

# NLSY27 Emails

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# Overview

NLSY27 email scripts for various stages of data collection are documented here.

Emails are sent to eligible households only.

Mass emails originate from NLSY27@rti.org, with one email dispatched for each event. For instance, when a respondent sets up an appointment, they receive an email detailing the appointment information. If the appointment is rescheduled, a new email is sent with the updated details. Should the respondent reschedule again, another email will be sent with the latest appointment information.

Face-to-face interviewers (FIs) and Video Interviewers (VI) will send emails using their RTI email addresses, ensuring each recipient gets only one email of each kind.

A table has been provided for each email to describe timing, recipient, triggers, etc.

Description / Purpose	Describes the email purpose
Type	Mass email – emails are automatically sent by RTI's SMS FI or VI Email – emails are entered and sent by the interviewer from the interviewer's RTI email address
Stage	ES – status of Eligibility Screener HHS – status of Household Screener Youth Interview – status of Youth Interview P/C Survey – status of P/C Survey
Triggers	Describes actions that trigger email to be sent
Number Sent	Number of emails sent
Email address	The recipient's email address
To:	Name and/or description of email recipient
CC:	Email address(es) copied on the message
Subject:	Subject line text
Additional Info	Any additional information needed to describe the email, if applicable

ES = Eligibility Screener, FI = Face-to-Face Interviewer, HHS = Household Screener, P/C = Parent/Caregiver, SMS = Survey Management System, VI = Video Interviewer

## Mass Email Header

A standard email header with the project logo will be included at the beginning of all mass emails.

## Mass Email Footer

The following text will be included at the end of all mass emails:

If you believe you are not the intended recipient of this message, please notify the sender and delete this email without disclosing, copying, or further disseminating its contents.

The U.S. Office of Management and Budget has approved the survey and has assigned 1220-0202 as the survey's control number. This control number expires on 3/31/2029.



*The NLSY27 is sponsored by the U.S Department of Labor, Bureau of Labor Statistics (BLS) and conducted by RTI International, a nonprofit research institute.*

## Interviewer Email Footer

The following text will be included at the end of all interviewer emails:



If you believe you are not the intended recipient of this message, please notify the sender and delete this email without disclosing, copying, or further disseminating its contents.

## Names

First names used in emails will be obscured to show only the first and last letters, with \*s in between. The first time this occurs in each email a note will be added such as "(masked to protect privacy)."

## Pending Household Screener

### Pending Household Screener – Request P/C to Complete Web HHS

Description / Purpose	Asks P/C named in the ES to complete the HHS online
Type	Mass email
Stage	ES - complete HHS - pending
Triggers	Web ES complete – Informant Respondent (not a P/C) Web ES complete – P/C breakoff in HHS
Number Sent	1
Email address	[PLGEMAIL] P/C email provided in ES
To:	[HHSRESNAME1] P/C name provided in ES
CC:	<a href="mailto:NLSY27@rti.org">NLSY27@rti.org</a>
Subject:	Take the Next Step on the NLSY27. INFORMANT = PARENT: Thank you for completing the first step for the NLSY27. INFORMANT ≠PARENT: See who in your household is eligible for the NLSY27. [(CONTROL_ID)]
Additional Information	BLUE TEXT= INFORMANT WAS A PARENT/CAREGIVER GREEN TEXT= INFORMANT WAS NOT A PARENT/CAREGIVER

Dear [HHSRESNAME1],

[INFORMANT=PARENT: Thank you for completing the questions! We determined that [YOUTHROSTERNUM] youth in your home may be eligible for the survey. Please use the web link and access code below to answer a few more questions and see who in your household is eligible to take part in the National Longitudinal Survey of Youth 2027 (NLSY27). You will receive **\$5** for answering a few more questions.]

[INFORMANT ≠PARENT: Recently, [ESINFORMANTNAME; OR “a member of your household”] completed a brief questionnaire for the National Longitudinal Survey of Youth 2027 (NLSY27), sponsored by the [U.S. Department of Labor, Bureau of Labor Statistics \(BLS\)](#). The purpose of this survey is to learn about youth’s experiences as they move from school to work and into adulthood.

We determined that [YOUTHROSTERNUM] youth in your home may be eligible for the survey. We would like to invite you, as the parent or caregiver, to use the web link and access code below to answer a few more questions and see who in your household is eligible to take part in the NLSY27. You will receive **\$5** for answering a few more questions.]

By taking part in the NLSY27, you are helping to shape a better future for youth. Survey results will help improve education, job training, and employment opportunities in the U.S. for today’s generation of youth! Please make sure your household is represented in this important survey.

Web link: [www.NLSY27.org](http://www.NLSY27.org)

Access Code: [HHS\_ACCESS]

If you or your child are invited to complete the survey, which takes approximately 1-1.5 hours, you will each receive **\$50**.

If you have any questions, please contact us at 1-866-800-9180 or [NLSY27@rti.org](mailto:NLSY27@rti.org). To learn more about the survey, go to [www.NLSY27.org](http://www.NLSY27.org).

Thank you for your willingness to participate in this important survey.

Sincerely,

Keenan Dworak-Fisher  
Director, National Longitudinal Surveys  
U.S. Bureau of Labor Statistics

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## Pending Household Screener – To Informant

Description / Purpose	Used when an informant (not a P/C) completes the ES by web. This email will be sent to the Informant to thank them and explain we will be contacting the P/C to complete HHS. The P/C will be copied on the email for transparency.
Type	Mass email
Stage	ES - completed by web HHS - pending
Triggers	ES completed by web by an Informant.
Number Sent	1
Email address	[ESINFORMANTEMAIL]
To:	[ESINFORMANTNAME]
CC:	NLSY27@rti.org [PLGEMAIL] P/C email provided in ES
Subject:	Exciting News about the National Longitudinal Survey of Youth 2027. [(CONTROL_ID)]

Dear [ESINFORMANTNAME],

Thank you for completing the questions for the National Longitudinal Survey of Youth 2027 (NLSY27). We determined that your household has youth who may be eligible for the survey. To continue to the next step, we will contact their parent or caregiver.

When your household takes part in the NLSY27, you are helping to shape a better future for youth. Survey results will help improve education, job training, and employment opportunities in the U.S. for today's generation of youth!

If you have any questions, please contact us at 1-866-800-9180 or [NLSY27@rti.org](mailto:NLSY27@rti.org). To learn more about the survey, go to [www.NLSY27.org](http://www.NLSY27.org).

Thank you for your willingness to support this important survey.

Sincerely,

Keenan Dworak-Fisher  
Director, National Longitudinal Surveys  
U.S. Bureau of Labor Statistics

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## Pending Household Screener – Schedule In-person HHS Appointment

Description / Purpose	Asks P/C to schedule in-person HHS appointment
Type	FI email
Stage	ES - completed HHS - pending
Triggers	No response from P/C after the “Pending Household Screener – Request P/C to Complete Web HHS” email invite sent
Number Sent	1
Email address	[PLGEMAIL ] – P/C email provided in ES
To:	[HHSRESNAME1] – P/C name provided in ES
CC:	NLSY27@rti.org
Subject:	Schedule Your National Longitudinal Survey of Youth 2027 (NLSY27) Visit [(CONTROL_ID)]

Hello [HHSRESNAME1],

I am, [FINAME], your interviewer for the National Longitudinal Survey of Youth 2027 (NLSY27). I am reaching out to set up a time for us to meet to confirm information about members of your household. The purpose of the NLSY27 is to learn about youth’s experiences as they move from school to work and into adulthood.

I would like to schedule this visit for a date and time that works best for you.

[ESINFORMANTNAME; “You”] indicated [BEST DAYS AND TIMES PROVIDED IN ELIGIBILITY SCREENER] would work best. Please let me know if **[DAY, DATE, AND TIME]** will work for you. If not, please suggest another date and time. Once we confirm the date and time I will send a confirmation e-mail.

### **Reminders:**

- One parent or caregiver per household will receive **\$5** for answering a few additional questions!
- Any youth, parent or caregiver who is invited to participate and completes a full interview will receive **\$50!**

If you have any questions, please do not hesitate to call or text me at [FIPHONE] or email me at [FIEMAIL]. To find out more about the survey you can also visit [www.NLSY27.org](http://www.NLSY27.org).

NLSY27 is important! Results will be used to help guide the future planning of education, job training, and employment opportunities in the U.S. for today’s generation of youth. Make sure your household is represented in the NLSY27. By participating, you are helping to shape a better future for youth.

Thank you!

[FINAME]

NLSY27 Interviewer

Phone: [FIPHONE]

Email: [FIEMAIL]

Help Desk: 1-866-800-9180 or [NLSY27@rti.org](mailto:NLSY27@rti.org)

Learn more about NLSY at [www.NLSY27.org](http://www.NLSY27.org)!



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## Pending Household Screener – HHS Appointment Set

Description / Purpose	In-person HHS appointment reminder
Type	Mass email
Stage	ES – completed HHS – pending, appointment scheduled
Triggers	HHS appointment set in SMS
Number Sent	1 per appointment scheduled
Email address	[PLGEMAIL] – P/C email provided in ES
To:	[HHSRESNAME1] – P/C name provided in ES
CC:	NLSY27@rti.org, [FIEMAIL]
Subject:	Your Upcoming Appointment for the NLSY27 [(CONTROL_ID)]

Dear [HHSRESNAME1],

Thank you for scheduling your appointment for the National Longitudinal Survey of Youth 2027 (NLSY27). Your appointment has been scheduled for **[APPT\_DATE]** at **[APPT\_TIME, TIMEZONE]**. Your interviewer's name is [FINAME].

One parent or caregiver per household will receive another **\$5 for completing some questions to confirm information about members of your household, which should take about 10 minutes.**

Any youth, parent, or caregiver who is invited to participate and completes a full interview will receive **\$50**.

If you have any questions about your upcoming appointment or need to reschedule, please contact [FINAME] at [FIPHONE] or [FIEMAIL]. To find out more about the survey you can visit [www.NLSY27.org](http://www.NLSY27.org) or contact us at 1-866-800-9180 or [NLSY27@rti.org](mailto:NLSY27@rti.org).

Thank you for your willingness to participate in this important survey. You are empowering your child to play a crucial role in shaping the future of youth in the U.S.

Sincerely,

Keenan Dworak-Fisher  
Director, National Longitudinal Surveys  
U.S. Bureau of Labor Statistics

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## Pending Youth Interview

### Pending Youth Interview – In-person Youth Interview (and P/C Survey) Appointment Set

Description / Purpose	In-person Youth Interview (and P/C Survey) appointment set
Type	Mass email
Stage	Youth Interview – pending
Triggers	In-person Youth Interview appointment set in SMS
Number Sent	1 per appointment scheduled Youth Interview
Email address	[SPCEMAIL] – selected P/C
To:	[SPCNAME] – selected P/C
CC:	NLSY27@rti.org [FIEMAIL]
Subject:	Your Upcoming Appointment for the NLSY27 [(CONTROL_ID)]

Dear [SPCNAME],

Thank you for scheduling [YOUTH\_NAME\_#]'s (masked to protect privacy) and your appointment for the National Longitudinal Survey of Youth 2027 (NLSY27). The appointment has been scheduled for **[APPT\_DATE]** at **[APPT\_TIME]**, TIMEZONE].

To make the most of this appointment, we ask that both you and [YOUTH\_NAME\_#] be available during this time. [YOUTH\_NAME\_#] will receive **[YOUTH INCENTIVE AMOUNT=YINCTAMT]** for completing the interview. [IF P/C SURVEY IS PENDING: You will receive **[PARENT INCENTIVE AMOUNT = PCGINCNTAMT]** for completing the parent/caregiver survey.] [IF MULTIPLE YOUTH: “Although [ELIGYOUTHNUM] youth in your home are invited to participate, you will be asked to complete only one parent/caregiver survey.”]

If you have any questions or if it is necessary to reschedule the appointment, please contact your interviewer, [FINAME], at [FIPHONE] or [FIEMAIL]. To find out more about the survey visit [www.NLSY27.org](http://www.NLSY27.org) or contact us at 1-866-800-9180 or [NLSY27@rti.org](mailto:NLSY27@rti.org).

Thank you both for your willingness to participate in this important survey and for contributing to research that will be used to help improve schools, job opportunities, and work conditions in the U.S. for today's generation of youth!

Sincerely,

Keenan Dworak-Fisher  
Director, National Longitudinal Surveys  
U.S. Bureau of Labor Statistics

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## Pending Youth Interview – In-person Youth Interview (and P/C Survey) Appointment Reminder

Description / Purpose	In-person Youth Interview (and P/C Survey) appointment reminder
Type	FI email
Stage	Youth Interview – pending
Triggers	In-person Youth Interview appointment set and 3 days before appointment
Number Sent	1 per appointment per scheduled Youth Interview
Email address	[SPCEMAIL] – selected P/C
To:	[SPCNAME] – selected P/C
CC:	NLSY27@rti.org [FIEMAIL]
Subject:	Reminder: Your Upcoming Appointment for the NLSY27 [(CONTROL_ID)]

Dear [SPCNAME],

I appreciate your household taking time for this important survey and look forward to our appointment to complete [YOUTH\_NAME\_#]'s (masked to protect privacy) interview [IF P/C SURVEY PENDING: and your parent/caregiver survey] on [DAY OF WEEK], [APPT\_DATE], at [APPT\_TIME, TIMEZONE]. If you have any questions, please do not hesitate to contact me at [FIPHONE] or reply to this email.

A parent or guardian needs to be present at the time of [YOUTH\_NAME\_#]'s interview. [YOUTH\_NAME\_#] will receive **[YOUTH INCENTIVE AMOUNT=YINCTAMT]** for completing the interview [IF P/C SURVEY IS PENDING: and you will receive **[PARENT INCENTIVE AMOUNT = PCGINCNTAMT]** for completing the parent/caregiver survey on a laptop that I will provide].

Thank you for making sure your household is represented in the NLSY27 and helping to shape a better future for all youth in the U.S.

Best!

