Attachment A:

Teacher Follow-up Survey (TFS) Contact Materials

**Teacher Follow-Up Survey Materials**

Please note that the letters will be personalized (docuprinted) with the teacher’s name and the appropriate completion time (22 minutes for current teachers and 19 minutes for former teachers).

|  |  |
| --- | --- |
| TFS-13L | Initial Letter to Teachers |
| TFS-13L(A) | Initial Letter for Amish & Mennonite Teachers |
| TFS-Init | Initial Email |
| TFS-Pass | Password Email |
| TFS-14L | 1st Reminder Letter |
| TFS-14L(A) | 1st Reminder Letter for Amish & Mennonite Teachers |
| TFS-Rem1 | 1st Reminder Email |
| TFS-15L  | 2nd Reminder Letter |
| TFS-15L(A) | 2nd Reminder Letter for Amish & Mennonite Teachers |
| TFS-Rem2 | 2nd Reminder Email |
| TFS-16L  | 3rd Reminder Letter with Paper Questionnaire |
| TFS-16L(A) | 3nd Reminder Letter for Amish & Mennonite Teachers |
| TFS-Rem3 | 3rd Reminder Email |
| TFS-17L  | Switcher letter |
| TFS-17L(A) | Switcher letter for Amish & Mennonite Teachers |
| TFS-18L | Reminder Letter for Partially Completed Surveys |
| TFS-19L  | 4th Reminder Letter with Paper Questionnaire |
| TFS-19L(A) | 4th Reminder Letter for Amish & Mennonite Teachers |
| TFS-Rem4 | 4th Reminder Email |
| TFS-Rem4P | 4th Reminder Email - Partially Complete |
| TFS-Rem4N | 4th Reminder Email - No Answers Given |
| TFS-Rem5 | 5th Reminder Email |
| TFS-Rem6 | 6th Reminder Email |
| TFS-Rem7F | 7th Reminder Email to Former Teachers |
| TFS-Rem7C | 7th Reminder Email to Current Teachers |
| TFS-Rem8 | Final Reminder Email |
| TFS Telephone  | TFS Telephone Follow-up Script |
| TFS-20L  | Requested questionnaire |

**TFS-13L**

**Initial Letter to Teachers**

Dear

The National Center for Education Statistics of the U.S. Department of Education and the U.S. Census Bureau would like to thank you for making the 2011-12 Schools and Staffing Survey (SASS) a success! Once again, we are asking for your insight into the teaching profession in the United States. This year, we are conducting the Teacher Follow-up Survey (TFS) with a sample of teachers who participated in SASS. In comparison to SASS, the TFS will take less time to complete and is more focused on how changes in your career and life affect work. Your contribution will help to:

* Measure teacher retention and attrition;
* Understand the effects of school policies and practices on teachers’ decisions to remain in or leave the profession;
* Develop incentive programs to encourage teachers to remain in the profession; and
* Describe how teachers rate their workplace conditions relative to other professions.

We encourage you to participate in this survey! For your convenience, the Internet link to the survey, as well as your username and password, has also been sent to you via e-mail if your e-mail address was available. Your responses will be collected on a secure website.

To login to the Teacher Follow-up Survey:

1. Go to: <link>

2. Enter your username:

3. Enter your case-sensitive password:

4. Click “Sign On” to participate in the survey.

If you have any questions, please contact the Census Bureau, toll-free, at 1-888-595-1334 or by e-mail at dsd.education.surveys@census.gov. Someone will be available to take your call 7 days a week, between 9:00 a.m. and 12:00 midnight (Eastern Time). At any other time, please leave a message and someone will return your call as soon as possible.

Your responses are protected by federal statute (20 U.S.C., §9573). Your answers 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. The information you provide will be combined with the information provided by others in statistical summaries. Responses you provide on teacher working conditions, job satisfaction, and perceptions and attitudes are combined with those of other teachers from all over the country. This information provides an overall portrait of today’s teachers. Your participation is very important to ensure that this survey yields meaningful results. However, you may decline to answer any or all of the items.

For additional information about the TFS, please see the reverse side of this letter or visit http://nces.ed.gov/surveys/SASS/ovrv\_whatstfs.asp. For results from the 2008-09 TFS, please go to <http://nces.ed.gov/pubsearch/pubsinfo.asp?pubid=2010353>.

Thank you, in advance, for your contribution to this important survey effort.

Sincerely,

Jack Buckley

Commissioner for Education Statistics

National Center for Education Statistics

**What is the purpose of this survey?**

The purpose of this survey is to obtain information about the career paths of teachers, including current teachers’ experiences and satisfaction, and about former teachers’ current employment and reasons for leaving the teaching profession.

**Who authorizes this survey?**

The U.S. Census Bureau will conduct this survey for NCES as authorized by law (Education Sciences Reform Act of 2002, 20 U.S. Code §9541(b) and §9543). The Office of Management and Budget (OMB) approved this survey. The OMB control number is 1850-0617 and the approval expiration date is MM/DD/YYYY.

**Why should you participate in this survey?**

Policymakers and educational leaders rely on data from this survey to inform their decisions concerning K-12 schools. This survey provides important insight into the career paths of teachers and your participation will contribute to the success of this data collection. Because it is a sample survey, your responses represent the responses of many. Higher response rates give us confidence that the findings are accurate.

**Will your responses be kept confidential?**

Your responses are protected by federal statute (20 U.S.C., §9573). Your answers 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.

**How will your information be reported?**

The information you provide will be combined with the information provided by others in statistical reports. No individually-identifiable data will be included in the statistical reports.

Paperwork Burden Statement

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1850-0617. The time required to complete this information collection is estimated to average XX minutes per response, including the time spent to review instructions, search existing data sources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, DC 20202-4651. If you have comments or concerns regarding the status of your individual submission of this form, e-mail: dsd.education.surveys@census.gov, or write directly to: Teacher Follow-up Survey, National Center for Education Statistics, 1990 K Street, N.W., #9026, Washington, DC 20006.

**TFS-13L(A)**

**Initial Letter to Amish & Mennonite Teachers**

Dear

The National Center for Education Statistics of the U.S. Department of Education and the U.S. Census Bureau would like to thank you for making the 2011-12 Schools and Staffing Survey (SASS) a success! Once again, we are asking for your insight into the teaching profession in the United States. This year, we are conducting the Teacher Follow-up Survey (TFS) with a sample of teachers who participated in SASS. In comparison to SASS, the TFS will take less time to complete and is more focused on how changes in your career and life affect work. Your contribution will help to:

* Measure teacher retention and attrition;
* Understand the effects of school policies and practices on teachers’ decisions to remain in or leave the profession;
* Develop incentive programs to encourage teachers to remain in the profession; and
* Describe how teachers rate their workplace conditions relative to other professions.

**Please complete and return your questionnaire in the postage-paid return envelope within two weeks.**

If you have any questions, please write to us at the address below, or call us, toll-free, at 1-888-595-1334. Someone will be available to take your call 7 days a week, between 9:00 a.m. and 12:00 midnight (Eastern Time). At any other time, please leave a message and someone will return your call as soon as possible.

