

2020/22 BEGINNING POSTSECONDARY STUDENTS  
LONGITUDINAL STUDY (BPS:20/22) FIELD TEST

Appendix C  
Student Contacting Materials

OMB # 1850-0631 v.18

**Submitted by**  
**National Center for Education Statistics**  
**U.S. Department of Education**

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**revised November 2020**

This appendix includes the contacting materials that will be sent to sample members to request their participation in the 2020/22 Beginning Postsecondary Students Longitudinal Study (BPS:20/22) Field Test. The BPS:20/22 Field Test contact materials include a brochure, website text, letters, e-mails, postcards, text messages, interesting facts and trend data, merge fields, and “as needed” materials that may be used during data collection. Within each contact type, the materials are listed in the tentative order they will be sent to sample members, from the initial data collection announcement to a final thank you. We will send these materials to students at varying times throughout data collection. ‘As Needed Contacts’ may be sent in addition to scheduled contacts, in place of scheduled contacts, or may not be sent at all. We also have included materials that will be used to encourage selected sample members to complete reinterview surveys. We will review response rates throughout data collection and determine most effective communication to impact response. We may also reuse some contacts during different phases of data collection. Once a sample member’s case has been finalized (either as a final refusal, other final status, or a completed survey), we will stop all contacting attempts.

We have inserted fills and merge fields into each contact to indicate where language may differ, for example, if used in a different data collection phase (early completion or production). Merge fields within the contact materials include the incentive payment options, the length of the survey, and other details specific to the case. The merge fields also account for the Office of Foreign Assets Controls (OFAC) cases that must either be paid via check or, for some cases, cannot be paid at all. ControlID, addressID, and emailID are fills that we will use to track undeliverable contacts. For example, a unique e-mail ID is assigned to each e-mail address that we have for a particular case. The e-mail ID is included at the bottom of each e-mail as a way of tracking any undeliverable or bounced e-mails, ControlID is used for QC purposes, and AddressIDs are used to track undeliverable physical mail.

We will send other materials, as needed, that include an item from the ‘Interesting Facts’ section. Not all the data contained in that section will be used at one time, but rather, selected facts will be pulled from this section to create graphics and statements to be included in contact materials.

Once language is approved by OMB, we will adjust the formatting and graphics of the postcards containing QR codes and the infographics mailings. We will assign each sample member a unique QR code to be included in the letters and postcards for direct access to the survey.

**BPS:20/22 field test data collection protocols by data collection phase and group assignment**

	<b>Data Collection Group Assignments</b>	
	<b>Default Protocol</b>	<b>Aggressive Protocol</b>
<b>Sample</b>	<ul style="list-style-type: none"> <li>• NPSAS:20 interview respondents (n =</li> </ul>	<ul style="list-style-type: none"> <li>• NPSAS:20 interview non-respondents (n =</li> </ul>

	2,575) • NPSAS:20 ineligible (n = 175)	950)
<b>Data Collection Protocols</b>		
<b>Prior to data collection</b>	• Greeting card	• Greeting card
<b>Early completion phase</b>	<ul style="list-style-type: none"> <li>• DC announcement mail, text, and email with \$5 early bird experiment</li> <li>• Mode tailoring with NPSAS:20 completion mode</li> </ul>	<ul style="list-style-type: none"> <li>• DC announcement mail, text, and email (possible \$2 prepaid for NPSAS:20 nonrespondents) with \$5 early bird experiment</li> <li>• CATI begins 2 weeks after mail outs – continued throughout</li> </ul>
<b>Production phase 1a</b>	<ul style="list-style-type: none"> <li>• Light CATI outbound begins</li> <li>• Postcard, email, text message reminders – continued throughout</li> </ul>	• Postcard, email, text message reminders – continued throughout
<b>Production phase 1b</b>	• Text message experiment (3 weeks)	• Text message experiment (3 weeks)
<b>Production phase 2</b>		• \$10 prepaid incentive
<b>Total incentives</b>	<ul style="list-style-type: none"> <li>• \$30 baseline</li> <li>• \$5 early bird</li> <li>• Maximum = \$35</li> </ul>	<ul style="list-style-type: none"> <li>• \$40 baseline (+ \$2 prepaid)</li> <li>• \$5 early bird</li> <li>• \$10 prepaid</li> <li>• Maximum = \$52</li> </ul>

**Tentative Schedule for Sample Member Contacts (dates are approximate and subject to change)**

**Survey Schedule:**

<b>Contact</b>	<b>Type</b>	<b>Phase</b>	<b>Date</b>
Greeting Card—Initial Contact	Mailing	Early	Upon OMB approval
Data Collection Announcement Letter	Mailing	Early	3/1/2021
Data Collection Announcement E-mail	E-mail	Early	3/4/2021
Data Collection Announcement Text	Text	Early	3/9/2021
Reminder E-mail 1	E-mail	Early	3/12/2021
Reminder E-mail 2	E-mail	Early	3/20/2021
Reminder Postcard 1	Mailing	Early	3/22/2021
Text Message Reminder 1	Text	Early	3/24/2021
Reminder E-mail 3	E-mail	Production	3/30/2021
Text Message Reminder 2	Text	Production	4/8/2021
Reminder E-mail 4	E-mail	Production	4/9/2021
Reminder Letter 1	Mailing	Production	4/12/2021
Reminder E-mail 5	E-mail	Production	4/20/2021
Text Message Reminder 3	Text	Production	4/27/2021
Reminder Postcard 2	Mailing	Production	4/28/2021
Reminder E-mail 6	E-mail	Production	4/30/2021
Text Message Reminder 4	Text	Production	5/4/2021
Text Message Reminder 5	Text	Production	5/10/2021
Reminder E-mail 7	E-mail	Production	5/11/2021
Reminder E-mail 8	E-mail	Production	5/17/2021
Text Message Reminder 6	Text	Production	5/23/2021
Reminder E-mail 9	E-mail	Production	5/25/2021
Reminder Postcard 3	Mailing	Production	5/25/2021
Reminder E-mail 10	E-mail	Production	6/5/2021
Text Message Reminder 7	Text	Production	6/7/2021
Reminder Letter 2	Mailing	Production	6/15/2021
Reminder E-mail 11	E-mail	Production	6/17/2021
Text Message Reminder 8	Text	Production	6/21/2021
Reminder E-mail 12	E-mail	Production	6/24/2021
Text Message Reminder 9	Text	Production	7/1/2021
Reminder E-mail 13	E-mail	Production	7/3/2021
Thank You Letter – sent with check	Mailing	All phases	Rolling

<b>Contact</b>	<b>Type</b>	<b>Phase</b>	<b>Date</b>
Thank You E-mail	E-mail	All phases	Rolling
<b>As Needed Contacts</b>			
As Needed Reminder E-mail 1	E-mail	Any phase	TBD
As Needed Reminder E-mail 2	E-mail	Any phase	TBD
As Needed Reminder E-mail 3	E-mail	Any phase	TBD
As Needed Reminder E-mail 4	E-mail	Any phase	TBD
As Needed Reminder E-mail 5	E-mail	Any phase	TBD
As Needed Reminder E-mail 6	E-mail	Any phase	TBD
As Needed Reminder E-mail 7	E-mail	Any phase	TBD
Re-Interview, Initial E-mail	E-mail	Any phase	TBD
Re-Interview, Reminder E-mail 1	E-mail	Any phase	TBD
Re-Interview, Reminder E-mail 2	E-mail	Any phase	TBD
Initial Contact E-mail (if time allows)	E-mail	Early	TBD
Incentive Change E-mail (Boost)	E-mail	Nonresponse conversion	TBD
Contacting Reminder E-mail	E-mail	Any phase	TBD
Partial Complete E-mail	E-mail	All phases	Rolling
Paired Contact E-mail	E-mail	All phases	Rolling
Data Collection Interruption E-mail	E-mail	All phases	Rolling
Data Collection Interruption E-mail (Resume)	E-mail	All phases	Rolling
Pending Ineligible E-mail	E-mail	All phases	Rolling
Reviewed Pending Ineligible E-mail (Generic)	E-mail	All phases	Rolling
Reviewed Pending Ineligible E-mail (Common Eligibility Issues)	E-mail	All phases	Rolling
Reviewed Pending Ineligible E-mail (Branch Campus)	E-mail	All phases	Rolling
Hard Refusal E-mail	E-mail	All phases	Rolling
No Good Address for Check E-mail	E-mail	All phases	Rolling
Canceled PayPal E-mail	E-mail	All phases	Rolling
Missing Incentive Data E-mail	E-mail	All phases	Rolling
No Contact E-mail	E-mail	All phases	Rolling
Outstanding Check E-mail	E-mail	All phases	Rolling
Expired Check E-mail	E-mail	All phases	Rolling
Preferred to Complete Online E-mail	E-mail	All phases	Rolling
Data Collection Extension E-mail	E-mail	All phases	Rolling
Data Collection Staff Prompt E-mail	E-mail	All phases	Rolling
Missing PayPal E-mail	E-mail	All phases	Rolling

<b>Contact</b>	<b>Type</b>	<b>Phase</b>	<b>Date</b>
Needs Incentive Selection E-mail (Didn't Select Incentive)	E-mail	All phases	Rolling
Failed PayPal Payment E-mail	E-mail	All phases	Rolling
Returned PayPal E-mail	E-mail	All phases	Rolling
Unclaimed PayPal E-mail	E-mail	All phases	Rolling
Unclaimed Prepaid PayPal E-mail	E-mail	All phases	Rolling
Bad Check Address E-mail	E-mail	All phases	Rolling
Undeliverable Check E-mail	E-mail	All phases	Rolling
Coronavirus Pandemic Informational E-mail	E-mail	All phases	TBD
As Needed Letter 1	Mailing	Any phase	TBD
As Needed Letter 2	Mailing	Any phase	TBD
Incentive Change Letter (Boost)	Mailing	Nonresponse conversion	TBD
Re-Interview Letter	Mailing	Any phase	TBD
As Needed Postcard 1 (Incentive Eligible)	Mailing	Any phase	TBD
As Needed Postcard 2	Mailing	Any phase	TBD
As Needed Postcard 3	Mailing	Any phase	TBD
As Needed Postcard 4	Mailing	Any phase	TBD
As Needed Postcard 5	Mailing	Any phase	TBD
As Needed Postcard 6	Mailing	Any phase	TBD
As Needed Postcard 7	Mailing	Any phase	TBD
As Needed Postcard 8	Mailing	Any phase	TBD
Incentive Changes Announcement Postcard	Mailing	Any phase	TBD
As Needed Text Message Reminder 1	Text	Any phase	TBD
As Needed Text Message Reminder 2	Text	Any phase	TBD
As Needed Text Message Reminder 3	Text	Any phase	TBD
As Needed Text Message Reminder 4	Text	Any phase	TBD
As Needed Text Message Reminder 5	Text	Any phase	TBD
As Needed Text Message Reminder 6	Text	Any phase	TBD
As Needed Text Message Reminder 7	Text	Any phase	TBD
As Needed Text Message Reminder 8	Text	Any phase	TBD
As Needed Text Message Reminder 9	Text	Any phase	TBD

<b>Contact</b>	<b>Type</b>	<b>Phase</b>	<b>Date</b>
As Needed Text Message Reminder 10	Text	Any phase	TBD
As Needed Text Message Reminder 11	Text	Any phase	TBD
End of Early Bird Text Reminder	Text	Early	TBD
Boost Text Reminder	Text	Production	TBD
Re-Interview, Initial Text	Text	Any phase	TBD
Re-Interview, Reminder 1	Text	Any phase	TBD
Re-Interview, Reminder 2	Text	Any phase	TBD
Data Collection Extension Text Reminder	Text	Production	TBD
Interruption in Data Collection – Notice	Text	All phases	Rolling
Interruption in Data Collection – Resume	Text	All phases	Rolling
Hard Refusal (Not a Stop Text Refusal)	Text	All phases	Rolling
No Good Address for Payment (completed using text password)	Text	All phases	Rolling
Canceled PayPal Text (completed using text password and selected PayPal Incentive)	Text	All phases	Rolling
Missing Incentive Data Text (completed using text password)	Text	All phases	Rolling
Opted into Receiving Texts During Data Collection Via CATI or E-mail	Text	All phases	Rolling
Coronavirus Pandemic Informational SMS Text	Text	All phases	TBD
Auto-Reply Text	Text	All phases	Rolling

## Tentative Schedule for BPS:20/22 Full Scale Panel Maintenance

<b>Contact</b>	<b>Type</b>	<b>Phase</b>	<b>Date</b>
BPS:20/22 FS Panel Maintenance Postcard	Mailing	BPS Full Scale	TBD
BPS:20/22 FS Panel Maintenance E-mail	E-mail	BPS Full Scale	TBD
BPS:20/22 Full Scale Panel Maintenance Initial Text	Text	BPS Full Scale	TBD

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## **Brochure Text**

### FRONT COVER

#### **2020/22 Beginning Postsecondary Students Longitudinal Study (BPS:20/22) Field Test**

#### PANEL 1, FLAP

##### **Who is conducting BPS?**

The 2020/22 Beginning Postsecondary Students Longitudinal Study (BPS:20/22) Field Test is conducted by the National Center for Education Statistics (NCES), in the U.S. Department of Education's Institute of Education Sciences, with data collection being carried out under contract by RTI International, a U.S.-based nonprofit research organization.

NCES is authorized to conduct BPS by the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543) and to collect students' education records from educational 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).

##### **How will my information be protected?**

NCES is required to follow strict procedures to protect personal information in the collection, reporting, and publication of data. All of the information provided by individuals or institutions 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).

Data security procedures for BPS are reviewed and approved by NCES data security staff. Your answers are secured behind firewalls and are encrypted during internet transmission using Secure Sockets Layer (SSL) protocol. All data entry modules are password protected and require the user to log in before accessing the data. NCES employees and contractors are subject to large fines or imprisonment if individual responses are disclosed.

#### INSIDE PANELS

##### **What is BPS?**

The 2020/22 Beginning Postsecondary Students Longitudinal Study (BPS:20/22) Field Test follows students who started postsecondary education in the 2018–19 academic year. BPS will survey about 3,700 students in 2021 to collect information about their educational progress and plans, experience in the workforce, earnings and expenses, family status, and personal and professional goals.

##### **Why am I being asked to participate?**

You are being asked to participate in BPS because you were enrolled in postsecondary education for the first time during the 2018–19 academic year. Postsecondary education is any education beyond high school, including career and technical school, college, and graduate school. Most sample members were first surveyed in 2020 as part of the National Postsecondary Student Aid Study (NPSAS).

## **What happens to the results?**

Results from the current study will be posted on the NCES website (<https://nces.ed.gov/surveys/bps/>) as soon as they are available. Your responses will be combined with those of other students and will be presented in summary form only. No individually-identifiable information will be published.

Researchers will use BPS data to explore a wide variety of topics, such as how financial aid influences persistence in and completion of postsecondary education.

## **How do I participate?**

Participation is easy! You can complete the BPS survey online or over the phone.

### **Online**

Log onto the study website at <https://surveys.nces.ed.gov/bps/> using the Study ID and password provided to you in your study materials.

The survey is mobile-optimized, so it can be easily completed on a mobile device.

### **Phone**

Call our Help Desk at <<ROCHelpDesk#>> to speak to one of our professional interviewers who are happy to assist you.

Additionally, during data collection you may receive reminder communications in any of the following ways:

- Mail from the National Center for Education Statistics
- E-mails from <<[bps@ed.gov](mailto:bps@ed.gov)>> <<or>> <<[bps@rti.org](mailto:bps@rti.org)>>
- SMS text messages from xxx-xxx-xxxx
- Phone calls from xxx-xxx-xxxx

## **Did you know?**

[INSERT SELECTED TREND DATA FROM INTERESTING FACTS - TREND DATA, PAGE C-108]

BACK COVER

### **Contact Us**

For assistance, please contact the study Help Desk or visit the website:

BPS HELP DESK

<<ROCHelpDesk#>>

[bps@ed.gov](mailto:bps@ed.gov)//[bps@rti.org](mailto:bps@rti.org)

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

If you have questions or concerns about BPS:20/22, contact:

**RTI International**

Michael Bryan

BPS Project Director at RTI

[mbryan@rti.org](mailto:mbryan@rti.org)

<<PD/RTIHelpDesk#>>

**National Center for Education Statistics (NCES)**

David Richards, Ph.D.

BPS Project Officer at NCES

[David.Richards@ed.gov](mailto:David.Richards@ed.gov)

202-245-6202

## Website Text<sup>1</sup>

### Home Page

#### Welcome to the 2020/22 Beginning Postsecondary Students Longitudinal Study (BPS:20/22) Field Test

#### Please enter your Study ID and password:

Study ID:

Password:

Show me what I've typed

Need your Study ID number or password? ([hyperlink to Login Help page](#))

#### Login Help

Fill out this request form and we will e-mail your [[Study ID](#)]/[[password](#)] to you. Providing as much information as possible will help us respond to your request more quickly.

Study ID number (if known):

First Name (required):

Last name (required):

Date of Birth (MM/DD/YYYY):

College Name:

E-mail Address (required):

Cell Phone (XXX-XXX-XXXX):

Other Phone (XXX-XXX-XXXX):

#### Update Contact Info

Click on the fields below to enter the information:

Study ID

First Name

Middle Name

Last Name

Suffix (drop-down)

Former Name

Cell Phone

Home Phone

Work Phone

E-mail Address

Secondary E-mail address

<sup>1</sup> Three different mockup screenshots for the BPS:20/22 website are provided in Appendix E. Page E-18 contains a mockup of the login screen as seen on a desktop or laptop computer, while p. E-19 has a mockup of the login screen on a mobile phone. In addition to the login page, this data collection effort also contains some clickable links that will allow users to bypass the login screen; see the section of Text Message Reminders to see the context for those links. If users click on those personalized links, they will bypass the login screen and land on a welcome page. A similar welcome page from the B&B 16/20 collection is provided on page E-20 to demonstrate how the BPS:20/22 welcome page will look and function, and how the legal language will be shown on it. The image will be updated once the BPS:20/22 website has been fully programmed and the BPS:20/22 version of the image is available.

Address  
Address Line 2  
City                      Select State (drop-down)                      Zip Code

**[ONCE CONTACT INFO PAGE SUBMITTED, REDIRECT TO HOME PAGE]**

### **Contact Us**

If you need assistance, have questions regarding the 2020/22 Beginning Postsecondary Students Longitudinal Study (BPS:20/22) Field Test, or wish to complete the survey by phone, there are a variety of options you can use to contact us.

E-mail            <<[bps@ed.gov](mailto:bps@ed.gov)>> <<or>> <<[bps@rti.org](mailto:bps@rti.org)>>

Telephone    <<ROCHelpDesk#>>

Help Desk staff are available at the following times to assist you:

Monday-Thursday	9:00 a.m. – Midnight
Friday	9:00 a.m. – 11:00 p.m.
Saturday	9:30 a.m. – 9:00 p.m.
Sunday	1:00 p.m. – 11:00 p.m.

All times are Eastern Time (ET).

### **Whom should I contact if I have additional questions or concerns?**

If you have additional questions or concerns, BPS project staff are available to respond to your questions Monday through Friday between 9:00 a.m. and 5:00 p.m. ET.

#### **BPS Staff**

RTI Project Director	Michael Bryan <a href="mailto:mbryan@rti.org">mbryan@rti.org</a> <<PD/RTIHelpDesk#>>
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NCES Project Officer	David Richards, Ph.D. <a href="mailto:David.Richards@ed.gov">David.Richards@ed.gov</a> 202-245-6202
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### **What to Expect**

#### **Why am I being asked to participate?**

You are being asked to participate in **the 2020/22 Beginning Postsecondary Students Longitudinal Study (BPS:20/22) Field Test** because you were enrolled in postsecondary education (any education beyond high school) for the first time during the 2018–19

academic year. Your participation is critical to help policymakers and others understand the experiences of students who are beginning postsecondary education for the first time. Your personal circumstances are unique, and you cannot be replaced in this study. Most study participants were first surveyed in 2020 as part of the National Postsecondary Student Aid Study (NPSAS).

### **How can I complete the BPS survey?**

You may complete the BPS survey on the Web – simply [log in <hyperlink to home page>](#) by entering your Study ID number and password, which are provided in the BPS letter or e-mail you received. You can even complete it on your mobile device. If you need assistance accessing the survey on the website, or if you want to complete the survey by telephone, contact the BPS Help Desk by calling <<ROCHelpDesk#>> or sending an e-mail to <<[bps@ed.gov](mailto:bps@ed.gov)>> <<or>> <<[bps@rti.org](mailto:bps@rti.org)>> .

### **Will I receive reminders to take the survey?**

During data collection, you could receive reminder communications in any of the following ways:

- Mailings from the National Center for Education Statistics
- E-mails from <<[bps@rti.org](mailto:bps@rti.org)>> <<or>> <<[bps@ed.gov](mailto:bps@ed.gov)>>
- SMS Text messages from xxx-xxx-xxxx
- Phone calls from xxx-xxx-xxx

### **How long will the survey take?**

For most people, we expect the survey will take about 30 minutes, depending on your answers. You do not have to complete the survey in one session. You can get started and, if you choose, you can easily log out and resume the survey later.

### **Do I have to participate?**

Participation in this study is voluntary; however, your involvement is very important to the success of this study. By participating, you have the opportunity to help researchers, educators, and policymakers at the local, state, and national levels gain a better understanding of enrollment in postsecondary education, school expenses and financial aid, employment during and after school, demographics and living expenses.

### **Can I refuse to answer a question?**

You may refuse to answer any question at any time. If you choose not to answer or are unable to answer a particular question, you may still continue with the rest of the survey. Just leave the question blank and click the ‘next’ button to move on to the next question.

### **How do I know your website is secure?**

The BPS website is protected by Secure Sockets Layer (SSL; 128-bit encryption) technology. Your survey responses are collected over a secure server and connection also protected by SSL. SSL encrypts the communication between your browser and the BPS web server so your data will be kept secure.

### **Should I use a particular web browser to take the web survey?**

The survey needs to use a browser that supports HTML5 and JavaScript. The latest versions of Firefox, Chrome, and Safari will work, as will Internet Explorer 9 and later. If you are having any trouble completing the survey, please call our Help Desk at <<ROCHelpDesk#>> and we will be happy to assist you.

## **Previous Results**

As with all prior BPS surveys, results will be presented in summary form only; no individual results will be published in a way that identifies any participant. Data collected from BPS will enable researchers, educators, and policymakers to gain a better understanding of enrollment in postsecondary education, school expenses, financial aid, employment during and after school, demographics, and living expenses.

### **Here's what we've learned from previous BPS surveys...**

A BPS 2-year follow-up was last conducted with students who were first enrolled in the 2011-2012 academic year and included about 37,000 sample members. Selected findings from previous BPS surveys are presented below.

[INSERT SELECTED TREND DATA FROM INTERESTING FACTS – TREND DATA, PAGE C-108]

## **2020/22 Beginning Postsecondary Students Longitudinal Study (BPS:20/22) Field Test**

### **Confidentiality**

The National Center for Education Statistics (NCES) is required to follow strict procedures to protect personal information in the collection, reporting, and publication of data. All of the information provided by individuals or institutions 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).

Data security procedures for BPS are reviewed and approved by NCES data security staff. Your answers are secured behind firewalls and are encrypted during internet transmission using Secure Sockets Layer (SSL) protocol. All data entry modules are password protected and require the user to log in before accessing confidential data. Project staff are subject to large fines and/or imprisonment if they knowingly publish or communicate any individually identifiable information.

Congress has authorized the National Center for Education Statistics (NCES) of the U.S. Department of Education's Institute of Education Sciences to collect data about the costs of postsecondary education because policymakers at all levels need reliable and current national data in order to make decisions about postsecondary education.

NCES is authorized to conduct the 2020/22 Beginning Postsecondary Students Longitudinal Study (BPS:20/22) Field Test by the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543) and to collect students' education records from educational 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 study has been approved by the U.S. Office of Management and Budget (OMB). The valid OMB control number for this information collection is 1850-0631. The expiration date is xx/xx/20xx.

### **Important note regarding text message communications for federal studies and the TCPA**

The Telephone Consumer Protection Act (TCPA), under 47 U.S. Code §227, is a federal statute enacted in 1991 to safeguard consumer privacy. This legislation restricts **telemarketing** communications via voice calls, SMS texts, and fax without explicit prior consent. Per a July 2016 Declaratory Meeting before the Federal Communications Commission, it was confirmed that TCPA **does not** restrict research survey communications, provided those communications are lawfully made by the federal government or by agents acting under authority validly conferred on them by the federal government. Because it is authorized by the U.S. Department of Education to collect data on postsecondary education, BPS:20/22 falls under this provision.

During the course of data collection, you may receive text message reminders regarding survey participation. You have the option to opt out of text message reminders at any time. You can learn more about TCPA by [clicking here](#). If you have any questions regarding our use of text message reminders, you can reach us by e-mail at [bps@ed.gov//bps@rti.org](mailto:bps@ed.gov//bps@rti.org) or by phone at <<PD/RTIHelpDesk#>>.