[FINAME]

NLSY27 Interviewer

Phone: [FIPHONE]

Email: [FIEMAIL]

Help Desk: 1-866-800-9180 or [NLSY27@rti.org](mailto:NLSY27@rti.org)

Learn more about NLSY at [www.NLSY27.org](http://www.NLSY27.org)!



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## Pending Youth Interview – Request to Schedule Youth Interview when HHS Completed In-Person

Description / Purpose	Request to schedule Youth Interview Weeks -4 through 7: Control group only. (Exp. Group assigned to VI Team) Weeks 8-13: Control and Experimental groups
Type	FI email
Stage	Youth Interview – pending
Triggers	HHS completed in-person and Youth Interview appointment not set in SMS.
Number Sent	1 per household
Email address	[SPCEMAIL] – selected P/C
To:	[SPCNAME] – selected P/C
CC:	<a href="mailto:NLSY27@rti.org">NLSY27@rti.org</a>
Subject:	Schedule your NLSY27 Youth Interview [(CONTROL_ID)]
Additional Info:	BLUE TEXT= HHS INFORMANT IS SELECTED PARENT/CAREGIVER GREEN TEXT= HHS INFORMANT IS NOT THE SELECTED PARENT/CAREGIVER

Hello [SPCNAME],

[IN-PERSON HHS\_INFORMANT = SPC: Thank you for completing the household visit for the National Longitudinal Survey of Youth 2027 (NLSY27) on [DATE OF HHS COMPLETION].

[IN-PERSON HHS\_INFORMANT ≠SPC: Recently, a member of your household completed a questionnaire for the National Longitudinal Survey of Youth 2027 (NLSY27), sponsored by the U.S Department of Labor, Bureau of Labor Statistics. The purpose of this survey is to learn about youth’s experiences as they move from school to work and into adulthood.]

We determined that [YOUTHROSTERNUM] youth in your home [is/are] invited to participate in the survey: [YOUTH\_NAMES\_#] (masked to protect privacy). You are also invited to participate in the parent/caregiver survey.

I am reaching out to schedule a convenient time to conduct the youth and parent/caregiver surveys. [AFTER WEEK 8: The youth interview appointment can be conducted either in-person or by video.] You will receive [**PARENT INCENTIVE AMOUNT = PCGINCNTAMT**] for completing your survey on a laptop that I will provide [AFTER WEEK 8: or online with your own device], and [IF ONE SELECTED YOUTH: YOUTH\_NAME\_#]; FOR MULTIPLE YOUTH: “the participating youth(s)”] will receive [**YOUTH INCENTIVE AMOUNT = YINCTAMT**] for completing their interview with me [AFTER WEEK 8: or a video interviewer]. Please allow 1-1.5 hours for these surveys.

**Please contact me, [FINAME at FIPHONE or FIEMAIL] to schedule this appointment.** Please ensure that you and [FOR MULTIPLE YOUTH: at least one of] the youth invited to participate,

[YOUTH\_NAMES\_#], will be present for the date and time that you schedule. [FOR MULTIPLE YOUTH: If all youth invited to participate are not available at the same appointment, we can set up a separate time for their interview.]

[AFTER WEEK 8: If a video interview is preferred, I can assist with scheduling, or you can contact the NLSY27 Help Desk at 1-866-800-9180.] To find out more about the survey please visit [www.NLSY27.org](http://www.NLSY27.org).

Thank you for making sure your household is represented in the NLSY27 and for contributing to research that will be used to help improve schools, job opportunities, and work conditions in the U.S. for today's generation of youth!

Sincerely,

FINAME

NLSY27 Interviewer

Phone: [FIPHONE]

Email: [FIEMAIL]

Help Desk: 1-866-800-9180 or [NLSY27@rti.org](mailto:NLSY27@rti.org)

Learn more about NLSY at [www.NLSY27.org](http://www.NLSY27.org)!

**NLSY<sup>27</sup>**

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## Pending Youth Interview – Request to Schedule Youth Interview when HHS Completed by Web

Description / Purpose	Request to schedule in-person Youth Interview if HHS completed by web
Type	FI email
Stage	HHS - completed by web Youth Interview – pending Both Video Experiment Experimental and Control Groups
Triggers	HHS completed by web and Youth Interview appointment not set in SMS
Number Sent	1
Email address	[SPCEMAIL] – selected P/C
To:	[SPCNAME] – selected P/C
CC:	<a href="mailto:NLSY27@rti.org">NLSY27@rti.org</a>
Subject:	Schedule your NLSY27 Youth Interview! [(CONTROL_ID)]
Additional Information	BLUE TEXT= HHS INFORMANT IS SELECTED PARENT/CAREGIVER GREEN TEXT= HHS INFORMANT IS NOT SELECTED PARENT/CAREGIVER

Hello [SPCNAME],

[WEB HHS\_INFORMANT = SPC: Thank you for answering the questions to see who in your household is eligible for the National Longitudinal Survey of Youth 2027 (NLSY27)!]

[WEB HHS\_INFORMANT ≠SPC: Recently, a member of your household completed a questionnaire for the National Longitudinal Survey of Youth 2027 (NLSY27), sponsored by the U.S Department of Labor, Bureau of Labor Statistics. The purpose of this survey is to learn about youth's experiences as they move from school to work and into adulthood.]

We are pleased to inform you that [YOUTHROSTERNUM] youth in your home [is/are] invited to participate in the survey: [YOUTH\_NAMES\_#] (masked to protect privacy). You are also invited to participate in the parent/caregiver survey.

I am, [FINAME], your interviewer for the NLSY27. I am reaching out to schedule the youth and parent/caregiver surveys. For the youth survey, I will read the survey questions and enter their answers into a tablet. For some parts of the survey, youth will use earbuds to listen to the questions read by the computer and enter their answers on their own. [IF P/C SURVEY IS PENDING: I will provide you with a laptop to complete the parent/caregiver survey on your own during the youth interview.] The survey occurs at your household and will take 1-1.5 hours.

I would like to schedule this visit for a date and time that works best for you. [WEB HHS INFORMANT = PARENT: You; WEB HHS INFORMANT ≠PARENT: Someone in your home] indicated [BEST DAYS AND TIMES R PROVIDED] would work best. Please let me know if [DAY, DATE, AND TIME] will work for you. If not, please suggest another date and time.

You will receive **[PARENT INCENTIVE AMOUNT = PCGINCNTAMT]** for completing a survey on a laptop that I will provide, and the youth invited to participate will receive **[YOUTH INCENTIVE AMOUNT = YINCTAMT]** for completing their interview with me.

**Please contact me, [FINAME at FIPHONE or FIEMAIL] to schedule this visit.** Please ensure that you and [FOR MULTIPLE YOUTH: at least one of] the youth invited to participate will be present for the date and time that you schedule. [FOR MULTIPLE YOUTH: If all youth invited to participate are not available at the same appointment, we can set up a separate time for their interview.]

Thank you for making sure your household is represented in the NLSY27 and for contributing to research that will be used to help improve schools, job opportunities, and work conditions in the U.S. for today's generation of youth!

To find out more about the survey please visit [www.NLSY27.org](http://www.NLSY27.org).

Sincerely,

FINAME  
NLSY27 Interviewer

Phone: [FIPHONE]

Email: [FIEMAIL]

Help Desk: 1-866-800-9180 or [NLSY27@rti.org](mailto:NLSY27@rti.org)

Learn more about NLSY at [www.NLSY27.org](http://www.NLSY27.org)!

**NLSY<sup>27</sup>**

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## Pending Youth interview - Video Interview Appointment Set

Description / Purpose	Video interview scheduled
Type	Mass email
Stage	Youth Interview - pending
Triggers	Video Youth Interview appointment set in SMS
Number Sent	1 per appointment scheduled
Email address	[SPCEMAIL] – selected P/C
To:	[SPCNAME] – selected P/C
CC:	<a href="mailto:NLSY27@rti.org">NLSY27@rti.org</a> , VIEMAIL Additional P/G from scheduler, [VIEMAIL]
Subject:	Your Upcoming Appointment for the NLSY27 [(CONTROL_ID)]

Dear [SPCNAME],

Thank you for scheduling [YOUTH\_NAME\_#]'s (masked to protect privacy) interview for the National Longitudinal Survey of Youth 2027 (NLSY27). This appointment has been scheduled for **[APPT\_DATE]** at **[APPT\_TIME, TIMEZONE]**.

Your video interview will be conducted by [VI NAME]. You will receive a separate email with the invitation and link to join video interview.

A parent or guardian needs to be present at the time of [YOUTH\_NAME\_#]'s interview. [YOUTH\_NAME\_#] will receive **[YOUTH INCENTIVE AMOUNT=YINCTAMT]** for completing the interview [IF P/C SURVEY IS PENDING: and you will receive **[PARENT INCENTIVE AMOUNT = PCGINCNTAMT]** for completing the parent/caregiver survey over the web. Instructions for completing the web survey will be emailed to you after the youth survey is completed].

The video interview will be conducted using Microsoft Teams. We recommend you use a desktop or laptop computer for the best experience, but the interview can be completed on any device with internet access, a web-enabled camera, and a microphone. You do not need to download any software if using a computer. If you use a phone or tablet you will need to download the Teams application. The interview will take 1-1.5 hours to complete.

If you have any questions about the upcoming youth interview, please contact **[VINAME at VIPHONE or VIEMAIL]**. To find out more about the survey please visit [www.NLSY27.org](http://www.NLSY27.org) or contact us at 1-866-800-9180 or [NLSY27@rti.org](mailto:NLSY27@rti.org).

Thank you for making sure your household is represented in the NLSY27 and for helping to shape a better future for all youth in the U.S.

Sincerely,

Keenan Dworak-Fisher

Director, National Longitudinal Surveys  
U.S. Bureau of Labor Statistics

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## Pending Youth Interview - Request to Schedule Video Interview

Description / Purpose	Send to the P/C of youth in the Video Experiment after folder has been distributed
Type	Mass email
Stage	Youth Interview – pending Video Experiment Experimental Group Folder has been distributed
Triggers	HHS complete and folder distributed, Youth Interview appointment is NOT set in SMS
Number Sent	1 per household
Email address	[SPCEMAIL] – selected P/C
To:	[SPCNAME] – selected P/C
CC:	NLSY27@rti.org
Subject:	Time to schedule the NLSY27 video interview! [(CONTROL_ID)]
Additional Information	Only one sent per household, even with multiple youth selected. This text will be sent in a letter if we do not have the Selected P/C's email.

Dear [SPCNAME],

Recently, you or a member of your household completed a questionnaire for the National Longitudinal Survey of Youth 2027 (NLSY27), sponsored by the U.S Department of Labor, Bureau of Labor Statistics. The purpose of this survey is to learn about youth’s experiences as they move from school to work and into adulthood. We determined that [YOUTH\_NAMES\_#] (masked to protect privacy) [is/are] invited to participate in the survey.

We are reaching out to schedule a convenient time for the **youth video interview(s)**. The interview will take 1-1.5 hours to complete and a parent or guardian needs to be present. [IF ONE SELECTED YOUTH: YOUTH\_NAME\_#; FOR MULTIPLE YOUTH: “The participating youths”] will receive **[YOUTH INCENTIVE AMOUNT=YINCTAMT]** for completing the interview [IF P/C SURVEY IS PENDING: and you will receive **[PARENT INCENTIVE AMOUNT = PCGINCNTAMT]** for completing the parent/caregiver survey over the web. Instructions for completing the web survey will be [IF SENT VIA EMAIL: emailed / IF SENT VIA MAIL: mailed] to you after the youth survey is completed].

**Schedule the youth video interview appointment** by visiting: [www.NLSY27.org](http://www.NLSY27.org) and enter your access code: **[PC\_ACCESS]**. The first time you log in, you will receive a verification code to your email to create your personal password. Once you set up your login information, you can easily schedule the youth interview. [FOR MULTIPLE YOUTH: If more than one youth are completing interviews by video, separate appointments need to be made for each youth.]

The video interview will be conducted using Microsoft Teams. We recommend you use a desktop or laptop computer for the best experience, but the interview can be completed on any device with internet access, a web-enabled camera, and a microphone. You do not need to download any software if using a computer. If you use a phone or tablet you will need to download the Teams application.

If you have any questions, please contact us at 1-866-800-9180 or [NLSY27@rti.org](mailto:NLSY27@rti.org). To find out more about the survey please visit [www.NLSY27.org](http://www.NLSY27.org).

Thank you for making sure your household is represented in the NLSY27 and helping to shape a better future for all youth in the U.S.

Sincerely,

Keenan Dworak-Fisher  
Director, National Longitudinal Surveys  
U.S. Bureau of Labor Statistics

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## Pending Youth interview – Teams Link for Video Interview

Description/ Purpose	Teams link for video interview
Type	VI email
Stage	Youth Interview – pending
Triggers	VI appointment set and TEAMS link ready to send
Number Sent	1 per appointment scheduled
Email address	[SPCEMAIL] – selected P/C
To:	[SPCNAME] – selected P/C
CC:	<a href="mailto:NLSY27@rti.org">NLSY27@rti.org</a> , Additional P/G from scheduler
Subject:	NLSY27 Video Interview Appointment – [DAY OF WEEK, FILL DATE @ FILL TIME] via Microsoft Teams [(CONTROL_ID)]

Hello [SPCNAME],

I appreciate your household taking time for the National Longitudinal Survey of Youth 2027 (NLSY27) and look forward to our appointment to complete [YOUTH\_NAME\_#]'s (masked to protect privacy) interview on [DAY OF WEEK], [DATE], at [TIME], [TIMEZONE].

You can access the video conference with this link:

[TEAMS LINK]

### What You Need to Know:

#### Parental Permission & Presence

- A parent or guardian must be present at the start of the interview to provide permission for youth under the age of [FILL ALL STATES EXCEPT AL AND NE: "18"; FILL FOR AL AND NE:"19"] to participate.
- A parent or guardian must remain at home throughout the interview but should allow the youth privacy while the interview is in progress.

### Technology Requirements:

#### For Video

- You'll need a device with internet access, and a working web camera to use throughout the interview.
- A computer is recommended, as it's typically the easiest to use.
- Phones or tablets can also be used, but you must install the Microsoft Teams application first.

