

Example 3.1: Survey Administration Timeline

Task	Date
Mail pre-notification letter	Day 1
Toll-free number for parents <ul style="list-style-type: none"> • Live toll-free number maintained from 10:00 a.m. to 11:30 p.m. (local time), Monday–Friday, and 11:00 a.m. to 11:30 p.m. on Saturday. • Calls outside these hours referred to voicemail. 	Day 1
First mailing of cover letter and survey	Day 8
Reminder postcard <p style="margin-left: 20px;">Option 1: To the entire starting sample</p> <p style="margin-left: 20px;">Option 2: To the non-respondents</p>	Day 15 Day 22
Second mailing of cover letter and survey	Day 36
Reminder postcard or telephone call	Day 50