

2017-18 NTPS Portal Usability Testing

Attachment 1

Recruitment, Consent Forms, and Receipt Acknowledgment Materials

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Email text for personal and professional contacts

Dear [contact]:

The U.S. Census Bureau is assisting with a study conducted by the National Center for Education Statistics (NCES) of the U.S. Department of Education. In an effort to improve a web survey, we are specifically looking for school administrators or administrative support staff for elementary, middle, or high schools to participate in a one-time voluntary web survey and provide feedback after taking it.

If you are eligible and participate in the study, you will receive \$75 to thank you for your participation.

What will I be doing in a usability study?

You will be asked to complete the web survey and do several short tasks using the web. You will also be asked questions about your experience and perceptions of the web survey.

What types of information will I be asked to provide?

As part of this study, you will be asked to input into the web survey school address and basic information for each teacher at your school, such as teacher names, email addresses, subject matter taught, and full- or part-time status and school subjects. Please be assured 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 of your responses may be used only for research purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C., §9573).

How long is a session? 90 minutes

When and where?

The study will be held [DAYS, DATES]. Ideally, the session will take place at your school so you can access the necessary information. If that is not possible, we can hold sessions at our office in Suitland, MD or at a local library.

Interested in participating?

Please reply to this email with your contact information or call me at [ADD PHONE]. I'll ask you some questions to help us determine if you are eligible for the study.

If someone you know is interested in participating, please contact [contact info].

Thank you for your time and help with this important study.

Sincerely,
[Recruitment Contact Info]

Text for advertisements on social media and/or Craig's List

Education Research Study –Participants Needed

The U.S. Census Bureau is looking for participants to help evaluate a new web survey conducted by the National Center for Education Statistics (NCES), part of the U.S. Department of Education. This survey is part of the National Teacher and Principal Survey (NTPS). 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:

- Evaluate the effects of school workplace conditions, salaries, and training opportunities on the educational workforce;
- Assess school staffing practices and personnel policies;
- Aid in the Department of Education's program planning in the areas of teaching shortage incentives, teaching policies, and teacher education.

We are looking for individuals who:

- Work in the school as an administrator or administrative support staff;
- Have access to a list of teachers within the school; and
- Would be responsible for completing a survey or data collection at the school.

As part of this study, you will be asked to input school address and basic information, such as teacher names, emails, subjects, and full or part-time status into the web survey. You will also be asked questions about your experience and perceptions of the web survey. Please be assured that both the U.S. Department of Education and the U.S. Census Bureau follow strict procedures to protect the collected information.

This type of research is known as usability testing. We video-record your PC and audio-record your voice as you respond to the survey questions and take other notes as necessary; information collected during this study will be used for research purposes only. Usability testing sessions will last approximately 90 minutes. The research study will be conducted between [Date 1, 2017] and [Date 2, 2017]. So that you can access your records, it is best if the session takes place at your school. However, if that is not possible, we can conduct the session at the Census Bureau in Suitland, Maryland. The Census Bureau is next to the Green Line Metro Station. Free parking is available for those who drive.

Eligibility to Participate:

If interested, please call 301-763-4979 to complete a brief telephone screening in order to determine if you are eligible. The telephone screening will take approximately 5 minutes to complete. If eligible, the U.S. Census Bureau will schedule an interview at your convenience. Please contact Kevin Younes using the information below with questions. If you are eligible and participate in the study, you will receive \$75 as a thank you for your participation.

Shorter recruitment advertisement text for school staff and for BOC broadcast.

K-12 School Staff Needed for Testing a National School Survey- Receive \$75

The U.S. Census Bureau is looking for administrative staff in K-12 schools who can best provide information about the teachers at your school, including each teacher's name, email address, subjects taught, and full- or part-time status. Public, charter, or private schools are welcome to participate! Interviews will be 90 minutes long and will be held at your school or at a convenient location. Participants will receive \$75. Please call Kevin Younes at 301-763-4979 or email Kevin at Kevin.J.Younes@census.gov to learn more.

BOC broadcast message

Participants Needed for a Research Study

From the Desk of Paul Beatty, Chief, Center for Survey Measurement...

The Center for Survey Measurement is seeking administrative staff in K-12 schools who can best provide information about the teachers at your school, including each teacher's name, email address, subjects taught, and full- or part-time status. Public, charter, or private schools are welcome to participate. The interviews will be used to test the National Teacher, Principal Survey for the National Center for Education Statistics.

If you know anyone who meets these criteria, we'd appreciate it if you let them know of this research opportunity. Interviews are around 90 minutes and take place at the school or at a location convenient to the participant during April and May.