#### For Audio

- Your device must have a working microphone.
- The youth must wear headphones during the part of the interview they complete on their own. If an interviewer visited your home, they may have provided you with a set of earbud style headphones that you can use for this portion of the interview.

If you have any questions or need assistance joining the meeting, please contact me at [VIPHONE].

Thank you for making sure your household is represented in the NLSY27 and helping to shape a better future for all youth in the U.S.

Best,

VI Name

NLSY27 Video Interviewer

Phone: [VIPHONE]

Email: [VIEMAIL]

Help Desk: 1-866-800-9180 or [NLSY27@rti.org](mailto:NLSY27@rti.org)

Learn more about NLSY at [www.NLSY27.org](http://www.NLSY27.org)!



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## Pending Youth Interview - Video Interview Appointment Reminder

Description / Purpose	Video interview reminder
Type	VI email
Stage	Youth Interview – pending and scheduled
Triggers	VI appointment set and 3 days before appointment
Number Sent	1 per appointment scheduled
Email address	[SPCEMAIL] Selected P/C
To:	[SPCNAME] Selected P/C
CC:	<a href="mailto:NLSY27@rti.org">NLSY27@rti.org</a> , Additional P/G from scheduler
Subject:	Reminder: Your National Longitudinal Survey of Youth 2027 (NLSY27) Interview [(CONTROL_ID)]

[INTERVIEWER NOTE: FORWARD PREVIOUS VIDEO INTERVIEW LINK EMAIL WITH THIS ADDITION]

Hello [SPCNAME],

As a reminder, your interview for the National Longitudinal Survey of Youth 2027 (NLSY27) is coming up soon! Please see the details below.

Best,

VI Name

NLSY27 Video Interviewer

Phone: [VIPHONE]

Email: [VIEMAIL]

Help Desk: 1-866-800-9180 or [NLSY27@rti.org](mailto:NLSY27@rti.org)

Learn more about NLSY at [www.NLSY27.org](http://www.NLSY27.org)!



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## Pending Youth Interview - Video Interview Missed Appointment

Description / Purpose	Request to reschedule after video interview appointment is missed
Type	Mass email
Stage	Youth Interview - pending
Triggers	Case is coded as a missed video appointment in the SMS
Number Sent	1 per appointment missed
Email address	[SPCEMAIL] - Selected P/C
To:	[SPCNAME] - Selected P/C
CC:	<a href="mailto:NLSY27@rti.org">NLSY27@rti.org</a>
Subject:	Rescheduling the NLSY27 Interview [(CONTROLID)]

Hello [SPCNAME],

This message was sent to notify you of [YOUTH\_NAME\_#]'s (masked to protect privacy) missed video interview appointment for the National Longitudinal Survey of Youth 2027 (NLSY27).

We would like to invite you to reschedule your appointment by contacting your assigned interviewer, **[VINAME] at [VIPHONE] or [VIEMAIL]** or by visiting [www.NLSY27.org](http://www.NLSY27.org) and entering your access code: [PC\_ACCESS]. If this is your first time logging in, you will receive a verification code by email to create your personal password. Once you set up your login information, you can easily schedule a youth interview.

[YOUTH INTERVIEWS: [IF ONE SELECTED YOUTH: YOUTH\_NAME\_#; FOR MULTIPLE YOUTH: "The participating youths"] will receive **[YOUTH INCENTIVE AMOUNT=YINCTAMT]** for completing the interview [IF P/C SURVEY IS PENDING: and you will receive **[PARENT INCENTIVE AMOUNT = PCGINCNTAMT]** for completing the parent/caregiver survey.]

If you have any further questions about the NLSY27, please contact us at 1-866-800-9180 or [NLSY27@rti.org](mailto:NLSY27@rti.org). Or to find out more about the survey please visit [www.NLSY27.org](http://www.NLSY27.org).

Thank you for making sure your household is represented in the NLSY27 and helping to shape a better future for all youth in the U.S.

Sincerely,

Keenan Dworak-Fisher  
 Director, National Longitudinal Surveys  
 U.S. Bureau of Labor Statistics

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# Parent/Caregiver Survey

## Parent/Caregiver Survey Web Invitation

Description / Purpose	Survey link to complete P/C survey via web
Type	Mass email
Stage	Youth Interview – complete P/C Survey – pending
Triggers	Sent one day after first youth interview is completed in the household and P/C survey pending,
Number Sent	1
Email address	[SPCEMAIL] – selected P/C
To:	[SPCNAME] – selected P/C
CC:	<a href="mailto:NLSY27@rti.org">NLSY27@rti.org</a>
Subject:	Time to complete your NLSY27 Parent/Caregiver Survey! [(CONTROL_ID)]
Additional Information:	This text will be sent in a letter if we do not have the selected P/C's email

Dear [SPCNAME],

Thank you for your household's participation in the National Longitudinal Survey of Youth 2027 (NLSY27). A youth in your home has successfully completed their interview, and we greatly appreciate their participation and the valuable insights they have provided!

**We invite you to complete the Parent/Caregiver Survey online.** Your input is crucial in helping us understand your child's experiences from early in their lives, family background, significant events in their lives, and health.

To thank you for your participation, you will receive **[PARENT INCENTIVE AMOUNT = PCGINCNTAMT]** for completing the survey.

[IF PORTAL ACCOUNT PREVIOUSLY CREATED: To complete the Parent/Caregiver Survey, please return to [www.NLSY27.org](http://www.NLSY27.org) and log in using your access code [PC\_ACCESS] and the password you previously created.] [IF NO PORTAL ACCOUNT CREATED: To complete the Parent/Caregiver Survey, please visit [www.NLSY27.org](http://www.NLSY27.org) and enter your access code [PC\_ACCESS].] You can use any device that has internet access, but a desktop or laptop computer will work best.

If you have any questions or need assistance, please contact us at 1-866-800-9180 or [NLSY27@rti.org](mailto:NLSY27@rti.org). To find out more about the survey please visit [www.NLSY27.org](http://www.NLSY27.org).

Thank you for making sure your household is represented in the NLSY27 and helping to shape a better future for all youth in the U.S.

Sincerely,  
Keenan Dworak-Fisher

Director, National Longitudinal Surveys  
U.S. Bureau of Labor Statistics

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## Parent/Caregiver Web Survey Reminder

Description / Purpose	Remind Parent/Caregiver to complete the web survey
Type	Mass email
Stage	Youth Interview – complete P/C Survey – pending
Triggers	Parent/Caregiver survey pending 7 days after web invitation was emailed
Number Sent	1
Email address	[SPCEMAIL] – selected P/C
To:	[SPCNAME] – selected P/C
CC:	<a href="mailto:NLSY27@rti.org">NLSY27@rti.org</a>
Subject:	Reminder to complete your NLSY27 Parent/Caregiver Survey! [(CONTROL_ID)]
Additional Information:	This text will be sent in a letter if we do not have the selected P/C's email.

Dear [SPCNAME],

We wanted to remind you that **you are invited to complete the National Longitudinal Survey of Youth 2027 (NLSY27) Parent/Caregiver Survey online**. We need your help to make sure NLSY27 represents diverse voices across the country. By taking part, you can make sure your experiences are represented.

You will receive a **[PARENT INCENTIVE AMOUNT = PCGINCNTAMT]** token of appreciation for completing the survey.

[IF PORTAL ACCOUNT PREVIOUSLY CREATED: To complete the Parent/Caregiver survey, please return to [www.NLSY27.org](http://www.NLSY27.org) and log in using your access code [PC\_ACCESS] and the password you previously created.] [IF NO PORTAL ACCOUNT CREATED: To complete the Parent/Caregiver Survey, please visit [www.NLSY27.org](http://www.NLSY27.org) and enter your access code [PC\_ACCESS].] You can use any device that has internet access, but a desktop or laptop computer will work best.

[IF 2ND P/C IS IDENTIFIED: **It is important that we include responses from both youth and parents in the same household**. If you would prefer that [ALTPCNAME] complete the survey, they can visit [www.NLSY27.org](http://www.NLSY27.org) and enter this alternate access code: [ALT\_ACCESS].] If you have any questions or need assistance, please contact us at 1-866-800-9180 or [NLSY27@rti.org](mailto:NLSY27@rti.org). To find out more about the survey please visit [www.NLSY27.org](http://www.NLSY27.org).

Thank you for making sure your household is represented in the NLSY27 and helping to shape a better future for all youth in the U.S.

Sincerely,

Keenan Dworak-Fisher

Director, National Longitudinal Surveys

U.S. Bureau of Labor Statistics

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## Parent/Caregiver Web Survey Unable to Complete

Description / Purpose	Parent/Caregiver Survey started by someone deemed ineligible
Type	Mass email
Stage	Youth Interview – complete P/C Survey – pending ineligible
Triggers	Sent one day after Parent/Caregiver survey started by someone deemed ineligible
Number Sent	1
Email address	[SPCEMAIL] – selected P/C
To:	[SPCNAME] – selected P/C
CC:	<a href="mailto:NLSY27@rti.org">NLSY27@rti.org</a>
Subject:	Trouble Accessing the NLSY27 Parent/Caregiver Survey? Here's How to Continue [(CONTROL_ID)]
Additional Information:	This text will be sent in a letter if we do not have the selected P/C's email.

Dear [SPCNAME],

You were invited to complete the **National Longitudinal Survey of Youth 2027 (NLSY27) Parent/Caregiver Survey** because of your relationship with the eligible youth in your home. Input from a trusted adult in a youth's life is helpful for understanding their early experiences, family background, significant life events, and health history. This perspective helps create a fuller picture of the youth's life. An attempt was made to complete your Parent/Caregiver Survey online, but it was unsuccessful, resulting in your account being temporarily locked. We have now reset your survey access and kindly request that you try again.

[IF PORTAL ACCOUNT PREVIOUSLY CREATED: "Please return to [www.NLSY27.org](http://www.NLSY27.org) and log in using your access code [PC\_ACCESS] and the password you previously created."; IF NO PORTAL ACCOUNT CREATED: "Please visit [www.NLSY27.org](http://www.NLSY27.org) and enter your access code [PC\_ACCESS]."] You can use any device that has internet access, but a desktop or laptop computer will work best. You will receive a **[PARENT INCENTIVE AMOUNT = PCGINCNTAMT]** token of appreciation for completing the survey.

[[IF 2ND P/C IS IDENTIFIED: If you would prefer that [ALTPCNAME] complete the survey, they can visit [www.NLSY27.org](http://www.NLSY27.org) and enter this alternate access code: [ALT\_ACCESS].]

If you have any questions or need assistance, please contact us at 1-866-800-9180 or [NLSY27@rti.org](mailto:NLSY27@rti.org). To find out more about the survey please visit [www.NLSY27.org](http://www.NLSY27.org).

Thank you for your willingness to participate in this important survey and for contributing to research that will be used to help improve schools, job opportunities, and work conditions in the U.S. for today's generation of youth!

Sincerely,  
Keenan Dworak-Fisher  
Director, National Longitudinal Surveys  
U.S. Bureau of Labor Statistics

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## Other Email Templates

### Rescheduled Appointment - HHS, P/C or Youth Interviews (video or in-person)

Description / Purpose	Notification of rescheduled appointment
Type	Mass email
Stage	HHS - pending, or Youth Interview - pending, or P/C Survey - pending
Triggers	HHS, Youth interview, or P/C Survey set to rescheduled
Number Sent	1 per appointment rescheduled
Email address	[PLGEMAIL] if email is for HHS [SPCEMAIL] if email is for P/C Survey or Youth Interview
To:	[HHSRESNAME1] for HHS or [SPCNAME] – for P/C or Youth
CC:	NLSY27@rti.org, [FIEMAIL], for video - additional P/G from scheduler
Subject:	Rescheduling your Appointment for the NLSY27 [(CONTROL_ID)]

Dear [FOR HHS: [HHSRESNAME1]; FOR YOUTH OR P/C: [SPCNAME]],

Based on your recent request to reschedule [IN-PERSON HHS OR P/C: “your”; IN-PERSON YOUTH: “your and {YOUTH\_NAME\_#}’s”; VIDEO YOUTH: {YOUTH\_NAME\_#}’s] (masked to protect privacy) appointment for the National Longitudinal Survey of Youth 2027 (NLSY27), the appointment is now set for **[APPT\_DATE] at [APPT\_TIME , TIMEZONE]**. Your interviewer’s name is [FI/VI NAME]. [VIDEO APPOINTMENTS: You will receive a new Teams link for this appointment.]

If you have any questions about your upcoming appointment, please contact **[FI/VINAME at FI/VIPHONE or FI/VIEMAIL]**. To find out more about the survey please visit [www.NLSY27.org](http://www.NLSY27.org) or contact us at 1-866-800-9180 or [NLSY27@rti.org](mailto:NLSY27@rti.org).

Thank you for making sure your household is represented in the NLSY27 and helping to shape a better future for all youth in the U.S.

Sincerely,

Keenan Dworak-Fisher  
Director, National Longitudinal Surveys  
U.S. Bureau of Labor Statistics

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## Canceled Appointment - HHS, P/C, or Youth Interviews (video or in-person)

Description / Purpose	Request to reschedule a canceled HHS, P/C, or Youth Interview appointment
Type	Mass email
Stage	HHS - pending, or Youth Interview - pending, or P/C Survey - pending
Triggers	HHS appointment canceled in SMS Video or in-person Youth Interview canceled in SMS P/C Survey appointment canceled in SMS
Number Sent	1 per canceled appointment
Email address	[PLGEMAIL] if email is for HHS [SPCEMAIL] if email is for P/C Survey or Youth Interview
To:	[HHSRESNAME1] for HHS or [SPCNAME] – for P/C or Youth
CC:	NLSY27@rti.org
Subject:	Canceling Your Appointment for the NLSY27 [(CONTROL_ID)]

Dear [FOR HHS: [HHSRESNAME1]; FOR YOUTH OR P/C: [SPCNAME]],

We received your request to cancel your [YOUTH INTERVIEW: “and YOUTH\_NAME\_#’s (masked to protect privacy)”] appointment for the National Longitudinal Survey of Youth 2027 (NLSY27).