U.S. Census Bureau

Education Surveys Branch

Demographic Surveys Division 8400

Washington, D.C. 20233-8400

We want to assure you that any personal information you provide will be protected from disclosure. Your responses are protected by federal statute (20 U.S.C., §9573). Your answers 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. Responses you provide on teacher working conditions, job satisfaction, and perceptions and attitudes are combined with those of other teachers from all over the country. This information provides an overall portrait of today’s teachers. Your participation is very important to ensure that this survey yields meaningful results. However, you may decline to answer any or all of the items.

For additional information about the TFS, please see the reverse side of this letter.

Thank you, again, in advance for your cooperation in this important survey effort.

Sincerely,

Jack Buckley

Commissioner for Education Statistics

National Center for Education Statistics

Enclosures

**What is the purpose of this survey?**

The purpose of this survey is to obtain information about the career paths of teachers, including current teachers’ experiences and satisfaction, and about former teachers’ current employment and reasons for leaving the teaching profession.

**Who authorizes this survey?**

The U.S. Census Bureau will conduct this survey for NCES as authorized by law (Education Sciences Reform Act of 2002, 20 U.S. Code §9541(b) and §9543). The Office of Management and Budget (OMB) approved this survey. The OMB control number is 1850-0617 and the approval expiration date is MM/DD/YYYY.

**Why should you participate in this survey?**

Policymakers and educational leaders rely on data from this survey to inform their decisions concerning K-12 schools. This survey provides important insight into the career paths of teachers and your participation will contribute to the success of this data collection. Because it is a sample survey, your responses represent the responses of many. Higher response rates give us confidence that the findings are accurate.

**Will your responses be kept confidential?**

Your responses are protected by federal statute (20 U.S.C., §9573). Your answers 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.

**How will your information be reported?**

The information you provide will be combined with the information provided by others in statistical reports. No individually-identifiable data will be included in the statistical reports.

Paperwork Burden Statement

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1850-0617. The time required to complete this information collection is estimated to average XX minutes per response, including the time spent to review instructions, search existing data sources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, DC 20202-4651. If you have comments or concerns regarding the status of your individual submission of this form, e-mail: dsd.education.surveys@census.gov, or write directly to: Teacher Follow-up Survey, National Center for Education Statistics, 1990 K Street, N.W., #9026, Washington, DC 20006.

**TFS-Init**

**Initial Email**

|  |  |  |
| --- | --- | --- |
| E-mail type | Subject line | E-mail |
| Initial e-mail w/username | Your participation is requested! | Dear [teacher], We need your input! Recently we mailed a letter inviting your participation in the Teacher Follow-up Survey (TFS). This study is sponsored by the National Center for Education Statistics of the U.S. Department of Education. This study is a follow-up to the Schools and Staffing Survey (SASS) that you participated in last year. Your responses will be collected on a secure website, and we estimate that it will take only [survey time] minutes to complete. To log in to the TFS questionnaire, go to http://[link TBD] Your username is: [username] Your password will be sent in a separate e-mail. If you have any questions, please contact the U.S. Census Bureau toll-free at 1-888-595-1334 or by e-mail at dsd.education.surveys@census.gov. Staff will be available to take your call Monday through Friday, between 9:00 a.m. and 12:00 midnight (Eastern Time). At any other time, please leave a message and someone will get back to you as soon as possible. The U.S. Census Bureau is also available to answer your questions via e-mail at dsd.education.surveys@census.gov. Thanks, in advance, for your participation in this important study. Sincerely, Teacher Follow-up Survey Team National Center for Education Statistics  |

**TFS-Pass**

**Password Email**

|  |  |  |
| --- | --- | --- |
| E-mail type | Subject line | E-mail |
| E-mail w/password | Your participation is requested! | Dear [teacher], Earlier today we sent you an e-mail with your username for the Teacher Follow-up Survey (TFS). Your case-sensitive password is: [password] (You will be asked to reset your password upon login). To log in to the TFS questionnaire: 1. Go to http://[TBD] 2. Enter your username provided in the initial e-mail; 3. Enter your temporary, case-sensitive password: [password] and 4. Click “Sign on” to complete the survey. If you have any questions, please contact the U.S. Census Bureau toll-free at 1-888-595-1334. Staff will be available to take your call Monday through Friday, between 9:00 a.m. and 12:00 midnight (Eastern Time). At any other time, please leave a message and someone will get back to you as soon as possible. The U.S. Census Bureau is also available to answer your questions via e-mail at dsd.education.surveys@census.gov. Thanks, in advance, for your participation in this important study. Sincerely, Teacher Follow-up Survey Team National Center for Education Statistics  |

**TFS-14L**

**1st Reminder Letter**

Dear

Recently, the National Center for Education Statistics of the U.S. Department of Education and the U.S. Census Bureau invited you to share your insight into the teaching profession by completing the Teacher Follow-up Survey (TFS). We rely on professionals like you to tell us the effects of school policies and practices on teachers’ decisions to remain in or leave the teaching profession. Responses you provide on teacher working conditions, job satisfaction, and perceptions and attitudes are combined with those of other teachers from all over the country. This information provides an overall portrait of today’s teachers.

If you have already completed the survey, thank you for your assistance and please disregard this letter. If you haven’t had the opportunity to take the survey yet, we encourage you to complete the survey.

To login to the Teacher Follow-up Survey:

1. Go to: <link>

2. Enter your username:

3. Enter your case-sensitive password:

4. Click “Sign On” to participate in the survey.

If you have any questions, please contact us, toll-free, at 1-888-595-1334 or by e-mail at

dsd.education.surveys@census.gov. Someone will be available to take your call 7 days a week, between 9:00 a.m. and 12:00 midnight (Eastern Time). At any other time, please leave a message and someone will return your call as soon as possible.

Your responses will be collected on a secure website and are protected by federal statute (20 U.S.C., §9573). Your answers 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. Your participation is voluntary, but your responses are necessary to make the results of this survey accurate and timely.

For additional information about the TFS, please see the reverse side of this letter or visit http://nces.ed.gov/surveys/SASS/ovrv\_whatstfs.asp. For results from the 2008-09 TFS, please go to <http://nces.ed.gov/pubsearch/pubsinfo.asp?pubid=2010353>.

Thank you, again, in advance for your contribution to this important survey effort.

Sincerely,

Jack Buckley

Commissioner for Education Statistics

National Center for Education Statistics

**What is the purpose of this survey?**

The purpose of this survey is to obtain information about the career paths of teachers, including current teachers’ experiences and satisfaction, and about former teachers’ current employment and reasons for leaving the teaching profession.

**Who authorizes this survey?**

The U.S. Census Bureau will conduct this survey for NCES as authorized by law (Education Sciences Reform Act of 2002, 20 U.S. Code §9541(b) and §9543). The Office of Management and Budget (OMB) approved this survey. The OMB control number is 1850-0617 and the approval expiration date is MM/DD/YYYY.

**Why should you participate in this survey?**

Policymakers and educational leaders rely on data from this survey to inform their decisions concerning K-12 schools. This survey provides important insight into the career paths of teachers and your participation will contribute to the success of this data collection. Because it is a sample survey, your responses represent the responses of many. Higher response rates give us confidence that the findings are accurate.

**Will your responses be kept confidential?**

Your responses are protected by federal statute (20 U.S.C., §9573). Your answers 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.

**How will your information be reported?**

The information you provide will be combined with the information provided by others in statistical reports. No individually-identifiable data will be included in the statistical reports.

