

## **Attachment C: Instruction Experiment Contact Materials**

The following contact materials are contained in this document:

1. NTPS-I Initial Contact: Instructions Experiment initial teacher contact letter with FAQ
2. NTPS-I First Follow-up: First follow-up letter mailed to non-responding teachers
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## **NTPS-I Initial Contact: Instructions Experiment initial teacher contact letter with FAQ**

U.S. DEPARTMENT OF EDUCATION  
INSTITUTE OF EDUCATION SCIENCES  
NATIONAL CENTER FOR EDUCATION STATISTICS

Dear [name],

You have been selected to represent hundreds of other teachers in the United States by completing the 2014–15 National Teacher and Principal Survey (NTPS). The National Center for Education Statistics (NCES), the statistical agency of the U.S. Department of Education, conducts this important study under the authority of the Education Sciences Reform Act of 2002, 20 U.S. Code §9541(b) and §9543(a).

- The NTPS is a large-scale, nationwide sample survey of elementary and secondary schools and the teachers and principals who staff them.
- Your participation is important in order to obtain an accurate view of the professional background, teaching field, workload, and working conditions of teachers in the United States.
- The NTPS is used by policy makers and researchers to understand teachers' paths to entry into the profession, their experiences as educators, and reasons for leaving the field.

Your cooperation in this important effort is greatly appreciated.

Your responses will be collected on a secure website. For your convenience, the Internet link to the survey has been sent to you via e-mail at the following address: [docuprint]

The interview will take approximately 20 minutes to complete. Please complete the questionnaire within two weeks.

To access your Teacher Questionnaire, please go to: [docuprint short URL]. This link is unique to you; therefore a username and password are not required.

Please contact us at 1-800-347-2702 if you have any questions about the survey. Someone will be available to take your call Monday through Friday, between 8:00 a.m. and 8:00 p.m. (Eastern Time). At any other time, please leave a message and someone will return your call as soon as possible. We are also available to answer your questions via e-mail at [NTPS@ed.gov](mailto:NTPS@ed.gov).

Please be assured that the U.S. Department of Education follows strict procedures to protect the privacy of survey participants and that 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 (20 U.S.C., §9573). Your participation is voluntary, but your responses are necessary to make the results of this survey accurate and timely. You can find additional information about the NTPS at <http://nces.ed.gov/surveys/ntps>.

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

Chris Chapman  
Associate Commissioner for Education Statistics National Center for Education Statistics  
U.S. Department of Education

WASHINGTON, DC 20208–5652

## Frequently Asked Questions

### What is the purpose of the NTPS?

The purpose of the NTPS is to provide researchers and policymakers with relevant and timely data on the characteristics and conditions of America's public schools and the professionals who work in them. The data collected permit detailed analyses of the characteristics of schools, principals, teachers, and students. The data can also be linked across NTPS components, which enables researchers to examine the relationships among these elements of the education system. For example, researchers can study teacher attrition using information not only provided by teachers, but also from their principals.

### How are the NTPS data used?

The NTPS is a replacement of the Schools and Staffing Survey (SASS), which the National Center for Education Statistics has conducted since 1987. Like SASS, the data from the NTPS will be used by Congress, the U.S. Department of Education, state education agencies, public school districts, and education research organizations to:

- 1) Evaluate the effects of school workplace conditions, salaries, and training opportunities on the educational work force;
- 2) Assess school staffing practices and personnel policies; and
- 3) Aid in the Department of Education's program planning in the areas of teacher shortage incentives, teaching policies, and teacher education.

For more information about the NTPS or to review results from earlier SASS administrations, please visit our website at <http://nces.ed.gov/surveys/ntps>.

### Why is my participation important?

Only a small percentage of teachers are selected to participate in this study. Therefore, you represent hundreds of other teachers and your response is important for the success of this survey. By sharing this information you will help to create representative data on educators across the country. However, all participation is voluntary.

### How long does it take to complete the NTPS Teacher Questionnaire?

The NTPS Teacher Questionnaire will take approximately 20 minutes to complete.

### Will my data remain confidential?

Your responses are protected from disclosure by federal statute (20 U.S.C., §9573). All responses that relate to or describe identifiable characteristics of individuals may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose, unless otherwise compelled by law.

### Who authorizes this survey?

The U.S. Department of Education's National Center for Education Statistics (NCES) will conduct this survey as authorized by the Education Sciences Reform Act of 2002, 20 U.S. Code §9541(b) and §9543(a). The Office of Management and Budget (OMB) approved this survey. The OMB control number is 1850-0803 and the approval expiration date is 9/30/2016.

### Who can answer general questions regarding this survey?

Please contact us at 1-800-347-2702 if you have any questions about the survey. Someone will be available to take your call Monday through Friday, between 8:00 a.m. and 8:00 p.m. (Eastern Time). At any other time, please leave a message and someone will return your call as soon as possible. We are also available to answer your questions via e-mail at [NTPS@ed.gov](mailto:NTPS@ed.gov).