We have canceled your appointment that was scheduled for [APPT\_DATE] at [APPT\_TIME] and would like to invite you to reschedule your appointment by contacting your assigned interviewer, **[FI/VINAME at FI/VIPHONE or FI/VIEMAIL]** [IF VIDEO APPOINTMENT: or by visiting [www.NLSY27.org](http://www.NLSY27.org) and entering your access code: [PC\_ACCESS]. If this is your first time logging in, you will receive a verification code to your email to create your personal password. Once you set up your login information, you can easily schedule a youth interview.]

[YOUTH INTERVIEWS: IF ONE SELECTED YOUTH: YOUTH\_NAME\_#; FOR MULTIPLE YOUTH: “The participating youths”] will receive **[YOUTH INCENTIVE AMOUNT=YINCTAMT]** for completing the interview [IF P/C SURVEY IS PENDING: and you will receive **[PARENT INCENTIVE AMOUNT = PCGINCNTAMT]** for completing the parent/caregiver survey].

If you have any further questions about the NLSY27, please contact us at 1-866-800-9180 or [NLSY27@rti.org](mailto:NLSY27@rti.org). To find out more about the survey please visit [www.NLSY27.org](http://www.NLSY27.org).

Thank you for your willingness to participate. By taking part in the NLSY27, you are helping to shape a better future for youth. Survey results will help improve education, job training, and employment opportunities in the U.S. for today’s generation of youth! Reschedule your appointment to make sure your household is represented in this important national survey.

We look forward to talking with you soon.

Sincerely,

Keenan Dworak-Fisher  
Director, National Longitudinal Surveys  
U.S. Bureau of Labor Statistics

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## Missed In-Person Appointment – HHS, P/C, or Youth Interviews (in-person)

Description / Purpose	Request to reschedule in-person HHS, P/C Survey, or Youth interview appointment
Type	FI email
Stage	HHS - pending, or Youth Interview - pending, or P/C Survey - pending
Triggers	In-person appointment date in SMS has passed, and HHS, P/C Survey, or Youth Interview is pending
Number Sent	1 per missed appointment
Email address	[PLGEMAIL] if email is for HHS [SPCEMAIL] if email is for P/C Survey or Youth Interview
To:	[HHSRESNAME1] for HHS or [SPCNAME] for P/C or Youth
CC:	<a href="mailto:NLSY27@rti.org">NLSY27@rti.org</a>
Subject:	Missed NLSY27 Appointment [(CONTROL_ID)]

Hello [FOR HHS: [HHSRESNAME1]; FOR YOUTH OR P/C: [SPCNAME]],

I'm sorry we were unable to meet for your [YOUTH INTERVIEW: "and YOUTH\_NAME\_#s" (masked to protect privacy)] appointment. By taking part in the NLSY27, you are helping to shape a better future for youth. Survey results will be used to help improve education, job training, and employment opportunities in the U.S. for today's generation of youth! Reschedule your appointment to make sure your household is represented.

**To reschedule or if you have any questions, please contact me at [FIPHONE] or [FIEMAIL].** Or to find out more about the survey please visit [www.NLSY27.org](http://www.NLSY27.org).

Sincerely,

FINAME  
NLSY27 Interviewer

Phone: [FIPHONE]

Email: [FIEMAIL]

Help Desk: 1-866-800-9180 or [NLSY27@rti.org](mailto:NLSY27@rti.org)

Learn more about NLSY at [www.NLSY27.org](http://www.NLSY27.org)!

**NLSY 27**

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## Web Portal Log In Invitation

Description / Purpose	Sent after Youth Interview is complete asking P/Cs who have not joined the web portal to join and keep in touch for future rounds
Type	Mass email
Stage	Youth interview – complete
Triggers	<ol style="list-style-type: none"><li>1. Youth interview and P/C survey complete and P/C portal login credentials have not been created</li><li>2. Selected P/Cs who do not complete the P/C survey or create P/C portal login credentials and have youth who complete the interview will receive this email at the end of the quarter.</li></ol>
Number Sent	1
Email address	[PCEMAIL] for Trigger 1 [SPCEMAIL] for Trigger 2
To:	[PCNAME] for Trigger 1 [SPCNAME] for Trigger 2
CC:	<a href="mailto:NLSY27@rti.org">NLSY27@rti.org</a>
Subject:	Create your NLSY27 account to stay in touch. [(CONTROL_ID)]

Dear [FOR TRIGGER 1: [PCNAME]; FOR TRIGGER 2 [SPCNAME]],

**Thank you for supporting the National Longitudinal Survey of Youth 2027 (NLSY27)!** We will reach out in the next year or two to ask participating youth to take part in the second round of the NLSY27 survey.

**To help us easily keep in touch**, please **go to the NLSY27 survey portal**. In the portal you can get updates about the survey and update your contact information. You will also be able to download [YOUTH\_NAMES\_#]'s (masked to protect privacy) community service certificate(s) via the portal.

Please visit: [www.NLSY27.org](http://www.NLSY27.org) and enter your access code: [PC\_ACCESS OR ALT\_ACCESS].

Note that the first time you log in you will receive a verification code to your email so you can create your personal password. If you have any questions or need assistance, please contact us at 1-866-800-9180 or [NLSY27@rti.org](mailto:NLSY27@rti.org). Thank you for your time and making sure your household is represented in the NLSY27. Your input makes a difference! We look forward to working with you again.

Sincerely,

Keenan Dworak-Fisher  
Director, National Longitudinal Surveys  
U.S. Bureau of Labor Statistics

*If you believe you are not the intended recipient of this message, please notify the sender and delete this email without disclosing, copying, or further disseminating its contents.*

*The U.S. Office of Management and Budget has approved the survey and has assigned 1220-0202 as the survey's control number. This control number expires on 3/31/2029.*



*The NLSY27 is sponsored by the U.S Department of Labor, Bureau of Labor Statistics (BLS) and conducted by RTI International, a nonprofit research institute.*



## Web Portal Log In Thank You

Description / Purpose	Sent after Youth Interview is complete to P/Cs who have already set up the portal thanking them for using the web portal to keep in touch for future rounds
Type	Mass email
Stage	Youth interview – complete
Triggers	<ol style="list-style-type: none"> <li>1) Youth interview and P/C survey complete and P/C portal login credentials have been created.</li> <li>2) Selected P/Cs who do not complete the P/C survey but who do create P/C portal login credentials and have youth who complete the interview will receive this email at the end of the quarter.</li> </ol>
Number Sent	1
Email address	[PCEMAIL] for Trigger 1 [SPCEMAIL] for Trigger 2
To:	[PCNAME] for Trigger 1 [SPCNAME] for Trigger 2
CC:	<a href="mailto:NLSY27@rti.org">NLSY27@rti.org</a>
Subject:	Stay in touch with the NLSY27! [(CONTROL_ID)]

Dear [FOR TRIGGER 1: [PCNAME]; FOR TRIGGER 2 [SPCNAME]],

**Thank you for supporting the National Longitudinal Survey of Youth 2027 (NLSY27) and for setting up your NLSY27 survey portal!** It will help us easily keep in touch. We will reach out in the next year or two to ask participating youth to take part in the second round of the NLSY27 survey.

In the portal ([www.NLSY27.org](http://www.NLSY27.org)) you can get updates about the survey and update your contact information. You will also be able to download [YOUTH\_NAMES\_#]'s (masked to protect privacy) community service certificate(s) via the portal.

If you have any questions or need assistance, please contact us at 1-866-800-9180 or [NLSY27@rti.org](mailto:NLSY27@rti.org). Thank you for your time and making sure your household is represented in the NLSY27. Your input makes a difference! We look forward to working with you again.

Sincerely,

Keenan Dworak-Fisher  
 Director, National Longitudinal Surveys  
 U.S. Bureau of Labor Statistics

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## Portal Account Two Factor Authentication

Description / Purpose	Provides PIN to parents setting up web portal accounts enabling two factor authentication.
Type	Mass email
Stage	Portal account creation
Triggers	Sent during portal account creation
Number Sent	Dependent upon number of times parent needs temporary PIN for setting up web portal account (given PIN expires after 10 minutes)
Email address	Email address used to create portal account
To:	Recipient name is not used
Subject:	Your confirmation code [(CONTROL_ID)]

Hello,

Here is your temporary PIN: **X#X#X#**.

Use this PIN to verify your identity. It will expire **after 10 minutes**.

We sent this email to keep your NLSY27 account secure.

If you have any questions about this study, please call 1-866-800-9180 or email [NLSY27@rti.org](mailto:NLSY27@rti.org). To learn more about the survey, go to [www.NLSY27.org](http://www.NLSY27.org).

Sincerely,

Keenan Dworak-Fisher  
 Director, National Longitudinal Surveys  
 U.S. Bureau of Labor Statistics

*If you believe you are not the intended recipient of this message, please notify the sender and delete this email without disclosing, copying, or further disseminating its contents.*

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# NLSY27 Spanish Emails

## Pending Household Screener

### Pending Household Screener – Request P/C to Complete Web HHS

Description / Purpose	Asks P/C named in the ES to complete the HHS online
Type	Mass email
Stage	ES - complete HHS - pending
Triggers	Web ES complete – Informant Respondent (not a P/C) Web ES complete – P/C breakoff in HHS
Number Sent	1
Email address	[HHEMAIL] P/C email provided in ES
To:	[PLGNAME1] P/C name provided in ES
CC:	<a href="mailto:NLSY27@rti.org">NLSY27@rti.org</a>
Subject:	Dé el siguiente paso en la NLSY27. INFORMANT = PARENT: Gracias por completar el primer paso para la NLSY27. INFORMANT ≠PARENT: Averigüe qué persona de su hogar cumple los requisitos para la NLSY27. [(CONTROL_ID)]
Additional Information	BLUE TEXT= INFORMANT WAS A PARENT/CAREGIVER GREEN TEXT= INFORMANT WAS NOT A PARENT/CAREGIVER

Estimado(a) [HHSRESNAME1],

[INFORMANT=PARENT: ¡Gracias por completar las preguntas! Determinamos que [YOUTHROSTERNUM] persona(s) joven(jóvenes) en su hogar podría(n) cumplir los requisitos para la encuesta. Use el enlace web y el código de acceso a continuación para responder algunas preguntas más y determinar qué persona de su hogar cumple los requisitos para tomar parte en la Encuesta Nacional Longitudinal de Jóvenes de 2027 (NLSY27). Recibirá **\$5 dólares** por responder algunas preguntas más.]

[INFORMANT ≠PARENT: Recientemente, [INFORMANTNAME; OR “una persona en su hogar”] completó un breve cuestionario para la Encuesta Nacional Longitudinal de Jóvenes de 2027 (NLSY27), patrocinada por la Oficina de Estadísticas Laborales del Departamento de Trabajo de EE. UU. (BLS, por sus siglas en inglés). El objetivo de esta encuesta es conocer las experiencias de los jóvenes a medida que pasan de la escuela al trabajo y a la adultez.

Determinamos que [YOUTHROSTERNUM] persona(s) joven(jóvenes) en su hogar podría(n) cumplir los requisitos para la encuesta. Nos gustaría invitarlo(a), como un(a) padre/madre o cuidador(a), a usar el enlace web y el código de acceso a continuación para responder algunas preguntas más y

determinar qué persona de su hogar cumple los requisitos para tomar parte en la NLSY27. Recibirá **\$5 dólares** por responder algunas preguntas más.]

Al tomar parte en la NLSY27, está ayudando a dar forma a un futuro mejor para los jóvenes. ¡Los resultados de la encuesta ayudarán a mejorar la educación, la capacitación laboral y las oportunidades de empleo en los EE. UU. para la generación actual de jóvenes! Asegúrese de que su hogar esté representado en esta importante encuesta.

Enlace web: [www.NLSY27.org](http://www.NLSY27.org)

Código de acceso: [HHS\_ACCESS]

Si se les invita a usted o a su hijo(a) a completar la encuesta, que dura aproximadamente una hora a una hora y media, cada uno(a) recibirá **\$50 dólares**.

Si tiene alguna pregunta, póngase en contacto con nosotros al 1-866-800-9180 o a [NLSY27@rti.org](mailto:NLSY27@rti.org). Para obtener más información sobre la encuesta, visite [www.NLSY27.org](http://www.NLSY27.org).

Gracias por su disposición para participar en esta importante encuesta.

Atentamente,

Keenan Dworak-Fisher  
Director, Encuestas Longitudinales Nacionales  
Oficina de Estadísticas Laborales de EE. UU.

Si cree que no es el(la) destinatario(a) previsto(a) de este mensaje, notifique al(a) remitente y elimine este correo electrónico sin compartir, copiar ni difundir su contenido.

La Oficina de Administración y Presupuesto de los EE. UU. ha aprobado la encuesta y ha asignado 1220-0202 como número de control de la encuesta. Este número de control vence el 3/31/2029.



*La encuesta NLSY27 está patrocinada por la Oficina de Estadísticas Laborales (BLS, por sus siglas en inglés) del Departamento de Trabajo de EE. UU. y conducida por RTI International, un instituto de investigación científica sin fines de lucro.*



## Pending Household Screener – To Informant

Description / Purpose	Used when an informant (not a P/C) completes ES by web. This email will be sent to the Informant to thank them and explain we will be contacting the P/C to complete HHS. The P/C will be copied on the email for transparency.
Type	Mass email
Stage	ES - completed by web HHS – pending
Triggers	ES completed by web by an Informant
Number Sent	1
Email address	[INFORMANTEMAIL]
To:	[INFORMANTNAME]
CC:	NLSY27@rti.org [PLGEMAIL] P/C email provided in ES
Subject:	Emocionantes noticias sobre la Encuesta Nacional Longitudinal de Jóvenes de 2027. [(CONTROL_ID)]

Estimado(a) [INFORMANTNAME],

Gracias por completar las preguntas para la Encuesta Nacional Longitudinal de Jóvenes de 2027 (NLSY27).

Determinamos que en su hogar hay jóvenes que podrían cumplir los requisitos para la encuesta. Para continuar con el siguiente paso, nos comunicaremos con sus padres/madres o cuidadores(as).