### **About BPS**

The **2020/22 Beginning Postsecondary Students Longitudinal Study (BPS:20/22) Field Test** collects data from about 3,700 students who started postsecondary education in the 2018–19 academic year. The study collects information about their education progress and plans, experience in the workforce, earnings and expenses, family status, and personal and professional goals. Data for BPS are collected through a web or telephone survey, as well as through linkages to college records provided by the postsecondary institution and other data sources. The information collected will provide researchers, educators, and policymakers with a better understanding of enrollment in postsecondary education, school expenses and financial aid, employment during and after school, demographics, and living expenses.

The BPS:20/22 Field Test study is the first follow-up survey of a cohort of students who were enrolled in college or another postsecondary institution for the first time during the 2018–19 academic year. Most sample members were first surveyed in 2020 as part of the National Postsecondary Student Aid Study (NPSAS).

Congress has authorized the National Center for Education Statistics (NCES) of the U.S. Department of Education’s Institute of Education Sciences to collect data about the costs of postsecondary education because policymakers at all levels need reliable and current national data in order to make decisions about postsecondary education.

BPS is being administered for NCES by RTI International, a U.S.-based nonprofit research firm ([www.rti.org](http://www.rti.org)).

To learn more about the data from previous BPS cycles, visit **NCES's BPS website** <https://nces.ed.gov/surveys/bps>.

**<<Important Note about BPS:20/22 <<during the current>>//<<and the>> coronavirus pandemic**

We recognize how disruptive the coronavirus pandemic <<is//was>> to the education community, students, and parents. However, if you decide to participate in BPS:20/22 Field Test, your responses will be vital in understanding how the coronavirus pandemic has affected students like you during their postsecondary education. The survey will remain open during this time, but if you do have any questions or concerns, please contact our project Help Desk at <<PD/RTIHelpDesk#>> or [bps@ed.gov](mailto:bps@ed.gov)//[bps@rti.org](mailto:bps@rti.org)

**Footer (Included on all pages of the student website, including login and welcome page. Not included on the student survey pages.)**

National Center for Education Statistics, Institute of Education Sciences

OMB Clearance No: 1850-0631 Expiration Date: xx/xx/20xx.

NCES is authorized to conduct the 2020/22 Beginning Postsecondary Students Longitudinal Study (BPS:20/22) Field Test by the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543) and to collect students' education records from educational agencies or institutions for the purpose 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).

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this voluntary information collection is 1850-0631. The time required to complete this information collection is estimated to average approximately 30 minutes per survey response, including the time to review instructions, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate, suggestions for improving this survey, or any comments or concerns regarding the status of your individual submission of this survey, please write directly to: The 2020/22 Beginning Postsecondary Students Longitudinal Study (BPS:20/22) Field Test, National Center for Education Statistics, Potomac Center Plaza, 550 12th St., SW, Room 4037, Washington, DC 20202. OMB Clearance No: 1850-0631 Expiration Date: xx/xx/20xx.

## **BPS:20/22 Consent Text**

Sample members see the Web Consent Text when they log in to complete the self-administered survey. When sample members agree to complete the survey via CATI, the CATI Consent Text is read to sample members over the telephone by an interviewer.

### **Web Consent Text (Survey)**

Recently, we sent you material about the U. S. Department of Education's 2020/22 Beginning Postsecondary Students Longitudinal Study (BPS:20/22) Field Test. The BPS survey is being conducted to better understand the education and employment experiences of students who began their postsecondary education during the 2018-19 academic year.

[{If not on OFAC do not pay list and eligible for prepay} You should have already received \$ [prepaid incentive amount]. If you have not received the \$[prepaid incentive amount], please contact our Help Desk toll-free at XXX-XXX-XXXX for assistance.] The survey takes about 30 minutes [{if not on OFAC do not pay list} and as a token of our appreciation, you will receive [{if eligible for prepay} an additional] [{if early bird eligible} \$[[incentive amount] + [early bird incentive amount]] if you complete the survey by [early bird completion date] {else} \$[incentive amount] for participating]. [{If not on OFAC do not pay list and early bird eligible} After [early bird completion date], you will receive \$[incentive amount] for completing the survey.]

In addition to your survey responses, we collect other enrollment-related data from your institution and sources such as student loan databases and admissions testing agencies. Your responses, combined with any student record information, may be used for statistical purposes and will not be disclosed, or used, in personally identifiable forms for any other purpose, except as required by law (20 U. S. C. §9573 and 6 U. S. C. §151).

Sometimes there are opportunities for researchers to use data from previous studies or to share data with each other if they are conducting similar research. For these reasons, we may use or share your deidentified data with other researchers. If we do so, we will not contact you to ask for your additional informed consent.

Your participation is voluntary and will not affect any aid or other benefits that you may receive. You may decline to answer any question or stop the survey at any time. The risks of participating in this study are small and relate to data security. We have the following precautions in place - your responses are stored within an enhanced security network, only authorized project staff have access to data, and all staff have participated in privacy training, signed confidentiality agreements, and undergone rigorous background checks. All personally identifiable information will be kept in secure and protected data files, and will be separate from the responses you've already provided in this survey.

If you have any questions about this study, you may contact the study's director, Michael Bryan, at <<PD/RTIHelpDesk#>>. For questions about your rights as a participant, please contact RTI's Office of Research Protection toll-free at XXX-XXX-XXXX.

To review the letter that we mailed, [click here](#) (PDF letter).

To review the study brochure, [click here](#) (PDF brochure).

Do you want to begin the survey now?

1 = Yes, I agree to participate now

2 = Not now, but I want to participate at a later time

0 = No, I do not want to participate at all

**Help Text:** • You are one of approximately 3,700 students who will be taking part in this study.

• The risk of participating in this study is small and relates to data security. However, we have put strict security procedures in place to protect your information. Procedures include:

Responses are collected and stored on RTI's network which complies with all applicable security and privacy regulations including strong encryption during internet transmission (Secure Sockets Layer (SSL) protocol).

All data entry modules are password protected and require the user to log in before accessing confidential data.

Project staff are subject to large fines and/or imprisonment if they knowingly publish or communicate any individually identifiable information.

### **CATI Consent Text (Survey):**

**LTR\_S - (THIS SCREEN IS READ TO ALL SAMPLE MEMBERS CONTACTED VIA PHONE).** *(read to all sample members who opted for CATI):*

Recently, we sent you material about the U. S. Department of Education's 2020/22 Beginning Postsecondary Students Longitudinal Study (BPS:20/22) Field Test. The BPS survey is being conducted to better understand the education and employment experiences of students who began their postsecondary education during the 2018-19 academic year.

{If not on OFAC do not pay list and eligible for prepay} You should have already received \$ [prepaid incentive amount]. If you have not received the \$[prepaid incentive amount], please contact our Help Desk toll-free at XXX-XXX-XXXX for assistance.] The survey takes about 30 minutes {if not on OFAC do not pay list} and as a token of our appreciation, you will receive {if eligible for prepay} an additional] {if early bird eligible} \$[[incentive amount] + [early bird incentive amount]] if you complete the survey by [early bird completion date] {else} \$[incentive amount] for participating]. {If not on OFAC do not pay list and early bird eligible} After [early bird completion date], you will receive \$[incentive

amount] for completing the survey.]

In addition to your survey responses, we collect other enrollment-related data from your institution and sources such as student loan databases and admissions testing agencies. Your responses, combined with any student record information, may be used for statistical purposes and will not be disclosed, or used, in personally identifiable forms for any other purpose, except as required by law (20 U. S. C. §9573 and 6 U. S. C. §151).

Sometimes there are opportunities for researchers to use data from previous studies or to share data with each other if they are conducting similar research. For these reasons, we may use or share your deidentified data with other researchers. If we do so, we will not contact you to ask for your additional informed consent.

Your participation is voluntary and will not affect any aid or other benefits that you may receive. You may decline to answer any question or stop the survey at any time. The risks of participating in this study are small and relate to data security. We have the following precautions in place - your responses are stored within an enhanced security network, only authorized project staff have access to data, and all staff have participated in privacy training, signed confidentiality agreements, and undergone rigorous background checks. All personally identifiable information will be kept in secure and protected data files, and will be separate from the responses you've already provided in this survey.

If you have any questions about this study, you may contact the study's director, Michael Bryan, at <<PD/RTIHelpDesk#>>. For questions about your rights as a study participant, please contact RTI's Office of Research Protection at 866-214-2043.)

This call may be monitored or recorded for quality assurance purposes. If you would like to learn more about the study, please let me know.

**(IF SAMPLE MEMBER HAS ANY QUESTIONS OR WOULD LIKE ADDITIONAL INFORMATION, READ NOLET, WHICH WOULD INDICATE THAT THEY DID NOT RECEIVE THE INFORMATION WE SENT. OTHERWISE, CONTINUE WITH GOTLTS AND DO NOT READ NOLET.)**

**GOTLTS** (*read to all sample members who at the end of the LTR\_S script do not have any questions*):

May we begin the survey now?

(READ AS NEEDED: At your request, we can re-mail the information to you. If you have any questions about this study, you may contact the study's director, Michael Bryan, at <<PD/RTIHelpDesk#>>. For questions about your rights as a study participant, please contact RTI's Office of Research Protection at 866-214-2043.)

**NOLET** (*read to all sample members who need more information*):

You are one of approximately 3,700 students who will be taking part in this study. 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).

Your participation is voluntary. The risk of participating in this study is small and relates to data security. However, there are strict security procedures in place. Procedures include:

- Responses are collected and stored on RTI's network which complies with all applicable security and privacy regulations including using strong encryption during internet transmission (Secure Sockets Layer (SSL) protocol).
- All data entry modules are password protected and require the user to log in before accessing confidential data.
- Project staff are subject to large fines and/or imprisonment if they knowingly publish or communicate any individually identifiable information.

If you would like us to re-mail the information to you, please let me know.

May we begin the survey now?

(READ AS NEEDED: For questions about your rights as a study participant, please contact RTI's Office of Research Protection at 866-214-2043.)

#### **Web Consent Text (Re-interview)**

Recently, we sent you material about the U. S. Department of Education's 2020/22 Beginning Postsecondary Students Longitudinal Study (BPS:20/22) Field Test quality control survey. The survey is being conducted to determine how well our questions collect reliable information. You may remember agreeing to participate at the end of the survey you took several weeks ago. The quality control survey takes about 10 minutes. [IF Y\_OFACNOPAY = 0: <<You will receive \$5 for completing the survey.>>]

In addition to your survey responses, we collect other enrollment-related data from your institution and sources such as student loan databases and admissions testing agencies. Your responses, combined with any student record information, may be used for statistical purposes and will not be disclosed, or used, in personally identifiable forms for any other purpose, except as required by law (20 U. S. C. §9573 and 6 U. S. C. §151).

Sometimes there are opportunities for researchers to use data from previous studies or to share data with each other if they are conducting similar research. For these reasons, we may use or share your deidentified data with other researchers. If we do so, we will not contact you to ask for your additional informed consent.

Your participation is voluntary and will not affect any aid or other benefits that you may receive. You may decline to answer any question or stop the survey at any time. The risks of

participating in this study are small and relate to data security. We have the following precautions in place - your responses are stored within an enhanced security network, only authorized project staff have access to data, and all staff have participated in privacy training, signed confidentiality agreements, and undergone rigorous background checks. All personally identifiable information will be kept in secure and protected data files, and will be separate from the responses you've already provided in this survey.

If you have any questions about this study, you may contact the study's director, Michael Bryan, at <<PD/RTIHelpDesk#>>. For questions about your rights as a participant, please contact RTI's Office of Research Protection toll-free at XXX-XXX-XXXX.

To review the letter that we mailed, click here (PDF letter).

To review the study brochure, click here (PDF brochure).

Do you want to begin the survey now?

1 = Yes, I agree to participate now

2 = Not now, but I want to participate at a later time

0 = No, I do not want to participate at all

**Help Text:** • You are one of approximately 3,700 students who will be taking part in this study.

• The risk of participating in this study is small and relates to data security. However, we have put strict security procedures in place to protect your information. Procedures include:

Responses are collected and stored on RTI's network which complies with all applicable security and privacy regulations including strong encryption during internet transmission (Secure Sockets Layer (SSL) protocol).

All data entry modules are password protected and require the user to log in before accessing confidential data.

Project staff are subject to large fines and/or imprisonment if they knowingly publish or communicate any individually identifiable information.

**CATI Consent Text (Re-interview):**

**LTR\_S - (THIS SCREEN IS READ TO ALL SAMPLE MEMBERS CONTACTED VIA PHONE).** *(read to all sample members who opted for CATI):*

Recently, we sent you material about the U. S. Department of Education's 2020/22 Beginning Postsecondary Students Longitudinal Study (BPS:20/22) Field Test quality control survey.

The survey is being conducted to determine how well our questions collect reliable information. You may remember agreeing to participate at the end of the survey you took several weeks ago. The quality control survey takes about 10 minutes. [IF Y\_OFACNOPAY = 0: <<You will receive \$5 for completing the survey.>>]

In addition to your survey responses, we collect other enrollment-related data from your institution and sources such as student loan databases and admissions testing agencies. Your responses, combined with any student record information, may be used for statistical purposes and will not be disclosed, or used, in personally identifiable forms for any other purpose, except as required by law (20 U. S. C. §9573 and 6 U. S. C. §151).

Sometimes there are opportunities for researchers to use data from previous studies or to share data with each other if they are conducting similar research. For these reasons, we may use or share your deidentified data with other researchers. If we do so, we will not contact you to ask for your additional informed consent.

Your participation is voluntary and will not affect any aid or other benefits that you may receive. You may decline to answer any question or stop the survey at any time. The risks of participating in this study are small and relate to data security. We have the following precautions in place - your responses are stored within an enhanced security network, only authorized project staff have access to data, and all staff have participated in privacy training, signed confidentiality agreements, and undergone rigorous background checks. All personally identifiable information will be kept in secure and protected data files, and will be separate from the responses you've already provided in this survey.

If you have any questions about this study, you may contact the study's director, Michael Bryan, at <<PD/RTIHelpDesk#>>. For questions about your rights as a study participant, please contact RTI's Office of Research Protection at 866-214-2043.)

The survey may be monitored or recorded for quality assurance purposes. If you would like to learn more about the study, let me know.

**(IF SAMPLE MEMBER HAS ANY QUESTIONS OR WOULD LIKE ADDITIONAL INFORMATION, READ NOLET, WHICH WOULD INDICATE THAT THEY DID NOT RECEIVE THE INFORMATION WE SENT. OTHERWISE, CONTINUE WITH GOTLTS AND DO NOT READ NOLET.)**

**GOTLTS** (*read to all sample members who at the end of the LTR\_S script do not have any questions*):

May we begin the survey now?

(READ AS NEEDED: At your request, we can re-send the information to you. If you have any questions about this study, you may contact the study's director, Michael Bryan, at <<PD/RTIHelpDesk#>>. For questions about your rights as a study participant, please contact RTI's Office of Research Protection at 866-214-2043.)

**NOLET** (*read to all sample members who need more information*):

You are one of approximately 3,700 students who will be taking part in this study. 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).

Your participation is voluntary. The risk of participating in this study is small and relates to data security. However, there are strict security procedures in place. Procedures include:

- Responses are collected and stored on RTI's network which complies with all applicable security and privacy regulations including using strong encryption during internet transmission (Secure Sockets Layer (SSL) protocol).
- All data entry modules are password protected and require the user to log in before accessing confidential data.
- Project staff are subject to large fines and/or imprisonment if they knowingly publish or communicate any individually identifiable information.

If you would like us to re-send the information to you, please let me know.

May we begin the survey now?

(READ AS NEEDED: For questions about your rights as a study participant, please contact RTI's Office of Research Protection at 866-214-2043.)

## Letters

### Greeting Card—Initial Contact

«date»

«casenamenosuffixALLCAPS»

«addr1»

Study ID: «caseid»

«addr2»

«city», «state» «zip»

Dear «fname»,

You have been selected to participate in the **2020/22 Beginning Postsecondary Students Longitudinal Study (BPS:20/22) Field Test**, conducted by the U.S. Department of Education's National Center for Education Statistics (NCES). **BPS is beginning soon!** As you may recall, you were first asked to participate in the National Postsecondary Student Aid Study (NPSAS) in 2020. Now we are asking for your help so that researchers and policymakers gain a better understanding of enrollment in postsecondary education, school expenses, financial aid, employment during and after school, demographics, and living expenses.

In the next few weeks, we will send you a large, white envelope containing information about how to participate. **[IF \$2 CASH PREPAID INCENTIVE ELIGIBLE: «Enclosed in the white envelope we will send, you will find a \$2 bill as a token of appreciation.»]** **[IF \$2 PAYPAL PREPAID INCENTIVE ELIGIBLE: «We will be sending you \$2 via PayPal in appreciation for your participation in BPS.»]** The password to log in to your survey will also be included. **[<<IF EARLYBIRD & INCENTIVE ELIGIBLE: If you complete the survey within the first three weeks after receiving the survey invitation, we will send you \$<<inc\_amount+earlybird\_inc>> payable by <<PayPal or>> check. After the first three weeks, we will send you \$<<inc\_amount>> once you complete the survey.>>]** **[<<IF NO EARLYBIRD & INCENTIVE ELIGIBLE: Once you complete the survey, we will send you \$<<inc\_amount>>, payable by <<PayPal or>> check.>>]**

Please update your contact information before BPS data collection begins so we can notify you when your survey is available. **Visit our secure website below to update your contact information.**

**<https://surveys.nces.ed.gov/bps/update-contact.aspx>**

**Study ID: «caseID»**

Or use the camera on your phone to scan the QR code below to take you to the website:

«QRCODE»

Sincerely,

David Richards, Ph.D.  
Project Officer, BPS

Michael Bryan  
Project Director, BPS

National Center for Education Statistics  
Institute of Education Sciences  
U.S. Department of Education  
[David.Richards@ed.gov](mailto:David.Richards@ed.gov) | 202-245-6202

RTI International  
[mbryan@rti.org](mailto:mbryan@rti.org) | <<PD/RTIHelpDesk#>>

«panelinfo»/«controlID»

## Data Collection Announcement Letter

«date»

«casenamenosuffixALLCAPS»

«addr1»

Study ID: «caseid»

«addr2»

«city», «state» «zip»

Dear «fname»,

Congratulations! **You have been selected to participate in the 2020/22 Beginning Postsecondary Students Longitudinal Study (BPS:20/22) Field Test**, an important U.S. Department of Education study that will collect information about the educational progress, experience in the workforce, earnings and expenses, family status, and personal and professional goals of students who began their postsecondary education during the 2018–19 academic year. **You may recall <<being asked to participate//participating>> in the National Postsecondary Student Aid Study (NPSAS) in 2020.** Data collected from BPS will help researchers, educators, and policymakers gain a better understanding of enrollment in postsecondary education, school expenses and financial aid, employment during and after school, demographics, <<unique experiences related to the coronavirus pandemic,>> and living expenses.

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**Help shape higher education policy by sharing your education experiences.**

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Here are some key pieces of information to help get you started:

- [IF \$2 PREPAID INCENTIVE ELIGIBLE: «**Enclosed, please find \$2 in appreciation of your participation in BPS.**»]// [IF \$2 PAYPAL PREPAID: «**We sent you \$2 via PayPal «to [emailaddress] »in appreciation for your participation in BPS.**»] Your participation is very important!

To complete your survey:

- o Go to our secure BPS website at <https://surveys.nces.ed.gov/bps/>
  - o Log in using your
    - **Study ID:** «caseID»
    - **Password:** «password»
  - o Or use the camera on your phone to scan the QR code below:  
«QRCODE»
  - o If you have questions or problems completing your survey online, or prefer to complete the survey over the telephone, call the **BPS Help Desk** at <<ROCHelpDesk#>> or e-mail us at [bps@ed.gov](mailto:bps@ed.gov)//[bps@rti.org](mailto:bps@rti.org).
- [IF EARLYBIRD & INCENTIVE ELIGIBLE: <<**If you complete the survey by <<early\_comp\_date>>, we will send you \$<<inc\_amount+earlybird\_inc>> payable by <<PayPal or>> check. After <<early\_comp\_date>>, we will send you \$<<inc\_amount>> once you complete the survey.>>**>>] [IF NO EARLYBIRD & INCENTIVE ELIGIBLE: **Once you complete the survey, we will send you \$<<inc\_amount>>, payable by <<PayPal or>> check.>>**]

*The survey will take approximately 30 minutes to complete and can be completed on any electronic*

- Because your participation is important, you may receive reminders via e-mail, mail, phone, and text message.

We hope that you enjoy the survey and the opportunity to tell us about your postsecondary education experiences.

Sincerely,

David Richards, Ph.D.  
Project Officer, BPS  
National Center for Education Statistics  
Institute of Education Sciences  
U.S. Department of Education  
[David.Richards@ed.gov](mailto:David.Richards@ed.gov) | 202-245-6202

Michael Bryan  
Project Director, BPS  
RTI International  
[mbryan@rti.org](mailto:mbryan@rti.org) | <<PD/RTIHelpDesk#>>

«panelinfo»/«controlID»

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NCES is authorized to conduct the 2020/22 Beginning Postsecondary Students Longitudinal Study (BPS:20/22) Field Test by the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543), and to collect students' education records from educational agencies or institutions for the purpose 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).

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this voluntary information collection is 1850-0631. The time required to complete this information collection is estimated to average approximately 30 minutes per survey response, including the time to review instructions, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate, suggestions for improving this survey, or any comments or concerns regarding the status of your individual submission of this survey, please write directly to: The 2020/22 Beginning Postsecondary Students Longitudinal Study (BPS:20/22) Field Test, National Center for Education Statistics, Potomac Center Plaza, 550 12<sup>th</sup> St., SW, Room 4037, Washington, DC 20202. OMB Clearance No: 1850-0631 Expiration Date: xx/xx/20xx.

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**INDEX CARD ENCLOSURE FOR \$2 PAYPAL PAYMENT:**

We sent you \$2 via PayPal in appreciation for your participation in BPS.  
Be sure to check your e-mail for more information from <mailto:bps@ed.gov><<or>>  
<<[bps@rti.org](mailto:bps@rti.org)>>.

## Reminder Letter 1

«date»

«casenamenosuffixALLCAPS»

«addr1»

«addr2»

«city», «state» «zip» «zip4»

Study ID: «caseid»

Dear «fname»,

Data collection for the U.S. Department of Education's 2020/22 Beginning Postsecondary Students Longitudinal Study (BPS:20/22) Field Test continues and we want to hear from **students like you.**

The survey – which can easily be completed on your mobile device – takes approximately **30 minutes** of your time. [IF NO EARLYBIRD AND INCENTIVE ELIGIBLE: «**When you complete your survey, «now »you will receive \$«inc\_amount» as a token of our appreciation, payable by «PayPal or »check« in addition to the \$«prepaid10»//«prepaid\_total» we sent to you <<in advance//on <date>>> << via check//PayPal>>>».**] [IF EARLYBIRD & INCENTIVE ELIGIBLE: <<**If you complete the survey by <<early\_comp\_date>>, we will send you \$<<inc\_amount+earlybird\_inc>> payable by <<PayPal or>> check. After <<early\_comp\_date>>, we will send you \$<<inc\_amount>> once you complete the survey.>>**>>]

Please log on to our secure website to participate:

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

**Study ID:** «caseid»

**Password:** «password»

*Note: Your password is case sensitive; you will need to enter it exactly as it appears here.*

Or use the camera on your phone to scan the QR code below to take you to the «survey»/«website»:

«QRCODE»

If you have questions, need help completing your survey online, or prefer to complete the survey over the phone, simply call the **BPS Help Desk** at <<**ROCHelpDesk#**>> or e-mail us at [bps@ed.gov](mailto:bps@ed.gov)//[bps@rti.org](mailto:bps@rti.org).

Thank you, in advance, for your participation.

David Richards, Ph.D.  
Project Officer, BPS  
National Center for Education Statistics  
Institute of Education Sciences  
U.S. Department of Education  
[David.Richards@ed.gov](mailto:David.Richards@ed.gov) | 202-245-6202

Michael Bryan  
Project Director, BPS  
RTI International  
[mbryan@rti.org](mailto:mbryan@rti.org) | <<**PD/RTIHelpDesk#**>>

«panelinfo»/«controlID»

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NCES is authorized to conduct the 2020/22 Beginning Postsecondary Students Longitudinal Study (BPS:20/22) Field Test by the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543), and to collect students' education records from educational agencies or institutions for the purpose 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).

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## Reminder Letter 2

«date»

«casenamenosuffixALLCAPS»

«addr1»

«addr2»

«city», «state» «zip» «zip4»

Study ID: «caseid»

Dear «fname»,

Data from the U.S. Department of Education's 2020/22 Beginning Postsecondary Students Longitudinal Study (BPS:20/22) Field Test help policymakers, researchers, and educators, better understand beginning students' experiences with education beyond high school.

**Hearing from students who began their postsecondary education in the 2018–19 academic year is very important.**

Your experiences are unique, and no one can replace you in this **30-minute** survey.

[IF INCENTIVE ELIGIBLE: «Once you complete your survey, «now »you will receive \$«inc\_amount» for participating, payable by «PayPal or »check»« in addition to the \$«prepaid10»//«prepaid\_total» we sent to you <<in advance// on <date>>> << via check//PayPal>>>!»]

