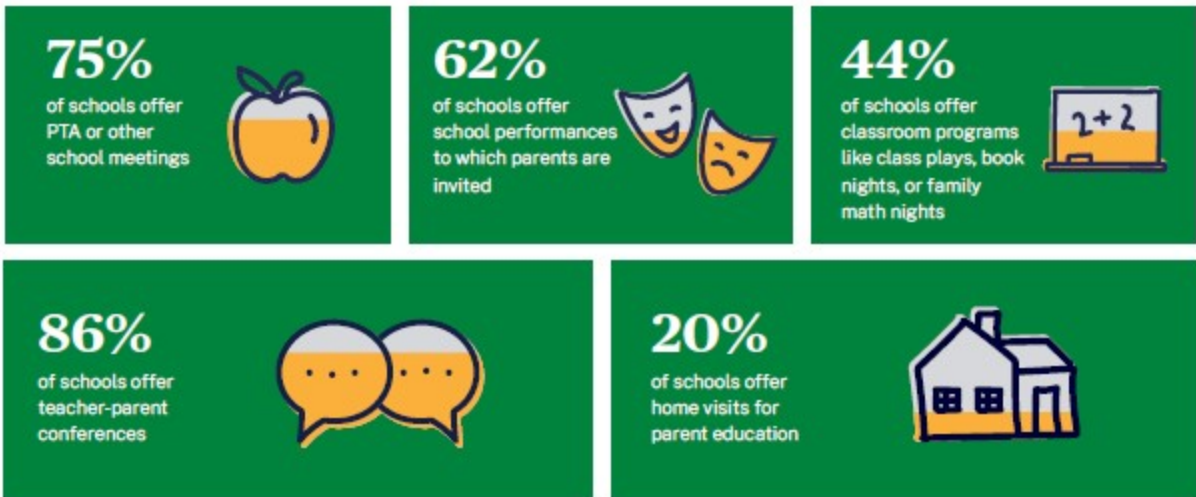
SOURCE: U.S. Department of Education, National Center for Education Statistics. (2020). Early Childhood Longitudinal Study, Kindergarten Class of 2010-11 (ECLS-K:2011). Data retrieved July 31, 2020, from Table C1a, <https://nces.ed.gov/ecls/tables.asp>.

The third tab displays the “School Support of Families” and “Materials Sent Home” infographics.



How do schools support their families?

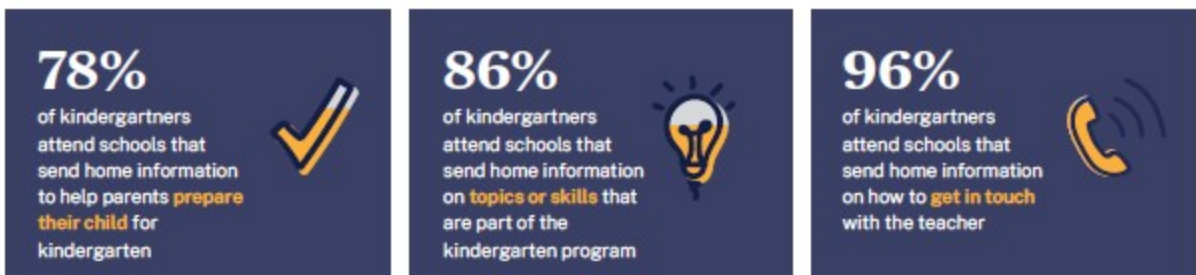
In the last ECLS, the U.S. Department of Education asked school principals in schools with kindergartners about involvement opportunities for parents, like visiting the school or having home visits.



SOURCE: U.S. Department of Education, National Center for Education Statistics. (2020). Early Childhood Longitudinal Study, Kindergarten Class of 2010-11 (ECLS-K:2011). Data retrieved July 31, 2020, from Table A2a, <https://nces.ed.gov/ecls/tables.asp>.

How do schools support their kindergarten families?

In the last ECLS, the U.S. Department of Education asked school principals about ways they support their kindergartners’ families, like sending home important information.



SOURCE: U.S. Department of Education, National Center for Education Statistics. (2020). Early Childhood Longitudinal Study, Kindergarten Class of 2010-11 (ECLS-K:2011). Data retrieved July 31, 2020, from Table C2a, <https://nces.ed.gov/ecls/tables.asp>.

How do schools support their families?

In the last ECLS, the U.S. Department of Education asked school principals in schools with kindergartners about involvement opportunities for parents, like visiting the school or having home visits.

- 75% of schools offer PTA or other school meetings
- 62% of schools offer school performances to which parents are invited
- 44% of schools offer classroom programs like class plays, book nights, or family math nights
- 86% of schools offer teacher-parent conferences
- 20% of schools offer home visits for parent education

SOURCE: U.S. Department of Education, National Center for Education Statistics. (2020). Early Childhood Longitudinal Study, Kindergarten Class of 2010-11 (ECLS-K:2011). Data retrieved July 31, 2020, from Table A2a, <https://nces.ed.gov/ecls/tables.asp>.

How do schools support their kindergarten families?

In the last ECLS, the U.S. Department of Education asked school principals about ways they support their kindergartners' families, like sending home important information.

- 78% of kindergartners attend schools that send home information to help parents prepare their child for kindergarten
- 86% of kindergartners attend schools that send home information on topics or skills that are part of the kindergarten program
- 96% of kindergartners attend schools that send home information on how to get in touch with the teacher

SOURCE: U.S. Department of Education, National Center for Education Statistics. (2020). Early Childhood Longitudinal Study, Kindergarten Class of 2010-11 (ECLS-K:2011). Data retrieved July 31, 2020, from Table C2a, <https://nces.ed.gov/ecls/tables.asp>.

1.5 More Information Section

This section will display field test district and school letters and the field test Study Overview during the spring 2021 field test recruitment period. National letters and the national Study Overview will be added for the national recruitment period beginning in fall 2021. The field test materials will be removed at the end of the field test in fall 2021. Note that the watermark will not appear on the photograph image on the website.



More Information

 U.S. Department of Education's ECLS website




 District Welcome Letter



 School Welcome Letter



 ECLS School Fact Sheet



 ECLS Video



More Information

- The U.S. Department of Education's ECLS website [<https://nces.ed.gov/ecls>]
- District Welcome Letter [[LINK TO LETTER](#)]
- School Welcome Letter [[LINK TO LETTER](#)]
- ECLS School Fact Sheet [[LINK TO FACT SHEET](#)]
- ECLS video [[LINK TO VIDEO](#)]

Endorsing Organizations

The ECLS-K:2023 is endorsed by the following education organizations:

 **Parent, Teacher, and Principal Organizations** 

 **Private and Religious Education Organizations** 

• Association of Christian Schools International	• National Alliance of Christian Schools
• Association of Christian Teachers and Schools	• National Association of Independent Schools
• Christian Schools International	• National Catholic Educational Association
• Council of Islamic Schools in North America	• National Christian School Association
• Islamic Schools League of America	• U.S. Conference of Catholic Bishops
• Lutheran Church-Missouri Synod	• WELS Commission on Lutheran Schools

 **Education Policy Organizations** 

 **Early Childhood Education Organizations** 

The list of endorsing organizations is divided by type. Each type category is expandable and collapsible.

The ECLS-K:2023 is endorsed by the following education organizations:

Parent, Teacher, and Principal Organizations

- American Federation of Teachers
- Association for Middle Level Education
- Council for Exceptional Children
- International Literacy Association
- National Association of Elementary School Principals
- National Council of Teachers of Mathematics
- National Parent Teacher Association
- National Science Teaching Association
- Texas State Teachers Association

Private and Religious Education Organizations

- Association of Christian Schools International
- Association of Christian Teachers and Schools
- Christian Schools International
- Council of Islamic Schools in North America
- Islamic Schools League of America
- Lutheran Church-Missouri Synod

- National Alliance of Christian Schools
- National Association of Independent Schools
- National Catholic Educational Association
- National Christian School Association
- U.S. Conference of Catholic Bishops
- WELS Commission on Lutheran Schools

Education Policy Organizations

- Alliance for Excellent Education
- Council of Chief State School Officers
- National School Boards Association
- The School Superintendents Association

Early Childhood Education Organizations

- American Montessori Society
- Association Montessori International/USA
- National Institute for Early Education Research

Privacy & Authorization

The National Center for Education Statistics (NCES) is authorized to conduct the Early Childhood Longitudinal Study (ECLS) by the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543). The data are being collected for NCES by Westat, a U.S.-based 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). Information from multiple individuals will be combined to produce statistical reports; no information that identifies you will be included in any reports or provided to students, their parents, or other school staff.

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 1850-0750. If you have any comments concerning the accuracy of the time estimate, suggestions for improving this information collection, or any comments or concerns regarding the status of your individual submission of these data, please write directly to: Early Childhood Longitudinal Study, National Center for Education Statistics, PCP, 550 12th St., SW, 4th floor, Washington, DC 20202.

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PDF Reader

This language appears at the bottom of the log-in page, directly on the screen.

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2. SCHOOL COORDINATOR PORTAL

The screens appearing in this section (“2. SCHOOL COORDINATOR PORTAL”) are for the field test only. National screens for the school coordinator will come in a future OMB package when clearance is sought for those data collection activities. The School Coordinator Portal has three sections: Overview, To Do (which contains links to other tabs), and More Information. Use the navigation icons on the left to skip to each section: Overview, To Do, and More Info.

2.1 Overview Section

The screenshot shows the top navigation bar with the Institute of Education Sciences and U.S. Department of Education logos, and links for myECLS Home, Portal, and Logout. Below is a green banner with the text "Welcome to your School Coordinator Portal!". On the left is a vertical navigation menu with three icons: Overview (info icon), To Do (calendar icon), and More Info (book icon). The main content area is titled "ECLS Overview" and contains the following text:

Welcome and thank you for participating in the **Early Childhood Longitudinal Study (ECLS)**!

The ECLS study activities will occur between August and November 2021. There are a number of activities occurring before, during, and after the visit to your school. This website is designed to be your all-in-one resource throughout the entire process.

What is a School Coordinator? As the school coordinator, your efforts and support are crucial to the success of the ECLS. You will serve as the liaison between your school and the ECLS study staff. The study staff will work with you to ensure that the study runs smoothly in your school. Our goal is to make the administration of the study in your school as straight-forward and easy as possible.

What do I need to do? First, submit a child list for the study to use to select children to participate. Then, an ECLS study representative will call you to confirm and collect other relevant information to prepare for and schedule study activities in your school. This website is designed to guide you through your tasks as school coordinator. The links below are listed in the order of completion. Some of the tasks should be completed prior to the study staff's visit to your school, while others occur on the days when we will be at your school and working with you and your students.

On the right side of the screenshot, there is a yellow "Contact Us" button.

Welcome to your School Coordinator Portal!

ECLS Overview

Welcome and thank you for participating in the **Early Childhood Longitudinal Study (ECLS)**!

The ECLS study activities will occur between August and November 2021. There are a number of activities occurring before, during, and after the visit to your school. This website is designed to be your all-in-one resource throughout the entire process.

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completed prior to the study staff's visit to your school, while others occur on the days when we will be at your school and working with you and your students.

2.2 To Do Section



Submit Child List-Submit a list of kindergarten, first-grade, and second-grade students. The ECLS will use this list to select children to participate in the study. You will receive an email notifying you when the children have been selected.



Prepare for the School Visit-Participate in a **Study Activities Call** with your local ECLS representative to prepare for the school visit. After the call, but prior to the school visit, we will work with you to gain parent consent for children's participation in the ECLS; notify the school administrator, teachers, and parents to complete ECLS surveys; and reserve school space for the ECLS staff to use during their visit. Go to the following pages to prepare for and complete study activities.

Before the Study Activities Call



Documents-Download the Child Tracking Form to see the list of selected children and prepare for your call with the ECLS representative. Other documents are available on this tab as well.

After the Study Activities Call



School Information-Verify information about your school. This includes the school's address and the school administrator's name, as well as the scheduled dates for the school visit. Encourage the school administrator to complete the school administrator survey and monitor survey progress.



Child Information-Review and confirm the child information recorded by the ECLS representative, including grade, home language, and assessment needs.



Parent Information-Indicate your school's preferences for collecting parent consent. Distribute Parent Packets to the parents of selected children. Encourage parents to provide consent for their children to participate in the assessments and to complete the parent survey. Monitor consent and survey progress. Provide parent contact information if you would like ECLS staff to help contact parents.



Teacher Information-See the list of teachers who are being asked to participate. Confirm the teacher information that the ECLS representative recorded for each selected child. Distribute Teacher Packets to the teachers of selected children. Encourage teachers to complete the teacher surveys and monitor survey progress.



School Visit-ECLS staff will administer the assessments, but we ask the school coordinator to confirm the assessment location(s) and procedures that should be used to take children to and from their classrooms. We also ask that you introduce the ECLS staff to the teachers of the participating children.



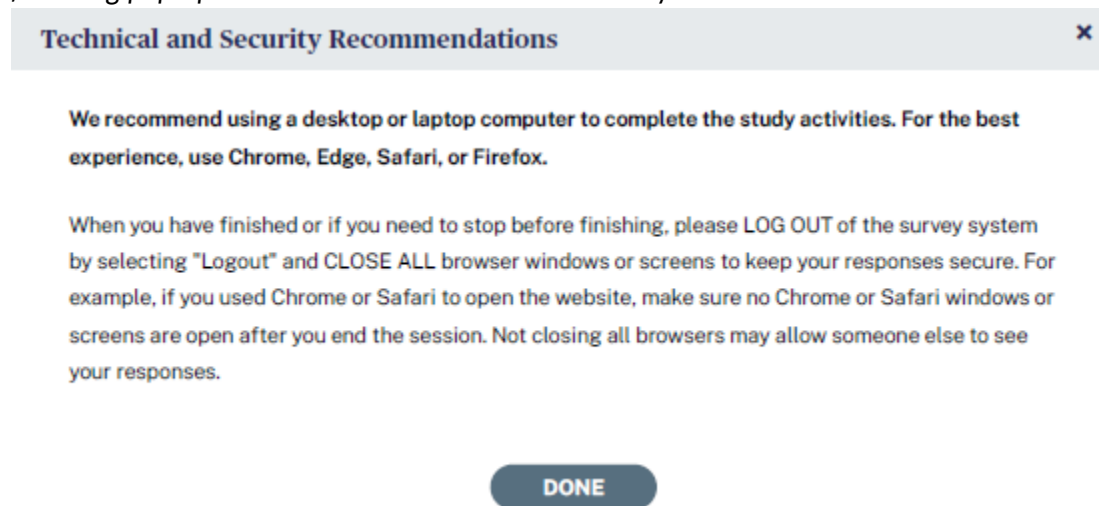
After the School Visit-Continue to follow up with the school administrator, teachers, and parents if they have not yet completed their surveys. Complete the feedback questions about your experience participating in the ECLS. Retain the ECLS Storage Envelope, which contains forms with child names, in a secure place until December 31, 2021, after which it can be shredded.

The To Do list displays as an accordion, allowing the user to expand and collapse the tasks. Tasks are checked off as they are completed. Only the School Information, Submit Child List, and Documents screens

are available prior to the child list being submitted and finalized. Each of the items includes a link to a tab. The details of each tab are displayed on the following pages.

To Do

Above the To Do sections, display a link to “Technical and Security Recommendations.” Display the following pop-up window when “Technical and Security Recommendations” is selected:



We recommend using a desktop or laptop computer to complete the study activities. For the best experience, use Chrome, Edge, Safari, or Firefox.

When you have finished or if you need to stop before finishing, please LOG OUT of the survey system by selecting "Logout" and CLOSE ALL browser windows or screens to keep your responses secure. For example, if you used Chrome or Safari to open the website, make sure no Chrome or Safari windows or screens are open after you end the session. Not closing all browsers may allow someone else to see your responses.

Submit Child List – Submit a list of kindergarten, first-grade, and second-grade students. The ECLS will use this list to select children to participate in the study. You will receive an email notifying you when the children have been selected.

Prepare for the School Visit – Participate in a **Study Activities Call** with your local ECLS representative to prepare for the school visit. After the call, but prior to the school visit, we will work with you to gain parent consent for children’s participation in the ECLS; notify the school administrator, teachers, and parents to complete ECLS surveys; and reserve school space for the ECLS staff to use during their visit. Go to the following pages to prepare for and complete study activities.

Before the Study Activities Call

- **Documents** – Download the Child Tracking Form to see the list of selected children and prepare for your call with the ECLS representative. Other documents are available on this tab as well.

After the Study Activities Call

- **School Information** – Verify information about your school. This includes the school’s address and the school administrator’s name, as well as the scheduled dates for the the school visit. Encourage the school administrator to complete the school administrator survey and monitor survey progress.
- **Child Information** – Review and confirm the child information recorded by the ECLS representative, including grade, home language, and assessment needs.
- **Parent Information** – Indicate your school’s preferences for collecting parent consent. Distribute Parent Packets to the parents of selected children. Encourage parents to provide consent for their children to participate in the assessments and to complete the parent survey. Monitor consent and survey progress. Provide parent contact information if you would like ECLS staff to help contact parents.
- **Teacher Information** – See the list of teachers who are being asked to participate. Confirm the teacher information that the ECLS representative recorded for each selected child. Distribute Teacher Packets to the teachers of selected children. Encourage teachers to complete the teacher surveys and monitor survey progress.

