Middle Grades Longitudinal Study of 2017-18 (MGLS:2017) Main Study First Follow-up (MS2) Tracking and Recruitment and Operational Field Test Second Follow-up (OFT3) Update

OMB# 1850-0911 v.23

Appendices A-S

Appendices MS2-A1 through MS2-C8, MS2A-A through MS2A-L, OFT3-A through OFT3-K, and MS2B-A through MS2B-Q2a

National Center for Education Statistics
U.S. Department of Education
Institute of Education Sciences
Washington, DC

October 2018
revised April 2019

Legend:

MS2	MGLS:2017 Main Study First Follow-up
OFT3	MGLS:2017 Operational Field Test Second Follow-up
MS2 *prefix*	material to be used across all stages of MS2
MS2A *prefix*	materials to be used during the fall 2018 MS2 tracking activities
OFT3 *prefix*	materials to be used during the OFT3 activities
MS2B *prefix*	materials to be used during the fall 2019 MS2 tracking and recruitment activities

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Appendix MS2-A1. MGLS:2017 Brochure Text and Flyer, "Quick Facts about MGLS:2017" (formerly Appendix MS1-H)

MGLS:2017 Brochure Text – Main Study

COVER
Middle Grades Longitudinal Study of 2017-18 (MGLS:2017)
Education quote: "Education is not preparation for life; education is life itself." ~John Dewey
Study conducted by: National Center for Education Statistics of U.S. Department of Education
Data collection by: RTI International

INTERIOR
The Study
The Middle Grades Longitudinal Study of 2017-18 (MGLS:2017) will be the first study to follow a nationally-representative sample of students as they enter and move through the middle grades (grades 6 and 8).

MGLS:2017
The Middle Grades Longitudinal Study of 2017-2018 (MGLS:2017) will follow a cohort of students as they progress through the middle grade years, making the transition from elementary school and preparing for the transition into high school. The goals of the study are to assess students' mathematics and reading skills, their other (noncognitive) skills important to learning, their socioemotional well-being, and to collect from the students, their families, and their schools data on family and school factors that may encourage success during these important years of education.

Your Participation
As part of the MGLS:2017, you are one of approximately 800 schools, about 20,000 students, or about 3,600 teachers selected to participate across the United States. MGLS:2017 will be conducted in early 2018. Your participation is essential to the success of the study.

What Will Be Included?
- Mathematics and reading skills
- Executive function development
- Socioemotional wellbeing
- Peer experiences
- Classroom characteristics and students' learning
- Services to students with disabilities
- Family characteristics and students' success

BACK
For More Information
If you have questions about MGLS:2017 or would like more information, please contact the study. Its success depends on you!
Phone number: 855-500-1432
E-mail address: mgls@rti.org
Website: https://surveys.nces.ed.gov/MGLS/

Quick Facts about the Middle Grades Longitudinal Study of 2017-18 (MGLS:2017)

- ✓ MGLS:2017 is a research study that will help educators, policymakers, and researchers learn about growth in math and reading as well as family and school factors that encourage success during the important, yet generally understudied, middle grade years.

- ✓ The study is longitudinal and follows a cohort of students from grade six through eight to fully understand the student middle grade experience.

- ✓ The MGLS:2017 student sessions will involve up to 40 randomly selected sixth-grade students at a given school and will take 90 minutes to complete.

- ✓ Students will provide data to the study through math, reading, and executive function assessments along with some survey questions. These assessments are different from the standardized tests administered to students by states and school districts.

- ✓ Participation in the study is not required, but participation of each selected student is very important to the study.

- ✓ This is not a high stakes test! Students' responses will not be reported to schools and do not affect student grades.

Datos Breves sobre el Estudio Longitudinal de los Grados Intermedios de 2017-18 (MGLS: 2017)

- ✓ MGLS:2017 es un estudio que les permitirá a los educadores, legisladores e investigadores conocer más sobre el desarrollo de las habilidades en matemáticas y lectura, así como también los factores familiares y escolares que pueden fomentar el éxito durante los importantes años escolares intermedios, generalmente poco estudiados.

- ✓ Es un estudio longitudinal y sigue a un mismo grupo de estudiantes desde que están en sexto grado hasta el octavo grado, para entender en su totalidad la experiencia del estudiante durante los grados intermedios.

- ✓ Las sesiones de evaluación de los estudiantes de MGLS:2017 se conformarán por un máximo de 40 estudiantes de sexto grado seleccionados al azar de una escuela determinada, y tomarán 90 minutos completarlas.

- ✓ Los estudiantes proporcionarán datos al estudio a través de evaluaciones de matemáticas, de lectura y de la función ejecutiva, junto con una breve encuesta. Estas evaluaciones son diferentes a las pruebas estandarizadas de los estados y distritos escolares.

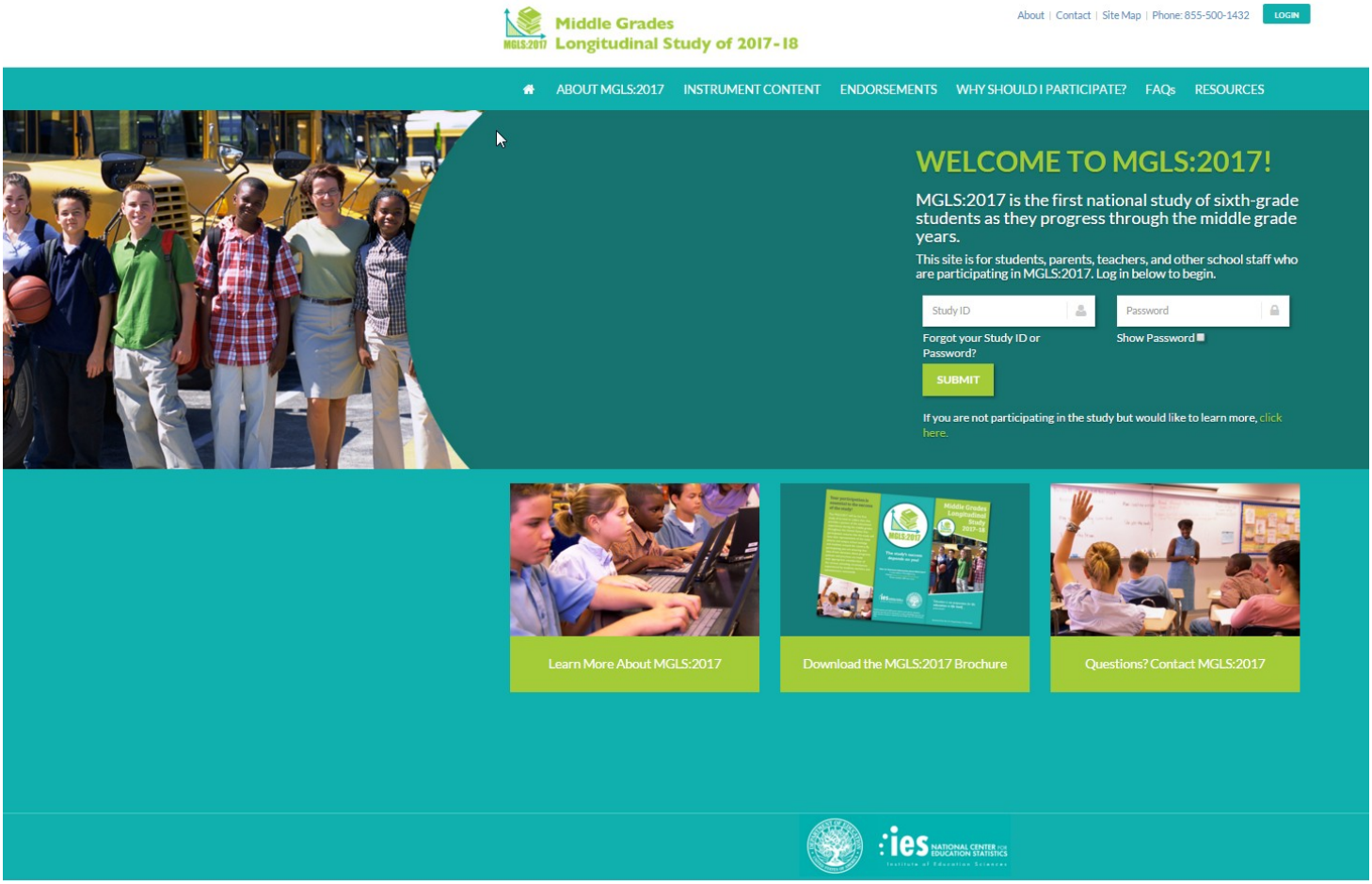
- ✓ La participación en el estudio no es obligatoria. Sin embargo, para el estudio es muy importante que cada estudiante seleccionado participe.

- ✓ ¡Esta no es una prueba con serias consecuencias! Las respuestas de los estudiantes no serán reportadas a las escuelas y por lo tanto no afectarán sus calificaciones.

Appendix MS2-B1. MGLS:2017 Recruitment Website Text (formerly MS1-J1)

The recruitment website is used to provide information to school staff and parents about the study. The website also serves as a portal to securely upload student list information and complete the parent and school staff questionnaires. A screenshot of the study homepage and several other pages in the website are provided here as examples. Additional content proposed for the Main Study recruitment and data collection website is reflected in the text provided in this appendix.

The study home page



<MGLS:2017 study phone number will appear in header on every page>
<Login box will appear in header on every page><MGLS:2017 StudyID><Password>
Welcome to MGLS:2017! MGLS:2017 is the first national study of sixth-grade students as they progress through the middle grade years.
This site is designed to assist school staff, session facilitators, parents, and students who are participating in MGLS:2017. Login to begin.
If you are not participating in the study but would like to learn more, click here
Login <study id><password>
< link to Home page>
<link to About MGLS:2017>
<link to Content>
<link to Endorsements>
<Link to Why Should I Participate?>
<link to FAQs>
<link to Resources>

<link to Learn More About MGLS:2017 in footer>
<link to MGLS:2017 Brochure>
Questions? Contact MGLS <Study phone number> <study email address>

About MGLS:2017

The Middle Grades Longitudinal Study of 2017-18 (MGLS:2017) is a new, unprecedented national study of middle grade students being conducted by the National Center for Education Statistics (NCES) within the U.S. Department of Education. RTI International is carrying out the MGLS:2017 data collection on behalf of NCES. MGLS:2017 will gather information about the development and learning that occur during students' middle-grade years, or grades 6 through 8. In particular, it will identify school, individual, social, and contextual factors that predict future student success.

Sample and Data Collection Schedule:

The Operational Field Test occurred in early 2017 with a sample of about 1,200 students in sixth grade from about 50 schools. Follow-up data collections will occur in the spring of 2018 and spring of 2019, when students are in the seventh and eighth grades, respectively, regardless of whether they have changed schools.

The Main Study took place in the spring of 2018 and a sample of about 17,000 students in sixth grade from about 570 schools participated. A planned follow-up with students, parents, and school staff will occur in the spring of 2020. In preparation for the 2019-20 follow-up, the study will sample additional schools to ensure the study results are nationally representative.

What is involved for participants of MGLS:2017?

What is involved for students? Students will complete a math and reading assessment and complete one or more computerized games to assess executive function skills, or skills that help a person to organize and act on information. Students will also provide height and weight measurements and complete a student survey. The student session will take approximately 90 minutes and will be completed in schools on Chromebooks, tablet-like computers with touchscreen capability and an attached keyboard.

What is involved for school administrators? School administrators will be asked to complete the approximately 40-minute school administrator web-based survey about the school and the school environment.

What is involved for math teachers? Math teachers of students selected for the study will complete the math teacher survey about their background and classroom characteristics (approximately 20 minutes), as well as answer questions about the skills and abilities of specific students in the study (about 10 minutes per student).

What is involved for special education teachers? Special education teachers/providers for students selected to participate in the study with an Individualized Education Program (IEP) will be asked to complete the special education teacher survey about their background and special education services provided (about 10 minutes), as well as answer questions about the skills and abilities of specific students in the study (approximately 20 minutes per student).

What is involved for parents? Parents of each sampled student will complete the parent survey or a telephone interview. The questionnaire will take about 40 minutes to complete.

What is the purpose of the MGLS:2017:

MGLS:2017 will help researchers and policymakers learn about growth in math and reading as well as family and school factors that encourage success during the important, yet generally understudied, middle grade years.

How Will the Data be Used?

MGLS:2017 data will allow researchers, educators, and policymakers to examine student development and achievement through this important stage of students' education career. More generally, MGLS:2017 data will allow researchers to examine family and schooling factors related to students' achievement. The study will capture

changes in young people's lives and their connections with communities, schools, teachers, families, parents, and peers, including:

- Academic (especially in math and reading), social, and interpersonal growth;
- Transitions from elementary school and preparations for transitions into high school;
- School connectedness, belongingness, and engagement;
- Characteristics of schools serving students in the middle grades and their relationship to student outcomes; and
- School progress and outcomes of a diverse group of students.

Organizations Conducting and Collecting MGLS:2017 Data:

MGLS:2017 is conducted by the National Center for Education Statistics (NCES), the primary federal statistical agency for collecting and analyzing data related to education in the United States. NCES is located within the Institute of Education Sciences of the U.S. Department of Education. 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.

Confidentiality:

The Middle Grades Longitudinal Study of 2017-18 (MGLS:2017) is conducted by the National Center for Education Statistics (NCES). Under contract with NCES, RTI International, a U.S.-based nonprofit research organization, administers MGLS:2017 on behalf of NCES. 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 and 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). All of the information you 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).

All RTI project staff have signed confidentiality agreements and affidavits of nondisclosure and are prohibited by law from using the obtained information for any purposes other than this research study.

You may also review the procedures that govern NCES and RTI International to protect identifiable information.

Instrument Content:

A key goal of the study is to provide researchers and policymakers with the information they need to better understand the school and non-school influences associated with mathematics and reading success, socioemotional health, and positive life development during the middle-grade years and beyond.

Select an instrument to learn more about its content
< A graphic box will be displayed listing each instrument. Clicking on the box brings up the content page, which is found in appendix MS1-K to R.>

Endorsements

Why Should I Participate?

You are uniquely positioned to provide the much-needed information integral to the success of this comprehensive study of students as they enter and move through the middle grades. The study's success hinges on being able to provide crucial national information on these students' learning and contexts for development. Your participation will help ensure the study captures the diverse and unique experiences of students as they progress across the middle grade years.

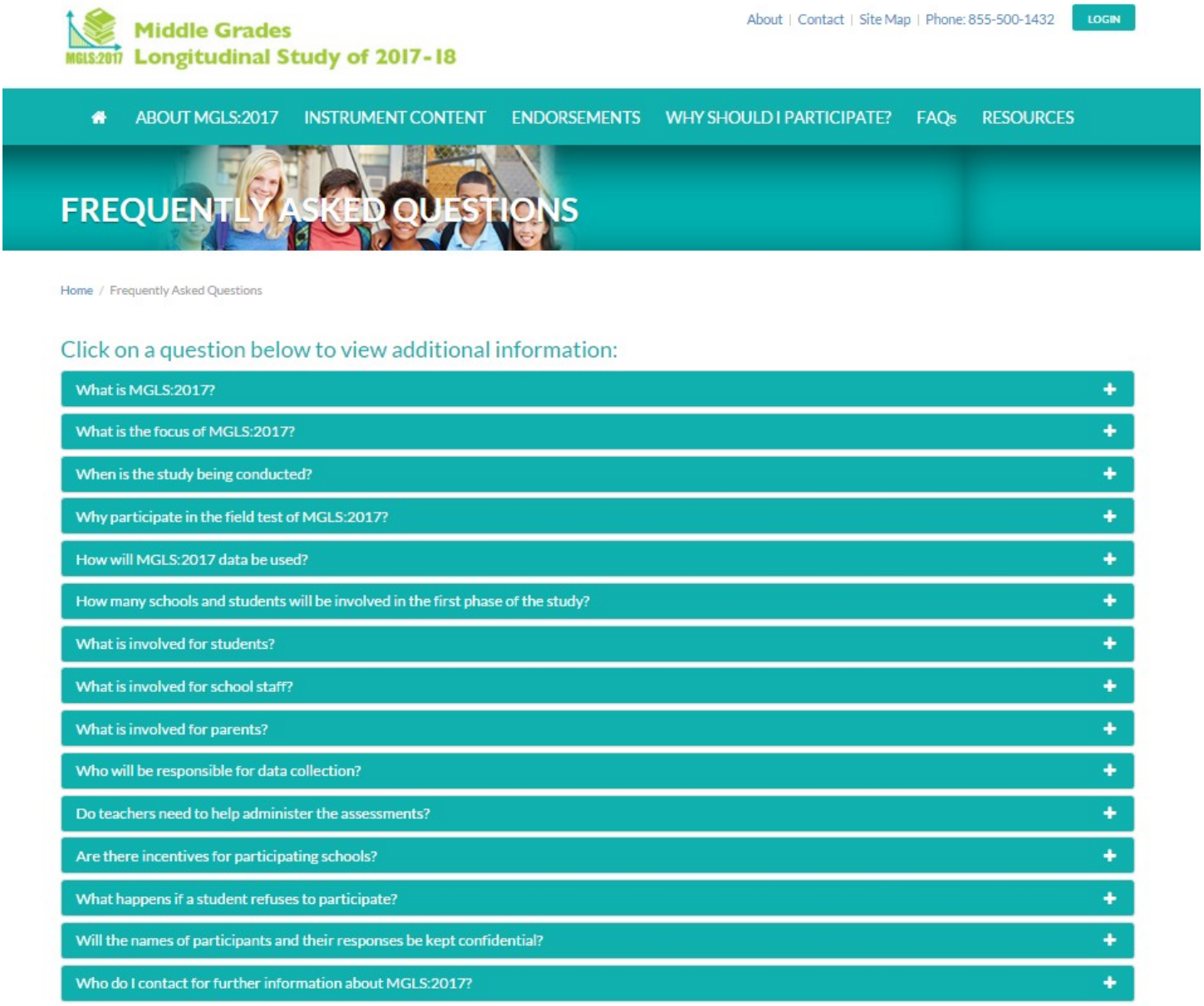
Schools provide essential information on contexts for learning.

Teachers (mathematics teachers and special education teachers/providers) have the opportunity to provide crucial information about instructional practices, planning, classroom characteristics, classroom climate, as well as individualized information about their students in the study in terms of social skills, classroom behaviors, and learning supports.

