

National Teacher and Principal Survey of 2017-2018 (NTPS 2017-18)

Appendix C NTPS Portal Website Including Online Screener and Teacher Listing Form (TLF)

**National Center for Education Statistics
U.S. Department of Education**

revised May 2017

The NTPS Portal is a web-based interface, the purpose of which is to allow schools to:

- Complete a screener survey, which collects basic information about the school, confirms the eligibility of the school in the NTPS, and establishes a point of contact at the school (a “survey coordinator”) for subsequent NTPS data collection operations;
- Submit their Teacher Listing Form (TLF) electronically;
- Check the status of each questionnaire assigned to the school;
- Request replacement questionnaires; and
- Access a resource center to learn additional information about NTPS and get ideas for how to encourage participation within the school.

A screenshot of the study homepage and several other pages in the website are provided here as examples. An OMB package has been submitted for usability testing of the portal; a subsequent change request will be submitted upon completion of the testing, if any revisions to the portal are made.

NTPS Respondent Portal – General

Item: Login



National Teacher and Principal Survey
NTPS Respondent Portal
2017-18 School Year



Welcome to the 2017-18 National Teacher and Principal Survey (NTPS) Respondent Portal

→ Enter the 8-digit User ID provided in the e-mail and letter that we sent you.

User ID:

Login

If you have questions
E-mail us: ntps@census.gov
Call us: 1-888-595-1338

The National Center for Education Statistics (NCES), within the U.S. Department of Education, is authorized to conduct this survey by the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543). 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).

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this voluntary information collection is 1850-0598. The time required to complete this information collection is estimated to average between 5 and 30 minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate, suggestions for improving this collection, or comments or concerns about the contents or the status of your individual submission of this questionnaire, please e-mail: ntps@census.gov, or write directly to: National Teacher and Principal Survey (NTPS), National Center for Education Statistics, Potomac Center Plaza, 550 12th Street SW, Room #4014, Washington, DC 20202.

** 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. Use of this system indicates consent to the collection, monitoring, recording, and use of information provided inside this system.

OMB NO.: 1850-0598
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Item: Pin



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Please make note of the PIN below.

It will allow you to log back into the NTPS Portal if the session times out or you wish to access the NTPS Portal at a later date.

PIN: 6803

Please select a security question to answer. If you forget your PIN, you will be asked to provide this answer to re-enter the survey.

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

Security question:

Response:

Next

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Item: Recovery



National Teacher and Principal Survey
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Please provide the answer to the following security question to reset your PIN for the NTPS Portal.

What color was your first car?

Response:

Please call 1-888-595-1338 if you do not know your verification question response.

Submit

[ACCESSIBILITY](#) | [SECURITY](#)

Item: New PIN



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Your new PIN is:

PIN: **7879**

Please log in using your new PIN to access your account.

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Item: Main Menu



National Teacher and Principal Survey NTPS Respondent Portal 2017-18 School Year



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Welcome to the National Teacher and Principal Survey (NTPS) Respondent Portal.

You can use the NTPS Respondent Portal to:

- Complete the Screener Survey
- Complete your Teacher Listing Form electronically
- Access important NTPS resources
- Check the status of your school's questionnaires
- Request paper questionnaires

Complete Screener Interview

Complete a short questionnaire about your school to determine its eligibility in the NTPS.

[Get Started>>](#)

Teacher Listing Form

Enter your school's teacher information using an Excel template or directly into a table on the website.

[Get Started>>](#)

	Status	Date Received	Request Paper Questionnaire
Teacher Listing Form	Not received		<input type="checkbox"/>
Principal Questionnaire	Not received		<input type="checkbox"/>
School Questionnaire	Not received		<input type="checkbox"/>

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Item: Resources



National Teacher and Principal Survey NTPS Respondent Portal 2017-18 School Year



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RESOURCES

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Encourage Participation

Access ideas and sample email text to encourage participation from School staff.

[Go to Encourage Participation >>](#)

Spotlight on Data

Access interesting facts and figures from previous surveys.

[Go to Spotlight on Data >>](#)

Frequently Asked Questions

Access answers to Frequently Asked Questions (FAQs) about the NTPS.

[Go to FAQs >>](#)

Endorsers

Access a list of associations and organizations that endorse the NTPS.

[Go to Endorsers >>](#)

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Item: Encourage Participation



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2017-18 School Year



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ENCOURAGE PARTICIPATION

Return to Resources

Thank you for your continued assistance with the NTPS!

By reminding the staff in your school to complete their NTPS questionnaires, you are helping contribute to the success of this important survey. Below you can find some creative ideas to help encourage participation from the staff in your school.

Ideas to Encourage Participation

- Send a "sweet" reminder.
Attach a couple of cookies or a piece of candy to a note saying, "A sweet reminder to fill out your NTPS Teacher Questionnaire today!"
Put the sweet treat and note in the teacher's mail box.
- Ask the principal to send an e-mail to teachers who haven't responded yet.
Use the sample e-mails below.
- Visit the teacher's classroom.
Remind them that their voice will only be heard by decision makers if they fill out the survey.

