



March 15, 2017

MEMORANDUM

To: Robert Sivinski and E. Ann Carson, OMB
From: Amy Ho, NCES
Through: Kashka Kubzdela, NCES
Re: National Teacher and Principal Survey of 2017-2018 (NTPS 2017-18) Preliminary Field Activities Change Request (OMB# 1850-0598 v.17)

The 2017-18 National Teacher and Principal Survey (NTPS 2017-18) Preliminary Field Activities were approved in November 2016 (1850-0598, v.16). The preliminary field activities include: (a) contacting and seeking research approvals from special contact districts, where applicable, (b) notifying districts that their school(s) have been selected for NTPS 2017-18, and (c) notifying sampled schools of their selection for the survey and verifying their mailing addresses. Seeking research approvals from special contact districts is scheduled to begin in March 2017 upon OMB approval. This request is to update the description of the NTPS 2017-18 special contact district operations, the study overall, the content of the communications materials, and the confidentiality pledge to account for the Cybersecurity Enhancement Act of 2015 (see the revised *Appendix A NTPS 2017-18 Preliminary Field Activities – Contact Materials.docx*). The updates include:

- 1) Updating the confidentiality pledge throughout the submission documents (the only change in Appendix B) to reflect the addition of the Cybersecurity Enhancement Act of 2015 provision. The revised pledge reads: “All of the information you provide 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 and 6 U.S.C. §151).”
- 2) Updating general study description, sample size details, and overall study costs in Supporting Statement Parts A and B to match the content of the 2017–18 National Teacher and Principal Survey (NTPS 2017-18) clearance request (OMB# 1850-0598 v.18) that is currently undergoing a 60-day public comment period (expected to be submitted to OMB on April 5, 2017).
- 3) Adding a description of the special contact district operations in Supporting Statement Parts A and B.
- 4) Dropping of the Advance Letters to Districts for NTPS.
- 5) Non-substantive wording edits in the application Cover Letters to improve clarity and to account for the dropping of the Advance Letter.
- 6) Updating the NTPS FAQ document to reflect changes in sample sizes, response burden, and timetable; adding a section on public school organizations that endorse NTPS; and non-substantive wording edits to improve clarity.
- 7) Updating the Participant Informed Consent Form to reflect changes in response burden; and changing the reference from “the U.S. Department of Commerce” to “the U.S. Department of Education, the U.S. Census Bureau, or your school or district.”

- 8) Dropping the Special Contact District Approval Form (NTPS and SSOCS), given that each study will provide a separate approval form.
- 9) Adding a 2017-18 NTPS Generic Research Application to the materials (this document is an updated version of the 2015-16 NTPS Generic Research Application).

The requested here changes do not alter the estimated respondent burden or the cost to the federal government associated with the preliminary field activities.