NATIONAL CENTER FOR EDUCATION STATISTICS

Attachments 2-4

Attachment 2 – Recruitment Screener
Attachment 3 – Protocol Materials
Attachment 4 – Portal Instrument Screen Shots

2017-2018 National Teacher and Principal Survey (NTPS)

Portal Usability Testing

OMB# 1850-0803 v.189

February 2017

Attachment 2
Recruitment Screener

Hello. My name is [XXXXXX] and I work for the U.S. Census Bureau. The U.S. Department of Education is conducting a study of schools to evaluate the effects of school workplace conditions, salaries, and training opportunities on the educational workforce, among other things.

We are looking for volunteers to help us improve the web survey used in this study. We want to know how easy or hard it is to complete the web survey, and we need help from people like you to do that. The information gained from the study will be used for potential revisions to the web survey. Your participation is voluntary, and you will receive no sales pitches or follow-up calls based on your participation. I'd like to ask you a few questions to see if you qualify for the study.

The next few questions are for classification purposes only.

1. What is your name? (write in)

   _____

2. What is your phone number? (write in)

   _____

3. What is your email address? (write in)

   _____

4. Do you currently work at a school?

   ___ Yes

   ___ No – Thank you for your interest, but we need participants who work in a school. END CALL

5. What is your current job description?

   _____

6. Are you a school administrator or staff person who can provide information about the teachers at your school, including teacher's names, email addresses, subject matter taught, and full- or part-time status?

   ____ Yes

   ____ No – Thank you for your interest, but we need participants who have access to that data. END CALL

7. Do you have access to the files containing that information at the school?
____ Yes

____ No or Not sure - Thank you for your interest, but we need participants who have access to that data. END CALL

8. What is the name of the school where you work?

_____

9. What grades does your school serve?

_____

10. How many students are enrolled in your school?

_____

11. Is your school public or private or something else?

_____

12. Have you participated in a research study or focus group in the past 6 months? (RECRUIT NONE.)

___ Yes– Thank you for your interest, but we need participants who have not participated in a study recently. END CALL

___ No

13. Based on your answers, we would like to invite you to participate in our study. You will receive $75. The interview is approximately 90 minutes in length. We would like to conduct the session at your school so you have access to your records and can use your computer. Is that okay?

__Yes, it is okay to come to the school and I will have access to my records -> Go to 14

__No, I cannot conduct this session at my school

We can conduct the session at the U.S. Census Bureau Headquarters or at a local library, but I first need to contact the researcher who will work with you. What is your telephone number and a good time to call?
Telephone # _____

Good time to call _____
GET BACK TO THEM AFTER TALKING WITH RESEARCHER

14. We are conducting interviews between _____ and _____. When are you available to participate in this research study during that time period?

	CIRCLE	
Yes	1	→ (CONTINUE, and collect date, time and location)
No	2	→ (THANK AND TERMINATE)

Date:

Time:

Location:

2017-18 NTPS Portal Usability Testing
Attachment 3
Protocol Materials

Table of Contents

Usability Testing Protocol

MATERIALS NEEDED FOR INTERVIEW

- Interviewer Protocol Script
- Consent Form
- Invitation Letter with Username
- Satisfaction Survey
- Vignettes
- Incentive
- Payment Receipt
- Pens and Paper
- Webcam with gooseneck clamp
- Laptop
- Guest Wireless Username and Password
- Extra Equipment and Charging Cords

INTERVIEWER USABILITY TESTING SCRIPT

Thank you for your time today. My name is XX and I work with the Human Factors and Usability Group at the U.S. Census Bureau. I will be working with you today. In this lab, we evaluate how easy or difficult our various web survey products are to use. What works well, we keep. When potential users, such as you, have difficulty with something, we have an opportunity to fix it before it goes live to a much larger group.

Before we start, there is a form I would like you to read and sign. It explains the purpose of today's session and your rights as a participant. It also informs you that we would like to take a video recording of the device as you use it along with the audio from this session to get an accurate record of your feedback. Your name will not be associated with the recording or any of the other data collected during the session.