Sample e-mails to send to participants

Below you will find sample e-mails to encourage teachers to fill out the Teacher questionnaire. You may use these "as is" or change them to better suit your needs.

Sample 1

Subject: Let your voice be heard!

Dear [teacher's name],

Would you please take a bit of time this week to fill out the Teacher questionnaire? This survey gives a voice to educators who prepare and empower students to actively engage with and improve their world. You can add your voice and tell decision makers what they need to know to make better policies about education in our country.

Sample 2

Subject: It's worth your time to fill out the Teacher questionnaire!

Dear [teacher's name],

I know that your time is valuable and it seems like filling out the Teacher questionnaire is just another thing you've been asked to do. But did you know that your survey responses represent thousands of other teachers just like you? The time you spend answering the questions on the Teacher questionnaire ensures that legislators and others who make decisions about our schools and classrooms have good information. Those decisions affect all of us. Won't you please help by filling out the survey today?

Sample 3

Subject: Please share your story!

Dear [teacher's name],

You have a story to tell - about how you became a teacher, about the subjects you teach, about your kids, about how you feel about this school and teaching as a profession. The Teacher questionnaire is a way for you to share your story with those who make decisions that affect us all. Remember, too, that your responses are confidential and your identity will never be disclosed (unless required by law). Please take a few moments today to fill out the Teacher questionnaire.

Sample 4

Subject: Time is running out!

Dear [teacher's name],

I've written before to ask you to lend your voice to those of other teachers who are filling out the Teacher questionnaire to make sure that decision makers know what you think when they make policies about education. I wanted to make sure that you know that time is running out for you take the survey and be heard in those discussions. If you will, please find some time within the next day or two to fill out the Teacher questionnaire. I think it's important for all of us.

Sample 5

Subject: A final reminder to fill out the Teacher questionnaire

Dear [teacher's name],

It's been really busy around here recently and I know that you've been busy too. I wanted to remind you, though-- your chance to fill out the Teacher questionnaire is almost over. After the survey period ends, you won't be able to add your voice to the thousands of other teachers who are participating in this important survey. It will only take an hour or so of your time and will provide really valuable information to decision makers about your views on education. They can only make good decisions with good information. Won't you help by filling out the survey today?

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APPROVAL EXPIRES: 06/30/2018

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The crossed out language below reflects the changes that will be made to the text shown in the screenshot above:

Revised wording for Sample 3:

You have a story to tell—about how you became a teacher, about the subjects you teach, about your kids, about

how you feel about this school and teaching as a profession. The NTPS is a way for you to share your story with those who make decisions that affect us all. ~~Remember, too, that your responses are confidential and your identity will never be disclosed (unless required by law).~~ Remember, your responses are not visible to anyone at the school and your name will not be published in study reports. The results will only be published as summary statistics. Please take a few moments today to fill out the NTPS.

Revised wording for Sample 4:

I've written before to ask you to lend your voice to those of other teachers who are filling out the NTPS to make sure that decision makers know what you think when they make policies about education. I wanted to make sure that you know that time is running out for you to take the survey and be heard in those discussions. If you will, please find some time within the next day or two to fill out the NTPS. I ~~think~~ it's important for all of us.

Revised wording for Sample 5:

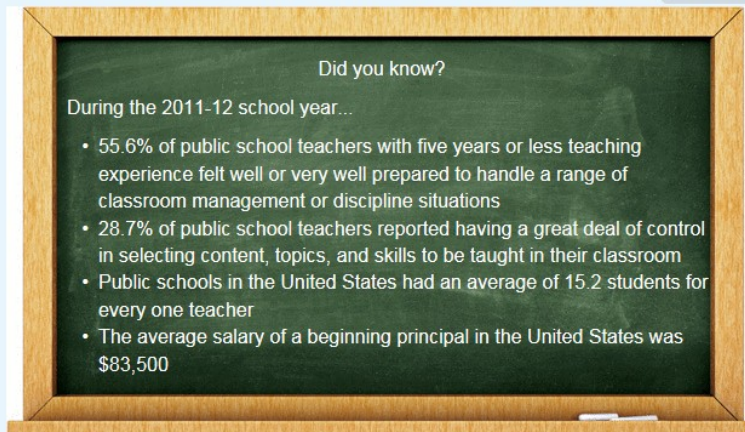
It's been really busy around here recently and I know that you've been busy too. I wanted to remind you, though-- your chance to fill out the NTPS is almost over. After the survey period ends, you won't be able to add your voice to the thousands of other teachers who are participating in this important survey. It will only ~~an hour or so~~ take 40 minutes of your time and will provide really valuable information to decision makers about your views on education. They can only make good decisions with good information. ~~Won't~~ Will you help by filling out the survey today?

Item: Spotlight on Data



SPOTLIGHT ON DATA

[Return to Resources](#)



SOURCE: U.S. Department of Education, National Center for Education Statistics, Schools and Staffing Survey (SASS), 2011-12.

