

Attachment B: 2015-16 NTPS Contact Materials

Combined Form*	Form Number	Respondent Group	Letter Description	Mailout
	NTPS-10L	All	School Precontact Letter	School Precontact
NTPS-11L(C&CI)	NTPS-11L(C)	Paper	Initial School Package Coordinator Letter	First school mailout, inner envelope
	NTPS-11L(CI)	Internet		
NTPS-11L(P&PI)	NTPS-11L(P)	Paper	Initial School Package Principal Letter	First school mailout, outer envelope
	NTPS-11L(PI)	Internet		
NTPS-11L(PQ&SQ)	NTPS-11L(PQ)	Internet	Initial School Package Letter – PQ login	First school mailout, sealed envelope within inner envelope for school coordinator
	NTPS-11L(SQ)		Initial School Package Letter – SQ login	
	NTPS-11L(TLF)	Internet	Initial School Package Letter – TLF login information	First school mailout, sealed envelope within inner envelope for school coordinator
	NTPS-1REF	All	TLF Reference Card	First mailout; second, third, and fourth mailouts, if necessary
NTPS-12L(C&CI)	NTPS-12L(C)	Paper	First reminder letter – schools with an established coordinator	Second school mailout
	NTPS-12L(CI)	Internet		
NTPS-12L(P&PI)	NTPS-12L(P)	Paper	First reminder letter – schools without an established coordinator	Second school mailout
	NTPS-12L(PI)	Internet		
NTPS-12L(PQ&SQ)	NTPS-12L(PQ)	Internet	First reminder letter – PQ login info	Second school mailout
	NTPS-12L(SQ)	Internet	First reminder letter – SQ login info	
	NTPS-12L(TLF)	Internet	First reminder letter – TLF login info	Second school mailout
NTPS-13L(C&CI)	NTPS-13L(C)	Paper	Second reminder letter – schools with established coordinator	Third school mailout
	NTPS-13L(CI)	Internet	Second reminder letter – schools without an established coordinator	
	NTPS-13L(PI)	Internet	Second reminder letter – schools without an established coordinator	Third school mailout
	NTPS-14L	All	Third reminder letter	Fourth (Final) school mailout
	NTPS-19L	All	Remail Request for School Level Questionnaires	Remail request
	NTPS-15L(C)	All	Initial teacher package school coordinator letter	First teacher mailout
	NTPS-16L(C)	All	First reminder teacher package school coordinator letter	Second teacher mailout
NTPS-20L(C&CI)	NTPS-20L(C)	Paper	School coordinator reminder letter	School coordinator reminder mailout
	NTPS-20L(CI)	Internet		
	NTPS-21L(C)	All	School coordinator thank you letter	School coordinator thank you mailout
NTPS-15L(L&I)	NTPS-15L	Paper	Initial Teacher Letter	First teacher mailout
	NTPS-15L(I)	Internet	Initial Teacher Letter – TQ login information	
NTPS-16L(L&I)	NTPS-16L	Paper	First reminder teacher letter	Second teacher mailout
	NTPS-16L(I)	Internet	First reminder teacher letter – TQ login information	
NTPS-17L(L&I)	NTPS-17L	Paper	Second reminder teacher letter	Third teacher mailout
	NTPS-17L(I)	Internet		
	NTPS-18L	All	Third reminder teacher letter	Fourth teacher mailout
	NTPS-19L(T)	All	Remail Request for Teacher Questionnaires	Remail request (teacher)
	NTPS Flier	City Schools	Flier targeted specifically	First School Mailout
Emails – Principal	Emails – Principals	Internet	Initial, First Reminder, and Second Reminder Emails	NA
Emails – Teacher	Emails – Teacher	Internet	Initial, First Reminder, and Second Reminder Emails	NA
Principal Conversion Letter (FedEx)	NTPS-21L(RC)	Nonresponding priority and no school coordinator principals	FedEx letter to principals in schools that have not responded from the priority schools group and from the schools with no school coordinator.	Responsive added mailout
Principal Conversion Email	Emails – Principal (RC)	Nonresponding priority and no school coordinator principals for which we have email addresses	Email to principals for which we have an email address in priority and no school coordinator nonresponding schools	NA

* Text in brackets, in red font shows the wording that differs between versions of the letter. Key to versions is provided above the letter, where applicable. Versions are indicated in brackets by black letters and are separated by double slashes //. For example, [I: **Internet**] Indicates that the word “Internet” will only appear on the letter going to the Internet group, and [PQ: **Principal**//SQ: **School**] indicates that the word “Principal” will

appear on the Principal Questionnaire letter whereas the word "School" will appear on the School Questionnaire letter.

School Letters

NTPS-10L

Date

School Name School Address

Dear Principal:

Your school has been selected to participate in the 2015–16 National Teacher and Principal Survey (NTPS), which will be conducted this fall by the U.S. Census Bureau for the National Center for Education Statistics, the statistical agency of the U.S. Department of Education.

The NTPS is a large-scale, nationwide survey of the teaching and working conditions in American schools, as well as characteristics of the teachers and principals who staff them. You can find additional information about the NTPS and results from prior NTPS administrations at <http://nces.ed.gov/surveys/ntps>.

Please review your school name and address printed above. If it is not correct, please contact the U.S. Census Bureau to provide us with corrections at 1-800-221-1204. Someone will be available to take your call Monday through Friday between 8:00 a.m. and 5:00 p.m. (Eastern Time).

Thank you for giving this matter your attention. We look forward to your school's participation in this important survey. The Census Bureau will be in contact with your school at the beginning of the 2015–16 school year.

Sincerely,

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

NTPS-11L(C//CI) *Initial School Package Coordinator Letter (C=paper group; CI=Internet group)*

Date

Dear Survey Coordinator,

The principal at your school has chosen you as the survey coordinator for the 2015–16 National Teacher and Principal Survey (NTPS). We need your help to make this survey a success! Please see below for what your responsibilities are as survey coordinator.

The NTPS is a large-scale, nationwide sample survey of elementary and secondary schools and the teachers and principals who staff them. The U.S. Census Bureau is conducting the 2015–16 NTPS on behalf of the National Center for Education Statistics (NCES), the statistical agency of the U.S. Department of Education.

As survey coordinator, your responsibilities are to:

1) Complete a short survey online within one week

The survey is a screener interview which asks basic information about your school to determine its eligibility for the NTPS.

- Complete the survey now at <https://respond.census.gov/ntpsrc>
- Log in using this User ID:
- Click on “Complete Screener Interview”

Alternatively, you can provide this information by contacting the U.S. Census Bureau at 1-888-595-1338 between 8:00 a.m. and 8:00 p.m. (Eastern Time) Monday through Friday. Please complete the screener interview within one week; otherwise, a U.S. Census Bureau interviewer will contact you.

2) Ensure the completion of the Teacher Listing Form (TLF) within one week

[CI: **The enclosed envelope labelled “Teacher Listing Form” contains instructions for completing the TLF online.**] The TLF will be used to select a sample of teachers to complete the NTPS Teacher Questionnaire.