Complete your survey today by logging on:

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

**Study ID:** «caseid»

**Password:** «password»

*Note: Your password is case sensitive; you will need to enter it exactly as it appears here.*

Or use the camera on your phone to scan the QR code below to take you to the «survey»/«website»:

«QRCODE»

If you have questions, need help completing your survey online, or prefer to complete the survey over the telephone, simply call the **BPS Help Desk** at <<ROCHelpDesk#>> or e-mail us at [bps@ed.gov](mailto:bps@ed.gov)//[bps@rti.org](mailto:bps@rti.org).

Thank you, in advance, for your participation.

David Richards, Ph.D.  
Project Officer, BPS  
National Center for Education Statistics  
Institute of Education Sciences  
U.S. Department of Education  
[David.Richards@ed.gov](mailto:David.Richards@ed.gov) | 202-245-6202

Michael Bryan  
Project Director, BPS  
RTI International  
[mbryan@rti.org](mailto:mbryan@rti.org) | <<PD/RTIHelpDesk#>>

«panelinfo»/«controlID»

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NCES is authorized to conduct the 2020/22 Beginning Postsecondary Students Longitudinal Study (BPS:20/22) Field Test by the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543), and to collect students' education records from educational agencies or institutions for the purpose 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).

---

**Thank You Letter – sent with check**

«date»

«casenamenosuffixALLCAPS»

«addr1»

«addr2»

«city», «state» «zip» «zip4»

Study ID: «caseid»

Dear «fname»:

On behalf of the U.S. Department of Education and the staff of the 2020/22 Beginning Postsecondary Students Longitudinal Study (BPS:20/22) Field Test, we would like to thank you. Your participation in BPS will help policymakers make decisions about postsecondary education.

Enclosed you will find a check for \$«**inc\_amount**» as a token of our appreciation. If you have questions, please do not hesitate to call the **BPS Help Desk at <<ROCHelpDesk#>> or e-mail us at [bps@ed.gov](mailto:bps@ed.gov)/[bps@rti.org](mailto:bps@rti.org).**

[IF REINTERVIEW = 1: <<At the end of your survey, you were randomly selected for and agreed to participate in a quality control survey. We will contact you in a few weeks when your quality control survey is available. As a reminder, this second survey will take less than 10 minutes to complete [IF INCENTIVE ELIGIBLE: <<and you will receive \$5 for completing it>>].>>.]

Thank you for helping us make BPS a success!

David Richards, Ph.D.  
Project Officer, BPS  
National Center for Education Statistics  
Institute of Education Sciences  
U.S. Department of Education  
[David.Richards@ed.gov](mailto:David.Richards@ed.gov) | 202-245-6202

Michael Bryan  
Project Director, BPS  
RTI International  
[mbryan@rti.org](mailto:mbryan@rti.org) | <<PD/RTIHelpDesk#>>

«panelinfo»/«controlID»

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NCES is authorized to conduct the 2020/22 Beginning Postsecondary Students Longitudinal Study (BPS:20/22) Field Test by the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543), and to collect students' education records from educational agencies or institutions for the purpose 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).

---



## As Needed Letters

### As Needed Letter 1

«date»

««casenamenosuffixALLCAPS»

«addr1»

Study ID: «caseid»

«addr2»

«city», «state» «zip» «zip4»

Dear «fname»,

The 2020/22 Beginning Postsecondary Students Longitudinal Study (BPS:20/22) Field Test provides researchers, policymakers, and educators with important data. Notably, data obtained during BPS are reported in summary form only and help interested parties get a national picture of students' educational progress, experience in the workforce, earnings and expenses, <<experiences related to the coronavirus pandemic>>, family status, and personal and professional goals.

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**[INSERT MERGE FIELD FROM TABLE – INTERESTING FACTS, PAGE C-109]**

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When you participate in BPS, you are representing «[NPSASschool] and »thousands of other students. Help us make this study a success and inform future education policy!

[IF INCENTIVE ELIGIBLE: «Because your participation is so important, <<now>> you'll»/«You'll» receive \$«inc\_amount», payable by «PayPal or »check for your participation« in addition to the \$«prepaid2»//«prepaid10»//«prepaid\_total» we sent <<in advance//on <date>>> << via check//PayPal>>»!«]

Completing your **30-minute** survey is easy. You can:

- Complete online:
  - o Go to our secure website: <https://surveys.nces.ed.gov/bps/>
  - o Enter your Study ID: «caseid»
  - o Password: «password»

*Note: Your password is case sensitive; you will need to enter it exactly as it appears here.*
- Or use the camera on your phone to scan the QR code below to take you to the «survey»/«website»:

«QRCODE»
- <<Call us at <<ROCHelpDesk#>> to complete your survey over the phone.>>

If you have any questions or would like more information, please call us at <<ROCHelpDesk#>> or e-mail us at [bps@ed.gov](mailto:bps@ed.gov)//[bps@rti.org](mailto:bps@rti.org).

Sincerely,

David Richards, Ph.D.

Michael Bryan

Project Officer, BPS  
National Center for Education Statistics  
Institute of Education Sciences  
U.S. Department of Education  
[David.Richards@ed.gov](mailto:David.Richards@ed.gov) | 202-245-6202

Project Director, BPS  
RTI International  
[mbryan@rti.org](mailto:mbryan@rti.org) | <<PD/RTIHelpDesk#>>

«panelinfo»/«controlID»

[INSERT SOURCE CITATION FOR FACT SELECTED ON INTERESTING FACTS TABLE, PAGE C-109]

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NCES is authorized to conduct the 2020/22 Beginning Postsecondary Students Longitudinal Study (BPS:20/22) Field Test by the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543), and to collect students' education records from educational agencies or institutions for the purpose 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).

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## As Needed Letter 2

«date»

«fname» «mname» «lname» «suffix»

«addr1»

«addr2»

«city», «state» «zip» «zip4»

Study ID: «caseid»

Dear «fname»,

The U.S. Department of Education's 2020/22 Beginning Postsecondary Students Longitudinal Study (BPS:20/22) Field Test takes about **30 minutes**. [IF INCENTIVE ELIGIBLE: «**Because your participation is so important, <<now>> we're**»/«**We're**» offering \$«**inc\_amount**» for your participation« in addition to the \$«**prepaid2**»//«**prepaid10**»//«**prepaid\_total**» we sent <<in advance// on <date>>> << via check//PayPal>>>».]

You are being asked to participate in BPS because you were first enrolled in postsecondary education at «**NPSASschool**» during the 2018-19 academic year. The data you provide, combined with that of other students, will help educators, researchers, and policymakers at the local, state, and national levels better understand students' experiences with postsecondary education.

### To complete your survey:

- Log on to our website at <https://surveys.nces.ed.gov/bps/> using the credentials provided below.

**Study ID:** «caseid»

**Password:** «password»

*Note: Your password is case sensitive; you will need to enter it exactly as it appears here.*

- Or use the camera on your phone to scan the QR code below to take you to the «survey»/«website»:

«QRCODE»

You can also e-mail us at [bps@ed.gov](mailto:bps@ed.gov)//[bps@rti.org](mailto:bps@rti.org) or call <<**ROCHelpDesk#**>> to get more information about BPS or to complete your survey by phone.

Sincerely,

David Richards, Ph.D.  
Project Officer, BPS  
National Center for Education Statistics  
Institute of Education Sciences  
U.S. Department of Education  
[David.Richards@ed.gov](mailto:David.Richards@ed.gov) | 202-245-6202

Michael Bryan  
Project Director, BPS  
RTI International  
[mbryan@rti.org](mailto:mbryan@rti.org) | <<PD/RTIHelpDesk#>>



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NCES is authorized to conduct the 2020/22 Beginning Postsecondary Students Longitudinal Study (BPS:20/22) Field Test by the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543), and to collect students' education records from educational agencies or institutions for the purpose 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).

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### As Needed Letter 3

«date»

«casenamenosuffixALLCAPS»

«addr1»

«addr2»

«city», «state» «zip» «zip4»

Study ID: «caseid»

Dear «fname»,

The 2020/22 Beginning Postsecondary Students Longitudinal Study (BPS:20/22) Field Test is an important national education study that helps inform future education policy. When you participate in the U.S. Department of Education’s BPS study, **you will represent «NPSASSchool »students who were not selected to participate.**

[IF INCENTIVE ELIGIBLE: «Because your participation is so important, <<now>> you’ll»/«You’ll» receive \$«inc\_amount», payable by «PayPal or »check for your participation« in addition to the \$«prepaid2»//«prepaid10»//«prepaid\_total» we sent <<in advance//on <date>>> << via check//PayPal>>!»]

To complete your **30-minute** survey:

- Log on to our secure website: <https://surveys.nces.ed.gov/bps/>

**Study ID:** «caseid»

**Password:** «password»

*Note: Your password is case sensitive; you will need to enter it exactly as it appears here.*

- Or use the camera on your phone to scan the QR code below to take you to the «survey»/«website»:

«QRCODE»

- <<Call us at <<ROCHelpDesk#>> to complete your survey over the phone.>>

If you have any questions or would like more information, please call us at <<ROCHelpDesk#>> or e-mail us at [bps@ed.gov](mailto:bps@ed.gov)//[bps@rti.org](mailto:bps@rti.org).

Sincerely,

David Richards, Ph.D.  
Project Officer, BPS  
National Center for Education Statistics  
Institute of Education Sciences  
U.S. Department of Education

Michael Bryan  
Project Director, BPS  
RTI International  
[mbryan@rti.org](mailto:mbryan@rti.org) | <<PD/RTIHelpDesk#>>

«panelinfo»/«controlID»

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NCES is authorized to conduct the 2020/22 Beginning Postsecondary Students Longitudinal Study (BPS:20/22) Field Test by the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543), and to collect students' education records from educational agencies or institutions for the purpose 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).

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## Incentive Change Letter (\$10 Boost)

«date»

«fname» «mname» «lname» «suffix»

«addr1»

«addr2»

«city», «state» «zip» «zip4»

Study ID: «caseid»

Dear «fname»,

**[IF PayPal PREPAID:** «Because your participation in the U.S. Department of Education’s 2020/22 Beginning Postsecondary Students Longitudinal Study (BPS:20/22) Field Test is very important, **we sent \$«prepaid10» via PayPal «to [e-mailaddress] »as a thank you for your participation in BPS.** <<If you would prefer to receive the \$«prepaid10» via check, please contact us at [bps@ed.gov](mailto:bps@ed.gov)/[bps@rti.org](mailto:bps@rti.org) or <<PD/RTIHelpDesk#>>.>>»] »] **[IF CHECK PREPAID:** «Because your participation in the U.S. Department of Education’s 2020/22 Beginning Postsecondary Students Longitudinal Study (BPS:20/22) Field Test is very important, **we are including \$«prepaid10» in this letter as a thank you for your participation in BPS.»]**

**[IF INCENTIVE ELIGIBLE:** «Once you complete your survey, you will **receive \$«inc\_amount» for participating,** payable by «PayPal or »check« **in addition to the \$«prepaid10» we sent!>>]**

To complete your survey today, go to the BPS website and log on using your study ID and password below:

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

**Study ID:** «caseid»

**Password:** «password»

*Note: Your password is case sensitive; you will need to enter it exactly as it appears here.*

Or use the camera on your phone to scan the QR code below to take you to the «survey»/«website»:

«QRCODE»

If you have questions, need help completing your survey online, or prefer to complete the survey over the telephone, simply call the **BPS Help Desk** at <<ROCHelpDesk#>> or e-mail us at [bps@ed.gov](mailto:bps@ed.gov)/[bps@rti.org](mailto:bps@rti.org).

Thank you, in advance, for your participation.

David Richards, Ph.D.  
Project Officer, BPS  
National Center for Education Statistics

Michael Bryan  
Project Director, BPS  
RTI International

Institute of Education Sciences  
U.S. Department of Education  
[David.Richards@ed.gov](mailto:David.Richards@ed.gov) | 202-245-6202

[mbryan@rti.org](mailto:mbryan@rti.org) | <<PD/RTIHelpDesk#>>

«panelinfo»/«controlID»

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NCES is authorized to conduct the 2020/22 Beginning Postsecondary Students Longitudinal Study (BPS:20/22) Field Test by the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543), and to collect students' education records from educational agencies or institutions for the purpose 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).

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## Re-Interview Letter

«date»

«fname» «mname» «lname» «suffix»

Study ID: «caseid»

«addr1»

«addr2»

«city», «state» «zip» «zip4»

Dear «fname»:

You may recall recently completing the 2020/22 Beginning Postsecondary Students Longitudinal Study (BPS:20/22) Field Test survey. Thank you for your participation! Hearing from you is extremely important to us.

At the end of your survey, you were selected for and agreed to participate in a brief quality control survey. **This second survey will take less than 10 minutes to complete <<and you will receive \$5 for your participation>>.**

[INSERT MERGE FIELD FROM TABLE – RE-INTERVIEW TYPE, PAGE C-114]

If you have any questions or need assistance, you can call us toll-free at <<ROCHelpDesk#>> or e-mail us at [bps@ed.gov](mailto:bps@ed.gov)/[bps@rti.org](mailto:bps@rti.org).

If you have already completed this quality control survey, please disregard this message. Again, thank you for your time and willingness to participate.

Sincerely,

David Richards, Ph.D.  
Project Officer, BPS  
National Center for Education Statistics  
Institute of Education Sciences  
U.S. Department of Education  
[David.Richards@ed.gov](mailto:David.Richards@ed.gov) | 202-245-6202

Michael Bryan  
Project Director, BPS  
RTI International  
[mbryan@rti.org](mailto:mbryan@rti.org) | <<PD/RTIHelpDesk#>>

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NCES is authorized to conduct the 2020/22 Beginning Postsecondary Students Longitudinal Study (BPS:20/22) Field Test by the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543), and to collect students' education records from educational agencies or institutions for the purpose 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.

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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).

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this voluntary information collection is 1850-0631. The time required to complete this information collection is estimated to average approximately 10 minutes per survey response, including the time to review instructions, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate, suggestions for improving this survey, or any comments or concerns regarding the status of your individual submission of this survey, please write directly to: The 2020/22 Beginning Postsecondary Students Longitudinal Study (BPS:20/22) Field Test, National Center for Education Statistics, Potomac Center Plaza, 550 12th St., SW, Room 4037, Washington, DC 20202. OMB Clearance No: 1850-0631 Expiration Date: xx/xx/20xx.

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## E-mails

### Data Collection Announcement E-mail

**SUBJECT:** U.S. Department of Education’s 2020/22 Beginning Postsecondary Students Longitudinal Study (BPS:20/22) Field Test

[INSERT NCES LETTERHEAD LOGO]

Congratulations, «fname»! You have been selected to participate in the 2020/22 Beginning Postsecondary Students Longitudinal Study (BPS:20/22) Field Test, conducted by the U.S. Department of Education’s National Center for Education Statistics (NCES). The study will collect information about education progress and plans, experience in the workforce, earnings and expenses, unique experiences related to the coronavirus pandemic, family status, and personal and professional goals from you and others like you who first enrolled in postsecondary education during the 2018–19 school year. Data collected from BPS will help researchers and policymakers better understand the experiences of students who began their postsecondary education during the 2018–19 school year.

You were selected to represent many other students who were not chosen to participate. Therefore, your participation is critical to the success of the study.

Here are some key pieces of information to help get you started:

- Your survey will take about **30 minutes** to complete.
- To automatically start the survey, click the button below:



If you wish to go to our study website, you can log in with your Study ID and password below.

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

**Study ID:** «caseid»

**Password:** «password» (*password is case sensitive*)

- **[IF \$2 PAYPAL PREPAID: «We sent you \$2 via PayPal «to [e-mailaddress] »in appreciation for your participation in BPS.»] [IF \$2 CASH PREPAID: «We are sending you \$2 via mail in appreciation for your participation in BPS. Remember to look out for a large white envelope from the National Center for Education Statistics.»] [«IF EARLYBIRD AND INCENTIVE ELIGIBLE: If you complete the survey by «early\_comp\_date», we will send you \$«inc\_amount+earlybird\_inc» payable by «PayPal or» check. After «early\_comp\_date», we will send you \$«inc\_amount» once you complete the survey.»] «IF NO EARLYBIRD & INCENTIVE ELIGIBLE: Once you complete the survey, we will send you \$«inc\_amount», payable by «PayPal or» check.»]**
- Your participation in this study will not affect any aid or other benefits you receive.
- Because your participation is important, you may receive reminders via e-mail, mail, phone, and text message.

If you have questions about the study or prefer to complete your survey over the phone, please call the BPS Help Desk at <<**ROCHelpDesk#**>> or e-mail us at [bps@ed.gov//bps@rti.org](mailto:bps@ed.gov//bps@rti.org). You can also learn more by visiting the study website at <https://surveys.nces.ed.gov/bps/>.

We hope you enjoy the opportunity to share your experiences and help inform policy decisions.

Many thanks,

David Richards, Ph.D.  
Project Officer, BPS  
National Center for Education Statistics  
Institute of Education Sciences  
U.S. Department of Education  
[David.Richards@ed.gov](mailto:David.Richards@ed.gov) | 202-245-6202

Michael Bryan  
Project Director, BPS  
RTI International  
[mbryan@rti.org](mailto:mbryan@rti.org) | <<PD/RTIHelpDesk#>>

The National Center for Education Statistics (NCES) is authorized to conduct the 2020/22 Beginning Postsecondary Students Longitudinal Study (BPS:20/22) Field Test by the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543), and to collect students' education records from educational agencies or institutions for the purpose 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).

«[emailID](#)»

## Reminder E-mail 1

**SUBJECT:** <<Fname>>, The BPS Survey Needs You!

<<fname>>, we need **you** for BPS to be a success.

Recently, we sent you an invitation to take part in the 2020/22 Beginning Postsecondary Students Longitudinal Study (BPS:20/22) Field Test [IF \$2 PREPAID:<<along with \$2<< via PayPal>> via mail>>]. [IF EARLYBIRD & INCENTIVE ELIGIBLE: **If you complete the survey by <<early\_comp\_date>>, we will send you \$<<inc\_amount+earlybird\_inc>> payable by <<PayPal or>> check. After <<early\_comp\_date>>, we will send you \$<<inc\_amount>> once you complete the survey.>>]**[IF NO EARLYBIRD & INCENTIVE ELIGIBLE: **Once you complete the survey, we will send you \$<<inc\_amount>>, payable by <<PayPal or>> check<< in addition to the \$<<prepaid2>> we sent <<in advance// on <date>> << via check//PayPal>>>>.>>]**

Your participation is critical to the success of the study. Complete your BPS survey today and help inform policymakers at all levels make decisions about postsecondary education.

It's easy to complete today!



You can also log on to our secure website at <https://surveys.nces.ed.gov/bps/> using your study credentials:

**Study ID:** <<caseID>>

**Password:** <<password>>

You can also complete your survey over the phone by calling <<ROCHelpDesk#>>.

***It's okay if you don't have time to complete the entire survey right now*** - you can start your survey now and finish it later. You'll be able to pick up right where you left off.

If you have other questions, please contact the **BPS Help Desk** at <<ROCHelpDesk#>> or e-mail us at [bps@ed.gov](mailto:bps@ed.gov)/[bps@rti.org](mailto:bps@rti.org).

[INSERT MERGE FIELD FROM TABLE – SOURCE AND SIGNATORY, PAGE C-111]

OMB Control Number: 1850-0631

Learn more about our confidentiality procedures at <https://surveys.nces.ed.gov/bps/confidentiality.aspx>  
<<emailID>>

## Reminder E-mail 2

**SUBJECT:** The BPS Survey: Your Questions Answered

«Fname», we still need you to participate in the 2020/22 Beginning Postsecondary Students Longitudinal Study (BPS:20/22) Field Test for the U.S. Department of Education. [IF NO EARLYBIRD & INCENTIVE ELIGIBLE: «**Because your participation is so important, <<now>> we're »/«We're »offering \$«inc\_amount» for your participation« in addition to the \$«prepaid2» we sent <<in advance//on <date>>><< via check//PayPal>>»!**][IF EARLYBIRD & INCENTIVE ELIGIBLE: **If you complete the survey by «early\_comp\_date», we will send you \$«inc\_amount+earlybird\_inc» payable by «PayPal or» check. After «early\_comp\_date», we will send you \$«inc\_amount» once you complete the survey.»**]

If you have questions about the study, we're here to help.

### *How do I participate?*



Or, log onto our site at <https://surveys.nces.ed.gov/bps/>

**Study ID:** «caseid»

**Password:** «password»

### *Why do you want to survey me? Should I participate in BPS?*

Yes! You are being asked to participate in BPS because you started postsecondary education in the 2018-19 academic year. We need to make sure that the BPS results represent other students who were not selected to participate. No one can replace you in this study. Your survey responses help educators, researchers, and policymakers at the local, state, and national levels better understand the experiences of students like you.

### *How long will the survey take?*

For most people, we expect the survey will take about 30 minutes, depending on your answers. You do not have to complete the survey in one session. You can get started and, if you choose, you can easily log out and resume at a later time.

### *How will my information be protected?*

Keeping your personal information private is very important to us, and we are fully committed to keeping it safe. Federal law requires that we respect your privacy. NCES is required to follow strict procedures to protect the identity of persons in the collection, reporting, and publication of data. Read more about our confidentiality procedures at: <https://surveys.nces.ed.gov/bps/confidentiality.aspx>.

If you need help accessing the survey or you want to complete it over the phone, please call our **Help Desk** at <<ROCHelpDesk#>>. Your participation in BPS is very important, and we hope you choose to complete the survey.

Thank you!

[INSERT MERGE FIELD FROM TABLE – SOURCE AND SIGNATORY, PAGE C-111]

OMB Control Number: 1850-0631

*Learn more about our confidentiality procedures at*  
<https://surveys.nces.ed.gov/bps/confidentiality.aspx>  
«[emailID](#)»

### Reminder E-mail 3

**SUBJECT:** Make a difference <<for «NPSASSchool»>>—take a U.S. Department of Education Survey

[IF INCENTIVE ELIGIBLE: «fname», your \$«inc\_amount» for completing the 2020/22 Beginning Postsecondary Students Longitudinal Study (BPS:20/22) Field Test survey awaits!>>] // [IF NO INCENTIVE: «fname», your participation in the 2020/22 Beginning Postsecondary Students Longitudinal Study (BPS:20/22) Field Test is critical!>>] It takes about **30 minutes** [IF INCENTIVE ELIGIBLE: «, and once you’ve completed your survey, «now »you’ll receive \$«inc\_amount», payable by «PayPal or »check« in addition to the \$«prepaid2»//«prepaid10»//«prepaid\_total» we sent <<in advance// on <date>>> << via check//PayPal>>>].



Or go to <https://surveys.nces.ed.gov/bps/> and log in using:

**Study ID:** «caseid»

**Password:** «password»

You can also complete your survey by phone with one of our trained interviewers by calling <<**ROCHelpDesk#**>>. Please consider taking the BPS survey for the U.S. Department of Education. We are interested in hearing from **students who started postsecondary education in the 2018–19 academic year like you**. Find more information on the study website at <https://surveys.nces.ed.gov/bps/>.

Thanks,

[INSERT MERGE FIELD FROM TABLE – SOURCE AND SIGNATORY, PAGE C-111]

OMB Control Number: 1850-0631

*Learn more about our confidentiality procedures at*

<https://surveys.nces.ed.gov/bps/confidentiality.aspx>

«emailID»

#### Reminder E-mail 4

**SUBJECT:** A Message from the U.S. Department of Education

Dear «fname»,

As the Project Officer for the 2020/22 Beginning Postsecondary Students Longitudinal Study (BPS:20/22) Field Test, conducted by the National Center for Education Statistics (NCES), I hope that you will take time out of your busy schedule to complete the BPS survey today. The U.S. Department of Education uses data from this study to inform higher education policy and I would appreciate your help.

The survey takes about **30 minutes** [IF INCENTIVE ELIGIBLE: «, and once you complete it, «now »you'll receive \$«inc\_amount», payable by «PayPal or »check« in addition to the \$«prepaid2»//«prepaid10»//«prepaid\_total» we sent <<in advance// on <date>>> << via check//PayPal>>>].



Or go to <https://surveys.nces.ed.gov/bps/> and log in using:

**Study ID:** «caseid»

**Password:** «password»

You can also complete your survey by phone with one of our trained interviewers by calling <<ROCHelpDesk#>>. Find more information on the study website at <https://surveys.nces.ed.gov/bps/>.

Thank you,

David Richards

Project Officer, BPS

National Center for Education Statistics

Institute of Education Sciences

U.S. Department of Education

[David.Richards@ed.gov](mailto:David.Richards@ed.gov) | 202-245-6202

OMB Control Number: 1850-0631

*Learn more about our confidentiality procedures at*

<https://surveys.nces.ed.gov/bps/confidentiality.aspx>

[«emailID»](#)

## Reminder E-mail 5

**SUBJECT:** Important U.S. Department of Education Study: BPS

Dear «fname»,

Congratulations on being selected to participate in the 2020/22 Beginning Postsecondary Students Longitudinal Study (BPS:20/22) Field Test! BPS is an important U.S. Department of Education study that will help researchers and policymakers better understand the experiences of students who started postsecondary education in the 2018–19 academic year.

***We still need your participation*** to make the study a success! [Here are some important details:](#)

- The survey will take approximately **30 minutes** to complete.