[Hand NCES consent form; give time to read and sign; sign own name and date. Show participants where the camera is and what part of the screen will be recorded start recording.]

OK great.

Thank you.

There are several parts to today's session.

As you know when we talked to you to see if you were eligible to participate, we had to make sure you had access to the list of teachers at your school. As the first part of today's session we'd like you to describe that list in your own words.

Probe if they are not forthcoming:

Do you have a list?

(If yes, then ask remaining questions; If No, then ask what type of information they have about their teachers)

What do you call it?

What type of information is on it?

Where did that information come from?

Who created it?

Who uses it?

Do you have to report the information from that list to anyone? Who?

Do other schools use a similar format?

Thank you for that information.

The second part of today's session is for you to help us evaluate the design of a survey that we are working on for the U.S. Department of Education. You will be helping us evaluate a portion of the National Teacher Principal Survey. You will do this by completing it using your computer/this laptop.

If you run into any difficulties as you work in the web instrument, please don't blame yourself. Any difficulties are the result of the design of the web instrument, not your skills or abilities. We are going to use your comments and experiences as well as comments and experiences of other participants, to help improve the web instrument. I did not create it, so don't feel like you have to hold back your thoughts to be polite to me. We appreciate your help so we can make the web instrument work well for everyone.

Think Aloud: I want you to respond to the web instrument exactly the way you would if you were at school, but with one major difference. I would like you to think aloud as you work within the instrument. I am interested in your answers, but I am also interested in the process you go through in your mind when you answer the questions. I would like you to tell me everything that you are thinking and feeling as you go about answering each question.

Practice Think Aloud

Let's do a practice question before we start: Please think aloud as you answer the question, how many windows are in your home?

[Probe if they fall silent; if they just give a number ask them to do it again but this time so that you can understand how they came up with the number; after they finish the think-aloud exercise, explain why we are asking them to do this, e.g., if the Census was interested in the number of windows, which we are not, but if we were, and someone was looking at their sliding glass door and wondered aloud that they didn't know if they should include it or not, them saying those words would clue us in that we needed to fix our question, make it clear that sliding glass doors should be included, etc.

Probes that will be used in study

- *Keep talking*
- *Um-hum?*
- *What are you thinking?*
- *What are you including?]*

Great that's what I want you to do throughout our session. I will remind you to think aloud if you get quiet.

At the end of the session, I will have some additional questions about how satisfied you were with the survey. Now, we may open up some of the screens and talk about them.

Interview – Starting with Invitation letter for the teacher listing

[Hand participant the mailing materials (invitation letter with their user name/ID info. Make certain to write down the PIN or any information that the user may need later in survey]

This is an example of mailing materials you would receive at school if your school was selected for the NTPS survey. Imagine that you received this at your school address. Please take a moment to read it. Notice that the address is not your real school address. If you were to receive the survey for real, the mailing materials would have your real school address. Since we cannot replicate that for the lab setting, you will have to pretend that this letter came to your school's address.

That is the only part of the study that is pretend. Please answer the survey questions as they apply to you and your school. Please go ahead and do what the letter says to get started. Remember that I am interested in what you have to say as you go about interacting with the web instrument. We especially want to see how you enter the teacher information into the form, so please start with that piece.

[Interviewer instruction: Stop them about 40 minutes into the instrument. If they pause, tell them that we'd like them to work within the instrument for 30-40 minutes. If we have to use mocked up data, provide that to them with fictitious information.]

Okay, we are ready to move onto the next task. We'd like you to logout of the instrument.

Satisfaction Questions

Now I would like you to answer these questions about the web instrument.

[Open the satisfaction survey on the laptop and have participant answer the questions.]

Debriefing Questions

So, now that you have worked with the web instrument for 40 minutes, in your own words, tell me the purpose of the instrument and the important features of the instrument.

If manual entry:
I noticed that you manually entered your teacher's names. Why did you choose that way of entering teacher names? Do you have any comments on the data requested?