Parents contribute vital information on the home learning environment, students' school experiences, their own involvement in their child's learning, and characteristics about the household.

Students will have the opportunity to let us know about their school experiences, activities, and their educational aspirations. To contribute to the understanding of learning and development across the middle grade years, the study also collects invaluable information about students' reading, math, and executive function, which includes skills that help them organize and act on information.

Frequently Asked Questions

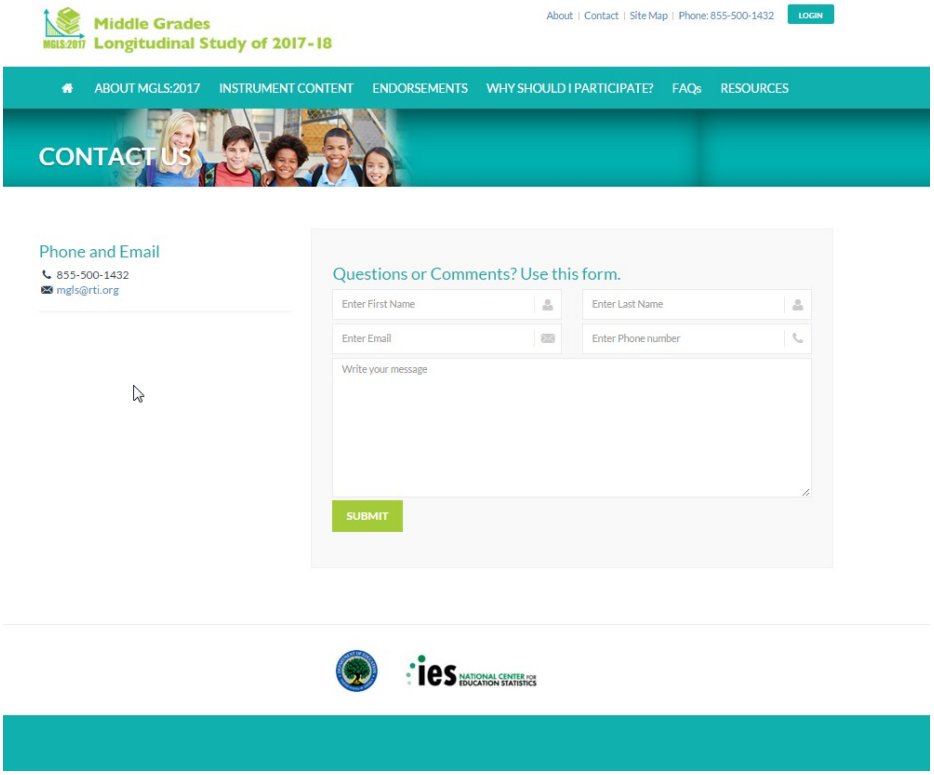


<**Frequently Asked Questions:** The FAQ text is provided in Appendix MS2B-K.>

Resources

<The resources page provides links to files in Appendices MS2B-I, MS2B-J (with upload instructions on the next page), and MS2B-Q.>

Contact



Main Study text

Questions or Comments? Use this form.

MGLS:2017- after login
Student Roster Upload (Augmentation Schools)

Welcome!

Your participation in the Middle Grades Longitudinal Study of 2017-18 is very important.

MGLS:2017 data will allow researchers, educators, and policymakers to examine family and educational factors related to students' achievement. Please complete the tasks in the list below with a green arrow next to them. **You will receive $50 for completing this activity and another $100 after all data collection activities for the school year are completed**.

Request for Initial Roster – Step 1

Thank you for providing your school's student roster. If you need assistance, please contact the Help Desk at 1-855-500-1432 or mgls@rti.org. Please complete the following steps:

1. Provide your contact information <name>, <e-mail address>, <telephone number>, <school name>
2. Download the Student Roster Template
    a. Save the Student Roster Template on your computer
3. Prepare the Student Roster Template
    a. List all students in Grade 8
    b. For each student, please enter the following information:
    Student information
        i. District/School Student ID number
        ii. Student's name (First, Middle, Last, Suffix)
        iii. Grade
        iv. Date of birth (MM/DD/YY)
        v. Sex (M/F)
        vi. Race/ethnicity
        vii. ELL Status
    c. Please use the corresponding "Upload" button to upload the completed Student Roster Template
4. Finalize Student Roster Template
    a. Once steps 1 through 4 above have been completed, please click the button below to finalize your school's Student Roster Template.

Student Sample and Request for Additional Information – Step 2

Stage 1 – Review your school's list of sampled students

Please review the sampled student list and, if any information is missing and/or in need of correction, proceed to "Stage 2" below, otherwise proceed to "Stage 3."

Stage 2 – Update student information

If any information associated with your sampled students was noticed to be incomplete (such as missing date of birth) and/or an error in "stage 1", please follow the steps below.

1. Download list of Sampled Students (Excel spreadsheet file)
    i. Save the template on your computer
2. Prepare Sampled Student File (downloaded in Step 1)
    i. For each sampled student, add any missing information (parent contacts, teacher information, etc.)
3. Upload the completed Sampled Student File
    i. Please use the corresponding "Upload" button to upload the completed template.
4. Finalize Sampled Student Template

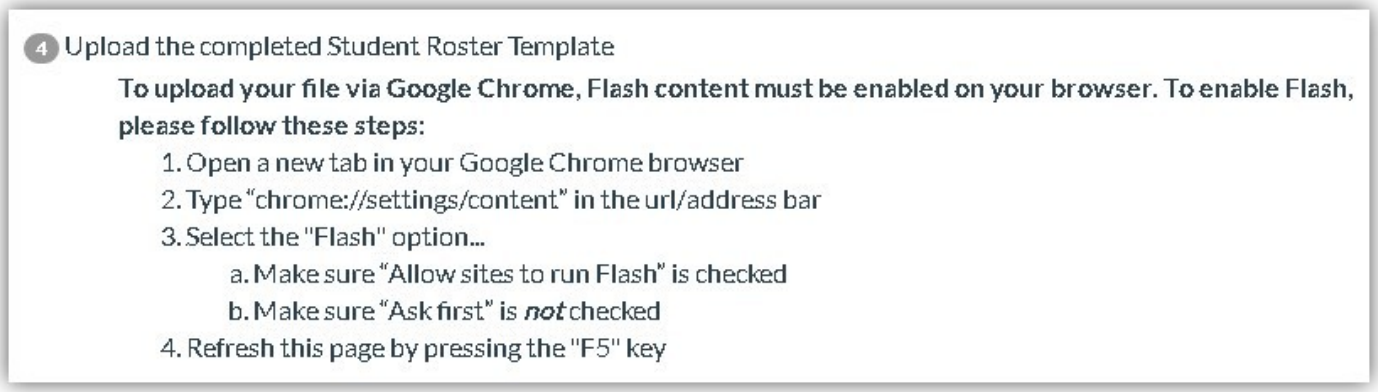
i. Once steps 1 through 3 above have been completed, please click the "Finalize" button below to finalize your school's Sampled Student Template.

Stage 3 – Provide additional information for sampled students

Below are instructions for providing the parent contact information and student math and special education teacher/provider information after the student sample has been selected if you are unable to provide this information for the entire student enrollment list. Please note, this action can only be completed after the student enrollment list has been uploaded and you have been notified that the student sample has been selected at your school.

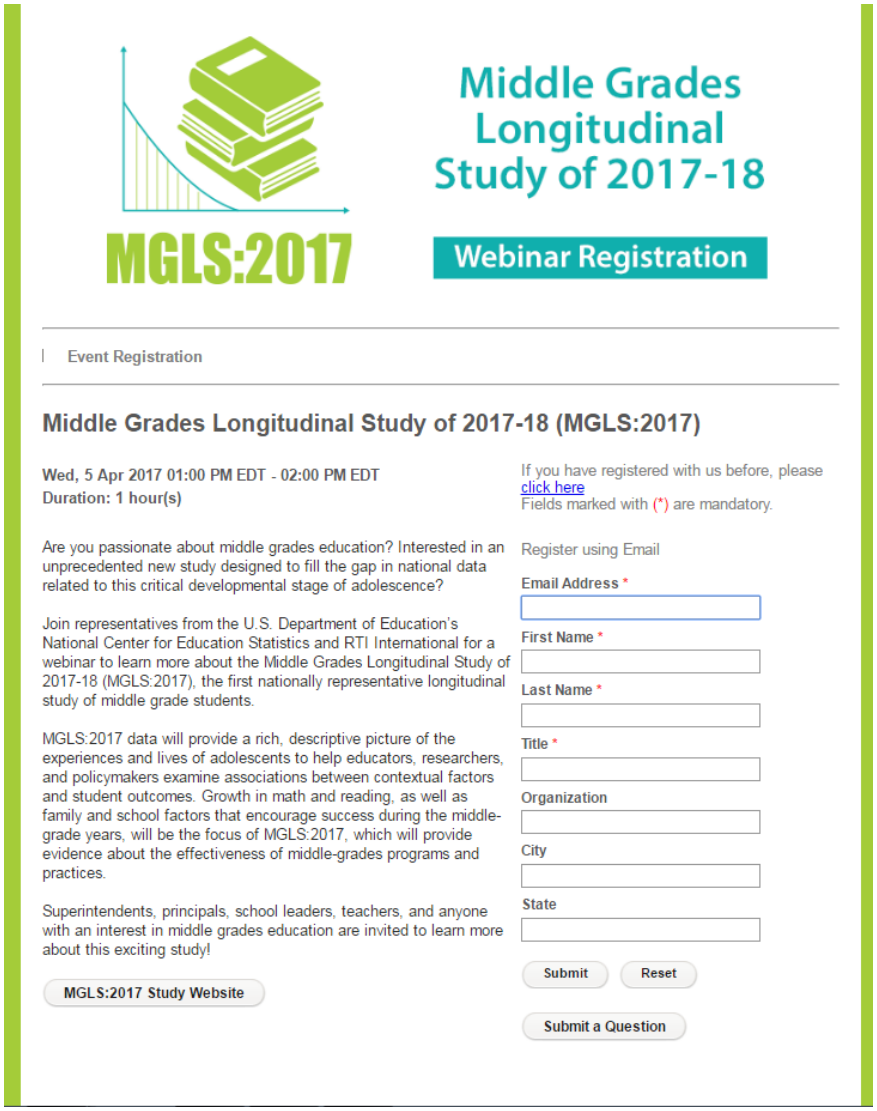
1) Click on the link "Additional Information" to download an Excel spreadsheet.
2) Save the Excel spreadsheet to your computer.
3) Student information will be pre-filled for all students selected to participate in MGLS:2017.
4) Prepare your document containing the requested information:
   A. Student enrollment status in 2017-18
      i. Student was enrolled in grade 6 at this school: Y/N
   B. For all students who were enrolled in grade 6 at this school, please provide the following:
      i. Parent contact information
         a. Parent's name (first and last name)
         b. Parent's mailing address (street, city, state, zip)
         c. Parent's email address
         d. Parent's home phone number
         e. Parent's cell phone number
      ii. Math/Special Education Teacher/Provider Information (associated with each student)
         a. Student's math teacher (first and last name)
         b. Student's math teacher's email address
         c. Student's math course name
         d. Student's math course period/section
         e. Student's special education teacher/provider (first and last name, if applicable)
         f. Student's special education teacher's/provider's email address (if applicable)
5) When you have added all of the requested enrollment status, parent, and teacher information to the Excel spreadsheet, go to the file menu in Excel and click save.
6) Go back to the MGLS:2017 website and click the corresponding BROWSE button.
7) Find the location where you saved the Excel spreadsheet containing the student information and click open. This will automatically start the upload process.
8) When a completed file has been uploaded, click the FINALIZE button at the bottom of the webpage.
9) Call 855-500-1432 if you need assistance.

Conditional screen for users attempting to upload using the Chrome browser:



Appendix MS2-B2. MGLS:2017 Webinar Materials (formerly Appendix MS1-J2)

Email and Registration text



MGLS:2017

Middle Grades Longitudinal Study of 2017-18

Webinar Registration

Event Registration

Middle Grades Longitudinal Study of 2017-18 (MGLS:2017)

Wed, 5 Apr 2017 01:00 PM EDT - 02:00 PM EDT
Duration: 1 hour(s)

Are you passionate about middle grades education? Interested in an unprecedented new study designed to fill the gap in national data related to this critical developmental stage of adolescence?

Join representatives from the U.S. Department of Education's National Center for Education Statistics and RTI International for a webinar to learn more about the Middle Grades Longitudinal Study of 2017-18 (MGLS:2017), the first nationally representative longitudinal study of middle grade students.

MGLS:2017 data will provide a rich, descriptive picture of the experiences and lives of adolescents to help educators, researchers, and policymakers examine associations between contextual factors and student outcomes. Growth in math and reading, as well as family and school factors that encourage success during the middle-grade years, will be the focus of MGLS:2017, which will provide evidence about the effectiveness of middle-grades programs and practices.

Superintendents, principals, school leaders, teachers, and anyone with an interest in middle grades education are invited to learn more about this exciting study!

MGLS:2017 Study Website

If you have registered with us before, please click here
Fields marked with (*) are mandatory.

Register using Email

Email Address *

First Name *

Last Name *

Title *

Organization

City

State

Submit Reset

Submit a Question

An Overview of the Middle Grades Longitudinal Study of 2017-18 (MGLS:2017)

Getting from *Maybe…* to *Yes!* with our nation's schools

The MGLS:2017 Team

- National Center for Education Statistics

Chris Chapman (presenter)
Associate Commissioner
Sample Surveys

Gail Mulligan
Branch Chief
Longitudinal Surveys

Carolyn Fidelman
MGLS:2017
Project Officer

- RTI International (Data collection contractor)

Dan Pratt
RTI Project Director

Debbie Herget (presenter)
RTI Assoc. Project Director

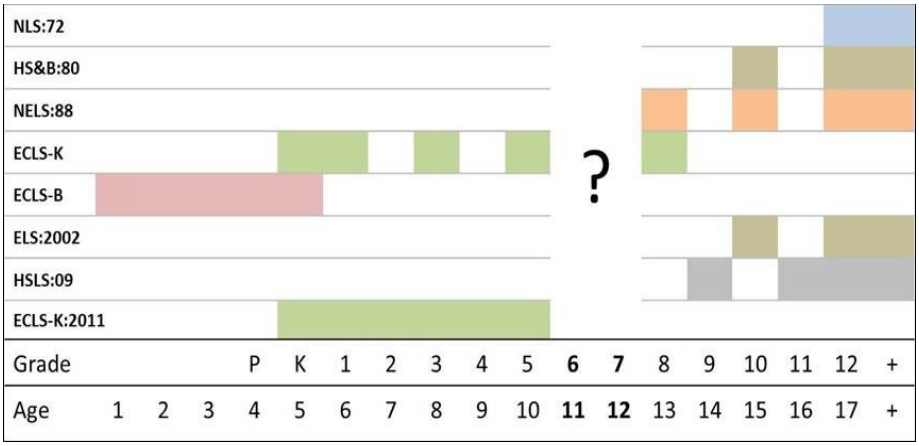
Kimrey Millar
Recruitment Lead

MGLS:2017 2

What is MGLS:2017?

- A longitudinal study of sixth-graders being conducted by the National Center for Education Statistics (Institute of Education Sciences/U.S. Department of Education)
- First study to follow a nationally representative sample of sixth-grade students as they enter and move through the middle grades
- Measurement of student growth in mathematics and reading and aspects of their instruction in these subjects
- Data to allow researchers to examine associations between executive function, contextual factors, and student outcomes

History and the Gap in Data



Key Study Features

- Nationally representative sample of sixth-grade students in the 2017-18 school year
- Public and private schools and their students
- Schools with different grade configurations
- Longitudinal study will follow students twice over 3 years regardless of whether they are promoted to the next grade or change schools

Challenges

For the study:

- Getting and keeping our randomly selected sample of schools and students in the study to meet goals related to data quality.

For schools and districts:

- Protecting the time of your students and staff by carefully considering your decision to participate in voluntary research.

What do schools get for participating?

- Choice of monetary or cash equivalent token of appreciation
- Aggregate school-level results comparing the school to other similar schools and to the national averages*
- Information about how to access data tools and reports

* dependent upon sample size and student participation

Products and Reports

- National reports
  - Descriptive reports of the characteristics of the cohort of students, their families, their teachers, and their schools
  - Analytic reports on various policy-relevant topics
- Data files developed for statistical analysis
  - Used for policy briefs, academic journal articles, dissertations, and master's theses
  - Restricted-use data and public-use data from grade 6 data collection available in late 2019
  - Online data tools and training

Schedule

- Cohort of ~15,000 students in grade 6 in winter/spring 2018
- School district and school recruitment for main study to begin in mid- to late April
- Follow-up in winter/spring 2020
- Will add another ~200 schools to the follow-up round

Multiple Instruments and Respondents

- Student assessments and questionnaire
- Parent questionnaire
- Two-part math teacher & special education teacher questionnaires
  - Classroom and background information
  - Teacher/student reports
- School administrator questionnaire
- Facilities checklist
- School records/transcripts (in future)

Multiple Instruments and Respondents

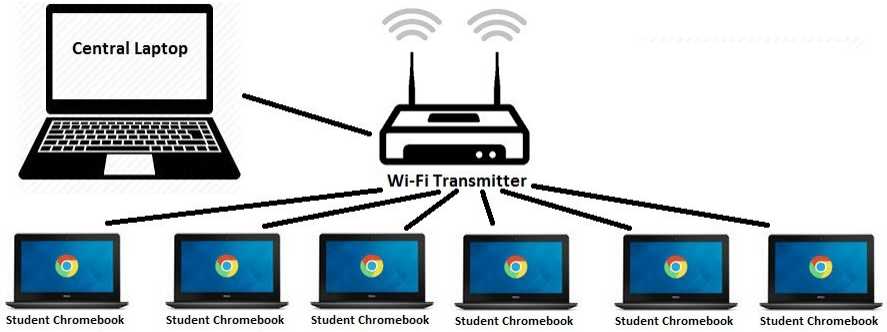
Student	Math Teacher & Special Education Teacher	School Administrator

• Math and reading assessments
• Executive function "brain games"
• Survey
• Height/weight measurements
	• Two part questionnaire:
	  • Classroom and professional preparation
	  • Teacher/student reports
		• Characteristics of the school, school programs, and school policies
		• Characteristics of the school administrator

Parent	**Facilities Checklist**	**School records/ transcripts (future)**
• Family characteristics • Activities students engage in out of school	• Physical aspects of the building • Presence of facilities like gyms/computer labs	• Courses taken • GPA

Student Data Collection

Student Data Collection



MGLS:2017 will be used to study…

- Students' academic (especially in math and reading), social, and interpersonal growth;
- Transitions from elementary school and preparations for transitions into high school;
- School connectedness, belongingness, and engagement;
- Characteristics of schools serving students in the middle grades and their relationship to student outcomes;
- Impact of school configuration; and
- School progress and outcomes of students with disabilities.