Participants will receive \$75.

Please have interested participants contact us at (301) 763-4979 or email Kevin at Kevin.J.Younes@census.gov to learn more.



The U.S. Census Bureau is looking for
Participants for a School Administrator
Research Study

\$75 for a 90-minute session

Available dates: [Date 1] – [Date 2], 2017

You can participate if you are:

A school staff person in either an elementary, middle, or high school who can provide information about the teachers in your school, including names, email addresses, subjects taught and full or part-time status.

Call Kevin at: 301-763-4979

Kevin.J.Younes@census.gov

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301-763-4979

Informed Consent



Consent Form For Individual Participants Usability Testing of 2017 NTPS Portal

Each year the Census Bureau conducts many different usability evaluations. For example, the Census Bureau routinely tests the wording, layout, and behavior of products, such as websites and online surveys in order to obtain the best information possible.

You have volunteered to take part in a study to improve the usability of the National Teacher and Principal Survey (NTPS) Portal. Census Bureau is administering the NTPS Portal usability testing on behalf of the National Center of Education Statistics (NCES). NCES is authorized to conduct this study by ESRA 2002 (20 U.S.C., § 9543).

In order to have a complete record of your comments, your usability session will be audio and video-recorded. Only your device will be video-recorded. We plan to use the recordings to improve the design of the product. Only staff directly involved in the research project will have access to the recordings. Your participation is voluntary and all of the information you provide may be used only for research purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S. Code, § 9573). The OMB control number for this study is 1850-0803.

I have volunteered to participate in this usability study, and I give permission for my recordings to be used for the purposes stated above.

Participant's Name: _____

Participant's Signature: _____ Date: _____

Researcher's Name: _____

Researcher's Signature: _____ Date: _____

Incentive Receipt Acknowledgement Form

Standard Form 1034 September 1973 Treasury Form 2000		PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL				VOUCHER NO.	
U.S. DEPARTMENT, BUREAU OR ESTABLISHMENT AND LOCATION U.S. Department of Commerce Bureau of the Census Washington, DC 20233-9100				DATE VOUCHER PREPARED		SCHEDULE NO.	
				CONTRACT NUMBER AND DATE		PAID BY	
				REQ. NUMBER AND DATE			
PLEASE PRINT NAME & ADDRESS BELOW: PAYEE'S NAME AND ADDRESS						DATE INVOICE RECEIVED	
						DISCOUNT TERMS	
						PAYEE'S ACCOUNT NUMBER	
SHIPPED FROM				TO		WEIGHT	
						GOVERNMENT B/L NUMBER	
NUMBER AND DATE OF ORDER	DATE OF DELIVERY OR SERVICE	ARTICLES OR SERVICES <i>(Enter description, item number of contract or Federal supply schedule, and other information deemed necessary.)</i>	QUAN- TITY	UNIT PRICE		AMOUNT	
				COST	PER		
		For participating in a usability test as part of research on the 2017 NTPS Portal. Usability Laboratory Center for Survey Measurement Received by: _____ Date: _____				\$75.00	
(Use continuation sheet(s) if necessary) (Payee must NOT use the space below)							
TOTAL							
PAYMENT:		APPROVED FOR	EXCHANGE RATE	DIFFERENCES			
9 COMPLETE		\$75.00	= \$1.00				
9 PARTIAL		BY:					
9 FINAL		TITLE:					
9 PROGRESS		Amount verified correct for					\$75.00
9 ADVANCE		(Signature or initials)					
Pursuant to authority vested in me, I certify that this voucher is correct and proper for payment							
(Date)		(Authorized Certifying Officer)			Social Science Analyst (Title)		
ACCOUNTING CLASSIFICATION							
Project/Task: 5907054-000; Organizational Code: 11-29-0091-50-50-00-00; Obj. Class: 25-20-04-00							
CHECK NUMBER ON TREASURER OF THE UNITED STATES				CHECK NUMBER ON (Name of Bank)			
CASH DATE				PAYEE			
PER				TITLE			

Mailing Materials to be used during Interviews

Figure 1: Letter for main part of usability test

Dear School Staff Member,

As part of your school's participation in the 2017–18 National Teacher and Principal Survey (NTPS), you have been identified by your school's principal or designated NTPS 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. This survey is 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.

The NTPS is a primary source of information about what is happening in K–12 schools across the United States; therefore, your response is very important.

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

Please access the NTPS Respondent Portal, using the information in the box below, to complete your school's Teacher Listing Form. You can provide the list of teachers in one of two ways:

- (1) Download the Excel template, enter teacher information into the template, and upload the file;
- OR
- (2) Enter teacher information directly into a table on the website.