[IF EARLYBIRD & INCENTIVE ELIGIBLE: **If you complete the survey by «early\_comp\_date» we will send you \$«inc\_amount+earlybird\_inc» payable by «PayPal or» check. After «early\_comp\_date», we will send you \$«inc\_amount» once you complete the survey.»**]/[IF NO EARLYBIRD & INCENTIVE ELIGIBLE: **Once you complete the survey, we will send you \$«inc\_amount», payable by «PayPal or» check« in addition to the \$«prepaid2»//«prepaid10»//«prepaid\_total» we sent**

- **<<in advance//on <date>>> << via check//PayPal>>».**]
- All 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).



- Or visit the BPS website and log in: <https://surveys.nces.ed.gov/bps/>

**Study ID:** «caseID»

**Password:** «password»

***Still have questions?*** Visit the website listed above, e-mail us at [bps@ed.gov](mailto:bps@ed.gov)//[bps@rti.org](mailto:bps@rti.org), or call the BPS Help Desk at <<ROCHelpDesk#>>.

Thanks in advance for your participation.

[INSERT MERGE FIELD FROM TABLE – SOURCE AND SIGNATORY, PAGE C-111]

OMB Control Number: 1850-0631

*Learn more about our confidentiality procedures at*

<https://surveys.nces.ed.gov/bps/confidentiality.aspx>

«emailID»



## Reminder E-mail 6

**SUBJECT:** BPS Data Collection Continues!

**BPS won't be a success without you, «fname»!**

Data collection for the U.S. Department of Education's 2020/22 Beginning Postsecondary Students Longitudinal Study (BPS:20/22) Field Test continues, and we are interested in hearing from **students like you**. This study helps policymakers and others understand the experiences of students who started postsecondary education in the 2018–19 academic year. [INSERT MERGE FIELD FROM TABLE – INTERESTING FACTS, PAGE C-112].

The survey—which can easily be completed on your mobile device—takes approximately **30 minutes** of your time. [IF INCENTIVE ELIGIBLE: «When you complete your survey, «now »you will **receive \$«inc\_amount»** as a token of our appreciation, payable by «PayPal or »check« **in addition to the \$«prepaid2»//«prepaid10»//«prepaid\_total»** we sent <<in advance//on <date>>> << via check//PayPal>>>».]



Or visit <https://surveys.nces.ed.gov/bps/>

Log in using your secure credentials:

**Study ID:** «caseid»

**Password:** «password»

Need help accessing the online survey? Prefer to complete your survey by telephone? Please call our Help Desk at <<ROCHelpDesk#>>.

Thank you in advance for your participation in this very important study.

Sincerely,

[INSERT MERGE FIELD FROM TABLE – SOURCE AND SIGNATORY, PAGE C-111]

OMB Control Number: 1850-0631

*Learn more about our confidentiality procedures at*

<https://surveys.nces.ed.gov/bps/confidentiality.aspx>

«emailID»

[INSERT SOURCE CITATION FOR FACT SELECTED ON INTERESTING FACTS TABLE, PAGE C-112]

## Reminder E-mail 7

**SUBJECT:** Represent students across the country by participating in BPS

Hi «fname»,

We noticed that you haven't yet participated in the 2020/22 Beginning Postsecondary Students Longitudinal Study (BPS:20/22) Field Test. Your experiences are unique, and no one can replace you.

We understand that you may have questions or concerns about BPS—and we're here to help! Here are the answers to some of the most frequently asked questions about BPS.

### ***How can I participate in BPS?***

It's easy! The survey can even be completed **on any electronic device, including a mobile device or tablet.**



Or go to <https://surveys.nces.ed.gov/bps/> and log in:

**Study ID:** «caseid»

**Password:** «password»

You can also complete your survey over the phone at <<ROCHelpDesk#>>.

### ***How long does the BPS survey take?***

BPS is a **30-minute survey**[IF NO EARLYBIRD & INCENTIVE ELIGIBLE: «, and «now »you will receive \$«inc\_amount» via «PayPal or »check« in addition to the \$«prepaid2»//«prepaid10»//«prepaid\_total» we sent <<in advance//on <date>>> << via check//PayPal>>» as a thank you for your participation.][IF EARLYBIRD & INCENTIVE ELIGIBLE: **If you complete the survey by «early\_comp\_date», we will send you \$«inc\_amount+earlybird\_inc» payable by «PayPal or» check. After «early\_comp\_date», we will send you \$«inc\_amount» once you complete the survey.»]**

### ***What if I don't have time to complete the entire survey right now?***

No problem! You can start your survey now and finish it later—you'll pick up right where you left off.

If you have other questions, please contact the BPS Help Desk at <<ROCHelpDesk#>> or e-mail us at [bps@ed.gov](mailto:bps@ed.gov)//[bps@rti.org](mailto:bps@rti.org). Thank you in advance for making BPS a success.

[INSERT MERGE FIELD FROM TABLE – SOURCE AND SIGNATORY, PAGE C-111]

OMB Control Number: 1850-0631

Learn more about our confidentiality procedures at <https://surveys.nces.ed.gov/bps/confidentiality.aspx>  
«emailID»

## Reminder E-mail 8

**SUBJECT:** BPS needs «XXX-rounded» more participants to reach our goal. Will you be one of them?

**ALTERNATE SUBJECT:** Don't Forget About Your BPS Survey, «fname»

Hi «fname»,

You are an important member of the 2020/22 Beginning Postsecondary Students Longitudinal Study (BPS:20/22) Field Test. Because we cannot survey everyone who started postsecondary education in 2018–19, you represent thousands of other students just like you from across the country. We are counting on you!

Please complete the **30-minute** BPS survey [IF INCENTIVE ELIGIBLE: «and «now »we will send you \$«**inc\_amount**» as a thank you for your time« **in addition to the \$«**prepaid2**»//«**prepaid10**»//«**prepaid\_total**» we sent <<in advance// on <date>>> << via check//PayPal>>>»].**



Or, log onto our site at <https://surveys.nces.ed.gov/bps/>

**Study ID:** «caseid»

**Password:** «password»

You can call the **BPS Help Desk** at <<ROCHelpDesk#>> **or reply to this e-mail** if you have any questions or problems completing your survey or if you would like to participate over the telephone.

Thank you,

[INSERT MERGE FIELD FROM TABLE – SOURCE AND SIGNATORY, PAGE C-111]

OMB Control Number: 1850-0631

*Learn more about our confidentiality procedures at*  
<https://surveys.nces.ed.gov/bps/confidentiality.aspx>  
«emailID»

## Reminder E-mail 9

**SUBJECT:** Your Participation in BPS Matters

Hi «fname»,

In order to have a complete picture of the costs and benefits of postsecondary education, it is important that we include students from a wide variety of backgrounds. Your experiences are unique, and no one can replace you in this study. [INSERT MERGE FIELD FROM TABLE – INTERESTING FACTS, PAGE C-112].

Please complete your **30-minute** survey to help with this important research [IF INCENTIVE ELIGIBLE: «and «now »receive \$«inc\_amount» for your efforts« in addition to the \$«prepaid2»//«prepaid10»//«prepaid\_total» we sent <<in advance//on <date>>> << via check//PayPal>>>»]!



Or, log onto our site at <https://surveys.nces.ed.gov/bps/>

**Study ID:** «caseid»

**Password:** «password»

Call <<**ROCHelpDesk#**>> to get more information about BPS or complete your survey by phone.

Thank you in advance for helping to shape higher education policy.

Sincerely,

[INSERT MERGE FIELD FROM TABLE – SOURCE AND SIGNATORY, PAGE C-111]

OMB Control Number: 1850-0631

*Learn more about our confidentiality procedures at*  
<https://surveys.nces.ed.gov/bps/confidentiality.aspx>  
«emailID»

[INSERT SOURCE CITATION FOR FACT SELECTED ON INTERESTING FACTS TABLE, PAGE C-112]

## Reminder E-mail 10

**SUBJECT:** Take Part in Important Education Research When You Participate in BPS

Hi «fname»,

Your participation in the 2020/22 Beginning Postsecondary Students Longitudinal Study (BPS:20/22) Field Test is critical to the success of the study, and we hope that you will participate. Data from the BPS:20/22 Field Test help policymakers, researchers, and educators, better understand beginning students' experiences with education beyond high school. **Hearing from students who began their postsecondary education in the 2018–19 academic year is very important. No one can replace you in the study.**

The BPS survey takes about **30 minutes** [IF INCENTIVE ELIGIBLE: « and, once you've completed it, «now »you'll receive \$«inc\_amount», payable by «PayPal or »check« in addition to the \$«prepaid2»//«prepaid10»//«prepaid\_total» we sent <<in advance//on <date>>> << via check//PayPal>>»]!



Or, log onto our site at <https://surveys.nces.ed.gov/bps/>

**Study ID:** «caseid»

**Password:** «password»

You can call the **BPS Help Desk** at <<ROCHelpDesk#>> or **reply to this e-mail** if you have any questions or problems completing your survey or if you would like to participate over the phone.

Thanks in advance for sharing your experiences with us.

[INSERT MERGE FIELD FROM TABLE – SOURCE AND SIGNATORY, PAGE C-111]

OMB Control Number: 1850-0631

*Learn more about our confidentiality procedures at*

<https://surveys.nces.ed.gov/bps/confidentiality.aspx>

«[emailID](#)»

## Reminder E-mail 11

**SUBJECT:** BPS is Coming to a Close

Time to participate in the 2020/22 Beginning Postsecondary Students Longitudinal Study (BPS:20/22) Field Test is running out, «fname»! We still want to hear about your experiences as a student at «NPSASschool».

«The BPS survey **ends on «end\_date».**» Please take time «before «end\_date»» to complete your **30-minute** survey. [IF INCENTIVE ELIGIBLE: «If you finish your survey by then, you'll «still »receive \$«inc\_amount» via «PayPal or »check« **in addition to the \$«prepaid2»//«prepaid10»//«prepaid\_total» we sent <<in advance// on <date>>> << via check//PayPal>>>»!»]**



Or, you can visit the BPS website and log in: <https://surveys.nces.ed.gov/bps/>

**Study ID:** «caseID»

**Password:** «password»

If you have any questions, please contact the **BPS Help Desk** at <<ROCHelpDesk#>>.

Best,

[INSERT MERGE FIELD FROM TABLE – SOURCE AND SIGNATORY, PAGE C-111]

OMB Control Number: 1850-0631

*Learn more about our confidentiality procedures at*

<https://surveys.nces.ed.gov/bps/confidentiality.aspx>

«emailID»

## Reminder E-mail 12

**SUBJECT:** BPS Ends Tomorrow–Help Us Learn About Your Experiences at «NPSASSchool»

The U.S. Department of Education's 2020/22 Beginning Postsecondary Students Longitudinal Study (BPS:20/22) Field Test ends tomorrow, «fname»! We still want to hear about your unique experiences as a student at «NPSASSchool».

Complete your **30-minute** survey [IF INCENTIVE ELIGIBLE: «, and «now »you'll receive \$«inc\_amount» as a token of our appreciation« **in addition to the \$«prepaid2»//«prepaid10»//«prepaid\_total» we sent <<in advance//on date>> << via check//PayPal>>»].**



Or, log onto our site at <https://surveys.nces.ed.gov/bps/>

**Study ID:** «caseid»

**Password:** «password»

If you have questions, or if you would prefer to complete your survey over the phone, please call <<**ROCHelpDesk#**>>.

Thanks in advance for participating! Have a great day.

[INSERT MERGE FIELD FROM TABLE – SOURCE AND SIGNATORY, PAGE C-111]

OMB Control Number: 1850-0631

*Learn more about our confidentiality procedures at*

<https://surveys.nces.ed.gov/bps/confidentiality.aspx>

«[emailID](#)»

### Reminder E-mail 13

**SUBJECT:** Your Last Chance to Participate... Don't Miss Out on BPS!

«fname», <<this is the last e-mail message we will be sending you about the 2020/22 Beginning Postsecondary Students Longitudinal Study (BPS:20/22) Field Test survey>><< data collection ends today>>. Participation from students like you is important the success of the 2020/22 Beginning Postsecondary Students Longitudinal Study (BPS:20/22) Field Test. Before the study comes to a close, please consider participating.



Or, log onto our site at <https://surveys.nces.ed.gov/bps/>

**Study ID:** «caseid»

**Password:** «password»

The survey takes about 30 minutes and can be completed on any electronic device, including a mobile device or tablet. [IF INCENTIVE ELIGIBLE: «You'll «still »receive \$«inc\_amount» via «PayPal or »check when you finish« in addition to the \$«prepaid2»//«prepaid10»//«prepaid\_total» we sent <<in advance//on <date>>> << via check//PayPal>>».]

If you have questions, or if you would prefer to complete your survey over the telephone, please call <<ROCHelpDesk#>>.

Thanks in advance for participating!

[INSERT MERGE FIELD FROM TABLE – SOURCE AND SIGNATORY, PAGE C-111]

OMB Control Number: 1850-0631

*Learn more about our confidentiality procedures at*  
<https://surveys.nces.ed.gov/bps/confidentiality.aspx>  
[«emailID»](#)

## Thank You E-mail

**SUBJECT:** Thank You from BPS

Dear «fname»,

On behalf of the U.S. Department of Education and the staff of the 2020/22 Beginning Postsecondary Students Longitudinal Study (BPS:20/22) Field Test, we would like to thank you for participating in BPS. Your participation is very important in helping to ensure the success of the study.

[INSERT MERGE FIELD FROM TABLE – INCENTIVE SELECTION, PAGE C-113]

[IF REINTERVIEW = 1: <<At the end of your survey, you were randomly selected for and agreed to participate in a quality control survey. We will contact you in a few weeks when your quality control survey is available. As a reminder, this second survey will take less than 10 minutes to complete <<and you will receive \$5 for completing it>>.>>

If you have questions, please do not hesitate to call the **BPS Help Desk at <<ROCHelpDesk#>>**.

Thank you for helping make BPS a success!

Sincerely,

[INSERT MERGE FIELD FROM TABLE – SOURCE AND SIGNATORY, PAGE C-111]

Study ID: «caseID»

OMB Control Number: 1850-0631

*Learn more about our confidentiality procedures at*  
<https://surveys.nces.ed.gov/bps/confidentiality.aspx>

«emailID»

## As Needed E-mails

### As Needed Reminder E-mail 1

**SUBJECT:** «fname», Help Inform Education Policy: Participate in BPS Today

«fname»,

The 2020/22 Beginning Postsecondary Students Longitudinal Study (BPS:20/22) Field Test is an important education study conducted on behalf of the U.S. Department of Education.

[INSERT MERGE FIELD FROM TABLE – INTERESTING FACTS, PAGE C-112] You can find out more about what we've learned from previous BPS surveys here:

[https://surveys.nces.ed.gov/bps/prev\\_results.aspx](https://surveys.nces.ed.gov/bps/prev_results.aspx).

The survey takes about **30 minutes** and is easy to complete on your mobile device. [IF INCENTIVE ELIGIBLE: «When you complete your survey, «now »you'll «still »receive \$«inc\_amount», payable by «PayPal or » check« in addition to the \$«prepaid2»//«prepaid10»//«prepaid\_total» we sent <<in advance//on <<date>>> << via check//PayPal>>>!»]



Use your secure login credentials to access your survey at <https://surveys.nces.ed.gov/bps/>

**Study ID:** «caseid»

**Password:** «password»

If you prefer, you may also complete your survey over the phone by calling the BPS Help Desk at <<ROCHelpDesk#>>.

Thanks!

[INSERT MERGE FIELD FROM TABLE – SOURCE AND SIGNATORY, PAGE C-111]

OMB Control Number: 1850-0631

*Learn more about our confidentiality procedures at*

<https://surveys.nces.ed.gov/bps/confidentiality.aspx>

«emailID»

[INSERT SOURCE CITATION FOR FACT SELECTED ON INTERESTING FACTS TABLE, PAGE C-112]

## As Needed Reminder E-mail 2

**SUBJECT:** BPS Needs You, «fname»

«fname»,

You were selected to represent other students in the 2020/22 Beginning Postsecondary Students Longitudinal Study (BPS:20/22) Field Test, which surveys students who started postsecondary education in the 2018-19 academic year from across the country. No one can replace you. We hope that you will participate in this important U.S. Department of Education study.

BPS takes **30 minutes** and is easy to complete on your mobile device. [IF INCENTIVE ELIGIBLE: «When you complete your survey, «now »you'll «still »receive \$«inc\_amount» payable by «PayPal or »check« in addition to the \$«prepaid2»//«prepaid10»//«prepaid\_total» we sent <<in advance//on <date>>> << via check//PayPal>>>»!«]



Or visit the BPS website and log in: <https://surveys.nces.ed.gov/bps/>

**Study ID:** «caseID»

**Password:** «password»

To complete your survey by telephone call <<**ROCHelpDesk#**>>. You can find more information on the study website at <https://surveys.nces.ed.gov/bps/>.

Thanks!

[INSERT MERGE FIELD FROM TABLE – SOURCE AND SIGNATORY, PAGE C-111]

OMB Control Number: 1850-0631

*Learn more about our confidentiality procedures at*

<https://surveys.nces.ed.gov/bps/confidentiality.aspx>

«emailID»

### As Needed Reminder E-mail 3

**SUBJECT:** Share Your Experiences with BPS

«fname»,

This is your chance to contribute to important education research. You were selected to represent many other postsecondary students from across the country in the 2020/22 Beginning Postsecondary Students Longitudinal Study (BPS:20/22) Field Test. BPS is conducted by the National Center for Education Statistics (NCES), in the U.S. Department of Education's Institute of Education Sciences, with data collection being carried out under contract by RTI International, a U.S.-based nonprofit research organization.



Or, log onto our site at <https://surveys.nces.ed.gov/bps/>

**Study ID:** «caseid»

**Password:** «password»

Call <<**ROCHelpDesk#**>> to get more information about BPS or to complete your survey by phone.

The BPS survey takes about **30 minutes!** [IF INCENTIVE ELIGIBLE: «When you complete your survey, «now »you'll «still »receive \$«**inc\_amount**», payable by «**PayPal** or »**check**« in addition to the \$«**prepaid2**»//«**prepaid10**»//«**prepaid\_total**» we sent <<**in advance**//on <**date**>>> << via **check**//**PayPal**>>».»]

We look forward to hearing about your experiences.

Thank you,

[INSERT MERGE FIELD FROM TABLE – SOURCE AND SIGNATORY, PAGE C-111]

OMB Control Number: 1850-0631

*Learn more about our confidentiality procedures at*  
<https://surveys.nces.ed.gov/bps/confidentiality.aspx>  
«emailID»

#### As Needed Reminder E-mail 4

**SUBJECT LINE:** BPS: What You Need to Know

Dear «fname» –

Here are the important details you need to complete your **30-minute** 2020/22 Beginning Postsecondary Students Longitudinal Study (BPS:20/22) Field Test:

- [IF INCENTIVE ELIGIBLE: ««Because your participation is important, <<now>> you'll »/«You'll »«receive \$«inc\_amount» when you complete your survey, payable by check« or PayPal« **in addition to the \$«prepaid2»//«prepaid10»//«prepaid\_total» we sent <<in advance//on <date>>> << via check//PayPal>>».»] // [IF NOT INCENTIVE ELIGIBLE: «You were selected to represent students who started postsecondary students from across the country and the study won't be a success without you!»]**
- Click the button below or login at <https://surveys.nces.ed.gov/bps/>
  - o **Study ID:** «caseID»
  - o **Password:** «password»
- Alternatively, you can complete your survey over the phone by calling <<ROCHelpDesk#>>.



If you have questions or problems completing your survey, simply contact the BPS Help Desk at <<ROCHelpDesk#>> or by e-mail at [bps@ed.gov](mailto:bps@ed.gov)//[bps@rti.org](mailto:bps@rti.org).

Thank you for helping make BPS a success.

[INSERT MERGE FIELD FROM TABLE – SOURCE AND SIGNATORY, PAGE C-111]

OMB Control Number: 1850-0631

Learn more about our confidentiality procedures at <https://surveys.nces.ed.gov/bps/confidentiality.aspx> «emailID»

## As Needed Reminder E-mail 5

**SUBJECT:** BPS is Ending Soon–Don't Miss Your Chance to Participate!

**ALTERNATE SUBJECT:** BPS Needs Your Participation, «fname»!

«fname», data collection for the U.S. Department of Education's 2020/22 Beginning Postsecondary Students Longitudinal Study (BPS:20/22) Field Test «continues»//«**will end soon**»//«**will end on [end\_date]**». Help us make this study a success and inform future education policy. It is crucial to the study that we hear from students who started their postsecondary education in 2018-19 like you!



Or, log in to our site at <https://surveys.nces.ed.gov/bps/>

**Study ID:** «caseid»

**Password:** «password»

The BPS survey takes about **30 minutes** to complete. [IF INCENTIVE ELIGIBLE: «Because your participation in BPS is important, <<now>> you'll »/««You'll »«receive \$«inc\_amount» for completing your survey« **in addition to the \$«prepaid2»//«prepaid10»//«prepaid\_total» we sent <<in advance//on <date>>> << via check//PayPal>>>»!»]**

Our professional interviewers can answer any questions you have and can complete your survey over the telephone with you if you prefer. Just call the **BPS Help Desk** at <<**ROCHelpDesk#**>>.

Thank you,

[INSERT MERGE FIELD FROM TABLE – SOURCE AND SIGNATORY, PAGE C-111]

OMB Control Number: 1850-0631

*Learn more about our confidentiality procedures at*

<https://surveys.nces.ed.gov/bps/confidentiality.aspx>

«[emailID](#)»

## As Needed Reminder E-mail 6

**SUBJECT:** «Fname», Don't Delay - Participate in BPS Today

«Fname», we've been contacting you about participating in the 2020/22 Beginning Postsecondary Students Longitudinal Study (BPS:20/22) Field Test!

BPS is an important U.S. Department of Education study that will help policymakers better understand the **experiences of students like you.**

We understand there are many demands on your time, but we need your help to make sure the study represents all students. Your survey takes **30 minutes** to complete [IF INCENTIVE ELIGIBLE: «, and «now »we will send you \$«inc\_amount» for doing it« in addition to the \$«prepaid2»//«prepaid10»//«prepaid\_total» we sent <<in advance//on <date>>> << via check//PayPal>>>»]!



You can also log on to our secure website at <https://surveys.nces.ed.gov/bps/> using your study credentials:

**Study ID:** «caseid»

**Password:** «password»

Call <<ROCHelpDesk#>> to get more information about BPS or to complete your survey by phone.

We hope you will participate and help us better understand the experiences of postsecondary students.

Thank you!

[INSERT MERGE FIELD FROM TABLE – SOURCE AND SIGNATORY, PAGE C-111]

OMB Control Number: 1850-0631

*Learn more about our confidentiality procedures at*

<https://surveys.nces.ed.gov/bps/confidentiality.aspx>

«emailID»

## As Needed Reminder E-mail 7

**SUBJECT:** Only You Can Make BPS a Success. Will You Help?

The 2020/22 Beginning Postsecondary Students Longitudinal Study (BPS:20/22) Field Test is easy to complete, «fname»! You can even do so on your mobile device!

This U.S. Department of Education survey takes about **30 minutes**. [IF INCENTIVE ELIGIBLE: «When you complete your survey, «now »you'll receive \$«inc\_amount», payable by «PayPal or »check« in addition to the \$«prepaid2»//«prepaid10»//«prepaid\_total» we sent <<in advance//on <date>>> << via check//PayPal>>>».]



If you prefer, you can go to the BPS website and login using your secure login credentials below to access your survey:

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

**Study ID:** «caseid»

**Password:** «password»

You can also complete your survey by phone by calling <<ROCHelpDesk#>>.

If you have questions, please contact us at <<ROCHelpDesk#>> or e-mail us at [bps@ed.gov](mailto:bps@ed.gov)//[bps@rti.org](mailto:bps@rti.org). More information on BPS can be found on our website: <https://surveys.nces.ed.gov/bps>.

We look forward to hearing about your postsecondary education experiences.

Thanks!

[INSERT MERGE FIELD FROM TABLE – SOURCE AND SIGNATORY, PAGE C-111]

OMB Control Number: 1850-0631

*Learn more about our confidentiality procedures at*

<https://surveys.nces.ed.gov/bps/confidentiality.aspx>

«emailID»

**Re-Interview, Initial E-mail**

**SUBJECT:** BPS Quality Control Survey

Dear «fname» «lname»:

You may recall recently completing the 2020/22 Beginning Postsecondary Students Longitudinal Study (BPS:20/22) Field Test survey. Thank you for your participation! Hearing from you is extremely important to us.

At the end of your survey, you were randomly selected for and agreed to participate in a quality control survey. **This second survey will take less than 10 minutes to complete <<and you will receive \$5 for completing it>>.**

[INSERT MERGE FIELD FROM TABLE – RE-INTERVIEW TYPE, PAGE 115]

If you have any questions or need assistance, call us toll-free at <<**ROCHelpDesk#**>> or e-mail us at [bps@ed.gov](mailto:bps@ed.gov)//[bps@rti.org](mailto:bps@rti.org).

<<If you have already completed this quality control survey, please disregard this message.>> Again, thank you for your time and willingness to participate.

