

Attachment II

NTPS Cognitive Interview Recruitment Protocol

Recruitment text for www.craigslist.org and education listservs.

K-12 Teachers Needed for a One-time Interview with NORC at the University of Chicago

NORC at the University of Chicago is conducting interviews on behalf of the U.S. Department of Education as part of a survey redesign. We are looking for teachers of any grades from kindergarten through grade 12 to participate in a one-hour interview. Public school teachers, charter school teachers, and private school teachers welcome! Interviews will take place at a convenient location and respondents will receive \$40 for participation. Please call [NAME] at xxx-xxx-xxxx to learn more.

Principals Needed for a One-time Interview with NORC at the University of Chicago

NORC at the University of Chicago is conducting interviews on behalf of the U.S. Department of Education as part of a survey redesign. We are looking for principals from schools with any grades from kindergarten through grade 12 to participate in a one-hour interview. Principals at public schools, charter schools, and private schools welcome! Interviews will take place at a convenient location and respondents will receive \$40 for participation. Please call [NAME] at xxx-xxx-xxxx to learn more.

Principal recruitment

Call main number for school and ask to speak with principal. If principal answers:

Hello. My name is [XXXXXX] and I work for NORC at the University of Chicago. We are working with the National Center for Education Statistics, or NCES, within the U.S. Department of Education, to test a survey of principals and teachers called the National Teacher and Principal Survey, which NCES conducts every few years. (It was formerly called the Schools and Staffing Survey.) We are interested in interviewing you to understand how the questions that NCES is thinking of asking on the survey will be understood by principals. Would you be available for a one hour interview in December or January? If you choose to participate, you will be given \$40 as a thank you for your time and input.

Would you like to participate?

Yes -- Great. I am going to ask you a few background questions to confirm your eligibility. Then we can schedule an appointment time for you.

No – Okay, thanks for letting me know.

[AFTER PRINCIPAL APPOINTMENT IS SET OR REFUSAL:] We are also interested in interviewing teachers about the teacher survey. We have a list of teachers from your school’s website. May we contact the teachers through email to find out if there are any teachers interested in volunteering? We will work around the teachers’ schedules to find times which do not interfere in any way with their teaching responsibilities.

OR, IF NO EMAIL ADDRESSES AVAILABLE ONLINE:

We are also interested in interviewing teachers about the teacher survey. Could we access a list of teachers in your school and contact them to ask for volunteers? Where could we get a list?

We are specifically looking for certain kinds of teachers. We have four categories of teachers that we are interested in: mid-career entrants¹ to the teaching field, teachers who are in blended learning classrooms,² new teachers, and teachers with alternative certification. Could you recommend any teachers like this to us?

Thank you for your time.

Q and A (if needed):

Q: Where?

A: We would like to conduct the interview at your school for your convenience and so that we can find a time that works best for you. (If needed:) We could also hold the interview at our offices in Bethesda, MD/ Chicago.

Q: What is this study?

A: For this particular study, we will ask you to answer a series of questions from a paper survey related to your background, your experiences as a principal, and about your school. We will discuss how you arrived at your answers and how you interpreted the questions.

Q: What will you do with the data?

A: The data will be used to improve the questionnaire. Your participation is voluntary and your responses may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other

¹ If needed, “mid-career entrants to the teaching field” are teachers who began teaching after having spent at least 5 years in another occupation outside of education.

² If needed, “blended learning” is a style of teaching that combines Internet and digital media with more traditional forms of instruction that require the physical co-presence of teachers and students.

purpose except as required by law³. Direct quotes may be used in reports or in research presentations, but your name will never be used in any reports or presentations. Your participation and interest is very important to us.

Teacher Recruitment

Hello. My name is [XXXXXX] and I work for NORC at the University of Chicago. Thank you for responding to our email. OR We are contacting you to invite you to participate in a one hour interview with us.

We are working with the National Center for Education Statistics, or NCES, within the U.S. Department of Education, to test a survey of teachers and principals called the National Teacher and Principal Survey, which NCES conducts every few years. (It was formerly called the Schools and Staffing Survey.) We are interested in interviewing you to understand how the questions that NCES is thinking of asking on the survey will be understood by teachers. Would you be available for a one hour interview in December or January? If you choose to participate, you will be given \$40 as a thank you for your time and input.

Would you like to participate?

Yes -- Great. I am going to ask you a few background questions to confirm your eligibility. Then we can schedule an appointment time for you.

No – Okay, thanks for letting me know.

Q and A (if needed):

Q: Where?

A: We would like to conduct the interview at your school for your convenience and so that we can find a time that works best for you. (If needed:) We could also hold the interview at our offices in Bethesda, MD/ Chicago.

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³ If needed, Education Sciences Reform Act of 2002 (ESRA 2002), specifically 20 U.S. Code, Section 9573.

⁴ If needed, Education Sciences Reform Act of 2002 (ESRA 2002), specifically 20 U.S. Code, Section 9573.

NTPS Cognitive Interview Recruitment Screener- Principal

[Interviewer to circle:]

1. School Type:
 - Public school
 - Charter school
 - Private school

2. State:
 - MD
 - DC
 - VA
 - IL
 - IN
 - WI

3. School level:
 - Elementary (any span of grades not above grade 8)
 - Secondary (any span of grades beginning with the next grade following the elementary grades and ending with or below grade 12.)