NCES Data Resources

- Electronic Codebooks (ECB) and
- Public-use or restricted-use data files
  - Example from the Early Childhood Longitudinal Study, Kindergarten Class of 2010-11 (ECLS-K:2011) http://nces.ed.gov/pubsearch/pubsinfo.asp?pubid=2013060
- Distance Learning Dataset Training at http://nces.ed.gov/training/datauser/

How can you help?

- If we contact your school district or school to participate, please say:

YES!

More information? Questions?

mgls@rti.org

855-500-1432

http://surveys.nces.ed.gov/mgls/

MGLS Letterhead

Direct Mathematics Assessment

Approximate length Goal for Main Study	30 minutes (part of 90 minute student assessment and survey)
Mode of administration	Computerized administration using Chromebooks, tablet-like computers with touchscreen capability and an attached keyboard, that will be brought in to the school by the study
Key constructs (bullets represent learning progression)	**Number System** • finding common factors and multiples • comparing fractions • applying basic operations with fractions and integers to word problems • using basic operations • representing and understanding rational numbers in multiple forms • understanding the relative size of irrational numbers **Proportional Relationships** • extending students' understanding of the number system • multiplying and dividing fractions and multiplicative thinking • understanding basic concepts of ratio, rate and proportional relationships • using rational numbers to solve problems and understand slope and functions **Expressions and Equations** • understanding the use of expressions beginning with letter representations of a single number • applying knowledge of rational numbers and operations to solve equations • constructing equations and inequalities to solve real-world problems • recognizing different types of notation (such as square root) • reasoning with equalities and inequalities • solving and representing linear equations and inequalities **Functions** • understanding the definition of a function • comparing functions represented in different ways • distinguishing between linear and nonlinear functions • comparing and creating representations of different functions • understanding of functions to context

Appendix MS2-C2. Summary of Reading Assessment (formerly Appendix MS1-K)

Direct Reading Assessment

Approximate length Goal for Main Study	25 minutes (part of 90 minute student assessment and survey)
Mode of administration	Two-stage, computerized assessment using Chromebooks, tablet-like computers with touchscreen capability and an attached keyboard, that will be brought in to the school by the study
Key constructs	**Word Recognition & Decoding** Students read words (e.g., elect), pronounceable nonwords (e.g., clort) and pseudohomophones (e.g., brane) and decide whether the stimulus is a word, not a real word, or sounds exactly like a real word. **Vocabulary** A single target word is presented and the student decides which of provided three words goes with the target word. Correct answers are either synonyms (e.g., data - information) or meaning associates (e.g., thermal - heat). **Morphological Awareness** The student completes a sentence by choosing from three words derived from the same root word (e.g., She is good at many sports, but her _____ is basketball: specialty, specialize, specialist). The target words vary in difficulty based on the frequency of the derived forms (i.e., lower frequency derivations are more difficult). **Sentence Processing** The student completes sentences of increasing length and syntactic complexity by choosing from three choices (e.g., Shouting in a voice louder than her friend Cindy's, Tonya asked Joe to unlock the door, but _____ didn't respond: he, she, they). In this task, frequent words used in everyday language are used in the sentences to decrease the influence of vocabulary knowledge in this task. Consequently, the focus is on understanding of sentence syntax and meaning (rather than word meaning). **Efficiency of Basic Reading Comprehension (MAZE task)** Students read short passages containing sentences that are completed using a forced-choice cloze task (e.g., Agriculture meant that people stayed in one place to grow their baskets / crops / rings.). These passages are between 250-300 words in length and have Flesch-Kinkaid Grade Level estimates of grades 6 and 7. Students in this block will read approximately 3 paragraphs in this way. This task is timed such that students are given 3 minutes to complete a passage and its corresponding items, making it a measure of efficiency as well as basic comprehension. **Reading Comprehension** Students answer questions about the passage they read while doing the MAZE task. The passage presented in the MAZE task will be presented again with the correct completions for the items presented in the MAZE task. The passage will appear on the same screen as the questions. Easier questions will be selected for this skill-based block.

Appendix MS2-C3. Summary of Executive Function Assessments (formerly Appendix MS1-M)

	Direct Executive Function Assessment
Approximate length Goal for Main Study	5 minutes, 1 measure (part of 90 minute student assessment and survey)
Mode of administration	Computerized administration using Chromebooks, tablet-like computers with touchscreen capability and an attached keyboard, that will be brought in to the school by the study
Key constructs	**Cognitive flexibility (Hearts and Flowers task)** Shifting involves flexibility in thinking and moving between rules, tasks, or mental states. With shifting, each mental set may involve several task rules. Several regions of the brain (cortex and the prefrontal cortex) show increased activation when participants respond to measures of shifting. The Hearts and Flowers task (Dots task) includes a congruent condition, an incongruent condition, and a mixed condition. The task calls on working memory and inhibitory control as students remember the rule and decide whether to inhibit a prepotent response. The mixed condition measures shifting (or cognitive flexibility) as the task shifts between the congruent and incongruent condition. **Inhibitory control (Hearts and Flowers task)** Involves the ability to stop ongoing thoughts or actions, particularly prepotent responses. Development of inhibitory control occurs rapidly in early childhood and advances more slowly during adolescence. The Hearts and Flowers task provides information on inhibitory control (in addition to cognitive flexibility or shifting) in the incongruent condition.

Appendix MS2-C4. Summary of Student Survey (formerly Appendix MS1-N)

Student Survey

Approximate length Goal for Main Study	20 minutes (part of 90 minute student assessment and survey)
Mode of administration	Computerized administration using Chromebooks, tablet-like computers with touchscreen capability and an attached keyboard, that will be brought in to the school by the study
Key constructs	Demographics School experiences • Conversations with teachers about math courses, jobs or careers, and going to college • Student perspective of teacher support • Perceptions of school climate (e.g., safety and rule fairness) • Academic culture (e.g., high standards and expectations) • Problems at school (e.g., student misconduct and bullying) Activities • Time use-structured activities: student employment; participating in activities (sports, clubs, etc.) • Time use-unstructured or unsupervised activities (e.g., watching television, doing homework, or being with friends) • Technology activities Health • Physical well-being Peers • Perception of peer social support • Peer victimization • Perception of peer values (importance of education, engagement in risky behaviors, peer pressure) • Belongingness (a sense of belonging in school) • Risk-taking (students' sensation seeking behaviors) "Tell us about Yourself" • Academic engagement (e.g., persistence) • Identity formation (interests of students ("sparks"); ethnic identity; perceived social status) • Socioemotional well-being Home Life • Conversations with parents about math courses, jobs or careers, and going to college • Parental support to help child achieve • Parent-child relationships (autonomy-granting, disclosure) • Community perspectives Future • Aspirations and expectations (educational, career/life goals)

Appendix MS2-C5. Summary of Parent Survey (formerly Appendix MS1-O)

	Parent Survey
Approximate length Goal for Main Study	40 minutes
Mode of administration	Web-based administration accessible by individualized link, with a telephone-based interview option available.
Key constructs	Introduction • Student demographics Family Roster • Family demographics • Household composition Family and Parent Background • Language (student uses most, family primary language) • Parent education Home Life • Parent-child relationship—monitoring/disclosure • Risk-taking and risky behaviors (i.e. students' sensation seeking behaviors and parents' report of students' deviant behaviors) • Community perspectives (poverty, crime, victimization) Child's School Experiences • Parent contact/communication with school • Disciplinary actions taken by school • Grade progression (retention, early promotion) • ESL participation • Student free- and reduced-price lunch eligibility Child Health and Well-Being • Health and physical well-being • IEP and Disability Details Employment and Income • Parent occupation • Family income • Family assets Mobility • Mobility (number of school changes) Parent Involvement • Conversation about math courses • Conversation about going to college • Conversation about jobs or careers • Academic expectations

Appendix MS2-C6. Summary of Mathematics Teacher Survey (formerly Appendix MS1-P)

Mathematics Teacher Survey

Approximate length Goal for Main Study: 20 minutes for teacher background and classroom characteristics; 10 minutes per student report

Mode of administration: Web-based administration accessible by individualized link.

Key constructs:

Teacher background and classroom characteristics

Student and Classroom Characteristics
- Class size (number of students)
- Course type
- Heterogeneity in math ability
- Classroom climate (e.g., misbehavior)

Classroom Mathematics Instruction
- Curriculum used
- Opportunities to learn (length of course)
- Content covered in course (Common Core & practice standards)
- Instructional practice/pedagogy
- Availability and use of classroom resources

Views on Teaching and School Environment
- Instruction in self-contained classrooms or departmentalized
- Factors for determining math course (take a test, prerequisite)
- Teacher efficacy
- Instructional leadership
- Academic culture (high standards and expectations)
- Teaching climate

Teacher Background
- Education and degree (courses in math and math education)
- Years of experience
- Certification
- Demographic information

Teacher provided information on individual students

Mathematical Thinking
- Math class performance

Social Skills
- Approaches to learning
- Externalizing behaviors
- Social skills and positive behavior

Classroom Behaviors
- Academic engagement (behavioral and cognitive)
- Attendance

Student and Classroom Information
- Math support services (tutoring, pull-out, instruction frequency)

Appendix MS2-C7. Summary of Special Education Teacher Survey (formerly Appendix MS1-Q)

Special Education Teacher/Provider Survey

Approximate length Goal for Main Study	10 minutes for background; 25 minutes per student report
Mode of administration	Web-based administration accessible by individualized link.
Key constructs	Teacher background Teacher Assignment or Position • Teaching Assignment or Position • Instruction and instructional environment Teacher Background and Education • Demographic information • Experiences and Training Teacher Experience • Years of experience Teacher provided information on specific students Student Grade and IEP Status • Student Grade and IEP status Student's Disability and Services • Primary disability • Special education and related services Student's Instruction and Instructional Environment • Instruction and instructional environment Communication About Student • Communication with general education teacher Student Goals, Performance, and Expectations • IEP goals and evaluation • Teacher's expectations for student • Academic & life skills

Appendix MS2-C8. Summary of School Administrator Survey (formerly Appendix MS1-R)

School Administrator Survey

Approximate length Goal for Main Study	40 minutes
Mode of administration	Web-based administration accessible by individualized link.
Key constructs	School Characteristics • School characteristics (e.g., average daily attendance, tuition) • Student population (e.g., percent IEP, percent ELL/LEP) • Providing additional support for struggling students (tutoring, extra assistance, pull-out, homework assistance) Services and Supports for Students with Disabilities • IEP/Disability-School services and programs School Programs and Practices • Courses offered • Subject-specific academic tracking practices (order/progression of courses) • School extended learning opportunities: additional instruction time, Gifted and Talented, International Baccalaureate • Assisting students with transitions from elementary to middle grades; from middle grades to high school • Health services (e.g., sex education classes) School Environment • Problems at school: absenteeism, student mobility, student misconduct, bullying • School-level security (police officer on site, security officer on site, teachers supervise hallways during transition) • Community perspectives (poverty, crime, victimization) School's Teachers • School's teachers: number, preparation School Administrator Background • Demographic information • Years of experience

Appendix MS2A-A.MGLS:2017 District Notification Letter

[DATE]

[DistSuptName]
[DistrictName]
[Address]
[CitySTZip]

Dear Superintendent,

During the 2017-2018 school year, one or more schools in your district graciously participated in the Middle Grades Longitudinal Study of 2017-18 (MGLS:2017). I am writing to thank you for the district's continued support and to inform you that we have made a change in our plans for the first follow-up data collection activities. **We will still contact schools this year to learn where study students are located but will not be conducting any sessions in your district in the 2018-19 school year**. We will conduct the first and only planned follow-up for this study in the spring of 2020.

MGLS:2017 is conducted by the National Center for Education Statistics (NCES) of the U.S. Department of Education and is being administered by RTI International. For additional study details please visit the MGLS:2017 study website: https://surveys.nces.ed.gov/mgls. Should you have any questions, please call the MGLS:2017 toll-free information number, 855-800-1432, or send an e-mail to mgls@rti.org.

Your continued support in this endeavor is important to advance the quality of education for our country's middle grade students. We look forward to working with your school(s) in the 2019-20 school year to make MGLS:2017 a success!

Sincerely,

[NCES Official's Name and Title]

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.

Appendix MS2A-B1. MGLS:2017 School Administrator Notification Letter

<date>

<Principal name>
<school name>
<address>
<city> <state> <zip>

Dear <Principal Name>:

During the 2017-2018 school year, your school graciously participated in the Middle Grades Longitudinal Study of 2017-18 (MGLS:2017). I am writing to thank you for your school's continued support and to inform you that we have made a change in our plans for the first follow-up data collection activities. **We will still contact you this year to learn where study students are located but will not be conducting any sessions in your school in the 2018-19 school year.** We will conduct the first and only planned follow-up for this study in the spring of 2020.

MGLS:2017 is conducted by the National Center for Education Statistics (NCES) of the U.S. Department of Education and is being administered by RTI International. For additional study details please visit the MGLS:2017 study website: https://surveys.nces.ed.gov/mgls. Should you have any questions, please call the MGLS:2017 toll-free information number, 855-800-1432, or send an e-mail to mgls@rti.org.

Your continued support in this endeavor is important to advance the quality of education for our country's middle grade students. We look forward to working with your school in the 2019-20 school year to make MGLS:2017 a success!

Sincerely,

[NCES Official's Name and Title]

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.

Appendix MS2A-B2. MGLS:2017 Base Year School Letter

<date>

<School Coordinator name>
<school name>
<address>
<city> <state> <zip>

Go to https://surveys.nces.ed.gov/mgls/

Select "Student Enrollment Form"

Enter your Study ID: <ID fill>

Enter your Password: <psswrd fill>

Dear <School Coordinator Name>:

We are looking forward to working with you and your school this school year on the follow-up to the Middle Grades Longitudinal Study of 2017-18 (MGLS:2017). As the designated School Coordinator for MGLS:2017, you play a critical and invaluable role in assisting us with study preparations. We really appreciate your assistance, particularly given the many demands on your time.

As you may recall, MGLS:2017 is a comprehensive longitudinal study that follows a cohort of students as they progress through the middle grade years, making the transition from elementary school and preparing for the transition into high school. The goals of the study are to assess students' mathematics and reading skills, their other (noncognitive) skills important to learning, their socioemotional well-being, and to collect data on family and school factors that may encourage success during these important years of education. MGLS:2017 is conducted by the National Center for Education Statistics (NCES) at the U.S. Department of Education and is being administered by RTI International on behalf of NCES. A copy of the MGLS:2017 Frequently Asked Questions (FAQs) with study details is enclosed.

We are requesting your assistance to verify the enrollment status of the students at your school who participated in MGLS:2017 last year. This may also include MGLS:2017 students that have recently transferred to your school. While no actual data collection will occur in spring 2019, it is imperative that we maintain current enrollment records. We would appreciate your help in completing this task via our study website within three weeks of receipt of this letter. Instructions for completing this task are included with this letter. **You will receive $50 for completing this activity**.

In the upper right-hand corner of this letter, you will find a web address and a unique Study ID and password. We ask that you go to that web address and log in with the study ID and password provided in this letter. For data security purposes, you will be prompted to change your password to something only you know. Next you will click on "Student Enrollment Update" where you will find a list of all the students who were selected to participate in MGLS:2017 in spring 2018. We would appreciate your review of these students' enrollment status at <SCHOOL NAME>. If the student is no longer enrolled at your school, you will be asked to provide:

- Last Date of attendance
- Reason for leaving (transferred to a new school, left to be home schooled, moved on to the next school or don't know.)
- New school information: Name, city, and state of new school (if known)
- Last known address for student (address, city, state, zip, phone, and email)

We ask that you provide as much information as you have for these students. We are very grateful for your time and your assistance, which are critical to the success of the study. If you have any questions, please call the MGLS:2017 help desk at 855-500-1432 or by email at mgls@rti.org. Thank you for your continued support of MGLS:2017!

Sincerely,

Dan Pratt
Project Director

Enclosures:
Enrollment Status Instructions
Frequently Asked Questions (FAQs) sheet

Appendix MS2A-C.MGLS:2017 Enrollment Update Instructions

Instructions for Student Enrollment Verification

Below are instructions for verifying the current enrollment status for those students who were selected to participate in MGLS:2017 in spring 2018.

1. Go to the MGLS:2017 website at https://surveys.nces.ed.gov/mgls/
2. You will be prompted to enter your study ID and password that were provided to you in the upper right hand corner of the School Coordinator letter, which accompanied this instructions page. If this is the first time you have logged onto the website, you will be prompted to change your password to something only you know for data security purposes. If you do not have a study ID and password, please call 1-855-500-1432.
    - For added security, there is an additional 2-factor authentication step. After entering your Study ID and Password, a 6-digit code will be sent via email to the designated list provider we have on file. The 6-digit code is time sensitive and must be entered within 15 minutes into the verification code prompt box.
3. You will then click on the link for the "Student Enrollment Update" where you will find a list of all the students who were selected to participate in MGLS:2017 in spring 2018.
4. Please review the current enrollment status for each student listed. For each student who is currently enrolled at your school, you will be asked to confirm or provide the following information:
    - Current grade
    - Student/Parent Contact information including street address, city, state, zip, phone, and email
5. For each student who is no longer enrolled at your school, you will be asked to provide the following additional information:
    - Last date of attendance
    - Reason for leaving (transferred to a new school, left to be home schooled, graduated and moved on to the next school (e.g. middle school or high school), or don't know)
    - For transfer students: Name, city, and state of new school (if known)
    - Last known address for student/parent (address, city, state, zip, phone, and email)

    You will receive $50 for completing this activity. If you need assistance with the website, please call 1-855-400-1432 or send an e-mail to mgls@rti.org.

