

NATIONAL CENTER FOR EDUCATION STATISTICS

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2019-2020 National Teacher and Principal Survey (NTPS)

Cognitive Interviews

OMB# 1850-0803 v.218

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Attachment 1

NTPS Cognitive Interview Recruitment Advertisements

Recruitment advertisement text for teacher, staff, and principal interviews.

K-12 Teachers Needed for Testing a National Teacher Survey – Receive \$40

The U.S. Census Bureau is looking for teachers of any grades from kindergarten through grade 12 to help test question wording on a national teacher survey. Public, charter, and private school teachers, who live or will be in [city] are all welcome! Interviews will be [60 / 90 minutes] and will take place at a convenient location. Participants will receive \$40. Please call [NAME] at xxx-xxx-xxxx or email [NAME] at xxxx@census.gov to learn more.

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

The U.S. Census Bureau is looking for principals, assistant principals, or other school staff in primary or secondary schools to help test question wording on a national school survey. We need someone who can provide information about the number of teachers and staff, school enrollment, and programs and services provided by the school.

Public, charter, and private school staff, who live or will be in [city] are all welcome! Interviews will be [60 / 90 minutes] and will take place at a convenient location. Participants will receive \$75. Please call [NAME] at xxx-xxx-xxxx or email [NAME] at xxxx@census.gov to learn more.

Principals Needed for Testing a National Principal Survey – Receive \$75

The U.S. Census Bureau is looking for primary and secondary school principals to help test question wording on a national principal survey. Principals of public, charter, and private schools who live or will be in [city] are all welcome! Interviews will be [60/ 90 minutes] and take place at a convenient location. Participants will receive \$75. Please call [NAME] at xxx-xxx-xxxx or email [NAME] at xxxx@census.gov to learn more.

Attachment 2

Recruitment Protocols with Eligibility Screeners

Principal Recruitment Screener

Hello. My name is [XXXXXX] and I work for the U.S. Census Bureau. [Thank you for responding to our advertisement / I am calling you back about the message you left regarding our advertisement]. We are working with the National Center for Education Statistics within the U.S. Department of Education, to test questions for the National Teacher and Principal Survey. We are interested in interviewing principals to learn how the survey questions can be improved. Would you be available for a [60 / 90] minute interview in [fill appropriate date/time for the round we are interviewing for]? If you choose to participate, you will be given \$75 as a thank you for your time and input.

Would you like to participate?

Yes - Great. I am going to ask you a few background questions to confirm your eligibility.

No – Okay, thank you for your time today.

[if they would like to participant but aren't available now, ask if he / she is interested in participating at a future date].

1. Are you a principal in a public school, a charter school, or a private school?
Public school
Charter school
Private school
2. What state is your school in?
DC
MD
PA
VA
WV
Other: Please specify
3. About how many students are in your school?

Less than 250

250-499

500-999

1000 or more?
4. What is the name of your school?
5. What grades are taught in your school? Pre-K K 1 2 3 4 5 6 7 8 9 10 11 12
6. How long have you worked, as a principal, at your current school?
7. How long have you been a principal at any school?
8. Finally, if you were asked to do a survey, would you rather complete it on paper, or on a computer?
Thank you for your time!

Teacher Recruitment

Hello. My name is [XXXXXX] and I work for the U.S. Census Bureau. [Thank you for responding to our advertisement / I am calling you back about the message you left regarding our advertisement]. We are working with the National Center for Education Statistics within the U.S. Department of Education, to test questions for the National Teacher and Principal Survey. We are interested in interviewing teachers to learn how the survey questions can be improved. Would you be available for a [60 / 90] minute interview in [fill appropriate date/time for the round we are interviewing for]? If you choose to participate, you will be given \$40 as a thank you for your time and input.

Would you like to participate?

Yes - Great. I am going to ask you a few background questions to confirm your eligibility.

No – Okay, thank you for your time today.

[if they would like to participant but aren't available now ask if he / she is interested in participating at a future date].

1. Are you a teacher in a public, charter, or private school?

Public school

Charter school

Private school

2. What state is your school in?

DC

MD

PA

VA

WV

Other: Please specify

3. About how many students are in your school?

Less than 250

250-499

500-999

1000 or more?

4. What is the name of your school?

5. What grades are taught in your school? Pre-K K 1 2 3 4 5 6 7 8 9 10 11 12

6. What subject do you teach?

7. Are you full-time or part-time?

Full-time

Part-time

8. How long have you been teaching at any school?

9. Did you become a teacher through traditional educational and student teaching path or through an alternative certification program?

a. College/student teacher

b. Alternative teacher certification

10. Finally, if you were asked to do a survey, would you rather complete it on paper, or on a computer?

Thank you for your time!