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

Log in using this User ID:

Click on "Teacher Listing Form"

Please complete the TLF online **within two weeks**. The form will take approximately 30 minutes to complete.

Additional information about the NTPS is available on the NTPS Respondent Portal website, accessible at the web address above. 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 ntps@census.gov.

Thank you in advance 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

FORM NTPS-11L(TLF)

Figure 2: For the main part of the interview if the participant is a coordinator

Dear Your school has been selected to participate in the 2017–18 National Teacher and Principal Survey (NTPS). The NTPS is a nationwide sample survey of elementary and secondary schools and the principals and teachers who staff them. The survey is a primary source of information about what is happening in K–12 schools across the United States. The survey is 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. Your school's 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. We request your assistance with the following tasks: 1) Complete, or ensure the online completion of, the Teacher Listing Form (TLF) within two weeks - Open the envelope labeled "Instructions for completing the Teacher Listing Form," or give it to the staff member who can best provide information about the teachers at your school, including each teacher's name, email address, subject matter taught, and full- or part-time status. The Teacher Listing Form will be used to select a sample of teachers to complete the NTPS Teacher Questionnaire. - In ten days, remind the staff member to complete the Teacher Listing Form if it has not been completed. 2) Complete, or ensure the online completion of, the School Questionnaire within two weeks - Open the envelope labeled "Instructions for completing the School Questionnaire," or give it to the staff member who can best answer questions about enrollment, instructional time, and programs and services offered at your school. - In ten days, remind the staff member to complete the School Questionnaire if it has not been completed. 3) Go online and complete the Principal Questionnaire within two weeks - The envelope labeled "Instructions for completing the Principal Questionnaire" contains the login information and instructions for completing your questionnaire. The Principal Questionnaire asks about your background and experiences as a school principal. You can check the status of your school's questionnaires and access NTPS resources, including ideas to encourage your staff's participation and data from previous survey administrations, using the NTPS Respondent Portal. - Access the NTPS Respondent Portal at https://respond.census.gov/ntpsrc - Log in using this User ID: 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	Frequently Asked Questions What is the purpose of the NTPS? The purpose of the National Teacher and Principal Survey (NTPS) is to provide policy makers and researchers with relevant and timely data on the characteristics and conditions of America's public, charter, and private K–12 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 policy makers, 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: - Evaluate the effects of school workplace conditions, salaries, and training opportunities on the educational work force; - Assess school staffing practices and personnel policies; and - 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? This survey is a primary source of information about what is happening in K–12 schools across the United States. Only a small percentage of schools are selected to participate; therefore, your school is important for the success of the survey. How long does it take to complete a NTPS questionnaire? While the surveys will vary in length, each questionnaire will take approximately 15 to 40 minutes to complete. Will my school's and individual staff members' data remain confidential? Yes. Please be assured 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]. Your participation is voluntary, but your responses are necessary to make the results of this study accurate and timely. Who authorizes this survey? This survey is authorized by the Education Sciences Reform Act of 2002, 20 U.S. Code §9541(b) and §9543(a). The U.S. Census Bureau will administer this survey on behalf of the National Center for Education Statistics (NCES), the statistical agency of the U.S. Department of Education. The Office of Management and Budget (OMB) approved this survey. The OMB control number is xxxx-xxxx and the approval expiration date is mm/dd/yyyy. Who can answer general questions regarding this survey? The U.S. Census Bureau can answer any questions you have about the survey. Staff can be reached by phone at 1-888-595-1338, 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 ntps@census.gov.
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Figure 3: For the main part of the interview - if the participant is a principal

