

# Attachment I

## NTPS Cognitive Interview Recruitment Advertisements

### Recruitment advertisement text for teacher, staff, and principal.

#### K-12 Teachers Needed for Testing a National Teacher Survey – Receive \$40

The U.S. Census Bureau is looking for teachers of any grades from kindergarten through grade 12 to help test question wording on a national teacher survey. Public and charter school teachers, both full and part-time, who live or will be in [city] are all welcome! Interviews will be one hour and will take place at a convenient location. Participants will receive \$40. Please call [NAME] at xxx-xxx-xxxx or email [NAME] at [xxxx@census.gov](mailto:xxxx@census.gov) to learn more.

#### K-12 Non-Teacher Staff Needed for Testing a National School Survey- Receive \$40

The U.S. Census Bureau is looking for staff in K-12 schools that can answer questions about enrollment, staffing counts, programs and services offered at your school, to help test question wording on a national school survey. Public and charter school staff, both full and part-time, who live or will be in [city] are all welcome! Interviews will be one hour and will take place at a convenient location. Participants will receive \$40. Please call [NAME] at xxx-xxx-xxxx or email [NAME] at [xxxx@census.gov](mailto:xxxx@census.gov) to learn more.

#### Principals Needed for Testing a National Principal Survey – Receive \$75

The U.S. Census Bureau is looking for principals from schools with grades kindergarten through grade 12 to help test question wording on a national principal survey. Principals of public and charter schools who live or will be in [city] are all welcome! Interviews will be one hour and take place at a convenient location. Participants will receive \$75. Please call [NAME] at xxx-xxx-xxxx or email [NAME] at [xxxx@census.gov](mailto:xxxx@census.gov) to learn more.

# Attachment II

## NTPS Cognitive Interview Recruitment Protocol

### Principal recruitment

Hello. My name is [XXXXXX] and I work for the US Census Bureau. [Thank you for responding to our advertisement/I am calling you back about the message you left regarding our advertisement]. We are working with the National Center for Education Statistics, or NCES, within the U.S. Department of Education, to test questions on a survey of principals and teachers called the National Teacher and Principal Survey, which NCES conducts every two years. We are interested in interviewing principals to understand how the questions that NCES is thinking of asking on the survey will be understood. Would you be available for a one hour interview in [fill appropriate time for the round we are interviewing for]? If you choose to participate, you will be given \$75 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.

No – [if scheduling for first round, ask if he/she is interested in participating during the time frame for round 2].

Okay, thanks for letting me know.

### NTPS Cognitive Interview Recruitment Screener- Principal

1. Are you a principal in a public school, a charter school, or a private school?

Public school

Charter school

Private school (if they answer this, they screen out)

2. What state is your school in?

MD

DC

VA

WV

Other: Please specify

3. Is your school in an urban, suburban, or rural area?

Urban

Suburban

Rural

4. What is the name of your school?

5. What grades are taught in your school?]

6. How long have you been a principal?

7. How long have you worked, as a principal, at your current school?

Thank you for your time!

## Teacher Recruitment

Hello. My name is [XXXXXXX] and I work for the US Census Bureau. [Thank you for responding to our advertisement/I am calling you back about the message you left regarding our advertisement]. We are working with the National Center for Education Statistics, or NCES, within the U.S. Department of Education, to test questions on a survey called the National Teacher and Principal Survey, which NCES conducts every two years. We are interested in interviewing teachers to understand how the questions that NCES is thinking of asking on the survey will be understood. Would you be available for a one hour interview in [fill appropriate time for the round we are interviewing for]? 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 – [if scheduling for first round, ask if he/she is interested in participating during the time frame for round 2].  
Okay, thanks for letting me know.