If file upload:
I noticed you used the file upload feature to enter your teacher list. Why did you choose that way of entering teacher names? Do you have any comments on the file structure or template?

Thank you.

Now we have three tasks we would like you to do.

[Interviewer instruction: If they covered the task during the main session, then you can skip the vignette.]

Vignette 1

Now I'd like you to go back into the instrument and enter the information about you and your school.

[Interviewer instruction: You may either text them or type the correct URL for them if they had difficulty in the start of the session. See if they can re-enter with their ID and PIN or security questions. Note what participant does if they don't have their PIN. Give the respondent their PIN or security questions if they didn't have it.]

AT THE END: We noticed that you did/did not write down your PIN. Would you have done that if you had received this survey for real?

Vignette 2

Now I'd like you to explore the other information in the website and provide feedback on that information to me. I'm especially interested in whether you would use the data provided within the instrument, and how you would use it.

[Interviewer instruction: See where they go naturally, but direct them to the resource center if they do not seem interested in going there. Use general probes to find out about their thoughts on the usefulness of the feature.]

AT THE END: Do you find these data useful to you in your job?

Vignette 3

Now using this new ID and PIN, (hand ID and PIN to participant), I'd like you to first enter these data for three teachers. Please think aloud while you do this task.

(Once participant has finished that): Now I would like you to upload a file of teacher data which is <here>. Please think aloud while you do this task.

AT THE END: What you expect to happen to the teacher data previously entered?

Additional Debriefing Questions

Do you have any questions about the Web instrument or how you would use it?

I have slides of the web instrument available. We can go over any of these screens you would like.

Is there anything else you'd like to mention that we haven't talked about?

Finishing up session

[Give the respondent incentive envelope [$75], and thank them for their time and effort. Collect materials and leave or escort respondent out of the interviewing room.]

Okay, that's all that I have today. Many thanks for your work on this project. The last thing I need you to do is sign this form that says I am giving you $75.

Interviewer Log Sheet

P#____

TA:_____

Date: _____

Location: _____

PIN:

Main data entry:

Manual OR File Upload (circle one)

Wrote PIN down/Answered security questions

Notes:

Vignette 1:

Re-enter survey: Success or Fail

Notes:

Vignette 2:

Notes:

Vignette 3:

Notes

Questionnaire for User Interaction Satisfaction (QUIS)

Please Note: The questionnaire will be electronic with word labels on either end of 7 radio buttons. See image below for an idea of what the final format will look like.

1. Overall reaction to the Web Survey:

	Terrible	1 ○	2 ○	3 ○	4 ○	5 ○	6 ○	7 ○	Wonderful	NA ○

1.   Overall experience with the survey   Unpleasant to Pleasant
2.   The survey screens are visually pleasing   Never to Always
3.   The survey screens look professional   Never to Always
4.   Characters (words/text) on the screen   Barely legible to Very legible
5.   Instructions for correcting errors   Confusing to Clear
6.   Entering your answers into the survey   Difficult to Easy
7.   You knew what to do with this survey   Never to Always
8. Additional Comments_____

2017-18 NTPS Portal Usability Testing
Attachment 4
Portal Screen Shots to Be Used during Portal Usability Testing

Item: Log In (login)

Respondent Status Center
National Teacher and Principal Survey
2015-16 School Year

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Welcome to the 2015-16 National Teacher and Principal Survey Respondent Status Center

- Enter the User ID found on the letter we mailed to you.

User ID: [   ] [   ]

[Login]

Email us: addp.education.surveys@census.gov
Call us: 1-888-595-1338

** WARNING **

You have accessed a UNITED STATES GOVERNMENT computer. Use of this computer without authorization or for purposes for which authorization has not been extended is a violation of Federal law and can be punished with fines or imprisonment (PUBLIC LAW 99-474). System usage may be monitored, recorded, and subject to audit. Any information you enter into this system may be used by the Census Bureau for statistical purposes, including but not limited to improving the efficiency of our data collection programs. For information regarding the use of this system, and how your privacy is protected, visit our online privacy webpage at http://www.census.gov/privacy/. Use of this system indicates consent to the collection, monitoring, recording, and use of information provided inside this system.