Support Staff Recruitment

Hello. My name is [XXXXXX] and I work for the U.S. Census Bureau. [Thank you for responding to our advertisement / I am calling you back about the message you left regarding our advertisement]. We are working with the National Center for Education Statistics within the U.S. Department of Education, to test questions for the National Teacher and Principal Survey. We are interested in interviewing school staff to learn how the survey questions can be improved. Would you be available for a [60 / 90] minute interview in [fill appropriate date/time for the round we are interviewing for]? If you choose to participate, you will be given \$75 as a thank you for your time and input.

Would you like to participate?

Yes - Great. I am going to ask you a few background questions to confirm your eligibility.

No – Okay, thank you for your time today.

[if they would like to participant but aren't available for round 1, ask if he / she is interested in participating at a future date].

1. Are you staff in a public, charter, or private school?

Public school

Charter school

Private school

2. What state is your school in?

DC

MD

PA

VA

WV

Other: Please specify

3. About how many students are in your school?

Less than 250

250-499

500-999

1000 or more?

4. What is the name of your school?

5. What grades are taught in your school? Pre-K K 1 2 3 4 5 6 7 8 9 10 11 12

6. What is your job title or role?

7. How long have you been working at your current school in that position?

8. How knowledgeable do you consider yourself to be about the following aspects of your school:

- a. Enrollment

- i. Very knowledgeable,

- ii. Somewhat knowledgeable,

- iii. Not at all knowledgeable [IF SELECTED ASK: Would you know how to find more information on enrollment?]

- b. Staff demographics and years of experience?

- i. Very knowledgeable,

- ii. Somewhat knowledgeable,

- iii. Not at all knowledgeable [IF SELECTED ASK: Would you know how to find more information on staff diversity and years of experience?]

- c. Programs and services your school offers
 - i. Very knowledgeable,
 - ii. Somewhat knowledgeable,
 - iii. Not at all knowledgeable [IF SELECTED ASK: Would you know how to find more information on programs and services your school offers?]

9. Finally, if you were asked to do a survey, would you rather complete it on paper, or on a computer?

Thank you for your time!

Attachment 3

National Teacher and Principal Survey (NTPS) Cognitive Interviews Frequently Asked Questions (FAQs)

What is this study about?

For this particular study, we will ask you to answer a series of survey questions related to your background and experiences, and about your school. We will discuss how you arrived at your answers and how you interpreted the questions.

What will you do with the data?

The data will be used to improve the questionnaire. Direct quotes may be used in reports or in research presentations, but your name and your school's name will never be used in any reports or presentations. Your participation and interest is very important to us.

What is the National Teacher and Principal Survey?

The National Teacher and Principal Survey (NTPS) is the nation's primary source of information on what is happening in K-12 schools from both teacher and principal perspectives. It is fielded every two years by the National Center for Education Statistics (NCES). This survey used to be called the Schools and Staffing Survey (SASS).

Who is the National Center for Education Statistics?

The National Center for Education Statistics (NCES), <http://nces.ed.gov/>, is the primary federal statistical entity for collecting and analyzing data on topics related to education both in the United States and in comparison with other nations. NCES is part of the Institute of Education Sciences, within the U.S. Department of Education. The education statistics that NCES produces are used by Congress, federal and state agencies, educational organizations, researchers and policymakers, the general public, and others.

Do I have to participate?

Participation is voluntary. You may choose whether or not you want to be in this study. If you decide to be in the study, you may refuse to answer any question you do not want to answer or to stop participating at any time.

How much will I be paid?

Teachers will receive \$40, school staff providing feedback on the school questionnaire will receive \$75, and principals providing feedback on the principal questionnaire will receive \$75 cash after completion of the interview.

How long will the study take?

The interview will take between 60 to 90 minutes of your time.

Why should I participate?

We are testing new and modified questions that will be asked in the next administration of the survey. Your input on how the new questions are working will help improve the study and the data we collect. By participating in this study you can help make sure that the NTPS collects the most complete and accurate data possible.

How is my privacy protected?

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). Your name will not be attached to the answers you provide.

What information will be shared with the government/with NCES?

Your name will not be associated with any of the responses you give to the survey questions, and the Census Bureau will not provide the names of any participants to NCES. NCES will receive information about this study in a form that will not lead to the identification of any participants.

Attachment 4

NTPS Consent Forms to Participate in Research

National Teacher and Principal Survey Consent to Participate in Research- Principals

Purpose. The National Teacher and Principal Survey (NTPS) is conducted by the National Center for Education Statistics (NCES), part of the U.S. Department of Education. The U.S. Census Bureau is under contract with NCES to develop the questionnaires. The purpose of this study is to evaluate the NTPS questionnaire items and the design of the web survey instrument.

Procedures. If you agree to participate, the U.S. Census Bureau will ask you to complete select questionnaire items from the NTPS. The U.S. Census Bureau will also ask you a series of debriefing questions that will help us revise the current questionnaire. The interview should take about [60 / 90] minutes.