Sincerely,

[INSERT MERGE FIELD FROM TABLE – SOURCE AND SIGNATORY, PAGE C-111]

OMB Control Number: 1850-0631

*Learn more about our confidentiality procedures at*  
<https://surveys.nces.ed.gov/bps/confidentiality.aspx>  
«emailID»

**Re-Interview, Reminder E-mail 1**

**SUBJECT:** We Need Your Feedback on BPS

«fname»,

You recently completed the 2020/22 Beginning Postsecondary Students Longitudinal Study (BPS:20/22) Field Test survey. Thank you! Because of your participation, researchers and policymakers will better understand the experiences of students who started postsecondary education in the 2018-19 academic year.

At the end of your survey, you were randomly selected for and agreed to participate in a **quality control survey**. This second survey will take **less than 10 minutes** to complete and will help us understand how we did. **We need your feedback <<and you will receive \$5 for your participation>>!**

[INSERT MERGE FIELD FROM TABLE – RE-INTERVIEW TYPE, PAGE 115]

If you have any questions or need assistance, call us toll-free at <<**ROCHelpDesk#**>> or e-mail us at [bps@ed.gov](mailto:bps@ed.gov)//[bps@rti.org](mailto:bps@rti.org).

If you have already completed this quality control survey, please disregard this message. Thank you for helping make BPS a success!

Sincerely,

[INSERT MERGE FIELD FROM TABLE – SOURCE AND SIGNATORY, PAGE C-111]

OMB Control Number: 1850-0631

*Learn more about our confidentiality procedures at*  
<https://surveys.nces.ed.gov/bps/confidentiality.aspx>  
«emailID»

**Re-Interview, Reminder E-mail 2**

**SUBJECT:** Last Chance! BPS Quality Control Survey

Hi «fname»,

Thank you for recently completing the 2020/22 Beginning Postsecondary Students Longitudinal Study (BPS:20/22) Field Test survey. Hearing from students like you is extremely important to us.

At the end of your survey, you were randomly selected for and agreed to participate in a **quality control survey**. Again, this second survey will take **less than 10 minutes** to complete <<**and you will receive \$5 for completing it**>>. **Time to participate is limited!**

[INSERT MERGE FIELD FROM TABLE – RE-INTERVIEW TYPE, PAGE 115]

If you have any questions or need assistance, call us toll-free at <<**ROCHelpDesk#**>> or e-mail us at [bps@ed.gov](mailto:bps@ed.gov)//[bps@rti.org](mailto:bps@rti.org).

If you have already completed this quality control survey, please disregard this message. Thank you for helping make BPS a success!

Sincerely,

[INSERT MERGE FIELD FROM TABLE – SOURCE AND SIGNATORY, PAGE C-111]

OMB Control Number: 1850-0631

*Learn more about our confidentiality procedures at*  
<https://surveys.nces.ed.gov/bps/confidentiality.aspx>  
«emailID»

**Initial Contact E-mail (If time allows)**

**SUBJECT:** The 2020/22 Beginning Postsecondary Students Longitudinal Study (BPS:20/22) Field Test

[INSERT NCES LETTERHEAD LOGO]

Dear «fname»:

Congratulations! You have been selected to participate in the 2020/22 Beginning Postsecondary Students Longitudinal Study (BPS:20/22) Field Test, conducted by the National Center for Education Statistics (NCES) in the U.S. Department of Education's Institute of Education Sciences. Data collected from BPS will help researchers and policymakers better understand the experiences of students like you.

Before BPS data collection begins, we need to have the most up-to-date contact information for you« and would like to gather your contacting preferences with respect to phone calls, mailings, e-mails, and texts». **Please take 5 minutes to update your contact information «and select your preferred modes of contact »by visiting our secure website and using the following login credentials:**

<https://surveys.nces.ed.gov/bps/update-contact.aspx>

**Study ID:** «caseID»

In the next <<time period>>, we will send you a large, white envelope containing information about how to participate **[IF PREPAID INCENTIVE ELIGIBLE: «and a \$2 bill as a token of appreciation.»]** The password to log in to your survey will also be included. **[<<IF EARLYBIRD & INCENTIVE-ELIGIBLE: If you complete the survey by <<early\_comp\_date>> we will send you \$<<inc\_amount+earlybird\_inc>> payable by <<PayPal or>> check. After <<early\_comp\_date>>, we will send you \$<<inc\_amount>> once you complete the survey.>> <<IF NO EARLYBIRD & INCENTIVE ELIGIBLE: Once you complete the survey, we will send you <<inc\_amount>>, payable by <<PayPal or>> check. >>**

NCES has contracted with RTI International, a U.S.-based nonprofit research organization, to collect data for BPS on its behalf. Please visit <https://surveys.nces.ed.gov/bps/> for a brief description of BPS, findings from data collections, and a summary of our confidentiality procedures. If you have additional questions or concerns about the study after reviewing this material, please call the RTI study director, Michael Bryan by phone at <<PD/RTIHelpDesk#>> or by e-mail at [bps@ed.gov/bps@rti.org](mailto:bps@ed.gov/bps@rti.org).

We thank you in advance for your participation in this important study.

Sincerely,

David Richards, Ph.D.  
Project Officer, BPS  
National Center for Education Statistics

Michael Bryan  
Project Director, BPS  
RTI International

Institute of Education Sciences  
U.S. Department of Education  
[David.Richards@ed.gov](mailto:David.Richards@ed.gov) | 202-245-6202

[mbryan@rti.org](mailto:mbryan@rti.org) | <<PD/RTIHelpDesk#>>

The National Center for Education Statistics (NCES) is authorized to conduct the 2020/22 Beginning Postsecondary Students Longitudinal Study (BPS:20/22) Field Test by the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543), and to collect students' education records from educational agencies or institutions for the purpose 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).

«[emailID](#)»

**Incentive Change E-mail (Boost) — (Incentive Eligible)**

**SUBJECT:** We Just Increased the Incentive for Your Participation in BPS

Hi «fname»,

**[IF PAYPAL PREPAID:** «Since your participation in the 2020/22 Beginning Postsecondary Students Longitudinal Study (BPS:20/22) Field Test is very important, **we sent you \$«prepaid10» via PayPal «to [e-mailaddress] »in appreciation for your participation in BPS.** <<If you would prefer to receive the \$«prepaid10» via check, please contact us at [bps@ed.gov](mailto:bps@ed.gov)/[bps@rti.org](mailto:bps@rti.org) or <<PD/RTIHelpDesk#>>.>>»] **[IF CHECK PREPAID:** «Since your participation in BPS is very important, **we are sending you \$«prepaid10» via mail in appreciation for your participation in BPS. Remember to look out for a large, white envelope from the National Center for Education Statistics.»]**

**[IF INCENTIVE ELIGIBLE:** «Once you complete your survey, you will **receive \$«inc\_amount» for participating**, payable by «PayPal or »check« **in addition to the \$«prepaid10»>> we sent <<in advance//on <date>>> << via check//PayPal>>»!»]**



Or, you can visit the BPS website and log in: <https://surveys.nces.ed.gov/bps/>

**Study ID:** «caseID»

**Password:** «password»

If you have questions or prefer to participate by telephone, please call<<**ROCHelpDesk#>>.**

Thanks in advance for your participation.

[INSERT MERGE FIELD FROM TABLE – SOURCE AND SIGNATORY, PAGE C-111]

OMB Control Number: 1850-0631

*Learn more about our confidentiality procedures at*  
<https://surveys.nces.ed.gov/bps/confidentiality.aspx>

«emailID»

## Contacting Reminder

**SUBJECT:** A Reminder to Participate in BPS

«fname», we need **you** for BPS to be a success!

[IF SENDING SOON AFTER DATA COLLECTION E-MAIL: «Recently, we sent you an invitation to take part in the 2020/22 Beginning Postsecondary Students Longitudinal Study (BPS:20/22) Field Test [IF PREPAID:«along with \$2« via PayPal»//« via mail»]]. You have been selected to represent other students like you. Your participation is critical to the success of the study, and we hope you will help inform policy by completing your BPS survey today.

Your survey will take about **30 minutes** to complete [IF INCENTIVE ELIGIBLE: «and you will receive \$«inc\_amount» via «PayPal or »**check as a thank you for your participation**« in addition to the \$«prepaid2»//«prepaid10»//«prepaid\_total» we sent <<in advance//on <date>>> << via check//PayPal>>>»].

It's easy to complete today!



Or, log on to our site at: <https://surveys.nces.ed.gov/bps/>

**Study ID:** «caseID»

**Password:** «password»

You can also complete your survey over the phone by calling <<**ROCHelpDesk#**>>.

### *What sort of reminders can I expect?*

Because your participation is very important, and we understand there are many demands on your time, we will be sending you reminders to complete your survey. You may receive periodic reminders via:

- E-mail
- Text
- Phone Call
- Mail

If you have other questions, please contact the **BPS Help Desk** at <<**ROCHelpDesk#**>> or e-mail us at [bps@ed.gov](mailto:bps@ed.gov)//[bps@rti.org](mailto:bps@rti.org).

[INSERT MERGE FIELD FROM TABLE – SOURCE AND SIGNATORY, PAGE C-111]

OMB Control Number: 1850-0631

*Learn more about our confidentiality procedures at*  
<https://surveys.nces.ed.gov/bps/confidentiality.aspx>  
«emailID»

## Partial Complete E-mail

**NOTE: Sent to cases where survey has been started but not completed.**

SUBJECT: Important Reminder: «fname», Come Back and Complete Your BPS Survey!

Hi «fname»,

I noticed that you started the 2020/22 Beginning Postsecondary Students Longitudinal Study (BPS:20/22) Field Test survey and then stopped. That's okay. You can return to your survey, via phone or the Web (even on your mobile device) and pick up right where you left off. [IF INCENTIVE ELIGIBLE: «Don't miss out on your \$«inc\_amount» incentive for completing your survey!»]



Or, you can visit the BPS website and log in: <https://surveys.nces.ed.gov/bps/>

**Study ID:** «caseID»

**Password:** «password»

**Got Questions? Prefer to participate over the phone?** Call our Help Desk at <<ROCHelpDesk#>> or visit the study website at <https://surveys.nces.ed.gov/bps/> to learn more about BPS, see findings from past data collections, and read about the study confidentiality procedures.

**Thanks!**

[BPS TEAM MEMBER FIRST NAME]

BPS Survey Team Member

[bps@ed.gov](mailto:bps@ed.gov)/[bps@rti.org](mailto:bps@rti.org)

<<PD/RTIHelpDesk#>>

OMB Control Number: 1850-0631

*Learn more about our confidentiality procedures at*

<https://surveys.nces.ed.gov/bps/confidentiality.aspx>

«emailID»

**Paired Contact E-mail**

**NOTE: Sent in conjunction with CATI “contacted” event from previous night/weekend**

**SUBJECT:** Recent BPS Phone Call

Hi «fname»,

[IF SPOKEN WITH YESTERDAY: «Thank you for taking the time yesterday to speak with «DCI» about the 2020/22 Beginning Postsecondary Students Longitudinal Study (BPS:20/22) Field Test.»]//[IF SPOKEN WITH RECENTLY: «Thank you for taking the time recently to speak to a member of our survey team about the 2020/22 Beginning Postsecondary Students Longitudinal Study (BPS:20/22) Field Test. »]

I hope you will take **30 minutes** to complete your survey [IF INCENTIVE ELIGIBLE: «**and receive your \$«inc\_amount»**»]. I don't want you to miss out on this important education study!

Use your secure login credentials below to access your survey at <https://surveys.nces.ed.gov/bps/>.

**Study ID:** «caseid»

**Password:** «password»

If you would prefer to complete the survey over your phone, simply call <<**ROCHelpDesk#**>> and reference your Study ID «caseid».

Thank you in advance for your participation!

[BPS TEAM MEMBER FIRST NAME]

BPS Survey Team Member

[bps@ed.gov](mailto:bps@ed.gov)//[bps@rti.org](mailto:bps@rti.org)

<<PD/RTIHelpDesk#>>

OMB Control Number: 1850-0631

*Learn more about our confidentiality procedures at*

<https://surveys.nces.ed.gov/bps/confidentiality.aspx>

«emailID»

## Interruption in Data Collection–Notice/Warning E-mail

**SUBJECT:** The BPS Survey is Temporarily on Hold

Dear «fname»,

Due to [REASON FOR DC INTERRUPTION], the 2020/22 Beginning Postsecondary Students Longitudinal Study (BPS:20/22) Field Test survey is temporarily suspended, so you will not be able to log in to the survey at <https://surveys.nces.ed.gov/bps/> until further notice. Once the situation has been resolved, we will notify you immediately so that you may participate in this important research. We apologize for any inconvenience this has caused you.

If you have any questions regarding the survey or this temporary situation, please do not hesitate to call us at <<ROCHelpDesk#>> or send an e-mail to [bps@ed.gov](mailto:bps@ed.gov)/[bps@rti.org](mailto:bps@rti.org).

Thank you for your understanding.

[INSERT MERGE FIELD FROM TABLE – SOURCE AND SIGNATORY, PAGE C-111]

OMB Control Number: 1850-0631

Learn more about our confidentiality procedures at <https://surveys.nces.ed.gov/bps/confidentiality.aspx>  
«emailID»

## Interruption in Data Collection–Resume E-mail

**SUBJECT:** You may now resume your BPS Survey

Dear «fname»,

Recently, we sent a notification indicating that the 2020/22 Beginning Postsecondary Students Longitudinal Study (BPS:20/22) Field Test survey was suspended due to [REASON FOR DC INTERRUPTION]. **We are happy to inform you that the survey has re-opened and you may once again log in to complete your BPS survey!**



**Got questions? Prefer to participate over the phone?** Call our Help Desk at <<ROCHelpDesk#>> or visit the study website at <https://surveys.nces.ed.gov/bps/>

Use your secure login credentials below to access your survey at <https://surveys.nces.ed.gov/bps/>

**Study ID:** «caseid»

**Password:** «password»

Thank you for your understanding during this survey interruption.

[INSERT MERGE FIELD FROM TABLE – SOURCE AND SIGNATORY, PAGE C-111]

OMB Control Number: 1850-0631

*Learn more about our confidentiality procedures at <https://surveys.nces.ed.gov/bps/confidentiality.aspx> «emailID»*

## Pending Ineligible E-mail

SUBJECT: The Beginning Postsecondary Students Longitudinal Study Field Test

«fname»,

On «sumdate», you were determined to be ineligible to participate in the 2020/22 Beginning Postsecondary Students Longitudinal Study (BPS:20/22) Field Test based on your responses to eligibility questions in the beginning of the survey.

We are reviewing your information and will contact you if we determine that you may be eligible to participate in BPS.

If you have questions regarding the study, please do not hesitate to call our Help Desk at <<ROCHelpDesk#>> or e-mail us at [bps@ed.gov](mailto:bps@ed.gov)/[bps@rti.org](mailto:bps@rti.org). If this email has reached you in error, please contact us so we can update our records.

Sincerely,

[BPS TEAM MEMBER FIRST NAME]

BPS Survey Team Member

[bps@ed.gov](mailto:bps@ed.gov)/[bps@rti.org](mailto:bps@rti.org)

<<PD/RTIHelpDesk#>>

OMB Control Number: 1850-0631

*Learn more about our confidentiality procedures*

*at <https://surveys.nces.ed.gov/bps/confidentiality.aspx>*

*«[emailID](#)»*

## Reviewed Pending Ineligible E-mail (Generic)

SUBJECT: The Beginning Postsecondary Students Longitudinal Study Field Test –**Please Try Again**

«fname»,

On «sumdate», you were determined to be ineligible to participate in the 2020/22 Beginning Postsecondary Students Longitudinal Study (BPS:20/22) Field Test based on your responses to eligibility questions in the beginning of the survey.

However, after reviewing your information, we believe that you may be eligible to participate in BPS. We've reset your survey so you may start again. Please consider logging in to complete the survey, and make sure you answer the first few questions of the survey carefully.

[IF INCENTIVE ELIGIBLE: «Remember, if you are eligible for BPS and complete the survey, you'll receive \$«inc\_amount», payable via «PayPal or »check, as a token of our appreciation.»] The survey takes approximately **30 minutes** to complete.

Please log on to our secure website to participate:

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

Study ID: «caseid»

Password: «password»

If you have questions regarding BPS or would like to complete the survey over the phone, please do not hesitate to call our Help Desk at <<ROCHelpDesk#>> or e-mail us at [bps@ed.gov](mailto:bps@ed.gov)//[bps@rti.org](mailto:bps@rti.org).

Thanks, in advance, for your participation!

Sincerely,

[BPS TEAM MEMBER FIRST NAME]

BPS Survey Team Member

[bps@rti.org](mailto:bps@rti.org)

<<PD/RTIHelpDesk#>>

OMB Control Number: 1850-0631

*Learn more about our confidentiality procedures at*

<https://surveys.nces.ed.gov/bps/confidentiality.aspx>

«emailID»

## Reviewed Pending Ineligible E-mail (Common Eligibility Issues)

SUBJECT: The Beginning Postsecondary Students Longitudinal Study Field Test –**Please Try Again**

«fname»,

Recently, you were determined to be ineligible to participate in the 2020/22 Beginning Postsecondary Students Longitudinal Study (BPS:20/22) Field Test based on your responses to eligibility questions in the beginning of the survey.

However, after reviewing your information, we believe that you may be eligible to participate in BPS. We've reset your survey so you may start again. Please consider logging in to complete the survey, and make sure you answer the first few questions of the survey carefully.

Below please find a few notes that might assist you in answering the first few questions:

- 1) If you began postsecondary education at the listed school during the 2018-19 academic year, **including taking any course(s) or prerequisite(s) and any course(s) taught entirely online**, you may answer “yes” to the attendance question(s) referencing that timeframe;
- 2) If you completed all high school requirements **before attending postsecondary education** at the listed school during the 2018-19 academic year, you may answer “no” to the question asking if you were also enrolled in high school during that timeframe; and
- 3) When asked to select the degree or program you were working towards when attending the listed school during the 2018-19 academic year, please select the program that either is **or best represents** the program you were enrolled in.

[IF INCENTIVE ELIGIBLE: «Remember, if you are eligible for BPS and complete the survey, you'll receive «inc\_amount», payable via «PayPal or» check, as a token of our appreciation.»] The survey takes approximately **30 minutes** to complete.

Please log on to our secure website to participate:

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

Study ID: «caseid»

Password: «password»

If you have questions regarding BPS or would like to complete the survey over the phone, please do not hesitate to call our Help Desk at <<ROCHelpDesk#>> or e-mail us at [bps@ed.gov//bps@rti.org](mailto:bps@ed.gov//bps@rti.org).

Thanks, in advance, for your participation!

Sincerely,

[BPS TEAM MEMBER FIRST NAME]

BPS Survey Team Member

[bps@ed.gov](mailto:bps@ed.gov)//[bps@rti.org](mailto:bps@rti.org)

<<PD/RTIHelpDesk#>>

OMB Control Number: 1850-0631

*Learn more about our confidentiality procedures at*  
<https://surveys.nces.ed.gov/bps/confidentiality.aspx>  
«emailID»

## Reviewed Pending Ineligible E-mail (Branch Campus Issue)

SUBJECT: The Beginning Postsecondary Students Longitudinal Study Field Test–**Please Try Again**

«fname»,

Recently, you were determined to be ineligible to participate in the 2020/22 Beginning Postsecondary Students Longitudinal Study (BPS:20/22) Field Test based on your responses to eligibility questions in the beginning of the survey.

However, after reviewing your information, we believe that you may be eligible to participate in BPS. We've reset your survey so you may start again.

**Please note that if you attended any branch campus of the listed school or took online courses at the listed school for any portion of the 2018-19 academic year, you may answer “yes” to the attendance question(s) referencing that timeframe.**

[IF INCENTIVE ELIGIBLE: «Remember, if you are eligible for BPS and complete the survey, you'll receive «inc\_amount», payable via «PayPal or» check, as a token of our appreciation.»] The survey takes approximately **30 minutes** to complete.

Please log on to our secure website to participate:

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

Study ID: «caseid»

Password: «password»

If you have questions regarding BPS or would like to complete the survey over the phone, please do not hesitate to call our Help Desk at <<ROCHelpDesk#>> or e-mail us at [bps@ed.gov//bps@rti.org](mailto:bps@ed.gov//bps@rti.org).

Thanks, in advance, for your participation!

Sincerely,

[BPS TEAM MEMBER FIRST NAME]

BPS Survey Team Member

[bps@ed.gov//bps@rti.org](mailto:bps@ed.gov//bps@rti.org)

<<PD/RTIHelpDesk#>>

OMB Control Number: 1850-0631

*Learn more about our confidentiality procedures at*

<https://surveys.nces.ed.gov/bps/confidentiality.aspx>

«emailID»

## Hard Refusal E-mail

**SUBJECT:** Please Reconsider Participating in BPS

Dear «fname»,

Recently, you declined to participate in the 2020/22 Beginning Postsecondary Students Longitudinal Study (BPS:20/22) Field Test «because [refusalreason]». BPS is a survey designed to help inform educators, researchers, and policymakers about factors affecting enrollment and degree attainment in postsecondary education, including how students pay for college, and employment during and after college. We understand your hesitation, but we are hoping you will reconsider participating in this very important research conducted by the U.S. Department of Education.

We know your time is valuable—please consider some of the following reasons for participating:

- You have the **unique opportunity** to provide reliable data that otherwise would not be available for policymakers.
- Your information is **vital** in helping policymakers and researchers better understand national trends in enrollment patterns, education goals, financial aid, employment, and backgrounds of students.
- You were selected to represent other students who <<attended «NPSASschool / are not being provided the opportunity to participate»». **No one can replace you.**

You can complete the **30 minutes** survey at your leisure! If you start your survey and need to stop for any reason, you can come back at another time to finish. [IF INCENTIVE ELIGIBLE: «You will receive \$«inc\_amount» by «PayPal or »check when you complete the survey« **in addition to the \$«prepaid2»//«prepaid10»//«prepaid\_total» we sent <<in advance//on <date>>>».**»]



Or log on to our secure website to participate: <https://surveys.nces.ed.gov/bps/>

Study ID: «caseid»

Password: «password»

For more information or to complete your survey by phone please call <<ROCHelpDesk#>> or respond to this e-mail. Thanks for your time.

Best,

[BPS TEAM MEMBER FIRST NAME]

BPS Survey Team Member

[bps@ed.gov](mailto:bps@ed.gov)//[bps@rti.org](mailto:bps@rti.org)

<<PD/RTIHelpDesk#>>

OMB Control Number: 1850-0631

*Learn more about our confidentiality procedures at*  
<https://surveys.nces.ed.gov/bps/confidentiality.aspx>  
«emailID»



## Canceled PayPal E-mail

SUBJECT: Don't Forget to Claim Your BPS Incentive

Hi «fname»,

Thank you again for completing your 2020/22 Beginning Postsecondary Students Longitudinal Study (BPS:20/22) Field Test survey! We sent you \$«inc\_amount» via PayPal to «emailaddress» as a token of our appreciation. However, your original payment was canceled by PayPal because it was not claimed within 30 days.

We will reissue the payment today. Please log into your PayPal account associated with «emailaddress» to claim your payment or look for an e-mail from PayPal, indicating that RTI International has sent you \$«inc\_amount». Please do not hesitate to contact the BPS Help Desk with any questions at <<PD/RTIHelpDesk#>> or e-mail us at [bps@ed.gov//bps@rti.org](mailto:bps@ed.gov//bps@rti.org).

Best,

[BPS TEAM MEMBER FIRST NAME]

BPS Survey Team Member

<<PD/RTIHelpDesk#>>

[bps@ed.gov//bps@rti.org](mailto:bps@ed.gov//bps@rti.org)

OMB Control Number: 1850-0631

*Learn more about our confidentiality procedures at*  
<https://surveys.nces.ed.gov/bps/confidentiality.aspx>  
«emailID»

**Missing Incentive Data E-mail**

**Subject:** Your BPS Incentive

Dear «fname»,

Thank you for completing your 2020/22 Beginning Postsecondary Students Longitudinal Study (BPS:20/22) Field Test survey! We're contacting you because we would like to send you \$«inc\_amount» as a token of our appreciation, but we do not have the necessary information from you to do so.

If you would like to receive your \$«inc\_amount», please reply to this e-mail message and indicate whether you prefer PayPal or check. If you prefer PayPal, please **provide your PayPal e-mail address**. If you prefer to receive a check, please **provide a valid mailing address**. (Allow 3-4 weeks for processing of check payments.)

Should you choose to decline your incentive, the funds will go back to the study.

Best,

[BPS TEAM MEMBER FIRST NAME]

BPS Survey Team Member

<<PD/RTIHelpDesk#>>

[bps@ed.gov](mailto:bps@ed.gov)//[bps@rti.org](mailto:bps@rti.org)

«caseid»

OMB Control Number: 1850-0631

*Learn more about our confidentiality procedures at*  
<https://surveys.nces.ed.gov/bps/confidentiality.aspx>

«emailID»

## No Contact E-mail

**Subject:** The BPS team is hoping to hear from you, «fname»

Hi «fname»,

We've recently tried to get in touch with you about the 2020/22 Beginning Postsecondary Students Longitudinal Study (BPS:20/22) Field Test. I hope you will take **30 minutes** to complete your survey [IF INCENTIVE ELIGIBLE: «and receive your \$«inc\_amount»].