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Item: PIN Page (pin)

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National Teacher and Principal Survey
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MAIN MENU   SCHOOL ADDRESS   FAQs   ENDORSERS   CONTACT US   SAVE AND CONTINUE LATER

Please make note of the PIN below.

It will allow you to log back into the survey if the session times out or you need to stop and come back later. This survey will take approximately 30 minutes to complete.

PIN: █████

For your security, we will not be able to reset the PIN if lost or forgotten.

Please note: sessions will expire (requiring you to log back in) after 15 minutes of inactivity. No data will be lost.

Verification Question: [Please select a verification question.   ▼]

Response: [   ]

[Next]

OMB NO.: 1850-0598
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Item: NTPS Administrator Screen

Respondent Status Center
National Teacher and Principal Survey
2015-16 School Year

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SAVE AND CONTINUE LATER

Please enter information into at least one of the search criteria below to search for the school. Click "Select Case" for the school record once results have populated.

Case ID: [   ]   School Name: [   ]

City: [   ]   State: [▾]

[Search]   [Reset]

(H) (◄◄) Display More Cases (►►) (H)

Results will be shown here.

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Item: NTPS Portal Main Menu

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2015-16 School Year

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MAIN MENU   SCHOOL ADDRESS   FAQs   ENDORSERS   CONTACT US   SAVE AND CONTINUE LATER

Welcome to the National Teacher and Principal Respondent Status Center.

Below you will be able to complete the Screener Interview, provide a Teacher Listing Form (TLF), check the status of questionnaires, and request replacement questionnaires.

Complete Screener Interview	Provide a Teacher Listing Form

	Status	Date	Request Questionnaire
Teacher Listing Form	Not received		☐
Principal Questionnaire	Received	9/15/2015	
School Questionnaire	Received	10/30/2015	

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Item: Spotlight on Data

Respondent Status Center
National Teacher and Principal Survey
2015-16 School Year

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MAIN MENU · SCHOOL ADDRESS · FAQs · ENDORSERS · CONTACT US · SAVE AND CONTINUE LATER

Spotlight on Data

Did You Know

During the 2011-12 school year...

- 55.6% of public school teachers with five years or less teaching experience felt well or very well prepared to handle a range of classroom management or discipline situations
- 28.7% of public school teachers reported having a great deal of control in selecting content, topics, and skills to be taught in their classroom
- Public schools in the United States had an average of 15.2 students for every one teacher
- The average salary of a beginning principal in the United States was $83,500

The National Teacher and Principal Survey and its precursor, the Schools and Staffing Survey, provide the answers to important education questions from the perspective of Principals and Teachers. Answers to commonly asked questions like those found here help school districts and policy makers at the state, federal, and local level set education policy and improve teacher and principal working conditions. Click the chart icons below to learn more about each of the following commonly asked questions:

How well prepared and supported are new teachers?