Cuando su hogar toma parte en la NLSY27, está ayudando a dar forma a un futuro mejor para los jóvenes. ¡Los resultados de la encuesta ayudarán a mejorar la educación, la capacitación laboral y las oportunidades de empleo en los EE. UU. para la generación actual de jóvenes!

Si tiene alguna pregunta, póngase en contacto con nosotros al 1-866-800-9180 o a [NLSY27@rti.org](mailto:NLSY27@rti.org). Para obtener más información sobre la encuesta, visite [www.NLSY27.org](http://www.NLSY27.org).

Gracias por su disposición para respaldar esta importante encuesta.

Atentamente,

Keenan Dworak-Fisher  
Director, Encuestas Longitudinales Nacionales  
Oficina de Estadísticas Laborales de EE. UU.

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## Pending Household Screener – Schedule In-person HHS Appointment

Description / Purpose	Asks P/C to schedule in-person HHS appointment
Type	FI email
Stage	ES - completed HHS – pending
Triggers	No response from P/C after the “Pending Household Screener – Request P/C to Complete Web HHS” email invite sent
Number Sent	1
Email address	[HHEMAIL] – P/C email provided in ES
To:	[HHSRESNAME1] – P/C name provided in ES
CC:	<a href="mailto:NLSY27@rti.org">NLSY27@rti.org</a>
Subject:	Programa su visita a la Encuesta Nacional Longitudinal de Jóvenes de 2027 (NLSY27) [(CONTROL_ID)]

Hola, [HHSRESNAME1],

Soy [FI NAME], su entrevistador(a) para la Encuesta Nacional Longitudinal de Jóvenes de 2027 (NLSY27). Me comunico con usted para programar una hora para que nos reunamos y confirmemos la información sobre los miembros de su hogar. El objetivo de la NLSY27 es conocer las experiencias de los jóvenes a medida que pasan de la escuela al trabajo y a la adultez.

Me gustaría programar esta visita para la fecha y hora que mejor se adapten a sus necesidades.

[ESINFORMANTNAME; “Usted”] indicó que esto es lo que más le conviene: [BEST DAYS AND TIMES PROVIDED IN ELIGIBILITY SCREENER]. Avíseme si esta fecha y hora es un buen momento: **[DAY, DATE, AND TIME]**. Si no es así, sugiera otra fecha y hora. Una vez que confirmemos la fecha y la hora, le enviaré un correo electrónico de confirmación.

### **Recordatorio:**

- ¡Un(a) padre/madre o cuidador(a) por hogar **\$5 dólares** por responder algunas preguntas adicionales!
- ¡Cualquier persona joven, padre/madre o cuidador(a) invitado(a) a participar que complete una entrevista recibirá **\$50 dólares!**

Si tiene alguna pregunta, no dude en llamarme o enviarme un mensaje de texto al [FI PHONE], o enviarme un correo electrónico a [FI EMAIL]. Para obtener más información sobre la encuesta, también puede visitar [www.NLSY27.org](http://www.NLSY27.org).

¡La NLSY27 es importante! Los resultados se utilizarán para guiar la planificación futura de la educación, la capacitación laboral y las oportunidades de empleo en los EE. UU. para la generación actual de jóvenes. Asegúrese de que su hogar esté representado en la NLSY27. Al participar, ayuda a dar forma a un futuro mejor para los jóvenes.

¡Gracias!

[FI NAME]

Entrevistador(a) de la NLSY27

Teléfono: [FI PHONE]

Correo electrónico: [FI EMAIL]

Servicio de asistencia: 1-866-800-9180 o a [NLSY27@rti.org](mailto:NLSY27@rti.org)

¡Para conocer más sobre la NLSY, visite [www.NLSY27.org](http://www.NLSY27.org)!



*Si cree que no es el(la) destinatario(a) previsto(a) de este mensaje, notifique al(a) remitente y elimine este correo electrónico sin compartir, copiar ni difundir su contenido.*

## Pending Household Screener – HHS Appointment Set

Description / Purpose	In-person HHS appointment reminder
Type	Mass email
Stage	ES – completed HHS – pending, appointment scheduled
Triggers	HHS appointment set in SMS
Number Sent	1 per appointment scheduled
Email address	[PLGEMAIL] – P/C email provided in ES
To:	[HHSRESNAME1] – P/C name provided in ES
CC:	NLSY27@rti.org, [FI EMAIL]
Subject:	Su próxima cita para la NLSY27 [(CONTROL_ID)]

Estimado(a) [HHSRESNAME1],

Gracias por programar su cita para la Encuesta Nacional Longitudinal de Jóvenes de 2027 (NLSY27). Su cita está programada para esta fecha y hora: **[MONTH/DAY/YEAR] a la(s) [APPT\_TIME, TIME ZONE]**. El nombre de su entrevistador(a) es [FI NAME].

Un(a) padre/madre o cuidador(a) por hogar recibirá otros **\$5 dólares por completar algunas preguntas para confirmar la información sobre los miembros de su hogar, lo que debería llevarle unos 10 minutos.**

Cualquier persona joven, padre/madre o cuidador(a) invitado(a) a participar que complete una entrevista recibirá **\$50 dólares.**

Si tiene alguna pregunta sobre su próxima cita o necesita reprogramarla, comuníquese con [FI NAME] al [FI PHONE] o a [FI EMAIL]. Para obtener más información sobre la encuesta, puede visitar [www.NLSY27.org](http://www.NLSY27.org) o contáctenos al 1-866-800-9180 o a [NLSY27@rti.org](mailto:NLSY27@rti.org).

Gracias por su disposición para participar en esta importante encuesta. Usted está empoderando a su hijo(a) para que desempeñe un papel crucial en la formación del futuro de la juventud en los EE. UU.

Atentamente,

Keenan Dworak-Fisher  
Director, Encuestas Longitudinales Nacionales  
Oficina de Estadísticas Laborales de EE. UU.

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## Pending Youth Interview

### Pending Youth Interview – In-person Youth Interview (and P/C Survey) Appointment Set

Description / Purpose	In-person Youth Interview (and P/C Survey) appointment set
Type	Mass email
Stage	Youth Interview – pending
Triggers	In-person Youth Interview appointment set in SMS
Number Sent	1 per appointment scheduled Youth Interview
Email address	[SPCEMAIL] – selected P/C
To:	[SPCNAME] – selected P/C
CC:	<a href="mailto:NLSY27@rti.org">NLSY27@rti.org</a> [FIEMAIL]
Subject:	Su próxima cita para la NLSY27 [(CONTROL_ID)]

Estimado(a) [SPCNAME],

Gracias por programar la cita de la Encuesta Nacional Longitudinal de Jóvenes de 2027 (NLSY27) para usted y [YOUTH\_NAME\_#] (enmascarado para proteger la privacidad). Su cita está programada para esta fecha y hora: **[MONTH/ DAY/YEAR], a la(s) [APPT\_TIME], TIME ZONE**].

Para aprovechar al máximo esta cita, le pedimos que tanto usted como [YOUTH\_NAME\_#] estén disponibles durante este tiempo. [YOUTH\_NAME\_#] recibirá **[YOUTH INCENTIVE AMOUNT=YINCNTAMT]** por completar la entrevista. [IF P/C SURVEY IS PENDING: Usted recibirá **[PARENT INCENTIVE AMOUNT = PCNCNTAMT]** por completar la encuesta para padres/madres/cuidadores(as).] [IF MULTIPLE YOUTH: “Aunque [YOUTHROSTERNUM] persona(s) joven(jóvenes) en su hogar está(n) invitado(s) a participar, se le pedirá que complete solo una encuesta para padres o cuidadores.”]

Si tiene alguna pregunta o necesita reprogramar la cita, comuníquese con su entrevistador, [FI NAME] al [FI PHONE] o a [FI EMAIL]. Para obtener más información sobre la encuesta, visite [www.NLSY27.org](http://www.NLSY27.org) o contáctenos al 1-866-800-9180 o a [NLSY27@rti.org](mailto:NLSY27@rti.org).

¡Les damos las gracias por su disposición para participar en esta importante encuesta y por contribuir al estudio de investigación que se usará para ayudar a mejorar las escuelas, las oportunidades de empleo y las condiciones de trabajo en los EE. UU. para la generación actual de jóvenes!

Atentamente,

Keenan Dworak-Fisher  
Director, Encuestas Longitudinales Nacionales  
Oficina de Estadísticas Laborales de EE. UU.

*Si cree que no es el(la) destinatario(a) previsto(a) de este mensaje, notifique al(a) remitente y elimine este correo electrónico sin compartir, copiar ni difundir su contenido.*

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## Pending Youth Interview – In-person Youth Interview (and P/C Survey) Appointment Reminder

Description / Purpose	In-person Youth (and Parent/Caregiver) Interview appointment reminder
Type	FI email
Stage	Youth Interview - pending
Triggers	In-person Youth Interview appointment set and 3 days before appointment
Number Sent	1 per appointment scheduled Youth Interview
Email address	[SPCEMAIL] – selected P/C
To:	[SPCNAME] – selected P/C
CC:	NLSY27@rti.org [FIEMAIL]
Subject:	Recordatorio: Su próxima cita para la NLSY27 [(CONTROL_ID)]

Hola, [SPCNAME],

Agradezco el tiempo que su familia dedica a esta importante encuesta y espero nuestra cita para completar la entrevista de [YOUTH\_NAME\_#] (enmascarado para proteger la privacidad) [IF P/C SURVEY PENDING: y la encuesta para padres/madres/cuidadores] el [DAY OF WEEK], [DATE], a la(s) [TIME, TIME ZONE]. Si tiene alguna pregunta, no dude en ponerse en contacto conmigo al [FI PHONE] o responder a este correo electrónico.

Un(a) padre/madre o cuidador(a) debe estar presente en el momento de la entrevista de [YOUTH\_NAME\_#]. [YOUTH\_NAME\_#] recibirá **[YOUTH INCENTIVE AMOUNT=YINCNTAMT]** por completar la entrevista [IF P/C SURVEY IS PENDING: y usted recibirá **[PARENT INCENTIVE AMOUNT = PCNCNTAMT]** por completar la encuesta para padres/madres/cuidadores(as) en una computadora portátil que yo le proporcionaré].

Gracias por asegurarse de que su hogar esté representado en la NLSY27 y por ayudar a dar forma a un futuro mejor para todos los jóvenes en los EE. UU.

Atentamente,

[FINAME]

Entrevistador(a) de la NLSY27

Teléfono: [FI PHONE]

Correo electrónico: [FI EMAIL]

Servicio de asistencia: 1-866-800-9180 o [NLSY27@rti.org](mailto:NLSY27@rti.org)

¡Para conocer más sobre la NLSY, visite [www.NLSY27.org](http://www.NLSY27.org)!



*Si cree que no es el(la) destinatario(a) previsto(a) de este mensaje, notifique al(a) remitente y elimine este correo electrónico sin compartir, copiar ni difundir su contenido.*

## Pending Youth Interview – Request to Schedule Youth Interview when HHS Completed In-Person

Description / Purpose	Request to schedule Youth Interview Weeks -4 through 7: Control group only. (Exp. Group assigned to VI Team) Weeks 8-13: Control and Experimental groups
Type	FI email
Stage	Youth Interview – pending
Triggers	HHS completed in-person and Youth Interview appointment not set in SMS.
Number Sent	1 per household
Email address	[SPCEMAIL] – selected P/C
To:	[SPCNAME] – selected P/C
CC:	<a href="mailto:NLSY27@rti.org">NLSY27@rti.org</a>
Subject:	Programe su entrevista para jóvenes de la NLSY27 [(CONTROL_ID)]
Additional Info:	BLUE TEXT= HHS INFORMANT IS SELECTED PARENT/CAREGIVER GREEN TEXT= HHS INFORMANT IS NOT THE SELECTED PARENT/CAREGIVER

Hola [SPCNAME],

[IN-PERSON HHS\_INFORMANT = SPC: Gracias por completar la visita al hogar para la Encuesta Nacional Longitudinal de Jóvenes de 2027 (NLSY27) el [DATE OF HHS COMPLETION].

[IN-PERSON HHS\_INFORMANT ≠ SPC: Recientemente, un miembro de su hogar completó un breve cuestionario para la Encuesta Nacional Longitudinal de Jóvenes de 2027 (NLSY27), patrocinada por la Oficina de Estadísticas Laborales del Departamento de Trabajo de EE. UU. El objetivo de esta encuesta es conocer las experiencias de los jóvenes a medida que pasan de la escuela al trabajo y a la edad adulta.

Hemos determinado que [YOUTHROSTERNUM] joven(jóvenes) de su hogar [está/están] invitado(s) a participar en la encuesta: [YOUTH\_NAMES\_#] (enmascarado para proteger la privacidad). Usted también está invitado a participar en la encuesta para padres/madres/cuidadores(as).

Me comunico con usted para programar una hora conveniente para realizar las encuestas para jóvenes y padres/madres/cuidadores(as). [AFTER WEEK 8: La cita para la entrevista con los jóvenes puede ser en persona o por video]. Recibirá [**PARENT INCENTIVE AMOUNT = PCNCNTAMT**] por completar su entrevista en una computadora portátil que le proporcionare [AFTER WEEK 8: o por internet con su propio dispositivo], y [IF ONE SELECTED YOUTH: YOUTH\_NAME\_#]; FOR MULTIPLE YOUTH: “Los jóvenes participantes”) recibirán [**YOUTH INCENTIVE AMOUNT = YINCNTAMT**] por completar su entrevista conmigo [AFTER WEEK 8: o con un(a) entrevistador(a) por video]. Calcule de 1 a 1 hora y media para estas encuestas.

**Póngase en contacto conmigo, [FI NAME al FI PHONE o a FI EMAIL] para programar esta cita.**

Asegúrese de que usted y [FOR MULTIPLE YOUTH: por lo menos una de] la(s) persona(s) joven(jóvenes) invitada(s) a participar, [YOUTH\_NAMES\_#], esté(n) presente(s) en la fecha y hora programadas. [FOR MULTIPLE YOUTH: Si todas las personas jóvenes invitadas a participar no están disponibles para la misma cita, podemos programar una hora separada para su entrevista.]