You can complete your survey in one of two ways:

- Online: Go to <https://surveys.nces.ed.gov/bps/>  
Enter your Study ID: «caseid»  
Enter your Password: «password»
- Phone: Call <<ROCHelpDesk#>> and reference your Study ID: «caseid»

You can find out more about the study and confidentiality procedures at <https://surveys.nces.ed.gov/bps/confidentiality.aspx>. Or you can contact the BPS Help Desk at <<ROCHelpDesk#>> or [bps@ed.gov](mailto:bps@ed.gov)/[bps@rti.org](mailto:bps@rti.org).

Thank you in advance for your participation!

[BPS TEAM MEMBER FIRST NAME]

BPS Survey Team Member

<<PD/RTIHelpDesk#>>

[bps@ed.gov](mailto:bps@ed.gov)/[bps@rti.org](mailto:bps@rti.org)

«caseid»

OMB Control Number: 1850-0631

*Learn more about our confidentiality procedures at*  
<https://surveys.nces.ed.gov/bps/confidentiality.aspx>  
«emailID»

## Outstanding Check E-mail

**Subject:** Reminder to Cash Your BPS Check

Hi «fname»,

Thank you for completing your 2020/22 Beginning Postsecondary Students Longitudinal Study (BPS:20/22) Field Test survey. We are e-mailing to remind you to cash the \$«inc\_amount» check we sent you.

The check will expire 90 days after it was issued, so please cash your check soon.

Let us know if you have any questions or concerns.

Thank you,

[BPS TEAM MEMBER FIRST NAME]

BPS Survey Team Member

<<PD/RTIHelpDesk#>>

[bps@ed.gov](mailto:bps@ed.gov)//[bps@rti.org](mailto:bps@rti.org)

«caseid»

OMB Control Number: 1850-0631

*Learn more about our confidentiality procedures at*  
<https://surveys.nces.ed.gov/bps/confidentiality.aspx>

«emailID»

## Expired Check E-mail

**Subject:** Your BPS Check

Dear «fname»,

Thank you again for completing your 2020/22 Beginning Postsecondary Students Longitudinal Study (BPS:20/22) Field Test survey! We sent you \$«inc\_amount» via check as a token of our appreciation. However, your original payment has been voided since it was not claimed within 90 days.

Please respond to this e-mail and **provide a valid mailing address**, so we can reissue your payment. (Allow 3-4 weeks for processing of check payments.)

Please do not hesitate to contact the BPS Help Desk with any questions at <<**ROCHelpDesk#**>> or e-mail us at [bps@rti.org](mailto:bps@rti.org).

Should you choose to decline your incentive, the funds will go back to the study.

Best,

[BPS TEAM MEMBER FIRST NAME]

BPS Survey Team Member

<<PD/RTIHelpDesk#>>

[bps@ed.gov](mailto:bps@ed.gov)//[bps@rti.org](mailto:bps@rti.org)

OMB Control Number: 1850-0631

*Learn more about our confidentiality procedures at*  
<https://surveys.nces.ed.gov/bps/confidentiality.aspx>  
«emailID»

## Preferred to Complete Online E-mail

**Subject:** Participate in BPS Online

Hi «fname»,

Recently, a member of our survey interviewing team spoke with you about the 2020/22 Beginning Postsecondary Students Longitudinal Study (BPS:20/22) Field Test. During that brief phone conversation, you indicated that you would prefer to complete your survey online, and an e-mail with your survey login information was sent to you. I just wanted to touch base to make sure you received the e-mail, and to encourage you to complete your survey soon to receive your \$«inc\_amount».

As a reminder, here is the information you need to complete your survey on our secure website:

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

**Study ID:** «caseID»

**Password:** «password»

If you have any questions, please contact us at <<ROCHelpDesk#>> or e-mail us at <<[bps@ed.gov](mailto:bps@ed.gov)//[bps@rti.org](mailto:bps@rti.org)>> and reference your Study ID: «caseID».

You can find out more about the study and confidentiality procedures at the above website, and at <https://surveys.nces.ed.gov/bps/confidentiality.aspx>.

Thank you in advance for your participation!

[BPS TEAM MEMBER FIRST NAME]

BPS Survey Team Member

<<PD/RTIHelpDesk#>>

[bps@ed.gov](mailto:bps@ed.gov)//[bps@rti.org](mailto:bps@rti.org)

OMB Control Number: 1850-0631

*Learn more about our confidentiality procedures at*  
<https://surveys.nces.ed.gov/bps/confidentiality.aspx>  
«emailID»

## Data Collection Extension E-mail

**SUBJECT:** BPS Still Needs you, «fname»

«fname», we've extended the 2020/22 Beginning Postsecondary Students Longitudinal Study (BPS:20/22) Field Test data collection to give you and other students a chance to participate in this important study.

We realize your time is valuable, but remember, your survey only takes about **30 minutes** and does not have to be completed all at once. [IF INCENTIVE ELIGIBLE: «We will send you \$«inc\_amount» for completing it.»]

You have the **unique opportunity** to provide reliable data that otherwise would not be available for policymakers. **Click the icon below to share your experiences and let your voice be heard!**



Or, log onto our secure website at <https://surveys.nces.ed.gov/bps/>

**Study ID:** «caseid»

**Password:** «password»

If you prefer to complete your survey with a trained interviewer, please call<<**ROCHelpDesk#**>>.

We hope you will decide to participate–BPS won't be the same without you.

Thanks!

[INSERT MERGE FIELD FROM TABLE – SOURCE AND SIGNATORY, PAGE C-111]

OMB Control Number: 1850-0631

*Learn more about our confidentiality procedures at*  
<https://surveys.nces.ed.gov/bps/confidentiality.aspx>

«emailID»

## Data Collection Staff Prompt E-mail

SUBJECT: Your 30-minute BPS Survey

Hi «fname»,

I work on the U.S. Department of Education's 2020/22 Beginning Postsecondary Students Longitudinal Study (BPS:20/22) Field Test and noticed that you have not yet completed your survey. Your participation in the survey is crucial to the success of the study as your experiences are unique!

**The BPS survey takes «just » 30 minutes to complete** [IF INCENTIVE ELIGIBLE: «and you will receive \$«inc\_amount» for responding»]. Here's the information you need to complete your survey on your computer or mobile device:

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

**Study ID:** «caseid»

**Password:** «password»

Please do not hesitate to contact me with any questions or concerns.

Thanks,

[BPS TEAM MEMBER FIRST NAME]

BPS Survey Team Member

<<PD/RTIHelpDesk#>>

[bps@ed.gov](mailto:bps@ed.gov)//[bps@rti.org](mailto:bps@rti.org)

OMB Control Number: 1850-0631

*Learn more about our confidentiality procedures at*

<https://surveys.nces.ed.gov/bps/confidentiality.aspx>

«emailID»

## Missing PayPal E-mail

**Subject:** Your BPS PayPal Payment

Hi «fname»,

Thank you for participating in the 2020/22 Beginning Postsecondary Students Longitudinal Study (BPS:20/22) Field Test survey.

It looks like you forgot to give us your e-mail address for sending your \$«inc\_amount» PayPal payment.

Please reply to this e-mail and provide the e-mail address associated with your PayPal account so we may process your payment.

[BPS TEAM MEMBER FIRST NAME]

BPS Survey Team Member

<<PD/RTIHelpDesk#>>

[bps@ed.gov](mailto:bps@ed.gov)//[bps@rti.org](mailto:bps@rti.org)

«caseid»

OMB Control Number: 1850-0631

*Learn more about our confidentiality procedures at*  
<https://surveys.nces.ed.gov/bps/confidentiality.aspx>

«emailID»

## Needs Incentive Selection E-mail (Didn't Select Incentive)

**Subject:** Your BPS Survey

Hi «fname»,

We appreciate your participation in the 2020/22 Beginning Postsecondary Students Longitudinal Study (BPS:20/22) Field Test survey.

Our records indicate that you completed the survey but did not tell us how you would like to be receive the monetary token of appreciation for your participation. We want to make sure you are compensated for your time and effort.

**To select your payment method and receive your «\$inc\_amount» payment:**

Go to: <https://surveys.nces.ed.gov/bps/>

**Log in:**

**Study ID** = caseid

**Password** = password

Please note you will be asked a couple of questions to verify your identity prior to reaching the payment selection page.

Thank you,

[BPS TEAM MEMBER FIRST NAME]

BPS Survey Team Member

<<PD/RTIHelpDesk#>>

[bps@ed.gov](mailto:bps@ed.gov)//[bps@rti.org](mailto:bps@rti.org)

OMB Control Number: 1850-0631

*Learn more about our confidentiality procedures at*  
<https://surveys.nces.ed.gov/bps/confidentiality.aspx>  
«emailID»

## Failed PayPal Payment E-mail

**Subject:** Your BPS PayPal Payment

Hi «fname»,

Thank you again for completing your 2020/22 Beginning Postsecondary Students Longitudinal Study (BPS:20/22) Field Test survey! We recently sent you \$«inc\_amount» via PayPal to «emailaddress» as a token of our appreciation. However, **your original payment failed**. The failed payment could indicate that your account is either locked or inactive.

We would like to reissue your payment. Please respond to this e-mail and let us know if you would like the payment to be sent to a different e-mail address or if you would like us to retry sending it to «emailaddress».

If you prefer to receive your payment via check, please respond to this e-mail with your current mailing address and the name you want on the check. Please do not hesitate to contact the BPS Help Desk with any questions at <<PD/RTIHelpDesk#>> or e-mail us at [bps@ed.gov//bps@rti.org](mailto:bps@ed.gov//bps@rti.org).

Thank you,

[BPS TEAM MEMBER FIRST NAME]

BPS Survey Team Member

<<PD/RTIHelpDesk#>>

[bps@ed.gov//bps@rti.org](mailto:bps@ed.gov//bps@rti.org)

«caseid»

OMB Control Number: 1850-0631

*Learn more about our confidentiality procedures at*  
<https://surveys.nces.ed.gov/bps/confidentiality.aspx>

«emailID»

## Returned PayPal E-mail

**Subject:** Your BPS PayPal Payment was Returned

Hi «fname»,

Thank you again for completing your 2020/22 Beginning Postsecondary Students Longitudinal Study (BPS:20/22) Field Test survey! We recently sent you \$«inc\_amount» via PayPal to «emailaddress» as a token of our appreciation. **However, your original payment was canceled by PayPal because it was not claimed within 30 days.**

We would like to reissue your payment. Please respond to this e-mail and let us know if you would like the payment to be sent to a different e-mail address or if you would like us to retry sending it to «emailaddress».

If you prefer to receive your payment via check, please respond to this e-mail with your current mailing address and the name you want on the check. Please do not hesitate to contact the BPS Help Desk with any questions at <<PD/RTIHelpDesk#>> or e-mail us at [bps@ed.gov//bps@rti.org](mailto:bps@ed.gov//bps@rti.org).

Thank you,

[BPS TEAM MEMBER FIRST NAME]

BPS Survey Team Member

<<PD/RTIHelpDesk#>>

[bps@ed.gov//bps@rti.org](mailto:bps@ed.gov//bps@rti.org)

«caseid»

OMB Control Number: 1850-0631

*Learn more about our confidentiality procedures at*  
<https://surveys.nces.ed.gov/bps/confidentiality.aspx>

«emailID»

**Unclaimed PayPal E-mail**

**Subject:** Claim Your BPS PayPal Payment

Hi «fname»,

Thank you for completing your 2020/22 Beginning Postsecondary Students Longitudinal Study (BPS:20/22) Field Test survey. We are e-mailing to remind you that your \$«inc\_amount» PayPal payment is ready for you. We sent this payment to the e-mail address you provided, «emailaddress».

The payment will expire after 30 days, so please accept the payment soon.

Please let us know if you have any problems claiming the payment.

Thank you,

[BPS TEAM MEMBER FIRST NAME]

BPS Survey Team Member

<<PD/RTIHelpDesk#>>

[bps@ed.gov](mailto:bps@ed.gov)//[bps@rti.org](mailto:bps@rti.org)

«caseid»

OMB Control Number: 1850-0631

*Learn more about our confidentiality procedures at*  
<https://surveys.nces.ed.gov/bps/confidentiality.aspx>

«emailID»

## Unclaimed Prepaid PayPal E-mail

**Subject:** Claim Your BPS PayPal Payment

Hi «fname»,

Don't forget to claim the \$«prepaid2»//«prepaid10»//«prepaid\_total» we sent «to [emailaddress] »via PayPal in gratitude for your participation in the 2020/22 Beginning Postsecondary Students Longitudinal Study (BPS:20/22) Field Test. The payment, sent on «paymentdate», will expire 30 days after the payment was made.

Please let us know if you have any problems claiming the payment.

[IF SURVEY NOT COMPLETED: «We also wanted to remind you to complete your 30-minute BPS survey. When you complete your survey, «now »you will **receive** an additional \$«inc\_amount» as a token of our appreciation, payable by «PayPal or »check.»]



Or visit the BPS website and log in: <https://surveys.nces.ed.gov/bps/>

**Study ID:** «caseID»

**Password:** «password»

To complete your survey by telephone call <<ROCHelpDesk#>>. You can find more information on the study website at <https://surveys.nces.ed.gov/bps/>.]

Thank you,

[BPS TEAM MEMBER FIRST NAME]

BPS Survey Team Member

<<PD/RTIHelpDesk#>>

[bps@ed.gov](mailto:bps@ed.gov)//[bps@rti.org](mailto:bps@rti.org)

«caseid»

OMB Control Number: 1850-0631

*Learn more about our confidentiality procedures at*

<https://surveys.nces.ed.gov/bps/confidentiality.aspx>

«emailID»

## Bad Address E-mail for Check Incentives

**Subject:** Your BPS Check Payment

Hi «fname»,

Thank you for completing your 2020/22 Beginning Postsecondary Students Longitudinal Study (BPS:20/22) Field Test survey! We have attempted to send you a \$«inc\_amount» check as a token of our appreciation but, unfortunately, we do not have a complete address for mailing.

Please respond to this e-mail or call <<PD/RTIHelpDesk#>> and provide the name you would like on the check and your mailing address.

Thank you,

[BPS TEAM MEMBER FIRST NAME]

BPS Survey Team Member

<<PD/RTIHelpDesk#>>

[bps@ed.gov](mailto:bps@ed.gov)//[bps@rti.org](mailto:bps@rti.org)

«caseid»

OMB Control Number: 1850-0631

*Learn more about our confidentiality procedures at*  
<https://surveys.nces.ed.gov/bps/confidentiality.aspx>

«emailID»

## Undeliverable Check E-mail

**Subject:** Your BPS Check Payment

Hi «fname»,

Thank you for completing your 2020/22 Beginning Postsecondary Students Longitudinal Study (BPS:20/22) Field Test survey! We have attempted to send you a \$«inc\_amount» check as a token of our appreciation but, unfortunately, it was returned as undeliverable. <<The original check was sent to:

«Name on check»

«Address on check»>>

Please respond to this e-mail or call <<PD/RTIHelpDesk#>> and provide your name and correct mailing address, and we will re-mail the check to you.

Thank you,

[BPS TEAM MEMBER FIRST NAME]

BPS Survey Team Member

<<PD/RTIHelpDesk#>>

[bps@ed.gov](mailto:bps@ed.gov)//[bps@rti.org](mailto:bps@rti.org)

«caseid»

OMB Control Number: 1850-0631

*Learn more about our confidentiality procedures at*  
<https://surveys.nces.ed.gov/bps/confidentiality.aspx>

«emailID»

## Coronavirus Pandemic Informational E-mail

SUBJECT: Share Your Experiences Related to Your Education and the Coronavirus Pandemic

Dear «fname»,

<<We hope this email finds you safe amid the challenges of these difficult, uncertain times.  
>>We recognize how disruptive the coronavirus pandemic <<has been <<and continues to  
be>>>> to the entire education community.

We want you to know that the 2020/22 Beginning Postsecondary Students Longitudinal Study (BPS:20/22) Field Test data collection is continuing and, in fact, we have included several questions related to the coronavirus pandemic that will help policymakers understand how the coronavirus pandemic has affected students' experiences with their postsecondary education.

To automatically start the survey, click the button below:



If you wish to go to our study website, you can log in with your Study ID and password below.

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

**Study ID:** «caseid»

**Password:** «password» (*password is case sensitive*)

[IF INCENTIVE ELIGIBLE: ««Now you'll »/«You'll » receive \$«inc\_amount» when you complete your survey, payable by check« or PayPal»« **in addition to the \$«prepaid2»//«prepaid10»//«prepaid\_total» we sent <<in advance//on <date>>>>**« via PayPal»//« via mail»».»]If you have any questions, please do not hesitate to contact the Help Desk at <<ROCHelpDesk#>> or [bps@ed.gov](mailto:bps@ed.gov)//[bps@rti.org](mailto:bps@rti.org).

Many thanks,

[INSERT MERGE FIELD FROM TABLE – SOURCE AND SIGNATORY, PAGE C-111]

OMB Control Number: 1850-0631

*Learn more about our confidentiality procedures at*

<https://surveys.nces.ed.gov/bps/confidentiality.aspx>

«[emailID](#)»

**BPS:20/22 FS Panel Maintenance E-mail**

**SUBJECT:** Update Your Contact Information for BPS

Dear «fname» «lname»:

I am pleased to inform you that you have been selected to participate in the 2020/22 Beginning Postsecondary Students (BPS:20/22) study, an important study that follows up with students who first enrolled in postsecondary education during the 2019-20 academic year. The National Center for Education Statistics (NCES) in the U.S. Department of Education's Institute of Education Science has contracted with RTI International to collect data for BPS on its behalf. BPS will provide policymakers, educators, and researchers with a better understanding of factors affecting enrollment and degree attainment in postsecondary education, including how students pay for college, and employment during and after college.

**Please take about 3 minutes to update your contact information «and select your preferred modes of contact »so we can contact you when data collection begins.**

You can update your information on our secure website:

<https://surveys.nces.ed.gov/bps/update-contact.aspx> - with your unique Study ID.

**Study ID:** «caseid»

If you have any questions, encounter any difficulty on the website, or would prefer to update this information over the telephone, please call us at <<PD/RTIHelpDesk#>>.

Thank you in advance for helping making BPS a success!

[INSERT MERGE FIELD FROM TABLE – SOURCE AND SIGNATORY, PAGE C-111]

OMB Control Number: 1850-0631

*Learn more about our confidentiality procedures at*

<https://surveys.nces.ed.gov/bps/confidentiality.aspx>

«emailID»

NCES is authorized to conduct the 2020/22 Beginning Postsecondary Students Longitudinal Study (BPS:20/22) by the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543), and to collect students' education records from educational agencies or institutions for the purpose 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).

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this voluntary information collection is 1850-0666. The time required to complete this information collection is estimated to average approximately 3 minutes per survey response, including the time to review instructions, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate, suggestions for improving this survey, or any comments or concerns regarding the status of your individual submission of this survey, please write directly to: The 2020/22 Beginning Postsecondary Students Longitudinal Study (BPS:20/22), National Center for Education Statistics, Potomac Center Plaza, 550 12th St., SW, Room 4037, Washington, DC 20202. OMB Clearance No: 1850-0631 Expiration Date: xx/xx/xxxx

## Postcards

### Reminder Postcard 1

#### Outside

Congratulations! You have been selected for an important U.S. Department of Education study.

#### Inside

We recently sent you a letter asking you to complete your 2020/22 Beginning Postsecondary Students Longitudinal Study (BPS:20/22) Field Test survey. If you already completed your survey, thank you very much!

If you have not yet completed your survey, please follow these instructions to complete your 30-minute survey:

Go to  
[https://surveys.nces.ed.gov/  
bps/](https://surveys.nces.ed.gov/bps/)

Scan this QR code  
OR <<QRCODE>>

*You can help shape  
U.S. higher education  
policy and help  
generations of*

Study ID: <<caseid>>

Password: <<password>>

[IF INCENTIVE ELIGIBLE: <<Once you've completed your survey, we will send you \$<<inc\_amount>> to thank you for your time« in addition to the \$«prepaid2»//«prepaid10»//«prepaid\_total» we sent <<in advance//on <date>>> << via check//PayPal>>>.>>]If you have any questions, please call <<ROCHelpDesk#>> or e-mail us at [bps@ed.gov](mailto:bps@ed.gov)//[bps@rti.org](mailto:bps@rti.org).

Please complete your survey as soon as possible!

OMB Control Number: 1850-0631

Learn more about our confidentiality procedures at  
<https://surveys.nces.ed.gov/bps/confidentiality.aspx>

### Reminder Postcard 2

#### Outside

Did you know? [INSERT MERGE FIELD FROM TABLE – INTERESTING FACTS POSTCARD, PAGE C-116]

#### Inside

[INSERT MERGE FIELD FROM TABLE – INTERESTING FACTS POSTCARD, PAGE C-116]

Let us know by completing your BPS survey. Your responses will be combined with data from other BPS participants to help policymakers and researchers better understand the experiences of students beginning their postsecondary education.

Complete the 30-minute survey today by logging on to <https://surveys.nces.ed.gov/bps/> with your Study ID and password, or scan the QR code:

Go to  
[https://surveys.nces.ed.gov/  
bps/](https://surveys.nces.ed.gov/bps/)

Scan this QR code  
OR <<QRCODE>>

Study ID: <<caseid>>

Password: <<password>>

[IF INCENTIVE ELIGIBLE: <<Once you complete your survey, we will send you \$<<inc\_amount>>« in addition to the \$«prepaid2»//«prepaid10»//«prepaid\_total» we sent <<in advance//on <date>>>>» << via check//PayPal>> to thank you for your time. >>]If you have any questions, please call <<ROCHelpDesk#>> or e-mail us at [bps@ed.gov](mailto:bps@ed.gov)//[bps@rti.org](mailto:bps@rti.org).

*OMB Control Number: 1850-0631*

*Learn more about our confidentiality procedures at*  
<https://surveys.nces.ed.gov/bps/confidentiality.aspx>

[INSERT SOURCE CITATION FOR FACT SELECTED ON INTERESTING FACTS TABLE, PAGE C-116]

### Reminder Postcard 3

#### Outside

<<fname>>, help inform policymakers by sharing your education experiences with the U.S. Department of Education.

#### Inside

Data from previous Beginning Postsecondary Students Longitudinal Studies (BPS) help policymakers, researchers, and educators better understand the experiences of students who first started their postsecondary education. Your responses to this year's BPS survey, combined with those of other students across the country, will inform education policy aimed at improving education and employment experiences of all students!

Log on to <https://surveys.nces.ed.gov/bps/> with your Study ID and password, or scan the QR code:

*Make a difference for future students by sharing your*

Study ID: <<caseid>>                      <<QRCODE>>  
Password:                                      OR  
<<password>>

[IF INCENTIVE ELIGIBLE: <<Once you complete your survey, we will send you \$<<inc\_amount>>« in addition to the \$«prepaid2»//«prepaid10»//«prepaid\_total» we sent <<in advance//on <date>>> << via check//PayPal>>>» to thank you for your time.>>]If you have any questions, please call <<ROCHelpDesk#>> or e-mail us at [bps@ed.gov](mailto:bps@ed.gov)//[bps@rti.org](mailto:bps@rti.org).

*OMB Control Number: 1850-0631*

*Learn more about our confidentiality procedures at <https://surveys.nces.ed.gov/bps/confidentiality.aspx>*

### As Needed Postcards

#### As Needed Postcard 1 (Incentive Eligible)

#### Outside

Three easy steps to receive \$<<inc\_amount>>.

#### Inside

We will send you \$<<inc\_amount>>« in addition to the \$«prepaid2»//«prepaid10»//«prepaid\_total» we sent <<in advance//on <date>>> << via check//PayPal>>>» for completing your 30-minute 2020/22 Beginning Postsecondary Students Longitudinal Study (BPS:20/22) Field Test survey! It only takes a few easy steps:

- |   |    |  |
|---|----|--|
| <ol style="list-style-type: none"> <li>1. Go to<br/><a href="https://surveys.nces.ed.gov/bps/">https://surveys.nces.ed.gov/bps/</a></li> <li>2. Enter your Study ID: &lt;&lt;caseid&gt;&gt;<br/>Enter your Password:<br/>&lt;&lt;password&gt;&gt;</li> <li>3. Complete your survey</li> </ol> | OR | <ol style="list-style-type: none"> <li>1. Scan this QR code<br/>&lt;&lt;QRCODE&gt;&gt;</li> <li>2. Complete your survey</li> </ol> |
|---|----|--|

We will then send you \$<<inc\_amount>>!

---

**Share your experiences attending <<NPSASschool>> and make a difference for future generations of students!**

---

If you have any questions, please call <<ROCHelpDesk#>> or e-mail us at [bps@ed.gov](mailto:bps@ed.gov)//[bps@rti.org](mailto:bps@rti.org).

*OMB Control Number: 1850-0631*

*Learn more about our confidentiality procedures at <https://surveys.nces.ed.gov/bps/confidentiality.aspx>*

## **As Needed Postcard 2**

### **Outside**

This is your chance to help an important national education study!

### **Inside**

<<fname>>, when you participate in the 2020/22 Beginning Postsecondary Students Longitudinal Study (BPS:20/22) Field Test you will be representing yourself and thousands of other students around the country who first enrolled in postsecondary education during the 2018-19 academic year. Let's make this study a success!