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**TFS-14L(A)**

**1st Reminder Letter for Amish & Mennonite Teachers**

Dear

Recently, the National Center for Education Statistics of the U.S. Department of Education and the U.S. Census Bureau contacted you to obtain your insight into the teaching profession by completing the Teacher Follow-up Survey (TFS). We rely on professionals like you to tell us the effects of school policies and practices on teachers’ decisions to remain in or leave the teaching profession.

If you have already completed the questionnaire you received, thank you for your assistance and please disregard this letter. If you haven’t had the opportunity to fill out the survey yet, please complete and return the questionnaire within two weeks.

We want to assure you that any personal information you provide will be protected from disclosure. Your responses are protected by federal statute (20 U.S.C., §9573). Your answers 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. Responses you provide on teacher working conditions, job satisfaction, and perceptions and attitudes are combined with those of other teachers from all over the country. This information provides an overall portrait of today’s teachers. Your participation is voluntary, but your responses are necessary to make the results of this survey accurate and timely.

For additional information about the TFS, please see the reverse side of this letter. If you have any questions, please write to us at the address below, or call us, toll-free, at 1-888-595-1334. Someone will be available to take your call 7 days a week, between 9:00 a.m. and 12:00 midnight (Eastern Time). At any other time, please leave a message and someone will return your call as soon as possible.

U.S. Census Bureau

Education Surveys Branch

Demographic Surveys Division 8400

Washington, D.C. 20233-8400

Thank you, again, in advance for your contribution to this important survey effort.

Sincerely,

Jack Buckley

Commissioner for Education Statistics

National Center for Education Statistics

**What is the purpose of this survey?**

The purpose of this survey is to obtain information about the career paths of teachers, including current teachers’ experiences and satisfaction, and about former teachers’ current employment and reasons for leaving the teaching profession.

**Who authorizes this survey?**

The U.S. Census Bureau will conduct this survey for NCES as authorized by law (Education Sciences Reform Act of 2002, 20 U.S. Code §9541(b) and §9543). The Office of Management and Budget (OMB) approved this survey. The OMB control number is 1850-0617 and the approval expiration date is MM/DD/YYYY.

**Why should you participate in this survey?**

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**How will your information be reported?**

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Paperwork Burden Statement

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**TFS-Rem1**

**1st Reminder Email**

|  |  |  |
| --- | --- | --- |
| E-mail type | Subject line | E-mail |
| 1st reminder e-mail | Help inform policymakers for Presidents’ Day | Dear [teacher], We know that you are really busy, but we need your help! The Teacher Follow-up Survey (TFS) telephone staff has been trying to reach you. If you have already completed the survey, thank you for your assistance and please disregard this e-mail. If you haven’t had the opportunity to complete the survey yet, we encourage you to participate by going to http://[TBD]Your username is: [username] A separate e-mail will be sent with your password. If you have any questions, please contact the Census Bureau toll-free at 1-888-595-1334 or by e-mail at dsd.education.surveys@census.gov. Someone will be available to take your call or answer your e-mail Monday through Friday, between 9:00 a.m. and 12:00 midnight (Eastern Time). At any other time, please leave a message and someone will get back to you as soon as possible. Thanks, in advance, for your participation. Sincerely, Teacher Follow-up Survey Team National Center for Education Statistics  |

**TFS-15L**

**2nd Reminder Letter**

Dear

We know that your time is valuable, but the SASS/TFS team encourages you to take the time to complete the Teacher Follow-up Survey (TFS) online. The TFS is an important national study that collects information about current teachers’ main assignment field, experiences, and satisfaction and about former teachers’ employment and reasons for leaving the teaching profession. If you have recently completed the survey, thank you for your assistance and please disregard this letter.

To complete the Teacher Follow-up Survey over the Internet:

1. Go to: <link>

2. Enter your username:

3. Enter your case-sensitive password:

4. Click “Sign On” to participate in the survey.

If you have any questions, please contact the Census Bureau, toll-free, at 1-888-595-1334 or by e-mail at

dsd.education.surveys@census.gov. Someone will be available to take your call 7 days a week, between 9:00 a.m. and 12:00 midnight (Eastern Time). At any other time, please leave a message and someone will return your call as soon as possible.

We want to remind you that your responses are protected by federal statute (20 U.S.C., §9573). The online data is collected through a secure server and your answers may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as compelled by law. Responses you provide on teacher working conditions, job satisfaction, and perceptions and attitudes are combined with those of other teachers from all over the country. This information provides an overall portrait of today’s teachers. Your voluntary participation is greatly appreciated and helps ensure representative results.

For additional information about the TFS, please see the reserve side of this letter or visit http://nces.ed.gov/surveys/SASS/ovrv\_whatstfs.asp. For results from the 2008-09 TFS, please go to <http://nces.ed.gov/pubsearch/pubsinfo.asp?pubid=2010353>.

Thank you in advance for your participation in this important survey.

Sincerely,

Jack Buckley

Commissioner for Education Statistics

National Center for Education Statistics

**What is the purpose of this survey?**

The purpose of this survey is to obtain information about the career paths of teachers, including current teachers’ experiences and satisfaction, and about former teachers’ current employment and reasons for leaving the teaching profession.

**Who authorizes this survey?**

The U.S. Census Bureau will conduct this survey for NCES as authorized by law (Education Sciences Reform Act of 2002, 20 U.S. Code §9541(b) and §9543). The Office of Management and Budget (OMB) approved this survey. The OMB control number is 1850-0617 and the approval expiration date is MM/DD/YYYY.

**Why should you participate in this survey?**

Policymakers and educational leaders rely on data from this survey to inform their decisions concerning K-12 schools. This survey provides important insight into the career paths of teachers and your participation will contribute to the success of this data collection. Because it is a sample survey, your responses represent the responses of many. Higher response rates give us confidence that the findings are accurate.

**Will your responses be kept confidential?**

Your responses are protected by federal statute (20 U.S.C., §9573). Your answers 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.

**How will your information be reported?**

The information you provide will be combined with the information provided by others in statistical reports. No individually-identifiable data will be included in the statistical reports.

Paperwork Burden Statement

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1850-0617. The time required to complete this information collection is estimated to average XX minutes per response, including the time spent to review instructions, search existing data sources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, DC 20202-4651. If you have comments or concerns regarding the status of your individual submission of this form, e-mail: dsd.education.surveys@census.gov, or write directly to: Teacher Follow-up Survey, National Center for Education Statistics, 1990 K Street, N.W., #9026, Washington, DC 20006.

**TFS-15L(A)**

**2nd Reminder Letter for Amish & Mennonite Teachers**

Dear

We know that your time is valuable, but the SASS/TFS team encourages you to take the time to complete the Teacher Follow-up Survey (TFS).The TFS is an important national study that collects information about current teachers’ main assignment field, experiences, and satisfaction and about former teachers’ employment and reasons for leaving the teaching profession. If you have recently completed the survey, thank you for your assistance and please disregard this letter.

Answers to commonly asked questions about the TFS are on page 3 of your questionnaire. If you have any other questions, please write to us at the address below, or call us, toll-free, at 1-888-595-1334. Someone will be available to take your call 7 days a week, between 9:00 a.m. and 12:00 midnight (Eastern Time). At any other time, please leave a message and someone will return your call as soon as possible.