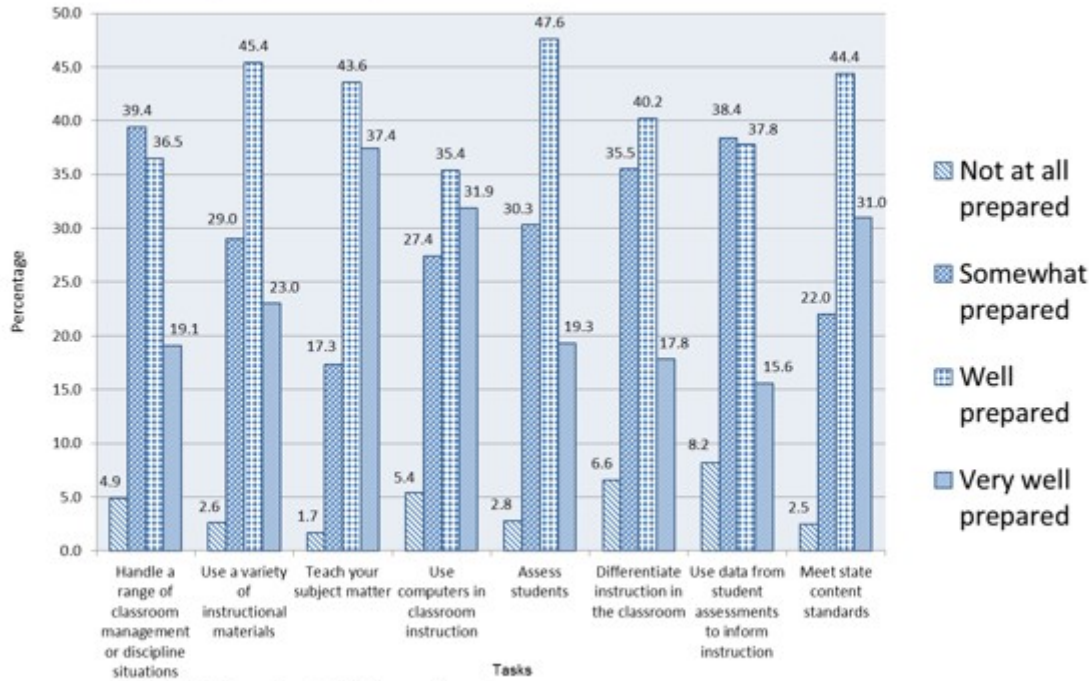Have teachers' views of their autonomy in the classroom changed over time?

What is the average salary of a beginning principal?

BURDEN STATEMENT | ACCESSIBILITY | PRIVACY | SECURITY

Percentage distribution of public school teachers with 5 years or less of teaching experience, by how well prepared they felt to perform a variety of tasks: 2011–12

Legend:
- Not at all prepared
- Somewhat prepared
- Well prepared
- Very well prepared

NOTE: Detail may not sum to totals because of rounding.
SOURCE: U.S. Department of Education, National Center for Education Statistics, Schools and Staffing Survey

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2015-16 School Year

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MAIN MENU   SCHOOL ADDRESS   FAQs   ENDORSERS   CONTACT US   SAVE AND CONTINUE LATER

The Survey Coordinator's role is to help facilitate the prompt completion of the Teacher Listing Form and other NTPS questionnaires.

First, you will complete a short screener where you will answer a few questions about your school and about yourself.

[Previous]   [Next]

OMB NO : 1850-0598
APPROVAL EXPIRES: 06/30/2018

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Item Screener Interview Page 1 Verify Name and Physical Address

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2015-16 School Year

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MAIN MENU   SCHOOL ADDRESS   FAQs   ENDORSERS   CONTACT US   SAVE AND CONTINUE LATER

Please make any corrections to your school's name and physical address.

School Name: EAST TEXAS MIDDLE SCHOOL 23

Address 1:   5070A BLUE LANE

Address 2:

City: ANY TOWN

State: TX

Zip Code: 99997   9997

Is this address also the mailing address?

○ Yes
○ No

[Previous]   [Next]

OMB NO.: 1850-0598
APPROVAL EXPIRES: 06/30/2018

BURDEN STATEMENT | ACCESSIBILITY | PRIVACY | SECURITY

Item: Screener Contact Information

Respondent Status Center
National Teacher and Principal Survey
2015-16 School Year

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| MAIN MENU | SCHOOL ADDRESS | FAQs | ENDORSERS | CONTACT US | SAVE AND CONTINUE LATER |

Please enter your name, title, email address, phone number, and the best time to reach you.

Name:

Title:

Email:

Work Telephone Number: [ ] - [ ] - [ ] Ext. [ ]

Best Times to be Reached:

[Previous]   [Next]

OMB NO.: 1850-0598
APPROVAL EXPIRES: 06/30/2018

BURDEN STATEMENT | ACCESSIBILITY | PRIVACY | SECURITY

Item: School Type Confirmation

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2015-16 School Year

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| MAIN MENU | SCHOOL ADDRESS | FAQs | ENDORSERS | CONTACT US | SAVE AND CONTINUE LATER |

What type of school is EAST TEXAS MIDDLE SCHOOL 23?

