

## Appendix A—Consent Language

Good morning/afternoon. My name is [INSERT NAME] and I am a researcher at [NAME OF ORGANIZATION]. I'm joined by [INSERT NAME], who is [also] a researcher at [NAME OF ORGANIZATION], who will be taking notes during our discussion. We are conducting a study of children's transitions from Head Start to kindergarten. We are hoping to get a better understanding of how to improve those transitions for everyone involved: for children, their families, teachers, and administrators.

Because you serve in a role that influences this transition, we are asking you to take part in an interview to learn more about your thoughts regarding a survey intended to measure the alignment and coordination between Head Start and the K-12 systems. The interview will take about 1.5 hours.

Your participation in this study is completely voluntary. If you are uncomfortable with any of the questions asked, you are free to skip them. You may stop the interview at any time without any consequences. Whether or not you choose to participate in the study, or decide to withdraw at any point, will not affect you in any way. All data collected during the interview will remain completely private. We are not collecting your name or any other potentially identifying information. Findings from the interview may be used in an internal final report for the Administration for Children and Families. High-level (summary) findings might be shared in a public report.

With your permission, we would also like to audio-record our conversation during the interview to help us to take comprehensive notes of this discussion. We will not share the audio recording with anyone else, and all recordings will be deleted after we have reviewed them. Your agreement to be recorded is optional. You can decide to participate without being recorded.

For contributing your expertise, you will receive a \$40 gift card. We will ask you at the end of the interview how you would like to receive your gift card.

If you have any questions after today regarding the research project, please feel free to contact Dr. Stacy Ehrlich, the NORC Project Director, at (773) 256-6087; or via email at [ehrllich-stacy@norc.org](mailto:ehrllich-stacy@norc.org). If you have any questions about your rights as a participant in this research study, please call the NORC IRB Manager toll-free at (866) 309-0542.

Do you have any questions for me?

Do you consent to participate in this interview?

**[If "yes" then proceed. If "no" then terminate interview.]**

Do you agree to be recorded?

**[If "yes" then record. If "no" then do not record.]**

**[After the interview]** Would you like to receive the gift card?

**[If yes, collect preferred means of delivery. For email, note email address, for snail mail, note postal address].**