October 29, 2014

**MEMORANDUM**

To: Shelly Martinez (OMB)

From: Andy Zukerberg, NCES

Through: Kashka Kubzdela, NCES

Re: Revisions to National Teacher and Principal Survey (NTPS) Pilot Test 2014-15 Experiment and Respondent Materials (OMB# 1850-0803 v.115)

On July 2, 2014 we received clearance to conduct the National Teacher and Principal Survey (NTPS) Pilot Test under NCES’ generic clearance 1850-0803 v.105. As indicated in the original package, data collection was scheduled to begin in October 2014. Per the approved plan, as part of the pilot we are experimentally testing the impact of offering Internet versions of the School, Principal, and Teacher Questionnaires first; looking at the impact of collecting teacher email address as part of the TLF operation, looking at optimal methods of inviting Teachers to the internet questionnaire, and improving questionnaire wording and instructions in the Internet survey. For the second design stage of the experiment, teachers will be randomly sampled from roster information collected from schools.

However, so far, we are experiencing a lower than expected response rate on the NTPS pilot and are concerned about having enough teacher sample for the second stage of the experiment. At the same time we have noticed that schools are increasingly posting lists of teachers on their website. We are planning to look at the feasibility of pulling teacher lists from school websites as part of the NTPS pilot.

To mitigate the potential effects of the low response rate, we would like to implement an additional experiment as part of the non-response follow-up operation for schools that do not return a Teacher Listing Form (TLF). The TLF is a list of all teachers at the school and forms the teacher sample frame. Originally, we had planned to call non responding schools to collect the TLF. We now plan to randomly assign the non-responding cases to either telephone follow-up or to an internet look up operation in which a clerk will attempt to obtain a list of teachers from the school’s website. At the end we will compare the information obtained and the time and costs expended on collecting it. We do not anticipate that any aspect of this experiment will affect the approved estimated respondent burden, or any changes to the materials or operations. The experiment will allow us to look at the operational feasibility and cost of collecting teacher lists from school websites compared to telephone non-response follow-up, and will allow us to choose the best approach for the full scale study.

Separately, in the process of reviewing final recommendations from the NTPS cognitive interview testing (1850-0803 v. 89 & 94), development and testing of the internet versions of the questionnaires (cleared by Census usability lab OMB# 0607-0725, package attached for reference), and finalizing the paper questionnaires and letters in the Census Bureau’s desktop publishing system, a number of minor wording changes and revisions were made. The final version of the mailed materials is provided in this submittal, along with a spreadsheet detailing the changes made to the communication materials and data collection instruments (both for instructions and survey items).

During the period between OMB approval and mailing, the NCES Commissioner resigned and his signature was replaced with that of Chris Chapman, the Associate Commissioner over NTPS. Also, some of the dates, addresses, and phone numbers in the materials were updated. These modifications are *not* shown in the spreadsheet that reflects changes made to the data collection instrument.

Lastly, the NTPS pilot test includes an internet instruction experiment scheduled to start in January 2015. While this test was approved as part of the original pilot package in July 2014 (OMB# 1850-0803 v. 105), we were recently able to secure resources from the Census Bureau to conduct cognitive interviews on the items planned for the internet instruction experiment. These cognitive interviews were cleared under the Census Bureau’s generic clearance. The package for this clearance is also attached for reference. This cognitive testing is currently underway and, based on the results, we anticipate submitting a revised internet instruction experiment instrument in early December 2014 under OMB# 1850-0803.