## NTPS Cognitive Interview Recruitment Screener- Teacher

1. Are you a teacher in a public, charter, or private school?  
Public school  
Charter school  
Private school [If they answer this they screen out]
2. What state is your school in?  
MD  
DC  
VA  
WV  
Other: Please specify
3. Is your school in an urban, suburban, or rural area?  
Urban  
Suburban  
Rural
4. What is the name of your school?
5. What grades are taught in your school?
6. What do you teach?
7. Are you full-time or part-time?  
Full-time  
Part-time
8. How long have you been teaching?
9. Did you become a teacher through traditional educational and student teaching path or through an alternative certification program?
  - a. College/student teacher
  - b. Alternative teacher certification

Thank you for your time!

## Support Staff Recruitment

Hello. My name is [XXXXXX] and I work for the US Census Bureau. [Thank you for responding to our advertisement/I am calling you back about the message you left regarding our advertisement]. We are working with the National Center for Education Statistics, or NCES, within the U.S. Department of Education, to test questions on a school questionnaire which is part of a survey called the National Teacher and Principal Survey, which NCES conducts every two years. We are interested in interviewing staff to understand how the questions that NCES is thinking of asking on the survey will be understood. Would you be available for a one hour interview in [fill appropriate time for the round we are interviewing for]? 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 – [if scheduling for first round, ask if he/she is interested in participating during the time frame for round 2].  
Okay, thanks for letting me know.

## NTPS Cognitive Interview Recruitment Screener- Support Staff

1. Are you staff in a public, charter, or private school?  
Public school  
Charter school  
Private school [If they answer this they screen out]
2. What state is your school in?  
MD  
DC  
VA  
WV  
Other: Please specify
3. Is your school in an urban, suburban, or rural area?  
Urban  
Suburban  
Rural
4. What is the name of your school?
5. What grades are taught in your school?
6. What is your job title or role?
7. How long have you been working at the current school?
8. How knowledgeable would you consider yourself about the following aspects of your school:
  - a. Enrollment
    - i. Very knowledgeable,
    - ii. somewhat knowledgeable,
    - iii. not at all knowledgeable [If they say this ask if they would know how to find out]
  - b. Staff diversity and years of experience
    - i. Very knowledgeable,
    - ii. somewhat knowledgeable,
    - iii. not at all knowledgeable [If they say this ask if they would know how to find out]

- c. Classroom organization and instructional time
  - i. Very knowledgeable,
  - ii. somewhat knowledgeable,
  - iii. not at all knowledgeable [If they say this ask if they would know how to find out]
  
- d. Programs and services your school offers
  - i. Very knowledgeable,
  - ii. somewhat knowledgeable,
  - iii. not at all knowledgeable [If they say this ask if they would know how to find out]

Thank you for your time!

## **NATIONAL TEACHER AND PRINCIPAL SURVEY FREQUENTLY ASKED QUESTIONS**

### ***What is this study about?***

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

### ***What will you do with the data?***

The data will be used to improve the questionnaire. Your participation is voluntary and your responses may be used only for research purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law. 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.

### ***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.

### ***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?***

If you are a teacher or school staff member you will be given \$40.00, if you are a principal you will be given \$75.00, 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 questions that will be added to the next administration of the survey. Your input on how the new questions are 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.

### ***How is my privacy protected?***

Your participation is voluntary and your responses may be used only for research 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 the Census Bureau 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

[We will have two consent forms one for teachers/staff and one for principals]

**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. The U.S. Census Bureau is under contract with NCES to develop the questionnaires. The purpose of this study is to evaluate the NTPS questionnaire items.

**Procedures.** If you agree to participate, the U.S. Census Bureau will ask you to complete select questionnaire items from the NTPS. The U.S. Census Bureau also will ask a series of debriefing questions that will help us revise the current questionnaire. 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 [\$40/ \$75] cash as thank you for your time and input in the study.

### Further Questions.

If you have questions please contact Mary C Davis, U.S. Census Bureau, Center for Survey Measurement, 301-763-3096. If you would like to contact NCES directly, please contact Amy Ho, 2017-18 NTPS Program Officer, at 202-502-7668.

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 [\$25/\$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

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