

NORC

*A national organization for research
at the University of Chicago*

January 16, 2004

Dear Principal:

I write you today to request your cooperation in the National Longitudinal Survey of Youth 1997 (NLSY97) Transcript Survey. Sponsored by the Bureau of Labor Statistics (BLS), U.S. Department of Labor, the National Opinion Research Center (NORC) at the University of Chicago in cooperation with the Center for Human Resource Research (CHRR) at the Ohio-State University conduct the NLSY97 and the Transcript Survey supplement. The NLSY97 is intended to collect, on a nationwide basis, information pertaining to the employment, job training, education, and family experiences of young adults born from 1980 to 1984. The survey provides researchers with data relevant for examining linkages between family, education, and employment outcomes.

While we collect a great amount of information about the home environment for these youth, it also is vital that we learn about their school environment and academic success. For this reason, the U.S. Department of Labor is asking for your voluntary cooperation in providing information about the school experiences of these youth. The purpose of the Transcript Survey is to collect information about the courses and grades of youth who leave high school, either by graduating or dropping out.

Specifically, we would appreciate your help in providing the following:

- School transcripts for the student(s) listed on the enclosed permission forms;
- Answers to the enclosed questionnaire(s) that will provide additional information to help us interpret the transcript information we collect from schools across the nation;
- A copy of your course catalog or a listing of your course offerings.

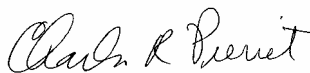
Enclosed is a copy of the signed permission form for each student for whom we are requesting information. NORC obtained signatures from the student and, when required, from the parents of all students under the age of 18 years. For students 18 years of age and older, we accepted the respondent's signature as adequate consent. NORC is sensitive to the need to maintain the confidentiality of all respondents in this survey. Identifying information is protected in accordance with the Privacy Act statement provided on the back of this form. We have enclosed a brochure to provide additional information about the Transcript Survey.

NORC estimates that it will take an average of 10 minutes per student to complete the enclosed questionnaire and prepare a copy of the transcript information forms. We are prepared to reimburse up to \$10.00 per student for any costs associated with transcript preparation. A reimbursement request form has been included within the mailing. Also enclosed is a Federal Express pre-paid airbill and envelope for returning the student list, transcript(s), completed questionnaire, and course listings to NORC.

We look forward to receiving your completed documents within the next two weeks. Should you have any questions or comments, please call our toll-free number at 1-866-319-0465, or by email at NLSY97TRANSCRIPTS@norcmail.uchicago.edu. We will respond to your inquiry within one business day. You may also write to the Bureau of Labor Statistics, National Longitudinal Survey (OMB number 1220-0157), 2 Massachusetts Avenue N.E., Washington, DC 20212. Without this current OMB number, BLS could not conduct this survey.

We appreciate your support and thank you in advance for your cooperation.

Sincerely,



Chuck Pierret
Program Director, BLS



Kymn Kochanek
Senior Survey Director, NORC

National Longitudinal Survey of Youth 1997 (NLSY97) - Transcripts Survey Cover Sheet

SCHOOL NAME: EXAMPLE SCHOOL

SCHOOL ID: XXXXXXXX

PREPARER'S NAME: _____ DATE PREPARED: _____

PREPARER'S TELEPHONE NUMBER: () _____ E-MAIL ADDRESS: _____

Please answer the following questions about the transcripts being provided. Your answers will help us analyze the transcripts.

1. **Please specify below your school's grade scale (the percentage equivalent of each letter grade).** (If your school uses different grade scales for different difficulty levels of courses or tracks (honors, general, special education, etc.), please specify the scale associated with each. If your school has only one scale, record the information in the first column.)

LEVEL _____	LEVEL _____	LEVEL _____	LEVEL _____
A = % to %	A = % to %	A = % to %	A = % to %
B = % to %	B = % to %	B = % to %	B = % to %
C = % to %	C = % to %	C = % to %	C = % to %
D = % to %	D = % to %	D = % to %	D = % to %
F = % to %	F = % to %	F = % to %	F = % to %

2. **Is any of the information below unavailable at your school, and consequently not included on the transcripts enclosed? Check off each variable that is unavailable.** (Please retrieve any information that is available at your school from other sources, such as guidance records, and write the information on each student's transcript.)

3. **Student-level information**

- _____ Number of absences per year or term
- _____ Rank in class and class size
- _____ Date student left school
- _____ Reason student left school (graduated, transferred, etc.)
- _____ GPA
- Standardized test scores for the:
 - _____ PSAT _____ ACT _____ SAT _____ AP

Course-taking histories for grades 9 (or 10) through 12, including:

- _____ Course title
- _____ Grade level, year, and term course taken
- _____ Number of credits earned
- _____ Grade assigned

4. **Please feel free to record below any information about the transcripts enclosed that you believe would be helpful in processing them.**

Thank you for your help. We appreciate your cooperation.