## **NTPS-I First Follow-up: First follow-up letter mailed to non-responding teachers**

U.S. DEPARTMENT OF EDUCATION  
INSTITUTE OF EDUCATION SCIENCES  
NATIONAL CENTER FOR EDUCATION STATISTICS

Dear [name],

A couple of weeks ago, I invited you to share your experiences in the teaching profession by completing the Teacher Questionnaire for the National Teacher and Principal Survey (NTPS). If you have already completed the survey, thank you for your assistance. If you have not yet completed it, I am writing to encourage you to do so as soon as possible. Your responses will help us ensure that policy makers, universities, and education researchers have a current and accurate picture of teacher career paths, satisfaction, working conditions and other important education issues.

Your responses will be collected on a secure website. For your convenience, the Internet link to the survey has been sent to you via e-mail at the following address: [docuprint]

The interview will take approximately 20 minutes to complete.

To access your Teacher Questionnaire, please go to: [docuprint short URL]. This link is unique to you; therefore, a username and password is not required.

Please contact us at 1-800-347-2702 if you have any questions about the survey. Someone will be available to take your call Monday through Friday, between 8:00 a.m. and 8:00 p.m. (Eastern Time). At any other time, please leave a message and someone will return your call as soon as possible. We are also available to answer your questions via e-mail at [NTPS@ed.gov](mailto:NTPS@ed.gov).

Please be assured that the U.S. Department of Education follows strict procedures to protect the privacy of survey participants. 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 (20 U.S.C., §9573). Your participation is voluntary, but your responses are necessary to make the results of this survey accurate and timely. You can find additional information about the NTPS at <http://nces.ed.gov/surveys/ntps>.

Your participation in this important survey is greatly appreciated.

Chris Chapman  
Associate Commissioner for Education Statistics National Center for Education Statistics  
U.S. Department of Education

WASHINGTON, DC 20208-5652

## **NTPS-I Second Follow-up: Second follow-up letter mailed to non-responding teachers**

U.S. DEPARTMENT OF EDUCATION  
INSTITUTE OF EDUCATION SCIENCES  
NATIONAL CENTER FOR EDUCATION STATISTICS

Dear [name],

Earlier this school year, I sent you information for completing the Teacher Questionnaire for the National Teacher and Principal Survey (NTPS).

According to our records, you have not yet completed the survey. You represent hundreds of 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 already completed the survey, thank you! You do not need to complete the questionnaire again. If you have not yet completed the survey, please go to the Internet to complete the Teacher Questionnaire by following the login instructions.

Your responses will be collected on a secure website. For your convenience, the Internet link to the survey has been sent to you via e-mail at the following address: [docuprint]

The interview will take approximately 20 minutes to complete.

To access your Teacher Questionnaire, please go to: [docuprint short URL]. This link is unique to you; therefore, a username and password is not required.

Please contact us at 1-800-347-2702 if you have any questions about the survey. Someone will be available to take your call Monday through Friday, between 8:00 a.m. and 8:00 p.m. (Eastern Time). At any other time, please leave a message and someone will return your call as soon as possible. We are also available to answer your questions via e-mail at [NTPS@ed.gov](mailto:NTPS@ed.gov).

Please be assured that the U.S. Department of Education follows strict procedures to protect the privacy of survey participants. 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 (20 U.S.C., § 9573). Your participation is voluntary, but your responses are necessary to make the results of this survey accurate and timely. You can find additional information about the NTPS at <http://nces.ed.gov/surveys/ntps>.

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

Chris Chapman  
Associate Commissioner for Education Statistics National Center for Education Statistics  
U.S. Department of Education

WASHINGTON, DC 20208-5652

**NTPS-I Final Follow-up: Final follow-up letter mailed to non-responding teachers**

U.S. DEPARTMENT OF EDUCATION  
INSTITUTE OF EDUCATION SCIENCES  
NATIONAL CENTER FOR EDUCATION STATISTICS

Dear [name],

I am asking for your participation in the 2014-15 National Teacher and Principal Survey (NTPS) conducted under the authority of the Education Sciences Reform Act of 2002, 20 U.S. Code §9541(b) and §9543(a). The National Center for Education Statistics (NCES), the statistical agency of the U.S. Department of Education, conducts this important survey to provide critical data to policy makers and researchers on school organization, decision making, and recruitment and retention of teachers.

We know that your time is valuable, but we would like to encourage you to take the time to complete the Teacher Questionnaire so that policy makers and education researchers will have an accurate view of the professional background, teaching field, workload, and working conditions of teachers in the United States.

If you have already completed the questionnaire, thank you for your assistance, and please disregard this letter. If you have not yet completed the questionnaire, this is your last opportunity to participate in the 2014-15 NTPS. Your responses will be collected on a secure website. For your convenience, the Internet link to the survey has been sent to you via e-mail at the following address: [docuprint]

The interview will take approximately 20 minutes to complete. Please complete the questionnaire as soon as possible.