The National Teacher and Principal Survey and its precursor, the Schools and Staffing Survey, provide the answers to important education questions from the perspectives of Principals and Teachers. Answers to commonly asked questions like those found here help school districts and policymakers at the state, federal, and local levels 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 teacher's views on their autonomy in the classroom changed over time?



What is the average salary of a beginning Principal?

Item: Spotlight #1 - How well prepared and supported are new teachers?



HOW WELL PREPARED AND SUPPORTED ARE NEW TEACHERS?

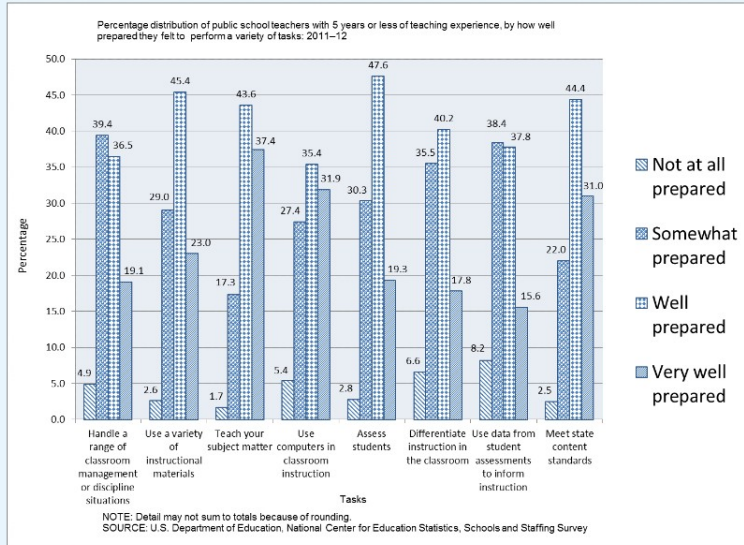


Table View

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Table View:



HOW WELL PREPARED AND SUPPORTED ARE NEW TEACHERS?

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

Tasks	Not at all Prepared	Somewhat Prepared	Well Prepared	Very Well Prepared
Handle a range of classroom management or discipline situations	4.9	39.4	36.5	19.1
Use a variety of instructional materials	2.6	29.0	45.4	23.0
Teach your subject matter	1.7	17.3	43.6	37.4
Use computers in classroom instruction	5.4	27.4	35.4	31.9
Assess students	2.8	30.3	47.6	19.3
Differentiate instruction in the classroom	6.6	35.5	40.2	17.8
Use data from student assessments to inform instructions	8.2	38.4	37.8	15.6
Meet state content standards	2.5	22.0	44.4	31.0

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 (SASS)

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Item: Spotlight #2 - Have teachers' view of their autonomy in the classroom changed over time?



HAVE TEACHER'S VIEW OF THEIR AUTONOMY IN THE CLASSROOM CHANGED OVER TIME?

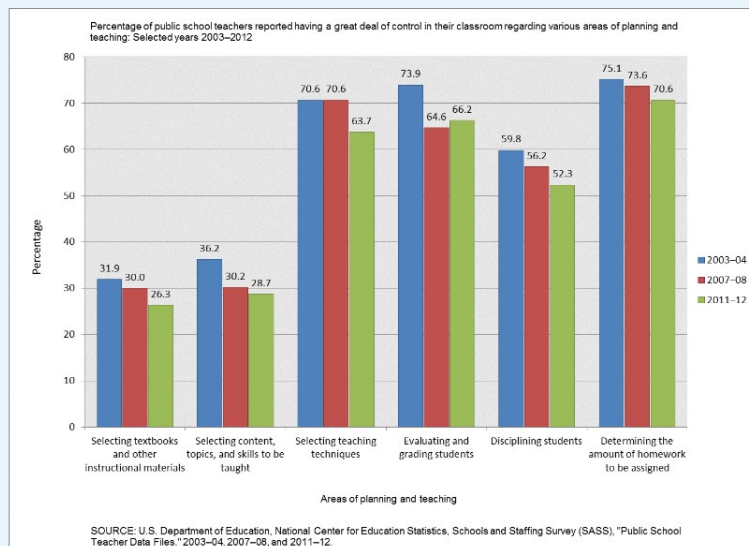


Table View

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Table View:



HAVE TEACHER'S VIEW OF THEIR AUTONOMY IN THE CLASSROOM CHANGED OVER TIME?

Percentage of public school teachers reported having a great deal of control in their classroom regarding various areas of planning and teaching. Selected years 2003-2012

School Year	Selecting textbooks and other instructional materials	Selecting content, topics, and skills to be taught	Selecting teaching techniques	Evaluating and grading students	Disciplining students	Determine the amount of homework to be assigned
2003-04	31.9	36.2	70.6	73.9	59.8	75.1
2007-08	30.0	36.2	70.6	64.6	56.2	73.6
2011-12	26.3	28.7	63.7	66.2	52.3	70.6

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 (SASS), "Public School Teacher Data Files", 2003-04, 2007-08, and 2011-12.