- Complete the TLF [CI: online] or give [C: **it//CI: the enclosed envelope**] to the staff member that can best provide information about the teachers at your school.
- [C: **Ensure the completed TLF is mailed within one week using an enclosed return envelope to protect confidentiality.**]

3) Ensure the completion of the Principal and School Questionnaires within two weeks

- Give the [CI: **envelope labelled**] “Principal Questionnaire” to the principal or administrator at your school.
- Give the [CI: **envelope labelled**] “School Questionnaire” to the staff member that can best answer questions about enrollment, staffing counts, and programs and services offered at your school.
- [C: **Ensure the completed questionnaires are mailed within two weeks using the enclosed return envelopes to protect confidentiality.**// CI: **Ask the staff to complete the online questionnaires and notify you of the date on which they were completed.**]

4) Record the date when each task has been completed using the enclosed checklist

For more information about the NTPS, please visit our website at: <http://nces.ed.gov/surveys/ntps>.

Thank you in advance for your assistance to ensure your school's participation in this important survey.

Sincerely,

John H. Thompson Director
U.S. Census Bureau

Frequently Asked Questions

What is the purpose of the NTPS?

The purpose of the NTPS is to provide policymakers and researchers 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 also link the 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.

The NTPS has been designed with input from state and local education agencies, school administrators, teachers, education policymakers, and researchers through the numerous organizations representing these various data providers and data users. For more information about the NTPS, please visit our website at <http://nces.ed.gov/surveys/ntps>.

How are the NTPS data used?

The data from the NTPS are 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 workforce;
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.

Why is my school's participation important?

Only a small percentage of schools are selected to participate. Therefore, your school represents approximately 5,000 other schools and is important for the success of this survey.

How long does it take to complete an NTPS questionnaire?

While the surveys will vary in length, each questionnaire will take approximately 22 to 40 minutes to complete.

Will my school's and individual staff members' data remain confidential?

Please be assured that both the U.S. Department of Education and the U.S. Census Bureau follow strict procedures to protect the privacy 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]. Your participation is voluntary, but your responses are necessary to make the results of this study accurate and timely.

Who authorizes this survey?

The U.S. Census Bureau will conduct this survey for NCES 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 1850-0598 and the approval expiration date is 06/30/2018.

Who can answer general questions regarding this survey?

Please contact the U.S. Census Bureau at 1-888-595-1338 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. The U.S. Census Bureau is also available to answer your questions via e-mail at addp.education.surveys@census.gov.

SURVEY COORDINATOR CHECKLIST

Please record the date when each task was completed using the checklist below. The checklist is provided to help you track the tasks that have not been completed and require additional follow up from you. Please encourage staff members to complete and return their questionnaires as soon as possible.

Keep this checklist for your records.

Task	Completion Information
1. Complete Screener Interview	<u>Who completed it:</u> <u>Completion Date:</u>
2. Ensure TLF is completed	<u>Who completed it:</u> [C: Mail//CI: Completion] <u>Date:</u>
3. Ensure Principal Questionnaire is completed	<u>Who completed it:</u> [C: Mail//CI: Completion] <u>Date:</u>
4. Ensure School Questionnaire is completed	<u>Who completed it:</u> [C: Mail//CI: Completion] <u>Date:</u>

NTPS RESPONDENT STATUS CENTER

You can log into the NTPS Respondent Status Center to verify that your school's completed questionnaires were received by the U.S. Census Bureau.

- Go to the Respondent Status Center at <https://respond.census.gov/ntpsrsc>
- Log in using this User ID:

NTPS-11L(P//PI)

Initial School Package Principal Letter (P=paper group; PI=Internet group)

Date
School Name School
Address

Dear School Principal/Administrator,

Your school has been selected to participate in the 2015–16 National Teacher and Principal Survey (NTPS). Your school represents approximately 5,000 other schools, and your participation is important for the success of this survey. Each response is vital to ensure reliable, nationally representative data, and we need your help to make this happen.

The NTPS is a large-scale, nationwide sample survey of elementary and secondary schools and the principals and teachers who staff them. The NTPS will provide critical data to policymakers and researchers on school organization, decision making, recruitment, and retention of teachers and principals, and other important education topics. The study is conducted by the U.S. Census Bureau on behalf of the National Center for Education Statistics (NCES), the statistical agency of the U.S. Department of Education.

We request your assistance in establishing a survey coordinator at your school to help facilitate the completion [P: **and prompt return**] of the NTPS questionnaires. The survey coordinator is typically someone in the school office but can be any person who can easily maintain contact with survey respondents in your school. **Please designate a survey coordinator by giving the enclosed envelope to him or her.** If you would prefer to act as the survey coordinator rather than designate a staff member, please open the enclosed envelope and follow the instructions contained within it.

The [P: **enclosed**] envelope contains [PI: **a letter describing the survey coordinator's responsibilities, and three separate envelopes with instructions for completing the following questionnaires online**]:

- 1) [P: **A letter describing the survey coordinator's responsibilities**]
- 2) Teacher Listing Form
- 3) Principal Questionnaire
- 4) School Questionnaire
- 5) [P: **Three return envelopes**]

For more information about the NTPS, visit our website at: <http://nces.ed.gov/surveys/ntps>.

If you have any questions about the survey, please contact the U.S. 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 U.S. Census Bureau via e-mail at: addp.education.surveys@census.gov.

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

Sincerely,

John H. Thompson
Director
U.S. Census Bureau

Frequently Asked Questions

What is the purpose of the NTPS?

The purpose of the NTPS is to provide policymakers and researchers 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 also link the 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 by their principals.

The NTPS has been designed with input from state and local education agencies, school administrators, teachers, education policymakers, and researchers through the numerous organizations representing these various data providers and data users. For more information about the NTPS, please visit our website at <http://nces.ed.gov/surveys/ntps>.

How are the NTPS data used?

The data from the NTPS are 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 workforce;
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.

Why is my school's participation important?

Only a small percentage of schools are selected to participate. Therefore, your school represents approximately 5,000 other schools and is important for the success of this survey.

How long does it take to complete an NTPS questionnaire?

While the surveys will vary in length, each questionnaire will take approximately 22 to 40 minutes to complete.

Will my school's and individual staff members' data remain confidential?

Please be assured that both the U.S. Department of Education and the U.S. Census Bureau follow strict procedures to protect the privacy 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]. Your participation is voluntary, but your responses are necessary to make the results of this study accurate and timely.

Who authorizes this survey?

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Who can answer general questions regarding this survey?

Please contact the U.S. Census Bureau at 1-888-595-1338 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. The U.S. Census Bureau is also available to answer your questions via e-mail at addp.education.surveys@census.gov.

NTPS-11L(PQ//SQ)

Initial School Package Letter – PQ/SQ login information (PQ=Principal Questionnaire; SQ = School Questionnaire)

Dear School [PQ: Principal/Administrator//SQ: Staff Member],

As part of your school's participation in the National Teacher and Principal Survey (NTPS), you have been [PQ: selected to fill out//SQ: identified by your school's principal or designated survey coordinator as the staff member who is most knowledgeable about your school and who can provide the required information on] the NTPS [PQ: Principal//SQ: School] Questionnaire.