School Visit - ECLS staff will administer the assessments, but we ask the school coordinator to confirm the assessment location(s) and procedures that should be used to take children to and from their classrooms. We also ask that you introduce the ECLS staff to the teachers of the participating children.

After the School Visit - Continue to follow up with the school administrator, teachers, and parents if they have not yet completed their surveys. Complete the feedback questions about your experience participating in the ECLS. Retain the ECLS Storage Envelope, which contains forms with child names, in a secure place until December 31, 2021, after which it can be shredded.

Example of a completed to-do list:



Submit Child List - Submit a list of kindergarten, first-grade, and second-grade students. The ECLS will use this list to select children to participate in the study. You will receive an email notifying you when the children have been selected.



Prepare for the School Visit - Participate in a **Study Activities Call** with your local ECLS representative to prepare for the school visit. After the call, but prior to the school visit, we will work with you to gain parent consent for children's participation in the ECLS; notify the school administrator, teachers, and parents to complete ECLS surveys; and reserve school space for the ECLS staff to use during their visit. Go to the following pages to prepare for and complete study activities.

Before the Study Activities Call



Documents - Download the Child Tracking Form to see the list of selected children and prepare for your call with the ECLS representative. Other documents are available on this tab as well.

After the Study Activities Call



School Information - Verify information about your school. This includes the school's address and the school administrator's name, as well as the scheduled dates for the school visit. Encourage the school administrator to complete the school administrator survey and monitor survey progress.



Child Information - Review and confirm the child information recorded by the ECLS representative, including grade, home language, and assessment needs.



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Teacher Information - See the list of teachers who are being asked to participate. Confirm the teacher information that the ECLS representative recorded for each selected child. Distribute Teacher Packets to the teachers of selected children. Encourage teachers to complete the teacher surveys and monitor survey progress.

2.3 More Information Section

What if I have questions or need assistance?

An ECLS representative, [DISPLAY TEAM LEADER NAME], is available to answer any questions or help with any of these tasks. Go to the [Message Center](#) page to contact him or her directly, or contact our study team at ECLS@westat.com or 1-855-898-2018.

To learn more about the ECLS, please download the following documents or return to the MyECLS home screen for materials and links to the U.S. Department of Education's ECLS site:

 School Coordinator Letter



 School Coordinator Responsibilities



What if I have questions or need assistance?

An ECLS representative, [DISPLAY TEAM LEADER NAME], is available to answer any questions or help with any of these tasks. Go to the Message Center [DISPLAY LINK] page to contact him or her directly, or contact our study team at ECLS@westat.com or 1-855-898-2018.

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- School Coordinator Letter [LINK TO LETTER]
- School Coordinator Responsibilities [LINK TO RESPONSIBILITIES]

Privacy & Authorization

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Information from multiple individuals will be combined to produce statistical reports; no information that identifies you will be included in any reports or provided to students, their parents, or other school staff. 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 1850-0750. The time required to complete this information collection is estimated to average approximately 5 minutes per respondent for completion of the feedback questions. If you have any comments concerning the accuracy of the time estimate, suggestions for improving this information collection, or any comments or concerns regarding the status of your individual submission of these data, please write directly to: Early Childhood Longitudinal Study, National Center for Education Statistics, PCP, 550 12th St., SW, 4th floor, Washington, DC 20202.

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2.4 To Do Tabs

When a user clicks on a tab in the To Do Section, a box with tabs that match the links in that section appears. Users can click on each tab to see detailed instructions. (They can also click on the links in the To Do section to display that particular tab.)

SUBMIT CHILD LIST TAB

The ECLS needs to collect a list of all kindergarten, first-grade, and second-grade students from your school in order to select children to participate in the study.


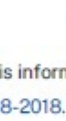
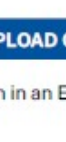

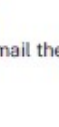
When compiling the child list, please do **not** include children who:

- are excluded from standardized assessments based on their IEP;
- require assessment administration in Braille, Sign Language, or large print; or
- do not speak English well enough to participate in an assessment.

Children in these groups are not eligible to participate in the fall 2021 assessment. The fall 2021 ECLS does not have child assessment materials in Braille, Sign Language, large print, or languages other than English.

How to Complete Your School's Child List

Submit the child list electronically through this website.


- 1** Download the Excel Child List Template [here](#)  and save it to your computer. 
- 2** The template contains all the necessary fields for the ECLS staff to select children for the study: child's first, middle, and last name; child's month and year of birth; child's grade; and child's sex. Keep the header row at the top. 
- 3** List the eligible kindergarten, first-grade, and second-grade students in the template. 
- 4** Ensure that you have completed each field and save the spreadsheet. 

How to Submit your School's Completed Child List

You can submit electronically through this website. Select the "Upload Child List" button below, navigate to where you saved the child list on your computer, and upload.

[UPLOAD CHILD LIST !\[\]\(c1168d6a8b365d11e842ece304635fa7_img.jpg\)](#)

If you cannot submit your child list with this information in an Excel file, please email the ECLS team at

ECLS@westat.com or call  1-855-898-2018.

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How to Complete Your School’s Child List

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3. List the eligible kindergarten, first-grade, and second-grade students in the template.
4. Ensure that you have completed each field and save the spreadsheet.

The Child List Template is a spreadsheet with a header row displaying labels for the following columns:

- Child First Name
- Child Middle Name
- Child Last Name
- Month of Birth
- Year of Birth
- Grade
- Sex

Child First Name	Child Middle Name	Child Last Name	Month of Birth	Year of Birth	Grade	Sex
Ted	Brian	Brooks	5	2012	K	M


How to Submit your School’s Completed Child List

You can submit electronically through this website. Select the “Upload Child List” button below, navigate to where you saved the child list on your computer, and upload.

Display “Upload Child List” button. Selecting the “upload child list” button allows the user to browse his or her saved files and choose one to upload.

If you cannot submit your child list with this information in an Excel file, please email the ECLS team at ECLS@westat.com or call 1-855-898-2018.

The following text will display on the screen once the list is submitted successfully.

 **Your list has been submitted successfully!**

You will receive an email when the list of selected children has been uploaded to the system.

If you would like to modify your submission or have problems with your list, please contact the ECLS team at ECLS@westat.com or 1-855-898-2018.

Your list has been submitted successfully! You will receive an email when the list of children selected for the study has been uploaded to the system.

If you would like to modify your submission or have problems with your list, please contact the ECLS team at ECLS@westat.com or 1-855-898-2018.

PREPARE FOR SCHOOL VISIT TAB

The screenshot shows a web application interface with a navigation bar at the top. The navigation bar includes a green 'Submit Child List' button with a checkmark icon, followed by an orange 'Prepare for the School Visit' button. To the right are tabs for 'Documents', 'School Info', 'Child Info', 'Parent Info', and 'Teacher Info'. On the far right of the navigation bar are icons for a refresh button, a print button, and a close button (X).

The main content area is titled 'The Study Activities Call'. Below the title is a paragraph: 'After children have been selected by study staff from the child list you provided, your local ECLS representative will contact you to set up a call to discuss the study activities. This call is aimed at helping prepare for the school visit, to help everything go smoothly and efficiently during the visit.'

The content is organized into three sections:

- Prior to the call**
 - Confirm the information collected about your school during our initial contact.
 - Download the list of selected children, called the [Child Tracking Form](#), from the "Documents" section of this website
 - Review the Child Tracking Form to:
 - ensure all child demographic data are correct,
 - identify children who have withdrawn,
 - collect information on children's primary classroom teachers,
 - identify children with special education needs (e.g., children with IEP or 504 plans), and collect information on these children's special education teachers, and
 - collect information on children's home language.
 - Identify space for assessments to take place.
- During the call**

During the study activities call, the ECLS representative will:

 1. Confirm the parental consent type required by your school.
 2. Determine how you would prefer that consent forms be distributed to and collected from parents (i.e., electronically or on paper, and if you would like ECLS staff to help).
 3. Confirm how and when parents/guardians of selected children will be notified about the study.
 4. Discuss how to best follow up with parents to obtain their consent for their children to participate.
 5. Collect missing or corrected child demographic data.
 6. Identify children who have withdrawn or are now ineligible.
 7. Identify children with Individualized Education Programs (IEPs) and/or requiring testing accommodations.
 8. Collect information on primary classroom teachers for participating children and special education teachers, as applicable.
 9. Discuss tokens of appreciation for study participants and their distribution.
 10. Discuss the assessment location(s).
 11. Collect and confirm assessment logistics information.

The Study Activities Call

After children have been selected by study staff from the child list you provided, your local ECLS representative will contact you to set up a call to discuss the study activities. This call is aimed at helping prepare for the school visit, to help everything go smoothly and efficiently during the visit.

Prior to the call

- Confirm the information [DISPLAY LINK TO SCHOOL INFO TAB] collected about your school during our initial contact.
- Download the list of selected children, called the Child Tracking Form [DISPLAY LINK TO CHILD TRACKING FORM], from the “Documents” section of this website.
- Review the Child Tracking Form to:
 - ensure all child demographic data are correct,
 - identify children who have withdrawn,
 - collect information on children’s primary classroom teachers,
 - identify children with special education needs (e.g., children with IEP or 504 plans), and collect information on these children’s special education teachers, and
 - collect information on children’s home language.
- Identify space for assessments to take place.

During the call

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1. Confirm the parental consent type required by your school.
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8. Collect information on primary classroom teachers for participating children and special education teachers, as applicable.
9. Discuss tokens of appreciation for study participants and their distribution.
10. Discuss the assessment location(s).
11. Collect and confirm assessment logistics information.

After the Call

Use the tabs on this website to do the following:

- Confirm the [child information](#) that the ECLS representative recorded.
- Receive a FedEx package with your instructions, a school administrator packet, parent packets, and teacher packets.
- Distribute the parent packets to the [parents of the selected children](#) so that they can provide consent and complete the parent web survey.
- Continue to follow up on parent consent as necessary.
- View the [Teacher List](#) to identify the primary classroom and special education teachers selected to complete the teacher web surveys.
- Distribute the teacher packets to each of the identified teachers and encourage them to complete the teacher web survey.

Keys to Success

For the success of the ECLS in your school, it is important to make sure everyone involved in the study activities is informed and prepared. The tasks below will help you effectively prepare for the ECLS school visit.

Informing your school's administration and staff:

- Include the ECLS school visit on the school calendar to avoid scheduling conflicts.
- Update the principal, teachers, and other school staff on any arrangements that need to be made for the ECLS school visit.

Encouraging school administrator and teacher support:

- Share informational materials from the ECLS with staff selected for the study.
- Encourage the school administrator and teachers to complete their web surveys.

Motivating parents to participate:

- Reach out to [parents](#) who have not provided consent to discuss the importance of the study and of providing consent prior to the school visit.
- Encourage parents to complete their web surveys.

NEXT ➔

After the Call:

Use the tabs on this website to do the following:

- Confirm the child information [[DISPLAY LINK TO CHILD INFO TAB](#)] that the ECLS representative recorded.
- Receive a FedEx package with your instructions, a school administrator packet, parent packets, and teacher packets.
- Distribute the parent packets to the parents of the selected children [[DISPLAY LINK TO PARENT INFO TAB](#)] so that they can provide consent and complete the parent web survey.
- Continue to follow up on parent consent as necessary.
- View the Teacher List [[DISPLAY LINK TO TEACHER INFO TAB](#)] to identify the primary classroom and special education teachers selected to complete the teacher web surveys.
- Distribute the teacher packets to each of the identified teachers and encourage them to complete the teacher web survey.

Keys to Success:

For the success of the ECLS in your school, it is important to make sure everyone involved in the study activities is informed and prepared. The tasks below will help you effectively prepare for the ECLS school visit.

Informing your school's administration and staff:

- Include the ECLS school visit on the school calendar to avoid scheduling conflicts.
- Update the principal, teachers, and other school staff on any arrangements that need to be made for the ECLS school visit.

Encouraging school administrator and teacher support:

- Share informational materials from the ECLS with staff selected for the study.
- Encourage the school administrator [DISPLAY LINK TO SCHOOL INFO TAB] and teachers [DISPLAY LINK TO TEACHER INFO TAB] to complete their web surveys.

Motivating parents to participate:

- [IF CONSENT TYPE = EXPLICIT, DISPLAY:] Reach out to parents [DISPLAY LINK TO PARENT INFO TAB] who have not provided consent to discuss the importance of the study and of providing consent prior to the school visit.
- Encourage parents to complete their web surveys.

NEXT BUTTON MOVES ON TO THE DOCUMENTS TAB.

DOCUMENTS TAB

Submit Child List ✓ Prepare for the School Visit ✓ **Documents** School Info Child Info Parent Info Teacher Info 🔍 🔄 📄 ✕

To view the children selected from your school, download your school's Child Tracking Form here:

[DOWNLOAD FORM](#) 

Use the tracking form to collect information on each child to share with the ECLS representative during the study activities call.

Important ECLS documents and letter templates can be found here.

School Coordinator Letter  This letter welcomes you to the ECLS.	School Coordinator Responsibilities  This document details your responsibilities as school coordinator.	ECLS Child List Upload Instructions  Instructions for uploading the completed child list for selection by the ECLS staff for participation.
ECLS Child List Template  This excel file contains the column headers required for completing your school's child list for sampling.	Guide for Encouraging Participation  This document contains tips for the school coordinator to encourage study participation by school staff and parents	ECLS Presentation for School Staff  Use these PowerPoint slides to present an overview of the ECLS to school staff.
ECLS Presentation for Parents  Use these PowerPoint slides to present an overview of the ECLS to parents of participating children.	School Administrator Survey Worksheet  This worksheet presents an overview of the School Administrator Survey so that the school administrator can see what kinds of questions will be asked, in case he or she would like help from another knowledgeable school staff member to complete the survey.	Parent Welcome Letter  This letter welcomes parents of selected children to the ECLS. You may print this letter on school letterhead.
ECLS Parent Fact Sheet  This document provides answers to common questions from parents of selected children such as what their child can expect during the school visit and what is involved for parents.	Parent Consent Form  The parent consent form for parents who request to complete a paper consent form.	Parent Consent Reminder Email Template  Use this email template to follow up with parents on outstanding consent forms.
Parent Consent Reminder Letter  Use this letter to follow up with parents on outstanding consent forms.	Parent Survey Reminder Email Template  Use these email templates to follow up with parents on outstanding surveys.	Teacher Welcome Letter  This letter welcomes teachers to the ECLS. You may print this letter on school letterhead.
ECLS Teacher Fact Sheet  ECLS-related information tailored to teachers	Teacher Survey Reminder Email Templates  Use these email templates to follow up with teachers on outstanding surveys.	

To view the children selected from your school, download your school's Child Tracking Form here: [DISPLAY DOWNLOAD FORM BUTTON](#). Use the tracking form to collect information on each child to share with the ECLS representative during the study activities call.

The Child Tracking Form is a spreadsheet displaying a table with prefilled information on selected children from the uploaded child list, plus empty columns for the school coordinator (SC) to collect additional information:*

- *Child name (last, first)*
- *Child ID*
- *Child month of birth*
- *Child year of birth*
- *Child sex*
- *Child grade*
- *Child's home language**
- *Primary classroom teacher name**
- *Classroom**
- *Teacher email address**
- *Accommodations needed?**

Important ECLS documents and letter templates can be found here:

File Name	Description
School Coordinator Welcome Letter	This letter welcomes you to the ECLS.
School Coordinator Responsibilities	This document details your responsibilities as school coordinator.
ECLS Child List Upload Instructions	Instructions for uploading the completed child list for selection by the ECLS staff for participation.
ECLS Child List Template	This excel file contains the column headers required for completing your school's child list for sampling.
Guide for Encouraging Participation	This document contains tips for the school coordinator to encourage study participation by school staff and parents.
ECLS Presentation for School Staff	Use these PowerPoint slides to present an overview of the ECLS to school staff.
ECLS Presentation for Parents	Use these PowerPoint slides to present an overview of the ECLS to parents of participating children.
School Administrator Survey Worksheet	This worksheet presents an overview of the School Administrator Survey so that the school administrator can see what kinds of questions will be asked, in case he or she would like help from another knowledgeable school staff member to complete the survey.
Parent Welcome Letter [EXPLICIT OR IMPLICIT; INCENTIVES OR NON]	This letter welcomes parents of selected children to the ECLS. You may print this letter on school letterhead.
ECLS Parent Fact Sheet	This document provides answers to common questions from parents of selected children such as what their child can expect during the school visit and what is involved for parents.
Parent Consent Form [EXPLICIT OR	The parent consent form for parents who request to

IMPLICIT DEPENDING ON THE SCHOOL'S CHOICE ON THE SCHOOL INFO SCREEN]	complete a paper consent form.
[DISPLAY IF CONSENT TYPE = EXPLICIT:] Parent Consent Reminder Email Template	Use this email template to follow up with parents on outstanding consent forms.
[DISPLAY IF CONSENT TYPE = EXPLICIT:] Parent Consent Reminder Letter	Use this letter to follow up with parents on outstanding consent forms.
Parent Survey Reminder Email Templates	Use these email templates to follow up with parents on outstanding surveys.
Teacher Welcome Letter	This letter welcomes teachers to the ECLS. You may print this letter on school letterhead.
ECLS Teacher Fact Sheet	ECLS-related information tailored to teachers
Teacher Survey Reminder Email Templates	Use these email templates to follow up with teachers on outstanding surveys.

