

Instrument 7: Screener Questions for Programs and LEAs

Note: The purpose of this phone call is to ensure potential participants have the requisite background to participate in the cognitive interview.

Participant info

Name:

Phone number:

Introduction

Thank you for speaking with me today!

Before we begin, it's important for you to know that this collection of information is completely voluntary and will be used in a study aiming to better understand how Head Start programs, elementary schools, and community organizations are supporting children and families as they transition into kindergarten.

The federal government requires us to publicly report the time burden for this collection of information, which is estimated to average less 15 minutes. This includes the time we spent scheduling this call, reviewing this introductory information, and going over the few questions I'm about to ask.

Additionally, federal law states that an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB number for this information collection is 0970-0355, and the expiration date 08/31/2024.

Do you have any questions before we begin?

Screener questions

1. Do you work at a private school?
2. Do you work at a public K-12 school or a Head Start program?
3. Are you an administrator at either a public K-12 school or a Head Start program?
4. Are you knowledgeable about the Head Start to kindergarten transition practices in your school?

(If No): 5. Is someone else at your K-12 school or Head Start program more knowledgeable about Head Start to kindergarten transition practices? If so, could we have their name, position, and contact information?

NOTE TO RECRUITER

1. Private school administrators are not eligible for the study

Based on what you have told me, you are eligible for the study and we would like to schedule an interview.

Which time/day would work best for you? [Write in]

Do you prefer conducting the interview via Teams, Zoom, or by telephone? [Write in]

You will receive a reminder call or email the day of or day before your interview. Do you have a preference between which type of reminder you would like to receive?

[If email is preferred]- Great, and can you confirm you email address for me?

Email: _____

[If phone number is confirmed] Is the number you provided us the best number to reach you? If not, can I have a phone number where I can reach you?

___ Phone number confirmed

___ New number provided (cell/landline)_____

Thank you for agreeing to participate in this important study. We look forward to meeting you on <Date> at <Time>. If you have any questions before then, please feel free to call us at <Contact info>.