



U.S. DEPARTMENT OF EDUCATION
INSTITUTE OF EDUCATION SCIENCES

NATIONAL CENTER FOR EDUCATION STATISTICS

Jane Doe
123 Main Street
Anytown, USA 12345

Study ID _____

Dear Jane Doe:

Surveys for the Baccalaureate and Beyond Longitudinal Study (B&B) are now being conducted. The survey will take about 35 minutes to complete. As a token of our appreciation for your participation in the study, we have enclosed a \$5 bill. **Once you complete the survey, we will mail you an additional incentive check.**

You may access the survey by logging on to our secure website at <https://surveys.nces.ed.gov/bab/> using the Study ID and password provided below. *The password is case sensitive; you will need to enter it exactly as it appears here.*

Study ID = _____
Password = _____

Enclosed you will find a brochure with a brief description of findings from prior B&B studies and our strict confidentiality procedures. Federal law requires that we protect your privacy. Your responses will be secured behind firewalls and will be encrypted during internet transmission. Your responses will 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. If you have questions, problems completing your survey online, or prefer to complete the survey over the telephone, simply call the **B&B Help Desk toll-free at 1-877-262-4440**. Your participation, while voluntary, is critical to the study's success.

If you have any other questions or concerns about the study, please contact the B&B Project Director, Melissa Cominole, toll-free at 1-866-662-8227, mcominole@rti.org, or the NCES Project Officer, Mr. Ted Socha, at 1-202-502-7383, ted.socha@ed.gov.

Thank you in advance for making B&B a success.

Sincerely,

Melissa Cominole
B&B Project Director
Education Studies Division
RTI International

Ted Socha
NCES Project Officer
National Center for Education Statistics
U.S. Department of Education

Enclosure

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number of this information collection is 1850-0729, and it is completely voluntary. The time required to complete this information collection is estimated to average 35 minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate or suggestions for improving the survey, please write to: U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20006. If you have comments or concerns regarding the status of your individual survey, write directly to: Mr. Ted Socha, National Center for Education Statistics, 1990 K Street, NW, Washington, DC 20006.
