



U.S. DEPARTMENT OF EDUCATION  
INSTITUTE OF EDUCATION SCIENCES

NATIONAL CENTER FOR EDUCATION STATISTICS

{date}

{contact\_fname} {contact\_lname}  
{inst\_name}  
{inst\_addr1}  
{inst\_addr2}  
{inst\_city}, {inst\_st} {inst\_zip}

Dear {contact\_salute} {contact\_lname}:

I am writing regarding the Education Longitudinal Study of 2002 (ELS:2002) Postsecondary Education Transcript Study. This study is designed to collect transcript data for students participating in ELS:2002 that attended your institution. Authorized by federal law (Education Sciences Reform Act of 2002, 20 U.S.C. § 9543), ELS:2002 data will provide researchers, educators, and policymakers with critical information to better understand young adults' education and work experiences during and after high school.

We are requesting transcripts for {sch\_num} sample member{s} who attended your institution. As the collection continues, there may be additional sample members who we learn attended your institution; therefore, we may contact you again in the future. Many secure options are available to you for providing transcript data. Included with this package are detailed instructions for preparing and transmitting transcript data to RTI.

A list of students for whom transcripts are requested is posted, with their Social Security numbers and dates of birth, at the secure study website listed in the box below. To gain access to the site, you will need to log in using the username and password printed at the bottom of this letter. You may also wish to discuss obtaining reimbursement for the requested transcripts and can contact RTI with the help desk information listed below. **We would appreciate receiving the requested transcript data on or before {DUE DATE}.** Please contact the help desk if you feel you need to have a later delivery date. You can contact the help desk by telephone at 1-877-475-7016 or e-mail at [ELSrecords@rti.org](mailto:ELSrecords@rti.org).

Linking student transcript data, interview data and other administrative record information will result in a dataset that researchers can use to better understand the relationship between students' education and their career paths. NCES publications from previous rounds of ELS:2002 are available at <http://nces.ed.gov/surveys/els2002>.

Transcript data will be collected under the provisions of the *Family Educational Rights and Privacy Act* (FERPA) that allow the release of student records to the Secretary of Education or his agent without prior written consent from students. The purposes of the study and the manner in which the transcript data will be acquired comply fully with FERPA requirements.

Thank you in advance for your timely participation in this important effort.

Sincerely,

Elise Christopher, Ph.D.  
Project Officer, ELS:2002  
National Center for Education Statistics

Please visit the study website for more information:

<https://surveys.nces.ed.gov/ELSrecords>

To log in, enter the IPEDS UNITID below as your username and enter the password below.

Your IPEDS UNITID: «entity\_id»

Your password: «password»