ENROLLMENT UPDATE FORM

			If enrolled:	If no longer enrolled:					For all students														
					Reason for leaving school attended in spring 2018	If transferred (Option A, B, C selected on previous question):																	
Student Name	Study ID	Still Enrolled?	Current Grade	Last Date of Attendance	A. Transferred to school inside district B. Transferred to school outside district C. Graduated and moved on to next grade level school in district D. Home schooled E Other (please specify) F. Don't know	Current School Name	Current School City	Current School State	Don't know	Student's Current/ Last Known Address	City	State	Zip	Student's Home Phone	Student's Cell Phone	Mother's Name	Mother's Address (if different from student)	Mother's Home Phone	Mother's Cell Phone	Mother's Email	Father's Name	Father's Address (If different from student)	Father's Home Phone	Father's Cell Phone	Father's Email

Appendix MS2A-E. MGLS:2017 Reminder Email for Enrollment Update

[Sample Maintenance Enrollment Update Email, Group 1: Schools that have not changed their password or initiated the process yet]

Dear <SCHOOL COORDINATOR>:

Select students from <SCHOOL NAME> participated in the Middle Grades Longitudinal Study of 2017-18 (MGLS:2017) conducted by the National Center for Education Statistics, U.S. Department of Education (NCES) in spring of 2018. We recently sent you a letter asking you to verify the current enrollment status of these students. We know you are very busy and appreciate your time. If you have already completed this information, we thank you. If you have not provided this information yet, please do so at your earliest convenience

One of the most powerful aspects of MGLS:2017 is that it is longitudinal. Our ability to assess the progress of participating students over time will help educators better understand what drives students to academic and personal success.

Please visit the web address below and use the study ID and password provided to access your students' enrollment list. If this is the first time you are logging into the website, you will be asked to change your password to something only you know for data security purposes.

You will receive $50 for completing this activity. We appreciate your continued support of MGLS:2017. If you have any questions, please call the MGLS:2017 help desk at 855-500-1432.

Go to https://surveys.nces.ed.gov/mgls/
Enter your Study ID: <ID fill>
Enter your Password: <psswrd fill>
Select "Student Enrollment Update"

Thank you in advance for your help with this important effort!

Dan Pratt
Project Director, Middle Grades Longitudinal Study of 2017-18

[Sample Maintenance Enrollment Update Email, Group 2: Schools that have started to update the form, have changed their password, but have not "submitted" their updated form yet]

Dear <NAME>:

Select students from <SCHOOL NAME> participated in the Middle Grades Longitudinal Study of 2017-18 (MGLS:2017) conducted by the National Center for Education Statistics, U.S. Department of Education (NCES) in the spring of 2018. Our records show that you have begun but not completed the student enrollment update form for the participating students. This is a request to please complete this online form at your earliest convenience. We know you are very busy and we appreciate your help with this important effort.

One of the most powerful aspects of MGLS:2017 is that it is longitudinal. Our ability to assess the progress of participating students over time will help educators better understand what drives students to academic and personal success.

To complete the student enrollment update form, go to https://surveys.nces.ed.gov/mgls/. Your Study ID is <ID fill>. Please use the password you created to log in and then click on *"Student Enrollment Update Form."* to resume the update. If you need your password reset, call the MGLS:2017 help desk at 855-500-1432.

You will receive $50 for completing this activity. We greatly appreciate your continued support of this important research!

We look forward to hearing from you.

Dan Pratt
Project Director, Middle Grades Longitudinal Study of 2017-18

Appendix MS2A-F. MGLS:2017 District Letter: Newly Identified Schools in Study District

«dist_contact_name»
«dist_entity_name»
«dist_address»
«dist_citystzip»

Dear «dist_contact_name»:

Last school year, one or more schools in your district participated in the Middle Grades Longitudinal Study of 2017-18 (MGLS:2017). MGLS:2017 focuses on students' mathematics, reading, and executive function skills and follows a cohort of sixth-graders as they progress through the middle grade years, making the transition from elementary school and preparing for the transition into high school. The goal of the study is to examine the factors that encourage success during these important, yet generally understudied, years of education.

In preparation for the next round of the MGLS:2017, we recently learned that «stuCnt» student(s) who were attending participating schools in your district during the 2017-18 school year are now attending other schools in your district. I am writing to request the opportunity to contact these other schools for this upcoming data collection of the MGLS:2017 first follow-up. As a longitudinal study, the success of MGLS:2017 lies with the continued participation of all students initially selected for the study.

There will be no direct data collection during the 2018-19 school year. At this point, we simply need to confirm student enrollment. If MGLS:2017 students remain enrolled in your schools for the 2019-20 school year, we will contact the schools again next fall so that we can continue to work with these students at their new school.

Enclosed you will find a brochure describing the study and a copy of the MGLS:2017 Frequently Asked Questions (FAQs). For additional details please visit the MGLS:2017 study website: https://surveys.nces.ed.gov/mgls. In the next few days, a representative from RTI International will call you to answer any questions you may have. Your participation is important to advance the quality of education for our country's middle-grade students.

We look forward to working with your schools to make MGLS:2017 a success. Should you have any questions, please call the MGLS:2017 toll-free information number, 1-855-500-1432, or send an e-mail to or mgls@rti.org. Thank you for your support.

Sincerely,

<name>

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.

Enclosures
MGLS:2017 brochure
Frequently Asked Questions (FAQs) sheet

Appendix MS2A-G. MGLS:2017 District Letter: Newly Identified Schools in Non-Study District

Title><fname><lname> <date>
<districtname>
<address>
<city>, <state> <zip>

Dear <SUPERINTENDENT NAME>,

We are writing to request your district's participation in an important national study: the Middle Grades Longitudinal Study of 2017-18 (MGLS:2017) First Follow-up. This unprecedented study focuses on students' mathematics, reading, and executive function skills and follows a cohort of sixth-graders as they progress through the middle grade years, making the transition from elementary school and preparing for the transition into high school. The goal of the study is to examine the factors that encourage success during these important, yet generally understudied, years of education.

During the 2017-2018 school year, approximately 570 middle-grade schools participated in MGLS:2017. We recently learned that <#> students that were attending participating schools during the 2017-18 school year have since transferred to schools in your district. We would like to request your permission to contact schools in which sampled students have enrolled so that we can continue to work with these students at their new school. As a longitudinal study, the success of MGLS:2017 lies with the continued participation of all students initially selected in the study.

There will be no direct data collection during the 2018-2019 school year. At this point, we simply need to confirm student enrollment. If MGLS:2017 students remain enrolled in your schools for the 2019-2020 school year, we will contact the schools again next fall so that we can continue to work with these students at their new school.

Enclosed you will find a brochure describing the study and a copy of the MGLS:2017 Frequently Asked Questions (FAQs). For additional details please visit the MGLS:2017 study website: https://surveys.nces.ed.gov/mgls. In the next few days, a representative from RTI International will call you to answer any questions you may have. Your participation is important to advance the quality of education for our country's middle-grade students.

We look forward to working with your schools to make MGLS:2017 a success. Should you have any questions, please call the MGLS:20717 toll-free information number, 1-855-500-1432, or send an e-mail to or mgls@rti.org. Thank you for your support.

Sincerely,

<name>

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.

Enclosures
MGLS:2017 brochure
Frequently Asked Questions (FAQs) sheet

Appendix MS2A-H.MGLS:2017 School Letter: Newly Identified Schools

Title><fname><lname> <date>
<schoolname>
<address>
<city>, <state> <zip>

Dear Principal,

During the 2017-2018 school year, approximately 570 middle-grade schools participated in the Middle Grade Longitudinal Study of 2017 (MGLS:2017). This unprecedented study focuses on students' mathematics, reading, and executive function skills and follows a cohort of sixth-graders as they progress through the middle grade years, making the transition from elementary school and preparing for the transition into high school. The goal of the study is to examine the factors that encourage success during these important, yet generally understudied, years of education.

In preparation for the next round of MGLS:2017, we recently learned that «stuCnt» students who were attending participating schools during the 2017-18 school year are now in your school. We are contacting you to confirm the students' enrollment in your school. There will be no direct data collection during the 2018-2019 school year.

If MGLS:2017 students remain enrolled in your school for the 2019-2020 school year, we will contact you again next fall so that we can continue to work with these students at your school. By continuing to include students that have moved to different schools, we can learn about the impact mobility and transitions have on student growth and outcomes. As a longitudinal study, the success of MGLS:2017 lies with the continued participation of all students initially selected for the study.

Enclosed you will find a brochure describing the study and a copy of the MGLS:2017 Frequently Asked Questions (FAQs). For additional details please visit the MGLS:2017 study website: https://surveys.nces.ed.gov/mgls. In the next few days, a representative from RTI International will call you to answer any questions you may have. Your participation is important to advance the quality of education for our country's middle-grade students.

We look forward to working with your schools to make MGLS:2017 a success. Should you have any questions, please call the MGLS:2017 toll-free information number, 1-855-500-1432, or send an e-mail to or mgls@rti.org. Thank you for your support.

Sincerely,

<Signature>

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.

Enclosures
MGLS:2017 brochure
Frequently Asked Questions (FAQs) sheet

Appendix MS2A-H1. MGLS:2017 Phone Script: Newly Identified Schools

INTRODUCTION:

[CALL AND ASK FOR PRINCIPAL. YOU WILL LIKELY SPEAK WITH A SECRETARY.]

Hello. My name is _____. I am calling from RTI International on behalf of the U.S. Department of Education about a research study called the Middle Grades Longitudinal Study of 2017-18, or MGLS.

I am following up on a letter we sent to [PRINCIPAL NAME] about the study around [DATE] and I am calling to confirm that the materials were received. The envelope contained a letter from the National Center for Education Statistics describing the study, as well as the study brochure and Frequently Asked Questions (FAQ) document.

[IF NEEDED, GIVE UPS TRACKING NUMBER.]

[IF NOT AVAILABLE-TRY TO SCHEDULE A CALL BACK WHEN PRINCIPAL WILL BE IN THE OFFICE, OR CAN LEAVE A VOICEMAIL.]

LEAVING VOICEMAIL:

Hello, my name is _____. I am calling from RTI International on behalf of the U.S. Department of Education. During the 2017-18 school year, about 570 middle-grade schools participated in the first year of the main study of the Middle Grades Longitudinal Study of 2017-18 (MGLS:2017). We recently learned that <#> students that were attending participating schools have since transferred to your school.

[IF DISTRICT APPROVED THIS CONTACT] We have spoken with the office of (DS'S NAME) and received permission to contact you regarding this study.

OR

[IF DISTRICT WAS NOTIFIED ABOUT CONTACT] We have contacted the office of (DS'S NAME) and notified them of our intent to contact you regarding this study.

We recently sent you a letter containing information about this phase of the study. The purpose of today's call is to verify that the study students did, in fact, transfer to your school and to obtain some basic information. There are no other data collection activities planned for this year. I am sorry to have missed speaking with you today and would like to speak with you personally. I will call you back to schedule a convenient time to discuss the details of the study.

[DO NOT LEAVE YOUR NUMBER WITH THE SECRETARY OR ON VOICMEAIL, AS SOME PRINCIPALS WILL CALL BACK OR HAVE THEIR SECRETARIES CALL TO REFUSE OVER THE PHONE.]

[THIS IS OPTIONAL, DEPENDING ON THE LEVEL OF INFORMATION ALREADY SHARED WITH THE SCHOOLS BY THE DISTRICT.]

SPEAKING TO PRINCIPAL:

Hello, my name is _____. I am calling from RTI International on behalf of the U.S. Department of Education. During the 2017-18 school year, about 570 middle-grade schools participated in the first year of the main study of the Middle Grades Longitudinal Study of 2017-18 (MGLS:2017). We recently learned that <#> students that were attending participating schools and have since transferred to your school.

[IF STAGE STATUS 2020 IS SET AT APPROVED] We have spoken with the office of (DS'S NAME) and received permission to contact you regarding this study. We also sent you a letter about this that you should have received around [DATE].

OR

[IF STAGE STATUS 2020 IS SET AT NOTIFIED] We have contacted the office of (DS'S NAME) and notified them of our intent to contact you regarding this study. We also sent you a letter about this that you should have received around [DATE].

[OFFER TO FAX OR E-MAIL ORIGINAL MATERIALS IF THE PRINCIPAL INDICATES HE/SHE DIDN'T RECEIVE THEM AND CONTINUE CALL]

Could we take about 10 minutes now to discuss the study and verify the information we received about the students who may have transferred to your school?

[IF NOW IS NOT CONVENIENT]

Do you normally have more time in the mornings, at mid-day, or in the afternoons to schedule phone calls?

[RESCHEDULE THE CALL FOR AS SOON AS POSSIBLE.]

[IF AVAILABLE-CONTINUE CALL.]

The company that I work for, RTI International-a private, not-for-profit research organization in North Carolina-has been contracted by the U. S. Department of Education's National Center for Education Statistics to collect the data for MGLS:2017.

This is an unprecedented study of middle grades students, 6th-8th grade. The goals of the study is to collect data from multiple sources such as students, parents, teachers, and administrators to understand the factors that may encourage success during these important, yet generally understudied years of education. Findings generated from the study will greatly contribute to improving the educational quality and services for students nationwide.

This is the second of three phases of this main study. We will **not** be coming to your school to do any data collection and will not be doing any data collection with other school staff or parents during the 2018-19 school year. We do plan on doing a data collection the following year (2019-20 school year) when most of these students will be in the 8th grade. For this year, it is crucial for the study to maintain current records of participating students.

[IF 3 OR FEWER STUDENTS: Since we are only gathering information on [#] students, we can give you the option of providing the information over the phone or online.]

The online task is the only one that we are asking the school to complete this school year. We ask that you designate a staff member to serve as a list provider and we will ask their help to confirm the enrollment of the students who reportedly transferred to your school. This task should take approximately 30-60 minutes to complete and the designee will receive $50 for their assistance. Who would you like to assign as the list provider? What is their contact information, phone number, email address? We will send this person a letter explaining the task and provide login credentials so that he/she can go online to complete. It is important to obtain the email address of the person who will actually be logging on to complete the enrollment status update, because whomever logs in, a verification code will be sent to the email we have on file as the List Provider. Do you have questions regarding this phase of the study?

Thank you for your support of this study.

Appendix MS2A-I. MGLS:2017 Panel Maintenance Letter

<date>

<name>
<address>
<city> <state> <zip>

Go to https://surveys.nces.ed.gov/mgls
Enter your study ID: <ID fill>
Enter your password: <psswrd fill>

Dear <name>:

In the spring of 2018, <student's name> [IF PARTICIPATED SAY: participated; IF NONRESPONDENT SAY: was selected to participate] in the Middle Grades Longitudinal Study of 2017-18 (MGLS:2017). This important research, conducted by the National Center for Education Statistics, U.S. Department of Education, follows a cohort of students as they progress through the middle grade years, making the transition from elementary school and preparing for the transition into high school.

As we prepare for the next phase of MGLS:2017, which will take place in the spring of 2020, we are updating our contact information for selected students. We hope that you can take just 5 minutes to update <student's name> contact information and current school information. The success of this national longitudinal study depends on having the most up-to-date contact information for all of the students and parents involved in MGLS:2017. Please visit our secure website and use the study ID provided above to update your contact information. [IF REMINDER: If you prefer, you may also complete and return the enclosed address update form.]

MGLS:2017 is being administered by RTI International for the National Center for Education Statistics (NCES), part of the U.S. Department of Education. If you have any questions about MGLS:2017 or about updating your contact information, please call the MGLS:2017 help desk at 1-855-500-1432. You may also send us an e-mail at mgls@rti.org.

We thank you in advance for your help and greatly appreciate your continued support of this important research!

Sincerely,

Dan Pratt
Project Director
Middle Grades Longitudinal Study of 2017-18

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 you 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.

Enclosures
[IF REMINDER: Address update form]

Appendix MS2A-J. MGLS:2017 Panel Maintenance Email

[Sample Maintenance Email to Parents that have not updated within a week after the letter]

Middle Grades Longitudinal Study of 2017-18
Dear <NAME>:

In the spring of 2018, your son or daughter [IF PARTICIPATED SAY: participated; IF NONRESPONDENT SAY: was selected to participate] in the Middle Grades Longitudinal Study of 2017-18 (MGLS:2017). MGLS:2017 is conducted by the National Center for Education Statistics, part of the U.S. Department of Education.

Recently, we sent a letter asking for your help in verifying your child's contact information. If you have already completed this update, we thank you! If you have not yet had an opportunity, this is a friendly reminder to please spend about 5 minutes to update this information at your earliest convenience. We greatly appreciate your help with this critical effort. One of the most powerful aspects of MGLS:2017 is that it is longitudinal. Our ability to assess the progress of students over time will help educators better understand what leads to student growth and success across the middle grade years.

Please visit the web address below and use the study ID and password provided to update your student's contact information. If you have any questions or encounter any difficulty, please call the MGLS:2017 help desk, toll-free, at 855-500-1432.

Go to https://surveys.nces.ed.gov/mgls/
Enter your study ID: <ID fill>
Enter your password: <psswrd fill>

Thank you for your continued participation in this important study. We look forward to hearing from you!

Dan Pratt
Project Director
Middle Grades Longitudinal Study of 2017-18

Middle Grades Longitudinal Study of 2017-18 (MGLS:2017)
Address Update Information

Thank you for your interest and continued participation in the Middle Grades Longitudinal Study of 2017-18 (MGLS:2017). As we prepare for the next phase of MGLS:2017, which will take place in the spring of 2020, we are updating our contact information for selected students. We need to verify some information with you about your child who was in sixth grade during the 2017-18 school year.

1. Please enter the name of the school you expect your child to be enrolled at in the spring of 2019:
   _____
   □ Check if same school attended as in spring 2018 (Skip to question 4)

2. If this is a different school than the one attended in spring 2018, in what city and state is this school?
   City: _____
   State:_____

3. What is the reason for leaving the school attended in spring 2018?
   □ Transferred to a new school
   □ Left to be home schooled
   □ Graduated and moved on to the next school (e.g. middle school or junior high school).
   □ Don't know

4. <u>If the current contact information is not correct below, please provide the updated contact information on the right.</u>

Parent or guardian «parent1panelinfo»		**<u>Updated information</u>** □ Check if this is the student's primary address
Name:	«parentname»	
Address:	«parentaddr»	
City	«parentcity»	
State	«parentstate»	
ZIP	«parentzip»	
Home phone:	«parenthphone»	
Work phone:	«parentwphone»	
Cell phone:	«parentcphone»	
Primary email:		
Secondary email:		

Parent or guardian 2

«parent2panelinfo»

		Updated information
Name:	«parent2name»	
Address:	«parent2addr»	
City	«parent2city»	
State	«parent2state»	
ZIP	«parent2zip»	
Home phone:	«parent2hphone»	
Work phone:	«parent2wphone»	
Cell phone:	«parent2cphone»	
Primary email:		
Secondary email:		

☐ Check if this is the student's primary address

5. Is there a relative or friend, who does not live in this household, who will always know where you are if you move? What is the name, address, and telephone number of that person? We will only contact this person if we cannot locate you for the next interview.