[SQ: The NTPS School Questionnaire collects information about your school. Topics include student enrollment, staffing counts, and programs and services offered at your school.] Since the NTPS is a nationally representative sample survey, your response is very important.

Respond now at <https://respond.census.gov/ntpssq>

Login Information using this User ID:

Please complete the survey **within two weeks**. The survey will take approximately [PQ: 22//SQ: 30] minutes to complete. If you have any questions about the survey or need assistance, please contact the U.S. Census Bureau at 1-888-595-1338 between 8:00 a.m. and 8:00 p.m. (Eastern Time) Monday through Friday. The U.S. Census Bureau is also available to answer your questions via e-mail at addp.education.surveys@census.gov.

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

Sincerely,

John H. Thompson Director
U.S. Census Bureau

NTPS-11L(TLF)

Dear School Staff Member,

As part of your school's participation in the National Teacher and Principal Survey (NTPS), you have been identified by your school's principal or designated survey coordinator as the staff member who is most knowledgeable about your school's teachers and who can provide the required information on the NTPS Teacher Listing Form (TLF).

The TLF collects the name, subject matter taught, full- or part-time status, and email address of each teacher in your school.

Login Information

1. Click on "Provide Teacher Listing Form".
2. Enter your school's teacher information by uploading a populated Excel template or entering the information directly into the website.

To use the Excel template:

- Locate "Option 1: Input data into an Excel File" on the left side of the webpage.
- Click on "Download the Excel Template" link.
- Populate the Excel template with your school's teacher list.
- Upload the Excel file containing your completed teacher list by clicking "Upload Completed Teacher Listing Form".

To enter teacher information directly online:

- Locate "Option 2: Input data by answering a series of questions for teachers in your school" on the right side of the webpage.
- Click on the "Proceed to questions" link.
- Enter the required information for each teacher at your school.

Please complete the TLF **within one week**. The form will take approximately 30 minutes to complete.

If you have any questions about the survey or need assistance, please contact the U.S. Census Bureau at 1-888-595-1338 between 8:00 a.m. and 8:00 p.m. (Eastern Time) Monday through Friday. The U.S. Census Bureau is also available to answer your questions via e-mail at adep.education.surveys@census.gov.

Thank you in advance for your assistance in this important survey.

Sincerely,

John H. Thompson Director
U.S. Census Bureau

REFERENCE CARD

Please use this guide when listing teachers.

INCLUDE ON THE TEACHER LIST

Regular Classroom Teachers

- Chemistry, English, math, physical education, history, etc.

Special Education Teachers

- Teach special education classes to students with disabilities.

General Elementary Teachers

- Teach self-contained classes in any of grades K–8, i.e., teach the same class of students all or most of the day, unless they teach special education students, in which case see the category above.
- Team-teaching, i.e., two or more teachers collaborate in teaching multiple subjects to the same class of students.
- Include kindergarten teachers.

Career, Technical, or Vocational Education Teachers

- Teach keyboarding, business, agriculture, life skills, family or consumer economics as well as any other vocational or technical classes.

Teaching principals, teaching guidance counselors, teaching librarians, teaching school nurses

- Include any staff members who teach at least one regularly scheduled class per week.
For example:
If a librarian teaches a regularly scheduled class in math once a week, include her in the "Math" category, but if she only teaches groups of students library skills or how to use the library, do NOT include her on the list.

Teachers of Ungraded Students

Itinerant, Co-op, Traveling, and Satellite Teachers

- Teach at more than one school and may OR may not be supervised by someone at your school.

Current Long-Term Substitute Teachers

- Currently filling the role of a regular teacher for 4 or more continuous weeks.

Other teachers who teach students in any of grades K–12

- If a teacher teaches prekindergarten and any other grade K–12, answer the questions ONLY for the time the teacher spends teaching any grades K–12.

OMIT FROM THE TEACHER LIST

- *Prekindergarten teachers who teach ONLY prekindergarten students*

Adult Education and Postsecondary Teachers

- If they teach ONLY adult education or students beyond grade 12.

Short-Term Substitute Teachers

- Fill the role of a regular teacher for less than 4 continuous weeks.

Student Teachers

Day Care Aides

Teacher Aides

Librarians who teach ONLY library skills or how to use the library

REFERENCE CARD
Please use this guide when listing teachers.

Please include the following information on the Teacher List.



Teacher's Name

- List all of the full-time and part-time teachers who TEACH at THE SPECIFIED SCHOOL.
- List each teacher only once.
- Please refer to the "Include on the Teacher List" section on the opposite side of this reference card for important information about itinerant teachers, substitute teachers, librarians, principals, and other staff that may teach at this school.



Subject Matter Taught

- Enter the numeric code that corresponds to the subject in which the teacher teaches the most classes. If the teacher teaches two or more subjects equally, enter each numeric code that applies.
- The subject categories are:
 - 1 – Special education
 - 2 – General elementary
 - 3 – Math
 - 4 – Science
 - 5 – English/Language arts
 - 6 – Social Studies
 - 7 – Vocational/Technical
 - 8 – Other
- Enter the code for "Other" subject matter for teachers who teach art, foreign language, music, physical education, English as a second language, and any other remaining subjects.



Teaching Status at the Specified School

- Enter the numeric code which corresponds to the teaching status of each teacher at the specified school.
 - 1 – Full-time
 - 2 – Part-time
- Include as part-time:
 - Itinerant teachers who teach part-time at the specified school, regardless of other positions held in the specified school or other districts.
 - Teachers who perform other functions at the specified school in addition to part-time teaching. For example, a teaching guidance counselor should be counted as a part-time teacher.



Teacher's Email Address

- Please list each teacher's preferred email address.

NTPS-12L(C//CI)

First reminder letter – schools with established coordinator (C=paper group; CI=Internet group)

Date

School Name

School Address

Dear Survey Coordinator,

We recently sent you a package of [C: questionnaires for//CI: invitations to complete] the 2015–16 National Teacher and Principal Survey (NTPS) [CI: questionnaires using the Internet]. According to our records, one or more of your school’s questionnaires have not been [C: received by the U.S. Census Bureau//CI: completed].

Each response is vital to ensure reliable, nationally representative data so we need your help to make this happen. Please help us by [C: obtaining completed questionnaires from//CI: making sure that] your school’s staff [CI: complete] and [C: mailing them to us//CI: submit their questionnaires online] **as soon as possible**.

Replacement [C: questionnaire(s)//CI: invitation(s)] for staff members who have not responded are enclosed. **If these questionnaire(s) were recently [C: returned//CI: completed], thank you.** If not, please distribute [C: each questionnaire, along with a return envelope, //CI: the enclosed envelopes] to the appropriate staff as follows:

1) **Teacher Listing Form (TLF)**

- Complete the TLF [CI: online] or give [C: it//CI: the enclosed envelope] to the staff member who can best provide information about the teachers at your school.
- [C: Ensure the completed TLF is mailed back to us using the enclosed return envelope as soon as possible.]

