

February 1993

Dear Registrar:

NORC, a social science research center at the University of Chicago, requests 1) photocopies of transcripts for each individual named on the enclosed checklist, 2) a copy of your course catalog, and 3) an interpretation of your grading system. We are collecting transcripts as part of the High School and Beyond Study (HS&B:92). HS&B:92 is sponsored by the U.S. Department of Education's National Center for Education Statistics (NCES). The purpose of this study is to obtain reliable and objective information about student course-taking.

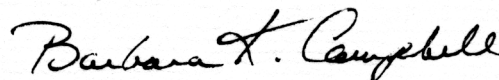
This survey is conducted under the provision of the Family Education Rights and Privacy Act (FERPA) that allows the release of records to the Secretary of Education or his agent without prior written consent by survey subjects. NORC is the authorized agent of the Secretary in this instance. This transcript study has been endorsed by the American Association of Collegiate Registrars and Admissions Officers (AACRAO) and by associations of postsecondary institutions. A copy of the article which recently appeared in the AACRAO newsletter is included in this folder, as well as the names of the other associations which have endorsed the study.

We realize that you are as concerned with privacy and confidentiality as we are. NCES, and the organizations under contract to it, adhere to the highest standards in protecting the privacy of individuals involved in the research it undertakes. As required by law, appropriate restrictions are employed to safeguard confidentiality during the collection, analysis, and reporting of all survey data.

We would appreciate return of the requested materials by March 5, or as soon thereafter as possible. Reimbursement for all transcripts will be made if you request it, and a voucher has been included for this purpose.

If we can assist you in any way to provide these materials, or if you have any questions about the study, please do not hesitate to call Dr. C. Dennis Carroll, NCES, at (202) 219-1774 or Patricia Marnell, NORC, at (312) 753-7823.

Sincerely,



Barbara K. Campbell, Ph.D.  
High School and Beyond  
Project Director

BKC/rlp