Name:	
Address:	
City	
State	
ZIP	
Home phone:	
Work phone:	
Cell phone:	

6. Would you like us to send a text message to the cell phone listed on the first page when data collection is about to begin? (Please note: standard text message rates apply)
   - ☐ Yes
   - ☐ No

NOTE: *The next question will only be displayed if the "yes" box under number 6 is checked. It will not be displayed if "no" is checked or nothing is checked.*

7. We will need the name of your cell phone service provider (e.g., AT&T, Verizon, Sprint, etc.) to ensure the message is sent to the correct carrier.

   Service provider: _____

Thank you in advance for making MGLS:2017 a success!

Hardcopy Panel Maintenance Form

Thank you for your interest and continued participation in the Middle Grades Longitudinal Study of 2017-18 (MGLS:2017). We are preparing for the follow-up study to take place in the Spring of 2020.

Please take a moment to update your current address and telephone information in the space provided below if different than what is printed. If you prefer, you can also provide this information by logging into our secure website at https://surveys.nces.ed.gov/mgls/ using the login information provided in the letter.

Student name: «studentname» (Your child who was in sixth grade during the 2017–18 school year.)

1. Will your child be attending [SCHNAME] in the spring of 2019?
   - ☐ Yes (skip to question 4)
   - ☐ No (go to question 2)

2. What school will your child be attending in spring 2019?
   School name: _____
   City: _____
   State:_____

3. What is the reason for leaving [SCHNAME]?
   - ☐ Transferred to a new school
   - ☐ Left to be home schooled
   - ☐ Graduated and moved on to the next school (e.g. middle school or junior high school).
   - ☐ Don't know

4. **Parent/Guardian information.**

If the information on the left side is incorrect, please update it on the right side. Please indicate if the address below is the student's primary residence.

☐ Information is correct
☐ Check if this is the student's primary address

Parent or Guardian 1

Name:	«parentname»	_____
Address:	«parentaddr»	_____
City	«parentcity»	_____
State	«parentstate»	_____
ZIP	«parentzip»	_____
Home phone:	«parenthphone»	_____
Work phone:	«parentwphone»	_____
Cell phone:	«parentcphone»	_____
Primary email:	«parentemail1»	_____
Secondary email:	«parentemail2»	_____

CONTINUE ON PAGE 2→

☐ Information is correct
☐ Check if this is the student's primary address

Parent or Guardian 2

Name:	«parent2name»	_____
Address:	«parent2addr»	_____
City	«parent2city»	_____
State	«parent2state»	_____
ZIP	«parent2zip»	_____
Home phone:	«parent2hphone»	_____
Work phone:	«parent2wphone»	_____
Cell phone:	«parent2cphone»	_____
Primary email:	«parent2email1»	_____
Secondary email:	«parent2email2»	_____

---

5. Would you like us to send a text message to the cell phone listed on the first page when data collection is about to begin? (Please note: standard text message rates apply)
   - ☐ Yes
   - ☐ No

   If yes, we will need the name of your cell phone service provider (e.g., AT&T, Verizon, Sprint, etc.) to ensure the message is sent to the correct carrier.

   Service provider: _____

Thank you in advance for making MGLS:2017 a success!

Appendix OFT3-A. MGLS:2017 School Letter

<date>

<School Coordinator name>
<school name>
<address>
<city> <state> <zip>

Go to
https://surveys.nces.ed.gov/mgls/
Select "Student Enrollment Form"
Enter your Study ID: <ID fill>

Dear <School Coordinator Name>:

We are looking forward to working with you and your school this school year on the follow-up to the Middle Grades Longitudinal Study of 2017-18 (MGLS:2017). As the designated School Coordinator for MGLS:2017, you play a critical and invaluable role in assisting us with study preparations. We really appreciate your assistance, particularly given the many demands on your time.

As you may recall, MGLS:2017 is a comprehensive longitudinal study that follows a cohort of students as they progress through the middle grade years, making the transition from elementary school and preparing for the transition into high school. The goals of the study are to assess students' mathematics and reading skills, their other (noncognitive) skills important to learning, their socioemotional well-being, and to collect data on family and school factors that may encourage success during these important years of education. MGLS:2017 is conducted by the National Center for Education Statistics (NCES) at the U.S. Department of Education and is being administered by RTI International on behalf of NCES.

We are requesting your assistance to verify the enrollment status of the students at your school who participated in MGLS:2017 [FILL: last year/two years ago]. This may also include MGLS:2017 students that have recently transferred to your school. We would appreciate your help in completing this task via our study website within three weeks of receipt of this letter. Instructions for completing this task are included with this letter. Please note that we are only requesting an update on the enrollment of selected students and will NOT be conducting a data collection at the school.

In the upper right-hand corner of this letter, you will find a web address and a unique Study ID and password. We ask that you go to that web address and log in with the study ID and password provided in this letter. For data security purposes, you will be prompted to change your password to something only you know. Next you will click on "Student Enrollment Update" where you will find a list of all the students who were selected to participate in MGLS:2017 in spring 2018. We would appreciate your review of these students' enrollment status at <SCHOOL NAME>. If the student is no longer enrolled at your school, you will be asked to provide:

- Last Date of attendance
- Reason for leaving (transferred to a new school, left to be home schooled, moved on to the next school or don't know.)
- New school information: Name, city, and state of new school (if known)
- Last known address for student (address, city, state, zip, phone, and email)

You will receive $50 for providing the enrollment status information. We ask that you provide as much information as you have for these students. We are very grateful for your time and your assistance, which are critical to the success of the study. If you have any questions, please call the MGLS:2017 help desk at 855-500-1432 or by email at mgls@rti.org. Thank you for your continued support of MGLS:2017!

Sincerely,

Dan Pratt

Project Director

Enclosures:
Enrollment Update Instructions

Appendix OFT3-B. MGLS:2017 Enrollment Update Instructions

Instructions for Student Enrollment Verification

Below are instructions for verifying the current enrollment status for those students who were selected to participate in MGLS:2017 in spring 2017 and/or spring 2018.

1. Go to the MGLS:2017 website at https://surveys.nces.ed.gov/mgls/
2. You will be prompted to enter your study ID and password that were provided to you in the upper right-hand corner of the School Coordinator letter, which accompanied this instructions page. If this is the first time you have logged onto the website, you will be prompted to change your password to something only you know for data security purposes. If you do not have a study ID and password, please call 1-855-500-1432.
    - For added security, there is an additional 2-factor authentication step. After entering your Study ID and Password, a 6-digit code will be sent via email to the designated list provider we have on file. The 6-digit code is time sensitive and must be entered within 15 minutes into the verification code prompt box.
3. You will then click on the link for the "Student Enrollment Update" where you will find a list of all the students who were selected to participate in MGLS:2017.
4. Please review the current enrollment status for each student listed. For each student who is currently enrolled at your school, you will be asked to confirm or provide the following information:
    - Current grade
    - Current math teacher and special education provider (if applicable)
    - Student/Parent Contact information including street address, city, state, zip, phone, and email
5. For each student who is no longer enrolled at your school, you will be asked to provide the following additional information:
    - Last date of attendance
    - Reason for leaving (transferred to a new school, left to be home schooled, graduated and moved on to the next school (e.g. middle school or high school), or don't know)
    - New school information: Name, city, and state of new school (if known)
    - Last known address for student/parent (address, city, state, zip, phone, and email)

    You will receive $50 for completing this activity. If you need assistance with the website, please call 1-855-400-1432 or send an e-mail to mgls@rti.org.

ENROLLMENT UPDATE FORM

			If enrolled:			If no longer enrolled:					For all students																
							Reason for leaving school attended in spring 2018	If transferred (Option A, B, C selected on previous question):																			
Student Name	Study ID	Still Enrolled?	Current Grade	Math teacher and section	Special education teacher/provider (If applicable)	Last Date of Attendance	A. Transferred to school inside district B. Transferred to school outside district C. Graduated and moved on to next grade level school in district D. Home schooled E. Other (please specify) F. Don't know	Current School Name	Current School City	Current School State	Don't know	Student's Current/ Last Known Address	City	State	Zip	Student's Home Phone	Student's Cell Phone	Mother's Name	Mother's Address (if different from student)	Mother's Home Phone	Mother's Cell Phone	Mother's Email	Father's Name	Father's Address (if different from student)	Father's Home Phone	Father's Cell Phone	Father's Email

Appendix OFT3-D. MGLS:2017 Reminder Email for Enrollment Update

[Sample Maintenance Enrollment Update Email, Group 1: Schools that have not changed their password or initiated the process yet]

Dear <SCHOOL COORDINATOR>:

Select students from <SCHOOL NAME> participated in the Middle Grades Longitudinal Study of 2017-18 (MGLS:2017) conducted by the National Center for Education Statistics, U.S. Department of Education (NCES) in spring of 2017 and/or spring of 2018. We recently sent you a letter asking you to verify the current enrollment status of these students. We know you are very busy and appreciate your time. If you have already completed this information, we thank you. If you have not provided this information yet, please do so at your earliest convenience.

One of the most powerful aspects of MGLS:2017 is that it is a longitudinal study. Our ability to assess the progress of participating students over time will help educators better understand what drives students to academic and personal success. Please note that we are requesting an update on the enrollment of selected students but will NOT be asking to conduct additional data collection at the school.

You will receive $50 for completing this activity. Please visit the web address below and use the study ID and password provided to access your students' enrollment list. If this is the first time you are logging into the website, you will be asked to change your password to something only you know for data security purposes. We appreciate your continued support of MGLS:2017. If you have any questions, please call the MGLS:2017 help desk at 855-500-1432.

Go to https://surveys.nces.ed.gov/mgls/
Enter your Study ID: <ID fill>
Enter your Password: <psswrd fill>
Select "Student Enrollment Update"

Thank you in advance for your help with this important effort!

Dan Pratt
Project Director, Middle Grades Longitudinal Study of 2017-18

[Sample Maintenance Enrollment Update Email, Group 2: Schools that have started to update the form, have changed their password, but have not "submitted" their updated form yet]

Dear <NAME>:

Select students from <SCHOOL NAME> participated in the Middle Grades Longitudinal Study of 2017-18 (MGLS:2017) conducted by the National Center for Education Statistics, U.S. Department of Education (NCES) in the spring of 2017 and/or spring of 2018. Our records show that you have begun but not completed the student enrollment update form for the participating students. This is a request to please complete this online form at your earliest convenience. We know you are very busy and we appreciate your help with this important effort.

One of the most powerful aspects of MGLS:2017 is that it is a longitudinal study. Our ability to assess the progress of participating students over time will help educators better understand what drives students to academic and personal success. Please note that we are requesting an update on the enrollment of selected students but will NOT be asking to conduct additional data collection at the school.

You will receive $50 for completing this activity. To complete the student enrollment update form, go to https://surveys.nces.ed.gov/mgls/. Your Study ID is <ID fill>. Please use the password you created to log in and then click on *"Student Enrollment Update Form."* to resume the update. If you need your password reset, call the MGLS:2017 help desk at 855-500-1432. We greatly appreciate your continued support of this important research!

We look forward to hearing from you.

Dan Pratt
Project Director, Middle Grades Longitudinal Study of 2017-18

Appendix OFT3-E. MGLS:2017 Panel Maintenance Letter

<date>

<name>
<address>
<city> <state> <zip>

Go to https://surveys.nces.ed.gov/mgls
Enter your study ID: <ID fill>
Enter your password: <psswrd fill>

Dear <name>:

In the spring of 2017 and/or spring 2018, <student's name> [IF PARTICIPATED SAY: participated; IF NONRESPONDENT SAY: was selected to participate] in the Middle Grades Longitudinal Study of 2017-18 (MGLS:2017). This important research, conducted by the National Center for Education Statistics, U.S. Department of Education, follows a cohort of students as they progress through the middle grade years (grades 6, 7, and 8), making the transition from elementary school and preparing for the transition into high school.

We are updating our contact information for selected students. Please take just 5 minutes to update <student's name> contact information and current school information. The success of this national longitudinal study depends on having the most up-to-date contact information for all of the students and parents involved in MGLS:2017. Please visit our secure website and use the study ID provided above to update your contact information. [IF REMINDER: If you prefer, you may also complete and return the enclosed address update form.]

MGLS:2017 is being administered by RTI International for the National Center for Education Statistics (NCES), part of the U.S. Department of Education. If you have any questions about MGLS:2017 or about updating your contact information, please call the MGLS:2017 help desk at 1-855-500-1432. You may also send us an e-mail at mgls@rti.org.

We thank you in advance for your help and greatly appreciate your continued support of this important research!

Sincerely,

Dan Pratt
Project Director
Middle Grades Longitudinal Study of 2017-18

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 you 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.

Enclosures
[IF REMINDER: Address update form]

Appendix OFT3-F. MGLS:2017 Panel Maintenance Email

[Sample Maintenance Email to Parents that have not updated within a week after the letter]

Middle Grades Longitudinal Study of 2017-18
Dear <NAME>:

Your son or daughter [IF PARTICIPATED SAY: participated; IF NONRESPONDENT SAY: was selected to participate] in the Middle Grades Longitudinal Study of 2017-18 (MGLS:2017), conducted in spring 2017 and spring 2018. MGLS:2017 is conducted by the National Center for Education Statistics, part of the U.S. Department of Education.

Recently, we sent a letter asking for your help in verifying your child's contact information. If you have already completed this update, we thank you! If you have not yet had an opportunity, this is a friendly reminder to please spend about 5 minutes to update this information at your earliest convenience. We greatly appreciate your help with this critical effort. One of the most powerful aspects of MGLS:2017 is that it is a longitudinal study. Our ability to assess the progress of students over time will help educators better understand what leads to student growth and success across the middle grade years (grades 6, 7, and 8). Note that though we are asking you to update contact information, we are not asking your child to participate in another data collection this year.

Please visit the web address below and use the study ID and password provided to update your student's contact information. If you have any questions or encounter any difficulty, please call the MGLS:2017 help desk, toll-free, at 855-500-1432.

Go to https://surveys.nces.ed.gov/mgls/
Enter your study ID: <ID fill>
Enter your password: <psswrd fill>

Thank you for your continued participation in this important study. We look forward to hearing from you!

Dan Pratt
Project Director
Middle Grades Longitudinal Study of 2017-18

Middle Grades Longitudinal Study of 2017-18 (MGLS:2017)
Address Update Information

Thank you for your continued interest and participation in the Middle Grades Longitudinal Study of 2017-18 (MGLS:2017). We are updating student information for the 2018-19 school year.

1. Please enter the name of the school you expect your child to be enrolled at in the spring of 2019:
   _____

   ☐ Check if same school attended as in spring 2018 (Skip to question 4)

2. If this is a different school than the one attended in spring 2018, in what city and state is this school?
   City: _____
   State:_____

3. What is the reason for leaving the school attended in spring 2018?
   ☐ Transferred to a new school
   ☐ Left to be home schooled
   ☐ Graduated and moved on to the next school (e.g. middle school or junior high school).
   ☐ Don't know

4. <u>If the current contact information is not correct below, please provide the updated contact information on the right.</u>

Parent or guardian «parent1panelinfo»		**<u>Updated information</u>** ☐ Check if this is the student's primary address ☐ Information is correct
Name:	«parentname»	
Address:	«parentaddr»	
City	«parentcity»	
State	«parentstate»	
ZIP	«parentzip»	
Home phone:	«parenthphone»	
Work phone:	«parentwphone»	
Cell phone:	«parentcphone»	
Primary email:		
Secondary email:		

Updated information

□ Check if this is the student's primary address

□ Information is correct

Parent or guardian 2

«parent2panelinfo»

Name:	«parent2name»	
Address:	«parent2addr»	
City	«parent2city»	
State	«parent2state»	
ZIP	«parent2zip»	
Home phone:	«parent2hphone»	
Work phone:	«parent2wphone»	
Cell phone:	«parent2cphone»	
Primary email:		
Secondary email:		

5. Is there a relative or friend, who does not live in this household, who will always know where you are if you move? What is the name, address, and telephone number of that person? We will only contact this person if we cannot locate you for the next interview.

Name:	
Address:	
City	
State	
ZIP	
Home phone:	
Work phone:	
Cell phone:	

Thank you in advance for making MGLS:2017 a success!

Hardcopy Panel Maintenance Form

Thank you for your continued interest and participation in the Middle Grades Longitudinal Study of 2017-18 (MGLS:2017). We are updating student information for the 2018-19 school year.

Please take a moment to update your current address and telephone information in the space provided below if different than what is printed. If you prefer, you can also provide this information by logging into our secure website at https://surveys.nces.ed.gov/mgls/ using the login information provided in the letter.

Student name: «studentname» (Your child who was in sixth grade during the 2016–17 school year.)

1. Will your child be attending [SCHNAME] in the spring of 2019?
   - ☐ Yes (skip to question 4)
   - ☐ No (go to question 2)

2. What school will your child be attending in spring 2019?
   School name: _____
   City: _____
   State:_____

3. What is the reason for leaving [SCHNAME]?
   - ☐ Transferred to a new school
   - ☐ Left to be home schooled
   - ☐ Graduated and moved on to the next school (e.g. middle school or junior high school).
   - ☐ Don't know

4. **Parent/Guardian information.**

If the information on the left side is incorrect, please update it on the right side. Please indicate if the address below is the student's primary residence.

☐ Information is correct
☐ Check if this is the student's primary address

Parent or Guardian 1

Name:	«parentname»	_____
Address:	«parentaddr»	_____
City	«parentcity»	_____
State	«parentstate»	_____
ZIP	«parentzip»	_____
Home phone:	«parenthphone»	_____
Work phone:	«parentwphone»	_____
Cell phone:	«parentcphone»	_____
Primary email:	«parentemail1»	_____
Secondary email:	«parentemail2»	_____

CONTINUE ON PAGE 2→

☐ Information is correct
☐ Check if this is the student's primary address

Parent or Guardian 2

Name:	«parent2name»	
Address:	«parent2addr»	
City	«parent2city»	
State	«parent2state»	
ZIP	«parent2zip»	
Home phone:	«parent2hphone»	
Work phone:	«parent2wphone»	
Cell phone:	«parent2cphone»	
Primary email:	«parent2email1»	
Secondary email:	«parent2email2»	

Thank you in advance for making MGLS:2017 a success!