4. Urbanicity:
 - Urban
 - Suburban
 - Rural

5. Virtual school?
 - Yes
 - No

Before we begin, I would like to collect some background information.
PRINCIPAL:

6. Does your school use blended learning?
 - Yes
 - No

7. Does your school share space with another school, business, or organization?
 - Yes
 - No

NTPS Cognitive Interview Recruitment Screener- Teacher

[Interviewer to circle:]

1. School Type:

Public school
Charter school
Private school

2. State:

MD
DC
VA
IL
IN
WI

3. School level:

Elementary (any span of grades not above grade 8)
Secondary (any span of grades beginning with the next grade following the elementary grades and ending with or below grade 12.)

4. Urbanicity:

Urban
Suburban
Rural

5. Virtual school?

Yes
No

Before we begin, I would like to collect some background information.

TEACHER:

6. Teaching status at this school

Full-time
Part-time

7. Do you teach in a blended learning classroom?

Yes
No

8. Did you enter the teaching profession at the beginning of your career or toward the middle of your career?

Beginning of career
Middle of career

NATIONAL TEACHER AND PRINCIPAL SURVEY FREQUENTLY ASKED QUESTIONS

What is the study about?/What is the National Teacher and Principal Survey?

The National Teacher and Principal Survey (NTPS) is the nation's primary source of information on what is happening in K-12 schools from both teacher and principal perspectives. This survey used to be called the Schools and Staffing Survey (SASS). It is fielded every few year by the National Center for Education Statistics (NCES).

Who is the National Center for Education Statistics?

The National Center for Education Statistics (NCES), <http://nces.ed.gov/>, is the primary federal statistical entity for collecting and analyzing data on topics related to education both in the United States and other nations. NCES is part of the Institute of Education Sciences, within the U.S. Department of Education. The education statistics that NCES produces are used by Congress, federal and state agencies, educational organizations, the general public, and others.

Who is NORC?

NORC is a not-for-profit social science research organization affiliated with the University of Chicago. You can learn more about NORC at its website, www.norc.org, or call Lisa Lee at (312) 759-4284. If you would like to contact NCES directly, please contact Andy Zukerberg, Sample Surveys Division, at 202-219-7056.

Do I have to participate?

Participation is voluntary. You may choose whether or not you want to be in this study. If you decide to be in the study, you may refuse to answer any question you do not want to answer or to stop participating at any time.

How much will I be paid?

You will be given \$40.00 after you complete the interview.

How long will the study take?

The interview will take about one hour.

Why should I participate?

We are testing new questionnaires that have been updated and streamlined. Your input on how the new questionnaire is working will help improve the study and the data we collect. By participating in this study you can help make sure that the NTPS collects the most complete and accurate data possible.

Who do I contact if I have questions about my rights as a respondent?

If you have any questions regarding your rights as a study participant, you may call the NORC IRB Manager, toll free, at 866-309-0542.

How is my privacy protected?

Your participation is voluntary and your responses 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 (Education Sciences Reform Act of 2002, 20 U.S. Code, Section 9573). Your name will not be attached to the answers you provide.

What information will be shared with the government/with NCES?

Your name will not be associated with any of the responses you give to the survey questions, and NORC will not provide the names of any participants to NCES. NCES will receive information about this study in a form that will not lead to the identification of any participants.

Attachment III

National Teacher and Principal Survey Consent to Participate in Research

Purpose. The National Teacher and Principal Survey (NTPS) is conducted by the National Center for Education Statistics (NCES) of the U.S. Department of Education. NORC at the University of Chicago, a research organization, is under contract to NCES to develop the questionnaires. The purpose of this study is to evaluate the NTPS questionnaire items.

Procedures. If you agree to participate, NORC will ask you to complete some questionnaire items from the NTPS. NORC also will ask a series of debriefing questions that will help us revise the current questionnaire. Your responses will be completely confidential. The interview should take about 60 minutes.

Confidentiality. Your participation is voluntary and your responses may be used only for research purposes, to help improve the questionnaires, and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (Education Sciences Reform Act of 2002, 20 U.S. Code, Section 9573). Your name will not be attached to the answers you provide.

Possible Risks and Discomforts. We do not anticipate any risks or discomforts for respondents. However, should you feel uncomfortable with any question asked you may skip the question or stop the interview at any time.

Voluntary Participation. Your participation is completely voluntary. A decision to not participate will not be held against you. If you agree to participate, you will receive a check for \$40 as thank you for your time and input in the study.

Further Questions. If you have any questions about the project, you may call Lisa Lee at NORC at the University of Chicago at 312-759-4284.

If you have questions and would like to contact NCES directly, please contact Andy Zukerberg, Sample Surveys Division, at 202-219-7056.

With your permission, we would like to record this interview. The interview will be audio recorded to make sure we don't miss anything that you say and to help us write a report summarizing the results of the interviews. Direct quotes may be used in reports or in research presentations, but your name will never be used in any reports or presentations. If you do not wish to be recorded you may still participate in the interview and will still receive \$40 for your participation.

I have read and understand the statements above. I consent to participate in this study.

Participant's signature

Date

Participant's printed name

Researcher's signature

OMB Control Number: 1850-0803