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Item: Spotlight #3 - What is the average salary of a beginning principal?



WHAT IS THE AVERAGE SALARY OF A BEGINNING PRINCIPAL?

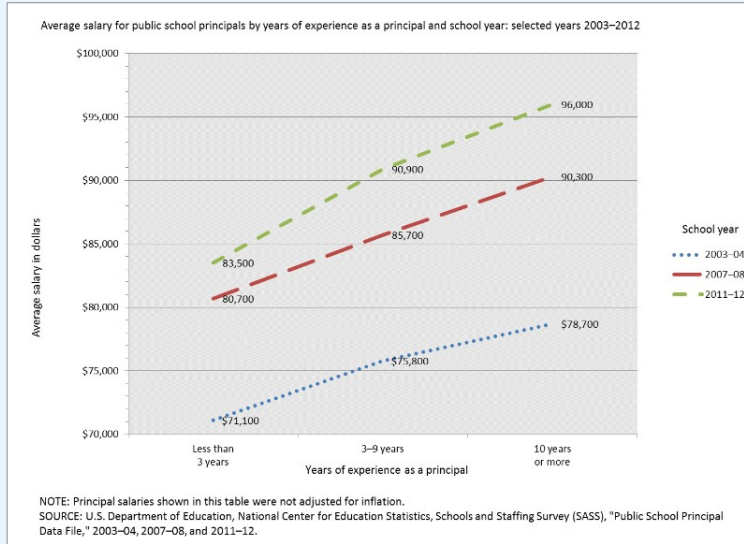


Table View

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Table View:



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WHAT IS THE AVERAGE SALARY OF A BEGINNING PRINCIPAL?

Average salary for public school principals by years of experience as a principal and school year: selected years 2003-2012

School Year	Less than 3 years	3-9 years	10 or more years
2003-04	\$71,100	\$75,800	\$78,700
2007-08	\$80,700	\$85,700	\$90,300
2011-12	\$83,500	\$90,900	\$96,000

NOTE: Principal salaries show in this table were not adjusted for inflation.

SOURCE: U.S. Department of Education, National Center for Education Statistics, Schools and Staffing Surveys (SASS), "Public School Principal Data File," 2003-04, 2007-08, and 2011-12."

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Item: FAQs



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FREQUENTLY ASKED QUESTIONS

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This is a list of frequently asked questions and their responses that you can refer to if you would like additional information about the National Teacher and Principal Survey.

- [What is the purpose of the NTPS?](#)
- [How are the NTPS data used?](#)
- [Why is my school's participation important?](#)
- [How long does it take to complete a NTPS questionnaire?](#)
- [Will my school's name and individual staff members' data remain confidential?](#)
- [Who authorizes this survey?](#)
- [Who can answer general questions regarding this survey?](#)

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>.

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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 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.

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WHY IS MY SCHOOL'S PARTICIPATION IMPORTANT?

The 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.

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HOW LONG DOES IT TAKE TO COMPLETE A NTPS QUESTIONNAIRE?

While the surveys will vary in length, each questionnaire will take approximately 13 to 40 minutes to complete.

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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 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.

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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.

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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 ntps@census.gov.

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APPROVAL EXPIRES:

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Revision to “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 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]. All of the provided**

information 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 participation is voluntary, but your responses are necessary to make the results of this study accurate and timely.

Revision to “Who authorizes this study?”:

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 National Center for Education Statistics (NCES), part of the U.S. Department of Education, is authorized to conduct NTPS by the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543).~~ The data are being collected for NCES by the U.S. Census Bureau. The Office of Management and Budget (OMB) approved this survey. The OMB control number is 1850-0598 and the approval expiration date is 06/30/2020.

Item: Endorsers



National Teacher and Principal Survey NTPS Respondent Portal 2017-18 School Year



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SAVE AND CONTINUE LATER

THIS SURVEY HAS BEEN ENDORSED BY:

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RESOURCES

- American Association of School Administrators
- American Association of School Librarians
- American Federation of Teachers
- American Montessori Society
- Association for Middle Level Education (formerly National Middle School Association)
- Association for Supervision and Curriculum Development
- Association of American Educators
- Council of the Great City Schools
- National Association of Elementary School Principals
- National Association of Secondary School Principals
- National Parent Teacher Association

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APPROVAL EXPIRES:

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Item: Request Questionnaire

Confirm ✕

You are about to request a paper Principal Questionnaire. You will receive it at the school address in approximately two weeks.

- Access important NTPS resources
- Check the status of your school's questionnaires
- Request paper questionnaires

Complete Screener Interview

Complete a short questionnaire about your school to determine its eligibility in the NTPS.

Teacher Listing Form

Enter your school's teacher information using an Excel template or directly into a table on the website.

