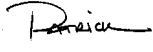


MEMORANDUM

UNITED STATES DEPARTMENT OF EDUCATION
Institute of Education Sciences
National Center for Education Statistics

DATE : 27 July 2012

TO : Rochelle W. Martinez, OMB

FROM : Patrick Gonzales 

THROUGH: Kashka Kubzdela, NCES

RE : Approval of edits to TALIS 2013 main study recruitment materials (OMB# 1850-0888 v.2)

The Teaching and Learning International Survey (TALIS) field trial and main study recruitment materials were approved by OMB on December 2011 (OMB# 1850-0888 v.1). Based on the field trial, NCES has revised the main study recruitment materials and this submission requests OMB approval of these minor edits. Recruitment is scheduled to begin in September 2012. The edits (itemized below) are intended to clarify wording and include the national contractor's information in the letters.

Letter/Handout	Type of Change	Location of Example
State TALIS letter	Minor modifications	Revised Part D
Public School District TALIS Letter	Minor modifications	Revised Part D
Special District TALIS Letter	New letter	Revised Part D
Diocese TALIS Letter	Deleted	Deleted
School TALIS Letter	Minor modifications	Revised Part D
TALIS FAQ	Minor modifications	Revised Part D
Summary of Activities for School Coordinators	Minor modifications	Revised Part D
TALIS brochure	Minor modifications	PDF showing penned changes

1. State Letter – Main Survey. The changes below were made to the version in Part D of the field test OMB submission:
 - Paragraph one:
 - “32 countries have already committed to participate” was changed to “33 countries have committed to participate”.
 - Paragraph two:
 - “[insert name of contractor]” was replaced with “Strategic Research Group (SRG)”.
 - Paragraph three—no changes.
 - Paragraph four:
 - “[insert name of contractor]” was replaced with “SRG”.
 - “conducting the data collection in spring 2013” was changed to “conducting the data collection in the winter/spring of 2013”
 - “do not hesitate to call [insert name of contractor] at [insert phone number] or send an email to [insert study-specific email address]” was changed to “do not hesitate to call SRG at 1-800-341-3660 or send an email to talis@websrg.com”.
 - “You may also obtain more information about the study by contacting Erin Roth at NCES (202-502-7415 or erin.roth@ed.gov)” was changed to “You may also obtain more information about the study by contacting Patrick Gonzales at NCES (415-920-9229 or patrick.gonzales@ed.gov)”.

- Paragraph five—no changes.
2. Public School District Letter – Main Survey. The changes below were made to the version included Part D of the field test OMB submission:
- Paragraph one:
 - “32 countries have already committed to participate” was changed to “33 countries have committed to participate”.
 - Paragraph two:
 - The specific incentive amounts replaced “[insert amount]” in three places.
 - Paragraph three:
 - “[insert name of contractor]” was replaced with “Strategic Research Group (SRG)”.
 - Paragraph four:
 - “[insert name of contractor]” was replaced with “SRG”.
 - “selected for the study in spring 2013” was changed to “selected for the study in the winter/spring of 2013”
 - Paragraph five—no changes.
 - Paragraph six:
 - “do not hesitate to call [insert name of contractor] at [insert phone number] or send an email to [insert study-specific email address]” was changed to “do not hesitate to call SRG at 1-800-341-3660 or send an email to talis@websrg.com”.
 - “You may also obtain more information about the study by contacting Erin Roth at NCES (202-502-7415 or erin.roth@ed.gov)” was changed to “You may also obtain more information about the study by contacting Patrick Gonzales at NCES (415-920-9229 or patrick.gonzales@ed.gov)”.
 - Paragraph seven—no changes.
3. Special District Letter—Main Survey. This letter has been designed to be sent to public school districts that are known to have a formal written approval process that must be completed in order for the survey to be conducted at any schools in their district. Districts included in TALIS will be designated as ‘regular’ or ‘special’ before the recruitment mailout, and special districts will receive this version. It is identical to the regular district letter, except for the following:
- Paragraph four has been changed to:
 - We are aware that your district may require that we submit an application for approval before the study can be conducted. Within the next few days, a representative of SRG will contact you to begin the approval process. The following school or schools in your district have been selected for the survey: [LIST SAMPLED SCHOOLS HERE...]
4. Diocese Letter – Main Survey. This letter was not used in the field test, and will not be used in the main survey. Private schools will be contacted directly.
5. School Letter – Main Survey. The changes below were made to the version included Part D of the field test OMB submission:
- Paragraph one:

- o “32 countries have already committed to participate” was changed to “33 countries have committed to participate”.
 - Paragraph two:
 - o The specific incentive amounts replaced “[insert amount]” in three places.
 - Paragraph three:
 - o “[insert name of contractor]” was replaced with “Strategic Research Group (SRG)”.
 - Paragraph four—no changes.
 - Paragraph five:
 - o “[insert name of contractor]” was replaced with “SRG”.
 - o “please feel free to call [insert study-specific phone number] or send an email to [insert study-specific email address]” was replaced by “please feel free to call SRG at 1-800-341-3660 or send an email to talis@websrg.com.”
 - o “You may also obtain more information about TALIS by contacting Erin Roth at NCES (202-502-7415 or erin.roth@ed.gov)” was replaced by “You may also obtain more information about TALIS by contacting Patrick Gonzales at NCES (415-920-9229 or patrick.gonzales@ed.gov)”
 - Paragraph six—no changes.
6. Frequently Asked Questions – Main Survey. The changes below were made to the version included Part D of the field test OMB submission:
- Under “Why was my school selected for participation?”
 - o Two editorial changes were made—deleting the word ‘overall’ that was in a sentence twice, and moving the word ‘fairly’ in the next sentence. It now reads:

Schools with varying demographics and in different locales were randomly selected so that the U.S. sample is representative of U.S. schools overall, both public and private. The random selection process is important for ensuring that a country’s sample accurately reflects its schools and therefore can be compared fairly with samples of schools from other countries.
 - Under “Will all teachers in the school be asked to participate?”
 - o “The study requires a random sample of 20 teachers” was changed to “The study requires a random sample of up to 30 teachers”
 - o “In schools with less than 20 eligible teachers, all teachers who teach at those grades will be asked to participate.” Was changed to ““In schools with less than 20 eligible teachers, all teachers who teach at the target grades will be asked to participate.”
 - o “In schools with a large faculty, 20 teachers who teach at those grades will be sampled to participate.” Was changed to “In schools with a large faculty, up to 30 teachers who teach at the target grades will be sampled to participate.”
 - Under “Who conducts the study?”
 - o “[insert name of contractor]” was replaced with “Strategic Research Group (SRG)”.
 - Under “What are schools and teachers asked to do?”
 - o The category “school climate and ethos” was changed to “school climate”.
 - Under “When will the study be conducted?”
 - o “The study will be conducted in March and April 2013” was changed to “The study will be conducted in the winter/spring of 2013”.
 - Under “How long do the questionnaires take to complete?”

- “The principal questionnaire is designed to be completed within 45 minutes and the teacher questionnaire is designed to be completed within 60 minutes...” was changed to “The principal and teacher questionnaires are designed to be completed within 45 minutes...”
 - Under “How will the study be coordinated in my school?”
 - “[insert name of contractor]” was replaced with “SRG” in two places.
 - “provide the principal and teachers with the questionnaires” was changed to “provide the principal and teachers with the questionnaires or login/password information for the online surveys”.
7. Summary of Activities for School Coordinators. The changes below were made to the version included Part D of the field test OMB submission:
- “TALIS” was added to the title. It now is ““Summary of TALIS Activities for School Coordinators””.
 - “***Upon the school’s agreement to participate***, [name of contractor]” was changed to “***Upon the school’s agreement to participate***, Strategic Research Group (SRG)”.
 - “Distribute the School and Teacher questionnaires. The school coordinator will be mailed the School and Teacher Questionnaires...” was changed to “Distribute the principal and teacher questionnaires. The school coordinator will be mailed the principal and teacher questionnaires”.
 - “Since the questionnaires will also be made available online, [name of contractor] will work with the School Coordinator ...” was changed to “Since the questionnaires will also be made available online, SRG staff will work with the school coordinator ...”
 - “the School Coordinator will be compensated [insert amount]” was replaced with the School Coordinator will be compensated \$50.00”
 - “Please feel free to contact the TALIS U.S. Home Office with any questions via e-mail at [study specific email address]or by calling [study specific phone number]” was replaced with “Please feel free to contact the TALIS U.S. Home Office with any questions via e-mail at talಿಸ@websrg.com or by calling 1-800-341-3660”
8. TALIS Brochure. The changes below were made to the production brochure that was used in the field test:
- Under “TALIS 2013: Participants”, Slovak Republic was added.
 - Under “For more information”, the TALIS information hotline was changed from “202-403-6568” to “1-800-341-3660”.
 - Under “What is TALIS”
 - “The field trial for TALIS 2013 will be conducted from March 1 to April 13, 2012” was changed to “TALIS 2013 will be conducted in winter/spring 2013.”
 - Under “What will TALIS participants be asked to do?”
 - “TALIS is composed of two questionnaires: one for the school principal and another for teachers” was changed to “TALIS is composed of two questionnaires: one for school principals and another for teachers.”
 - “For the field trial, the principal questionnaire is designed to take 45 minutes and the teacher questionnaire is designed take 60 minutes. TALIS is administered online, allowing respondents to complete the survey in multiple sessions.” was changed to “The principal and teacher questionnaires are designed to take 45 minutes each. The online version of the questionnaire allows respondents to complete the survey at a single or multiple sessions.”
 - Under “How will the study be coordinated”

- “The study will be undertaken by staff from the American Institutes for Research.” was changed to “The study will be undertaken by staff from the Strategic Research Group.”