

[Date]

Dear <Principal Name>,

I'm writing again because we need your help. Throughout this school year, the U.S. Census Bureau has mailed you several packages containing questionnaires for the 2015–16 National Teacher and Principal Survey (NTPS).

Recently, a Field Representative from the Census Bureau contacted your school regarding the survey. I know your time is valuable and understand if you may have some hesitations about completing this survey, but I am writing to explain why your school's participation is important.

Only a small percentage of schools are selected to participate in this survey. Since each school included in the sample represents approximately 5,000 other schools, the accuracy of the survey results depends on receiving data from as many sampled schools as possible. **Your school's responses do make a difference** and will contribute critical information about the characteristics and conditions of America's public schools and the professionals who work in them. This survey is an important source of information for public school districts, the Department of Education, Congress, state education agencies, and education research organizations.

I want to assure you that both the U.S. Department of Education and the U.S. Census Bureau follow strict procedures **to protect the confidentiality of study participants**. All information you provide may only be used 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 (ESRA 2002) 20 U.S.C., §9573].

I have enclosed your school's NTPS questionnaire(s). Please distribute these questionnaire(s) to the appropriate staff. The enclosed, postage-paid return envelope(s) should be provided with the questionnaire(s) to protect confidentiality. Please ask the staff to mail their completed questionnaire(s) or return it to you to mail **as soon as possible**.

I hope that my explanation of the importance of your school's participation will encourage you to complete this survey. If you have any questions, please contact the Census Bureau at 1-888-595-1338 between 8:00 a.m. and 8:00 p.m. (Eastern Time) Monday through Friday. You can also contact the Census Bureau via e-mail at: addp.education.surveys@census.gov.

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

Sincerely,

Peggy G. Carr, Ph.D
Acting Commissioner
National Center for Education Statistics
U.S. Department of Education