[AFTER WEEK 8: Si prefiere una entrevista por video, le puedo ayudar a programar esta entrevista o puede comunicarse con el servicio de asistencia de la NLSY27 al 1-866-800-9180.] Para obtener más información sobre la encuesta, visite [www.NLSY27.org](http://www.NLSY27.org).

¡Gracias por asegurarse de que su hogar esté representado en la NLSY27 y por contribuir al estudio de investigación que se usará para ayudar a mejorar las escuelas, las oportunidades de empleo y las condiciones de trabajo en los EE. UU. para la generación actual de jóvenes!

Atentamente,

FI Name

Entrevistador(a) de la NLSY27

Teléfono: [FI PHONE]

Correo electrónico: [FI EMAIL]

Servicio de asistencia: 1-866-800-9180 o [NLSY27@rti.org](mailto:NLSY27@rti.org)

¡Para conocer más sobre la NLSY, visite [www.NLSY27.org](http://www.NLSY27.org)!

**NLSY<sup>27</sup>**

*Si cree que no es el(la) destinatario(a) previsto(a) de este mensaje, notifique al(a) remitente y elimine este correo electrónico sin compartir, copiar ni difundir su contenido.*

## Pending Youth Interview – Request to Schedule Youth Interview when HHS Completed by Web

Description / Purpose	Request to schedule in-person Youth Interview if HHS completed by web
Type	FI email
Stage	HHS - completed by web Youth Interview – pending Both Video Experiment Experimental and Control Groups
Triggers	HHS completed by web and Youth Interview appointment not set in SMS
Number Sent	1
Email address	[SPCEMAIL] – selected P/C
To:	[SPCNAME] – selected P/C
CC:	<a href="mailto:NLSY27@rti.org">NLSY27@rti.org</a>
Subject:	¡Programe su entrevista para jóvenes de la NLSY27! [(CONTROL_ID)]
Additional Information	BLUE TEXT= HHS INFORMANT IS SELECTED PARENT/CAREGIVER GREEN TEXT= HHS INFORMANT IS NOT SELECTED PARENT/CAREGIVER

Hola [SPCNAME],

[WEB\_HHS\_INFORMANT = SPC: Gracias por responder las preguntas para ver quién en su hogar es elegible para la Encuesta Nacional Longitudinal de Jóvenes de 2027 (NLSY27).]

[WEB\_HHS\_INFORMANT ≠SPC: Recientemente, un miembro de su hogar completó un breve cuestionario para la Encuesta Nacional Longitudinal de Jóvenes de 2027 (NLSY27), patrocinada por la Oficina de Estadísticas Laborales del Departamento de Trabajo de EE. UU. El objetivo de esta encuesta es conocer las experiencias de los jóvenes a medida que pasan de la escuela al trabajo y a la edad adulta.

Nos complace informarle que [YOUTHROSTERNUM] joven(jóvenes) de su hogar [está/están] invitado(s) a participar en la encuesta: [YOUTH\_NAMES\_#] (enmascarado para proteger la privacidad). Usted también está invitado a participar en la encuesta para padres/madres/cuidadores(as).

Soy [FI NAME], su entrevistador(a) para la NLSY27. Me estoy comunicando para programar las encuestas para jóvenes y padres/madres o cuidadores(as). Para la encuesta para jóvenes, leeré las preguntas e ingresaré sus respuestas en una tableta. Para algunas partes de la encuesta, la(s) persona(s) joven(jóvenes) usará(n) auriculares para escuchar las preguntas leídas por la computadora e ingresará(n) sus respuestas por su cuenta. [IF P/C SURVEY IS PENDING: Le brindaré una computadora portátil para completar la encuesta para padres/madres/cuidadores(as) por su cuenta durante la entrevista con la(s) persona(s) joven(jóvenes).] La encuesta se realiza en su hogar y durará entre 1 y 1 hora y media.

Me gustaría programar esta visita para la fecha y hora que le sean más conveniente. [WEB HHS INFORMANT = PARENT: Usted; WEB HHS INFORMANT ≠PARENT: Una persona de su hogar] indicó que [BEST DAYS AND TIMES R PROVIDED] le conviene más. Avíseme si esta fecha y hora es un buen momento: [DAY, DATE, AND TIME]. Si no es así, sugiera otra fecha y hora.

Recibirá [PARENT INCENTIVE AMOUNT = PCNCNTAMT] por completar una encuesta en una computadora portátil que le proporcionare, y la(s) persona(s) joven(jóvenes) invitada(s) a participar recibirá(n) [YOUTH INCENTIVE AMOUNT = YINCNTAMT] por completar su entrevista conmigo.

**Póngase en contacto conmigo, [FI NAME al FI PHONE o a FI EMAIL] para programar esta visita.** Asegúrese de que usted y [FOR MULTIPLE YOUTH: por lo menos una de] la(s) persona(s) joven(jóvenes) invitada(s) a participar esté(n) presente(s) en la fecha y hora programadas. [FOR MULTIPLE YOUTH: Si todas las personas jóvenes invitadas a participar no están disponibles para la misma cita, podemos programar una hora separada para su entrevista.]

¡Gracias por asegurarse de que su hogar esté representado en la NLSY27 y por contribuir al estudio de investigación que se usará para ayudar a mejorar las escuelas, las oportunidades de empleo y las condiciones de trabajo en los EE. UU. para la generación actual de jóvenes!

Para obtener más información sobre la encuesta, visite [www.NLSY27.org](http://www.NLSY27.org).

Atentamente,

FI Name

Entrevistador(a) de la NLSY27

Teléfono: [FI PHONE]

Correo electrónico: [FI EMAIL]

Servicio de asistencia: 1-866-800-9180 o [NLSY27@rti.org](mailto:NLSY27@rti.org)

¡Para conocer más sobre la NLSY, visite [www.NLSY27.org](http://www.NLSY27.org)!

**NLSY<sup>27</sup>**

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## Pending Youth interview - Video Interview Appointment Set

Description / Purpose	Video interview scheduled
Type	Mass email
Stage	Youth Interview - pending
Triggers	Video Youth Interview appointment set in SMS
Number Sent	1 per appointment scheduled
Email address	[SPCEMAIL] – selected P/C
To:	[SPCNAME] – selected P/C
CC:	<a href="mailto:NLSY27@rti.org">NLSY27@rti.org</a> , Additional P/G from scheduler, [VI EMAIL]
Subject:	Su próxima cita para la NLSY27 [(CONTROL_ID)]

Estimado(a) [SPCNAME],

Gracias por programar la entrevista de [YOUTH\_NAME\_#] (enmascarado para proteger la privacidad) para la Encuesta Nacional Longitudinal de Jóvenes de 2027 (NLSY27). Su cita está programada para esta fecha y hora: **[DATE- MONTH/ DAY/YEAR] a la(s) [APPT\_TIME, TIME\_ZONE]**.

Su entrevista por video será realizada por [VI NAME]. Recibirá un correo electrónico aparte con la invitación y el enlace para unirse a la entrevista por video.

Un(a) padre/madre o cuidador(a) debe estar presente en el momento de la entrevista de [YOUTH\_NAME\_#]. [YOUTH\_NAME\_#] recibirá **[YOUTH INCENTIVE AMOUNT=YINCNTAMT]** por completar la entrevista [IF P/C SURVEY IS PENDING: y usted recibirá **[PARENT INCENTIVE AMOUNT = PCNCNTAMT]** por completar la encuesta para padres/madres/cuidadores(as) por internet. Las instrucciones para completar la encuesta por internet se enviarán por correo electrónico después de que se complete la encuesta para jóvenes].

La entrevista en video se realizará mediante Microsoft Teams. Se recomienda el uso de una computadora de escritorio o portátil para obtener la mejor experiencia, pero la entrevista se puede completar en cualquier dispositivo con acceso a internet, una cámara web y un micrófono. No es necesario descargar ningún software si usa una computadora. Si usa un teléfono móvil o tableta, deberá descargar la aplicación Teams. La entrevista durará entre 1 y 1 hora y media.

Si tiene alguna pregunta sobre la próxima entrevista para jóvenes, comuníquese con **[VI NAME al VI PHONE o a VI EMAIL]**. Para obtener más información sobre la encuesta, visite [www.NLSY27.org](http://www.NLSY27.org) o póngase en contacto con nosotros al 1-866-800-9180 o a [NLSY27@rti.org](mailto:NLSY27@rti.org).

Gracias por asegurarse de que su hogar esté representado en la NLSY27 y por ayudar a dar forma a un futuro mejor para todos los jóvenes en los EE. UU.

Atentamente,

Keenan Dworak-Fisher  
Director, Encuestas Longitudinales Nacionales

Oficina de Estadísticas Laborales de EE. UU.

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*La Oficina de Administración y Presupuesto de los EE. UU. ha aprobado la encuesta y ha asignado 1220-0202 como número de control de la encuesta. Este número de control vence el 3/31/2029.*



***La encuesta NLSY27 está patrocinada por la Oficina de Estadísticas Laborales (BLS, por sus siglas en inglés) del Departamento de Trabajo de EE. UU. y conducida por RTI International, un instituto de investigación científica sin fines de lucro.***



## Pending Youth Interview - Request to Schedule Video Interview

Description / Purpose	Send to the P/C of youth in the Video Experiment after folder has been distributed
Type	Mass email
Stage	Youth Interview – pending Video Experiment Experimental Group Folder has been distributed
Triggers	HHS complete and folder distributed, Youth Interview appointment is NOT set in SMS
Number Sent	1 per household
Email address	[SPCEMAIL] – selected P/C
To:	[SPCNAME] – selected P/C
CC:	<a href="mailto:NLSY27@rti.org">NLSY27@rti.org</a>
Subject:	¡Es hora de programar la entrevista en video de la NLSY27! [[CONTROL_ID]]
Additional Information	Only one sent per household, even with multiple youth selected This text will be sent in a letter if we do not have the sampled P/C's email.

Estimado(a) [SPCNAME]:

Recientemente, usted o un miembro de su hogar completó un cuestionario para la Encuesta Nacional Longitudinal de Jóvenes de 2027 (NLSY27), patrocinada por la Oficina de Estadísticas Laborales del Departamento de Trabajo de EE. UU. El propósito de esta encuesta es conocer las experiencias de las personas jóvenes en su transición de la escuela al trabajo y a la edad adulta. Hemos determinado que [YOUTH\_NAMES\_#] (enmascarado para proteger la privacidad) [está/están] invitado(s) a participar en la encuesta.

Nos estamos comunicando para programar un horario conveniente para la(s) **entrevista(s) en video para jóvenes**. La entrevista durará entre 1 y 1 hora y media y es necesaria la presencia de un(a) padre/madre o cuidador(a). [IF ONE SELECTED YOUTH: YOUTH\_NAME\_#]; FOR MULTIPLE YOUTH: “Los jóvenes participantes”] recibirán **[YOUTH INCENTIVE AMOUNT = YINCNTAMT]** por completar la entrevista [IF P/C SURVEY IS PENDING: y usted recibirá **[PARENT INCENTIVE AMOUNT = PCNCNTAMT]** por completar la encuesta para padres/madres o cuidadores(as) por internet. Recibirá instrucciones por correo electrónico para completar la encuesta por internet una vez que completa la encuesta para jóvenes].

**Programa la cita de la entrevista por video para jóvenes** visitando a [www.NLSY27.org](http://www.NLSY27.org) e ingrese su código de acceso: **[PC\_ACCESS]**. La primera vez que inicie sesión, recibirá un código de verificación en su correo electrónico para crear su contraseña personal. Una vez que haya configurado su información de inicio de sesión, puede programar fácilmente la entrevista para jóvenes. [FOR MULTIPLE YOUTH: Si más de una persona joven responde las entrevistas por video, se deben hacer citas separadas para cada una.]

La entrevista en video se realizará mediante Microsoft Teams. Se recomienda el uso de una computadora de escritorio o portátil para obtener la mejor experiencia, pero la entrevista se puede completar en cualquier dispositivo con acceso a internet, una cámara con conexión web y un micrófono. No es necesario descargar ningún software si usa una computadora. Si usa un teléfono móvil o tableta, deberá descargar la aplicación Teams.

Si tiene alguna pregunta, póngase en contacto con nosotros al 1-866-800-9180 o a [NLSY27@rti.org](mailto:NLSY27@rti.org). Para obtener más información sobre la encuesta, visite [www.NLSY27.org](http://www.NLSY27.org).

Gracias por asegurarse de que su hogar esté representado en la NLSY27 y por ayudar a dar forma a un futuro mejor para todos los jóvenes en los EE. UU.

Atentamente,

Keenan Dworak-Fisher  
Director, Encuestas Longitudinales Nacionales  
Oficina de Estadísticas Laborales de EE. UU.

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## Pending Youth interview – Teams Link for Video Interview

Description/ Purpose	Teams link for video interview
Type	VI email
Stage	Youth Interview – pending
Triggers	VI appointment set and TEAMS link ready to send
Number Sent	1 per appointment scheduled
Email address	[SPCEMAIL] – selected P/C
To:	[SPCNAME] – selected P/C
CC:	<a href="mailto:NLSY27@rti.org">NLSY27@rti.org</a> , Additional P/G from scheduler
Subject:	Cita para la entrevista en video de la NLSY27 – [DAY OF WEEK, FILL DATE a la(s) FILL TIME] mediante Microsoft Teams [(CONTROL_ID)]

Hola [SPCNAME],

Agradezco que su hogar se haya tomado el tiempo para la Encuesta Nacional Longitudinal de Jóvenes de 2027 (NLSY27) y espero nuestra cita para completar la entrevista de [YOUTH\_NAME\_#] (enmascarado para proteger la privacidad) programada para esta fecha y hora: [DAY OF WEEK], el [DATE], a la(s) [TIME], [TIME ZONE].

Puede acceder a la videoconferencia con este enlace:

[TEAMS LINK]

### Lo que necesita saber:

#### Permiso y presencia de padres/madres/cuidadores(as)

- Un(a) padre/madre o cuidador(a) debe estar presente al comienzo de la entrevista para autorizar la participación de la(s) persona(s) joven(jóvenes) menores de [FILL ALL STATES EXCEPT AL AND NE: “18 años”; FILL FOR AL AND NE: “19 años”].
- Un(a) padre/madre o cuidador(a) debe permanecer en casa durante toda la entrevista y permitirle a la(s) persona(s) joven(jóvenes) privacidad mientras se lleva a cabo.