	Status	Date Received	Request Paper Questionnaire
Teacher Listing Form	Not received		<input type="checkbox"/>
Principal Questionnaire	Not received		<input checked="" type="checkbox"/>
School Questionnaire	Not received		<input type="checkbox"/>

OMB NO.: 1850-0598
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Item: Accessibility



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Accessibility

The Census Bureau is committed to making online forms and other public documents on its Internet server accessible to all. Currently, we are reviewing our web sites and making modifications to those pages, which are not in compliance with the Americans with Disabilities Act. We use Hypertext Markup Language (HTML) to create pages that are generally accessible to persons using screen-reading devices, and we are careful in our construction of HTML documents to ensure maximum accessibility. We include alternate text describing graphics.

Many Census Bureau Internet documents are in ASCII or HTML formats. These documents are accessible to persons using screen-reading software. We also have a large number of documents in Adobe Acrobat PDF (Portable Document Format) files. Currently, many people using screen-reading devices cannot read documents in PDF format, specifically those that were created from a scanned hard copy.

Adobe Systems, Inc. is producing various products designed to make Adobe Acrobat documents accessible to persons using screen-reading software. Adobe's [accessibility web pages](#) describe their efforts.

To allow us to better serve those with visual disabilities who are having difficulty accessing PDF documents; you may contact us directly for further assistance at 301-763-INFO (4636), 800-923-8282, or by submitting a request at ask.census.gov.

Census is currently working with its policy office to see whether NTPS can get a waiver to create an NTPS instrument page that only displays the Accessibility information as shown in the mocked-up screenshot above. This is pending a final decision from Census policy. This appendix will be updated to reflect the final Accessibility page once a final decision is made by Census.

Currently the link ("[accessibility web pages](https://www.census.gov/about/policies/privacy/privacy-policy.html#par_textimage_1)") brings the user to:
https://www.census.gov/about/policies/privacy/privacy-policy.html#par_textimage_1

The user sees this:

VI. Document Accessibility

The Census Bureau is committed to making online forms and other public documents on its Internet server accessible to all. Currently, we are reviewing our web sites and making modifications to those pages, which are not in compliance with the Americans with Disabilities Act. We use Hypertext Markup Language (HTML) to create pages that are generally accessible to persons using screen-reading devices, and we are careful in our construction of HTML documents to ensure maximum accessibility. We include alternate text describing graphics.

Many Census Bureau Internet documents are in ASCII or HTML formats. These documents are accessible to persons using screen-reading software. We also have a large number of documents in Adobe Acrobat PDF (Portable Document Format) files. Currently, many people using screen-reading devices cannot read documents in PDF format, specifically those that were created from a scanned hard copy.

Adobe Systems, Inc. is producing various products designed to make Adobe Acrobat documents accessible to persons using screen-reading software. Adobe's [accessibility web pages](#) describe their efforts.

To allow us to better serve those with visual disabilities who are having difficulty accessing PDF documents; you may contact us directly for further assistance at 301-763-INFO (4636), 800-923-8282, or by submitting a request at ask.census.gov.

VII. Third Party Web Sites and Applications

The Census Bureau has a presence on several social media/Web 2.0 platforms (Facebook, YouTube, Twitter and Flickr, and other third-party services) and clearly contain the Census Bureau's official logo. Each of these web sites provides the Census Bureau unique ways of sharing information. It also allows visitors with a way to communicate with the agency. Some may allow visitors to log in, create profiles and save information in those profiles. We do not collect any personally identifiable information about you through your use of these social media/Web 2.0 platforms. We may collect public information, such as user/screen name, city, state, and zip code of visitors to these web sites, and comments posted about the Census Bureau for statistical, research, and promotional purposes only. Further, the Census Bureau has no control over the third-party's use of this information and is not liable regarding the third-party's safeguarding your information. These web sites have their own privacy, security and accessibility policies.

The Census Bureau will also use a third-party web site or application (hosted service) to conduct customer satisfaction surveys and/or feedback forms. These surveys and/or feedback forms may collect your name and email address for processing purposes. The results from these surveys or forms are used to conduct primary research into the quality of the Census Bureau programs and products. The results collected will be used strictly for internal program management purposes to assess staff work, material design and development and to enhance planning efforts for current and future surveys and censuses. In addition, other third-party web sites or applications may be used to host Census Bureau data products to be used by the public. These web sites do not require the use of personally identifiable information or business identifiable information.

VIII. Security & Third Party Links

A. Security, Intrusion, and Detection

To ensure that computer service remains available to all users, this government IT system employs software programs to monitor network traffic to identify unauthorized attempts to upload or change information, or otherwise cause damage to our computer system. Web sites identified as representing an actual or potential security threat to Census Bureau information and/or information resources are blocked. Further, web sites that are known to violate Census Bureau, Department of Commerce, and/or Federal guidelines regarding access to certain types of web sites and/or content are blocked, for example:

- Web sites hosting malware/spam
- Web sites involved in the compromise of other government agencies
- Adult content web sites
- On-line storage and file sharing web sites
- Foreign/Foreign web sites

If the user scrolls, the full content of the page appears as follows:

U.S. Department of Commerce | Dept | Home | A-Z | Privacy | FAQs

U.S. Department of CommerceSearch

HomeTopicsGeographyLibraryDataSurveys/ProgramsNewsroomAbout Us

HomeTopicsGeographyLibraryDataSurveys/ProgramsNewsroomAbout Us

Data Protection and Privacy

Online Privacy Policy

1. Online Privacy Policy

II. Our Use of Web Measurement and Customization Technologies

III. Other Information We Collect From E-Mail and Online Forms

IV. Data Retention

V. Children's Online Privacy Protection Act (COPPA)

VI. Document Accessibility

VII. Third Party Web Sites and Applications

VIII. Security & Third Party Links

IX. Contact Us

I. Online Privacy Policy

Privacy Statement

The purpose of this policy is to explain how we handle information we collect during your visit to Census Bureau web sites. This policy does not apply to third-party web sites that you are able to access from our web sites, nor does it cover other Census Bureau information collection practices that do not happen on the Internet.

We do not collect personally identifiable information (name, address, e-mail address, social security number, or other personal unique identifier) or business identifiable information on our web sites unless we specifically advise you that we are doing so.

Your rights under the Privacy Act:

Information concerning the Privacy Act can be found at the Department of Justice web site.

This policy is updated when the Census Bureau makes relevant technology improvements.

1. Business Identifiable Information

Business identifiable information is defined as (a) information that is defined in the Freedom of Information Act (FOIA) as "trade secrets and commercial or financial information obtained from a person (that is) privileged or confidential" (5 U.S.C. 552(b)(4)). This information is exempt from automatic release under FOIA (FOIA exemption). "Commercial" is not confined to records that would have commercial operations but includes any records for information in which the submitter has a "commercial interest" and can include information submitted by a nonprofit entity. (b) commercial or other information that, although it may not be exempt from release under FOIA, is exempt from disclosure by law (e.g. 13 U.S.C. 9).

II. Web Measurement and Customization Technologies

We use web measurement and customization technologies¹, including cookies, to optimize your experience during your visit to our web sites and to provide information about how you use our web sites. Technologies commonly known as "cookies" may include the use of session or persistent cookies. Cookies are a small amount of data generated by a website and saved by your computer to enhance your online interactions and preferences. The Census Bureau only uses session cookies. These cookies are deleted when your web browser is closed.

There are three "tiers" of these web measurement and customization technologies, as established by the Office of Management and Budget (OMB):

Tier 1 - Single Session

This technology tracks the user's online interactions within a single session or visit to a single web site. Any information related to a particular visit to the web site is deleted from the user's computer immediately after the session ends.

Tier 2 - Multi Session without Personally Identifiable Information

This technology tracks when a user returns to a web site and "remember" his or her online interactions and preferences across multiple sessions, for the purpose of statistics on web usage, but not for customizing people's online experience. The Census Bureau does not use cookies to save your online interactions. The Census Bureau uses your login information, not cookies, to retrieve information from previous sessions.

Tier 3 - Multi Session with Personally Identifiable Information

This tier encompasses any use of multi-session web measurement and customization technologies when PII and BII is collected (including when the agency is able to identify an individual as a result of its use of such technologies). The Census Bureau does not use Tier 3 technologies.

The following sections include information describing the use of these tiers when you visit Census Bureau web sites.

Tiers Accessed When You Visit Our Web Sites

A. Data Collected Automatically

When you visit our web sites to read pages or download information, Tier 1 technology is used. We automatically collect and store the following non-personally identifying information:

- The Internet protocol (IP) address from which you access our web site. An IP address is a unique number that is automatically assigned to the computer you are using whenever you are surfing the web. This tool is used for our own internet security protocols to protect the security of the Census Bureau's IT systems and your data.
- The type of browser, such as Internet Explorer, or Firefox and operating system, such as Windows 7, Windows Vista, Windows XP, OSX, or Linux, used to access our site, to optimize your web page experience.
- The date and time our web site is accessed, for the purpose of monitoring demand.
- The pages visited for the purpose of improving the usefulness of our web site by providing helpful links and removing pages that are not used.
- The web site you visit, if that web site contains a link to a Census Bureau web page, indicates how you found the web site.

The information we retain does not include personally identifying information. The above information is maintained in our system logs for analytical purposes to improve our web pages. This log may be kept indefinitely and used at any time and in any way necessary to prevent a security breach and to ensure the integrity of the data on our servers.

B. American FactFinder

When you make use of American FactFinder, Tier 1 technology is used. Transient cookies are used to keep track of user selections so that we can respond to specific data requests more efficiently. No personally identifiable information is permanently retained on either the user's or the Census Bureau's computers. These transient cookies go away completely when you close the browser. When you order products, we enable transient cookies to track your order through the process.

C. Electronic Census Bureau Surveys or Censuses

Under federal law, we protect the confidentiality of the data we collect. When you respond to a survey or census via the Internet, you may have to provide personally identifiable information (PII) or business identifiable information (BII). For each survey and census, we provide an explanation to respondents about the confidentiality of the data and the tiers that protect the data (e.g., Title 13, United States Code Section 9) that protect against unauthorized disclosure under penalties of \$52,500 and up to 5 years in prison, or both. When you respond to surveys or censuses over the Internet that collect identifiable information, Tier 2 technology is used. Personally identifiable information or business identifiable information collected in the course of a survey or census is not used to customize your online experience.