SCHOOL INFORMATION TAB

The School Information ("School Info") tab has three sections, which can be expanded and collapsed: School Information, School Administrator Survey Status, and School Assessment Information.

SCHOOL INFORMATION SECTION

Submit Child List Prepare for the School Visit Documents **School Info** Child Info Parent Info Teacher Info

This screen has three sections: School Information, School Administrator Survey, and Assessment Information.

School Information

Please confirm the information in the fields below. If any of this information has changed, please alert the ECLS representative when he or she contacts you.

School Name	District ID
School ID	District Name
Address (street)	District Approver Name
City State ZIP	District Approver Title
School Phone	
School Website	School Coordinator Name
	School Coordinator Title
School Administrator Name	School Coordinator Phone Ext.
School Administrator Title	School Coordinator Email
School Administrator Phone Ext.	
School Administrator Email	

Display information prefilled from the recruitment phase.

This screen has three sections: School Information, School Administrator Survey, and School Questions.

School Information

Please confirm the information in the fields below. If any of this information has changed, please alert the ECLS representative when he or she contacts you.

- School Name
- School ID
- Address (street, city, state, ZIP)
- School Phone
- School Website
- District fields. *Do not display if the school is private.*
 - District ID
 - District Name
 - District Approver Name
 - District Approver Title
- School Administrator Name
- School Administrator Title
- School Administrator Phone
- School Administrator Phone ext.
- School Administrator Email
- School Coordinator Name
- School Coordinator Title
- School Coordinator Phone
- School Coordinator Phone ext.
- School Coordinator Email

SCHOOL ADMINISTRATOR SURVEY STATUS SECTION (with example text):

School Administrator Survey Status



Here you can monitor completion of the School Administrator Survey.

SECTION	STATUS	% COMPLETE	DATE LAST ACCESSED	COMPLETED BY
School Characteristics	Complete	100%	3/13/20	School Administrator; Jane Smith, Asst. Principal
School Facilities and Resources	Complete	100%	3/14/20	Jane Smith, Asst. Principal
School-Family-Community Connections	Complete	100%	3/15/20	Jane Smith, Asst. Principal
School Policies and Practices	Not Started	0%	--	Jane Smith, Asst. Principal
School Programs for Particular Populations	Not Started	0%	--	Jane Smith, Asst. Principal
Federal Programs	Not Started	0%	--	Jane Smith, Asst. Principal
Staffing and Teacher Characteristics	Not Started	0%	--	Jane Smith, Asst. Principal
School Administrator Characteristics	Complete	0%	3/13/20	School Administrator

School Administrator Survey Status

Here you can monitor completion of the School Administrator Survey.

Section	Status	% Complete	Date Last Accessed	Completed by
A. School Characteristics	Complete	100%	3/13/20	School Administrator; Other School Staff: Jane Smith, Assistant Principal
B. School Facilities and Resources	Complete	100%	3/14/20	Other School Staff: Jane Smith, Assistant Principal
C. School-Family-Community Connections	In-progress	50%	3/15/20	
D. School Policies and Practices	Not started	0%		
E. School Programs for Particular Populations	Not started	0%		
F. Federal Programs	Not started	0%		
G. Staffing and Teacher	Not started	0%		

Characteristics				
H. School Administrator Characteristics	Complete	100%	3/13/20	School Administrator

SCHOOL ASSESSMENT INFORMATION SECTION (with example text):

School Assessment Information



1. Consent type: **Explicit**
2. Consent Collection Mode: **Electronic**
3. Consent Distribution Method: **ECLS Staff**
4. First day of Assessments: **MM/DD/2020**
5. Last day of Assessments: **MM/DD/2020**
6. Assessment Start Time: **XX:XX xm**

School Assessment Information

Display information recorded by the ECLS representative.

- Consent type: *Explicit or Implicit*
- Consent Collection Mode: *Electronic or Paper*
- Consent Distribution Method: *ECLS Staff or School Staff*
- First day of Assessments
- Last day of Assessments
- Assessment Start Time

CHILD INFORMATION TAB

Review the list of children selected for the study and their assessment-related information below. Let the ECLS representative know if you need to make any corrections.

CHILD ID	CHILD NAME	PARTICIPATION STATUS	GRADE	IEP ACCOMMODATIONS TO HELP THE CHILD COMPLETE THE ASSESSMENT	IEP EXCLUSIONS (ACCOMMODATIONS THE STUDY IS UNABLE TO PROVIDE)	OTHER ASSIGNMENT NEEDS	HOME LANGUAGE
9999991C	Michaela Murphy	Complete	1	Lorem ipsum dolor	Lorem ipsum dolor	Lorem ipsum	English
9999992C	Keone Young	Complete	2	Lorem ipsum dolor	Lorem ipsum dolor	Lorem ipsum	English
9999993C	Brian George	Complete	1	Lorem ipsum dolor	Lorem ipsum dolor	Lorem ipsum	Spanish
9999994C	Mia Ella Mimica	Complete	K	Lorem ipsum dolor	Lorem ipsum dolor	Lorem ipsum	English

Review the list of children selected for the study and their assessment-related information below. Let the ECLS representative know if you need to make any corrections.

Display a list of children in child ID order with the following columns. Display the ECLS representative's entries.

- Child ID
- Child Name
- Participation Status
- Grade (Kindergarten, First Grade, or Second Grade)
- IEP accommodations to help the child complete the assessment
- IEP exclusions (accommodations the ECLS is unable to provide)
- Other Assessment Needs
- Home Language

PARENT INFORMATION TAB

The Parent Information (“Parent Info”) tab has two sections: Parent Consent, and Parent Information and Survey Tracking.

PARENT CONSENT SECTION

Parent Consent

This page is designed to assist with the parent consent process.

Your school administrator indicated that your school requires (EXPLICIT/IMPLICIT) consent for children’s participation in the study. This means that a signed consent form, either electronically or on paper, must be collected from the parent or guardian of each selected child before he or she may participate in the study. [IF EXPLICIT, DISPLAY: This means that a signed consent form must be collected, either electronically or on paper, from the parent or guardian of each selected child before he or she may participate in the study.] [IF IMPLICIT, DISPLAY: This means that parents will be notified about their child’s selection for the study and they will be able to opt out if they would prefer that their child not participate.]

The Parent Portal on the MyECLS website has an electronic consent module to collect and track parent consent. Our records show that you will distribute and collect consent forms [ELECTRONICALLY / ON PAPER]. [IF ELECTRONIC CONSENT SELECTED, DISPLAY:] If any of the parents request or would prefer to complete a paper consent form, you can change the mode in the table below. Be sure to send the parent or guardian a paper consent form. You can download this form from the Documents page. If you have additional consent requirements or need other materials, let the ECLS representative know.

Use the table below to track each child’s consent status for either electronic or paper consent. If you are collecting paper consent forms from any parents, please update the consent status manually for the associated children. (Consent provided by parents electronically will automatically be updated on this table.) Please update and monitor consent statuses on a regular basis. The ECLS team can help follow up with parents if you or the parent provide the parent’s contact information.

CHANGE STATUS: PENDING OBTAINED REFUSED UPDATE CONSENT FORMS

ALL	CHILD ID	CHILD NAME	CONSENT STATUS	ELECTRONIC/PAPER	PARENT ID	PARENT NAME
<input type="checkbox"/>	9999991C	Michaela Murphy	Consented	Electronic	9999991C	John Murphy
<input type="checkbox"/>	9999992C	Keone Young	Consented	Electronic	9999992C	Marcy Young
<input type="checkbox"/>	9999993C	Brian George	Opted Out	Electronic	9999993C	Elliot George
<input type="checkbox"/>	9999994C	Mia Ella Mimica	Consented	Electronic	9999994C	Maria Mimica

Parent Consent

This page is designed to assist with the parent consent process.

Your school administrator indicated that your school requires {EXPLICIT/IMPLICIT} consent for children’s participation in the study. [IF EXPLICIT, DISPLAY: This means that a signed consent form must be collected, either electronically or on paper, from the parent or guardian of each selected child before he or she may participate in the study.] [IF IMPLICIT, DISPLAY: This means that parents will be notified about their child’s selection for the study and they will be able to opt out if they would prefer that their child not participate.]

The Parent Portal on the MyECLS website has an electronic consent module to collect and track parent consent. Our records show that you will distribute and collect consent forms [ELECTRONICALLY / ON PAPER]. [IF ELECTRONIC CONSENT SELECTED, DISPLAY:] If any of the parents request or would prefer to complete a paper consent form, you can change the mode in the table below. Be sure to send the parent or guardian a paper consent form. You can download this form from the Documents [LINK TO DOCUMENTS PAGE] page. If you have additional consent requirements or need other materials, let the ECLS representative know.

Use the table below to track each child’s consent status for either electronic or paper consent. If you are collecting paper consent forms from any parents, please update the consent status manually for the associated children. (Consent provided by parents electronically will automatically be updated on this table.) Please update and monitor consent statuses on a regular basis. The ECLS team can help follow up with parents if you or the parent provide the parent’s contact information.

Display a list of children along with child ID, child name, consent status, consent delivery method, parent ID, parent name.

Consent delivery method is either electronic or paper, as recorded on the School Information Screen.

- *If electronic, child consent status will update automatically as the electronic forms are signed.*
- *If paper, or for individual parents who prefer to provide paper, the school coordinator or ECLS representative will update child consent status as the forms are received.*

The electronic or paper column is prefilled based on the school’s selection but can be updated manually for individual children.

The checkbox in the far left column allows the user to select the row to update consent status or to print consent forms. The checkbox in the header row allows the user to select all rows.

Display a consent status update button above the table. The options include:

- *Pending*
- *Obtained*
- *Refused*

Apply the selection to selected children in the consent status column.

Display a “print consent forms” button above the table. Selecting the print button allows the user to print consent forms for selected children.

Child ID	Child Name	Electronic or Paper	Consent Status	Parent ID	Parent Name
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9999001C	Child Name	Electronic	C_Consent	9999001P	Parent Name
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PARENT INFORMATION AND SURVEY TRACKING SECTION

Parent Information and Survey Tracking

In this section, please provide the ECLS with parent contact information if you would like for ECLS staff to follow up with parents directly about the return of consent forms or to remind parents to complete their surveys. If the parent has already made updates to his or her information, you will not be allowed to further revise the information here.

CHILD ID/NAME	PARENT ID/NAME	PARENT ADDRESS	PARENT PHONE	PARENT EMAIL	LANGUAGE	SURVEY STATUS	DATE LAST ACCESSED	EDIT
9999991C Michaela Murphy	9999991P John Murphy	145 Beach Blvd Jacksonville, FL 12345	410-381-9283	emailaddress @email.com	English	100%	07/15/2020	
9999992C Keone Young	9999992P Marcy Young	987 Muffins Rd. Apt 12 Jacksonville, FL 12345	410-381-9283	emailaddress @email.com	Spanish	100%	07/15/2020	
9999993C Brian George	9999993P Elliot George	7855 Ice Cream Way Apt A Gaithersburg, MD 12345	410-381-9283	emailaddress @email.com	English	0%	--	
9999994C Mia Ella Mimica	9999994P Maria Mimica	324 Apple Blossom Rd Easton, PA 18040	410-381-9283	emailaddress @email.com	English	100%	07/15/2020	

Parent Information and Survey Tracking

In this section, please provide the ECLS with parent contact information if you would like for ECLS staff to follow up with parents directly about the return of consent forms or to remind parents to complete their surveys. If the parent has already made updates to his or her information, you will not be allowed to further revise the information here.

Child ID/Name	Parent ID/Name	Parent Address	Parent Phone	Parent Email	Language	Survey Status	Date Last Accessed	Edit
9999 001C Child Name	9999001P Parent Name	123 Main St	301-555- 1212	Parent @gmail .com	English	75	3/15/20	Edit icon

Fill parent columns as parent information is recorded in the Parent Portal. Allow updates to the parent address/phone/email fields on this screen by the SC. If the parent has recorded information or made updates, do not allow updates by the SC.

TEACHER INFORMATION TAB

The Teacher Information (“Teacher Info”) tab has three sections: Teacher List, Child-Teacher Link, and Track Teacher Surveys.

TEACHER LIST SECTION

TEACHER NAME	EMAIL	TYPE	GRADE	ROOM
Jackson Pollock	jacksonpollock@school.edu	Primary	2	1837
Vincent Van Gogh	vvangogh@artschool.edu	Primary	K	1834
Frida Kahlo	kahlof@school.edu	Special Ed	1	1487
Georgia O'Keefe	georgiaokeefe@school.edu	Special Ed	1	9983

Teacher List

The following teachers have been identified as teaching participating children:

Display a list of teachers, as recorded by the ECLS representative.

Teacher Name	Email Address	Type	Grade	Room
Teacher Name	teacher@gmail.com	Primary or Special Ed	K, 1, or 2	123

CHILD-TEACHER LINK SECTION

Child-Teacher Link



Please review the teachers we have recorded for each child and let the ECLS representative know if any of this information is **not** accurate.

CHILD ID - CHILD NAME 9999991C - Kim Possible	PRIMARY TEACHER 9999T01 - Robert Watson
GRADE 2	
PARTICIPATION STATUS Consent Pending	SPECIAL ED TEACHER 9999T02 - Duff Killigan
CHILD ID - CHILD NAME 9999991B - Ron Stoppeble	PRIMARY TEACHER 9999T03 - Joan Ellison
GRADE 2	
PARTICIPATION STATUS Consent Pending	
CHILD ID - CHILD NAME 9999991D - Erin Strauss	PRIMARY TEACHER 9999T04 - Anne Ruth
GRADE 2	
PARTICIPATION STATUS Ready to Assess	SPECIAL ED TEACHER 9999T05 - Duff Killigan

Display a list of children. For each child, display a primary classroom teacher, as recorded by the ECLS representative. For each child with an IEP on file, also display the special education teacher, as recorded by the ECLS representative.

Child-Teacher Link

Please review the teachers we have recorded for each child and let the ECLS representative know if any of this information is **not** accurate.

Child ID	Child Name	Participation Status	Grade	Primary Teacher ID	Primary Teacher Name	Special Ed Teacher ID	Special Ed Teacher Name
9999001C	Child One	Consent Pending	K	9999T01 - P01	Teacher Name	9999T01 - S01	Teacher Name
9999002C	Child Two	Consent Pending	K	9999T01 - P01	Teacher Name	N/A	N/A
9999003C	Child Three	Ready to Assess	1	9999T02 - P01	Teacher Name	9999T02 - S01	Teacher Name

TEACHER SURVEY SECTION

Teacher Surveys



Use the table below to monitor teacher survey completion. The ECLS team is available to assist you with reminding teachers to complete their web surveys.

TEACHER ID & LINK ID	TEACHER NAME	SURVEY TYPE	CHILD ID & NAME	PAPER SURVEY DISTRIBUTED	SURVEY STATUS	DATE LAST ACCESSED
9999T01-P01	Ellen Manchester	TQCFK	9999991C Michaela Murphy	<input type="checkbox"/>	100%	07/15/2020
9999T02-S01	Eileen Tarnowski	SPBK	9999992C Keone Young	<input type="checkbox"/>	100%	07/15/2020
9999T03-P01	Diane Young	TQCSK	9999993C Brian George	<input type="checkbox"/>	0%	--
9999T04-P01	Thomas Tomazewski	TQC1	9999994C Mia Ella Mimica	<input type="checkbox"/>	100%	07/15/2020

Teacher Surveys

Use the table below to monitor teacher survey completion. The ECLS team is available to assist you with reminding teachers to complete their web surveys.

- *Teacher ID and link ID*
- *Teacher Name*
- *Survey type: For teacher-level surveys, display TQA or SPA. These are the abbreviations used for the teacher-level surveys. For child-level surveys, display TQC or SPB. These are the abbreviations used for the child-level surveys.*
- *Child ID and name: For child-level surveys, display child ID and name, else display "n/a".*
- *Paper survey distributed: Checked if the ECLS representative has distributed paper surveys*
- *Survey Status (% complete)*
- *Date Last Accessed*

Teacher ID & Link ID	Teacher Name	Survey Type	Child ID and Name	Paper Survey Distributed	Survey Status	Date Last Accessed
9999T01-P01/S01	Teacher Name	TQA/TQC/SPA/SPB	9999001C Child Name	CHECK-BOX	100%	3/15/20

SCHOOL VISIT TAB

School Visit ✕

During the school visit, the ECLS team will:

- Arrive at the school before the first assessments are scheduled to begin to set up and prepare.
- Meet with you regarding absent children and any last-minute completed consent forms or changes to participation status.
- Review completion status of School Administrator, Teacher, and Parent Surveys.
- Conduct the assessments.

As discussed during the Study Activities Call, please ensure that parents and teachers have been notified of the ECLS school visit. Your assistance is also important to ensure that we obtain parental consent for children to be included in the assessments.

At the end of each day, the ECLS representative will meet with you for a short meeting. As part of the ECLS' pledge of confidentiality, before departing, the ECLS team will leave all documents with child names and identifying information at the school in the ECLS Storage Envelope.

School Visit

During the school visit, the ECLS team will:

- Arrive at the school before the first assessments are scheduled to begin to set up and prepare.
- Meet with you regarding absent children and any last-minute completed consent forms or changes to participation status.
- Review completion status of School Administrator, Teacher, and Parent Surveys.
- Conduct the assessments.

As discussed during the Study Activities Call, please ensure that parents and teachers have been notified of the ECLS school visit. Your assistance is also important to ensure that we obtain parental consent for children to be included in the assessments.