2) [C: **Principal and School Questionnaires**//CI: **Ensure the completion of the Principal and School Questionnaires within two weeks**]

- Give the [CI: envelope labelled] “Principal Questionnaire” to the principal or administrator at your school.
- Give the [CI: envelope labelled] “School Questionnaire” to the staff member who can best answer questions about enrollment, staffing counts, and programs and services offered at your school.
- [C: Ensure the completed questionnaires are mailed back to us using the enclosed return envelopes as soon as possible.]

[C: Ask the staff to mail their completed questionnaire(s) or return to you to mail **as soon as possible**. Completed questionnaires should be mailed using the enclosed return envelope(s) to maintain confidentiality.//CI: Ask the staff to complete their survey(s) online **as soon as possible**.] Use your original Survey Coordinator Checklist or the checklist located on the back of this letter to record the date when each questionnaire was [C: mailed//CI: completed].

If you have any questions about the survey, please contact the U.S. 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 U.S. Census Bureau via e-mail at addp.education.surveys@census.gov.

Thank you in advance for your school’s participation in this important

survey. Sincerely,

John H. Thompson
Director
U.S. Census Bureau

SURVEY COORDINATOR CHECKLIST

Task	Completion Information
1. Ensure TLF is completed	<u>Who completed it:</u> [C: Mail//CI: Completion] Date:
2. Ensure Principal Questionnaire is completed	<u>Who completed it:</u> [C: Mail//CI: Completion] Date:
3. Ensure School Questionnaire is completed	<u>Who completed it:</u> [C: Mail//CI: Completion] Date:

NTPS RESPONDENT STATUS CENTER

You can log into the NTPS Respondent Status Center to verify that your school's completed questionnaires were received by the U.S. Census Bureau.

- Go to the NTPS Respondent Status Center at <https://respond.census.gov/ntpsrc>
- Log in using this User ID:

Please allow adequate time after the questionnaire is mailed for the status displayed in the Respondent Status Center to be updated to reflect receipt.

NTPS-12L(P//PI)

First reminder letter – schools without an established coordinator (P=paper group; PI=Internet group)

Date

School Name School

Address

Dear School Principal/Administrator,

We recently sent you a package of [P: questionnaires for//PI: invitations to complete] the 2015–16 National Teacher and Principal Survey (NTPS) [PI: questionnaires using the Internet]. According to our records, one or more of your school's questionnaires have not been [P: received by the U.S. Census Bureau//PI: completed.]

Each response is vital to ensure reliable, nationally representative data so we need your assistance to make this happen. Please help us by [P: obtaining completed questionnaires from//PI: making sure] your school's staff [PI: complete] and [P: mailing them to us//PI: submit their questionnaires online] **as soon as possible.**

[P: Replacement questionnaire//PI: Enclosed are replacement invitation(s)] for staff members who have not responded [P: are enclosed.] **If these questionnaire(s) were recently [P: returned//PI: completed], thank you.** If not, please distribute [P: these questionnaire(s)//PI: the enclosed envelopes] to the appropriate staff [P: Staff members may //PI: and ask them to] complete [P: either the original questionnaire or the enclosed copy. The return envelope(s) should be provided with the questionnaire(s) to maintain confidentiality. Please ask the staff to mail] their [P: completed questionnaire(s) or return it to you to mail it//PI: survey online] **as soon as possible.**

You can log into the NTPS Respondent Status Center to [P: verify that//PI: check the completion status of] your school's [P: completed] questionnaires [P: were received by the U.S. Census Bureau.]

- Go to the NTPS Respondent Status Center at <https://respond.census.gov/ntpsrc>
- Log in using this User ID:

If you have any questions about the survey, please contact the U.S. 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 U.S. Census Bureau via e-mail at: adep.education.surveys@census.gov.

Thank you in advance for your school's participation in this important survey.

Sincerely,

John H. Thompson
Director
U.S. Census Bureau

NTPS-12L(PQ//SQ)

First reminder letter – PQ/SQ login information (PQ=Principal Questionnaire; SQ = School Questionnaire)

Dear School [PQ: **Principal/Administrator**//SQ: **Staff Member**],

We recently sent you an invitation to complete the National Teacher and Principal Survey [PQ: **Principal**//SQ: **School**] Questionnaire online. According to our records, this questionnaire has not yet been completed.

[PQ: **You represent**//SQ: **Your school represents**] thousands of other [PQ: **principals**//SQ: **schools**], and your participation is important to obtain an accurate view of the [PQ: **professional background, workload**//SQ: **characteristics**] and [PQ: **working**] conditions of [PQ: **principals in this country**//SQ: **America's public schools**]. Each response is vital to ensure reliable, nationally representative data. Please help us make this happen by completing the [PQ: **Principal**//SQ: **School**] Questionnaire online **as soon as possible**.

If you have recently completed the survey, thank you! If you have not yet completed the survey, please complete the [PQ: **Principal**//SQ: **School**] Questionnaire by following the login instructions below.

Login Information

The survey will take approximately [PQ: **22**//SQ: **30**] minutes to complete.

If you have any questions about the survey or need assistance, please contact the U.S. Census Bureau at 1-888-595-1338 between 8:00 a.m. and 8:00 p.m. (Eastern Time) Monday through Friday. The U.S. Census Bureau is also available to answer your questions via e-mail at adp.education.surveys@census.gov.

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

Sincerely,

John H. Thompson
Director
U.S. Census Bureau

NTPS-12L(TLF)

Dear School Staff Member,

We recently sent you an invitation to complete the National Teacher and Principal Survey Teacher Listing Form (TLF) online. This electronic form collects the name, subject matter taught, full- or part-time status, and email address for each teacher in your school. According to our records, this form has not yet been completed online.

Your school represents thousands of other schools, and your participation is important to obtain an accurate view of the characteristics and conditions of America's public schools. Each response is vital to ensure reliable, nationally representative data. Please help us make this happen by completing the TLF online as soon as possible.

If you have recently completed the TLF, thank you! If you have not yet completed the TLF, please complete it **as soon as possible** by following the login instructions below.

Login Information

The TLF will take approximately 30 minutes to complete.

1. Click on "Provide Teacher Listing Form".
2. Enter your school's teacher information by uploading a populated Excel template or entering the information directly into the website.

To use the Excel template:

- Locate "Option 1: Input data into an Excel File" on the left side of the webpage.
- Click on "Download the Excel Template" link.
- Populate the Excel template with your school's teacher list.
- Upload the Excel file containing your completed teacher list by clicking "Upload Completed Teacher Listing Form."

To enter teacher information directly online:

- Locate "Option 2: Input data by answering a series of questions for teachers in your school" on the right side of the webpage.
- Click on the "Proceed to questions" link.
- Enter the required information for each teacher at your school.

If you have any questions about the survey or need assistance, please contact the U.S. Census Bureau at 1-888-595-1338 between 8:00 a.m. and 8:00 p.m. (Eastern Time) Monday through Friday. The U.S. Census Bureau is also available to answer your questions via e-mail at addp.education.surveys@census.gov.