○ Public
○ Private
○ Charter
○ Home School
○ Web Based or Virtual School
○ Bureau of Indian Education

[Previous]   [Next]

OMB NO.: 1850-0598
APPROVAL EXPIRES: 06/30/2018

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Item: Grade Range

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2015-16 School Year

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What is the lowest grade offered at this school?

Select One [▼]

What is the highest grade offered at this school?

Select One [▼]

[Previous]   [Next]

Item: End of Interview

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2015-16 School Year

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MAIN MENU   SCHOOL ADDRESS   FAQs   ENDORSERS   CONTACT US   SAVE AND CONTINUE LATER

END OF INTERVIEW

Thank you for completing the Screener Interview!

- Please complete the Teacher Listing Form (TLF) within one week.
- Please ask the appropriate staff to complete the Principal Questionnaire and School Questionnaire within two weeks.
- Return to the Main Menu to submit the TLF electronically, track the status of questionnaires, and request replacement questionnaires.

[Return to Main Menu]

Item: TLF General Information

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INSTRUCTIONS

RETURN TO PREVIOUS PAGE

1. **Teacher's Name:** List all of the full-time and part-time teachers who teach AT THIS SCHOOL.

2. **Subject Matter Taught:** Enter the numeric code that corresponds to the subject in which the teacher teaches the most classes. 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

3. **Teaching Status at This School:** Enter the numeric code which corresponds to the teacher status of each teacher at this school.
   1—Full-time
   2—Part-time

   Include as part-time:

   - Itinerant teachers who teach part-time in this school, regardless of other positions held in this or other districts.
   - Teachers who perform other functions in this school in addition to part-time teaching. For example, a teaching guidance counselor should be counted as a part-time teacher.

4. **Teacher's Email Address:** Enter each teacher's school email address.

INCLUDE ON THE TEACHER LIST

Click underlined items below for additional details.

- Regular Classroom Teachers
- Special Education Teachers
- General Education Teachers
- Career, Technical, or Vocational Education Teachers
- Teaching principals, teaching guidance counselors, teaching librarians, teaching school nurses
- Teachers of Ungraded Students
- Itinerant, Co-op, Traveling, and Satellite Teachers
- Current Long-Term Substitute Teachers
- Other teachers who teach students in any of grades K-12

OMIT FROM THE TEACHER LIST

Click underlined items below for additional details.

- Prekindergarten teachers who teach ONLY prekindergarten students
- Adult Education and Postsecondary Teachers
- Short-term Substitute Teachers
- Student Teachers
- Day Care Aides
- Teacher Aides
- Librarians who teach ONLY library skills or how to use the library

BURDEN STATEMENT | ACCESSIBILITY | PRIVACY | SECURITY

Item: Provide a Teacher Listing Form

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National Teacher and Principal Survey
2015-16 School Year

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MAIN MENU   SCHOOL ADDRESS   FAQs   ENDORSERS   CONTACT US   SAVE AND CONTINUE LATER

Click Teacher Listing Form (TLF) Information to view the general information that will be required to fill out the TLF.

There are two ways to provide your TLF:

Option 1: File Upload

Submit an Excel file containing information for each teacher in your school.

Proceed to File Upload

OR

Option 2: Data Entry

Answer a series of questions for each teacher in your school.

Proceed to Questions

OMB NO.: 1850-0598
APPROVAL EXPIRES: 06/30/2018

BURDEN STATEMENT | ACCESSIBILITY | PRIVACY | SECURITY

Item: Upload a file (page teacher_upload)

Acct_Type: 1,2,3,4

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National Teacher and Principal Survey
2015-16 School Year

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MAIN MENU   SCHOOL ADDRESS   FAQs   ENDORSERS   CONTACT US   SAVE AND CONTINUE LATER

Your file has successfully uploaded. Please click "Submit the list" to submit your Teacher Listing Form.

FILE UPLOADS

1: Download the Excel template.

2: Enter the information for teachers at your school into the Excel template.