STUDENT TRANSCRIPT REQUEST LIST
National Longitudinal Survey of Youth 1997 - Transcript Survey

School Name: **EXAMPLE HIGH SCHOOL**

School ID#: **XXXXXXXX**

INSTRUCTIONS: Please return transcript(s) for each student listed below and complete the following steps on this form.

- Indicate whether he/she has participated in a special education, bilingual education, or gifted course or program by circling yes or no.
- Confirm the Enrollment status (graduated, still enrolled, never attended or other).
- Confirm whether or not a transcript is being returned by circling **yes** or **no**.
- If you are unable to provide a transcript for a student, please indicate the reason (such as “never attended”, “transferred”) in the “COMMENTS” column to the right of the student’s name.
- If a student transferred to or from another school, please return any transcripts that you have, and write in the name, city, and state of the transfer school in the “COMMENTS” column.

IMPORTANT: PLEASE ENCLOSE THIS DOCUMENT WHEN RETURNING TRANSCRIPTS.

STUDENT INFORMATION	Has the Student participated in the following areas? <i>(PLEASE CIRCLE)</i> .			TRANSCRIPT INFORMATION		
Please Supply transcripts and answer questions for each student listed below:	<u>Special Education?</u>	<u>Bilingual Education?</u>	<u>Gifted Courses or Program?</u>	<u>Enrollment Status?</u>	<u>Transcript Returned?</u>	<u>COMMENTS:</u> (Additional information? Reason Transcript not returned? If applicable, transfer school name, city, state.)
ID#: XXXXXXX1 Student Name: LAST, FIRST, MID INIT Date of Birth: xx/xx/19xx Sex: M/F Attendance Last Verified: xx/xxxx	Yes No	Yes No	Yes No	Graduated Still enrolled Never Attended Other	Yes No	
ID#: XXXXXXX2 Student Name: LAST, FIRST, MID INIT Date of Birth: xx/xx/19xx Sex: M/F Attendance Last Verified: xx/xxxx	Yes No	Yes No	Yes No	Graduated Still enrolled Never Attended Other	Yes No	

Total Number of Students: 2

_____|_____|_____|_____|_____|_____|_____|_____|_____|_____|
Youth ID

NORC 4894
OMB No: 1220-0157
Expiration Date: 9/30/2004

Student's Name _____
(Please print)

**NLSY97 ROUND 5
PERMISSION TO CONTACT SCHOOL**

On behalf of the U.S. Department of Labor, NORC - a National Organization for Research at the University of Chicago, requests permission to obtain information from school transcripts and related school records for the student named above. NORC also requests permission to contact the school regarding the general characteristics of the school as well as some specific characteristics of some classes that the student attends/attended.

Parent

NORC has permission to obtain school transcript, related school records, and school/class characteristic information pertaining to my child from my child's school. Identifying information is protected in accordance with the Privacy Act statement provided on the back of this form.

Parent's Signature: _____ Date: _____

Student

NORC has permission to obtain school transcript, related school records, and school/class characteristic information pertaining to me from my school. Identifying information is protected in accordance with the Privacy Act statement provided on the back of this form.

Student's Signature: _____ Date: _____

WHITE COPY - MAIL TO CO WITH CASE MATERIALS / YELLOW COPY - MAIL TO FM / PINK COPY - KEEP FOR YOUR RECORDS

PRIVACY ACT STATEMENT

In accordance with the Privacy Act of 1974, as amended (5 U.S.C.552a), you are hereby notified that this survey is sponsored by the U.S. Department of Labor, Bureau of Labor Statistics, under authority of 29 U.S.C.2. Your participation is vital to the success of the survey and is voluntary. The information collected in this survey will be used by BLS and other researchers to understand the labor market experience of individuals over time. BLS makes available to the general public and other federal agencies conducting labor force research information that are not individually identifiable. Under written agreements to protect the confidentiality and security of identifying information, BLS provides potentially-identifying geographic information to researchers to conduct specific research projects that further the mission and function of BLS. Unless required by law, or necessary for litigation or legal proceedings, and except as provided in the Privacy Act or as indicated in this statement, we will hold personal identifiers (e.g., name, address, or social security number) in confidence and will not release them to the public. BLS may release identifying data to NORC and the Ohio State University, and contractors, grantees, and their employees or volunteers who are working on this project for BLS and who need access to the material, or to the National Archives and Records Administration or the General Services Administration for records management purposes.