Thank you in advance for your assistance in this important survey.

Sincerely,

John H. Thompson
Director
U.S. Census Bureau

NTPS-13L(C//CI)

Second reminder letter – schools with established coordinator (C=paper group; CI=Internet group)

Date

School Name

School Address

Dear Survey Coordinator,

Earlier this school year, the U.S. Census Bureau sent your school a package of [C: **questionnaires for**//CI: **invitations to complete**] the 2015–16 National Teacher and Principal Survey (NTPS) [C://CI: **questionnaires**.] The NTPS is an important source of information for the Department of Education. The data are also used by Congress, state education agencies, public school districts, and education research organizations. As each response is vital to ensure reliable, nationally representative data, I am writing to ask for your assistance in this effort.

According to our records, one or more of your school's questionnaires have not been [C: **received by the Census Bureau**//CI: **completed**.] Please help us by obtaining completed [C: **questionnaires**//CI: **questionnaire(s)**] from your school's staff and mailing [C: **them**//CI: **it**] to the Census Bureau **as soon as possible**. The Census Bureau will call you in the coming weeks regarding missing questionnaires.

Enclosed are replacement questionnaire(s) for staff members who have not responded. **If these questionnaire(s) were recently [C: **returned**//CI: **completed**], thank you.** If not, please distribute each questionnaire, along with a return envelope, to the appropriate staff as follows:

1) **Teacher Listing Form (TLF)**

- Complete the TLF or give it to the staff member that can best provide information about the teachers at your school.
- Ensure the completed TLF is mailed back to us using the enclosed return envelope as soon as possible.

2) **Principal and School Questionnaires**

- Give the "Principal Questionnaire" to the principal or administrator at your school.
- Give the "School Questionnaire" to the staff member that can best answer questions about enrollment, staffing counts, and programs and services offered at your school.
- Ensure the completed questionnaires are mailed back to us using the enclosed return envelopes as soon as possible.

Ask the staff to mail their completed questionnaire(s) or return to you to mail **as soon as possible**. Completed questionnaires should be mailed using the enclosed return envelope(s) to maintain confidentiality. You can use your original Survey Coordinator Checklist or the checklist located on the back of this letter to record the date when each questionnaire was mailed.

If you have any questions about the survey, please contact the U.S. 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 U.S. Census Bureau via e-mail at: addp.education.surveys@census.gov.

Thank you in advance for helping to ensure your school's participation in this important survey.

Sincerely,

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

SURVEY COORDINATOR CHECKLIST

Task	Completion Information
1. Ensure TLF is completed	<u>Who completed it:</u> [C: Mail //CI: Completion] Date:
2. Ensure Principal Questionnaire is completed	<u>Who completed it:</u> [C: Mail //CI: Completion] Date:
3. Ensure School Questionnaire is completed	<u>Who completed it:</u> [C: Mail //CI: Completion] Date:

NTPS RESPONDENT STATUS CENTER

You can log into the NTPS Respondent Status Center to verify that your school's completed questionnaires were received by the U.S. Census Bureau.

- Go to the NTPS Respondent Status Center at <https://respond.census.gov/ntpsrsc>
- Log in using this User ID:

Please allow adequate time after the questionnaire is mailed for the status displayed in the Respondent Status Center to be updated to reflect receipt.

NTPS-13L(PI)

Date

School Name School

Address

Dear School Principal/Administrator,

Earlier this school year, the U.S. Census Bureau sent your school a package of invitations to complete the 2015–16 National Teacher and Principal Survey (NTPS) questionnaires. The NTPS is an important source of information for the Department of Education. The data are also used by Congress, state education agencies, public school districts, and education research organizations. As each response is vital to ensure reliable, nationally representative data, I am writing to ask for your assistance in this effort.

According to our records, one or more of your school's questionnaires have not been completed. Please assist us by obtaining completed questionnaire(s) from your school's staff and mailing it to the Census Bureau **as soon as possible**. The Census Bureau will call you in the coming weeks regarding missing questionnaires.

Enclosed are replacement questionnaire(s) for staff members who have not responded. **If these questionnaire(s) were recently completed, thank you.** If not, please distribute each questionnaire, along with a return envelope, to the appropriate staff.

Ask the staff to mail their completed questionnaire(s) or return to you to mail **as soon as possible**. Completed questionnaires should be mailed using the enclosed return envelope(s) to maintain confidentiality.

You can log into the NTPS Respondent Status Center to check the completion status of your school's questionnaires.

- Go to the NTPS Respondent Status Center at <https://respond.census.gov/ntpsrsc>
- Log in using this User ID:

If you have any questions about the survey, please contact the U.S. 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 U.S. Census Bureau via e-mail at: addp.education.surveys@census.gov.

Thank you in advance for your school's participation in this important survey.

Sincerely,

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

NTPS-14L

Date

School Name School

Address

Dear School Principal/Administrator,

Throughout this school year, your school has been mailed several packages containing questionnaires for the 2015–16 National Teacher and Principal Survey (NTPS). The NTPS is an important source of information for the Department of Education. The data are also used by Congress, state education agencies, public school districts, and education research organizations. As each response is vital to ensure reliable, nationally representative data, I am writing to ask for your assistance in this effort.

According to our records, one or more of your school's questionnaires have not been completed or returned. Please help us by asking your school's staff to complete their questionnaire(s) **as soon as possible**. The U.S. Census Bureau will call you in the coming weeks regarding missing questionnaires.

If these questionnaire(s) were recently completed, thank you. If not, please distribute the questionnaire(s), along with a return envelope to maintain confidentiality, to the appropriate staff. Ask the staff to mail their completed questionnaire(s) or return their completed questionnaire(s) to you to mail **as soon as possible**.

If you have any questions about the survey, please contact the U.S. 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 U.S. Census Bureau via e-mail at: addp.education.surveys@census.gov.

Thank you in advance for helping to ensure your school's participation in this important survey.

Sincerely,

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

NTPS-19L

Date

Dear

Thank you for your assistance in the 2015-16 National Teacher and Principal Survey (NTPS). Enclosed are the replacement questionnaire(s) that were requested. Please complete the enclosed questionnaire(s) or distribute these questionnaire(s) and the postage-paid return envelope(s) to the appropriate staff.

Please return completed questionnaire(s) ***as soon as possible***.

For more information about the NTPS, visit our website at: <http://nces.ed.gov/surveys/ntps>.

If you have any questions about the survey, please contact the U.S. 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 U.S. Census Bureau via e-mail at: addp.education.surveys@census.gov.

Thank you again for your help with this important survey. Sincerely,

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

School Coordinator Letters

NTPS-15L(C)

Date

Dear Survey Coordinator,

Your assistance in the 2015-16 National Teacher and Principal Survey (NTPS) is greatly appreciated.

An important component of the NTPS is the Teacher Questionnaire. Only a small percentage of teachers are selected to participate; therefore, each teacher's participation is critical to obtain an accurate view of the profession, teachers' workload, and working conditions in this country.