Appendix OFT3-I. MGLS:2017 District Letter: Newly Identified Schools in Study District

«dist_contact_name»
«dist_entity_name»
«dist_address»
«dist_citystzip»

Dear «dist_contact_name»:

Last school year, one or more schools in your district participated in the Middle Grades Longitudinal Study of 2017-18 (MGLS:2017). MGLS:2017 focuses on students' mathematics, reading, and executive function skills and follows a cohort of sixth-graders as they progress through the middle grade years, making the transition from elementary school and preparing for the transition into high school. The goal of the study is to examine the factors that encourage success during these important, yet generally understudied, years of education.

We recently learned that «stuCnt» student(s) who were attending participating schools in your district during the 2017-18 school year are now attending other schools in your district. I am writing to request the opportunity to contact these other schools to confirm the enrollment of these study students. As a longitudinal study, the success of MGLS:2017 lies with the continued participation of all students initially selected for the study.

There will be no direct data collection during the 2018-19 school year. We simply need to confirm student enrollment.

Enclosed you will find a brochure describing the study and a copy of the MGLS:2017 Frequently Asked Questions (FAQs). For additional details please visit the MGLS:2017 study website: https://surveys.nces.ed.gov/mgls. In the next few days, a representative from RTI International will call you to answer any questions you may have. Your participation is important to advance the quality of education for our country's middle-grade students.

We look forward to working with your schools to make MGLS:2017 a success. Should you have any questions, please call the MGLS:2017 toll-free information number, 1-855-500-1432, or send an e-mail to or mgls@rti.org. Thank you for your support.

Sincerely,

<name>

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.

Enclosures
MGLS:2017 brochure
Frequently Asked Questions (FAQs) sheet

Appendix OFT3-J. MGLS:2017 District Letter: Newly Identified Schools in Non-Study District

Title><fname><lname> <date>
<districtname>
<address>
<city>, <state> <zip>

Dear <SUPERINTENDENT NAME>,

We are writing to request your district's participation in an important national study: the Middle Grades Longitudinal Study of 2017-18 (MGLS:2017) First Follow-up. This unprecedented study focuses on students' mathematics, reading, and executive function skills and follows a cohort of sixth-graders as they progress through the middle grade years, making the transition from elementary school and preparing for the transition into high school. The goal of the study is to examine the factors that encourage success during these important, yet generally understudied, years of education.

We recently learned that <#> students that were attending participating schools during the 2017-18 school year have since transferred to schools in your district. We would like to request your permission to contact schools in which sampled students have enrolled so that we can continue to work with these students at their new school. As a longitudinal study, the success of MGLS:2017 lies with the continued participation of all students initially selected in the study.

There will be no direct data collection during the 2018-2019 school year. We simply need to confirm student enrollment.

Enclosed you will find a brochure describing the study and a copy of the MGLS:2017 Frequently Asked Questions (FAQs). For additional details please visit the MGLS:2017 study website: https://surveys.nces.ed.gov/mgls. In the next few days, a representative from RTI International will call you to answer any questions you may have. Your participation is important to advance the quality of education for our country's middle-grade students.

We look forward to working with your schools to make MGLS:2017 a success. Should you have any questions, please call the MGLS:20717 toll-free information number, 1-855-500-1432, or send an e-mail to or mgls@rti.org. Thank you for your support.

Sincerely,

<name>

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.

Enclosures
MGLS:2017 brochure
Frequently Asked Questions (FAQs) sheet

Appendix OFT3-K. MGLS:2017 School Letter: Newly Identified Schools

Title><fname><lname> <date>
<schoolname>
<address>
<city>, <state> <zip>

Dear Principal,

During the 2017-2018 school year, approximately 570 middle-grade schools participated in the Middle Grade Longitudinal Study of 2017 (MGLS:2017). This unprecedented study focuses on students' mathematics, reading, and executive function skills and follows a cohort of sixth-graders as they progress through the middle grade years, making the transition from elementary school and preparing for the transition into high school. The goal of the study is to examine the factors that encourage success during these important, yet generally understudied, years of education.

We recently learned that «stuCnt» students who were attending participating schools during the 2017-18 school year are now in your school. We are contacting you to confirm the students' enrollment in your school. As a longitudinal study, the success of MGLS:2017 lies with the continued participation of all students initially selected for the study. There will be no direct data collection during the 2018-2019 school year.

Enclosed you will find a brochure describing the study and a copy of the MGLS:2017 Frequently Asked Questions (FAQs). For additional details please visit the MGLS:2017 study website: https://surveys.nces.ed.gov/mgls. In the next few days, a representative from RTI International will call you to answer any questions you may have. Your participation is important to advance the quality of education for our country's middle-grade students.

We look forward to working with your schools to make MGLS:2017 a success. Should you have any questions, please call the MGLS:2017 toll-free information number, 1-855-500-1432, or send an e-mail to or mgls@rti.org. Thank you for your support.

Sincerely,

<Signature>

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.

Enclosures
MGLS:2017 brochure
Frequently Asked Questions (FAQs) sheet

Appendix MS2B-A.MGLS:2017 Base Year School Letter

<date>

<List Provider name>
<school name>
<address>
<city> <state> <zip>

Go to https://surveys.nces.ed.gov/mgls/
Select "Student Enrollment Form"
Enter your Study ID: <ID fill>
Enter your Password: <psswrd fill>

Dear <School Coordinator>:

Thank you for your school's continued support for the Middle Grades Longitudinal Study of 2017-18 (MGLS:2017). Your principal has designated you as the School Coordinator for MGLS:2017, and you play an invaluable role in assisting with the study. Project staff will call you in the next several days to begin the logistical planning which includes setting a session date, location, and discussing any accommodations your students may need.

Please begin to verify the enrollment status of the students at your school who participated in MGLS:2017 during the 2017-18 school year. This may also include MGLS:2017 students that have recently transferred to your school. Because data collection will occur in spring 2020, it is imperative that we maintain current enrollment records. Next steps:

1. Read the instructions for completing the task included with this letter.
2. Log into the study website by using your Study ID and Password located in the top right corner of this letter.
3. Please complete this task via the study website within three weeks of receiving this letter.

If district/school policy allows, you will receive two incentive checks for your assistance in this vital research. **You will receive $50 for completing this activity and another $100 after all data collection activities for the school year are completed**. In addition, your school will receive a $400 check or $400 in goods/services for participating.

MGLS:2017 is a comprehensive longitudinal study that follows a cohort of students as they progress through the middle grade years, making the transition from elementary school and preparing for the transition into high school. MGLS:2017 data will allow researchers, educators, and policymakers to examine student development and achievement as well as family and school factors related to their success. MGLS:2017 is conducted by the National Center for Education Statistics (NCES) at the U.S. Department of Education and is being administered by RTI International on behalf of NCES.

We are grateful for your time and assistance, which are critical to the success of the study. If you have any questions, please contact the MGLS:2017 help desk at 855-500-1432 or by email at mgls@rti.org. Thank you for your continued support of MGLS:2017!

Sincerely,

Dan Pratt
Project Director

Enclosures:
Enrollment Status Instructions
Frequently Asked Questions (FAQs) sheet

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.

Appendix MS2B-B.MGLS:2017 Enrollment Update Instructions

Instructions for Student Enrollment Verification

If you need assistance, please contact us at 1-855-500-1432 or MGLS@rti.org

- Go to the MGLS:2017 website at https://surveys.nces.ed.gov/mgls/

- Enter your Study ID + Password (located on top right corner of your List Provider letter). You will be prompted to change your password the first time you log on.

- For added security, there is an additional 2-factor authentication step. After entering your Study ID and Password, a 6-digit code will be sent via email to the designated list provider we have on file.

- The 6-digit code is time sensitive and must be entered within 15 minutes into the verification code prompt box.

- Click on the link "Student Enrollment Update" which lists all students selected for MGLS:2017.

- Step 1: Review the list of students and select yes/no for whether they are still enrolled at your school and indicate their current grade. When you have completed this task for ALL students, press SUBMIT and you will receive a message that says 'Success!'

- Step 2: You will see two lists: (1) Students currently enrolled, and (2) Students no longer enrolled. For each student click on the 'Select' button. Please fill out the 'Student Detail Form' for every student on both lists. You will be asked to provide the following:

  Currently Enrolled Students:
  Math teacher and special education teacher provider
  Confirm or provide contact information for student and parent(s)
  Address, phone, email

  Students no longer enrolled:
  Last date of attendance
  Reason for leaving (select from dropdown menu)
  If transfer, provide name/address of new school (if known)
  Last known contact information for student/parent

- Click the 'Update' button when finished entering information for each student. You will receive the message: Success! The data you submitted has been saved.

- Complete this task for all students remaining on the lists. You will see '**Updated**' in the status column for each student.

- **You will receive $50 for completing this activity and another $100 after all data collection activities for the school year are completed**.

ENROLLMENT UPDATE FORM

			If enrolled:			If no longer enrolled:					For all students																
							Reason for leaving school attended in spring 2018	If transferred (Option A, B, C selected on previous question):																			
Student Name	Study ID	Still Enrolled?	Current Grade	Math teacher contact information and section	Special education teacher/provider contact information (If applicable)	Last Date of Attendance	A. Transferred to school inside district B. Transferred to school outside district C. Graduated and moved on to next grade level school in district D. Early graduate E. Home schooled F. Other (please specify) G. Don't know	Current School Name	Current School City	Current School State	Don't know	Student's Current/ Last Known Address	City	State	Zip	Student's Home Phone	Student's Cell Phone	Mother's Name	Mother's Address (if different from student)	Mother's Home Phone	Mother's Cell Phone	Mother's Email	Father's Name	Father's Address (if different from student)	Father's Home Phone	Father's Cell Phone	Father's Email

Appendix MS2B-D.MGLS:2017 Reminder Email for Enrollment Update

[Sample Maintenance Enrollment Update Email, Group 1: Schools that have not changed their password or initiated the process yet]

Dear <LIST PROVIDER/SCHOOL COORDINATOR>:

Select students from your school participated in the Middle Grades Longitudinal Study of 2017-18 (MGLS:2017) conducted by the National Center for Education Statistics (NCES), within the U.S. Department of Education. We recently sent you a letter asking you to verify the current enrollment status of these students. You will receive $50 for your assistance. If you have already completed this information, we thank you! If not, please do so at your earliest convenience.

Please visit the website below and use the Study ID and Password provided to access the enrollment list. You will be prompted to change your password the first time you log in. For added security you will also receive a code via email to copy/paste into the verification code box. If you have any questions, please use the 'Contact Us' button on the website or call us at 855-500-1432.

https://surveys.nces.ed.gov/mgls/

Enter your Study ID: <ID fill>
Enter your Password: <psswrd fill>
Select "Student Enrollment Update"

Thank you in advance for your help with this important effort!

Dan Pratt
Project Director
Middle Grades Longitudinal Study of 2017-18

[Sample Maintenance Enrollment Update Email, Group 2: Schools that have started to update the form, have changed their password, but have not "submitted" their updated form yet]

Dear <LIST PROVIDER/SCHOOL COORDINATOR>

Our records indicate you have started the enrollment update task for students selected for the Middle Grades Longitudinal Study of 2017-2018 (MGLS:2017) conducted by the National Center for Education Statistics (NCES), within the U.S. Department of Education. We thank you for beginning this update. You will receive $50 for your assistance.

Please go to our website at https://surveys.nces.ed.gov/mgls and log in with your Study ID <ID fill> and the password you created. Click on "Student Enrollment Update Form' to resume the task. If you have any questions, please use the 'Contact Us' button on the website or call us at 855-500-1432. We greatly appreciate your continued support of this vital research. We look forward to working with your students and staff on this vital research.

Thank you in advance for your help with this important effort!

Dan Pratt
Project Director
Middle Grades Longitudinal Study of 2017-18

Appendix MS2B-E. MGLS:2017 District Letter: Newly Identified Schools in Study District (Destination & Transfer)

«dist_contact_name»
«dist_entity_name»
«dist_address»
«dist_citystzip»

> The middle grades can be a time of turmoil or a time of triumph. We know that with all hands on deck our young adolescents can thrive.
> https://blog.ed.gov/2011/11/middle-grades-matter/

Dear «dist_contact_name»:

Thank you for your continued support of the Middle Grades Longitudinal Study of 2017-18 (MGLS:2017). Until now, middle grades have been noticeably absent from national studies, creating a gap in information needed to answer important questions pertaining to the growth of young adolescents and how we can impact their academic and social success. To meet this need, the National Center for Education Statistics (NCES), part of the U.S. Department of Education, is conducting the Middle Grades Longitudinal Study of 2017-18 (MGLS:2017).

In preparation for the next round of MGLS:2017, we recently learned that «stuCnt» student(s) who were attending participating schools in your district during the 2017-18 school year are now attending other schools in your district**. As a longitudinal study, the success of MGLS:2017 lies with the continued participation of all students initially selected for the study**. I am writing to request the opportunity to contact these other schools for this upcoming data collection of the MGLS:2017 first follow-up. The data collection will occur on a date the school(s) select(s) between January and June of 2020 and administrative records may be collected in fall 2021.

Benefits associated with your district's participation:

- Schools may select from a menu of incentive options for schools, school coordinators, teachers, and students. If district/school policy permits, each school will receive a $400 check or $400 in goods/services for participating, and each school coordinator will receive $150.
- Data sets that can be used for grant writing and school improvement efforts.
- Participating students earn a certificate for 2 hours of community service from the U.S. Department of Education.

Next Step:

- A representative from RTI International will call to answer any questions you may have. Support your school(s) participation in this study. It is extremely important to have the participation of all the sampled schools in this research because each represents the broad diversity of schools across the nation. Without their participation, the validity of the national estimates will be impaired. **Your endorsement will have an immense impact on the success of this study.**

Enclosed you will find a brochure describing the study and a copy of the MGLS:2017 Frequently Asked Questions (FAQs). For additional details please visit the MGLS:2017 study website: https://surveys.nces.ed.gov/mgls.

We look forward to working with your school(s) to make MGLS:2017 a success. Should you have any questions, please call the MGLS:2017 toll-free information number, 1-855-500-1432, or send an e-mail to or mgls@rti.org. Thank you for your support.

Sincerely,

<name>

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.

Enclosures
MGLS:2017 brochure
Frequently Asked Questions (FAQs) sheet

Appendix MS2B-F. MGLS:2017 District Letter: Newly Identified Schools in Non-Study District (Destination & Transfer)

«dist_contact_name»
«dist_entity_name»
«dist_address»
«dist_citystzip»

The middle grades can be a time of turmoil or a time of triumph. We know that with all hands on deck our young adolescents can thrive.
https://blog.ed.gov/2011/11/middle-grades-matter/

Dear «dist_contact_name»:

Until now, middle grades have been noticeably absent from national studies, creating a gap in information needed to answer important questions pertaining to the growth of young adolescents and how we can impact their academic and social success. To meet this need, the National Center for Education Statistics (NCES), part of the U.S. Department of Education, is conducting the Middle Grades Longitudinal Study of 2017-18 (MGLS:2017).

In preparation for the next round of MGLS:2017, we recently learned that «stuCnt» student(s) who were attending participating schools in another district during the 2017-18 school year are now attending schools in your district. **As a longitudinal study, the success of MGLS:2017 lies with the continued participation of all students initially selected for the study.** I am writing to request the opportunity to contact schools in your district for this upcoming data collection of the MGLS:2017 first follow-up. The data collection will occur on a date the school(s) selects between January and June of 2020 and administrative records may be collected in fall 2021.

Benefits associated with your district's participation:

- Schools may select from a menu of incentive options for schools, school coordinators, teachers, and students. If district/school policy permits, each school will receive a $400 check or $400 in goods/services for participating, and each school coordinator will receive $150.
- Data sets that can be used for grant writing and school improvement efforts.
- Participating students earn a certificate for 2 hours of community service from the U.S. Department of Education.

Next Step:

- A representative from RTI International will call to answer any questions you may have. Support your school(s) participation in this study. It is extremely important to have the participation of all the sampled schools in this research because each represents the broad diversity of schools across the nation. Without their participation, the validity of the national estimates will be impaired. **Your endorsement will have an immense impact on the success of this study.**

Enclosed you will find a brochure describing the study and a copy of the MGLS:2017 Frequently Asked Questions (FAQs). For additional details please visit the MGLS:2017 study website: https://surveys.nces.ed.gov/mgls.

We look forward to working with your school(s) to make MGLS:2017 a success. Should you have any questions, please call the MGLS:2017 toll-free information number, 1-855-500-1432, or send an e-mail to or mgls@rti.org. Thank you for your support.

Sincerely,

<name>

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.

Enclosures
MGLS:2017 brochure
Frequently Asked Questions (FAQs) sheet

Appendix MS2B-G. MGLS:2017 School Letter: Newly Identified Schools (Destination & Transfer)

Title><fname><lname> <date>
<schoolname>
<address>
<city>, <state> <zip>

Genuine community involvement is a fundamental component of successful schools for young adolescents.
http://www.amle.org/AboutAMLE/ThisWeBelieve/tabid/121/Default.aspx#122516-the-16-characteristics

Dear Principal,

Until now, middle grades have been noticeably absent from national studies, creating a gap in information needed to answer important questions pertaining to the growth of young adolescents and how we can impact their academic and social success. To meet this need, the National Center for Education Statistics (NCES), part of the U.S. Department of Education, is conducting the Middle Grades Longitudinal Study of 2017-18 (MGLS:2017).

During the 2017-18 school year, approximately 570 middle-grade schools participated in the Middle Grade Longitudinal Study of 2017 (MGLS:2017). In preparation for the next round of MGLS:2017, we recently learned that «stuCnt» students who were attending participating schools during the 2017-18 school year are now in your school. I am writing to request the opportunity to work with <#> students at your school for this upcoming data collection of the MGLS:2017 first follow-up. **As a longitudinal study, the success of MGLS:2017 lies with the continued participation of all students initially selected for the study.**

Study Overview:

- Your school selects a day between January and June of 2020 for the 90-minute student session.
- Project staff will provide all equipment and the Internet connectivity to run the student session.
- Students will respond to survey questions, math and reading, and executive function. They will also provide height and weight measurements.
- Math teachers, the administrator, and one parent for each student will receive a survey invitation.
- If district/school policy permits, your school will receive a $400 check or $400 in goods/services for participating, the school coordinator will receive $50 to thank them for the enrollment update and $100 for the data collection logistics.
- Student administrative records may be collected in fall 2021.