At the end of each day, the ECLS representative will meet with you for a short meeting. As part of the ECLS' pledge of confidentiality, before departing, the ECLS team will leave all documents with child names and identifying information at the school in the ECLS Storage Envelope.

AFTER THE SCHOOL VISIT TAB

After the School Visit ✕

On behalf of the ECLS, we would like to extend a special thank you to you and the staff, parents, and students at your school. Your participation and support have made this data collection a success!

Your school should keep the contents of the ECLS Storage Envelope until the date specified on the label, at which point they should be destroyed. The best way to destroy any sensitive ECLS materials is to shred them.

Feedback



We value your opinion! Please share your thoughts and feedback on the ECLS and our procedures.



After the School Visit

On behalf of the ECLS, we would like to extend a special thank you to you and the staff, parents, and students at your school. Your participation and support have made this data collection a success!

Your school should keep the contents of the ECLS Storage Envelope until the date specified on the label, at which point they should be destroyed. The best way to destroy any sensitive ECLS materials is to shred them.

FEEDBACK SECTION

These 18 questions are designed to solicit feedback from the field test school coordinator respondents to inform the national data collection.

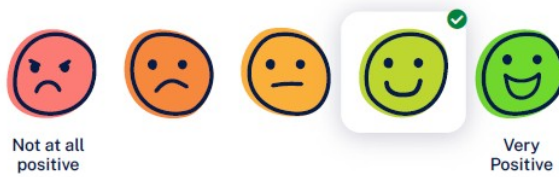
Display this section after the school visit is completed [date TBD].

DISPLAY: We value your opinion! Please share your thoughts and feedback on the ECLS and our procedures.

Feedback Questions



Overall, how would you rate your school's experience with the ECLS?



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1. Overall, how would you rate your school's experience with the ECLS?
1 Not at all positive 2 3 4 5 Very positive

Feedback Questions



To acknowledge your time and effort as the ECLS school coordinator, a check for \$65 was included in your welcome package.

How much of a role did this check play in your willingness to help with study activities?



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2. [IF INCENTIVE RULE ON DISTRICT INFO AND SCHOOL INFO SCREENS = INCENTIVES ALLOWED, DISPLAY:] To acknowledge your time and effort as the ECLS school coordinator, a check for \$65 was included in your welcome package.
How much of a role did this check play in your willingness to help with study activities?
1 Not at all 2 3 4 5 A lot

Feedback Questions



How burdensome did you find it was to complete the school coordinator activities for the ECLS?



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3. How burdensome did you find it was to complete the school coordinator activities for the ECLS?
1 Very burdensome 2 3 4 5 Not at all burdensome

Feedback Questions



Approximately how many hours did you spend on ECLS activities on each of the ECLS school visit days?

- Less than 30 minutes
- 30 minutes to less than 1 hour
- 1 hour to less than 2 hours
- 2 hours to less than 3 hours
- 3 hours or more

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4. Approximately how many hours did you spend on ECLS activities on each of the **ECLS school visit days**?
Less than 30 minutes
30 minutes to less than 1 hour
1 hour to less than 2 hours
2 hours to less than 3 hours
3 hours or more

Feedback Questions



Approximately how many hours did you spend on ECLS activities overall?

- Less than 1 hour
- 1 hour to less than 3 hours
- 3 hours to less than 5 hours
- 5 hours to less than 7 hours
- 7 hours to less than 10 hours
- 10 hours to less than 15 hours
- 15 hours or more

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5. Approximately how many hours did you spend on ECLS activities **overall**?

- Less than 1 hour
- 1 hour to less than 3 hours
- 3 hours to less than 5 hours
- 5 hours to less than 7 hours
- 7 hours to less than 10 hours
- 10 hours to less than 15 hours
- 15 hours or more

Feedback Questions



How helpful did you find the materials we provided for you to share with teachers and parents?

Guide for Encouraging Participation



Not used

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6. How helpful did you find the materials we provided for you to share with teachers and parents?

a. Guide for Encouraging Participation

0 Not Used

1 Not at all helpful 2 3 4 5 Very helpful

Feedback Questions



How helpful did you find the materials we provided for you to share with teachers and parents?

Parent Consent and Survey Reminder Emails



Not used

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b. Parent Consent and Survey Reminder Emails

0 Not Used

1 Not at all helpful 2 3 4 5 Very helpful

Feedback Questions



How helpful did you find the materials we provided for you to share with teachers and parents?

Parent Consent and Survey Reminder Text Messages



Not used

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c. Parent Consent and Survey Reminder Text Messages

0 Not Used

1 Not at all helpful 2 3 4 5 Very helpful

Feedback Questions ✕

How helpful did you find the materials we provided for you to share with teachers and parents?

Teacher and School Administrator Reminder Emails

Not at all helpful Very helpful

Not used

[BACK](#) [NEXT](#) [Skip](#) ▶▶

- d. Teacher and School Administrator Reminder Emails
- 0 Not Used
- 1 Not at all helpful 2 3 4 5 Very helpful

Feedback Questions ✕

Did you or other school staff use the ECLS PowerPoint slides?
Select all that apply.

Yes, for my own review ✓

Yes, for a presentation to school staff

Yes, for a presentation to parents

Yes, for another purpose (Please specify:) ✓

No

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- 7. Did you or other school staff use the ECLS PowerPoint slides? Select all that apply.
 - a. Yes, for my own review
 - b. Yes, for a presentation to school staff
 - c. Yes, for a presentation to parents
 - d. Yes, for another purpose (Please specify:)
 - e. No [GO TO Q9]

Feedback Questions



Do you think the ECLS PowerPoint slides helped encourage participation in the study? Select all that apply.

- Yes, they helped better inform me how to encourage participation.
- Yes, they helped encourage school staff to participate.
- Yes, they helped encourage parents to participate.
- No, but I still think they were useful in some way. (Please explain in what way they were useful:)
- No, I don't think they were useful.

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8. IF YES (Q7= a, b, c, or d): Do you think the ECLS PowerPoint slides helped encourage participation in the study? Select all that apply. [GO TO Q10]
- a. Yes, they helped better inform me how to encourage participation.
 - b. Yes, they helped encourage school staff to participate.
 - c. Yes, they helped encourage parents to participate.
 - d. No, but I still think they were useful in some way. (Please explain in what way they were useful:)
 - e. No, I don't think they were useful.

Feedback Questions



Why did you not use the ECLS PowerPoint slides? Select all that apply.

- I didn't notice them on the MyECLS page.
- I didn't have time to review them.
- I didn't understand why or how I would use them.
- I didn't have an interest in making a PowerPoint presentation to school staff or parents.
- There were no opportunities to present to school staff or parents.
- I wouldn't feel comfortable making this type of presentation to school staff or parents.
- I didn't think the presentations would help encourage school staff or parents to participate in the ECLS.
- I preferred to encourage school staff and parents to participate using other methods such as emails, texts, or phone calls.
- I had enough other information and resources about the ECLS to help encourage school staff or parents to participate without needing the PowerPoint slides.
- The material in the slides did not address my community's concerns (Please explain:)
- Other (Please specify:)

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9. IF NO (Q7=e): Why did you not use the ECLS PowerPoint slides? Select all that apply. [GO TO Q12]
- a. I didn't notice them on the MyECLS page.
 - b. I didn't have time to review them.
 - c. I didn't understand why or how I would use them.
 - d. I didn't have an interest in making a PowerPoint presentation to school staff or parents.
 - e. There were no opportunities to present to school staff or parents.
 - f. I wouldn't feel comfortable making this type of presentation to school staff or parents.
 - g. I didn't think the presentations would help encourage school staff or parents to participate in the ECLS.
 - h. I preferred to encourage school staff and parents to participate using other methods such as emails, texts, or phone calls.
 - i. I had enough other information and resources about the ECLS to help encourage school staff or parents to participate without needing the PowerPoint slides.
 - j. The material in the slides did not address my community's concerns (Please explain:)
 - k. Other (Please specify:)

Feedback Questions



What changes would you recommend be made in order to improve the ECLS PowerPoint slides and make them more useful to you, your school, and your students' parents? For example, what additional information was needed?

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-
10. [IF Q7=YES (a, b, c, or d):] What changes would you recommend be made in order to improve the ECLS PowerPoint slides and make them more useful to you, your school, and your students' parents? For example, what additional information was needed? [OPEN TEXT ENTRY FIELD.]

Feedback Questions



In reviewing the ECLS Power Point slides, was there any information or slides that you thought could be deleted because they did not contribute to the overall presentation? Did you skip any information or drop any of the slides when you presented them?

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-
11. [IF Q7=YES (a, b, c, or d):] In reviewing the ECLS PowerPoint slides, was there any information or slides that you thought could be deleted because they did not contribute to the overall presentation? Did you skip any information or drop any of the slides when you presented them?

Feedback Questions



What other materials or assistance could the ECLS team have provided to you to make your school coordinator work easier?

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-
12. What other materials or assistance could the ECLS team have provided to you to make your school coordinator work easier? [OPEN TEXT ENTRY FIELD.]

Feedback Questions



Please rate your experience with using the MyECLS website.

How easy to use was the website?



Not at all
easy to use



Very easy
to use

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13. Please rate your experience with using the MyECLS website.

a. How easy to use was the website?

1 Not at all easy to use 2 3 4 5 Very easy to use

Feedback Questions



Please rate your experience with using the MyECLS website.

How clear was the website in directing you when and where to complete tasks?



Unclear



Clear

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b. How clear was the website in directing you when and where to complete tasks?

1 Unclear 2 3 4 5 Clear

Feedback Questions



Please rate your experience with using the MyECLS website.

How clear was the website in directing you when and where to find information, documents, and materials?



Unclear



Clear

BACK

NEXT

Skip >>

c. How clear was the website in directing you when and where to find information, documents, and materials?

1 Unclear 2 3 4 5 Clear

Feedback Questions



Please rate your experience with using the MyECLS website.

How informative was the website when you were learning about the study or searching for additional details about the study?



Not at all
informative



Very
informative

I never used the website to learn more about the study.

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14. How informative was the website when you were learning about the study or searching for additional details about the study?

0 I never used the website to learn more about the study.

1 Not at all informative 2 3 4 5 Very informative

Feedback Questions



Please rate your experience with using the MyECLS website.

About how often did you access the MyECLS website during the course of the study?



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SUBMIT

Skip >>

15. About how often did you access the MyECLS website during the course of the study?

- Rarely
- Sometimes
- Often
- Very Often

Feedback Questions



Do you have any suggestions as to how to make the job of the school coordinator clearer and/or easier going forward?

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16. Do you have any suggestions as to how to make the job of the school coordinator clearer and/or easier going forward? [OPEN TEXT ENTRY FIELD.]

Feedback Questions



What would you tell a new school coordinator? What did you wish you knew before starting your role as a school coordinator?

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17. What would you tell a new school coordinator? What did you wish you knew before starting your role as a school coordinator? [OPEN TEXT ENTRY FIELD.]

Feedback Questions



Is there anything else you'd like the ECLS team to know about your experience serving as a school coordinator?

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18. Is there anything else you'd like the ECLS team to know about your experience serving as a school coordinator? [OPEN TEXT ENTRY FIELD.]



Thank you for your feedback!

If you have any additional comments, suggestions for improvements, or questions, please let us know by using the contact tab on the MyECLS website.

DONE

Thank you for your feedback. If you have any additional comments, suggestions for improvements, or questions, please let us know by using the contact tab on the MyECLS website.

“DONE” BUTTON [WHEN SELECTED, RETURN TO THE PORTAL AND COLLAPSE THIS SECTION AND MARK AS COMPLETED

3. SCHOOL ADMINISTRATOR PORTAL

The screens appearing in this section (“3. SCHOOL ADMINISTRATOR PORTAL”) are for the field test only. National screens for the school coordinator will come in a future OMB package when clearance is sought for those data collection activities.

The School Administrator Portal has four sections: Overview, Survey, Feedback Questions, and More Information. Use the navigation icons on the left to skip to each section. The Feedback icon appears once that section is available, later in the data collection period.

This portal is available to the School Administrators, as well as to a person he or she designates to complete sections of the School Administrator Survey. Note that some text on this screen is to be displayed to only the school administrator log-in, while some text may be displayed to both the school administrator and the secondary log-in (designee).

3.1 Overview Section

Welcome to your ECLS Portal!



OVERVIEW



SURVEY



MORE INFO

ECLS Overview

The **Early Childhood Longitudinal Study (ECLS)** is collecting information from schools attended by children who are in the study to investigate the relationship between children's academic progress and various school, classroom, teacher, and child characteristics. You have been asked to complete this survey because one or more of the children in your school are participants in this study. Taking part in the study is voluntary. You may stop at any time or choose not to answer a question you do not want to answer. This website contains links for you to:



Learn more about the study



Complete the School Administrator Survey



Provide feedback on the ECLS

Contact Us

Although we realize you are very busy, we urge you to complete this survey as completely and accurately as possible. Please do not hesitate to ask other knowledgeable members of your staff to help provide the information necessary for you to complete various sections of the survey. **However, we ask that only you complete the "School Administrator Characteristics" section, which focuses on your own background and characteristics.**

It can be helpful to review the survey topics and types of questions in advance, as some of them may be easier to answer if you gather information before responding. We encourage you to download the [survey worksheet](#) and review it prior to beginning the survey. You can use the worksheet to complete the web survey yourself or you can give the worksheet to another school staff member to help him or her complete the web survey.

To protect your privacy, we ask that you not share your log-in credentials. If you choose to designate another knowledgeable member of your staff to complete some of the survey sections on your behalf, please provide him or her with the secondary PIN to access this website. You can indicate in the table below the name and title of the designee should you request him or her to complete any of the survey sections. Using the secondary credentials, the knowledgeable staff member you have designated will be able to see which sections you have asked him or her to complete. He or she will be able to see only the survey sections that you have not completed. As a reminder, your designee logging into MyECLS with the secondary PIN will not have access to the "School Administrator Characteristics" section or your responses there.

collapse

Welcome to your ECLS portal!

ECLS Overview

The **Early Childhood Longitudinal Study (ECLS)** is collecting information from schools attended by children who are in the study to investigate the relationship between children's academic progress and various school, classroom, teacher, and child characteristics. You have been asked to complete this survey because one or more of the children in your school are participants in this study. Taking part in the study

is voluntary. You may stop at any time or choose not to answer a question you do not want to answer. This website contains links for you to:

- Learn more about the study
- Complete the School Administrator Survey
- Provide feedback on the ECLS

DISPLAY FOR SCHOOL ADMINISTRATOR ONLY: Although we realize you are very busy, we urge you to complete this survey as completely and accurately as possible. Please do not hesitate to ask other knowledgeable members of your staff to help provide the information necessary for you to complete various sections of the survey. **However, we ask that only you complete the “School Administrator Characteristics” section which focuses on your own background and characteristics.**

It can be helpful to review the survey topics and types of questions in advance, as some of them may be easier to answer if you gather information before responding. We encourage you to download the survey worksheet [DISPLAY LINK TO SAQ WORKSHEET] and review it prior to beginning the survey. You can use the worksheet to complete the web survey yourself or you can give the worksheet to another school staff member to help him or her complete the web survey.

The worksheet (see Attachment A-1) will display each section and a description of the types of items that appear in each section. There will also be a reminder that only the principal can and should respond to section H (the section about school administrator/principal background).

DISPLAY FOR SCHOOL ADMINISTRATOR ONLY: **To protect your privacy, we ask that you not share your log-in credentials.** If you choose to designate another knowledgeable member of your staff to complete some of the survey sections on your behalf, please provide him or her with the secondary PIN to access this website. You can indicate in the table below the name and title of the designee should you request him/her to complete any of the survey sections. Using the secondary credentials, the knowledgeable staff member you have designated will be able to see which sections you have asked him or her to complete. He or she will be able to see only the survey sections that you have not completed. As a reminder, your designee logging into MyECLS with the secondary PIN will not have access to the “School Administrator Characteristics” section or your responses there.

3.2 Survey Section

School Administrator Survey

Technical and Security Recommendations 

To begin your survey, first indicate who (either you or your designee) is completing each section in the table below, then select the Launch Survey link "→". Please note that some of these questions, or the timeframe of the school year referred to, may not directly apply to you or your school, but just answer the best you can. Some questions in the survey have additional information and definitions that can be used if needed. To view the additional information for those questions, select the blue "i" icon.

SECTION	STATUS	% COMPLETE	DATE LAST ACCESSED	COMPLETED BY	LAUNCH
School Characteristics	Complete	100%	3/13/20	School Administrator; Jane Smith, Asst. Principal	✓
School Facilities and Resources	Complete	100%	3/14/20	Jane Smith, Asst. Principal	✓
School-Family-Community Connections	In-Progress	75%	3/15/20	Jane Smith, Asst. Principal	→
School Policies and Practices	Not Started	0%	--	Select school staff	→
School Programs for Particular Populations	Not Started	0%	--	Jane Smith, Asst. Principal	→
Federal Programs	Not Started	0%	--	Jane Smith, Asst. Principal	→
Staffing and Teacher Characteristics	Not Started	0%	--	Jane Smith, Asst. Principal	→
School Administrator Characteristics	Complete	100%	3/13/20	School Administrator	✓

School Administrator Survey

To begin your survey, first indicate who (either you or your designee) is completing each section in the table below, then select the Launch Survey link [DISPLAY ICON]. Please note that some of these questions, or the timeframe of the school year referred to, may not directly apply to you or your school, but just answer the best you can. Some questions in the survey have additional information and definitions that

can be used if needed. To view the additional information for those questions, select the blue “i” icon [DISPLAY ICON].