3: Save the completed Excel file to your computer.

4: Upload the Excel File.

Select File to Upload

[   ] Browse...

Upload file

Filename	Date	Status	Action
Copy_of_TLF_Excel_Template_NTPS1.xls	08-24-2016 02:46:59 PM	UPLOADED	delete

Submit the list

OMB NO.: 1850-0598
APPROVAL EXPIRES: 06/30/2018

BURDEN STATEMENT | ACCESSIBILITY | PRIVACY | SECURITY

Item: Input Teacher Listing Form

Respondent Status Center
National Teacher and Principal Survey
2015-16 School Year

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United States
Census
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Measuring America

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ENTER TEACHER INFORMATION

Number	Teacher's Name	Subject Matter Taught	Teaching Status at the Selected School	Teacher Email Address	Edit	Delete

Add Teacher

All Teacher Information Entered

BURDEN STATEMENT | ACCESSIBILITY | PRIVACY | SECURITY

Number	Teacher Name	Teacher Email Address	Teaching Status at this school	Subject(s) Taught	Edit	Delete
1	Jane Smith	name@address.gov	Full-Time	General Elementary Math	🖉	X
	[Entry Field]	[Entry Field]	Dropdown: [Select a Status] Full-time Part-time	Dropdown (mark all that apply): [Select subject(s)] [ ] Special Education [ ] General elementary [ ] Math [ ] Science [ ] English/Language Arts [ ] Social Studies [ ] Vocational/technical [ ] Other	🖉	X

Add Teacher

[Submit]

Respondent Status Center
National Teacher and Principal Survey
2015-16 School Year

United States
Census
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MAIN MENU   SCHOOL ADDRESS   FAQs   ENDORSERS   CONTACT US   SAVE AND CONTINUE LATER

ENTER TEACHER INFORMATION

Instructions

Teacher's Name

- Enter the teacher's name in the following order: First name, Middle name, Last name, suffix (if applicable).
- Please click the Instructions link for important information about itinerant teachers, substitute teachers, librarians, principals, and other staff that may teach at this school.

[   ]

Subject Matter Taught

- Choose the subject below in which the teacher teaches the most classes. If the teacher teaches two or more subjects equally, choose each subject that applies:
- Enter the "Other" subject matter for teachers who teach art, foreign language, music, physical education, English as a second language, and any other remaining subjects.

☐ 1 - Special education
☐ 2 - General elementary
☐ 3 - Math
☐ 4 - Science
☐ 5 - English/Language arts
☐ 6 - Social Studies
☐ 7 - Vocational/Technical
☐ 8 - Other

Teaching Status at THIS school

Include as part-time:
- Itinerant teachers who teach part-time in this school, regardless of other positions held in this or other districts.
- Teachers who perform other functions in this school in addition to part-time teaching.

For example, a teaching guidance counselor should be counted as a part-time teacher.

--- Select a Status --- ▼

Teacher's E-mail Address

Enter the teacher's school e-mail address.

[   ]

[Save Teacher]   [Cancel]

Item: TLF Contact Page

Respondent Status Center
National Teacher and Principal Survey
2015-16 School Year

Acting as Collection Agent
United States Census
Bureau
Measuring America

MAIN MENU   SCHOOL ADDRESS   FAQs   ENDORSERS   CONTACT US   SAVE AND CONTINUE LATER

FOLLOW UP QUESTIONS

Please provide your name, title, and work telephone number in case we have follow-up questions about any of your responses.

Name

Title

Work Telephone Number   [ ] - [ ] - [ ]   Ext. [ ]

How much time did it take to compile your information, not counting interruptions?

[ ] minutes

Submit

OMB NO.: 1850-0598
APPROVAL EXPIRES: 06/30/2018

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Item: Thank you

Respondent Status Center
National Teacher and Principal Survey
2015-16 School Year

Acting as Collection Agent
United States Census
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This is official confirmation that as of Tuesday April 19, 2016, 14:41:42, your response information has been received by the U.S. Census Bureau.

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Return to Main Menu

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