Next Steps:

- A representative from RTI International will call to answer any questions you may have, and
- Obtain the name(s) of your designated school coordinator.
- The school coordinator will serve as the liaison between your school and the research staff and coordinate all data collection activities.

[Fill: The study has earned the support of <Superintendent's Name>.]Enclosed you will find a brochure describing the study and a copy of the MGLS:2017 Frequently Asked Questions (FAQs). For additional details please visit the MGLS:2017 study website: https://surveys.nces.ed.gov/mgls. Your participation is important to advance the quality of education for our country's middle-grade students.

We look forward to working with your school to make MGLS:2017 a success. Should you have any questions, please call the MGLS:2017 toll-free information number, 1-855-500-1432, or send an e-mail to or mgls@rti.org. Thank you for your support.

Sincerely,

<Signature>

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.

Enclosures: MGLS:2017 brochure; Frequently Asked Questions (FAQs) sheet

Appendix MS2B-H1. District Notification and Recruitment Letter (Augmentation School)

[Superintendent's Name]
Superintendent
[District]
[Address]
[City, State Zip]

> *The middle grades can be a time of turmoil or a time of triumph. We know that with all hands on deck our young adolescents can thrive.*
> https://blog.ed.gov/2011/11/middle-grades-matter/

Dear [Name]:

Until now, middle grades have been noticeably absent from national studies, creating a gap in information needed to answer important questions pertaining to the growth of young adolescents and how we can impact their academic and social success. To meet this need, the National Center for Education Statistics (NCES), part of the U.S. Department of Education, is conducting the Middle Grades Longitudinal Study of 2017-18 (MGLS:2017). One or more schools in your district have been randomly selected to represent the U.S. middle-grades experience in this important research study.

Participation is an opportunity for schools, parents, and school staff to share their experiences and opinions which can shape the future of education. The study will give policymakers and educators information they need to improve the middle-grades experience for ALL students. During the 2017-18 school year, approximately 570 middle-grade schools participated in MGLS:2017. In preparation for the 2019-20 follow-up, the study has sampled additional schools to ensure that study results are nationally representative. In addition to the 2019-20 data collection, we may also collect administrative records information in fall 2021.

Benefits associated with your district's participation:

- Schools may select from a menu of incentive options for schools, school coordinators, teachers, and students. If district/school policy permits, each school will receive a $400 check or $400 in goods/services for participating, and each school coordinator will receive $150.
- Data sets that can be used for grant writing and school improvement efforts.
- Participating students earn a certificate for 2 hours of community service from the U.S. Department of Education.

Next Step:

- A representative from RTI International will call to answer any questions you may have. Support your school(s) participation in this study. It is extremely important to have the participation of all the sampled schools in this research because each represents the broad diversity of schools across the nation. Without their participation, the validity of the national estimates will be impaired. **Your endorsement will have an immense impact on the success of this study.**

School and student participation is voluntary, but we anticipate your district and all selected schools will partner with us in this extremely important study and ultimately contribute to the success of middle grades students. Enclosed you will find an MGLS:2017 brochure that further explains the study and a sheet of Frequently Asked Questions (FAQs). Should you have any questions, please call the MGLS:2017 information line at 855-500-1432, or send an email to MGLS@rti.org.

We look forward to working with your schools and thank you for your support.

Sincerely,

[NCES Official's Name and Title]

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.

cc: District Testing Coordinator
Director of Research

Enclosures:
MGLS:2017 brochure
Frequently Asked Questions (FAQs) sheet; State Endorsement Letter if provided

Appendix MS2B-H2. District Notification and Recruitment Letter (Base Year NonParticipating School)

[Superintendent's Name]
Superintendent
[District]
[Address]
[City, State Zip]

> *The middle grades can be a time of turmoil or a time of triumph. We know that with all hands on deck our young adolescents can thrive.*
> https://blog.ed.gov/2011/11/middle-grades-matter/

Dear [Name]:

Until now, middle grades have been noticeably absent from national studies, creating a gap in information needed to answer important questions pertaining to the growth of young adolescents and how we can impact their academic and social success. To meet this need, the National Center for Education Statistics (NCES), part of the U.S. Department of Education, is conducting the Middle Grades Longitudinal Study of 2017-18 (MGLS:2017).

One or more schools in your district were asked, but unable, to participate in the 2017-18 school year. We are writing to ask these same schools to participate in the follow-up study in the winter/spring 2020.

Participation is an opportunity for schools, parents, and school staff to share their experiences and opinions which can shape the future of education. The study will give policymakers and educators information they need to improve the middle-grades experience for ALL students. During the 2017-18 school year, approximately 570 middle-grade schools participated in MGLS:2017. In preparation for the 2019-20 follow-up, the study is asking schools that were unable to participate in the study's first year to participate in 2019-20 to ensure that study results are nationally representative. In addition to the 2019-20 data collection, we may also collect administrative records information in fall 2021.

Benefits associated with your district's participation:

- Schools may select from a menu of incentive options for schools, school coordinators, teachers, and students. If district/school policy permits, each school will receive a $400 check or $400 in goods/services for participating, and each school coordinator will receive $150.
- Data sets that can be used for grant writing and school improvement efforts.
- Participating students earn a certificate for 2 hours of community service from the U.S. Department of Education.

Next Step:

- A representative from RTI International will call to answer any questions you may have. Support your school(s) participation in this study. It is extremely important to have the participation of all the sampled schools in this research because each represents the broad diversity of schools across the nation. Without their participation, the validity of the national estimates will be impaired. **Your endorsement will have an immense impact on the success of this study.**

School and student participation is voluntary, but we anticipate your district and all selected schools will partner with us in this extremely important study and ultimately contribute to the success of middle grades students. Enclosed you will find an MGLS:2017 brochure that further explains the study and a sheet of Frequently Asked Questions (FAQs). Should you have any questions, please call the MGLS:2017 information line at 855-500-1432, or send an email to MGLS@rti.org.

We look forward to working with your schools and thank you for your support.

Sincerely,

[NCES Official's Name and Title]

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.

cc: District Testing Coordinator
Director of Research

Enclosures:
MGLS:2017 brochure
Frequently Asked Questions (FAQs) sheet; State Endorsement Letter if provided

Appendix MS2B-I1. School Recruitment Letter (Augmentation School)

Title><fname><lname> <date>
<schoolname>
<address>
<city>, <state> <zip>

Genuine community involvement is a fundamental component of successful schools for young adolescents.
http://www.amle.org/AboutAMLE/ThisWeBelieve/tabid/121/Default.aspx#122516-the-16-characteristics

Dear Principal,

Until now, middle grades have been noticeably absent from national studies, creating a gap in information needed to answer important questions pertaining to the growth of young adolescents and how we can impact their academic and social success. To meet this need, the National Center for Education Statistics (NCES), part of the U.S. Department of Education, is conducting the Middle Grades Longitudinal Study of 2017-18 (MGLS:2017).

During the 2017-18 school year, approximately 570 middle-grade schools participated in the Middle Grade Longitudinal Study of 2017 (MGLS:2017). In preparation for the 2019-20 follow up, the study has sampled additional schools to ensure that study results are nationally representative. Your school is one of a limited number of schools around the country randomly selected to participate in this groundbreaking study.

Study Overview:

- Your school selects a day between January and June of 2020 for the 90-minute student session.
- Project staff will provide all equipment and the Internet connectivity to run the student session.
- On average, 35 randomly selected 8th grade students in each school will respond to survey questions, math and reading, and executive function. They will also provide height and weight measurements.
- Math teachers, the administrator, and one parent for each student will receive a survey invitation.
- If district/school policy permits, your school will receive a $400 check or $400 in goods/services for participating, the list provider will receive $50 to thank them for providing the enrollment information, and the school coordinator will receive $100 for help with the data collection logistics.
- Student administrative records may be collected in fall 2021.

Next Steps:

- A representative from RTI International will call to answer any questions you may have, and
- Obtain the name(s) of your designated school coordinator and list provider.
- The list provider will upload your 8th grade roster so we can randomly select about 35 students to participate. If your school is small, we may select all of your 8th graders to participate.
- The school coordinator will serve as the liaison between your school and the research staff and coordinate all data collection activities.

[FILL: The study has earned the support of <Insert Superintendent name>.] School and student participation is voluntary, but we anticipate that your school will partner with us in this extremely important study and ultimately contribute to the success of ALL middle-grades students. Enclosed you will find a brochure describing the study and a copy of the MGLS:2017 Frequently Asked Questions (FAQs). For additional details please visit the MGLS:2017 study website: https://surveys.nces.ed.gov/mgls.

We look forward to working with your school to make MGLS:2017 a success. Should you have any questions, please call the MGLS:2017 toll-free information number, 1-855-500-1432, or send an e-mail to or mgls@rti.org. Thank you for your support.

Sincerely,

<Signature>

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.

Enclosures: MGLS:2017 brochure; Frequently Asked Questions (FAQs) sheet

Appendix MS2B-I2. School Recruitment Letter (Base Year NonParticipating School)

Title><fname><lname> <date>
<schoolname>
<address>
<city>, <state> <zip>

Genuine community involvement is a fundamental component of successful schools for young adolescents.
http://www.amle.org/AboutAMLE/ThisWeBelieve/tabid/121/Default.aspx#122516-the-16-characteristics

Dear Principal,

Until now, middle grades have been noticeably absent from national studies, creating a gap in information needed to answer important questions pertaining to the growth of young adolescents and how we can impact their academic and social success. To meet this need, the National Center for Education Statistics (NCES), part of the U.S. Department of Education, is conducting the Middle Grades Longitudinal Study of 2017-18 (MGLS:2017).

During the 2017-18 school year, approximately 570 middle-grade schools participated in the Middle Grade Longitudinal Study of 2017 (MGLS:2017). In preparation for the 2019-20 follow up, we are asking schools that were unable to participate in the study's first year to participate in the follow-up study to ensure that study results are nationally representative.

Study Overview:

- Your school selects a day between January and June of 2020 for the 90-minute student session.
- Project staff will provide all equipment and the Internet connectivity to run the student session.
- On average, 35 randomly selected 8th grade students in each school will respond to survey questions, math and reading, and executive function. They will also provide height and weight measurements.
- Math teachers, the administrator, and one parent for each student will receive a survey invitation.
- If district/school policy permits, your school will receive a $400 check or $400 in goods/services for participating, the list provider will receive $50 to thank them for providing the enrollment information, and the school coordinator will receive $100 for help with the data collection logistics.
- Student administrative records may be collected in fall 2021.

Next Steps:

- A representative from RTI International will call to answer any questions you may have, and
- Obtain the name(s) of your designated school coordinator and list provider.
- The list provider will upload your 8th grade roster so we can randomly select about 35 students to participate. If your school is small, we may select all of your 8th graders to participate.
- The school coordinator will serve as the liaison between your school and the research staff and coordinate all data collection activities.

[FILL: The study has earned the support of <Insert Superintendent name>.] School and student participation is voluntary, but we anticipate that your school will partner with us in this extremely important study and ultimately contribute to the success of ALL middle-grades students. Enclosed you will find a brochure describing the study and a copy of the MGLS:2017 Frequently Asked Questions (FAQs). For additional details please visit the MGLS:2017 study website: https://surveys.nces.ed.gov/mgls.

We look forward to working with your school to make MGLS:2017 a success. Should you have any questions, please call the MGLS:2017 toll-free information number, 1-855-500-1432, or send an e-mail to or mgls@rti.org. Thank you for your support.

Sincerely,

<Signature>

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.

Enclosures: MGLS:2017 brochure; Frequently Asked Questions (FAQs) sheet

Appendix MS2B-J. MGLS:2017 Student Rostering Materials (Augmentation & Base Year Nonparticipating Schools)

Request for Student Roster Information from Schools

[Date]
[Title] [Name First] [Name Last]
[Title/Department]
[State District]
[Address]
[City], [State] [Zip code]

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.

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.

Appendix MS2B-K.MGLS:2017 FAQs Text

MGLS:2017 FAQs – Main Study

MGLS Letterhead

Middle Grades Longitudinal Study of 2017-18 (MGLS:2017) –– Frequently Asked Questions (FAQs)

What is MGLS:2017?
The Middle Grades Longitudinal Study of 2017-18 (MGLS:2017) is a new, unprecedented study of middle grade students being conducted by the National Center for Education Statistics (NCES) within the U.S. Department of Education. RTI International is carrying out the MGLS:2017 data collection on behalf of NCES.

What is the focus of MGLS:2017?
The study follows a cohort of sixth-grade students as they progress through the middle grade years, making the transition from elementary school and preparing for the transition into high school. The goals of the study are to assess students' mathematics and reading skills, executive function, and socioemotional well-being, and to collect data on family and school factors that may encourage success during these important, yet generally understudied, years of education.

When is the study being conducted?
MGLS:2017 began in early 2018 with students in sixth grade. The planned follow-up with the same students will occur in the winter/spring of 2020. The study will select additional students to participate in the study in advance of the 2020 data collection. These students will only participate in one round of data collection.

Why is MGLS:2017 important?
MGLS:2017 will help educators, researchers, and policymakers learn about student growth in math and reading as well as family and school factors that encourage success during the middle grade years. The data collected will provide a rich, descriptive picture of the experiences and lives of young adolescents during this critical time and will permit researchers to examine associations between contextual factors and student outcomes. Because mathematics and literacy skills are important for preparing students for high school and are linked with later education and career opportunities, the study is placing a focus on instruction and student growth in these areas.

Why participate in MGLS:2017?
Over the past two decades, education policy has become more data driven with a recognition of the importance of reliable and systematically collected information at the federal, state, and local levels. MGLS:2017 will provide, for the first time, national data for a longitudinal cohort that can be used to examine various aspects and components of middle grades education, as well as evidence about the effectiveness of middle grades programs and practices.

How will my school benefit from participating in MGLS:2017?
The value to you of participating in MGLS:2017 includes extrinsic benefits, such as monetary incentives, but the true value is an intrinsic one. It is your opportunity as a dedicated supporter and advocate of the middle grades to positively contribute to the success of middle grades education for our current and future principals, teachers, students, and parents. The benefits of participation in MGLS:2017 include: **Excitement**—the feeling of being part of the first national longitudinal study of the middle grades by the U.S. Department of Education; **Contribution**—you can take pride in knowing that you are making a positive contribution to the field of middle grades education; and **Understanding**— if enough of your school's students participate in the study, your school will receive a report showing how your students compare with students attending schools nationwide, as well as comparisons between your students and those at schools similar to yours on selected dimensions, such as public/private.

How will MGLS:2017 data be used?
MGLS:2017 data will allow researchers, educators, and policymakers to examine student development and achievement through this important stage of students' education career. More generally, MGLS:2017 data will allow researchers to examine family and schooling factors related to students' achievement. The study will capture changes in young people's lives and their connections with communities, schools, teachers, families, parents, and peers, including:

- Academic (especially in math and reading), social, and interpersonal growth;
- Transitions from elementary school and preparations for transitions into high school;
- School connectedness, belongingness, and engagement;
- Characteristics of schools serving students in the middle grades and their relationship to student outcomes; and
- School progress of and outcomes for students' with disabilities.

How many schools and students will be involved in MGLS:2017?
MGLS:2017 involves a nationally representative sample of about 20,000 students enrolled in grade 6 during the 2017-18 school year from about 800 public and private schools.

What is involved for students?
Students complete a direct-assessment of their math, reading, and other skills important to learning. Each student will also be asked to complete a survey about his or her school, social, and home experiences, and provide height and weight measurements. The student session will take about 90 minutes.

What is involved for school staff?
A school administrator will be asked to complete an approximately 40-minute web-based questionnaire about the school and the school environment. The math teachers of students selected for the study will complete web-based questionnaires about their background and classroom characteristics (approximately 20 minutes), as well as answer questions about the skills and abilities of specific students in the study (about 10 minutes per student). The special education teacher/provider for selected students with an Individualized Education Program (IEP) will be asked to complete web-based questionnaires about their background and the special education services they provide (about 10 minutes), as well as answer questions about the skills and abilities of specific students in the study (approximately 25 minutes per student).

What is involved for parents?
One parent of each sampled student will complete a questionnaire via a web survey or a telephone interview. The questionnaire will take about 40 minutes to complete.

Who will be responsible for the student data collection?
Trained MGLS:2017 staff will facilitate the completion of the student assessments and questionnaires and provide all required materials. Schools will only be asked to designate a school contact to assist MGLS:2017 staff with in-school assessment arrangements.

Do teachers need to help administer the assessments?
No, trained MGLS:2017 staff will visit the school, bringing all required materials for administering the assessments. Exceptions will be made for students with IEP accommodations that may require the assistance of school personnel (e.g., if a student works one-on-one with an aide).

Why are height and weight data collected in MGLS:2017?
Height and weight measurements are important in understanding physical growth, puberty status, and obesity status at this important time of growth for adolescents. By collecting this data annually over the three years of the study, we will be able to better understand how physical growth patterns affect student learning and socioemotional well-being.

Are there incentives for participating schools?
MGLS:2017 recognizes the demands placed on schools from many sources throughout the school year, and will give a modest incentive to schools that agree to help. MGLS:2017 will also provide $150 for a school coordinator to serve as the central point of contact and manage the data collection at each school.

What happens if a student or staff member refuses to participate?
All participation is voluntary. There are no penalties for not participating in the study. When completing the questionnaires, respondents can skip any question they do not want to answer. If individuals or schools are hesitant to be a part of the study, please reach out to MGLS:2017 staff so we can address any concerns you may have.

Will the names of participants and their responses be kept confidential?
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) and 99.35). All of the information you 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). All field staff and other staff working on the study have signed an affidavit of non-disclosure where they swear to abide by this law. Field staff have also undergone a criminal background check as a condition of employment. The collected information will be combined across respondents to produce statistical reports.

Who do I contact for further information about MGLS:2017?

For additional information, call the MGLS:2017 information number, 855-500-1432, or send an email to mgls@rti.org. You may also learn more about the study and education research focused on students in the middle grades by visiting the MGLS:2017 website at https://surveys.nces.ed.gov/MGLS/.