Confidentiality. Your participation is voluntary and 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). Your name will not be attached to the answers you provide.

Possible Risks and Discomforts. We do not anticipate any risks or discomforts for respondents. However, should you feel uncomfortable with any question asked you may skip the question or stop the interview at any time.

Voluntary Participation. Your participation is completely voluntary. A decision to not participate will not be held against you. If you agree to participate, you will receive \$75 cash as a thank you for your time and input in the study.

Further Questions.

If you have questions please contact Mary C. Davis, U.S. Census Bureau, Center for Survey Measurement, 301-763-3096. If you would like to contact NCES directly, please contact Maura Spiegelman, 2019-20 NTPS Program Officer, at 202-245-6581.

With your permission, we would like to record this interview. The interview will be audio recorded to make sure we don't miss anything that you say and to help us write a report summarizing the results of the interviews. Direct quotes may be used in reports or in research presentations, but your name will never be used in any reports or presentations. If you do not wish to be recorded you may still participate in the interview and will still receive \$75 for your participation.

I have read and understand the statements above. I consent to participate in this study.

Participant's signature

Date

Participant's printed name

Researcher's signature

OMB Control Number: 1850-0803

National Teacher and Principal Survey Consent to Participate in Research- Teachers

Purpose. The National Teacher and Principal Survey (NTPS) is conducted by the National Center for Education Statistics (NCES), part of the U.S. Department of Education. The U.S. Census Bureau is under contract with NCES to develop the questionnaires. The purpose of this study is to evaluate the NTPS questionnaire items and the design of the web survey instrument.

Procedures. If you agree to participate, the U.S. Census Bureau will ask you to complete select questionnaire items from the NTPS. The U.S. Census Bureau will also ask you a series of debriefing questions that will help us revise the current questionnaire. The interview should take about [60 / 90] minutes.

Confidentiality. Your participation is voluntary and 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). Your name will not be attached to the answers you provide.

Possible Risks and Discomforts. We do not anticipate any risks or discomforts for respondents. However, should you feel uncomfortable with any question asked you may skip the question or stop the interview at any time.

Voluntary Participation. Your participation is completely voluntary. A decision to not participate will not be held against you. If you agree to participate, you will receive \$40 cash as a thank you for your time and input in the study.

Further Questions.

If you have questions please contact Mary C Davis, U.S. Census Bureau, Center for Survey Measurement, 301-763-3096. If you would like to contact NCES directly, please contact Maura Spiegelman, 2019-20 NTPS Program Officer, at 202-245-6581.

With your permission, we would like to record this interview. The interview will be audio recorded to make sure we don't miss anything that you say and to help us write a report summarizing the results of the interviews. Direct quotes may be used in reports or in research presentations, but your name will never be used in any reports or presentations. If you do not wish to be recorded you may still participate in the interview and will still receive \$40 for your participation.

I have read and understand the statements above. I consent to participate in this study.

Participant's signature

Date

Participant's printed name

Researcher's signature

OMB Control Number: 1850-0803

National Teacher and Principal Survey Consent to Participate in Research - School Staff

Purpose. The National Teacher and Principal Survey (NTPS) is conducted by the National Center for Education Statistics (NCES), part of the U.S. Department of Education. The U.S. Census Bureau is under contract with NCES to develop the questionnaires. The purpose of this study is to evaluate the NTPS questionnaire items and the design of the web survey instrument.

Procedures. If you agree to participate, the U.S. Census Bureau will ask you to complete select questionnaire items from the NTPS. The U.S. Census Bureau will also ask you a series of debriefing questions that will help us revise the current questionnaire. The interview should take about [60 / 90] minutes.

Confidentiality. Your participation is voluntary and 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). Your name will not be attached to the answers you provide.

Possible Risks and Discomforts. We do not anticipate any risks or discomforts for respondents. However, should you feel uncomfortable with any question asked you may skip the question or stop the interview at any time.

Voluntary Participation. Your participation is completely voluntary. A decision to not participate will not be held against you. If you agree to participate, you will receive \$75 cash as a thank you for your time and input in the study.

Further Questions.

If you have questions please contact Mary C Davis, U.S. Census Bureau, Center for Survey Measurement, 301-763-3096. If you would like to contact NCES directly, please contact Maura Spiegelman, 2019-20 NTPS Program Officer, at 202-245-6581.

With your permission, we would like to record this interview. The interview will be audio recorded to make sure we don't miss anything that you say and to help us write a report summarizing the results of the interviews. Direct quotes may be used in reports or in research presentations, but your name will never be used in any reports or presentations. If you do not wish to be recorded you may still participate in the interview and will still receive \$75 for your participation.

I have read and understand the statements above. I consent to participate in this study.

Participant's signature

Date

Participant's printed name

Researcher's signature

OMB Control Number: 1850-0803