This package contains individual envelopes for the selected teachers at your school. **Please distribute these packages to the selected teachers.** Each teacher's envelope contains the necessary materials to complete the NTPS Teacher Questionnaire. Ask the teachers to complete their Teacher Questionnaire **within one week.**

Please follow up with the teachers in a few days to remind them to complete their questionnaire. For your convenience, the selected teachers are printed on the back of this letter.

You can view the status of each teacher's questionnaire by accessing the NTPS Respondent Status Center.

- Go to the NTPS Respondent Status Center at <https://respond.census.gov/ntpsrsc>
- Log in using this User ID:

If you have any questions about the survey, please contact the U.S. 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 U.S. Census Bureau via e-mail at: addp.education.surveys@census.gov.

Sincerely,

John H. Thompson Director
U.S. Census Bureau

On the reverse side:

Teachers Selected for the NTPS

NTPS-16L(C)

Date

Dear Survey Coordinator,

We recently sent you an envelope of individual teacher questionnaire packages for the selected teachers at your school for the 2015-16 National Teacher and Principal Teacher Survey (NTPS). According to our records, one or more of your teacher's questionnaires have not been received by the U.S. Census Bureau.

Only a small percentage of teachers are selected to participate; therefore, each teacher's response is vital to ensure that policymakers, universities, and researchers have a current and accurate picture of teacher career paths, satisfaction, working conditions, and other important education issues in the United States.

This envelope contains replacement teacher package(s) for the individual selected teacher(s) at your school who have not yet responded. If these questionnaire(s) were recently returned, thank you. If not, **please distribute each package to the selected teacher**. Each teacher's package contains the necessary materials to complete the NTPS Teacher Questionnaire. Please ask the teachers to complete their Teacher Questionnaire **as soon as possible**.

Please follow-up with the teachers in a few days to remind them to complete their questionnaire.

You can view the status of each teacher's questionnaire by accessing the NTPS Respondent Status Center.

- Go to the NTPS Respondent Status Center at <https://respond.census.gov/ntpsrsc>
- Log in using this User ID:

If you have any questions about the survey, please contact the U.S. 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 U.S. Census Bureau via e-mail at: addp.education.surveys@census.gov.

Your participation in this important survey is greatly appreciated.

Sincerely,

John H. Thompson Director
U.S. Census Bureau

NTPS-20L(C//CI)

School coordinator reminder letter (C=paper group; CI=Internet group)

Date

School Name School

Address

Dear Survey Coordinator,

Thank you for your continued assistance with the 2015-16 National Teacher and Principal Survey (NTPS). According to our records, [C: **we have not yet received**] one or more of the questionnaires from your school [C: **./CI: has not yet been completed.**] Because this is a sample survey, each response is vital to ensure reliable, nationally- representative data on schools and educators. I am writing to ask for your assistance in obtaining completed questionnaires from those staff members at your school who have not yet [C: **returned**//CI: **completed**] them.

You can access the NTPS Respondent Status Center to view which of your school's questionnaires have not yet been completed [C: **or returned**].

- Go to the NTPS Respondent Status Center at <https://respond.census.gov/ntpsrc>
- Log in using this User ID:

Please remind the appropriate staff to complete their questionnaire(s) **as soon as possible**.

If you or other school staff have recently completed the questionnaire(s), thank you. Please allow adequate time after the questionnaire(s) [C: **is mailed**//CI: **are completed**] for the status displayed in the NTPS Respondent Status Center to be updated to reflect receipt.

Please contact the U.S. Census Bureau at 1-888-595-1338 between 8:00 a.m. and 8:00 p.m. (Eastern Time) Monday through Friday if you have any questions about the survey. You can also contact the U.S. Census Bureau via e-mail at: addp.education.surveys@census.gov.

Thank you again for your help in coordinating your school's participation in this important survey.

Sincerely,

John H. Thompson Director
U.S. Census Bureau

SURVEY COORDINATOR CHECKLIST

Task	Completion Information
1. Ensure TLF is completed	<u>Who completed it:</u> [C: Mail //CI: Completion] Date:
2. Ensure Principal Questionnaire is completed	<u>Who completed it:</u> [C: Mail //CI: Completion] Date:
3. Ensure School Questionnaire is completed	<u>Who completed it:</u> [C: Mail //CI: Completion] Date:

NTPS RESPONDENT STATUS CENTER

You can log into the “NTPS Respondent Status Center” to verify that your school’s completed questionnaires were received by the U.S. Census Bureau.

- Go to the NTPS Respondent Status Center at <https://respond.census.gov/ntpsrsc>
- Log in using this User ID:

Please allow adequate time after the questionnaire is [C: **mailed**//CI: **completed**] for the status displayed in the Respondent Status Center to be updated to reflect receipt.

NTPS-21L(C)

Date

School Name School
Address

Dear Survey Coordinator,

Throughout this school year, the U.S. Census Bureau sent you several packages containing questionnaires for the 2015–16 National Teacher and Principal Survey (NTPS). We would like to thank you for your help in coordinating the completion and return of these questionnaires for your school.

One or more questionnaire(s) are still missing. At this time, we will begin to follow up on these questionnaire(s) with the individual respondents.

If you have any questions about the survey, please contact the U.S. 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 U.S. Census Bureau via e-mail at: addp.education.surveys@census.gov.

We appreciate all of your help. Your school's response is very important to the success of this survey. Thank you.

Sincerely,

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

Teacher Letters

NTPS-15L(L//I)

Initial Teacher Letter - TQ login information (L= paper group; I = Internet group)

Date

Dear

You have been selected to represent thousands of other teachers in the United States by completing the 2015–16 National Teacher and Principal Survey (NTPS) Teacher Questionnaire, and your participation is important for the success of this survey. Each response is vital to ensure reliable, nationally representative data, and we need your help to make this happen.

The NTPS is used by policymakers and researchers to understand teachers' experiences as educators, and their pathways of professional development. 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 U.S. Census Bureau is conducting this important study on behalf of the National Center for Education Statistics (NCES), the statistical agency of the U.S. Department of Education. Your cooperation in this important effort is greatly appreciated.

[L: Please complete the questionnaire within one week and return it to the U.S. Census Bureau using the enclosed postage-paid envelope.//I: Your survey responses will be collected on a secure website.] The [L: interview//I: survey] will take approximately 40 minutes to complete. **[I: Please complete the survey within one week.]**



[I: For your convenience, the Internet link to the survey, as well as your User ID, have been sent to you via e-mail at the following address:]

Please be assured that both the U.S. Department of Education and the U.S. Census Bureau follow 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>.

If you have any questions about the survey, please contact the U.S. 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 U.S. Census Bureau via e-mail at: addp.education.surveys@census.gov.

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

Sincerely,

John H. Thompson Director
U.S. Census Bureau

Frequently Asked Questions

What is the purpose of the NTPS?

The purpose of the NTPS is to provide policymakers and researchers 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 also link the 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.