To access your Teacher Questionnaire, please go to: [docuprint short URL]. This link is unique to you; therefore, a username and password is not required.

Please contact us at 1-800-347-2702 if you have any questions about the survey. Someone will be available to take your call Monday through Friday, between 8:00 a.m. and 8:00 p.m. (Eastern Time). At any other time, please leave a message and someone will return your call as soon as possible. We are also available to answer your questions via e-mail at [NTPS@ed.gov](mailto:NTPS@ed.gov).

Please be assured that the U.S. Department of Education follows strict procedures to protect the privacy of survey participants. 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 (20 U.S.C., §9573). Your participation is voluntary, but your responses are necessary to make the results of this survey accurate and timely. You can find additional information about the NTPS at <http://nces.ed.gov/surveys/ntps>.

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

Chris Chapman  
Associate Commissioner for Education Statistics National Center for Education Statistics  
U.S. Department of Education

WASHINGTON, DC 20208-5652

**Initial invite template: First email sent to teachers at time of NTPS-I Initial Contact**

**a. Initial Invite Template**

- i. Subject: "National Teacher and Principal Survey Invitation"

Dear <Teacher's Name>,

Today, we mailed a letter to your school address inviting your participation in the National Teacher and Principal Survey (NTPS). This survey is conducted by the National Center for Education Statistics of the U.S. Department of Education.

We encourage you to participate in this survey! Your responses will be collected on a secure website and we estimate that the survey will take about 20 minutes to complete.

To access your Teacher Questionnaire, please go to: [fill in short URL]. This link is unique to you; therefore, a username and password is not required.

Please contact us at 1-800-347-2702 if you have any questions about the survey. Someone will be available to take your call Monday through Friday, between 8:00 a.m. and 8:00 p.m. (Eastern Time). At any other time, please leave a message and someone will return your call as soon as possible. We are also available to answer your questions via e-mail at [NTPS@ed.gov](mailto:NTPS@ed.gov).

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

Sincerely,

National Teacher and Principal Survey Team

National Center for Education Statistics



**First reminder template: First follow-up email sent to teachers at time of NTPS-I First Follow-up letter**

**b. First Reminder Template**

i. Subject: "Survey Reminder"

Dear <Teacher's Name>,

About two weeks ago, we sent you a letter and an email inviting you to share your insight into the teaching profession by completing the National Teacher and Principal Survey (NTPS).

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 participate yet, we encourage you to complete the survey!

To access your Teacher Questionnaire, please go to: [fill in short URL]. This link is unique to you; therefore, a username and password is not required.

Please contact us 1-800-347-2702 if you have any questions about the survey. Someone will be available to take your call Monday through Friday, between 8:00 a.m. and 8:00 p.m. (Eastern Time). At any other time, please leave a message and someone will return your call as soon as possible. We are also available to answer your questions via e-mail at NTPS@ed.gov .

Thanks, in advance, for your participation.

Sincerely,

National Teacher and Principal Survey Team

National Center for Education Statistics

**Second reminder template: Second follow-up email sent to teachers at time of NTPS-I Second Follow-up letter**

- c. **Second Reminder Template**
- i. Subject: "We need your help!"

Dear <Teacher's Name>,

We know that you are really busy, but we need your help completing an important education survey conducted by the National Center for Education Statistics within the U.S. Department of Education.

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: [fill in short URL]. This link is unique to you; therefore, a username and password is not required.

Please contact us at 1-800-347-2702 if you have any questions about the survey. Someone will be available to take your call Monday through Friday, between 8:00 a.m. and 8:00 p.m. (Eastern Time). At any other time, please leave a message and someone will return your call as soon as possible. We are also available to answer your questions via e-mail at [NTPS@ed.gov](mailto:NTPS@ed.gov).

Thanks, in advance, for your participation.

Sincerely,

National Teacher and Principal Survey Team

National Center for Education Statistics

**Final reminder template: Final follow-up email sent to teachers at time of NTPS-I Final Follow-up letter**

**d. Final Reminder Template**

i. Subject: "Survey reminder"

Dear <Teacher's Name>,

We recently sent you a letter inviting you to share your insight into the teaching profession by completing the National Teacher and Principal Survey (NTPS).

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 participate by going to: [fill in short URL]. This link is unique to you; therefore, a username and password is not required.

Please contact us at 1-800-347-2702 if you have any questions about the survey. Someone will be available to take your call Monday through Friday, between 8:00 a.m. and 8:00 p.m. (Eastern Time). At any other time, please leave a message and someone will return your call as soon as possible. We are also available to answer your questions via e-mail at NTPS@ed.gov.

Thanks, in advance, for your participation.

Sincerely,

National Teacher and Principal Survey Team

National Center for Education Statistics