Appendix MS2B-L. MGLS:2017 Study Announcement: Letter to Parents from Schools

<date>
<schoolname>
<address>
<city>, <state> <zip>

These are the pivotal years, where we make or break a student, where we turn them on or off.
https://blog.ed.gov/2011/11/middle-grades-matter/

Dear Parent or Guardian,

Until now, there have been **zero** national studies of middle grades in the United States. This school year, our school will contribute to a greater understanding of the middle grades experience, by participating in the Middle Grades Longitudinal Study of 2017 (MGLS:2017), conducted by the National Center for Education Statistics (NCES), part of the U.S. Department of Education. This study will explore academic and social growth in middle school and how students connect with teachers, friends, family, and their environment.

By collecting information on the lives of students both inside and outside of the classroom, the study will be able to learn what helps students succeed. This is important for parents, teachers, and policymakers who want to know how to best prepare students for high school, later education, and career opportunities.

Your child [FILL BASED OFF IF SAMPLE HAS BEEN DRAWN: may be/has been] selected to take part in this study during the 2019-20 school year]. [FILL IN-SCHOOL: In the winter/spring of 2020 selected students will be invited to participate in a 90-minute student session. A trained session facilitator will visit the school to conduct the student session on Chromebooks. FILL OUT-OF-SCHOOL: In the winter/spring of 2020 selected students will be invited to participate in an online student session.] One parent or guardian of each selected student will also be asked to participate by completing an online survey or telephone interview. Later, in fall 2021, student administrative records may be collected.

Please watch for additional materials, including permission forms, that [FILL BASED OFF IF SAMPLE HAS BEEN DRAWN: may/will] be sent home with your child or mailed to you this spring. All participation is voluntary and there are no penalties for not participating in the study. However, [SCHOOL NAME] believes the study is important and encourages parents to consider taking part.

For additional details please visit the MGLS:2017 study website: https://surveys.nces.ed.gov/mgls.

We look forward to supporting this important study. Should you have any questions, please feel free to contact [SCHOOL CONTACT] or contact the study by using the 'Contact Us' form on the study website or sending an e-mail to mgls@rti.org.

Sincerely,

[School Official's Name and Title]

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 and students 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.

Appendix MS2B-M. MGLS:2017 Panel Maintenance Letter

<date>

<name>
<address>
<city> <state> <zip>

Go to https://surveys.nces.ed.gov/mgls
Enter your study ID: <ID fill>
Enter your password: <psswrd fill>

Dear <name>:

In the spring of 2018, <student's name> [IF PARTICIPATED SAY: participated; IF NONRESPONDENT SAY: was selected to participate] in the Middle Grades Longitudinal Study of 2017-18 (MGLS:2017). This important research, conducted by the National Center for Education Statistics, U.S. Department of Education, follows a cohort of students as they progress through the middle grade years, making the transition from elementary school and preparing for the transition into high school.

As we prepare for the next phase of MGLS:2017, which will take place in the spring of 2020, we are updating our contact information for selected students. We hope that you can take just 5 minutes to update <student's name> contact information and current school information. The success of this national longitudinal study depends on having the most up-to-date contact information for all of the students and parents involved in MGLS:2017. Please visit our secure website and use the study ID provided above to update your contact information. [IF REMINDER: If you prefer, you may also complete and return the enclosed address update form.] Once the information is updated and received, we will send you a **$10** check as a token of our appreciation.

MGLS:2017 is being administered by RTI International for the National Center for Education Statistics (NCES), part of the U.S. Department of Education. If you have any questions about MGLS:2017 or about updating your contact information, please call the MGLS:2017 help desk at 1-855-500-1432. You may also send us an e-mail at mgls@rti.org.

We thank you in advance for your help and greatly appreciate your continued support of this important research!

Sincerely,

Dan Pratt
Project Director
Middle Grades Longitudinal Study of 2017-18

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 you 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.

Enclosures
[IF REMINDER: Address update form]

Appendix MS2B-N.MGLS:2017 Panel Maintenance Email

[Sample Maintenance Email to Parents that have not updated within a week after the letter]

Middle Grades Longitudinal Study of 2017-18
Dear <NAME>:

In the spring of 2018, your son or daughter [IF PARTICIPATED SAY: participated; IF NONRESPONDENT SAY: was selected to participate] in the Middle Grades Longitudinal Study of 2017-18 (MGLS:2017). MGLS:2017 is conducted by the National Center for Education Statistics, part of the U.S. Department of Education.

Recently, we sent a letter asking for your help in verifying your child's contact information. If you have already completed this update, we thank you! If you have not yet had an opportunity, this is a friendly reminder to please spend about 5 minutes to update this information at your earliest convenience. We greatly appreciate your help with this critical effort. One of the most powerful aspects of MGLS:2017 is that it is longitudinal. Our ability to assess the progress of students over time will help educators better understand what leads to student growth and success across the middle grade years. Upon submitting your son/daughter's updated contact information, we will send you a **$10** check as a token of our appreciation.

Please visit the web address below and use the study ID and password provided to update your student's contact information. If you have any questions or encounter any difficulty, please call the MGLS:2017 help desk, toll-free, at 855-500-1432.

Go to https://surveys.nces.ed.gov/mgls/
Enter your study ID: <ID fill>
Enter your password: <psswrd fill>

Thank you for your continued participation in this important study. We look forward to hearing from you!

Dan Pratt
Project Director
Middle Grades Longitudinal Study of 2017-18

Middle Grades Longitudinal Study of 2017-18 (MGLS:2017)
Address Update Information

Thank you for your interest and continued participation in the Middle Grades Longitudinal Study of 2017-18 (MGLS:2017). As we prepare for the next phase of MGLS:2017, which will take place in the spring of 2020, we are updating our contact information for selected students. We need to verify some information with you about your child who was in sixth grade during the 2017-18 school year. Upon submitting your son/daughter's updated contact information, we will send you a **$10** check as a token of our appreciation.

1. Please enter the name of the school you expect your child to be enrolled at in the spring of 2020:
   _____

   □ Check if same school attended as in spring 2019 (Skip to question 4)

2. If this is a different school than the one attended in spring 2019, in what city and state is this school?
   City: _____
   State:_____

3. What is the reason for leaving the school attended in spring 2019?
   - □ Transferred to a new school
   - □ Left to be home schooled
   - □ Graduated and moved on to the next school (e.g. middle school or junior high school).
   - □ Don't know

4. <u>If the current contact information is not correct below, please provide the updated contact information on the right.</u>

Parent or guardian «parent1panelinfo»		**<u>Updated information</u>** □ Check if this is the student's primary address
Name:	«parentname»	
Address:	«parentaddr»	
City	«parentcity»	
State	«parentstate»	
ZIP	«parentzip»	
Home phone:	«parenthphone»	
Work phone:	«parentwphone»	
Cell phone:	«parentcphone»	
Primary email:		
Secondary email:		

Parent or guardian 2

«parent2panelinfo»

Updated information

□ Check if this is the student's primary address

Name:	«parent2name»	
Address:	«parent2addr»	
City	«parent2city»	
State	«parent2state»	
ZIP	«parent2zip»	
Home phone:	«parent2hphone»	
Work phone:	«parent2wphone»	
Cell phone:	«parent2cphone»	
Primary email:		
Secondary email:		

5. Is there a relative or friend, who does not live in this household, who will always know where you are if you move? What is the name, address, and telephone number of that person? We will only contact this person if we cannot locate you for the next interview.

Name:	
Address:	
City	
State	
ZIP	
Home phone:	
Work phone:	
Cell phone:	

6. Would you like us to send a text message to the cell phone listed on the first page when data collection is about to begin? (Please note: standard text message rates apply)
   - □ Yes
   - □ No

NOTE: *The next question will only be displayed if the "yes" box under number 6 is checked. It will not be displayed if "no" is checked or nothing is checked.*

7. We will need the name of your cell phone service provider (e.g., AT&T, Verizon, Sprint, etc.) to ensure the message is sent to the correct carrier.

   Service provider: _____

8. You're finished! The last thing we need to know is where you want us to send the **$10** check for completing this activity. If the address below is right, press Next. If this address below is not right, please fix it, and then press Next. If you do not want to receive this check, please click the box below, and then press Next to continue.

Name: [_____]
Street address1: [_____]
Street address2: [_____]
City: [_____]
State: [_____]
Zip code: [_____]

☐ I do not want to receive any money for completing this survey.

Thank you in advance for making MGLS:2017 a success!

Hardcopy Panel Maintenance Form

Thank you for your interest and continued participation in the Middle Grades Longitudinal Study of 2017-18 (MGLS:2017). We are preparing for the follow-up study to take place in the Spring of 2020.

Please take a moment to update your current address and telephone information in the space provided below if different than what is printed. If you prefer, you can also provide this information by logging into our secure website at https://surveys.nces.ed.gov/mgls/ using the login information provided in the letter. Upon submitting your son/daughter's updated contact information, we will send you a **$10** check as a token of our appreciation.

Student name: «studentname» (Your child who was in sixth grade during the 2017–18 school year.)

1. Will your child be attending [SCHNAME] in the spring of 2020?
   - ☐ Yes (skip to question 4)
   - ☐ No (go to question 2)

2. What school will your child be attending in spring 2020?
   School name: _____
   City: _____
   State:_____

3. What is the reason for leaving [SCHNAME]?
   - ☐ Transferred to a new school
   - ☐ Left to be home schooled
   - ☐ Graduated and moved on to the next school (e.g. middle school or junior high school).
   - ☐ Don't know

4. **Parent/Guardian information.**

If the information on the left side is incorrect, please update it on the right side. Please indicate if the address below is the student's primary residence.

Parent or Guardian 1

☐ Information is correct
☐ Check if this is the student's primary address

Name:	«parentname»	_____
Address:	«parentaddr»	_____
City	«parentcity»	_____
State	«parentstate»	_____
ZIP	«parentzip»	_____
Home phone:	«parenthphone»	_____
Work phone:	«parentwphone»	_____
Cell phone:	«parentcphone»	_____
Primary email:	«parentemail1»	_____
Secondary email:	«parentemail2»	_____

CONTINUE ON PAGE 2→

Parent or Guardian 2

☐ Information is correct
☐ Check if this is the student's primary address

Name:	«parent2name»	_____
Address:	«parent2addr»	_____
City	«parent2city»	_____
State	«parent2state»	_____
ZIP	«parent2zip»	_____
Home phone:	«parent2hphone»	_____
Work phone:	«parent2wphone»	_____
Cell phone:	«parent2cphone»	_____
Primary email:	«parent2email1»	_____
Secondary email:	«parent2email2»	_____

---

5. Would you like us to send a text message to the cell phone listed on the first page when data collection is about to begin? (Please note: standard text message rates apply)
   - ☐ Yes
   - ☐ No

   If yes, we will need the name of your cell phone service provider (e.g., AT&T, Verizon, Sprint, etc.) to ensure the message is sent to the correct carrier.

   Service provider: _____

6. **You're finished!** The last thing we need to know is where you want us to send the **$10** check for completing this document.

   ☐ Send check to address/corrected address in Question 4.

   Name: _____
   Street address: _____
   Street address2: _____
   City: _____
   State: _____
   Zip code: _____

Thank you in advance for making MGLS:2017 a success!

Appendix MS2B-Q1. Parent Permission Letter – Implicit

MGLS:2017 Child Permission Form - Implicit Permission - Main Study

Dear Parent or Guardian,

Your school is participating in the Middle Grades Longitudinal Study of 2017-18, conducted by the National Center for Education Statistics (NCES), within the U.S. Department of Education. MGLS:2017 gives you and your child the rare opportunity to share your experiences and opinions to help improve education for your child and children in the future. We are writing now about your child's participation, and you will receive a separate invitation for you to participate as well.

WHO: About 35 students from your child's school will be asked to participate. About 20,000 students from across the country will be participating.

WHAT: Students will complete a survey about themselves and their experiences and answer some math and reading questions. They will also provide height and weight measurements, which are important to understanding the growth and development of adolescents. The student session will be conducted on Chromebooks computers supplied by the study, and participation is voluntary. **Your child will receive a certificate for 2 hours of community service from the U.S. Department of Education, and a pair of earbuds as a "thank you" for participating.** Later, in fall 2021, student administrative records may be collected.

WHEN: Your student's school will choose a convenient day and time between January and June for students to spend just 90 minutes in the MGLS:2017 student session.

WHERE: The school will choose the best location for the session, typically a classroom or media center.

WHY: The study will help us learn more about students' growth during middle grades and ways we can support them. Together, this information will help us learn how to give all middle grades students the experience and skills they need to thrive in these critical years of education.

To learn more: Visit the study website at https://surveys.nces.ed.gov/MGLS/ or scan the QR code. If you have questions, please call us at (855)-500-1432 or send an email to MGLS@rti.org.

Thank you for taking the time to learn about this important study and how you can help.

You only need to return the attached form if you do not want for your child to participate.

ies NATIONAL CENTER FOR EDUCATION STATISTICS
Institute of Education Sciences

RTI INTERNATIONAL

IMPORTANT: This is not a test, and it is not graded. There is little risk to your child's participating. We follow very strict laws to protect personal information and any data collected. All information collected is securely maintained, and your student's name will never be stored with responses. All reports will use aggregate information for all students who participate, and your child or school will never be identified in any reports.

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 you and your child 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.

Your child has been asked to participate in a study of student learning called the Middle Grades Longitudinal Study of 2017-18 (MGLS:2017). Student data will be collected in a 90-minute session during the school day. The student session will be led by a team of researchers from RTI International, on behalf of the National Center for Education Statistics (NCES).

If you give permission for your child to participate in MGLS:2017 YOU DO NOT NEED TO RETURN THIS FORM. Please keep this copy for your records.

If you do not give permission for your child to participate in MGLS:2017, please check the box below, and sign and return this form to your child's school as soon as possible.

☐ No, I do not give permission for my child to participate in the Middle Grades Longitudinal Study of 2017-18.

_____Date of signature: _____/_____/_____
(Signature of parent or guardian)

Please Print:

Student name: _____
School name: _____
Parent name: _____
Parent telephone: _____
Parent email: _____
Parent home address: _____
Street address City State Zip

FOR OFFICE USE ONLY:
Student ID: _____

Appendix MS2B-Q2. Parent Permission Letter – Explicit

MGLS:2017 Child Permission Form- Explicit Permission- Main Study

Please read, sign, and return the attached form to your child's school.

Dear Parent or Guardian,

Your school is participating in the Middle Grades Longitudinal Study of 2017-18, conducted by the National Center for Education Statistics (NCES), within the U.S. Department of Education. MGLS:2017 gives you and your child the rare opportunity to share your experiences and opinions to help improve education for your child and children in the future. We are writing now about your child's participation, and you will receive a separate invitation for you to participate as well.

WHO: About 35 students from your child's school will be asked to participate. About 20,000 students from across the country will be participating.

WHAT: Students will complete a survey about themselves and their experiences and answer some math and reading questions. They will also provide height and weight measurements, which are important to understanding the growth and development of adolescents. The student session will be conducted on Chromebooks computers supplied by the study, and participation is voluntary. **Your child will receive a certificate for 2 hours of community service from the U.S. Department of Education, and a pair of earbuds as a "thank you" for participating**. Later, in fall 2021, student administrative records may be collected.

WHEN: Your student's school will choose a convenient day and time between January and June for students to spend just 90 minutes in the MGLS:2017 student session.

WHERE: The school will choose the best location for the session, typically a classroom or media center.

WHY: The study will help us learn more about students' growth during middle grades and ways we can support them. Together, this information will help us learn how to give all middle grades students the experience and skills they need to thrive in these critical years of education.

To learn more: Visit the study website at https://surveys.nces.ed.gov/MGLS/ or scan the QR code. If you have questions, please call us at (855)-500-1432 or send an email to MGLS@rti.org.

Thank you for taking the time to learn about this important study and how you can help.

ies NATIONAL CENTER FOR EDUCATION STATISTICS Institute of Education Sciences

RTI INTERNATIONAL

IMPORTANT: *This is not a test, and it is not graded. There is little risk to your child's participating. We follow very strict laws to protect personal information and any data collected. All information collected is securely maintained, and your student's name will never be stored with responses. All reports will use aggregate information for all students who participate, and your child or school will never be identified in any reports.*

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 you and your child 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.

Parent/Guardian Explicit Permission Form – MGLS:2017

Your child has been asked to participate in a study of student learning called the Middle Grades Longitudinal Study of 2017-18 (MGLS:2017). Student data will be collected in a 90-minute session during the school day. The student session will be led by a team of researchers from RTI International, on behalf of the National Center for Education Statistics (NCES).

PLEASE CHECK ONE:

☐ Yes, I give permission for my child to participate in MGLS:2017.

☐ No, I do not give permission for my child to participate in MGLS:2017.

PLEASE SIGN YOUR NAME BELOW:

_____ Date of signature: _____/_____/_____
(Signature of parent or guardian)

PLEASE PRINT:

Student name: _____
School name: _____
Parent name: _____
Parent telephone: _____
Parent email: _____
Parent home address: _____
Street address City State Zip

FOR OFFICE USE ONLY:
Student ID: _____

MGLS:2017 Student Participation Flyer (Explicit Permission Schools)

NATIONAL CENTER FOR EDUCATION STATISTICS/U.S DEPARTMENT OF EDUCATION
MIDDLE GRADES LONGITUDINAL STUDY of 2017-18

PIZZA PARTY!/GIFT CERTIFICATE!

[A food event will be held for/a $3 gift certificate to the school cafeteria will be given to] ALL students whose parent/guardian returns a completed Middle Grades Longitudinal Study of 2017-18 (MGLS:2017) permission form! [The party will be held at your child's school/The certificate will be given out] on or about the day the session will be held.

What's the study about?

- Selected students spend approximately 90 minutes on a computer answering questions about themselves, completing math and reading items, and playing a "brain game". Height and weight measurements will be collected during the session.

Why should my child participate?

- This is an exciting and unique chance to provide your opinion, input, and experiences about middle grades education. We are collecting information from students and their parents, teachers, and administrators to find out what you think is working well and what is not working well. The input we receive could help to improve education for students now and in the future.

What are the benefits of participation?

- *Excitement* – the feeling of being part of one of the largest national longitudinal studies of the middle grades by the U.S. Department of Education and the National Center for Education Statistics (NCES).
- *Contribution* – you can take pride in knowing that you are making a positive contribution to the field of middle grades education.
- *Tokens of Appreciation*– as a thank you for participating, your child will be given a pair of earbuds and a pencil used during the session. He/She will also receive a certificate for 2 community service hours.

Please complete the enclosed permission form and return it to [Fill] in the return envelope today!