

**DEPARTMENT OF DEFENSE  
EDUCATION ACTIVITY  
4040 NORTH FAIRFAX DRIVE  
ARLINGTON, VIRGINIA 22203-1635**

April 5, 2006

MEMORANDUM FOR AREA DEPUTY DIRECTORS  
AREA EDUCATION CHIEFS  
DISTRICT SUPERINTENDENTS, DODEA  
HIGH SCHOOL PRINCIPALS, DODEA

SUBJECT: DoDEA High School Longitudinal Study

To determine how well DoDEA prepares students for their future, the DoDEA High School Longitudinal Study uses telephone surveys of high school students and their sponsors 3-5 months after they leave a DoDEA high school and again one year later.

Schools should continue entering “Fourth Contact” information into SMS for all students who withdraw from a DoDEA school in SY05-06. DoDEA HQ requests that registrars and SMS personnel—using the attached form—collect the contact information from sponsors as students are out-processed and enter the information into SMS’s Fourth Contact. The form and process used to collect this information from sponsors and students are explained in the following two attachments. The first attachment is *Contact Information for <Grade 9-12> Students Who are Withdrawing* (to be completed by sponsors). The second attachment, *Instructions for Entering “Fourth Contact” Information into SMS for Student who Withdraw*, due its size (over 2MB) has been placed in the Blackboard site for Area Deputy Directors and Area Education Chiefs. Areas are requested to make this file available to the high schools. If schools have already collected contact information for students who withdrew this school year, DoDEA HQ requests that the information be entered according to the attached instructions.

To increase awareness of the High School Longitudinal Study, DoDEA HQ is mailing brochures to all high schools, area and district offices the week of April 10. Please distribute a brochure to all students and sponsors upon leaving a DoDEA high school. The information provided in the brochure is not time sensitive, so any extra brochures may be stored for subsequent years.

Questions regarding SMS should be directed to Stan Vergnani by email or phone at DSN 338-7284.

“Original Signed”  
Janet F. Rope  
Administrator, System Accountability & Research

Attachments:  
As stated