Fields to enter the other school staff name and title:

Display as a pop-up when “Technical and Security Recommendations” is selected:

Technical and Security Recommendations ✕

We recommend using a desktop or laptop computer to complete the study activities. For the best experience, use Chrome, Edge, Safari, or Firefox.

When you have finished or if you need to stop before finishing, please LOG OUT of the survey system by selecting "Logout" and CLOSE ALL browser windows or screens to keep your responses secure. For example, if you used Chrome or Safari to open the website, make sure no Chrome or Safari windows or screens are open after you end the session. Not closing all browsers may allow someone else to see your responses.

DONE

We recommend using a desktop or laptop computer to complete the study activities. For the best experience, use Chrome, Edge, Safari, or Firefox.

When you have finished or if you need to stop before finishing, please LOG OUT of the survey system by selecting "Logout" and CLOSE ALL browser windows or screens to keep your responses secure. For example, if you used Chrome or Safari to open the website, make sure no Chrome or Safari windows or screens are open after you end the session. Not closing all browsers may allow someone else to see your responses.

Display survey sections. Only the school administrator can see all 8 sections. The secondary (designee’s) log-in cannot see section H, as this section is to be completed only by the school administrator.

Survey Section table, with example text:

Section	Status	Percent Complete	Date Last Accessed	Completed by	Launch

A. School Characteristics	Complete	100	3/13/20	School Administrator; Other School Staff: Jane Smith, Assistant Principal	
B. School Facilities and Resources	Complete	100	3/14/20	Other School Staff: Jane Smith, Assistant Principal	
C. School-Family-Community Connections	In-progress	50	3/15/20	Other School Staff: Jane Smith, Assistant Principal	Launch Survey
D. School Policies and Practices	Not started	0		Other School Staff: Jane Smith, Assistant Principal	Launch Survey
E. School Programs for Particular Populations	Not started	0		Other School Staff: Jane Smith, Assistant Principal	Launch Survey
F. Federal Programs	Not started	0		Other School Staff: Jane Smith, Assistant Principal	Launch Survey
G. Staffing and Teacher Characteristics	Not started	0		Other School Staff: Jane Smith, Assistant Principal	Launch Survey
H. School Administrator Characteristics	Complete	100	3/13/20	School Administrator	

3.3 Feedback Questions Section

Display for school administrator role only. These 15 questions are designed to solicit feedback from the field test school administrator respondents to inform the national data collection.

Feedback

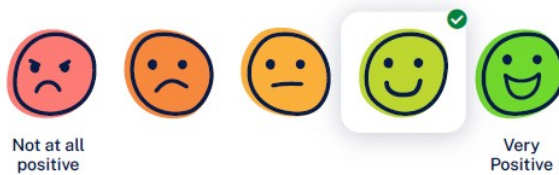


We value your opinion! Please share your thoughts and feedback on the ECLS, the School Administrator Survey, and our procedures.

Feedback Questions



Overall, how would you rate your school's experience with the ECLS?



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1. Overall, how would you rate your school's experience with the ECLS?
1 Not at all positive 2 3 4 5 Very positive

Feedback Questions



Schools that participate in the ECLS will be provided with a Certificate of Contribution signed by the Commissioner of the National Center for Education Statistics (NCES), the research arm of the U.S. Department of Education. This certificate, suitable for framing, will thank your school for its help in furthering the research efforts undertaken by the U.S. Department of Education.

How likely will you be to display the Certificate of Contribution in your school?



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2. Schools that participate in the ECLS will be provided with a Certificate of Contribution signed by the Commissioner of the National Center for Education Statistics (NCES), the research arm of the U.S. Department of Education. This certificate, suitable for framing, will thank your school for its help in furthering the research efforts undertaken by the U.S. Department of Education.

How likely will you be to display the Certificate of Contribution in your school?

1 Not at all likely 2 3 4 5 Very likely

Feedback Questions



Schools that participate in the ECLS will be provided with a Certificate of Contribution signed by the Commissioner of the National Center for Education Statistics (NCES), the research arm of the U.S. Department of Education. This certificate, suitable for framing, will thank your school for its help in furthering the research efforts undertaken by the U.S. Department of Education.

How much of a role did the receipt of this Certificate of Contribution play in your decision to participate in the study?



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3. How much of a role did the receipt of this Certificate of Contribution play in your decision to participate in the study?

1 Not at all 2 3 4 5 A lot

Feedback Questions



Schools that required all parents to provide explicit consent for their child's participation in the ECLS were offered a food event (such as a pizza or ice cream party) if 100% of the forms were received from parents, regardless of whether the forms provided permission for the child to participate in the ECLS or not.

Did your school participate in an ECLS food event?

A white rounded square containing two radio buttons. The 'Yes' button is selected and has a green checkmark above it. The 'No' button is unselected.

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4. [IF CONSENT TYPE = EXPLICIT, DISPLAY]: Schools that required all parents to provide explicit consent for their child's participation in the ECLS were offered a food event (such as a pizza or ice cream party) if 100% of the forms were received from parents, regardless of whether the forms provided permission for the child to participate in the ECLS or not.

Did your school participate in an ECLS food event?
Yes, No

Feedback Questions



Schools that required all parents to provide explicit consent for their child's participation in the ECLS were offered a food event (such as a pizza or ice cream party) if 100% of the forms were received from parents, regardless of whether the forms provided permission for the child to participate in the ECLS or not.

How much of a role did the possibility of a food event play in your decision to participate in the study?



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5. [IF CONSENT TYPE = EXPLICIT, DISPLAY]: How much of a role did the possibility of a food event play in your decision to participate in the study?

1 Not at all 2 3 4 5 A lot

Feedback Questions



To acknowledge the school's participation in the ECLS, at the conclusion of the study, schools will receive a check reflecting \$10 for each child who participated in the study.

How much of a role did this check play in your decision to participate in the study?



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6. [IF INCENTIVE RULE ON DISTRICT INFO AND SCHOOL INFO SCREENS = INCENTIVES ALLOWED, DISPLAY:] To acknowledge the school's participation in the ECLS, at the conclusion of the study, schools will receive a check reflecting \$10 for each child who participated in the study.

How much of a role did this check play in your decision to participate in the study?

1 Not at all 2 3 4 5 A lot

Feedback Questions



As part of the ECLS, school administrators/principals were asked to complete a survey about the school and their backgrounds. A check for \$25 was included with the request to complete the survey.

How much of a role did the \$25 check play in your decision to complete the survey?



I did not complete the survey

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7. [IF INCENTIVE RULE ON DISTRICT INFO AND SCHOOL INFO SCREENS = INCENTIVES ALLOWED, DISPLAY:] As part of the ECLS, school administrators/principals were asked to complete a survey about the school and their backgrounds. A check for \$25 was included with the request to complete the survey.

How much of a role did the \$25 check play in your decision to complete the survey?

0 I did not complete the survey [SKIP TO Q13]

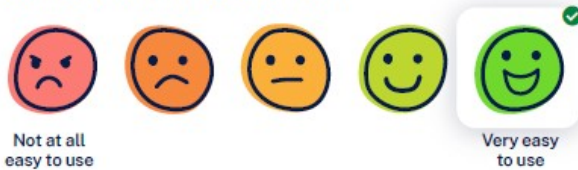
1 Not at all 2 3 4 5 A lot

Feedback Questions



Please rate how easy it was to complete the School Administrator Survey on the following aspects:

How easy to use was the overall survey technology (for example, launching the survey, leaving and re-entering the survey)?



I did not complete the survey on the web.

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8. Please rate how easy it was to complete the School Administrator Survey on the following aspects:
I did not complete the survey on the web. [SKIP TO Q11]

a. How easy to use was the overall survey technology (for example, launching the survey, leaving and re-entering the survey)?

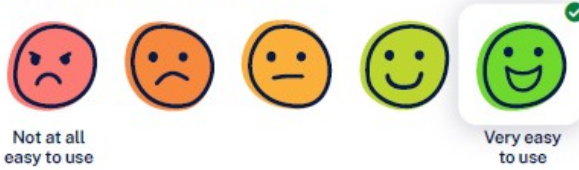
1 Not at all easy to use 2 3 4 5 Very easy to use

Feedback Questions



Please rate how easy it was to complete the School Administrator Survey on the following aspects:

How easy was it to answer the questions in the survey (for example, entering responses, using the drop-down boxes)?



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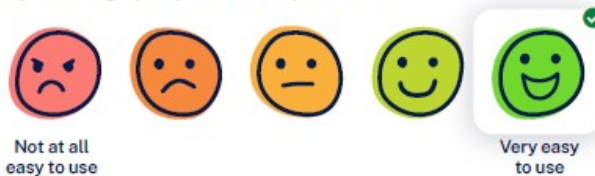
- b. How easy was it to answer the questions in the survey (for example, entering responses, using the drop-down boxes)?
- 1 Not at all easy to use 2 3 4 5 Very easy to use

Feedback Questions



Please rate how easy it was to complete the School Administrator Survey on the following aspects:

How easy was it to navigate through the survey (for example, moving through the survey, backing up to previous responses)?



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- c. How easy was it to navigate through the survey (for example, moving through the survey, backing up to previous responses)?
- 1 Not at all easy to use 2 3 4 5 Very easy to use

Feedback Questions



While completing the web survey, did you need to use your computer to find information on the web to answer the items? Please provide any feedback on that process.

No

Yes

Comments

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9. While completing the web survey, did you need to use your computer to find information on the web to answer the items? Please provide any feedback on that process.
- No
Yes (COMMENT FIELD)

Feedback Questions



Did you find it helpful to have the web survey broken up into sections?

Yes

No

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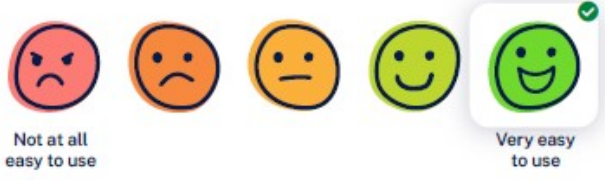
Skip ▶▶

10. Did you find it helpful to have the web survey broken up into sections?
- Yes No

Feedback Questions x

Please rate the ease of use of the school administrator survey on the following aspects:

If you gave the secondary PIN to a designee, how helpful or easy was it to designate some of the survey to another staff member to complete?



Not Applicable

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11. If you gave the secondary PIN to a designee, how helpful or easy was it to designate some of the survey to another staff member to complete?

0 not applicable 1 Not at all easy/helpful 2 3 4 5 Very easy/helpful

Feedback Questions x

Please comment on any questions in the survey that were especially challenging, unclear, or time-consuming to answer.

I did not complete a survey.

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12. Please comment on any questions in the survey that were especially challenging, unclear, or time-consuming to answer.

[OPEN TEXT ENTRY FIELD]

0 I did not complete a survey.

Feedback Questions



In the future, would you prefer to respond to this type of survey on the web or on paper? Please explain your response.

Web

Comments

Paper

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13. In the future, would you prefer to respond to this type of survey on the web or on paper? Please explain your response.

Web

Paper

COMMENT FIELD FOR EACH

Feedback Questions



Please rate your experience with using the MyECLS website.

How easy to use was the website?



Not at all easy to use



Very easy to use

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14. Please rate your experience with using the MyECLS website.

a. How easy to use was the website?

1 Not at all easy to use

2

3

4

5 Very easy to use

Feedback Questions



Please rate your experience with using the MyECLS website.

How clear was the website in directing you to complete the surveys and any other needed tasks?



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b. How clear was the website in directing you to complete the survey and any other needed tasks?

1 Unclear 2 3 4 5 Clear

Feedback Questions



Please rate your experience with using the MyECLS website.

How informative was the website when you were learning about the study or searching for additional details about the study?



I never used the website to learn more about the study.

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c. How informative was the website when you were learning about the study or searching for additional details about the study?

0 I never used the website to learn more about the study.

1 Not at all informative 2 3 4 5 Very informative

Feedback Questions ✕

Please rate your experience with using the MyECLS website.

About how often did you access the MyECLS website during the course of the study?

Rarely Sometimes Often Very Often

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SUBMIT
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- d. About how often did you access the MyECLS website during the course of the study?
- Rarely
 - Sometimes
 - Often
 - Very often

Feedback Questions ✕

Please provide any feedback you might have on the study, for example on how the ECLS staff worked with your school or how the assessments were conducted. Please also include any feedback you may have heard from teachers or parents. We also appreciate any suggestions you may have for improvements and welcome any remaining questions you may have about the study.

Example: How the ECLS staff worked with you, how assessments were conducted, feedback from parents or children, suggestions, improvements, questions, etc.

I wish to be contacted about my comments.
 My comments may be used in future materials that describe the study to other schools. (Any feedback provided would be shared anonymously.)

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15. Please provide any feedback you might have on the study, for example on how the ECLS staff worked with your school or how the assessments were conducted. Please also include any feedback you may have heard from teachers or parents. We also appreciate any suggestions you may have for improvements and welcome any remaining questions you may have about the study.

OPEN TEXT ENTRY FIELD Example: How the ECLS staff worked with you, how assessments were conducted, feedback from parents or children, suggestions, improvements, questions, etc.

- I wish to be contacted about my comments.
- My comments may be used in future materials that describe the study to other schools. (Any feedback provided would be shared anonymously.)



Thank you for your feedback!

If you have any additional comments, suggestions for improvements, or questions, please let us know by using the contact tab on the MyECLS website.

DONE

Thank you for your feedback! If you have any additional comments, suggestions for improvements, or questions, please let us know by using the contact tab on the MyECLS website.

“DONE” BUTTON. *When selected, return to the portal, collapse this section, and mark as completed.*

3.4 More Information Section

To learn more about the ECLS, please download the following document or return to the MyECLS home screen for materials and links to the U.S. Department of Education's ECLS site:

 School Administrator Letter



To learn more about the ECLS, please download the following document or return to the MyECLS home screen for materials and links to the U.S. Department of Education's ECLS site:



- School Administrator Letter [LINK TO LETTER]


Privacy & Authorization

The National Center for Education Statistics (NCES) is authorized to conduct the Early Childhood Longitudinal Study (ECLS) by the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543). The data are being collected for NCES by Westat, a U.S.-based 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).

Information from multiple individuals will be combined to produce statistical reports; no information that identifies you will be included in any reports or provided to students, their parents, or other school staff. 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 1850-0750. The time required to complete this information collection is estimated to average approximately **40 minutes** per survey, including the time to review instructions, complete and review the information collection, and complete the feedback questions. If you have any comments concerning the accuracy of the time estimate, suggestions for improving this information collection, or any comments or concerns regarding the status of your individual submission of these data, please write directly to: Early Childhood Longitudinal Study, National Center for Education Statistics, PCP, 550 12th St., SW, 4th floor, Washington, DC 20202.

OMB No. 1850-0750, Approval Expires XX/XX/XXXX



PDF Reader 

This language appears at the bottom of the School Administrator Portal page, directly on the screen.

The National Center for Education Statistics (NCES) is authorized to conduct the Early Childhood Longitudinal Study (ECLS) by the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543). The data are being collected for NCES by Westat, a U.S.-based 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).

Information from multiple individuals will be combined to produce statistical reports; no information that identifies you will be included in any reports or provided to students, their parents, or other school staff. 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 1850-0750. The time required to complete this information collection is estimated to average approximately 40 minutes per survey, including the time to review instructions, complete and review the information collection, and complete the feedback questions. If you have any comments concerning the accuracy of the time estimate, suggestions for improving this information collection, or any comments or concerns regarding the status of your individual submission of these data, please write directly to: Early Childhood Longitudinal Study, National Center for Education Statistics, PCP, 550 12th St., SW, 4th floor, Washington, DC 20202.

OMB No. 1850-0750, Approval Expires XX/XX/XXXX

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4. TEACHER PORTAL

The screens appearing in this section (“4. TEACHER PORTAL”) are for the field test only. National screens for the school coordinator will come in a future OMB package when clearance is sought for those data collection activities.

The Teacher Portal has four sections: Overview, Surveys, Feedback Questions, and More Information. Use the navigation icons on the left to skip to each section. The Feedback icon appears once that section is available, later in the data collection period, after the school visit..

The infographics that will appear on this portal will be on the topic of the use of technology. Infographics can be reviewed in Attachment A-5.

4.1 Overview Section

The screenshot shows the top navigation bar with the Institute of Education Sciences and U.S. Department of Education logos, and links for myECLS Home, Portal, and Logout. Below this is a green banner with the text "Welcome to your ECLS Teacher Portal!". The main content area is titled "ECLS Overview" and contains three paragraphs of text. On the left side, there are three circular navigation icons: "OVERVIEW" (selected), "SURVEYS", and "MORE INFO". On the right side, there is a yellow "Contact Us" button. At the bottom of the text area, there is a "collapse" link.

ECLS Overview

Your school has agreed to participate in the Early Childhood Longitudinal Study (ECLS), a nationwide study of elementary-aged children, their schools, their teachers, and their parents. As part of the study, we are asking teachers at your school to complete web-based surveys. You have been asked to complete surveys because one or more of the students you teach are participants in this study. The teacher survey contains questions about you and your classroom practices. There are also brief surveys for each of the ECLS children that you teach. These surveys contain questions about the children’s skills and abilities and services provided.