U.S. Census Bureau

Education Surveys Branch

Demographic Surveys Division 8400

Washington, D.C. 20233-8400

We want to remind you that any personal information you provide will be protected from disclosure and is protected by law. Your responses are protected by federal statute (20 U.S.C., §9573). Your answers 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. Responses you provide on teacher working conditions, job satisfaction, and perceptions and attitudes are combined with those of other teachers from all over the country. This information provides an overall portrait of today’s teachers. Your voluntary participation is greatly appreciated and helps ensure representative results.

Thank you again for your cooperation in this important survey.

Sincerely,

Jack Buckley

Commissioner for Education Statistics

National Center for Education Statistics

Enclosures

**TFS-Rem2**

**2nd Reminder Email**

|  |  |  |
| --- | --- | --- |
| E-mail type | Subject line | E-mail |
| 2nd reminder | Spring into Action! | A new season is almost here! Cross the TFS off your winter to-do list by participating today! Your responses are extremely valuable to us because they ensure that our data are representative of teachers across the US. Your responses are essential regardless of whether or not you are still teaching. Don’t miss your opportunity to have your data included! If you have already completed the survey, thank you for your assistance and please disregard this e-mail. If you haven’t taken the survey yet, we encourage you to log in to the survey by going to http://[TFS] Your username is: [username] A separate e-mail will be sent with your password. If you have any questions, please contact the Census Bureau toll-free at 1-888-595-1334 or by e-mail at dsd.education.surveys@census.gov. Someone will be available to take your call Monday through Sunday, between 9:00 a.m. and 12:00 midnight (Eastern Time). Please also feel free to contact Freddie Cross, TFS Project Director, at freddie.cross@ed.gov or 1-202-502-7489. Thanks, in advance, for your participation. Sincerely, Teacher Follow-up Survey Team National Center for Education Statistics  |

**TFS-16L**

**3rd Reminder Letter with Paper Questionnaire**

Dear

In January, the U.S. Census Bureau sent you an invitation to complete the Teacher Follow-up Survey (TFS) over the Internet. The TFS is an important national study that collects information about current teachers’ main assignment field, experiences, and satisfaction and about former teachers’ employment and reasons for leaving the teaching profession. The TFS is conducted by the U.S. Census Bureau on behalf of the National Center for Education Statistics (NCES) of the U.S. Department of Education.

According to our records, you have not yet completed the survey. You represent many other teachers and your participation is important to obtain an accurate view of the professional background, teaching field, workload, and working conditions of teachers in this country. Your cooperation in this important effort is greatly appreciated.

**If you have recently completed the survey, thank you!** You do not need to complete the enclosed questionnaire. If you have not yet completed the survey, please complete the enclosed copy of the Teacher Follow-up Survey and return it in the enclosed pre-addressed, postage-paid envelope within ***two weeks.***

Answers to commonly asked questions about the TFS are on page 3 of your questionnaire. For additional information about the TFS, please see the reverse side of this letter or visit http://nces.ed.gov/surveys/SASS/ovrv\_whatstfs.asp. For results from the 2008-09 TFS, please go to <http://nces.ed.gov/pubsearch/pubsinfo.asp?pubid=2010353>.

Please contact the U.S. Census Bureau at 1–866–208–7437 if you have any questions about the survey. Someone will be available to take your call 7 days a week, between 9:00 a.m. and 12:00 midnight (Eastern Time). You can also contact the U.S. Census Bureau via e-mail at: dsd.education.surveys@census.gov.

Thank you in advance for your participation in this important survey.

Sincerely,

Jack Buckley

Commissioner for Education Statistics

National Center for Education Statistics

Enclosures

**TFS-16L(A)**

**3rd Reminder Letter for Amish & Mennonite Teachers**

Dear

In January, the U.S. Census Bureau sent you an invitation to complete the Teacher Follow-up Survey (TFS). The TFS is an important national study that collects information about current teachers’ main assignment field, experiences, and satisfaction and about former teachers’ employment and reasons for leaving the teaching profession. The TFS is conducted by the U.S. Census Bureau on behalf of the National Center for Education Statistics (NCES) of the U.S. Department of Education.

According to our records, you have not yet completed the survey. You represent many other teachers and your participation is important to obtain an accurate view of the professional background, teaching field, workload, and working conditions of teachers in this country. Your cooperation in this important effort is greatly appreciated.

**If you have recently completed the survey, thank you!** You do not need to complete the enclosed questionnaire. If you have not yet completed the survey, please complete the enclosed copy of the Teacher Follow-up Survey and return it in the enclosed pre-addressed, postage-paid envelope within ***two weeks.***

Answers to commonly asked questions about the TFS are on page 3 of your questionnaire. If you have any other questions, please write to us at the address below, or call us, toll-free, at 1-888-595-1334. Someone will be available to take your call 7 days a week, between 9:00 a.m. and 12:00 midnight (Eastern Time). At any other time, please leave a message and someone will return your call as soon as possible.

U.S. Census Bureau

Education Surveys Branch

Demographic Surveys Division 8400

Washington, D.C. 20233-8400

Thank you in advance for your participation in this important survey.

Sincerely,

Jack Buckley

Commissioner for Education Statistics

National Center for Education Statistics

Enclosures

**TFS-Rem3**

**3rd Reminder Email**

|  |  |  |
| --- | --- | --- |
| E-mail type | Subject line | E-mail |
| 3rd reminder e-mail | Don’t miss your opportunity to shape policy! | Dear [teacher], Recently we invited you to participate in the follow-up to the Schools and Staffing Survey (SASS) that you participated in last year. The Teacher Follow-up Survey (TFS) will play an important role in improving our understanding of teacher supply and demand and the conditions that affect its balance. If you have already completed the survey, thank you for your assistance and please disregard this e-mail. If you haven’t had the opportunity to complete the survey yet, we strongly encourage you to log in to the survey by going to https://surveys.nces.ed.gov/TFS Your username is: [username] A separate e-mail will be sent with your password. The Teacher Follow-up Survey telephone staff is also trying to reach you. If you have any questions, please contact the Census Bureau toll-free at 1-888-595-1334 or by e-mail at dsd.education.surveys@census.gov. We will be available to take your call Monday through Friday, between 9:00 a.m. and 12:00 midnight (Eastern Time). Please also feel free to contact Freddie Cross, TFS Project Director, at freddie.cross@ed.gov or 1-202-502-7489. Thank you, in advance, for participating in the TFS. Sincerely, Teacher Follow-up Survey Team National Center for Education Statistics |

**TFS-17L**

**Switcher Letter**

Dear

The SASS/TFS team appreciates your willingness to complete the Teacher Follow-up Survey (TFS). We received your questionnaire and see that you require a different questionnaire that reflects your teaching status. We have enclosed a new questionnaire based on your current teaching status. Please complete and return your new questionnaire in the postage-paid return envelope as soon as possible.

If you have any questions, please contact us, toll-free, at 1-888-595-1334 or by e-mail at dsd.education.surveys@census.gov. Someone will be available to take your call 7 days a week, between 9:00 a.m. and 12:00 midnight (Eastern Time). At any other time, please leave a message and someone will get back to you as soon as possible.