### Requisitos tecnológicos:

#### Para video

- Necesitará un dispositivo con acceso a internet y una cámara web que funcione durante la entrevista.
- Se recomienda una computadora, ya que suele ser la más fácil de usar.
- También puede usar teléfonos móviles o tabletas, pero primero debe instalar la aplicación de Microsoft Teams.

#### Para el audio

- Su dispositivo debe tener un micrófono que funcione.
- La(s) persona(s) joven(jóvenes) debe(n) usar auriculares durante la parte de la entrevista que completen solos. Si un(a) entrevistador(a) visitó su hogar, es posible que le hayan proporcionado unos auriculares tipo botón que puede usar para esta parte de la entrevista.

Si tiene alguna pregunta o necesita ayuda para unirse a la reunión, puede comunicarse conmigo al [VI PHONE].

Gracias por asegurarse de que su hogar esté representado en la NLSY27 y por ayudar a dar forma a un futuro mejor para todos los jóvenes en los EE. UU.

Saludos,

VI Name

Entrevistador(a) en video de la NLSY27

Teléfono: [VI PHONE]

Correo electrónico: [VI EMAIL]

Servicio de asistencia: 1-866-800-9180 o [NLSY27@rti.org](mailto:NLSY27@rti.org)

¡Para conocer más sobre la NLSY, visite [www.NLSY27.org](http://www.NLSY27.org)!

**NLSY<sup>27</sup>**

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## Pending Youth Interview - Video Interview Appointment Reminder

Description / Purpose	Video interview reminder
Type	VI email
Stage	Youth Interview – pending and scheduled
Triggers	VI appointment set and 3 days before appointment
Number Sent	1 per appointment scheduled
Email address	[SPCEMAIL] Selected P/C
To:	[SPCNAME] Selected P/C
CC:	<a href="mailto:NLSY27@rti.org">NLSY27@rti.org</a> , Additional P/G from scheduler
Subject:	Recordatorio: Su entrevista de la Encuesta Nacional Longitudinal de Jóvenes de 2027 (NLSY27) [(CONTROL_ID)]

Hola [SPCNAME],

¡Le recordamos que su entrevista de la Encuesta Nacional Longitudinal de Jóvenes de 2027 (NLSY27) será pronto! Consulte los detalles a continuación.

[INTERVIEWER NOTE: FORWARD PREVIOUS VIDEO INTERVIEW LINK EMAIL WITH THIS ADDITION]

Saludos,

VI Name

Entrevistador(a) en video de la NLSY27

Teléfono: [VI PHONE]

Correo electrónico: [VI EMAIL]

Servicio de asistencia: 1-866-800-9180 o [NLSY27@rti.org](mailto:NLSY27@rti.org)

¡Para conocer más sobre la NLSY, visite [www.NLSY27.org](http://www.NLSY27.org)!



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## Pending Youth Interview – Video Interview Missed Appointment

Description / Purpose	Request to reschedule after video interview appointment is missed
Type	Mass email
Stage	Youth Interview - pending
Triggers	Case is coded as a missed video appointment in the SMS
Number Sent	1 per appointment missed
Email address	[SPCEMAIL] – Selected P/C
To:	[SPCNAME] – Selected P/C
CC:	<a href="mailto:NLSY27@rti.org">NLSY27@rti.org</a>
Subject:	Reprogramación de la entrevista de la NLSY27 [(CONTROL_ID)]

Hola [SPCNAME],

Este mensaje fue enviado para notificarle de la cita perdida de [YOUTH\_NAME\_#] (enmascarado para proteger la privacidad) para la entrevista por video de la Encuesta Nacional Longitudinal de Jóvenes de 2027 (NLSY27).

Nos gustaría invitarle a reprogramar su cita comunicándose con su entrevistador(a) asignado(a), **[VINAME] al [VIPHONE] o [VIEMAIL]** o visitando [www.NLSY27.org](http://www.NLSY27.org) e ingresando su código de acceso: [PC\_ACCESS]. Si es la primera vez que inicia sesión, recibirá un código de verificación por correo electrónico para crear su contraseña personal. Una vez que configure su información de inicio de sesión, puede programar fácilmente una entrevista para jóvenes.

[YOUTH INTERVIEWS: [IF ONE SELECTED YOUTH: YOUTH\_NAME\_#; FOR MULTIPLE YOUTH: “Los jóvenes participantes”] recibirán **[YOUTH INCENTIVE AMOUNT=YINCNTAMT]** por completar la entrevista [IF P/C SURVEY IS PENDING: y usted recibirá **[PARENT INCENTIVE AMOUNT = PCNCNTAMT]** por completar la encuesta para padres/madres/cuidadores(as).]

Si tiene más preguntas sobre la NLSY27, comuníquese con nosotros al 1-866-800-9180 o a [NLSY27@rti.org](mailto:NLSY27@rti.org). Para obtener más información sobre la encuesta, visite [www.NLSY27.org](http://www.NLSY27.org).

Gracias por asegurarse de que su hogar esté representado en la NLSY27 y por ayudar a dar forma a un futuro mejor para todos los jóvenes en los EE. UU.

Atentamente,

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 Director, Encuestas Longitudinales Nacionales  
 Oficina de Estadísticas Laborales de EE. UU.

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# Parent/Caregiver Survey

## Parent/Caregiver Survey Web Invitation

Description / Purpose	Survey link to complete P/C survey via web
Type	Mass email
Stage	Youth Interview – complete P/C Survey – pending
Triggers	Sent one day after first youth interview is completed in the household and P/C survey pending,
Number Sent	1
Email address	[SPCEMAIL] – selected P/C
To:	[SPCNAME] – selected P/C
CC:	<a href="mailto:NLSY27@rti.org">NLSY27@rti.org</a>
Subject:	¡Es hora de completar su encuesta para padres/madres/cuidadores(as) de la NLSY27! [(CONTROL_ID)]
Additional Information:	This text will be sent in a letter if we do not have the sampled P/C's email.

Estimado(a) [SPCNAME],

Gracias por la participación de su hogar en la Encuesta Nacional Longitudinal de Jóvenes de 2027 (NLSY27). Una persona joven de su hogar ha completado con éxito su entrevista, ¡y agradecemos enormemente su participación y las valiosas aportes que nos dio!

**Le invitamos a completar la encuesta para padres/madres/cuidadores(as) por internet.** Su opinión es crucial para ayudarnos a entender las experiencias de su hijo(a) desde los primeros años de su vida, sus antecedentes familiares, los eventos significativos en su vida, y su salud.

Para agradecerle por su participación, recibirá **[PARENT INCENTIVE AMOUNT = PCNCNTAMT]** por completar la encuesta.

[IF PORTAL ACCOUNT PREVIOUSLY CREATED: Para completar la encuesta para padres/madres/cuidadores(as), regrese a [www.NLSY27.org](http://www.NLSY27.org) e inicie sesión con su código de acceso [PC\_ACCESS] y la contraseña que ya creó.] [IF NO PORTAL ACCOUNT CREATED: Para completar la encuesta para padres/madres/cuidadores(as), visite a [www.NLSY27.org](http://www.NLSY27.org) e ingrese su código de acceso [PC\_ACCESS].] Puede utilizar cualquier dispositivo que tenga acceso al internet, pero una computadora de escritorio o portátil funcionará mejor.

Si tiene alguna pregunta o necesita ayuda, póngase en contacto con nosotros al 1-866-800-9180 o a [NLSY27@rti.org](mailto:NLSY27@rti.org). Para obtener más información sobre la encuesta, visite [www.NLSY27.org](http://www.NLSY27.org).

Gracias por asegurarse de que su hogar esté representado en la NLSY27 y por ayudar a dar forma a un futuro mejor para todos los jóvenes en los EE. UU.

Atentamente,  
Keenan Dworak-Fisher

Director, Encuestas Longitudinales Nacionales  
Oficina de Estadísticas Laborales de EE. UU.

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## Parent/Caregiver Web Survey Reminder

Description / Purpose	Remind Parent/Caregiver to complete the web survey
Type	Mass email
Stage	Youth Interview – complete P/C Survey – pending
Triggers	Parent/Caregiver survey pending 7 days after web invitation was emailed
Number Sent	1
Email address	[SPCEMAIL] – selected P/C
To:	[SPC NAME] – selected P/C
CC:	<a href="mailto:NLSY27@rti.org">NLSY27@rti.org</a>
Subject:	Recordatorio para completar su encuesta para padres/madres/cuidadores(as) de la NLSY27. [(CONTROL_ID)]
Additional Information:	This text will be sent in a letter if we do not have the sampled P/C's email.

Estimado(a) [SPCNAME],

Queríamos recordarle que **está invitado(a) a completar la Encuesta Nacional Longitudinal de Jóvenes de 2027 (NLSY27) para padres/madres/cuidadores(as) por internet**. Necesitamos su ayuda para asegurarnos de que la NLSY27 represente voces diversas de todo el país. Al tomar parte, puede asegurarse de que sus experiencias estén representadas.

Recibirá una muestra de agradecimiento de **[PARENT INCENTIVE AMOUNT = PCNCNTAMT]** por completar la encuesta.

[IF PORTAL ACCOUNT PREVIOUSLY CREATED: Para completar la encuesta para padres/madres/cuidadores(as), regrese a [www.NLSY27.org](http://www.NLSY27.org) e inicie sesión con su código de acceso [PC\_ACCESS] y la contraseña que ya creó.]

[IF NO PORTAL ACCOUNT CREATED: Para completar la encuesta para padres/madres/cuidadores(as), visite a [www.NLSY27.org](http://www.NLSY27.org) e ingrese su código de acceso [PC\_ACCESS]. Puede utilizar cualquier dispositivo que tenga acceso al internet, pero una computadora de escritorio o portátil funcionará mejor.

[IF 2ND P/C IS IDENTIFIED: **Es importante que incluyamos las respuestas tanto de los jóvenes como de los padres/madres/cuidadores(as) del mismo hogar**. Si prefiere que [ALTPCNAME] complete la encuesta, pueden ir a [www.NLSY27.org](http://www.NLSY27.org) e ingresar este código de acceso alternativo: [ALT\_ACCESS].] Si tiene alguna pregunta o necesita ayuda, póngase en contacto con nosotros al 1-866-800-9180 o a [NLSY27@rti.org](mailto:NLSY27@rti.org). Para obtener más información sobre la encuesta, visite [www.NLSY27.org](http://www.NLSY27.org).

Gracias por asegurarse de que su hogar esté representado en la NLSY27 y por ayudar a dar forma a un futuro mejor para todos los jóvenes en los EE. UU.

Atentamente,

Keenan Dworak-Fisher  
Director, Encuestas Longitudinales Nacionales  
Oficina de Estadísticas Laborales de EE. UU.

*Si cree que no es el(la) destinatario(a) previsto(a) de este mensaje, notifique al(a) remitente y elimine este correo electrónico sin compartir, copiar ni difundir su contenido.*

*La Oficina de Administración y Presupuesto de los EE. UU. ha aprobado la encuesta y ha asignado 1220-0202 como número de control de la encuesta. Este número de control vence el 3/31/2029.*



***La encuesta NLSY27 está patrocinada por la Oficina de Estadísticas Laborales (BLS, por sus siglas en inglés) del Departamento de Trabajo de EE. UU. y conducida por RTI International, un instituto de investigación científica sin fines de lucro.***



## Parent/Caregiver Web Survey Unable to Complete

Description / Purpose	Parent/Caregiver Survey started by someone deemed ineligible
Type	Mass email
Stage	Youth Interview – complete P/C Survey – pending ineligible
Triggers	Sent one day after Parent/Caregiver survey started by someone deemed ineligible
Number Sent	1
Email address	[SPCEMAIL] – selected P/C
To:	[SPCNAME] – selected P/C
CC:	<a href="mailto:NLSY27@rti.org">NLSY27@rti.org</a>
Subject:	¿Tiene Problemas para Acceder a la Encuesta NLSY27 para Padres/Madres/Cuidadores(as)? Aquí le Explicamos como Continuar [(CONTROL_ID)]
Additional Information:	This text will be sent in a letter if we do not have the sampled P/C's email.

Estimado(a) [SPCNAME],

Se le invitó a completar la **Encuesta Nacional Longitudinal de Jóvenes de 2027 (NLSY27) para padres/madres/cuidadores(as)** por su relación con el joven elegible de su hogar. La opinión de un adulto de confianza en la vida del joven es útil para entender sus experiencias tempranas, sus antecedentes familiares, los eventos significativos en su vida y su historial de salud. Se intentó completar su Encuesta para padres/madres/cuidadores(as) en línea, pero no fue exitoso, lo que resultó en el bloqueo temporal de su cuenta. Hemos restablecido su acceso a la cuenta y le pedimos que lo intente de nuevo.

[IF PORTAL ACCOUNT PREVIOUSLY CREATED: “Regrese a [www.NLSY27.org](http://www.NLSY27.org) e inicie sesión con su código de acceso [PC\_ACCESS] y la contraseña que ya creó.”; IF NO PORTAL ACCOUNT CREATED: Visite [www.NLSY27.org](http://www.NLSY27.org) e ingrese su código de acceso [PC\_ACCESS].”] Puede utilizar cualquier dispositivo que tenga acceso al internet, pero una computadora de escritorio o portátil funcionará mejor. Recibirá una muestra de agradecimiento de **[PARENT INCENTIVE AMOUNT = PCGINCNTAMT]** por completar la encuesta.

[IF 2ND P/C IS IDENTIFIED: Si prefiere que [ALTPCNAME] complete la encuesta, pueden ir a [www.NLSY27.org](http://www.NLSY27.org) e ingresar este código de acceso alterno: [ALT\_ACCESS].]

Si tiene alguna pregunta o necesita ayuda, póngase en contacto con nosotros al 1-866-800-9180 o a [NLSY27@rti.org](mailto:NLSY27@rti.org). Para obtener más información sobre la encuesta, visite [www.NLSY27.org](http://www.NLSY27.org).