Once you access an online survey or census, we automatically collect information about how long it took you to complete the survey or census, which questions you answered, and how many times you hovered into the survey or census. In addition, we collect data on the time you spent on each question. This information is used to improve the survey or census. However, it will not be used to identify you or your organization. All data are used in aggregate to assess the usability of the survey or census, for other authorized statistical purposes. They are protected under the same confidentiality procedures as response data.

All web data submissions are encrypted to strengthen further the protection of the information we collect online. Per the Federal Information Enhancement Act of 2015, your data are protected from cybersecurity risks through screening of the systems that transmit your data.

Questions concerning this policy may be addressed to: ask.census.gov, after: Policy Coordination Office.

D. Blocking the use of Cookies (Opt Out)

The technologies we describe in this policy are the default settings. However, you can remove or block the use of web cookies by changing the settings of your browser as described at [www.usa.gov/privacy-choices](#).

Should you choose to remove or block the use of web cookies, we will provide you with alternatives for acquiring comparable information or services.

¹ Web measurement and customization technologies are defined as technologies used to remember a user's online interactions with a website or online application in order to contact and analyze information or to customize the user's experience.

III. Other Information We Collect From E-Mail and Other Online Forms

When you send us personal, identifiable information or business identifiable information over e-mail, we only use the information we need in order to respond. When you send us personally identifiable information or business identifiable information in online collection forms (e.g. conference registrations, contact lists, etc.), we only use the information for the stated purposes (shown either on the form or on a corresponding Privacy Act Statement). All information our web site visitors submit via e-mail or an online form is voluntary. Submitting voluntary information constitutes your consent to the use of the submitted information for the stated purpose. We may contact you by email to invite you to participate in a survey or census, but we will not ask you to provide responses via email.

IV. Data Retention

We retain questions and comments only if required by law or for a specific program need, as specified by the National Archives and Records Administration's General Records Schedule (GRS) 20, Electronic Records or other approved records schedule as applicable.

V. Children's Online Privacy Protection Act (COPPA)

The Children's Online Privacy Protection Act (COPPA), 15 C.F.R. Part 312, requires operators of web sites directed to children under age 13, and operators that have actual knowledge of collecting or maintaining personal information from children under 13, to obtain verifiable consent from parents prior to the collection, use, or disclosure of personal information from children. We do not knowingly collect personal information from children under age 13 on our web sites.

For more information regarding COPPA, please visit the Federal Trade Commission's Privacy web site and select the Children's Privacy link.

VI. Document Accessibility

The Census Bureau is committed to making online forms and other public documents on its Internet server accessible to all. Currently, we are reviewing our web sites and making modifications to those pages, which are not in compliance with the Americans with Disabilities Act. We are currently using the Web Content Accessibility Guidelines (WCAG) 2.0 to ensure that our web pages are accessible to persons using screen-reading devices, and we are currently in our construction of HTML documents to ensure maximum accessibility. We include alternate text describing graphics.

Many Census Bureau Internet documents are in ASCII or HTML formats. These documents are accessible to persons using screen-reading software. We also have a large number of documents in Adobe Acrobat PDF (Portable Document Format) files. Currently, many PDF files are screen-reading devices cannot read documents in PDF format, specifically those that were created from a scanned hard copy.

Adobe Systems, Inc. is producing various products designed to make Adobe Acrobat documents accessible to persons using screen-reading software. Adobe's accessibility web pages describe their efforts.

To give us a better sense of those with visual disabilities who are having difficulty accessing PDF documents, you may contact us directly for further assistance at 301-763-INFO (4636), 800-923-8282, or by submitting a request at [ask.census.gov](#).

VII. Third Party Web Sites and Applications

The Census Bureau has a presence on several social media Web 2.0 platforms (Facebook, YouTube, Twitter and Flickr, and other third party services) and clearly contain the Census Bureau's official logo. Each of these web sites provides the Census Bureau unique ways of sharing information. It also allows visitors with a way to communicate with the agency. Some may allow visitors to log in, create profiles and save information in those profiles. We do not collect any personally identifiable information about you through your use of these social media Web 2.0 platforms. We may collect public information, such as membership name, city, state, and the size of your family on these web sites, and comments posted about the Census Bureau for statistical, research, and promotional purposes only. Further, the Census Bureau has no control over the third party's use of the information and is not liable regarding the third party's safeguarding your information. These web sites have their own privacy, security and accessibility policies.

The Census Bureau will also use a third-party web site or application (hosted services) to conduct customer satisfaction surveys and/or feedback forms. These surveys and/or feedback forms may collect your name and email address for processing purposes. The results from these surveys or forms are used to conduct primary research into the quality of the Census Bureau programs and products. The results collected will be used strictly for internal program management purposes to assess staff work, material design and development and to enhance planning efforts for current and future surveys and censuses. In addition, other third party web sites or applications may be used to host Census Bureau web products to be used by the public. These web sites do not require the use of personally identifiable information or business identifiable information.