Thank you again for your cooperation in this important survey.

Sincerely,

Jack Buckley

Commissioner for Education Statistics

National Center for Education Statistics

Enclosures

**TFS-17L(A)**

**Switcher Letter for Amish & Mennonite Teachers**

Dear

The SASS/TFS team appreciates your willingness to complete the Teacher Follow-up Survey (TFS). We received your questionnaire and see that you require a different questionnaire that reflects your teaching status. We have enclosed a new questionnaire based on your current teaching status. Please complete and return your new questionnaire in the postage-paid return envelope as soon as possible.

If you have any questions, please write to us at the address below, or call us, toll-free, at 1-888-595-1334. Someone will be available to take your call 7 days a week, between 9:00 a.m. and 12:00 midnight (Eastern Time). At any other time, please leave a message and someone will return your call as soon as possible.

U.S. Census Bureau

Education Surveys Branch

Demographic Surveys Division 8400

Washington, D.C. 20233-8400

Thank you again for your cooperation in this important survey.

Sincerely,

Jack Buckley

Commissioner for Education Statistics

National Center for Education Statistics

Enclosures

**TFS-18L**

**Reminder Letter for Partially Completed Surveys**

Dear

The SASS/TFS team appreciates your willingness to complete the Teacher Follow-up Survey (TFS). We realize your time is valuable, but noticed that your online questionnaire for this survey is not fully completed. If you have recently completed the survey, thank you for your assistance and please disregard this letter. If you have not yet completed the survey, we encourage you to do so by following the instructions below.

1. Go to <link>

2. Enter your username:

3. Enter your case-sensitive password:

4. Click “Sign On” to participate in the survey.

If you have any questions, please contact us, toll-free, at 1-888-595-1334 or by e-mail at dsd.education.surveys@census.gov. Someone will be available to take your call 7 days a week, between 9:00 a.m. and 12:00 midnight (Eastern Time). At any other time, please leave a message and someone will get back to you as soon as possible.

For additional information about the TFS, please see the reserve side of this letter.

Thank you again for your cooperation in this important survey.

Sincerely,

Jack Buckley

Commissioner for Education Statistics

National Center for Education Statistics

**What is the purpose of this survey?**

The purpose of this survey is to obtain information about the career paths of teachers, including current teachers’ experiences and satisfaction, and about former teachers’ current employment and reasons for leaving the teaching profession.

**Who authorizes this survey?**

The U.S. Census Bureau will conduct this survey for NCES as authorized by law (Education Sciences Reform Act of 2002, 20 U.S. Code §9541(b) and §9543). The Office of Management and Budget (OMB) approved this survey. The OMB control number is 1850-0617 and the approval expiration date is MM/DD/YYYY.

**Why should you participate in this survey?**

Policymakers and educational leaders rely on data from this survey to inform their decisions concerning K-12 schools. This survey provides important insight into the career paths of teachers and your participation will contribute to the success of this data collection. Because it is a sample survey, your responses represent the responses of many. Higher response rates give us confidence that the findings are accurate.

**Will your responses be kept confidential?**

Your responses are protected by federal statute (20 U.S.C., §9573). Your answers 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.

**How will your information be reported?**

The information you provide will be combined with the information provided by others in statistical reports. No individually-identifiable data will be included in the statistical reports.

Paperwork Burden Statement

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1850-0617. The time required to complete this information collection is estimated to average XX minutes per response, including the time spent to review instructions, search existing data sources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, DC 20202-4651. If you have comments or concerns regarding the status of your individual submission of this form, e-mail: dsd.education.surveys@census.gov, or write directly to: Teacher Follow-up Survey, National Center for Education Statistics, 1990 K Street, N.W., #9026, Washington, DC 20006.

**TFS-19L**

**4th Reminder Letter with Paper Questionnaire**

Dear

Don’t miss your opportunity to contribute to data that is used for making and changing policies! The Teacher Follow-up Survey needs your response to portray an accurate picture of today’s teachers!

The Teacher Follow-up Survey provides valuable data about current teachers’ experiences and satisfaction and about former teachers’ current employment and reasons for leaving the teaching profession.

If you have recently completed the survey, thank you and please disregard this letter. If you have not yet completed the survey, you can do so by following the instructions below to complete the survey over the Internet or by completing the enclosed questionnaire. A postage-paid return envelope is included for your convenience if you prefer to complete the enclosed questionnaire.

To login to the Teacher Follow-up Survey:

1. Go to: <link>

2. Enter your username:

3. Enter your case-sensitive password:

4. Click “Sign On” to participate in the survey.

If you have any questions, please contact us, toll-free, at 1-888-595-1334 or by e-mail at dsd.education.surveys@census.gov. Someone will be available to take your call 7 days a week, between 9:00 a.m. and 12:00 midnight (Eastern Time). At any other time, please leave a message and someone will return your call as soon as possible.

We want to assure you that the Teacher Follow-up Survey is collected through a secure server. Your responses are protected by federal statute (20 U.S.C., §9573). Your answers 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. Your decision to participate is voluntary, but we need your help to make the survey a success.

For additional information about the TFS, please see the reverse side of this letter or visit http://nces.ed.gov/surveys/SASS/ovrv\_whatstfs.asp. For results from the 2008-09 TFS, please go to <http://nces.ed.gov/pubsearch/pubsinfo.asp?pubid=2010353>.

We appreciate your participation in this important survey.

Sincerely,

Jack Buckley

Commissioner for Education Statistics

National Center for Education Statistics

**What is the purpose of this survey?**

The purpose of this survey is to obtain information about the career paths of teachers, including current teachers’ experiences and satisfaction, and about former teachers’ current employment and reasons for leaving the teaching profession.

**Who authorizes this survey?**

The U.S. Census Bureau will conduct this survey for NCES as authorized by law (Education Sciences Reform Act of 2002, 20 U.S. Code §9541(b) and §9543). The Office of Management and Budget (OMB) approved this survey. The OMB control number is 1850-0617 and the approval expiration date is MM/DD/YYYY.

**Why should you participate in this survey?**

Policymakers and educational leaders rely on data from this survey to inform their decisions concerning K-12 schools. This survey provides important insight into the career paths of teachers and your participation will contribute to the success of this data collection. Because it is a sample survey, your responses represent the responses of many. Higher response rates give us confidence that the findings are accurate.

**Will your responses be kept confidential?**

Your responses are protected by federal statute (20 U.S.C., §9573). Your answers 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.

**How will your information be reported?**

The information you provide will be combined with the information provided by others in statistical reports. No individually-identifiable data will be included in the statistical reports.

Paperwork Burden Statement

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1850-0617. The time required to complete this information collection is estimated to average XX minutes per response, including the time spent to review instructions, search existing data sources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, DC 20202-4651. If you have comments or concerns regarding the status of your individual submission of this form, e-mail: dsd.education.surveys@census.gov, or write directly to: Teacher Follow-up Survey, National Center for Education Statistics, 1990 K Street, N.W., #9026, Washington, DC 20006.

**TFS-19L(A)**

**4th Reminder Letter for Amish and Mennonite Teachers**

Dear

Don’t miss your opportunity to contribute to data that is used for making and changing policies! The Teacher Follow-up Survey needs your response to portray an accurate picture of today’s teachers! The Teacher Follow-up Survey provides valuable data about current teachers’ experiences and satisfaction and about former teachers’ current employment and reasons for leaving the teaching profession.