The table below displays the list of participating children and the surveys we are asking you to complete. First, please confirm that you teach each of these children. If you do not, please let [\[SCHOOL COORDINATOR\]](#) know.

As a thank-you for completing these surveys, you have received \$20 for the teacher background survey and \$7 for each of the surveys about the individual children you teach.

The ECLS collects information from primary classroom teachers and from special education teachers/related service providers for participating children who have Individualized Education Programs (IEPs). Our purpose is to investigate the relationship between the children’s academic progress and various school, classroom, teacher, and home characteristics.

Taking part in the study is voluntary. You may stop at any time or choose not to answer any question you do not want to answer. However, only you can provide this information. Although we realize you are very busy, we urge you to complete this survey as completely and accurately as possible. Please note that some of the information we are asking for may be found in the child’s IEP.

[collapse](#)



OVERVIEW



SURVEYS



FEEDBACK



MORE INFO

Welcome to your ECLS Teacher Portal!

ECLS Overview

Your school has agreed to participate in the **Early Childhood Longitudinal Study (ECLS)**, a nationwide study of elementary-aged children, their schools, their teachers, and their parents. As part of the study, we are asking teachers at your school to complete web-based surveys. You have been asked to complete surveys because one or more of the students you teach are participants in this study. The teacher survey contains questions about you [IF TEACHER LINK ID = P (PRIMARY), DISPLAY: and your classroom practices]. There are also brief surveys for each of the ECLS children that you teach. [IF TEACHER LINK ID = P (PRIMARY), DISPLAY: These surveys contain questions about the children's skills and abilities.] [IF TEACHER LINK ID = S (SPECIAL ED), DISPLAY: These surveys contain questions about services provided.] [IF TEACHER LINK ID = BOTH P AND S, DISPLAY: These surveys contain questions about the children's skills and abilities and services provided.]

The table below displays the list of participating children and the surveys we are asking you to complete. First, please confirm that you teach each of these children. If you do not, please let [SCHOOL COORDINATOR] know.

[IF INCENTIVE RULE ON DISTRICT INFO AND SCHOOL INFO SCREENS = INCENTIVES ALLOWED, DISPLAY: As a thank-you for completing these surveys, you have received \$20 for the teacher background survey and \$7 for each of the surveys about the individual children you teach.]

[IF TEACHER LINK ID = P (PRIMARY), DISPLAY: The ECLS collects information from teachers of children who are in the study to investigate the relationship between children's academic progress and various school, classroom, teacher, and home characteristics.

Taking part in the study is voluntary. You may stop at any time or choose not to answer a question you do not want to answer. However, only you can provide this information. Although we realize you are very busy, we urge you to complete these surveys as completely and accurately as possible.]

[IF TEACHER LINK ID = S (SPECIAL ED), DISPLAY: The ECLS collects information from the special education teachers/related service providers of participating children who have Individualized Education Programs (IEPs). We are gathering information from these children’s regular classroom teachers as well. Our purpose is to investigate the relationship between the children’s academic progress and various school, classroom, teacher, and home characteristics.

Taking part in the study is voluntary. You may stop at any time or choose not to answer any question you do not want to answer. However, only you can provide this information. Although we realize you are very busy, we urge you to complete this survey as completely and accurately as possible. Please note that some of the information we are asking for may be found in the child’s IEP.]

[IF TEACHER HAS BOTH P (PRIMARY) AND S (SPECIAL ED) LINK IDS, DISPLAY: The ECLS collects information from primary classroom teachers and from special education teachers/related service providers for participating children who have Individualized Education Programs (IEPs). Our purpose is to investigate the relationship between the children’s academic progress and various school, classroom, teacher, and home characteristics.

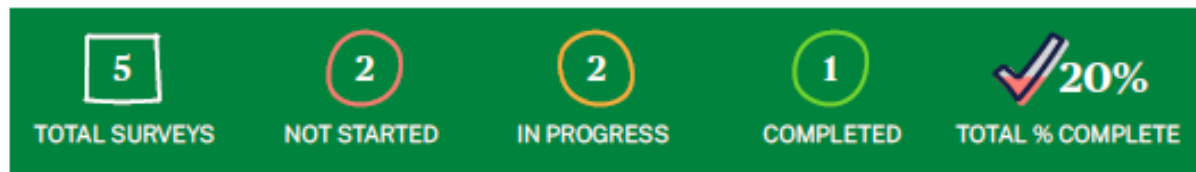
Taking part in the study is voluntary. You may stop at any time or choose not to answer any question you do not want to answer. However, only you can provide this information. Although we realize you are very busy, we urge you to complete this survey as completely and accurately as possible. Please note that some of the information we are asking for may be found in the child’s IEP.]

4.2 Surveys Section

All Surveys

Technical and Security Recommendations

To begin each survey, select the Launch Survey icon “→” in the table below. Some of these questions, or the timeframe of the school year referred to, may not directly apply to your classroom or students, but just answer the best you can. Some questions in the survey have additional information and definitions that can be used if needed. To view the additional information for those questions, select the blue “i” icon.



All Surveys

To begin each survey, select the Launch Survey icon [DISPLAY ICON] in the table below. Some of these questions, or the timeframe of the school year referred to, may not directly apply to your classroom or students, but just answer the best you can. Some questions in the survey have additional information and definitions that can be used if needed. To view the additional information for those questions, select the blue “i” icon [DISPLAY ICON].

Display as a pop-up window when “Technical and Security Recommendations” is selected:

Technical and Security Recommendations



We recommend using a desktop or laptop computer to complete the study activities. For the best experience, use Chrome, Edge, Safari, or Firefox.

When you have finished or if you need to stop before finishing, please LOG OUT of the survey system by selecting "Logout" and CLOSE ALL browser windows or screens to keep your responses secure. For example, if you used Chrome or Safari to open the website, make sure no Chrome or Safari windows or screens are open after you end the session. Not closing all browsers may allow someone else to see your responses.

DONE

We recommend using a desktop or laptop computer to complete the study activities. For the best experience, use Chrome, Edge, Safari, or Firefox.

When you have finished or if you need to stop before finishing, please LOG OUT of the survey system by selecting "Logout" and CLOSE ALL browser windows or screens to keep your responses secure. For example, if you used Chrome or Safari to open the website, make sure no Chrome or Safari windows or screens are open after you end the session. Not closing all browsers may allow someone else to see your responses.

Teacher Background

TEACHER ID	TEACHER NAME	TYPE	STATUS	% COMPLETE	DATE LAST ACCESSED	LAUNCH
9999T01-P01	Elaine Tarnowski	Primary	In-Progress	75%	3/15/20	→
9999T01-S01	Elaine Tarnowski	Special Ed	Not Started	0%	--	→

Teacher Background (with example text):

Teacher ID	Teacher Name	Type	Status	% Complete	Date Last Accessed	Launch
9999T01 - P01	Teacher Name	Primary	In-progress	75	3/15/20	Launch Survey
9999T01 - S01	Teacher Name	Special Ed	Not Started	0		Launch Survey

Child-Level

CHILD ID	CHILD NAME	TYPE	STATUS	% COMPLETE	DATE LAST ACCESSED	LAUNCH
9999992C	Zach Tyler	Primary	In-Progress	50%	3/15/20	→
9999993C	Johanna Braddy	Special Ed	Not Started	0%	--	→
9999994C	Nika Futterman	Special Ed	Not Started	0%	--	→
9999991C	Michaela Murphy	Primary	Complete	100%	3/15/20	✓

When the teacher is assigned more than 10 child-level surveys, filters appear to allow the teacher to filter the list by survey type and status.

Child-Level - 7 of 30 Completed

Primary
 Special ED
 |
 Not Complete
 Complete
 In Progress

CHILD ID	CHILD NAME	TYPE	STATUS	% COMPLETE	DATE LAST ACCESSED	LAUNCH
9999991C	Michaela Murphy	Primary	Complete	100%	3/15/20	✓
9999992C	Keone Young	Primary	Complete	100%	3/15/20	✓
9999993C	Brian George	Primary	Complete	100%	3/15/20	✓
9999994C	Mia Ella Mimica	Primary	Complete	100%	3/15/20	✓
9999995C	Phil LaMarr	Primary	Complete	100%	3/15/20	✓
9999996C	Kristoffer Tabori	Primary	Complete	100%	3/15/20	✓
9999997C	Madeline Dellums	Primary	Complete	100%	3/15/20	✓

Child-level (with example text):


Child ID	Child Name	Type	Status	% Complete	Date Last Accessed	Launch
----------	------------	------	--------	------------	--------------------	--------

9999991C	Child 1 Name	Primary	Complete	100	3/13/20	
9999992C	Child 2 Name	Primary	In-progress	50	3/16/20	Launch Survey
9999993C	Child 3 Name	Primary	Not started	0	N/A	Launch Survey
9999993C	Child 3 Name	Special Ed	Not started	0	N/A	Launch Survey


4.3 Feedback Questions Section

These 7 questions are designed to solicit feedback from the field test teacher respondents to inform the national data collection.

Feedback



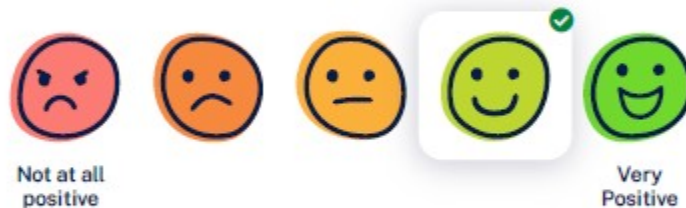
We value your opinion! Please share your thoughts and feedback on the ECLS, the teacher surveys, and our procedures.



We value your opinion! Please share your thoughts and feedback on the ECLS, the teacher surveys, and our procedures.

Feedback Questions
✕

Overall, how would you rate your experience with the ECLS?



BACK

NEXT

Skip ➡

1. Overall, how would you rate your experience with the ECLS?

1 Not at all positive 2 3 4 5 Very positive

Feedback Questions



Teachers who participate in the ECLS will be provided with a Certificate of Contribution signed by the Commissioner of the National Center for Education Statistics (NCES), the research arm of the U.S. Department of Education. This certificate, suitable for framing, will thank you for your help in furthering the research efforts undertaken by the U.S. Department of Education.

How likely will you be to display the Certificate of Contribution?



BACK

NEXT

Skip ►►

- Teachers who participate in the ECLS will be provided with a Certificate of Contribution signed by the Commissioner of the National Center for Education Statistics (NCES), the research arm of the U.S. Department of Education. This certificate, suitable for framing, will thank you for your help in furthering the research efforts undertaken by the U.S. Department of Education.

How likely will you be to display the Certificate of Contribution?

1 Not at all likely 2 3 4 5 Very likely

Feedback Questions



Teachers who participate in the ECLS will be provided with a Certificate of Contribution signed by the Commissioner of the National Center for Education Statistics (NCES), the research arm of the U.S. Department of Education. This certificate, suitable for framing, will thank you for your help in furthering the research efforts undertaken by the U.S. Department of Education.

How much of a role did the receipt of this Certificate of Contribution play in your decision to participate in the study?



BACK

NEXT

Skip ►►

- How much of a role did the receipt of this Certificate of Contribution play in your decision to participate in the study?

1 Not at all 2 3 4 5 A lot

Feedback Questions



As part of the ECLS, teachers were asked to complete a survey about their background, their classrooms, and ECLS students. A check for \$20 plus \$7 for each child-level survey was included with the request to complete the surveys.

How much of a role did the check play in your decision to complete the surveys?



I did not complete the survey

BACK

NEXT

Skip >>

- 4. [IF INCENTIVE RULE ON DISTRICT INFO AND SCHOOL INFO SCREENS = INCENTIVES ALLOWED, DISPLAY:] As part of the ECLS, teachers were asked to complete a survey about their background, their classrooms, and ECLS students. A check for \$20 plus \$7 for each child-level survey was included with the request to complete the surveys.

How much of a role did the check play in your decision to complete the surveys?

0 I did not complete the survey

1 Not at all 2 3 4 5 A lot

Feedback Questions



Please rate your experience with using the MyECLS website.

How easy to use was the website?



BACK

NEXT

Skip >>

- 5. Please rate your experience with using the MyECLS website.

a. How easy to use was the website?

1 Not at all easy to use 2 3 4 5 Very easy to use

Feedback Questions



Please rate your experience with using the MyECLS website.

How clear was the website in directing you to complete the surveys and any other needed tasks?



Unclear



Clear

BACK

NEXT

Skip

b. How clear was the website in directing you to complete the surveys and any other needed tasks?

1 Unclear 2 3 4 5 Clear

Feedback Questions



Please rate your experience with using the MyECLS website.

How informative was the website when you were learning about the study or searching for additional details about the study?



Not at all
informative



Very
informative

I never used the website to learn more about the study.

BACK

NEXT

Skip

c. How informative was the website when you were learning about the study or searching for additional details about the study?

I never used the website to learn more about the study.

1 Not at all informative 2 3 4 5 Very informative

Feedback Questions



Please rate your experience with using the MyECLS website.

About how often did you access the MyECLS website during the course of the study?



BACK

SUBMIT

Skip ▶▶

- d. About how often did you access the MyECLS website during the course of the study?
- Rarely
 - Sometimes
 - Often
 - Very Often

Feedback Questions



Please comment on any questions in the survey that were especially challenging, unclear, or time-consuming to answer.

BACK

NEXT

Skip ▶▶

6. Please comment on any questions in the survey that were especially challenging, unclear, or time-consuming to answer. [OPEN TEXT ENTRY FIELD.]

Feedback Questions



Please provide any feedback you might have on the study, including feedback you may have heard from parents or children. We are also happy to receive any suggestions you may have for improvements and answer any questions you may have about the study.

How the ECLS staff worked with you, how assessments were conducted, feedback from parents or children, suggestions, improvements, questions, etc.

- I wish to be contacted about my comments.
- My comments may be used in future materials that describe the study to other teachers or schools. (Any feedback provided would be shared anonymously.)

BACK

NEXT

Skip ➡

7. Please provide any feedback you might have on the study, including feedback you may have heard from parents or children. We are also happy to receive any suggestions you may have for improvements and answer any questions you may have about the study.

[OPEN TEXT ENTRY FIELD.]Example: How the ECLS staff worked with you, how assessments were conducted, feedback from parents or children, suggestions, improvements, questions, etc.

- I wish to be contacted about my comments.
- My comments may be used in future materials that describe the study to other teachers or schools. (Any feedback provided would be shared anonymously.)

Feedback Questions



Thank you for your feedback!

If you have any additional comments, suggestions for improvements, or questions, please let us know by using the contact tab on the MyECLS website.

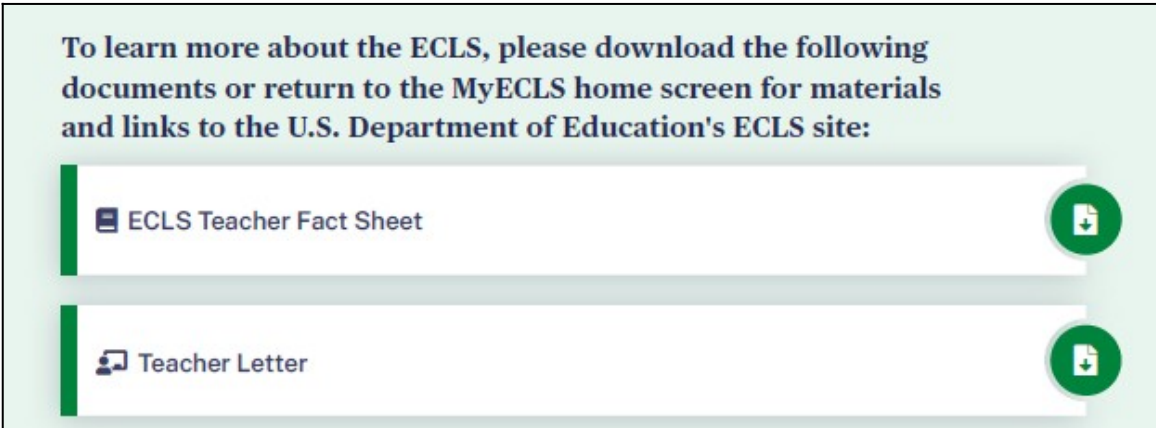
DONE

Thank you for your feedback. If you have any additional comments, suggestions for improvements, or questions, please let us know by using the contact tab on the MyECLS website.

“DONE” BUTTON [When selected, return to the portal and collapse this section and mark as completed.]

4.4 More Information Section

To learn more about the ECLS, please download the following documents or return to the MyECLS home screen for materials and links to the U.S. Department of Education's ECLS site:



The screenshot shows a light green background with a white border. At the top, there is a bold instruction. Below it are two white rectangular buttons with a green vertical bar on the left. The first button contains a document icon, the text 'ECLS Teacher Fact Sheet', and a green circular download icon. The second button contains a document icon, the text 'Teacher Letter', and a green circular download icon.

To learn more about the ECLS, please download the following documents or return to the MyECLS home screen for materials and links to the U.S. Department of Education's ECLS site:

- ECLS Teacher Fact Sheet [LINK TO TEACHER FACT SHEET]
- Teacher Letter [LINK TO LETTER]

Display "Use of Technology" infographic. The final version of this infographic can be viewed in Attachment A-5.