The NTPS has been designed with input from state and local education agencies, school administrators, teachers, education policymakers, and researchers through the numerous organizations representing these various data providers and data users. For more information about the NTPS, please visit our website at <http://nces.ed.gov/surveys/ntps>.

How are the NTPS data used?

The data from the NTPS are 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 workforce;
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.

Why is my school's participation important?

Only a small percentage of schools are selected to participate. Therefore, your school represents approximately 5,000 other schools and is important for the success of this survey.

How long does it take to complete an NTPS questionnaire?

While the surveys will vary in length, each questionnaire will take approximately 22 to 40 minutes to complete.

Will my school's and individual staff members' data remain confidential?

Please be assured that both the U.S. Department of Education and the U.S. Census Bureau follow strict procedures to protect the privacy 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]. Your participation is voluntary, but your responses are necessary to make the results of this study accurate and timely.

Who authorizes this survey?

The U.S. Census Bureau will conduct this survey for NCES 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 1850-0598 and the approval expiration date is 06/30/2018.

Who can answer general questions regarding this survey?

Please contact the U.S. Census Bureau at 1-888-595-1338 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. The U.S. Census Bureau is also available to answer your questions via e-mail at addp.education.surveys@census.gov.

NTPS-16L(L//I)

First reminder teacher letter – TQ login information (L= paper group; I = Internet group)

Date

Dear

We recently invited you to share your experiences as a teacher by completing the [I: **online**] Teacher Questionnaire for the National Teacher and Principal Survey (NTPS). If you have already completed the survey, thank you.

If you have not had the opportunity to complete the survey yet, we encourage you to do so as soon as possible. Your responses help us ensure that policymakers, universities, and researchers have a current and accurate picture of teacher career paths, satisfaction, working conditions, and other important education issues in the United States.

Please complete the [I: **online] questionnaire as soon as possible [L: **and return it using the enclosed postage-paid envelope**].** The survey will take approximately 40 minutes to complete.

[I: **Log-in Information**]

[I: **For your convenience, the Internet link to the survey, as well as your User ID, have been sent to you via e-mail at the following address:**]

If you have any questions about the survey, please contact the U.S. 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 U.S. Census Bureau via e-mail at: adp.education.surveys@census.gov.

Please be assured that both the U.S. Census Bureau and the U.S. Department of Education follow 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 vital to ensure the results of this survey are 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.

Sincerely,

John H. Thompson Director
U.S. Census Bureau

NTPS-17L(L//I)

Second reminder teacher letter (L= paper group; I = Internet group)

Date

Dear

Earlier this school year, the U.S. Census Bureau sent you [I: **an invitation to complete**] the Teacher Questionnaire for the National Teacher and Principal Survey (NTPS), a large-scale, nationwide survey of elementary and secondary schools and the teachers and principals who staff them.

According to our records, you have not yet completed the survey. This is your opportunity to represent thousands of other teachers like yourself in this important survey. Your responses are vital to gain an accurate view of teachers' professional backgrounds, teaching fields, workloads, and working conditions in this country. Your cooperation in this effort is greatly appreciated.

If you have recently completed the survey, thank you! **If you have not yet completed the survey, please complete [L: it//I: **the enclosed questionnaire**] and return it to us in the [L: **enclosed**] postage-paid envelope.** The questionnaire will take approximately 40 minutes to complete.

If you have any questions about the survey, please contact the U.S. 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 U.S. Census Bureau via e-mail at: adp.education.surveys@census.gov.

Please be assured that both the U.S. Census Bureau and the U.S. Department of Education follow 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 vital to ensure the results of this survey are 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. Sincerely,

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

NTPS-18L

Date

Dear

I am asking for your participation in the 2015-16 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) to provide critical data to policymakers and researchers on school organization, decision making, recruitment and retention of teachers, and other important education topics. The U.S. Census Bureau is conducting the 2015-16 NTPS on behalf of the National Center for Education Statistics (NCES), the statistical agency of the U.S. Department of Education.

We know that your time is valuable, but we ask you to let your voice be heard and represent other teachers like yourself in the survey by completing the Teacher Questionnaire. Policymakers and education researchers use the data you provide to gain a better understanding of teachers' professional backgrounds, workloads, and working conditions 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 2015-16 NTPS**. If you have not had the opportunity to complete the questionnaire yet, please complete the enclosed questionnaire ***as soon as possible***.

If you have any questions about the survey, please contact the U.S. Census Bureau at 1-888-595-1338. 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. You can also contact the U.S. Census Bureau via e-mail at: addp.education.surveys@census.gov.

Please be assured that both the U.S. Department of Education and the U.S. Census Bureau follow 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,

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

NTPS-19L(T)

Date

Dear

Thank you for your assistance in the 2015-16 National Teacher and Principal Survey (NTPS). Enclosed is the replacement Teacher Questionnaire that you requested. Please complete the enclosed questionnaire and return it in the postage-paid return envelope.

Please return your completed questionnaire ***as soon as possible***.

For more information about the NTPS, visit our website at: <http://nces.ed.gov/surveys/ntps>.

If you have any questions about the survey, please contact the U.S. 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 U.S. Census Bureau via e-mail at: addp.education.surveys@census.gov.

Thank you again for your assistance in this important survey. Sincerely,

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

Let your school shine through in the

National Teacher and Principal Survey

Help represent other schools like yours in the 2015-2016 National Teacher and Principal Survey. Data from this survey are critical to school districts and other education policy makers. If you do not participate, you will not be represented. Below are some statistics for city schools from previous surveys.



In schools like yours...

Students' race and ethnicities are highly diverse

7 out of 10 schools offer instruction specifically designed for ELL students

4 out of 9 schools offer instruction for students who seek academic advancement/enrichment



National Center for Education Statistics
Institute of Education Sciences
U.S. Department of Education
<http://nces.ed.gov/surveys/ntps/>



Teachers in schools like yours...

1 out of 2 teachers have a master's degree or higher

1 out of 5 teachers with a master's degree received help to pay for their degree from the state, school, or district

3 out of 8 teachers have 15 years or more of full-time teaching experience



Principals in schools like yours...

1 out of 8 principals have a doctorate or equivalent professional degree

3 out of 10 principals consider encouraging academic excellence as their most important goal

Principals spend an average of 60 hours per week on all school related activities

**BE A REPRESENTATIVE FOR
SCHOOLS LIKE YOURS!**

Principal Emails

Initial Principal Email

Subject: "U.S. Census Bureau Web Survey"

Body:

Dear <PRIN_NAME>,

A few days ago, we mailed you a letter at your school address inviting your participation in the National Teacher and Principal Survey (NTPS). This survey is being administered by the U.S. Census Bureau on behalf of the National Center for Education Statistics, the statistical agency of the U.S. Department of Education.

We encourage you to complete this survey online. Your responses will be collected on a secure website and we estimate that this survey will take about 22 minutes to complete. Your response is vital to ensure reliable, nationally representative data.