**If you have recently completed the survey, thank you!** You do not need to complete the enclosed questionnaire. If you have not yet completed the survey, please complete the enclosed copy of the Teacher Follow-up Survey and return it in the enclosed pre-addressed, postage-paid envelope within ***two weeks.***

Answers to commonly asked questions about the TFS are on page 3 of your questionnaire. If you have any other questions, please write to us at the address below, or call us, toll-free, at 1-888-595-1334. Someone will be available to take your call 7 days a week, between 9:00 a.m. and 12:00 midnight (Eastern Time). At any other time, please leave a message and someone will return your call as soon as possible.

U.S. Census Bureau

Education Surveys Branch

Demographic Surveys Division 8400

Washington, D.C. 20233-8400

Thank you again for your participation in this important survey.

Sincerely,

Jack Buckley

Commissioner for Education Statistics

National Center for Education Statistics

Enclosures

**TFS-Rem4**

**4th Reminder Email**

|  |  |  |
| --- | --- | --- |
| E-mail type | Subject line | E-mail |
| 4th reminder e-mail | There's still time to participate | Dear [teacher], We know that you are really busy, but we need your help! Your responses to the Teacher Follow-up Survey (TFS) are critical. Your participation contributes to providing valuable information to those that determine education policy and practices. If you have already completed the survey, thank you for your assistance and please disregard this e-mail. If you haven’t had the opportunity to complete the survey yet, we encourage you to participate by going to http://[TBD] Your username is: [username] A separate e-mail will be sent with your password. If you have any questions, please contact the U.S. Census Bureau toll-free at 1-888-595-1334. Staff will be available to take your call Monday through Friday, between 9:00 a.m. and 12:00 midnight (Eastern Time). At any other time, please leave a message and someone will get back to you as soon as possible. The U.S. Census Bureau is also available to answer your questions via e-mail at dsd.education.surveys@census.gov. Thanks, in advance, for your participation. Sincerely, Teacher Follow-up Survey Team National Center for Education Statistics  |

**TFS-Rem4P**

**4th Reminder Email - Partially Complete**

|  |  |  |
| --- | --- | --- |
| E-mail type | Subject line | E-mail |
| 4th reminder partially complete | Complete your TFS survey today!  | Dear [teacher], The TFS team appreciates your willingness to complete the Teacher Follow-up Survey (TFS). We realize your time is valuable, but noticed that your online questionnaire for this survey is not fully completed. Please log in now to complete the survey by going to https://[TBD] Your username is: [username] A separate e-mail will be sent with your password. If you have any questions, you can contact the telephone staff at 1-888-595-1334 or you can e-mail the Census Bureau at dsd.education.surveys@census.gov. Please also feel free to contact Freddie Cross, TFS Project Director, at freddie.cross@ed.gov or 1-202-502-7489. Thank you for participating in the TFS. We truly value your time and consideration. Sincerely, Teacher Follow-up Survey Team National Center for Education Statistics  |

**TFS-Rem4N**

**4th Reminder Email - No Answers Given**

|  |  |  |
| --- | --- | --- |
| E-mail type | Subject line | E-mail |
| 4th reminder no answers given | Complete your TFS survey today!  | Dear [teacher], The TFS team appreciates your willingness to complete the Teacher Follow-up Survey (TFS). We realize your time is valuable, but noticed that your online questionnaire for this survey is not completed. Please log in now to complete the survey by going to https://[TBD] Your username is: [username] A separate e-mail will be sent with your password. If you have any questions, you can contact the telephone staff at 1-888-595-1334 or you can e-mail the Census Bureau at dsd.education.surveys@census.gov. Please also feel free to contact Freddie Cross, TFS Project Director, at freddie.cross@ed.gov or 1-202-502-7489. Thank you for participating in the TFS. We truly value your time and consideration. Sincerely, Teacher Follow-up Survey Team National Center for Education Statistics  |

**TFS Telephone**

**TFS Telephone Follow-Up Script**

**Teacher Follow-up Survey**

**Description of Script for Telephone Follow-up**

Telephone follow-up for the Teacher Follow-up Survey (TFS) will begin four weeks after the initial mail-out. The telephone center staff will contact non-respondents to verify that they received the request, answer any questions they may have about the survey, and remind them to complete their questionnaire.

Interviewers will have an internet application with the script for the follow-up telephone call. The script will vary based on the status of the questionnaire and the respondent’s answers during the telephone call.

**Initial Reminder Telephone Call Script**

1. **Hello, this is *(Interviewer Name)* from the U.S. Census Bureau. May I please speak to *(Teacher Name)*?**

* Yes 🡪 *Go to 2.*
* Call back requested 🡪 *Record the appointment date and time. Record any other relevant information in the notes. Thank the respondent and end the call.*
* No *🡪 Verify the telephone number.*
	+ - Wrong number dialed *🡪 Thank the respondent and end the call.*
		- Correct number dialed 🡪 *Probe to confirm that this is the number for the respondent. Collect any new contact information.*

2. **A few weeks ago, we mailed you a letter thanking you for your participation in the Schools and Staffing Survey and requesting your participation in the Teacher Follow-up Survey.** **Did you receive this letter?**

* + Yes 🡪 *Go to 4.*
	+ No 🡪 *Verify mailing address and make corrections, if necessary. Go to 3.*
	+ Refusal🡪 *READ:* **Your response is very important to the success of this survey. Your answers represent the answers of other teachers and cannot be replaced with those of another teacher.**
* Still a refusal 🡪 *Thank the respondent and end the call.*
* Will participate 🡪 *Go to 4.*
* Don’t know 🡪 *Go to 3.*

3. **Last year you participated in the Schools and Staffing Survey (SASS), sponsored by the National Center for Education Statistics. I would like to thank you for contributing to this national study and ask you once again for your insight into the teaching profession in the United States.**

 **This year we are conducting a follow-up survey called the Teacher Follow-up Survey (TFS) with a sample of teachers who participated in SASS. In comparison to SASS, the TFS will take less time to complete and is more focused on how changes in your career and life affect work. Your contribution will help to:**

* + - **Measure teacher retention and attrition**
		- **Understand the effects of school policies and practices on teachers’ decisions to remain in or leave the profession**
		- **Develop incentive programs to encourage teachers to remain in the profession**
		- **Describe how teachers rate their workplace conditions relative to other professions**

**This survey is authorized by law (Education Sciences Reform Act of 2002, 20 U.S. Code §9541(b) and §9543). Your participation is very important to the success of the survey; however, participation is voluntary. Our approval number from the Office of Management and Budget is 1850-0617.**

4. **We would like to encourage you to respond to the Teacher Follow-up Survey as soon as possible. Which would be easier for you: giving the information to me over the telephone or completing it yourself on the Internet?**

* + Will give information over the phone 🡪*(Verify respondent’s identity; then complete the interview. When interview is complete, thank the respondent and end the call.)*
	+ Prefer to complete the survey via Internet 🡪 *Go to 5.*

5. **Do you need the Internet address for the survey?**

* Yes 🡪 **The Internet address is** [**<link>**](http://surveys.ncess.ed.gov/tfs)
* No