---

**Help inform policymakers by sharing your education experiences!**

---

To complete the 30-minute survey, go to <https://surveys.nces.ed.gov/bps/> and log in using your unique Study ID and password, or scan the QR code:

Study ID: <<caseid>>	Scan this QR code
Password: <<password>>	OR <<QRCODE>>

[IF INCENTIVE ELIGIBLE: <<Once you complete your survey, we will send you \$<<inc\_amount>>« in addition to the \$«prepaid2»//«prepaid10»//«prepaid\_total» we sent <<in advance//on <date>>> << via check//PayPal>>>» to thank you for your time.>>]If you have any questions or would prefer to complete your survey over the phone, please call <<ROCHelpDesk#>> or e-mail us at [bps@ed.gov](mailto:bps@ed.gov)//[bps@rti.org](mailto:bps@rti.org).

*OMB Control Number: 1850-0631*

*Learn more about our confidentiality procedures at*  
<https://surveys.nces.ed.gov/bps/confidentiality.aspx>

### As Needed Postcard 3

#### Outside

<<fname>>, you can help contribute to important education research.

#### Inside

Data collection for the 2020/22 Beginning Postsecondary Students Longitudinal Study (BPS:20/22) Field Test is still ongoing. If you already completed your survey, thank you very much!

If you have not yet completed the survey, you can complete the survey in one of two ways:

1. Online:

Go to

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

Enter your Study ID:

<<caseid>>

Enter your Password:

<<password>>

Scan this QR code

<<QRCODE>>

OR

2. Phone: Call <<ROCHelpDesk#>> to complete the survey over the phone.

---

**Complete your survey as soon as possible!**

---

The survey will take you 30 minutes. [IF INCENTIVE ELIGIBLE: <<Once you've completed your survey, we will send you \$<<inc\_amount>> to thank you for your time« **in addition to the \$«prepaid2»//«prepaid10»//«prepaid\_total» we sent <<in advance//on <date>>> <<via check//PayPal>>>».>>] If you have any questions, please call <<ROCHelpDesk#>> or e-mail us at [bps@ed.gov](mailto:bps@ed.gov)//[bps@rti.org](mailto:bps@rti.org).**

OMB Control Number: 1850-0631

Learn more about our confidentiality procedures at <https://surveys.nces.ed.gov/bps/confidentiality.aspx>

### As Needed Postcard 4

#### Outside

[INSERT MERGE FIELD FROM TABLE – INTERESTING FACTS POSTCARD, PAGE C-114] What about now?

#### Inside

We need your participation to find out what students are experiencing in their postsecondary education. Please complete your 30-minute 2020/22 Beginning Postsecondary Students Longitudinal Study (BPS:20/22) Field Test survey [IF INCENTIVE ELIGIBLE:<< and we will send you \$<<inc\_amount>> to thank you for your time« **in**

addition to the \$«prepaid2»//«prepaid10»//«prepaid\_total» we sent <<in advance//on <date>>> << via check//PayPal>>>>].

---

[INSERT MERGE FIELD FROM TABLE – INTERESTING FACTS POSTCARD, PAGE C-114]

---

You can complete your survey in one of two ways:

1. Online:

Go to	Scan this QR code
<a href="https://surveys.nces.ed.gov/bps/">https://surveys.nces.ed.gov/bps/</a>	<<QR CODE>>
Enter your Study ID: <<caseid>>	OR
Enter your Password:	
<<password>>	

2. Phone: Call <<ROCHelpDesk#>> to complete your survey over the phone.

If you have any questions, please call <<ROCHelpDesk#>> or e-mail us at [bps@ed.gov](mailto:bps@ed.gov)//[bps@rti.org](mailto:bps@rti.org).

OMB Control Number: 1850-0631

Learn more about our confidentiality procedures at <https://surveys.nces.ed.gov/bps/confidentiality.aspx>

[INSERT SOURCE CITATION FOR FACT SELECTED ON INTERESTING FACTS TABLE, PAGE C-114]

### As Needed Postcard 5

#### Outside

We need more participants to reach our goal. Will you be one of them?

#### Inside

You are an important part of our study! Because we cannot survey everyone, you represent thousands of other students from across the country.

Please complete your 2020/22 Beginning Postsecondary Students Longitudinal Study (BPS:20/22) Field Test survey [IF INCENTIVE ELIGIBLE:<< and we will send you \$<<inc\_amount>> to thank you for your time« in addition to the \$«prepaid2»//«prepaid10»//«prepaid\_total» we sent <<in advance//on <date>>> << via check//PayPal>>>>]. You can complete your 30-minute survey in one of two ways:

1. Online:

*We are counting  
on you to make  
BPS a success!*

Go to <https://surveys.nces.ed.gov/bps/>  
Enter your Study ID: <<caseid>> OR Scan this QR code  
Enter your Password: <<password>> <<QR CODE>>

2. Phone: Call <<ROCHelpDesk#>> to complete your survey over the phone.

If you have any questions, please call <<ROCHelpDesk#>> or e-mail us at [bps@ed.gov](mailto:bps@ed.gov)/[bps@rti.org](mailto:bps@rti.org).

*OMB Control Number: 1850-0631*

*Learn more about our confidentiality procedures at <https://surveys.nces.ed.gov/bps/confidentiality.aspx>*

## As Needed Postcard 6

### Outside

Data collection ends soon. Complete your survey today.

### Inside

Only a few more weeks to complete your 2020/22 Beginning Postsecondary Students Longitudinal Study (BPS:20/22) Field Test survey. You can complete your 30-minute survey in one of two ways:

1. Online:

Go to  
<https://surveys.nces.ed.gov/bps/>

Enter your Study ID:  
<<caseid>>

Enter your Password:  
<<password>>

Scan this QR code

<<QRCODE>>

OR

*Thank you for  
making BPS a  
success!*

2. Phone: Call <<ROCHelpDesk#>> to complete your survey over the phone.

[IF INCENTIVE ELIGIBLE: <<Once you've completed your survey, we will send you \$<<inc\_amount>>« in addition to the \$«prepaid10» we sent <<in advance//on <date>>>> << via check//PayPal>>» to thank you for your time.>>] If you have any questions, please call <<ROCHelpDesk#>> or e-mail us at [bps@ed.gov](mailto:bps@ed.gov)//[bps@rti.org](mailto:bps@rti.org).

Complete your survey as soon as possible!

*OMB Control Number: 1850-0631*

*Learn more about our confidentiality procedures at*  
<https://surveys.nces.ed.gov/bps/confidentiality.aspx>

## As Needed Postcard 7

### Outside

You can help shape higher education policy!

### Inside

Data from the 2020/22 Beginning Postsecondary Students Longitudinal Study (BPS:20/22) Field Test helps policymakers better understand the experiences of students beginning postsecondary education.

By completing your survey, you can inform education policy!

To complete your survey, go to <https://surveys.nces.ed.gov/bps/> and log in using your unique Study ID and password, or scan the QR code:

Study ID: <<caseid>>  
Password: <<password>>

Scan this QR code  
OR <<QRCODE>>

The survey takes 30 minutes. [IF INCENTIVE ELIGIBLE: <<Once you complete your survey, we will send you \$<<inc\_amount>>« **in addition to the \$«prepaid2»//«prepaid10»//«prepaid\_total» we sent <<in advance//on <date>>> << via check//PayPal>>» to thank you for your time. >>]If you have any questions or would prefer to complete the survey over the phone, please call <<ROCHelpDesk#>> or e-mail us at [bps@ed.gov](mailto:bps@ed.gov)//[bps@rti.org](mailto:bps@rti.org).**

*OMB Control Number: 1850-0631*

*Learn more about our confidentiality procedures at <https://surveys.nces.ed.gov/bps/confidentiality.aspx>*

## As Needed Postcard 8 (Incentive Eligible)

### Outside

Receive \$<<inc\_amount>> by completing a survey on your education experiences.

### Inside

<<fname>>, complete your 2020/22 Beginning Postsecondary Students Longitudinal Study (BPS:20/22) Field Test survey and we will send you \$<<inc\_amount>>« **in addition to the \$«prepaid2»//«prepaid10»//«prepaid\_total» we sent <<in advance//on <date>>> << via check//PayPal>>>». The survey takes 30 minutes.**

---

**Once you complete your survey, we will send you  
\$<<inc\_amount>>!**

---

Go to

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

Enter your Study ID:

<<caseid>>

Enter your Password:

<<password>>

Scan this QR code

<<QRCODE>>

OR

If you have any questions, please call <<ROCHelpDesk#>> or e-mail us at [bps@ed.gov](mailto:bps@ed.gov)//[bps@rti.org](mailto:bps@rti.org).

*OMB Control Number: 1850-0631*

*Learn more about our confidentiality procedures at <https://surveys.nces.ed.gov/bps/confidentiality.aspx>*

## Incentive Changes Announcement Postcard

### Outside

[INSERT MERGE FIELD FROM TABLE – INCENTIVE TEXT OUTSIDE, PAGE C-116]

### Inside

[INSERT MERGE FIELD FROM TABLE – INCENTIVE GROUP, PAGE C-117]

Complete online:

Go to

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

Enter your Study ID:

<<**caseid**>>

Enter your Password:

<<**password**>>

Scan this QR code

<<QRCODE>>

OR

Complete by phone: Call <<ROCHelpDesk#>> to complete your survey over the phone

If you have any questions, please call <<ROCHelpDesk#>> or e-mail us at [bps@ed.gov//bps@rti.org](mailto:bps@ed.gov//bps@rti.org).

*OMB Control Number: 1850-0631*

*Learn more about our confidentiality procedures at <https://surveys.nces.ed.gov/bps/confidentiality.aspx>*

## **BPS:20/22 FS Panel Maintenance Postcard**

Reminder to update your contact information for BPS!

### **Inside**

Congratulations! We are reaching out to let you know that you have been selected to participate in the 2020/22 Beginning Postsecondary Students (BPS:20/22) study, an important U.S. Department of Education study that follows up with students who first enrolled in postsecondary education during the 2019-20 school year.

[IF COMPLETED NPSAS: << You may remember participating in the 2019-20 National Postsecondary Student Aid Study (NPSAS) <<timesince>> ago, and we would like to follow up with you.>>] [IF DIDN'T COMPLETE NPSAS: <<You missed the opportunity to participate in the 2019-20 National Postsecondary Student Aid Study (NPSAS), but you have a new opportunity with BPS to inform education policy by providing information about your experiences in postsecondary education.>>]

Data collection will begin <<datefill>>. To ensure we can get in touch with you at that time, we are asking you to update your contact information and provide your contacting preferences. Please provide this information by:

1. Going online to: [https://surveys.nces.ed.gov/bps/update\\_contact.aspx](https://surveys.nces.ed.gov/bps/update_contact.aspx)  
Log on using your Study ID: <<CaseID>>  
OR
2. Complete and mail back the **attached form** with your current contact information.

### **BPS:20/22 Contact Information Form**

If you have questions about BPS, please contact Michael Bryan, the RTI Study Director, at <<ROCHelpDesk#>> or e-mail us at [bps@ed.gov](mailto:bps@ed.gov)/[bps@rti.org](mailto:bps@rti.org).

<<caseid>>

First name

Middle name

Last name

Former name

Cell phone      home phone

E-mail address

Secondary e-mail address

Address

Address line 2

City                      state                      zip code

Your participation is very important, but we know there are many demands on your time. We will periodically send reminders for you to complete the BPS survey via e-mail, mail,

phone, and text messages. For each of the following please indicate your preferences for survey reminder communications regarding BPS:20/22.

**[RANDOMIZE OPTIONS]**

	<b>Preferred less</b>	<b>No opinion</b>	<b>Preferred more</b>
<b>E-mail</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Mail</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Text</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Phone Calls</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Upon completion, seal this card with the adhesive below and place in outgoing mail.

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NCES is authorized to conduct the 2020/22 Beginning Postsecondary Students Longitudinal Study (BPS:20/22) by the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543), and to collect students' education records from educational agencies or institutions for the purpose 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).

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this voluntary information collection is 1850-0666. The time required to complete this information collection is estimated to average approximately 3 minutes per survey response, including the time to review instructions, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate, suggestions for improving this survey, or any comments or concerns regarding the status of your individual submission of this survey, please write directly to: The 2020/22 Beginning Postsecondary Students Longitudinal Study (BPS:20/22), National Center for Education Statistics, Potomac Center Plaza, 550 12th St., SW, Room 4037, Washington, DC 20202. OMB Clearance No: 1850-0631 Expiration Date: xx/xx/xxxx

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## Text Message Reminders

### Data Collection Announcement Text

US DEPT OF EDUC: <<fname>>, you have been selected for the U.S. Department of Education's 2020/22 Beginning Postsecondary Students Field Test. [IF INCENTIVE ELIGIBLE AND EARLY BIRD: <<If you complete the survey by <<early\_comp\_date>>, we will send you \$<<inc\_amount+earlybird\_inc>>. After <<early\_comp\_date>>, we will send you \$<<inc\_amount>> once you complete the survey.>>][IF INCENTIVE ELIGIBLE AND NOT EARLY BIRD]: <<You'll receive \$<<inc\_amount>> for participating.>>] Click here to take your survey: [bitly link]. Reply STOP to opt out of future text messages.

### Text Message Reminder 1

US DEPT OF EDUC: <<Fname>>, your participation in the BPS field test helps inform policy on students beginning their postsecondary education. Click here [bitly link] to begin your 30-minute survey [IF INCENTIVE ELIGIBLE and NO EARLYBIRD:<<and <<now>> you'll receive \$<<inc\_amount>>« in addition to the \$«prepaid2»//«prepaid10»//«prepaid\_total» we sent <<in advance//on <date>>>>»]// [IF INCENTIVE ELIGIBLE AND EARLYBIRD:<<and if you complete the survey by <<early\_comp\_date>>, we will send you \$<<inc\_amount+earlybird\_inc>>. After <<early\_comp\_date>>, we will send you \$<<inc\_amount>> once you complete the survey>>]. Reply STOP to opt out of future text messages.

### Text Message Reminder 2

US DEPT OF EDUC: «fname», complete your BPS field test survey and represent other students like yourself. Go to [bitly link] to take the survey [IF INCENTIVE ELIGIBLE:<<and <<now>> receive \$<<inc\_amount>> as a token of our appreciation« in addition to the \$«prepaid2»//«prepaid10»//«prepaid\_total» we sent <<in advance//on <date>>>>»>]. Reply STOP to opt out of future text messages.

### Text Message Reminder 3

US DEPT OF EDUC: <<Fname>>, don't forget to complete your 30-minute BPS field test survey conducted by the U.S. Department of Education [IF INCENTIVE ELIGIBLE: <<for \$<<inc\_amount>>« in addition to the \$«prepaid2»//«prepaid10»//«prepaid\_total» we sent <<in advance//on <date>>>>»>]! Complete it today by clicking here: [bitly link]. Reply STOP to opt out of future text messages.

### Text Message Reminder 4

US DEPT OF EDUC: <<Fname>>, go to [bitly link] or call <<ROCHelpDesk#>> to complete your 30-minute BPS field test survey [IF INCENTIVE ELIGIBLE:<<and <<now>> receive \$<<inc\_amount>>« in addition to the \$«prepaid2»//«prepaid10»//«prepaid\_total» we sent <<in advance//on <date>>>>»>]. Reply STOP to opt out of future text messages.

### **Text Message Reminder 5**

US DEPT OF EDUC: <<Fname>>, you can complete your 30-minute BPS field test survey on your mobile device [IF INCENTIVE ELIGIBLE:<<and <<now>> receive \$<<inc\_amount>>« in addition to the \$«prepaid2»//«prepaid10»//«prepaid\_total» we sent <<in advance//on <date>>>>»>]! Go to [bitly link] or call <<ROCHelpDesk#>>. Reply STOP to opt out of future text messages.

### **Text Message Reminder 6**

US DEPT OF EDUC: <<fname>>, help policymakers better understand the experiences of students beginning their postsecondary education [IF INCENTIVE ELIGIBLE:<< and <<now>> receive \$<<inc\_amount>>« in addition to the \$«prepaid2»//«prepaid10»//«prepaid\_total» we sent <<in advance//on <date>>>>»>]. Click here: [bitly link]. Reply STOP to opt out of future text messages.

### **Text Message Reminder 7**

US DEPT OF EDUC: <<fname>>, take part in important research when you participate in the BPS field test! Complete your 30-minute survey [IF INCENTIVE ELIGIBLE:<<and receive your \$<<inc\_amount>>« in addition to the \$«prepaid2»//«prepaid10»//«prepaid\_total» we sent <<in advance//on <date>>>>»>] by clicking here: [bitly link]. Reply STOP to opt out of future text messages.

### **Text Message Reminder 8**

US DEPT OF EDUC: «fname» - your 30-minute BPS survey [IF INCENTIVE ELIGIBLE:<<and \$<<inc\_amount >>] won't be available for much longer. Go to [bitly link] to begin now. Reply STOP to opt out of future text messages.

### **Text Message Reminder 9 (Day Before Final Day)**

US DEPT OF EDUC: «fname», tomorrow is the last day to participate in the BPS field test! [IF INCENTIVE ELIGIBLE:<< You will receive \$<<inc\_amount>>« in addition to the \$«prepaid2»//«prepaid10»//«prepaid\_total» we sent <<in advance//on <date>>>»!>>] Take your survey by clicking here: [bitly link]. Reply STOP to opt out of future text messages.

### **Text Message, Reminder 10 (Last Day)**

US DEPT OF EDUC: «fname», today is the LAST DAY to complete your 30-minute BPS field test survey [IF INCENTIVE ELIGIBLE:<<and still receive \$<<inc\_amount>>« in addition to the \$«prepaid2»//«prepaid10»//«prepaid\_total» we sent <<in advance//on <date>>>>»>]! Click here to begin: [bitly link]. Reply STOP to opt out of future text messages.

## As Needed Texts

### As Needed Text Message Reminder 1

US DEPT OF EDUC: <<fname>>, please join other students who have participated in the BPS field test by taking your survey here: [bitly link]. [IF INCENTIVE ELIGIBLE: You'll receive \$<<inc\_amount>> for completing the survey.] Reply STOP to opt out of future text messages.

### As Needed Text Message Reminder 2

US DEPT OF EDUC: Share your experiences with the U.S. Department of Education, <<fname>>. Please take 30 minutes to complete your BPS field test survey [IF INCENTIVE ELIGIBLE:<<and <<now>> receive \$<<inc\_amount>>« in addition to the \$«prepaid2»//«prepaid10»//«prepaid\_total» we sent <<in advance//on <date>>>>>]: [bitly link]. Reply STOP to opt out of future text messages.

### As Needed Text Message Reminder 3

US DEPT OF EDUC: <<fname>>, we still need <<xx>> participants to make the BPS field test a success. Please take the survey today [IF INCENTIVE ELIGIBLE:<<and receive your \$<<inc\_amount>>« in addition to the \$«prepaid2»//«prepaid10»//«prepaid\_total» we sent <<in advance//on <date>>>>>] by clicking here: [bitly link]. Reply STOP to opt out of future text messages.

### As Needed Text Message Reminder 4

US DEPT OF EDUC: Do you have 30 minutes, <<fname>>? Please consider taking your BPS field test survey today on your mobile device [IF INCENTIVE ELIGIBLE:<<to receive your \$<<inc\_amount>>, payable via PayPal or check« in addition to the \$«prepaid2»//«prepaid10»//«prepaid\_total» we sent <<in advance//on <date>>>>>]: [bitly link]. Reply STOP to opt out of future text messages.

### As Needed Text Message Reminder 5

US DEPT OF EDUC: «fname», we've been contacting you and students about participating in the BPS field test! Please consider taking your 30-minute survey [IF INCENTIVE ELIGIBLE:<<for \$<<inc\_amount>>« in addition to the \$«prepaid2»//«prepaid10»//«prepaid\_total» we sent <in advance // on <date>>>.] Click here to begin: [bitly link]. Reply STOP to opt out of future text messages.

### As Needed Text Message Reminder 6

US DEPT OF EDUC: The BPS field test won't be a success without you, «fname»! We still need your help [IF INCENTIVE ELIGIBLE:<<- and <<now>> you'll receive \$<<inc\_amount>>« in addition to the \$«prepaid2»//«prepaid10»//«prepaid\_total» we sent <<in advance//on <date>>>> for 30 minutes of your time>>]. Click here to begin: [bitly link]. Reply STOP to opt out of future text messages.

### **As Needed Text Message Reminder 7**

US DEPT OF EDUC: Your experiences are unique, and no one can replace you in the BPS field test survey. Complete your 30-minute survey [IF INCENTIVE ELIGIBLE:<< for \$<<inc\_amount>>« in addition to the \$«prepaid2»//«prepaid10»//«prepaid\_total» we sent <<in advance//on <date>>>>]]. Click here to begin: [bitly link]. Reply STOP to opt out of future text messages.

### **As Needed Text Message Reminder 8**

US DEPT OF EDUC: Your Dept. of Education BPS field test survey is still available, «fname». [IF INCENTIVE ELIGIBLE: <<When you participate <<now>> you will receive \$<<inc\_amount>>« in addition to the \$«prepaid2»//«prepaid10»//«prepaid\_total» we sent <<in advance//on <date>>>>]]. Click this link to take the survey: [bitly link]. Reply STOP to opt out of future text messages.

### **As Needed Text Message Reminder 9**

US DEPT OF EDUC: Your 30-minute BPS field test survey is easy to complete, <<fname>>![IF INCENTIVE ELIGIBLE: << Once you complete your survey <<now>> you will receive \$<<inc\_amount>>« in addition to the \$«prepaid2»//«prepaid10»//«prepaid\_total» we sent <<in advance//on <date>>>>]]. Click here to get started: [bitly link]. Reply STOP to opt out of future text messages.

### **As Needed Text Message Reminder 10**

US DEPT OF EDUC: <<fname>>, we still need to hear from students like you! Take your BPS field test survey today [IF INCENTIVE ELIGIBLE:<< and <<now>> receive \$<<inc\_amount>>« in addition to the \$«prepaid2»//«prepaid10»//«prepaid\_total» we sent <<in advance//on <date>>>>]: [bitly link]. Reply STOP to opt out of future text messages.

### **End of Early Bird Text Reminder**

US DEPT OF EDUC: Act now, «fname» - complete your BPS field test survey by <<early\_comp\_date>> to receive \$<<inc\_amount+earlybird\_inc>>. After <<early\_comp\_date>>, we will send you \$<<inc\_amount>> once you complete the survey. Click here to begin: [bitly link]. Reply STOP to opt out of future text messages.

### **Boost Text Reminder**

US DEPT OF EDUC: «fname», because your participation in the BPS field test is very important, [IF PAYPAL BOOST: <<we sent your \$«prepaid10» via PayPal <<to [e-mailaddress] in appreciation for your participation in BPS.>>]//[IF CHECK BOOST:<<we sent you «prepaid10» via mail in appreciation for your participation in BPS.>>] Once you complete your survey, you will receive \$<<inc\_amount>> for participating. Click here to begin: [bitly link]. Reply STOP to opt out of future text messages.

### **Re-Interview, Initial Text**

US DEPT OF EDUC: «fname», thank you for completing the BPS field test survey. At the end of your survey, you agreed to participate in a quality control survey. This second survey takes less than 10 minutes <<and you will receive \$5>>. [IF WEB COMPLETE:<<Click here to begin: [bitly link].]//[IF CATI COMPLETE:<<Call <<ROCHelpDesk#>> and provide our interviewer with your study ID: <<caseid>> to begin.] Reply STOP to opt out of future text messages.

### **Re-Interview, Reminder 1**

US DEPT OF EDUC: «fname», don't forget to complete your BPS field test quality control survey, it takes less than 10 minutes <<and you will receive \$5>>. [IF WEB COMPLETE:<<Click here to begin: [bitly link].]//[IF CATI COMPLETE:<<Call <<ROCHelpDesk#>> and provide our interviewer with your study ID: <<caseid>> to begin.] Reply STOP to opt out of future text messages.

### **Re-Interview, Reminder 2**

US DEPT OF EDUC: «fname», we need your feedback on the BPS field test. Complete your 10-minute quality control survey today <<to receive \$5>>. [IF WEB COMPLETE:<<Click here to begin: [bitly link].]//[IF CATI COMPLETE:<<Call <<ROCHelpDesk#>> and provide our interviewer with your study ID: <<caseid>> to begin.] Reply STOP to opt out of future text messages.

### **Data Collection Extension Text Reminder**

US DEPT OF EDUC: «fname», your 30-minute BPS field test survey has been extended until <<end\_mm\_dd>> because your participation is so important! Click here to begin: [bitly link] [IF INCENTIVE ELIGIBLE:<< and <<still>> receive \$<<inc\_amount>>>>]. Reply STOP to opt out of future text messages.

### **Interruption in Data Collection – Notice**

US DEPT OF EDUC: <<fname>>, the BPS field test survey is temporarily suspended <<for <<REASON FOR INTERRUPTION>>>>and you will not be able to complete the survey until further notice. We will notify you once the website is back online. We apologize for any inconvenience. Reply STOP to opt out of future text messages.

### **Interruption in Data Collection – Resume**

US DEPT OF EDUC: <<fname>>, we are happy to inform you that the BPS field test survey has been re-opened and you can once again log in to complete your BPS field test survey. Click here to start: [bitly link]. Reply STOP to opt out of future text messages.