Dear Your school has been selected to participate in the 2017–18 National Teacher and Principal Survey (NTPS). The principal at your school has chosen you as the survey coordinator for the NTPS. We need your help to make this survey a success! The NTPS is a nationwide sample survey of elementary and secondary schools and the principals and teachers who staff them. The survey is a primary source of information about what is happening in K–12 schools across the United States. The survey is 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. As survey coordinator, we request your assistance with the following tasks: 1) Complete, or ensure the online completion of, the Teacher Listing Form (TLF) within two weeks - Open the envelope labeled "Instructions for completing the Teacher Listing Form," or give it to the staff member who can best provide information about the teachers at your school, including each teacher's name, email address, subject matter taught, and full- or part-time status. The Teacher Listing Form will be used to select a sample of teachers to complete the NTPS Teacher Questionnaire. - In ten days, remind the staff member to complete the Teacher Listing Form if it has not been completed. 2) Complete, or ensure the online completion of, the School Questionnaire within two weeks - Open the envelope labeled "Instructions for completing the School Questionnaire," or give it to the staff member who can best answer questions about enrollment, instructional time, and programs and services offered at your school. - In ten days, remind the staff member to complete the School Questionnaire if it has not been completed. 3) Ensure the online completion of the Principal Questionnaire within two weeks - Give the envelope labeled "Instructions for completing the Principal Questionnaire" to the principal or administrator at your school. - In ten days, remind the principal to complete the Principal Questionnaire if it has not been completed. You can check the status of your school's questionnaires and access NTPS resources, including ideas to encourage your school staff's participation and data from previous survey administrations, using the NTPS Respondent Portal. - Access the NTPS Respondent Portal at https://respond.census.gov/ntpsrc - Log in using this User ID: Thank you in advance for your help to ensure your school is represented in this important survey. Sincerely, Peggy G. Carr, Ph. D. Acting Commissioner National Center for Education Statistics U.S. Department of Education	Frequently Asked Questions What is the purpose of the NTPS? The purpose of the National Teacher and Principal Survey (NTPS) is to provide policy makers and researchers with relevant and timely data on the characteristics and conditions of America's public, charter, and private K–12 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 policy makers, 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: - Evaluate the effects of school workplace conditions, salaries, and training opportunities on the educational work force; - Assess school staffing practices and personnel policies; and - 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? This survey is a primary source of information about what is happening in K–12 schools across the United States. Only a small percentage of schools are selected to participate; therefore, your school is important for the success of the survey. How long does it take to complete a NTPS questionnaire? While the surveys will vary in length, each questionnaire will take approximately 15 to 40 minutes to complete. Will my school's and individual staff members' data remain confidential? Yes. Please be assured 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]. Your participation is voluntary, but your responses are necessary to make the results of this study accurate and timely. Who authorizes this survey? This survey is authorized by the Education Sciences Reform Act of 2002, 20 U.S. Code §9541(b) and §9543(a). The U.S. Census Bureau will administer this survey on behalf of the National Center for Education Statistics (NCES), the statistical agency of the U.S. Department of Education. The Office of Management and Budget (OMB) approved this survey. The OMB control number is xxxx-xxxx and the approval expiration date is mm/dd/yyyy. Who can answer general questions regarding this survey? The U.S. Census Bureau can answer any questions you have about the survey. Staff can be reached by phone at 1-888-595-1338, 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 ntps@census.gov.
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FORM NTPS-11U(C)

Figure 4: Letter and FAQs for Vignette 1

Dear _____, Your school has been selected to participate in the 2017–18 National Teacher and Principal Survey (NTPS), which will be administered this fall 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. The NTPS is a nationwide sample survey of the teaching and working conditions in schools across the United States, as well as characteristics of the teachers and principals who staff them. The NTPS will provide critical data to policy makers and researchers on school organization, staff evaluations, professional development, and other important education topics. We request your assistance in completing a short screener survey, which asks basic information about your school to determine its eligibility for the NTPS. Your survey responses will be collected on a secure website. The survey will take approximately 5 minutes to complete. Please complete the survey within one week. • Respond now at https://respond.census.gov/ntpssc • Log in using this User ID: • Click on "Complete Screener Survey" 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: 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. 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 FORM NTPS-84(E)	Frequently Asked Questions What is the purpose of the NTPS? The purpose of the National Teacher and Principal Survey (NTPS) is to provide policy makers and researchers with relevant and timely data on the characteristics and conditions of America's public, charter, and private K–12 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 policy makers, 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/ntpssc. 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 work force; 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? This survey is a primary source of information about what is happening in K–12 schools across the United States. Only a small percentage of schools are selected to participate; therefore, your school is important for the success of the survey. Will my school's and individual staff members' data remain confidential? Yes. Please be assured 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). Your participation is voluntary, but your responses are necessary to make the results of this study accurate and timely. Who authorizes this survey? This survey is authorized by the Education Sciences Reform Act of 2002, 20 U.S. Code §9541(b) and §9543(a). The U.S. Census Bureau will administer this survey on behalf of the National Center for Education Statistics (NCES), the statistical agency of the U.S. Department of Education. The Office of Management and Budget (OMB) approved this survey. The OMB control number is XXXX-XXXX and the approval expiration date is mm/dd/yyyy. Who can answer general questions regarding this survey? The U.S. Census Bureau can answer any questions you have about the survey. Staff can be reached by phone at 1-888-595-1338, 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 ntpssc@census.gov.
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