

Dear <<School Coordinator Name>>:

Thank you again for participating in the Middle Grades Longitudinal Study of 2017-18 (MGLS:2017). Your participation is critical to the success of the study. Not all students in your school will be asked to participate. We will be selecting a sample. In order to select the sample, we are requesting a complete roster of all students **currently enrolled in eighth grade**. Please include in your enrollment list all students with an IEP who are enrolled at your school, even if they may spend time at another school. These students may take academic or non-academic classes; or they may be in a "school within a school," or a school co-located with your school.

**You will receive \$50** as a token of our appreciation for preparing this roster. The roster should include key characteristics about each student for sampling purposes. The MGLS:2017 roster data request conforms fully to the requirements of the Family Educational Rights and Privacy Act of 1974 (FERPA) (20 U.S.C. §1232g; 34 CFR Part 99). For the purposes of this collection of data, FERPA permits education agencies and institutions to disclose personally identifiable information from students' education records, without consent, to authorized representatives of the Secretary of Education in connection with an evaluation of federally supported education programs (34 CFR §§ 99.31(a)(3)(iii) and 99.35). Student data are subject to strict protections that are adhered to by NCES and its contractor organizations. Roster information will be securely destroyed when no longer needed for the purposes specified in 34 CFR §99.35.

The key characteristics of interest include:

- Name
- District/School Student identification number
- Date of birth
- Current grade level
- Sex
- Race/ethnicity
- ELL status

Once we have drawn a student sample, we will ask you to provide additional information on selected students. This information is critical:

- Students' enrollment status in 2017-18
- Students' parent and/or guardians contact information
- Students' math teacher(s)
- Students' special education teacher/provider (if applicable)
- Parent contact information
  - Name (last, first)
  - Parent Street address, City, State, Zip
  - Home phone number
  - Cell phone number
  - E-mail address
- Student's Math Teacher Name (last, first)
- Student's Math Teacher Email Address
- Student's Math Course Name
- Student's Math Course Period/Section
- Student's Special Education Teacher(s)/Provider(s) (list all if applicable)
- Student's Special Education Teacher(s)/Provider(s) email address

We have developed a form to provide guidance for preparing the student roster. You may access and submit the form via the study website. To access the form, please go to <https://surveys.nces.ed.gov/mgls> and enter user ID: xxxxxxxx and password: xxxxxxxx. To protect the students' data, you will be asked to change your password to something only you know after the initial login.

The sample of students will be selected in the next few weeks, but in order to select the sample we first need the student roster with key characteristics from you. In the next few days, a study representative from RTI International, which is administering MGLS:2017 on behalf of NCES, will contact you to discuss the best way of obtaining student roster information. Although we have provided a roster form for you, we are happy to collect this information in a different format if that is more convenient to you. This could be electronically or through a paper-and-pencil form. If at any time you should have questions about the study, please do not hesitate to contact me at 855-500-1432 or [mgls@rti.org](mailto:mgls@rti.org).

Thank you for your time and participation in this unprecedented study.

Sincerely,

Dan Pratt, Project Director

*NCES is authorized to conduct MGLS:2017 by the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543) and to collect students' education records from education agencies or institutions for the purposes of evaluating federally supported education programs under the Family Educational Rights and Privacy Act (FERPA, 34 CFR §§ 99.31(a)(3)(iii) and 99.35). The data are being collected for NCES by RTI International, a U.S.-based nonprofit research organization. All of the information schools provide may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151). The collected information will be combined across respondents to produce statistical reports.*