Gracias por su disposición a participar en esta importante encuesta y por contribuir a investigación científica que se utilizará para mejorar las escuelas, las oportunidades de trabajo y las condiciones de trabajo en los EE. UU. para la generación actual de jóvenes.

Atentamente,

Keenan Dworak-Fisher  
Director, Encuestas Longitudinales Nacionales  
Oficina de Estadísticas Laborales de EE. UU.

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## Other Email Templates

### Rescheduled Appointment - HHS, P/C or Youth Interviews (video or in-person)

Description / Purpose	Notification of rescheduled appointment
Type	Mass email
Stage	HHS - pending, or Youth Interview - pending, or P/C Survey - pending
Triggers	HHS, Youth interview, or P/C Survey set to rescheduled
Number Sent	1 per appointment rescheduled
Email address	[PLGEMAIL] if email is for HHS [SPCEMAIL] if email is for P/C Survey or Youth Interview
To:	[HHSRESNAME1] for HHS or [SPCNAME] – for P/C or Youth
CC:	<a href="mailto:NLSY27@rti.org">NLSY27@rti.org</a> , [FI EMAIL], for video - additional P/G from scheduler
Subject:	Reprogramar su cita para la NLSY27 [(CONTROL_ID)]

Estimado(a) [FOR HHS: [HHSRESNAME1]; FOR YOUTH OR P/C: [SPCNAME]],

Según su reciente solicitud de reprogramar [IN-PERSON HHS OR P/C: “su cita”; IN-PERSON YOUTH: “su cita y la de {YOUTH\_NAME\_#}”; VIDEO YOUTH: “la cita de {YOUTH\_NAME\_#}”] (enmascarado para proteger la privacidad) para la Encuesta Nacional Longitudinal de Jóvenes de 2027 (NLSY27), la cita ahora está programada para [**NEW DATE**]. El nombre de su entrevistador(a) es [FI/VI NAME]. [VIDEO APPOINTMENTS: Recibirá un nuevo enlace de Teams para esta cita.]

Si tiene alguna pregunta sobre su próxima cita, comuníquese con [**FI/VI NAME al FI/VI PHONE o a FI/VI EMAIL**]. Para obtener más información sobre la encuesta, visite [www.NLSY27.org](http://www.NLSY27.org) o comuníquese con nosotros al 1-866-800-9180 o a [NLSY27@rti.org](mailto:NLSY27@rti.org).

Gracias por asegurarse de que su hogar esté representado en la NLSY27 y por ayudar a dar forma a un futuro mejor para todos los jóvenes en los EE. UU.

Atentamente,

Keenan Dworak-Fisher  
Director, Encuestas Longitudinales Nacionales  
Oficina de Estadísticas Laborales de EE. UU.

*Si cree que no es el(la) destinatario(a) previsto(a) de este mensaje, notifique al(a) remitente y elimine este correo electrónico sin compartir, copiar ni difundir su contenido.*

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## Canceled Appointment - HHS, P/C, or Youth Interviews (video or in-person)

Description / Purpose	Request to reschedule a canceled HHS, P/C, or Youth Interview appointment
Type	Mass email
Stage	HHS - pending, or Youth Interview - pending, or P/C Survey - pending
Triggers	HHS appointment canceled in SMS Video or in-person Youth Interview canceled in SMS P/C Survey appointment canceled in SMS
Number Sent	1 per canceled appointment
Email address	[PLGEMAIL] if email is for HHS [SPCEMAIL] if email is for P/C Survey or Youth Interview
To:	[HHSRESNAME1] for HHS or [SPCNAME] – for P/C or Youth
CC:	<a href="mailto:NLSY27@rti.org">NLSY27@rti.org</a>
Subject:	Cancelar su cita para la NLSY27 [(CONTROL_ID)]

Estimado(a) [FOR HHS: [HHSRESNAME1]; FOR YOUTH OR P/C: [SPCNAME]],

Recibimos su solicitud para cancelar su cita [YOUTH INTERVIEW: “y la de YOUTH\_NAME\_#”] (enmascarado para proteger la privacidad) para la Encuesta Nacional Longitudinal de Jóvenes de 2027 (NLSY27).

Cancelamos su cita que estaba programado para el [DATE] a la(s) [TIME] y quisiéramos invitarlo(a) a reprogramarla contactando a su entrevistador(a) asignado(a), **[FI/VI NAME, al FI/VI PHONE o a FI/VI EMAIL.]** [IF VIDEO APPOINTMENT: o visite [www.NLSY27.org](http://www.NLSY27.org) e ingresando su código de acceso: [PC\_ACCESS]. Si es la primera vez que inicia sesión, recibirá un código de verificación en su correo electrónico para crear su contraseña personal. Una vez que configure su información de inicio de sesión, puede programar fácilmente una entrevista para jóvenes.]

[IF ONE SELECTED YOUTH: YOUTH\_NAME\_#]; FOR MULTIPLE YOUTH: “Los jóvenes participantes” recibirán **[YOUTH INCENTIVE AMOUNT=YINCNTAMT]** por completar la entrevista [IF P/C SURVEY IS PENDING: y usted recibirá **[PARENT INCENTIVE AMOUNT = PCNCNTAMT]** por completar la encuesta para padres/madres/cuidadores(as).]

Si tiene más preguntas sobre la NLSY27, comuníquese con nosotros al 1-866-800-9180 o a [NLSY27@rti.org](mailto:NLSY27@rti.org). Para obtener más información sobre la encuesta, visite [www.NLSY27.org](http://www.NLSY27.org).

Gracias por su disposición para participar. Al tomar parte en la NLSY27, está ayudando a dar forma a un futuro mejor para los jóvenes. ¡Los resultados de la encuesta ayudarán a mejorar la educación, la capacitación laboral y las oportunidades de empleo en los EE. UU. para la generación actual de jóvenes! Reprograme su cita para asegurarse de que su hogar esté representado en esta importante encuesta nacional.

Esperamos hablar con usted pronto.

Atentamente,

Keenan Dworak-Fisher  
Director, Encuestas Longitudinales Nacionales  
Oficina de Estadísticas Laborales de EE. UU.

*Si cree que no es el(la) destinatario(a) previsto(a) de este mensaje, notifique al(a) remitente y elimine este correo electrónico sin compartir, copiar ni difundir su contenido.*

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## Missed In-Person Appointment – HHS, P/C, or Youth Interviews (in-person)

Description / Purpose	Request to reschedule in-person HHS, P/C Survey, or Youth interview appointment
Type	FI email
Stage	HHS - pending, or Youth Interview - pending, or P/C Survey - pending
Triggers	In-person appointment date in SMS has passed, and HHS, P/C Survey, or Youth Interview is pending
Number Sent	1 per missed appointment
Email address	[HHEMAIL] if email is for HHS [SPCEMAIL] if email is for P/C Survey or Youth Interview
To:	[HHSRESNAME1] for HHS or [SPCNAME] for P/C or Youth
CC:	<a href="mailto:NLSY27@rti.org">NLSY27@rti.org</a>
Subject:	Se ausentó a la cita para la NLSY27 [(CONTROL_ID)]

Hola [FOR HHS: [HHSRESNAME1]; FOR YOUTH OR P/C: [SPCNAME]],

Lamento que no hayamos podido reunirnos para su cita [YOUTH INTERVIEW: “y la de YOUTH\_NAME\_#” (enmascarado para proteger la privacidad)]. Al tomar parte en la NLSY27, está ayudando a dar forma a un futuro mejor para los jóvenes. ¡Los resultados de la encuesta se usarán para ayudar a mejorar la educación, la capacitación laboral y las oportunidades de empleo en los EE. UU. para la generación actual de jóvenes! Reprograme su cita para asegurarse de que su hogar esté representado.

**Para reprogramarla o si tiene alguna pregunta, comuníquese conmigo al [FI PHONE] o a [FI EMAIL].** O para obtener más información sobre la encuesta, visite [www.NLSY27.org](http://www.NLSY27.org).

Atentamente,

FI Name

Entrevistador(a) de la NLSY27

Teléfono: [FI PHONE]

Correo electrónico: [FI EMAIL]

Servicio de asistencia: 1-866-800-9180 o a [NLSY27@rti.org](mailto:NLSY27@rti.org)

¡Para conocer más sobre la NLSY, visite [www.NLSY27.org](http://www.NLSY27.org)!

**NLSY 27**

*Si cree que no es el(la) destinatario(a) previsto(a) de este mensaje, notifique al(a) remitente y elimine este correo electrónico sin compartir, copiar ni difundir su contenido.*

## Web Portal Log In Invitation

Description / Purpose	Sent after Youth Interview is complete asking P/Cs who have not joined the web portal to join and keep in touch for future rounds
Type	Mass email
Stage	Youth interview – complete
Triggers	<p>3. Youth interview and P/C survey complete and P/C portal login credentials have not been created</p> <p>4. Selected P/Cs who do not complete the P/C survey or create P/C portal login credentials and have youth who complete the interview will receive this email at the end of the quarter.</p>
Number Sent	1
Email address	[PCEMAIL] for Trigger 1 [SPCEMAIL] for Trigger 2
To:	[PCNAME] for Trigger 1 [SPCNAME] for Trigger 2
CC:	<a href="mailto:NLSY27@rti.org">NLSY27@rti.org</a>
Subject:	Cree su cuenta de la NLSY27 para mantenerse en contacto. [(CONTROL_ID)]

Estimado(a) [FOR TRIGGER 1: [PCNAME]; FOR TRIGGER 2 [SPCNAME]],

**¡Gracias por apoyar la Encuesta Nacional Longitudinal de Jóvenes de 2027 (NLSY27)!** Nos comunicaremos en el próximo año o dos para pedir a la(s) persona(s) joven(jóvenes) participante(s) que tome(n) parte en la segunda ronda de la encuesta NLSY27.

**Para que sea más fácil que nos mantengamos en contacto, visite el portal de encuestas de la NLSY27.** En el portal puede obtener actualizaciones sobre la encuesta y actualizar su información de contacto. También podrá descargar el(los) certificado(s) de servicio comunitario de [YOUTH\_NAMES\_#] (enmascarado para proteger la privacidad) a través del portal.

Visite [www.NLSY27.org](http://www.NLSY27.org) e ingrese su código de acceso: [PC\_ACCESS OR ALT\_ACCESS].

Tenga en cuenta que la primera vez que inicie sesión, recibirá un código de verificación en su correo electrónico para crear su contraseña personal. Si tiene alguna pregunta o necesita ayuda, póngase en contacto con nosotros al 1-866-800-9180 o a [NLSY27@rti.org](mailto:NLSY27@rti.org). Gracias por su tiempo y por asegurarse de que su hogar esté representado en la NLSY27. ¡Su aporte marca la diferencia! Esperamos volver a trabajar con usted.

Atentamente,

Keenan Dworak-Fisher  
Director, Encuestas Longitudinales Nacionales  
Oficina de Estadísticas Laborales de EE. UU.

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## Web Portal Log In Thank You

Description / Purpose	Sent after Youth Interview is complete to P/Cs who have already set up the portal thanking them for using the web portal to keep in touch for future rounds
Type	Mass email
Stage	Youth interview – complete
Triggers	3) Youth interview and P/C survey complete and P/C portal login credentials have been created. 4) Selected P/Cs who do not complete the P/C survey but who do create P/C portal login credentials and have youth who complete the interview will receive this email at the end of the quarter.
Number Sent	1
Email address	[PCEMAIL] for Trigger 1 [SPCEMAIL] for Trigger 2
To:	[PCNAME] for Trigger 1 [SPCNAME] for Trigger 2
CC:	<a href="mailto:NLSY27@rti.org">NLSY27@rti.org</a>
Subject:	¡Manténgase en contacto con la NLSY27! [(CONTROL_ID)]

Estimado(a) [FOR TRIGGER 1: [PCNAME]; FOR TRIGGER 2 [SPCNAME]],

**¡Gracias por apoyar la Encuesta Nacional Longitudinal de Jóvenes de 2027 (NLSY27) y por configurar su portal de encuestas de la NLSY27!** Nos ayudará a mantenernos en contacto fácilmente con usted. Nos comunicaremos en el próximo año o dos para pedir a la(s) persona(s) joven(jóvenes) participante(s) que tome(n) parte en la segunda ronda de la encuesta NLSY27.

En el portal ([www.NLSY27.org](http://www.NLSY27.org)) puede obtener actualizaciones sobre la encuesta y actualizar su información de contacto. También podrá descargar el(los) certificado(s) de servicio comunitario de [YOUTH\_NAMES\_#] (enmascarado para proteger la privacidad) a través del portal.

Si tiene alguna pregunta o necesita ayuda, póngase en contacto con nosotros al 1-866-800-9180 o a [NLSY27@rti.org](mailto:NLSY27@rti.org). Gracias por su tiempo y por asegurarse de que su hogar esté representado en la NLSY27. ¡Su aporte marca la diferencia! Esperamos volver a trabajar con usted.

Atentamente,

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## Portal Account Two Factor Authentication

Description / Purpose	Provides PIN to parents setting up web portal accounts enabling two factor authentication.
Type	Mass email
Stage	Portal account creation
Triggers	Sent during portal account creation
Number Sent	Dependent upon number of times parent needs temporary PIN for setting up web portal account (given PIN expires after 10 minutes)
Email address	Email address used to create portal account
To:	Recipient name is not used
Subject:	Your confirmation code [(CONTROL_ID)]

Hola,

Aquí está su PIN temporal: **X#X#X#**

Use este PIN para verificar su identidad. Expirará después de **10 minutos**.

Enviamos este correo electrónico para mantener segura su cuenta de NLSY27.

Si tiene alguna pregunta sobre este estudio, llame al 1-866-800-9180 o envíe un correo electrónico a [NLSY27@rti.org](mailto:NLSY27@rti.org). Para obtener más información sobre la encuesta, visite [www.NLSY27.org](http://www.NLSY27.org).

Atentamente,

Keenan Dworak-Fisher  
Director, Encuestas Longitudinales Nacionales  
Oficina de Estadísticas Laborales de EE. UU.

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