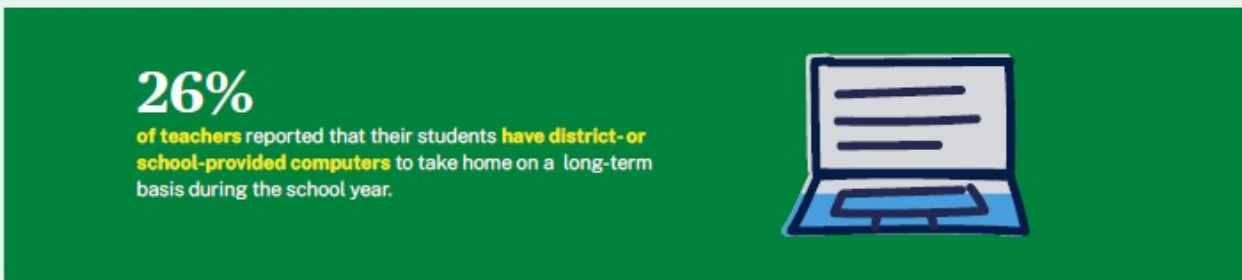
Findings from previous U.S. Department of Education studies

How often do teachers assign homework that requires access to technology?

The U.S. Department of Education asked third-through twelfth-grade public school teachers about the use of technology during the 2018-19 school year — this is what they found.



Do children in public schools have access to computers and internet through the school?



SOURCE: Gray, L., and Lewis, L. (2020). *Teachers' Use of Technology for School and Homework Assignments: 2018-19* (NCES 2020-048). U.S. Department of Education. Washington, DC: National Center for Education Statistics. Retrieved July 31, 2020, from <https://nces.ed.gov/pubsearch/pubsinfo.asp?pubid=2020048>.

Findings from previous U.S. Department of Education studies

How often do teachers assign homework that requires access to technology?

The U.S. Department of Education asked third- through twelfth-grade public school teachers about the use of technology during the 2018-19 school year – this is what they found.

- 28% of teachers reported that they sometimes assign technology-based homework.
- 19% of teachers reported that they often assign technology-based homework.
- 29% of teachers thought it very likely that their students' home computers had reliable internet access.

Do children in public schools have access to computers and internet through the school?

- 26% of teachers reported that their students have district- or school-provided computers to take home on a long-term basis during the school year.

SOURCE: *Use of Technology for School and Homework Assignments: 2018-19* (NCES 2020-048). U.S. Department of Education. Washington, DC: National Center for Education Statistics. Retrieved July 31, 2020, from <https://nces.ed.gov/pubsearch/pubsinfo.asp?pubid=2020048>.

Privacy & Authorization

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Information from multiple individuals will be combined to produce statistical reports; no information that identifies you will be included in any reports or provided to students, their parents, or other school staff. 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 1850-0750. The time required to complete this information collection is estimated to average approximately 17 to 27 minutes per teacher background survey and feedback questions and 15 minutes per child-level survey, including the time to review instructions and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate, suggestions for improving this information collection, or any comments or concerns regarding the status of your individual submission of these data, please write directly to: Early Childhood Longitudinal Study, National Center for Education Statistics, PCP, 550 12th St., SW, 4th floor, Washington, DC 20202.

OMB No. 1850-0750, Approval Expires XX/XX/XXXX

v.X



PDF Reader 

This language appears at the bottom of the Teacher Portal page, directly on the screen.

The National Center for Education Statistics (NCES) is authorized to conduct the Early Childhood Longitudinal Study (ECLS) by the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543). The data are being collected for NCES by Westat, a U.S.-based 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). Information from multiple individuals will be combined to produce statistical reports; no information that identifies you will be included in any reports or provided to students, their parents, or other school staff.

Information from multiple individuals will be combined to produce statistical reports; no information that identifies you will be included in any reports or provided to students, their parents, or other school staff. 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 1850-0750. The time required to complete this information collection is estimated to average approximately 17 to 27 minutes per teacher background survey and feedback questions and 15 minutes per child-level survey, including the time to review instructions and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate, suggestions for improving this information collection, or any comments or concerns regarding the status of your individual submission of these data, please write directly to: Early Childhood Longitudinal Study, National Center for Education Statistics, PCP, 550 12th St., SW, 4th floor, Washington, DC 20202.

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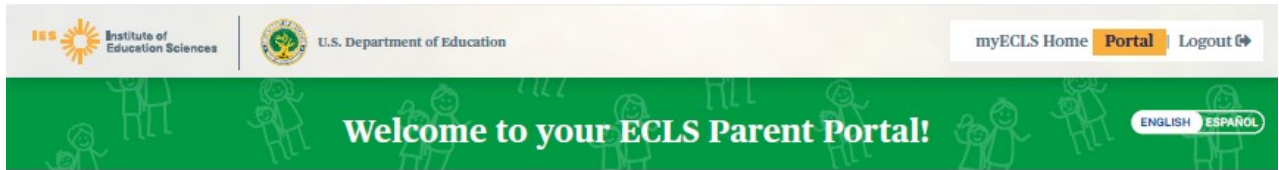
5. PARENT PORTAL

The screens appearing in this section (“5. PARENT PORTAL”) are for the field test only. National screens for the school coordinator will come in a future OMB package when clearance is sought for those data collection activities.

The Parent Portal has six sections: Overview, Consent, Surveys, Contact Information, Feedback Questions, and More Information. Use the navigation icons on the left to skip to each section. Each section displays as an accordion, allowing the user to expand and collapse each section. Once consent is recorded, contact info is provided, and survey is completed, each section will be marked as complete. The Feedback icon appears once that section is available, later in the data collection period. This portal is intended for the parents or guardians of selected children.

The infographics that will appear on this portal will be on the topic of barriers to participation in school events. Final infographics can be reviewed in Attachment A-5.

5.1 Overview Section



OVERVIEW



CONSENT



SURVEY



CONTACT



MORE INFO

ECLS Overview

Your child's school has agreed to participate in the U.S. Department of Education's **Early Childhood Longitudinal Study** (ECLS), a nationwide study of elementary-aged children, their schools, their teachers, and their parents. We would like to invite you and your child to join others from your school in participating in this important study.



Provide permission for your child to participate in the study



Complete the parent survey



Provide your contact information to receive study updates



Learn more about the study

Below is more detail on the tasks we are asking you and your child to complete. If you have questions, please let [\[SCHOOL COORDINATOR\]](#) at your child's school know.

The study activities at your child's school will take place [\[ASSESSMENT DATE START\]](#) through [\[ASSESSMENT DATE END\]](#) in coordination with your child's school and teacher. During this visit, trained ECLS staff will conduct engaging in-person, one-on-one assessment activities with each selected child. The activities consist of age- and grade-appropriate reading and mathematics items. The ECLS staff member will present questions and stories to your child, who then will select his or her answers by pointing to colorful pictures. Although the session is untimed, we expect most children to complete the activities in about **45 minutes**. Children may decline to answer any of the questions they do not wish to answer and their responses will not be associated with their names or provided to school staff.

All ECLS staff who enter schools undergo a Federal background investigation conducted jointly by the U.S. Departments of Education and Defense.

[collapse](#)

Contact Us

Welcome to your ECLS Parent Portal!

DISPLAY ENGLISH/SPANISH TOGGLE BUTTONS.

ECLS Overview

Your child's school has agreed to participate in the U.S. Department of Education's **Early Childhood Longitudinal Study** (ECLS), a nationwide study of elementary-aged children, their schools, their teachers, and their parents. We would like to invite you and your child to join others from your school in participating in this important study.

Display with icons:

- Provide permission for your child to participate in the study
- Complete the parent survey
- Provide your contact information to receive study updates
- Learn more about the study

Below is more detail on the tasks we are asking you and your child to complete. If you have questions, please let [SCHOOL COORDINATOR] at your child's school know. *When the user hovers over "school coordinator", the SC phone number and email address recorded on the School Information Screen will display.*



The study activities at your child's school will take place [ASSESSMENT DATE START] through [ASSESSMENT DATE END] in coordination with your child's school and teacher. During this visit, trained ECLS staff will conduct engaging in-person, one-on-one assessment activities with each selected child. The activities consist of age- and grade-appropriate reading and mathematics items. The ECLS staff member will present questions and stories to your child, who then will select his or her answers by pointing to colorful pictures. Although the session is untimed, we expect most children to complete the activities in about **45 minutes**. Children may decline to answer any of the questions they do not wish to answer and their responses will not be associated with their names or provided to school staff.

All ECLS staff who enter schools undergo a Federal background investigation conducted jointly by the U.S. Departments of Education and Defense.

5.2 Consent Section

The consent section will be expanded when the user first accesses the portal. It will collapse and be marked as complete once consent is provided. There are three screens for parents in schools with explicit consent and three screens for those with implicit consent.

Explicit Consent screens 1-3:

SCREEN 1:

Consent Form

We are requesting your permission to include your child in the ECLS. Without your permission, your child will **not** be able to participate in any study activities.

To provide permission for your child, [CHILD NAME], to participate in the ECLS, please check the box below, enter your name, and select "Submit."

Yes, I give permission for my child to participate in the ECLS.

Enter Your Name _____

SUBMIT

If you do **not** want your child, [CHILD NAME], to participate in the ECLS activities, please select "Opt Out" to continue.

OPT OUT

We are requesting your permission to include your child in the ECLS. Without your permission, your child will **not** be able to participate in any study activities.

To provide permission for your child, [CHILD NAME], to participate in the ECLS, please check the box below, enter your name, and select "Submit."

[CHECK BOX] Yes, I give permission for my child to participate in the ECLS.

ENTER YOUR NAME FIELD / SUBMIT BUTTON

If you do **not** want your child, [CHILD NAME], to participate in the ECLS activities, please select "Opt Out" to continue.

OPT OUT BUTTON

- If "submit" is selected, update child consent status to 2-obtained and return to the Parent Portal. The consent section will be collapsed and marked as complete and the parent survey section will be expanded.
- If "opt-out" is selected, go to screen 2.

SCREEN 2:

Consent Form

If you did **not** mean to have your child opt out of the ECLS, select "Return" to go back to the Parent Portal.

RETURN

Or, if you do **not** want your child to participate in the ECLS study activities, please check the box below, enter your name and select "Submit."

No, I do **not** give permission for my child to participate in the ECLS.

Enter Your Name _____

SUBMIT

If you did **not** mean to have your child opt out of the ECLS, select "Return" to go back to the Parent Portal.

RETURN BUTTON

Or, if you do **not** want your child to participate in the ECLS study activities, please check the box below, enter your name, and select "Submit."

[CHECK BOX] No, I do **not** give permission for my child to participate in the ECLS.

ENTER YOUR NAME / SUBMIT BUTTON

- If "submit" is selected, update the child consent status to 3-refused and go to screen 3.
- If "return" is selected, return to screen 1.

SCREEN 3:

Consent Form

Thank you for your consideration!

Even though your child will **not** participate in the ECLS study activities, we hope that you will still choose to participate in the parent portion of the ECLS. We want to make sure families like yours are represented in our study. The information you can provide would help us better understand the educational experiences of children in the United States.

Please select "OK" to return to the Parent Portal and consider moving on to the Parent Survey.

OK

Thank you for your consideration!

Even though your child will **not** participate in the ECLS study activities, we hope that you will still choose to participate in the parent portion of the ECLS. We want to make sure families like yours are represented in our study. The information you can provide would help us better understand the educational experiences of children in the United States.

Please select “OK” to return to the Parent Portal and consider moving on to the Parent Survey.

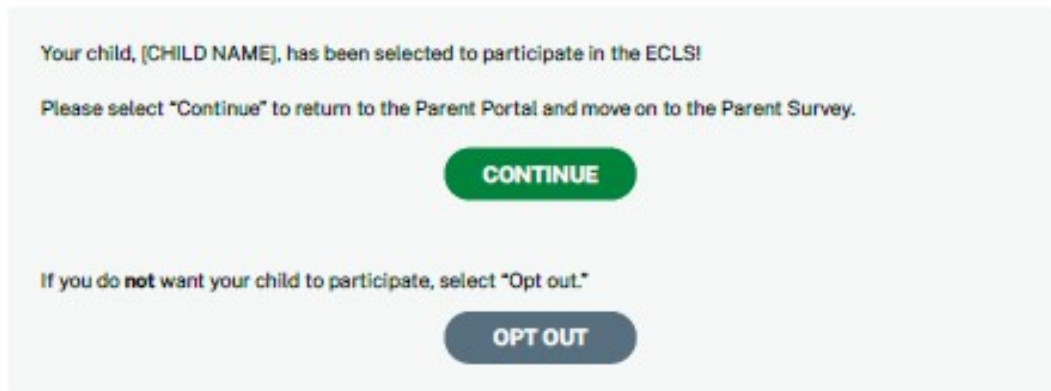
OK BUTTON

- *When the “OK” button is selected, return to the Parent Portal. The consent section will be collapsed and marked as complete and the parent survey section will be expanded.*

Implicit Consent screens 4-6:

SCREEN 4

Consent Form



Your child, [CHILD NAME], has been selected to participate in the ECLS!

Please select “Continue” to return to the Parent Portal and move on to the Parent Survey.

CONTINUE

If you do **not** want your child to participate, select “Opt out.”

OPT OUT

Your child, [CHILD NAME], has been selected to participate in the ECLS!

Please select “Continue” to return to the Parent Portal and move on to the Parent Survey.

CONTINUE BUTTON

If you do **not** want your child to participate, select “Opt out.”

OPT OUT BUTTON

- *If the “continue” button is selected, return to the Parent Portal. The consent section will be collapsed and the parent survey section will be expanded.*
- *If the “opt out” button is selected, go to screen 5.*

SCREEN 5

Consent Form

If you did **not** mean to have your child opt out of the ECLS, select "Return" to go back to the Parent Portal.

RETURN

Or, if you do **not** want your child to participate in the ECLS study activities, please check the box below, enter your name and select "Submit."

No, I do **not** give permission for my child to participate in the ECLS.

Enter Your Name _____

SUBMIT

If you did **not** mean to have your child opt out of the ECLS, select "Return" to go back to the Parent Portal.

RETURN BUTTON

Or, if you do **not** want your child to participate in the ECLS study activities, please check the box below, enter your name and select "Submit."

[CHECK BOX] No, I do **not** give permission for my child to participate in the ECLS.

ENTER YOUR NAME / SUBMIT BUTTON

- If "submit" is selected, update the child consent status to 3-refused and go to screen 6.
- If "return" is selected, return to screen 4.

SCREEN 6

Consent Form

You have **not** given permission for your child to participate in the ECLS activities.

Even though your child will **not** participate in the ECLS study activities, we hope that you will still choose to participate in the parent portion of the ECLS. We want to make sure families like yours are represented in our study. The information you can provide would help us better understand the educational experiences of children in the United States.

Please select "OK" to return to the Parent Portal and consider moving on to the Parent Survey.

OK

You have **not** given permission for your child to participate in the ECLS activities.

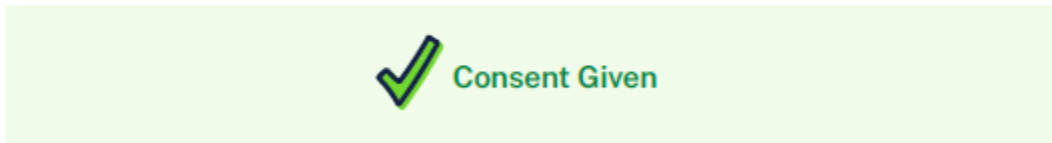
Even though your child will **not** participate in the ECLS study activities, we hope that you will still choose to participate in the parent portion of the ECLS. We want to make sure families like yours are represented in our study. The information you can provide would help us better understand the educational experiences of children in the United States.

Please select “OK” to return to the Parent Portal and consider moving on to the Parent Survey.

OK BUTTON

- When the “OK” button is selected, return to the Parent Portal. The consent section will be collapsed and marked as complete (see screenshot below, with a check mark image and the text “Consent Given” or “Consent **Not** Provided”) and the parent survey section will be expanded.

Consent Form



Consent Form



5.3 Parent Survey Section

Parent Survey

[Technical and Security Recommendations](#)

The parent survey is an essential part of the ECLS. Your input ensures that the study will be able to provide valuable results that can be used to improve children’s education and experiences. To begin your survey, select the Launch Survey icon → in the table below. Some of these questions, or the timeframe of the school year referred to, may not apply to you or your family, but just answer the best you can. Some questions in the survey have additional information and definitions that can be used if needed. To view the additional information for those questions, select the blue “i” icon.

PARENT ID	CHILD NAME	STATUS	% COMPLETE	DATE LAST ACCESSED	LAUNCH
9999991C	Michaela Murphy	In-Progress	75%	3/15/20	→

Parent Survey

The parent survey is an essential part of the ECLS. Your input ensures that the study will be able to provide valuable results that can be used to improve children’s education and experiences. To begin your survey, select the Launch Survey icon [DISPLAY ICON] in the table below. Some of these questions, or the timeframe of the school year referred to, may not apply to you or your family, but just answer the best you can. Some questions in the survey have additional information and definitions that can be used if needed. To view the additional information for those questions, select the blue “i” icon [DISPLAY ICON].

Display as a pop-up window when “Technical and Security Recommendations” is selected:

Technical and Security Recommendations ✕

We recommend using a desktop or laptop computer to complete the study activities. For the best experience, use Chrome, Edge, Safari, or Firefox.