 *Go to 6.*

6. **Do you still have your username and password?**

* Yes
	+ No 🡪*(Verify respondent’s identity; then provide the username and password.)*

 *Go to 7.*

7. **Be careful when entering your password because it is case-sensitive. To participate in the**

 **survey, just click “sign in.”**

 **Do you have any questions about how to complete the survey over the web?**

* No questions 🡪 **Thank you in advance for your participation. If we do not receive the completed survey, we will call you back to collect the information.**
* Yes, I have questions 🡪 *Answer questions.* **Thank you in advance for your participation. If we do not receive the completed survey, we will call you back to collect the information.**

**Subsequent Reminder Telephone Call Scripts**

In addition to the initial reminder telephone call for individuals who have not submitted their survey, interviewers will call respondents for the following reasons:

* Teacher returned an incomplete paper questionnaire.
* The respondent’s answers to the initial items of a paper questionnaire indicated that he or she needs a different questionnaire type (switcher).
* Teacher indicated that he or she did not wish to complete the questionnaire.
* Teacher returned a blank Teacher Questionnaire.
* Teacher began Internet interview but did not complete it.

The script varies based on the status of the case and the individual’s responses during the telephone call.

The script, along with the variations, follows.

1. **Hello, this is *(Interviewer Name)* from the U.S. Census Bureau. May I please speak to *(Teacher Name)*?**

* Yes 🡪 Go to 2.
* Call back requested 🡪 *Record the appointment date and time. Record any other relevant information in the notes. Thank the respondent and end the call.*
* No 🡪 *Verify telephone number.*
	+ - Wrong number dialed *🡪 Thank the respondent and end the call.*
		- Correct number dialed 🡪 *Probe to confirm that this is the number for the respondent. Record any new contact information.*

2. **A few weeks ago, we mailed you a letter thanking you for your participation in the Schools and Staffing Survey and requesting your participation in the Teacher Follow-up Survey.**

 *Go to appropriate item (3a, 3b, 3c, 3d, or 3e), based on questionnaire status.*

*If teacher returned an incomplete paper questionnaire:*

3a. **We have received your paper questionnaire, but see that we need to collect a few additional pieces of information from you that are missing.**

*Go to the paper questionnaire and ask questions for required items that are missing. If necessary, set a call back time to complete the items with the respondent.*

*Thank the respondent for their participation and end the call.*

*If the respondent’s answers to the initial items of a paper questionnaire indicated that he or she needs a different questionnaire type (switcher):*

3b. **The Census Bureau has received your questionnaire indicating that the questionnaire you received does not accurately represent your current teaching status. The appropriate questionnaire has been mailed to you. Have you received your new questionnaire?**

* Yes 🡪 **Have you completed your new paper questionnaire yet?**
	+ Yes 🡪 *Thank the respondent, encourage them to return it as soon as possible, and end the call.*
	+ No 🡪 *Go to 4a.*
* No 🡪 *Go to 4a.*

*If the teacher indicated that he or she did not wish to complete the questionnaire:*

3c. **We sincerely appreciate your contributions to this national study and ask you once again for your insight into the teacher profession in the United States.**

**In comparison to SASS, the TFS will take less time to complete and is more focused on how changes in your career and life affect work. Your contribution will help to:**

* + - **Measure teacher retention and attrition**
		- **Understand the effects of school policies and practices on teachers’ decisions to remain in or leave the profession**
		- **Develop incentive programs to encourage teachers to remain in the profession**
		- **Describe how teachers rate their workplace conditions relative to other professions**

 *Go to 4b.*

*If the teacher returned a blank Teacher Questionnaire:*

3d. **The Census Bureau received a blank questionnaire from you.**

 *Go to 4b.*

*If the teacher began Internet interview but did not complete it:*

3e. **We see that you have accessed your online survey, but have not yet completed the questionnaire.**

 *Go to 4b.*

4a. **We would like to encourage you to respond to the Teacher Follow-up Survey as soon as possible. Which would be easier for you: giving the information to me over the telephone, completing it yourself on the Internet, or completing the paper questionnaire?**

* Will give information over the phone – *(Verify respondent’s identity; then complete the interview. When interview is complete, thank the respondent and end the call.)*
* Prefers to complete the survey via Internet 🡪 *Go to 5.*
* Prefers to complete paper questionnaire
	+ Has paper questionnaire 🡪 **Please complete the questionnaire within 2 weeks.** *Thank the respondent and end the call.*
	+ Does not have paper questionnaire 🡪 **We will send you another copy of the questionnaire. Is your mailing address** *(mailing address)***?**

*If necessary, make corrections to respondent’s mailing address.*

**Please complete the questionnaire within 2 weeks of when you receive it.** *Thank the respondent and end the call.*

4b. **We would like to encourage you to respond to the Teacher Follow-up Survey as soon as possible. Which would be easier for you: giving the information to me over the telephone or completing it yourself on the Internet?**

* Will give information over the phone 🡪 *(Verify respondent’s identity; then complete the interview. When interview is complete, thank the respondent and end the call.)*
* Prefers to complete the survey via Internet 🡪 *Go to 5.*

5. **Do you need the Internet address for the survey?**

* Yes 🡪 **The Internet address is** [**<link>**](http://surveys.ncess.ed.gov/tfs)
* No

6. **Do you still have your username and password?**

* Yes
* No 🡪 *(Verify respondent’s identity; then provide the username and password.)*

7. **Be careful when entering your password because it is case-sensitive. To participate in the**

 **survey, just click “sign in.”**

 **Do you have any questions about how to complete the survey over the web?**

* No questions 🡪 **Thank you in advance for your participation. If we do not receive the completed survey, we will call back to collect the information.**
* Yes, I have questions 🡪 *Answer questions.* **Thank you in advance for your participation. If we do not receive the completed survey, we will call back to collect the information.**

**TFS-Rem5**

**5th Reminder Email**

|  |  |  |
| --- | --- | --- |
| E-mail type | Subject line | E-mail |
| 5th reminder e-mail | Tell us your story! | Dear [teacher], Life is full of both personal and professional transitions. The Teacher Follow-up Survey (TFS) provides information about teacher mobility and attrition among elementary and secondary school teachers who teach in grades K–12 in the 50 states and the District of Columbia. Please help us make sure the information is accurate by completing the survey! If you have already completed the survey, we thank you sincerely and please disregard this e-mail. If you haven’t completed it yet, we encourage you to log in to the survey by going to https://[TBD] Your username is: [username] A separate e-mail will be sent with your password. If you have any questions, please contact the U.S. Census Bureau toll-free at 1-888-595-1334 or by e-mail at dsd.education.surveys@census.gov. Someone will be available to take your call Monday through Sunday, between 9:00 a.m. and 12:00 midnight (Eastern Time). Please also feel free to contact me, Freddie Cross, TFS Project Director, at freddie.cross@ed.gov or 1-202-502-7489. Thanks, in advance, for your participation. Sincerely, Freddie Cross and the Teacher Follow-up SurveyTeam National Center for Education Statistics  |