### **Hard Refusal (Not a stop text refusal)**

US DEPT OF EDUC: <<fname>>, you recently declined to participate in the BPS field test. We hope you will reconsider participating in this important research. If you still have concerns, please contact us at [bps@ed.gov//bps@rti.org](mailto:bps@ed.gov//bps@rti.org) or <<ROCHelpDesk#>>. Click here to participate: [bitly link]. Reply STOP to opt out of future text messages.

### **No Good Address for Payment (For those who completed using text password)**

US DEPT OF EDUC: <<fname>>, we attempted to send you a check for your participation in the BPS field test, but we do not have a valid mailing address. Please contact us at [bps@ed.gov//bps@rti.org](mailto:bps@ed.gov//bps@rti.org) to update your mailing address. Reply STOP to opt out of future text messages.

### **Canceled Paypal Text (For those who completed using text password and selected Paypal for incentive)**

US DEPT OF EDUC: <<fname>>, we attempted to send you \$<<inc\_amount>> via PayPal for completing your BPS field test survey, but the payment has expired. We will reissue your payment to the email address you provided or contact us at [bps@ed.gov//bps@rti.org](mailto:bps@ed.gov//bps@rti.org) to update the e-mail address for your payment. Reply STOP to opt out of future text messages.

### **Missing Incentive Data Text (For those who completed using text password)**

US DEPT OF EDUC: <<fname>>, we would like to send you \$<<inc\_amount>> for completing your BPS field test survey, but we do not have the necessary information to do so. Please contact us at [bps@ed.gov//bps@rti.org](mailto:bps@ed.gov//bps@rti.org) to update this information. Reply STOP to opt out of future text messages.

### **Opted into Receiving Texts During Data Collection via CATI or E-Mail**

US DEPT OF EDUC: <<fname>>, you indicated you would like text reminders regarding the BPS field test survey. You can complete your <<time>>-min survey [IF INCENTIVE ELIGIBLE:<<and receive your \$<<inc\_amount>> incentive>>] here: [bitly link]. Reply STOP to opt out of future text messages.

### **Coronavirus Pandemic Informational SMS Text**

US DEPT OF EDUC: <<fname>>, your experiences are unique, and no one can replace you in the BPS field test survey. Your responses will help us understand how the coronavirus pandemic <has> affected students enrolled in postsecondary education. Click here to begin: [bitly link]. Reply STOP to opt out of future text messages.

### **Auto-Reply**

US DEPT OF EDUC: This is an automated reply. Please contact us at [bps@ed.gov//bps@rti.org](mailto:bps@ed.gov//bps@rti.org) or <<ROCHelpDesk#>> if you have any questions or would like additional information.

**BPS:20/22 Full Scale Panel Maintenance Initial Contact Text**

US DEPT OF EDUC: <<fname>>, you have been selected for the U.S. Department of Education's 2020/22 Beginning Postsecondary Students (BPS:20/22) study! Data collection begins <<soon>>/ <<in MM>>. Please go to [bitly link] to update your contact information. Reply STOP to opt out of future text messages.

## Interesting Facts—Trend Data

18.3% of first-time beginning college students who enrolled in a public 2-year institution in 2011-12 and expected to attain a bachelor's degree within 5 years were enrolled in a Bachelor's degree program in 2013-14.

\*Source: U.S. Department of Education, National Center for Education Statistics, 2012-17 Beginning Postsecondary Students Longitudinal Study (BPS:12/17).

77.9% of all first-time beginning college students in 2011-12 expected to attain a bachelor's degree within 5 years; of those students, 18.7% were enrolled in a Bachelor's degree program in 2013-14.

\*Source: U.S. Department of Education, National Center for Education Statistics, 2012-17 Beginning Postsecondary Students Longitudinal Study (BPS:12/17).

14.6% of all first-time beginning college students in 2011-12 attained a credential (Bachelor's, Associate's, or Certificate) by 2013-14. Of those who did not attain a credential, 67.9% were still enrolled in postsecondary education in 2013-14.

\*Source: U.S. Department of Education, National Center for Education Statistics, 2012-17 Beginning Postsecondary Students Longitudinal Study (BPS:12/17).

Of the first-time beginning college students who entered postsecondary education in 2011-12 at a private, for-profit institution, 38.4% were not enrolled and did not attain a credential by 2013-14.

\*Source: U.S. Department of Education, National Center for Education Statistics, 2012-17 Beginning Postsecondary Students Longitudinal Study (BPS:12/17).

First-time beginning college students who entered postsecondary education in 2011-12 borrowed an average of \$12,342 of subsidized and unsubsidized Title IV loans by June of 2014.

\*Source: U.S. Department of Education, National Center for Education Statistics, 2012-17 Beginning Postsecondary Students Longitudinal Study (BPS:12/17).

42% of first-time beginning college students in Bachelor's degree programs in 2013-14 were in a STEM major as defined by the National Science Foundation

\*Source: U.S. Department of Education, National Center for Education Statistics, 2012-17 Beginning Postsecondary Students Longitudinal Study (BPS:12/17).

23.7% of first-time beginning college students started their postsecondary education in a STEM field of study in 2011-12.

\*Source: U.S. Department of Education, National Center for Education Statistics, 2012-17 Beginning Postsecondary Students Longitudinal Study (BPS:12/17).

43.8% of all first-time beginning college students who started their postsecondary education in a STEM field of study in 2011-12 identified as female.

\*Source: U.S. Department of Education, National Center for Education Statistics, 2012-17 Beginning Postsecondary Students Longitudinal Study (BPS:12/17).

69.2% of first-time beginning college students who were no longer enrolled in postsecondary education in June of 2014 were employed, and worked an average of 36.5 hours a week.

\*Source: U.S. Department of Education, National Center for Education Statistics, 2012-17 Beginning Postsecondary Students Longitudinal Study (BPS:12/17).

Of all the first-time beginning college students who were no longer enrolled and were employed by 2014, 35.7% were working in jobs related to their college studies.

\*Source: U.S. Department of Education, National Center for Education Statistics, 2012-17 Beginning Postsecondary Students Longitudinal Study (BPS:12/17).

First-time beginning college students in 2011-12 attended 1.5 postsecondary institutions on average through June of 2014.

\*Source: U.S. Department of Education, National Center for Education Statistics, 2012-17 Beginning Postsecondary Students Longitudinal Study (BPS:12/17).

39% of Black and Latinx first-time beginning college students increased their highest level of education expected between 2012 and 2014 after beginning their postsecondary education.

\*Source: U.S. Department of Education, National Center for Education Statistics, 2012-17 Beginning Postsecondary Students Longitudinal Study (BPS:12/17).

38% of Black, Indigenous, and other first-time beginning college students of color increased their highest level of education expected between 2012 and 2014 after beginning their postsecondary education.

\*Source: U.S. Department of Education, National Center for Education Statistics, 2012-17 Beginning Postsecondary Students Longitudinal Study (BPS:12/17).

## Letter Merge Fields

### Interesting Facts

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Fact 1                      For example, 18.3% of first-time beginning college students who enrolled in a public 2-year institution in 2011-12 and expected to attain a bachelor's degree within 5 years were enrolled in a Bachelor's degree program in 2013-14. Help us understand the educational paths of students like you!

\*Source: U.S. Department of Education, National Center for Education Statistics, 2012-17 Beginning Postsecondary Students Longitudinal Study (BPS:12/17).

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- Fact 2 For example, 77.9% of all first-time beginning college students in 2011-12 expected to attain a bachelor's degree within 5 years; of those students, 18.7% were enrolled in a Bachelor's degree program in 2013-14. Help us understand the educational paths of students like you!  
\*Source: U.S. Department of Education, National Center for Education Statistics, 2012-17 Beginning Postsecondary Students Longitudinal Study (BPS:12/17).
- Fact 3 For example, 14.6% of all first-time beginning college students in 2011-12 attained a credential (Bachelor's, Associate's, or Certificate) by 2013-14. Of those who did not attain a credential, 67.9% were still enrolled in postsecondary education in 2013-14. Is this still true? Help us find out!  
\*Source: U.S. Department of Education, National Center for Education Statistics, 2012-17 Beginning Postsecondary Students Longitudinal Study (BPS:12/17).
- Fact 4 For example, of the first-time beginning college students who entered postsecondary education in 2011-12 at a private, for-profit institution, 38.4% were not enrolled and did not attain a credential by 2013-14. Will you help us determine if this remains true?  
\*Source: U.S. Department of Education, National Center for Education Statistics, 2012-17 Beginning Postsecondary Students Longitudinal Study (BPS:12/17).
- Fact 5 For example, first-time beginning college students who entered postsecondary education in 2011-12 borrowed an average of \$12,342 of subsidized and unsubsidized Title IV loans by June of 2014. Is this still true? Help us find out!  
\*Source: U.S. Department of Education, National Center for Education Statistics, 2012-17 Beginning Postsecondary Students Longitudinal Study (BPS:12/17).
- Fact 6 42% of first-time beginning college students in Bachelor's degree programs in 2013-14 were in a STEM major as defined by the National Science Foundation. Is this still true? Help us find out!  
\*Source: U.S. Department of Education, National Center for Education Statistics, 2012-17 Beginning Postsecondary Students Longitudinal Study (BPS:12/17).
- Fact 7 For example, 23.7% of first-time beginning college students started their postsecondary education in a STEM field of study in 2011-12. Is this still true? Help us find out!  
\*Source: U.S. Department of Education, National Center for Education Statistics, 2012-17 Beginning Postsecondary Students Longitudinal Study (BPS:12/17).
- Fact 8 For example, 43.8% of all first-time beginning college students who started their postsecondary education in a STEM field of study in 2011-12 identified as female. What do those figures look like in 2021? Contribute

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to our research!

\*Source: U.S. Department of Education, National Center for Education Statistics, 2012-17 Beginning Postsecondary Students Longitudinal Study (BPS:12/17).

Fact 9

For example, 69.2% of first-time beginning college students who were no longer enrolled in postsecondary education in June of 2014 were employed and worked an average of 36.5 hours a week. What do those figures look like in 2021? Contribute to our research!

\*Source: U.S. Department of Education, National Center for Education Statistics, 2012-17 Beginning Postsecondary Students Longitudinal Study (BPS:12/17).

Fact 10

For example, of all the first-time beginning college students who were no longer enrolled and were employed by 2014, 35.7% were working in jobs related to their college studies. What do those figures look like in 2021? Contribute to our research!

\*Source: U.S. Department of Education, National Center for Education Statistics, 2012-17 Beginning Postsecondary Students Longitudinal Study (BPS:12/17).

Fact 11

For example, first-time beginning college students in 2011-12 attended 1.5 postsecondary institutions on average through June of 2014. What do those figures look like in 2021? Contribute to our research!

\*Source: U.S. Department of Education, National Center for Education Statistics, 2012-17 Beginning Postsecondary Students Longitudinal Study (BPS:12/17).

Fact 12

For example, 39% of Black and Latinx first-time beginning college students increased their highest level of education expected between 2012 and 2014 after beginning their postsecondary education. Help us understand if this trend has continued!

\*Source: U.S. Department of Education, National Center for Education Statistics, 2012-17 Beginning Postsecondary Students Longitudinal Study (BPS:12/17).

Fact 13

For example, 38% of Black, Indigenous, and other first-time beginning college students of color increased their highest level of education expected between 2012 and 2014 after beginning their postsecondary education. Help us understand if this trend has continued!

\*Source: U.S. Department of Education, National Center for Education Statistics, 2012-17 Beginning Postsecondary Students Longitudinal Study (BPS:12/17).

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## Re-interview Type

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Interview type - Web	To complete the quality control survey, please log in to our secure website at <a href="https://surveys.nces.ed.gov/bps/">https://surveys.nces.ed.gov/bps/</a> using the Study ID and password provided below: <b>Study ID:</b> «caseid» <b>Password:</b> «password»
Interview type - CATI	Please call <b>BPS Help Desk</b> at <<ROCHelpDesk#>>, provide our interviewer with the Study ID number listed below, and inform them that you are calling in reference to the quality control survey. <b>Study ID:</b> «caseid»

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## E-mail Merge Fields

### Source and Signatory\*

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Source	Signatory
From NCES	David Richards Project Officer, BPS National Center for Education Statistics Institute of Education Sciences U.S. Department of Education <a href="mailto:David.Richards@ed.gov">David.Richards@ed.gov</a>   202-245-6202
From RTI – Project Director	Michael Bryan Project Director, BPS RTI International <a href="mailto:mbyran@rti.org">mbyran@rti.org</a>   <<PD/RTIHelpDesk#>>
From RTI – Task Leader	Jeff Franklin BPS Data Collection Task Leader RTI International <a href="mailto:jwf@rti.org">jwf@rti.org</a>   <<PD/RTIHelpDesk#>>
From RTI – BPS Data Collection Team	BPS Data Collection Team <a href="mailto:bps@rti.org">bps@rti.org</a>   <<PD/RTIHelpDesk#>>
From Ed.gov – BPS Data Collection Team	BPS Data Collection Team <a href="mailto:bps@ed.gov/bps@rti.org">bps@ed.gov/bps@rti.org</a>   <<PD/RTIHelpDesk#>>

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### Interesting Facts

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Fact 1	18.3% of first-time beginning college students who enrolled in a public 2-
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year institution in 2011-12 and expected to attain a bachelor's degree within 5 years were enrolled in a Bachelor's degree program in 2013-14. Help us understand the educational paths of students like you!

\*Source: U.S. Department of Education, National Center for Education Statistics, 2012-17 Beginning Postsecondary Students Longitudinal Study (BPS:12/17).

Fact 2

77.9% of all first-time beginning college students in 2011-12 expected to attain a bachelor's degree within 5 years; of those students, 18.7% were enrolled in a Bachelor's degree program in 2013-14. Help us understand the educational paths of students like you!

\*Source: U.S. Department of Education, National Center for Education Statistics, 2012-17 Beginning Postsecondary Students Longitudinal Study (BPS:12/17).

Fact 3

14.6% of all first-time beginning college students in 2011-12 attained a credential (Bachelor's, Associate's, or Certificate) by 2013-14. Of those who did not attain a credential, 67.9% were still enrolled in postsecondary education in 2013-14. Is this still true? Help us find out!

\*Source: U.S. Department of Education, National Center for Education Statistics, 2012-17 Beginning Postsecondary Students Longitudinal Study (BPS:12/17).

Fact 4

Of the first-time beginning college students who entered postsecondary education in 2011-12 at a private, for-profit institution, 38.4% were not enrolled and did not attain a credential by 2013-14. Will you help us determine if this remains true?

\*Source: U.S. Department of Education, National Center for Education Statistics, 2012-17 Beginning Postsecondary Students Longitudinal Study (BPS:12/17).

Fact 5

First-time beginning college students who entered postsecondary education in 2011-12 borrowed an average of \$12,342 of subsidized and unsubsidized Title IV loans by June of 2014. Is this still true? Help us find out!

\*Source: U.S. Department of Education, National Center for Education Statistics, 2012-17 Beginning Postsecondary Students Longitudinal Study (BPS:12/17).

Fact 6

42% of first-time beginning college students in Bachelor's degree programs in 2013-14 were in a STEM major as defined by the National Science Foundation. Is this still true? Help us find out!

\*Source: U.S. Department of Education, National Center for Education Statistics, 2012-17 Beginning Postsecondary Students Longitudinal Study (BPS:12/17).

Fact 7

23.7% of first-time beginning college students started their postsecondary education in a STEM field of study in 2011-12. Is this still true? Help us find out!

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\*Source: U.S. Department of Education, National Center for Education Statistics, 2012-17 Beginning Postsecondary Students Longitudinal Study (BPS:12/17).

Fact 8                    43.8% of all first-time beginning college students who started their postsecondary education in a STEM field of study in 2011-12 identified as female. What do those figures look like in 2021? Contribute to our research!

\*Source: U.S. Department of Education, National Center for Education Statistics, 2012-17 Beginning Postsecondary Students Longitudinal Study (BPS:12/17).

Fact 9                    69.2% of first-time beginning college students who were no longer enrolled in postsecondary education in June of 2014 were employed, and worked an average of 36.5 hours a week. What do those figures look like in 2021? Contribute to our research!

\*Source: U.S. Department of Education, National Center for Education Statistics, 2012-17 Beginning Postsecondary Students Longitudinal Study (BPS:12/17).

Fact 10                  Of all the first-time beginning college students who were no longer enrolled and were employed by 2014, 35.7% were working in jobs related to their college studies. What do those figures look like in 2021? Contribute to our research!

\*Source: U.S. Department of Education, National Center for Education Statistics, 2012-17 Beginning Postsecondary Students Longitudinal Study (BPS:12/17).

Fact 11                  First-time beginning college students in 2011-12 attended 1.5 postsecondary institutions on average through June of 2014. What do those figures look like in 2021? Contribute to our research!

\*Source: U.S. Department of Education, National Center for Education Statistics, 2012-17 Beginning Postsecondary Students Longitudinal Study (BPS:12/17).

Fact 12                  39% of Black and Latinx first-time beginning college students increased their highest level of education expected between 2012 and 2014 after beginning their postsecondary education. Help us understand if this trend has continued!

\*Source: U.S. Department of Education, National Center for Education Statistics, 2012-17 Beginning Postsecondary Students Longitudinal Study (BPS:12/17).

Fact 13                  38% of Black, Indigenous, and other first-time beginning college students of color increased their highest level of education expected between 2012 and 2014 after beginning their postsecondary education. Help us understand if this trend has continued!

\*Source: U.S. Department of Education, National Center for Education Statistics, 2012-17 Beginning Postsecondary Students Longitudinal Study (BPS:12/17).

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## Incentive Selection

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PayPal	Our records indicate that you chose to receive your token of appreciation via PayPal. Please note it can take up to a full business day to process your payment. Please look for an e-mail from PayPal indicating that you have received funds from RTI International. (You may need to check your SPAM folder as well.) Please contact us with any concerns.
PayPal Failed	Our records indicate that your PayPal payment failed. We would like to reissue your payment. Please respond to this e-mail and let us know if you would like the payment to be sent to a different e-mail address or if you would like us to retry sending it to «emailaddress». The failed payment could indicate that your account is either locked or inactive.
PayPal Accepted	Our records indicate that you chose to receive your token of appreciation via PayPal and have accepted the payment. Please contact us with any concerns.
PayPal Unclaimed	Our records indicate that you chose to receive your token of appreciation via PayPal, but you have not yet claimed your payment. The payment will expire after 30 days, so please be sure to claim it before then. Please contact us with any concerns.
Check	Our records indicate that you selected a check as a token of our appreciation. Your check is being processed and should arrive in a 3-4 weeks. Please contact us with any concerns.
No Incentive	Leave blank

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## Re-interview Type

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Interview type - Web	To complete the quality control survey, please log in to our secure website at <a href="https://surveys.nces.ed.gov/bps/">https://surveys.nces.ed.gov/bps/</a> using the Study ID and password provided below: <b>Study ID:</b> «caseid» <b>Password:</b> «password»
Interview type - CATI	Please call <b>BPS Help Desk</b> at <<ROCHelpDesk#>>, provide our interviewer with the Study ID number listed below, and inform them that you are calling in reference to the quality control survey. <b>Study ID:</b> «caseid»

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## Postcard Merge Fields

### Interesting Facts

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	<<Interesting fact>> Outside text	<<Fact question>> Inside text
Fact 1	18.3% of first-time beginning college students who enrolled in a public 2-year institution in 2011-12 and expected to attain a bachelor's degree within 5 years were enrolled in a Bachelor's degree program in 2013-14. * <small>*Source: U.S. Department of Education, National Center for Education Statistics, 2012-17 Beginning Postsecondary Students Longitudinal Study (BPS:12/17).</small>	Help us understand the educational paths of students like you!
Fact 2	77.9% of all first-time beginning college students in 2011-12 expected to attain a bachelor's degree within 5 years; of those students, 18.7% were enrolled in a Bachelor's degree program in 2013-14*. <small>*Source: U.S. Department of Education, National Center for Education Statistics, 2012-17 Beginning Postsecondary Students Longitudinal Study (BPS:12/17).</small>	Help us understand the educational paths of students like you!
Fact 3	14.6% of all first-time beginning college students in 2011-12 attained a credential (Bachelor's,	Is this still true? Help us find out!

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Associate's, or Certificate) by 2013-14. Of those who did not attain a credential, 67.9% were still enrolled in postsecondary education in 2013-14\*.

\*Source: U.S. Department of Education, National Center for Education Statistics, 2012-17 Beginning Postsecondary Students Longitudinal Study (BPS:12/17).

Fact 4      Of the first-time beginning college students who entered postsecondary education in 2011-12 at a private, for-profit institution, 38.4% were not enrolled and did not attain a credential by 2013-14\*.

Will you help us determine if this remains true?

\*Source: U.S. Department of Education, National Center for Education Statistics, 2012-17 Beginning Postsecondary Students Longitudinal Study (BPS:12/17).

Fact 5      First-time beginning college students who entered postsecondary education in 2011-12 borrowed an average of \$12,342 of subsidized and unsubsidized Title IV loans by June of 2014\*.

Is this still true? Help us find out!

\*Source: U.S. Department of Education, National Center for Education Statistics, 2012-17 Beginning Postsecondary Students Longitudinal Study (BPS:12/17).

Fact 6      42% of first-time beginning college students in Bachelor's degree programs in 2013-14 were in a STEM major as defined by the National Science Foundation\*.

Is this still true? Help us find out!

\*Source: U.S. Department of Education, National Center for Education Statistics, 2012-17 Beginning Postsecondary Students Longitudinal Study (BPS:12/17).

Fact 7      23.7% of first-time beginning      Is this still true? Help us find out!

college students started their postsecondary education in a STEM field of study in 2011-12\*.

\*Source: U.S. Department of Education, National Center for Education Statistics, 2012-17 Beginning Postsecondary Students Longitudinal Study (BPS:12/17).

Fact 8

43.8% of all first-time beginning college students who started their postsecondary education in a STEM field of study in 2011-12 identified as female\*.

\*Source: U.S. Department of Education, National Center for Education Statistics, 2012-17 Beginning Postsecondary Students Longitudinal Study (BPS:12/17).

What do those figures look like in 2021?  
Contribute to our research!

Fact 9

69.2% of first-time beginning college students who were no longer enrolled in postsecondary education in June of 2014 were employed, and worked an average of 36.5 hours a week\*.

What do those figures look like in 2021?  
Contribute to our research!

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\*Source: U.S. Department of Education, National Center for Education Statistics, 2012-17 Beginning Postsecondary Students Longitudinal Study (BPS:12/17).

Fact 10

Of all the first-time beginning college students who were no longer enrolled and were employed by 2014, 35.7% were working in jobs related to their college studies\*.

\*Source: U.S. Department of Education, National Center for Education Statistics, 2012-17 Beginning Postsecondary Students Longitudinal Study (BPS:12/17).

What do those figures look like in 2021?  
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Fact 11

First-time beginning college students in 2011-12 attended 1.5 postsecondary institutions on average through June of 2014\*.

\*Source: U.S. Department of Education, National Center for Education Statistics, 2012-17 Beginning Postsecondary Students Longitudinal Study (BPS:12/17).

What do those figures look like in 2021?  
Contribute to our research!

Fact 12

39% of Black and Latinx first-time beginning college students increased their highest level of education expected between 2012 and 2014 after beginning their postsecondary education\*.

\*Source: U.S. Department of Education, National Center for Education Statistics, 2012-17 Beginning Postsecondary Students Longitudinal Study (BPS:12/17).

Help us understand if this trend has continued!

Fact 13

38% of Black, Indigenous, and other first-time beginning college students of color increased their highest level of education expected between 2012 and 2014 after beginning their postsecondary education\*.

\*Source: U.S. Department of Education, National Center for Education Statistics, 2012-17 Beginning Postsecondary Students Longitudinal Study (BPS:12/17).

Help us understand if this trend has continued!

## Incentive Text Outside

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\$2 or \$10 Prepaid	You should have received \$«prepaid2»//«prepaid10»//«prepaid_total»just for being a part of this important education survey.
Earlybird	Complete your important education survey by <<date>> and receive \$«inc_amount+earlybird_inc»>>.
Incentive Ineligible	Help us reach our goal!

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## Incentive Group

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\$2 Prepaid Incentive	<<fname>>, you should have received \$«prepaid2»//«prepaid_total» <<via PayPal >>just for being a part of this important education survey. Once you complete your 30-minute survey, we will send you an additional \$«inc_amount»>>. We hope you will complete your survey today.
\$10 Prepaid Incentive	<<fname>>, did you receive your \$«prepaid10»//«prepaid_total» as a token of appreciation for being part of the BPS study? You should have received \$«prepaid10»//«prepaid_total» <<via PayPal >>//<<via check >>just for being a part of this important education survey. Once you complete your 30-minute survey, we will send you an additional \$«inc_amount»>>. We hope you will complete your survey today.
Earlybird Incentive	<<fname>>, if you complete your 30-minute survey by <<early_comp_date>> we will send you \$«inc_amount+earlybird_inc»>>. After «early_comp_date», we will send you \$«inc_amount» once you complete the survey. » We hope you will complete your survey today.
Incentive Ineligible	<<fname>>, we hope you will complete your 30-minute survey today.

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