To complete the survey please go to: <https://respond.census.gov/ntpspq>

Log in using this User ID : <USERID_PQ>

If you have any questions about the survey, please contact the U.S. 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 U.S. Census Bureau via e-mail at: addp.education.surveys@census.gov.

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

Sincerely,

National Teacher and Principal Survey Team
U.S. Census Bureau, on behalf of the
National Center for Education Statistics

Principal's First Reminder Email

Subject: "U.S. Census Bureau Web Survey Reminder"

Body:

Dear <PRIN_NAME>,

A few weeks ago, we sent you a letter and an email inviting you to share your insight into the professional background, workload, and working conditions of principals in this country by completing the National Teacher and Principal Survey (NTPS).

If you have recently completed the survey, thank you for your assistance and please disregard this e-mail. If you have not had the opportunity to participate yet, please complete the survey today.

To complete the survey, please go to: <https://respond.census.gov/ntpspq>

Log in using this User ID : <USERID_PQ>

If you have any questions about the survey, please contact the U.S. 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 U.S. Census Bureau via e-mail at: addp.education.surveys@census.gov.

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

Sincerely,

National Teacher and Principal Survey Team
U.S. Census Bureau, on behalf of the
National Center for Education Statistics

Principal's Second Reminder Email

Subject: U.S. Census Bureau Survey Reminder

Body:

Dear <PRIN_NAME>,

We know that you are very busy, but we need your help!

We recently mailed you the Principal Questionnaire for the National Teacher and Principal Survey. 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 have not had the opportunity to complete the survey yet, we encourage you to complete the questionnaire as soon as possible and return it in the provided postage-paid envelope.

If you have any questions about the survey, please contact the U.S. 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 U.S. Census Bureau via e-mail at: addp.education.surveys@census.gov.

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

Sincerely,

National Teacher and Principal Survey Team
U.S. Census Bureau, on behalf of the
National Center for Education Statistics

Teacher Emails

Initial Teacher Email

Subject: "U.S. Census Bureau Web Survey"

Body:

Dear <TCH_NAME>,

A few days ago, we mailed a letter inviting your participation in the National Teacher and Principal Survey (NTPS). This survey is being administered by the U.S. Census Bureau on behalf of the National Center for Education Statistics of the U.S. Department of Education.

The NTPS is used by policymakers and researchers to understand teachers' experiences as educators, and their pathways of professional development. 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.

We encourage you to participate in this survey. Your responses will be collected on a secure website and we estimate that this survey will take about 40 minutes to complete.

To complete the survey, please go to: <https://respond.census.gov/ntpstq>

Log in using this User ID : <USERID_TQ>

If you have any questions about the survey, please contact the U.S. 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 U.S. Census Bureau via e-mail at: addp.education.surveys@census.gov.

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

Sincerely,

National Teacher and Principal Survey Team
U.S. Census Bureau, on behalf of the
National Center for Education Statistics

Teacher's First Reminder Email

Subject: "U.S. Census Bureau Web Survey"

Body:

Dear <TCH_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 recently completed the survey, thank you for your assistance and please disregard this e-mail. If you have not had the opportunity to participate yet, we encourage you to complete the survey today.

To complete the survey, please go to: <https://respond.census.gov/ntpstq>

Log in using this User ID : <USERID_TQ>

If you have any questions about the survey, please contact the U.S. 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 U.S. Census Bureau via e-mail at: addp.education.surveys@census.gov.

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

Sincerely,

National Teacher and Principal Survey Team
U.S. Census Bureau, on behalf of the
National Center for Education Statistics

Teacher's Second Reminder Email

Subject: " U.S. Census Bureau Survey Reminder"

Body:

Dear <TCH_NAME>,

We know that you are really busy, but we need your help!

We recently mailed you the Teacher Questionnaire for the National Teacher and Principal Survey. Your participation contributes to providing valuable information to those that determine education policy and practices.

If you have recently completed the survey, thank you for your assistance and please disregard this e-mail. If you have not had the opportunity to complete the survey yet, we encourage you to complete the questionnaire and return it in the provided postage-paid envelope.

If you have any questions about the survey, please contact the U.S. 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 U.S. Census Bureau via e-mail at: addp.education.surveys@census.gov.

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

Sincerely,

National Teacher and Principal Survey Team
U.S. Census Bureau, on behalf of the
National Center for Education Statistics

NTPS-21L(RC)

[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

Email – Principal (RC)

Nonrespondents Email – PQ Outstanding

Subject: “<PRIN_TITLE> <PRIN_LASTNAME>: Please Help Us with This Important Study”

Body:

Dear Principal <PRIN_NAME>,

My name is Chris Chapman, and I am the Associate Commissioner of the Sample Surveys Division for the National Center for Education Statistics. Throughout the school year, the Census Bureau has contacted your school to ask for your participation in the National Teacher and Principal Survey (NTPS). Now I want to personally invite you to participate in this important survey. [PQ: This is a unique opportunity to let your voice be heard as a principal and we want principals like you to be represented in this national survey. I hope you will help us in this effort.//SQ: This is a unique opportunity to let <SCHOOL_NAME> represent thousands of other schools, and we want schools like <SCHOOL_NAME> to be represented in this national survey. I hope you will help us in this effort //PQ&SQ: <SCHOOL_NAME> has been selected to represent thousands of other schools in the nation. This is a unique opportunity to let your voice be heard as a principal and to let your school represent other schools like <SCHOOL_NAME> across the nation. We want principals like you and schools like yours to be represented in this national survey. I hope you will help us in this effort.

[PQ OR SQ: <PRIN_TITLE> <PRIN_LASTNAME> I know your time is valuable, and I would like to make participating in this study as easy for you as possible. I have included a link below to the online survey. Your responses will be collected on a secure website. This study is estimated to take about [PQ: 22//SQ: 30] minutes to complete.]

[PQ: To complete the survey please go to: <https://respond.census.gov/ntpspg>
Log in using this User ID : <USERID_PQ>]

[SQ: To complete the survey please go to: <https://respond.census.gov/ntpssq>
Log in using this User ID : <USERID_SQ>]

[PQ&SQ: <PRIN_TITLE> <PRIN_LASTNAME> I know your time is valuable, and I would like to make participating in this study as easy for you as possible. I have included a link below to the online **principal survey**. Your responses will be collected on a secure website and is estimated to take about 22 minutes to complete.

To complete the survey please go to: <https://respond.census.gov/ntpspg>
Log in using this User ID : <USERID_PQ>

I have also included a second link below to the online **school survey**. The school survey should be completed by a staff member who can best answer questions about enrollment, staffing counts, and programs and services offered at your school. You may find it easiest to pass this along to another school staff member to complete. Your school's responses will be collected on a secure website and is estimated to take about 30 minutes to complete.

To complete the survey please go to: <https://respond.census.gov/ntpssq>
Log in using this User ID : <USERID_SQ>]

If you have any questions or concerns about this survey, please do not hesitate to contact me. I or one of our staff members will be happy to answer your questions.

Thank you in advance for your participation in this important study!

Sincerely,

Chris Chapman
Associate Commissioner of Sample Surveys
National Center for Education Statistics