**TFS-Rem6**

**6th Reminder Email**

|  |  |  |
| --- | --- | --- |
| E-mail type | Subject line | E-mail |
| 6th Reminder Email | We appreciate you! | Today is Teacher Appreciation Day! We appreciate your contributions to the field of education and your participation in the Schools and Staffing Survey. Whether you are still teaching or not, completing the Teacher Follow-up Survey will help to improve the teaching profession. We need your responses! This survey is so important and will take such a small amount of your time to complete. Your responses are crucial because they ensure that our data are representative of teachers across the US. If you have already completed the survey, we thank you sincerely and please disregard this e-mail. If you haven’t completed it yet, we encourage you to log in to the survey by going to https://[TBD] Your username is: [username] A separate e-mail will be sent with your password. If you have any questions, please contact the U.S. Census Bureau toll-free at 1-888-595-1334 or by e-mail at dsd.education.surveys@census.gov. Someone will be available to take your call Monday through Sunday, between 9:00 a.m. and 12:00 midnight (Eastern Time). Please also feel free to contact me, Freddie Cross, TFS Project Director, at freddie.cross@ed.gov or 1-202-502-7489. Thanks, in advance, for your participation. Sincerely, Freddie Cross and the Teacher Follow-up Survey Team National Center for Education Statistics  |

**TFS-Rem7F**

**7th Reminder Email to Former Teachers**

|  |  |  |
| --- | --- | --- |
| E-mail type | Subject line | E-mail |
| 7th reminder e-mail to Former teachers | We would like an update about you! | We realize you may no longer be a teacher, but your opinion counts! Don’t miss your opportunity to be included in the Teacher Follow-up Survey (TFS)! The sample for the TFS includes former teachers in order to measure teacher attrition, understand the effect of school policies and practices on teachers’ decisions to leave the profession, and determine how teachers rate their workplace conditions relative to other professions. We encourage you to participate in this survey; participation is estimated to take only xx minutes. Your participation is greatly appreciated and will help to ensure that this survey yields meaningful results. Please complete the survey by going to: https://[TBD] Your username is: [username] A separate e-mail will be sent with your password. Alternatively, you can contact us, toll-free, at 1-888-595-1334 to complete the survey with an interviewer. Someone will be available to take your call Monday through Sunday, between 9:00 a.m. and 12:00 midnight (Eastern Time). At any other time, please leave a message and someone will get back to you as soon as possible. If you have any questions, please contact us at 1-888-595-1334 or by e-mail at dsd.education.surveys@census.gov. Thank you very much for your assistance in this important survey effort. Sincerely, Freddie Cross and the Teacher Follow-up Survey Team National Center for Education Statistics  |

**TFS-Rem7C**

**7th Reminder Email to Current Teachers**

|  |  |  |
| --- | --- | --- |
| E-mail type | Subject line | E-mail |
| 7th reminder e-mail to Current teachers | Don’t miss your chance to let your voice be heard! | Dear [teacher], We know that you are really busy, but we need your help! The Teacher Follow-up Survey (TFS) will provide data that will enable researchers to understand the effect of school policies and practices on the career decisions teachers make. We encourage you to participate in this survey; participation is estimated to take only xx minutes. Your participation is greatly appreciated and will help to ensure that this survey yields meaningful results. Please complete the survey by going to: https://[TBD] Your username is: [username] A separate e-mail will be sent with your password. Alternatively, you can contact us, toll-free, at 1-888-595-1334 to complete the survey with an interviewer. Someone will be available to take your call Monday through Sunday, between 9:00 a.m. and 12:00 midnight (Eastern Time). At any other time, please leave a message and someone will get back to you as soon as possible. If you have any questions, please contact us at 1-888-595-1334 or by e-mail at dsd.education.surveys@census.gov. Thank you very much for your assistance in this important survey effort. Sincerely, Freddie Cross and the Teacher Follow-up Survey Team National Center for Education Statistics  |

**TFS-Rem8**

**Final Reminder Email**

|  |  |  |
| --- | --- | --- |
| E-mail type | Subject line | E-mail |
| Final e-mail reminder | Last Chance!  | Dear [teacher], We’ve noticed that you have not yet had the chance to complete the Teacher Follow-up Survey (TFS). As summer is quickly approaching, time is running out! Please complete the survey before July 5, 2013. You will not be able to reply after that date. To complete the survey: 1. Go to http://[TBD] 2. Log in with your Username: [username] and password (your password will come in a separate e-mail) 3. Click on "SIGN ON" The results will be used by both policy makers and researchers to improve teacher satisfaction and retention. Your responses are protected and will be reported only in statistical summaries. Selected results from previous surveys are available at http://nces.ed.gov/surveys/sass If you have any questions, please contact the U.S. Census Bureau toll-free at 1-888-595-1334 or by e-mail at dsd.education.surveys@census.gov. Someone will be available to take your call Monday through Friday, between 9:00 a.m. and 12:00 midnight (Eastern Time). Please also feel free to contact me, Freddie Cross, TFS Project Director, at freddie.cross@ed.gov or 1-202-502-7489. Thank you, in advance, for your participation! Sincerely, Freddie Cross and the Teacher Follow-up Survey Team National Center for Education Statistics  |

**TFS-20L**

**Requested Questionnaire**

Dear

The SASS/TFS team appreciates your willingness to complete the Teacher Follow-up Survey. Enclosed is the paper questionnaire that you requested. Please complete and return your questionnaire in the postage-paid return envelope as soon as possible.

If you have any questions, please contact us, toll-free, at 1–888–595–1334 or by e-mail at

dsd.education.surveys@census.gov. Someone will be available to take your call 7 days a week, between 9:00 a.m. and 12:00 midnight (Eastern Time). At any other time, please leave a message and someone will return your call as soon as possible.

For additional information about the TFS, please see the reverse side of this letter.

Thank you again for your cooperation in this important survey.

Sincerely,

Jack Buckley

Commissioner for Education Statistics

National Center for Education Statistics

Enclosures

**What is the purpose of this survey?**

The purpose of this survey is to obtain information about the career paths of teachers, including current teachers’ experiences and satisfaction, and about former teachers’ current employment and reasons for leaving the teaching profession.

**Who authorizes this survey?**

The U.S. Census Bureau will conduct this survey for NCES as authorized by law (Education Sciences Reform Act of 2002, 20 U.S. Code §9541(b) and §9543). The Office of Management and Budget (OMB) approved this survey. The OMB control number is 1850-0617 and the approval expiration date is MM/DD/YYYY.

**Why should you participate in this survey?**

Policymakers and educational leaders rely on data from this survey to inform their decisions concerning K-12 schools. This survey provides important insight into the career paths of teachers and your participation will contribute to the success of this data collection. Because it is a sample survey, your responses represent the responses of many. Higher response rates give us confidence that the findings are accurate.

**Will your responses be kept confidential?**

Your responses are protected by federal statute (20 U.S.C., §9573). Your answers 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.

**How will your information be reported?**

The information you provide will be combined with the information provided by others in statistical reports. No individually-identifiable data will be included in the statistical reports.

Paperwork Burden Statement

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1850-0617. The time required to complete this information collection is estimated to average XX minutes per response, including the time spent to review instructions, search existing data sources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, DC 20202-4651. If you have comments or concerns regarding the status of your individual submission of this form, e-mail: dsd.education.surveys@census.gov, or write directly to: Teacher Follow-up Survey, National Center for Education Statistics, 1990 K Street, N.W., #9026, Washington, DC 20006.