When you have finished or if you need to stop before finishing, please LOG OUT of the survey system by selecting "Logout" and CLOSE ALL browser windows or screens to keep your responses secure. For example, if you used Chrome or Safari to open the website, make sure no Chrome or Safari windows or screens are open after you end the session. Not closing all browsers may allow someone else to see your responses.

DONE

We recommend using a desktop or laptop computer to complete the study activities. For the best experience, use Chrome, Edge, Safari, or Firefox.

When you have finished or if you need to stop before finishing, please LOG OUT of the survey system by selecting "Logout" and CLOSE ALL browser windows or screens to keep your responses secure. For example, if you used Chrome or Safari to open the website, make sure no Chrome or Safari windows or screens are open after you end the session. Not closing all browsers may allow someone else to see your responses.

Parent ID	Child Name	Status	% Complete	Date Last Accessed	Launch
9999001P	Child Name	In-progress	75	3/15/20	Launch Survey

5.4 Contact Information Screen

Contact Information

Please update or complete your contact information below. We will use it to send you study reminders and updates when they are available. This information will not be shared or used for any other purpose.

The image shows a contact information form with the following fields and a button:

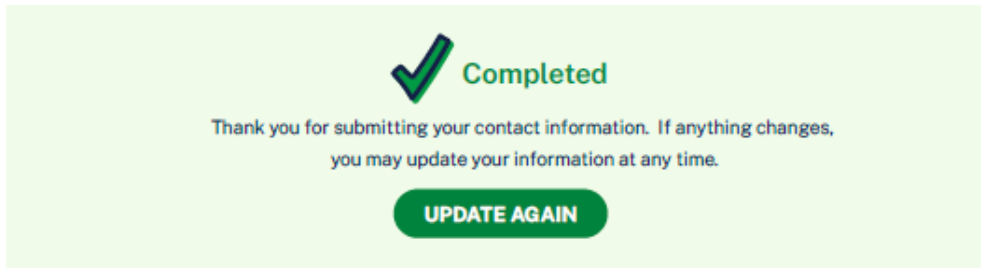
- First Name
- Last Name
- Email Address
- Confirm Email Address
- Phone Number
- Address 1
- Address 2
- City
- State
- ZIP
- UPDATE button

Contact Information

Please update or complete your contact information below. We will use it to send you study reminders and updates when they are available. This information will not be shared or used for any other purpose.

First Name
Last Name
Email Address
Confirm Email Address
Phone Number
Address 1
Address 2
City
State
ZIP

Contact Information

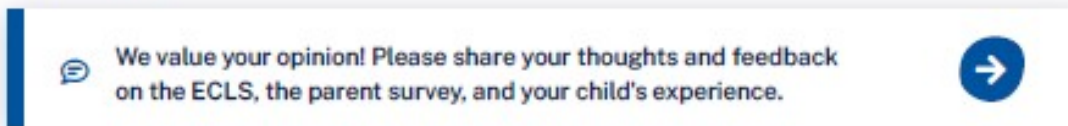


WHEN UPDATE BUTTON IS SELECTED, DISPLAY: Thank you for submitting your contact information. If anything changes, you may update your information at any time.
UPDATE AGAIN BUTTON

5.5 Feedback Questions Section

These 9 questions are designed to solicit feedback from the field test parent respondents to inform the national data collection.


Feedback



We value your opinion! Please share your thoughts and feedback on the ECLS, the parent survey, and your child's experience.

Feedback Questions ×

Overall, how would you rate your experience with the ECLS?



Not at all positive Very Positive

BACK NEXT Skip ▶▶

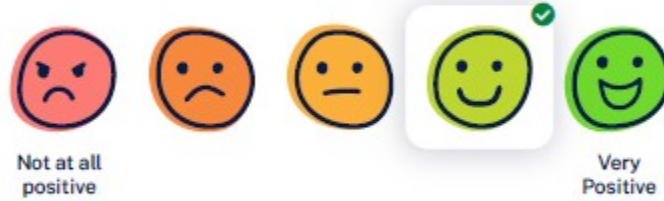
1. Overall, how would you rate your experience with the ECLS?

1 Not at all positive 2 3 4 5 Very positive

Feedback Questions



Overall, how would you rate your child's experience with the ECLS?



BACK

NEXT

Skip ▶▶

2. Overall, how would you rate your child's experience with the ECLS?

1 Not at all positive 2 3 4 5 Very positive

Feedback Questions



As part of the ECLS, parents were asked to complete a survey about their family and home environment. A cash card worth \$15 was included with the request to complete the survey.

How much of a role did the \$15 cash card play in your decision to complete the survey?



I did not complete the survey.

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Skip ▶▶

3. [IF PARENT IS IN SCHOOL THAT RECEIVES PARENT INCENTIVES, DISPLAY:] As part of the ECLS, parents were asked to complete a survey about their family and home environment. A cash card worth \$15 was included with the request to complete the survey.

How much of a role did the \$15 cash card play in your decision to complete the survey?

0 I did not complete the survey
1 Not at all 2 3 4 5 A lot

Feedback Questions



Please rate your experience with using the MyECLS website.

How easy to use was the website?



BACK

NEXT

Skip ▶▶

- 4. Please rate your experience with using the MyECLS website.
 - a. How easy to use was the website?
1 Not at all easy to use 2 3 4 5 Very easy to use

Feedback Questions



Please rate your experience with using using the MyECLS website.

How clear was the website in directing you to complete the survey and any other needed tasks?



BACK

NEXT

Skip ▶▶

- 5. How clear was the website in directing you to complete the survey and any other needed tasks?
1 Unclear 2 3 4 5 Clear

Feedback Questions



Please rate your experience with using using the MyECLS website.

How informative was the website when you were learning about the study or searching for additional details about the study?



I never used the website to learn more about the study.

BACK

NEXT

Skip ▶▶

6. How informative was the website when you were learning about the study or searching for additional details about the study?

0 I never used the website to learn more about the study.

1 Not at all informative 2 3 4 5 Very informative

Feedback Questions



Please rate your experience with using the MyECLS website.

About how often did you access the MyECLS website during the course of the study?



BACK

SUBMIT

Skip ▶▶

7. About how often did you access the MyECLS website during the course of the study?

Rarely
Sometimes
Often
Very Often

Feedback Questions



Please comment on any questions in the survey that were especially challenging, unclear, or time-consuming to answer.

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Skip ▶▶

-
8. Please comment on any questions in the survey that were especially challenging, unclear, or time-consuming to answer. [OPEN TEXT ENTRY FIELD]

Feedback Questions



Please provide any feedback you might have on the study, including feedback you may have heard from your child. We are also appreciative of any suggestions you may have for improvements and welcome any remaining questions you may have about the study.

Suggestions, improvements, questions, etc.

- I wish to be contacted about my comments.
- My comments may be used in future materials that describe the study to other parents or schools. (Any feedback provided would be shared anonymously.)

BACK

NEXT

Skip ▶▶

-
9. Please provide any feedback you might have on the study, including feedback you may have heard from your child. We are also appreciative of any suggestions you may have for improvements and welcome any remaining questions you may have about the study.

[OPEN TEXT ENTRY FIELD.] Suggestions, improvements, questions, etc.

- I wish to be contacted about my comments.
- My comments may be used in future materials that describe the study to other parents or schools. (Any feedback provided would be shared anonymously.)



Thank you for your feedback!

If you have any additional comments, suggestions for improvements, or questions, please let us know by using the contact tab on the MyECLS website.

DONE

Thank you for your feedback. If you have any additional comments, suggestions for improvements, or questions, please let us know by using the contact tab on the MyECLS website.

“DONE” BUTTON [WHEN SELECTED, RETURN TO THE PORTAL AND COLLAPSE THIS SECTION AND MARK AS COMPLETED]

5.6 More Information Section

To learn more about the ECLS, please download the following documents or return to the MyECLS home screen for materials and links to the U.S. Department of Education's ECLS site:

 ECLS Parent Fact Sheet



 Parent Letter



To learn more about the ECLS, please download the following documents or return to the MyECLS home screen for materials and links to the U.S. Department of Education's ECLS site:

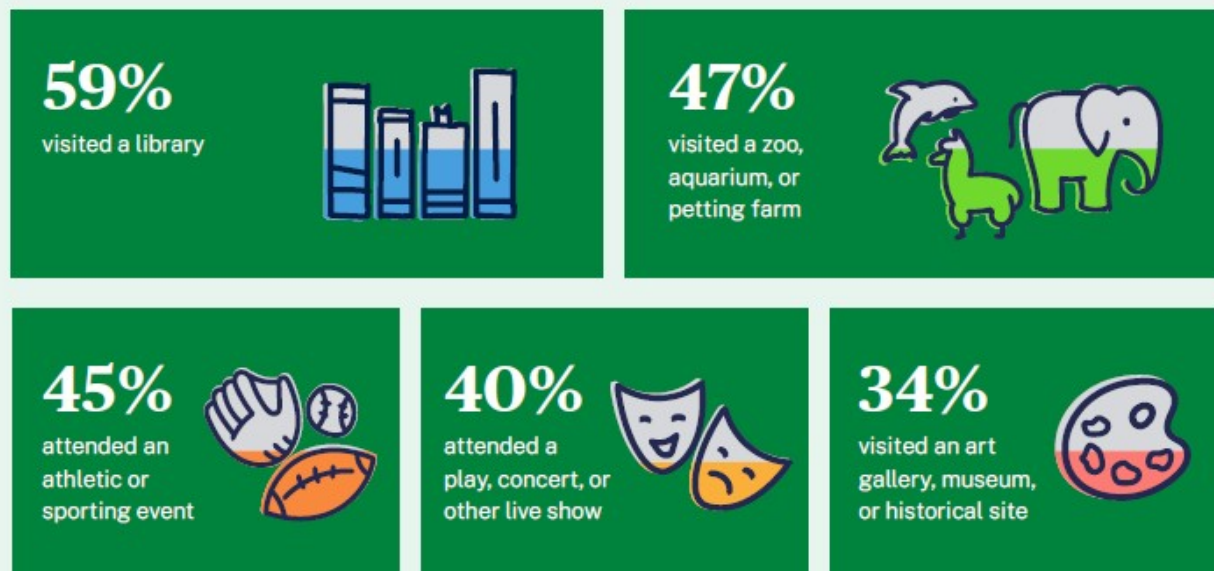
- ECLS Parent Fact Sheet [LINK TO PARENT FACT SHEET]
- Parent Letter [LINK TO LETTER]

Display “Common Activities for Families” infographic.

Findings from previous ECLS studies

What kinds of activities do parents do with their kindergarten children at least once a month?

Parents reported on activities family members did with their kindergartners in the last ECLS.



SOURCE: U.S. Department of Education, National Center for Education Statistics. (2020). Early Childhood Longitudinal Study, Kindergarten Class of 2010-11 (ECLS-K:2011). Data retrieved July 31, 2020, from Table B2a, <https://nces.ed.gov/ecls/tables.asp>.

Findings from previous ECLS studies

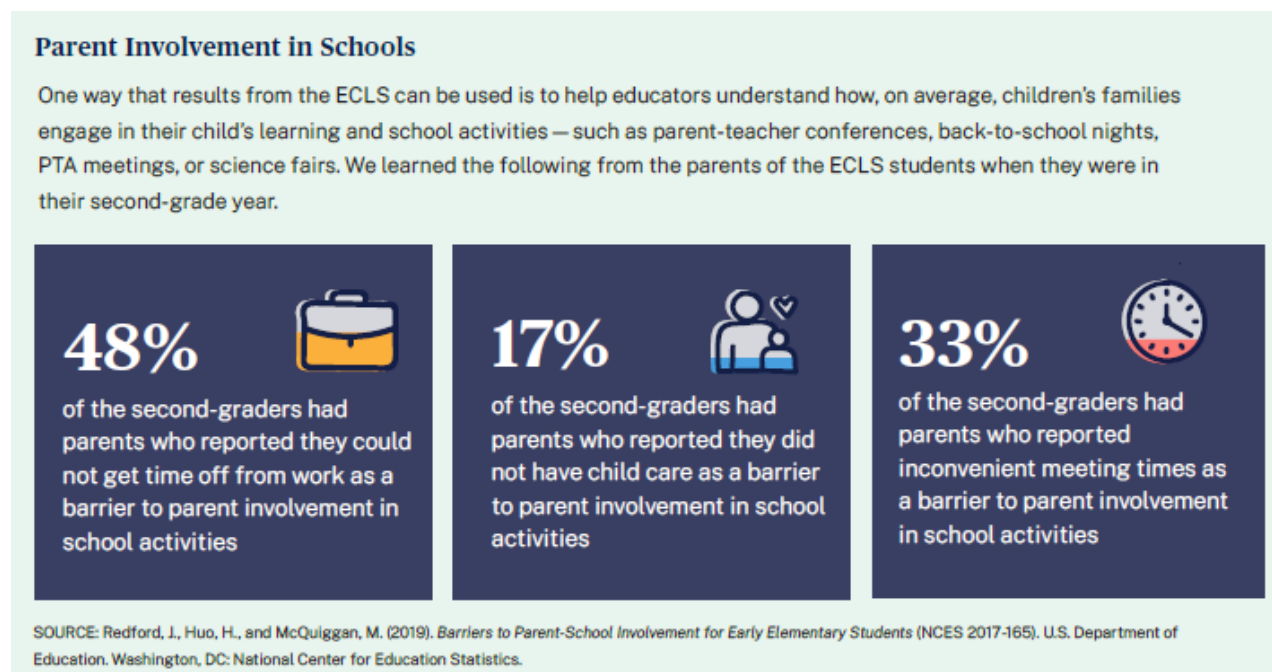
What kinds of activities do parents do with their kindergarten children at least once a month?

Parents reported on activities family members did with their kindergartners in the last ECLS.

- 59% visited a library
- 47% visited a zoo, aquarium, or petting farm
- 45% attended an athletic or sporting event
- 40% attended a play, concert, or other live show
- 34% visited an art gallery, museum, or historical site

SOURCE: U.S. Department of Education, National Center for Education Statistics. (2020). Early Childhood Longitudinal Study, Kindergarten Class of 2010-11 (ECLS-K:2011). Data retrieved July 31, 2020, from Table B2a, <https://nces.ed.gov/ecls/tables.asp>.

Display “Barriers to Participation” infographic.



Parent Involvement in Schools

One way that results from the ECLS can be used is to help educators understand how, on average, children’s families engage in their child’s learning and school activities – such as parent-teacher conferences, back-to-school nights, PTA meetings, or science fairs. We learned the following from the parents of the ECLS students when they were in their second-grade year.

- 48% of the second-graders had parents who reported they could not get time off from work as a barrier to parent involvement in school activities
- 17% of the second-graders had parents who reported they did not have child care as a barrier to parent involvement in school activities
- 33% of the second-graders had parents who reported inconvenient meeting times as a barrier to parent involvement in school activities.

SOURCE: Redford, J., Huo, H., and McQuiggan, M. (2019). *Barriers to Parent-School Involvement for Early Elementary Students* (NCES 2017-165). U.S. Department of Education. Washington, DC: National Center for Education Statistics. Retrieved July 31, 2020, from <https://nces.ed.gov/pubsearch/pubsinfo.asp?pubid=2017165>.

Privacy & Authorization

Remove Privacy and Authorization link. Display OMB text directly on the screen, at the bottom of the screen in small font, similar to the log-in screen. Also note updated timings in tracked changes.

The National Center for Education Statistics (NCES) is authorized to conduct the Early Childhood Longitudinal Study (ECLS) by the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543). The data are being collected for NCES by Westat, a U.S.-based 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). Information from multiple individuals will be combined to produce statistical reports; no information that identifies you will be included in any reports or provided to students, their parents, or other school staff.

Information from multiple individuals will be combined to produce statistical reports; no information that identifies you will be included in any reports or provided to students, their parents, or other school staff. 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 1850-0750. The time required to complete this information collection is estimated to average approximately 32 to 47 minutes per survey, including the time to review instructions, complete and review the information collection, and complete the feedback questions. If you have any comments concerning the accuracy of the time estimate, suggestions for improving this information collection, or any comments or concerns regarding the status of your individual submission of these data, please write directly to: Early Childhood Longitudinal Study, National Center for Education Statistics, PCP, 550 12th St., SW, 4th floor, Washington, DC 20202.

OMB No. 1850-0750, Approval Expires XX/XX/XXXX

V.X



PDF Reader 

This language appears at the bottom of the Parent Portal page, directly on the screen.

The National Center for Education Statistics (NCES) is authorized to conduct the Early Childhood Longitudinal Study (ECLS) by the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543). The data are being collected for NCES by Westat, a U.S.-based 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). Information from multiple individuals will be combined to produce statistical reports; no information that identifies you will be included in any reports or provided to students, their parents, or other school staff.

Information from multiple individuals will be combined to produce statistical reports; no information that identifies you will be included in any reports or provided to students, their parents, or other school staff. 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 1850-0750. The time required to complete this information collection is estimated to average approximately 32 to 47 minutes per survey, including the time to review instructions, complete and review the information collection, and complete the feedback questions. If you have any comments concerning the accuracy of the time estimate, suggestions for improving this information collection, or any comments or concerns regarding the status of your individual submission of these data, please write directly to: Early Childhood Longitudinal Study, National Center for Education Statistics, PCP, 550 12th St., SW, 4th floor, Washington, DC 20202.

OMB No. 1850-0750, Approval Expires XX/XX/XXXX

V.X