VIII. Security & Third Party Links

A. Security, Intrusion, and Detection

To ensure that computer services remain available to all users, this government IT system employs software programs to monitor network activity, to identify unauthorized attempts to modify or delete information, or to detect other unauthorized attempts to our computer system. Web sites identified as representing an actual or potential security threat to Census Bureau information and/or information resources are blocked from web site access. In addition, we may restrict access to certain types of information to protect the privacy of our information resources. Client-side cookies, and/or Federal guidelines regarding access to certain types of web sites and/or content are blocked, for example:

- Web sites hosting malware/spam
- Web sites involved in the compromise of other government agencies
- Adult content web sites
- On-line storage and file sharing web sites
- Freezone/Shareware web sites
- Web sites attacking Census Bureau systems (attempting to identify and exploit vulnerabilities in Internet-facing systems)
- Web sites scanning Census Bureau systems (attempting to identify Internet-facing systems)

B. Links to Other Web Sites

Our web sites contain links to other federal agencies, international agencies, and private organizations. Once you link to another web site, you are subject to the policies of the new web site. Links to non-government websites are identified by . Our linking to non-government web sites does not constitute an endorsement of any products, services or the information found on them.

IX. Contact Us

Need more information about the Census Bureau's privacy and confidentiality protections? Contact our Policy Coordination Office at 301-763-4440 or toll-free at 1-800-923-8282.

Data Requests

For information about data requests, please contact the Customer Services Center at (301) 763-INFO (4636) or toll-free 1-800-923-8282. You can also obtain additional information by visiting our Frequently Asked Questions page on our web site at [ask.census.gov](#).

Last Revised February 7, 2017

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Accessibility | Information Quality | FOIA | Open Data | Privacy Policy | U.S. Department of Commerce

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DATA ARE ENCRYPTED AT ALL TIMES

Our secure servers use Hypertext Transfer Protocol over Secure Socket Layer (HTTPS) to ensure the encrypted transmission of data between your browser and the U.S. Census Bureau. This means that instead of sending readable text over the Internet, both your browser and our servers encode (scramble) all text using a security key. That way, personal data sent to your browser and data you send back are extremely difficult to decode in the unlikely event of interception by an unauthorized party. As a result of this, your browser must be capable of using the required encryption protocol and strength in order to connect to our servers. If you cannot connect to our secure servers, please upgrade to a newer browser.

THIRD PARTY IDENTITY PROOFING

Our secure servers use a digital certificate (digital ID) issued by a trusted, third party Certificate Authority (CA) as proof of identity. The only way to be sure of a web site's authenticity is to view their digital ID. In this way, you can be assured that you are not being "spoofed" or tricked by an imposter. The digital ID will contain information such as the name of the organization that owns the web site, the site's registered internet name/address, and the name of the Certification Authority under which the digital ID was issued. The method for viewing a web site's Digital Certificate/ID varies depending on the web browser. Please see your browser's "Help" information for instructions on how to verify a web site's identity.

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E-mail us: ntps@census.gov

Call us: 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).


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NTPS Respondent Portal – Screener Survey

Screener Interview Page 1: Verify Name and Physical Address

All respondents receive this screen.



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MAIN MENU RESOURCES CONTACT US SAVE AND CONTINUE LATER

The school name and address information that we have on file is provided below. Please update anything that is incorrect or missing.

School Name:

Principal Name:

Address 1:

Address 2:

City:

State:

Zip Code

Is this address also the MAILING address?

Yes
 No

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Note: School name and address fields are pre-filled with the sampled school's information.

Skip pattern:

If respondent answers "Yes", then (s)he is directed to Screener Interview Page 3 (Survey Coordinator Contact Information).

If respondent answers "No", then (s)he is directed to Screener Interview Page 2 (Verify Mailing Address).

Screener Interview Page 2: Verify Mailing Address

A respondent accesses this page only if (s)he selected “No” (the address provided is not also the mailing address) on Screener Interview Page 1.



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The mailing address information that we have on file for your school is provided below. Please update anything that is not correct.

Mailing Address 1:

Mailing Address 2:

Mailing City:

Mailing State:

Mailing Zip Code:

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Note: Address fields are pre-filled with the sampled school's information.

Skip pattern:

Respondent is directed to Screener Interview Page 3 (Survey Coordinator Contact Information).

Screener Interview Page 3: Survey Coordinator Contact Information

All respondents receive this screen.



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The survey coordinator is a school staff member who can easily maintain contact with survey respondents in your school. Please designate a survey coordinator by providing his or her name, title, e-mail address, phone number, and the best time to reach him or her. If you would prefer to act as survey coordinator rather than designate a staff member, please provide your information below.

Name:

Title:

E-mail:

Work Telephone Number: - - Ext.

What are the best times of day to reach the survey coordinator?
Mark all that apply.

- 7AM to 9AM
- 9AM to 11AM
- 11AM to 1PM
- 1PM to 3PM
- 3PM to 5PM

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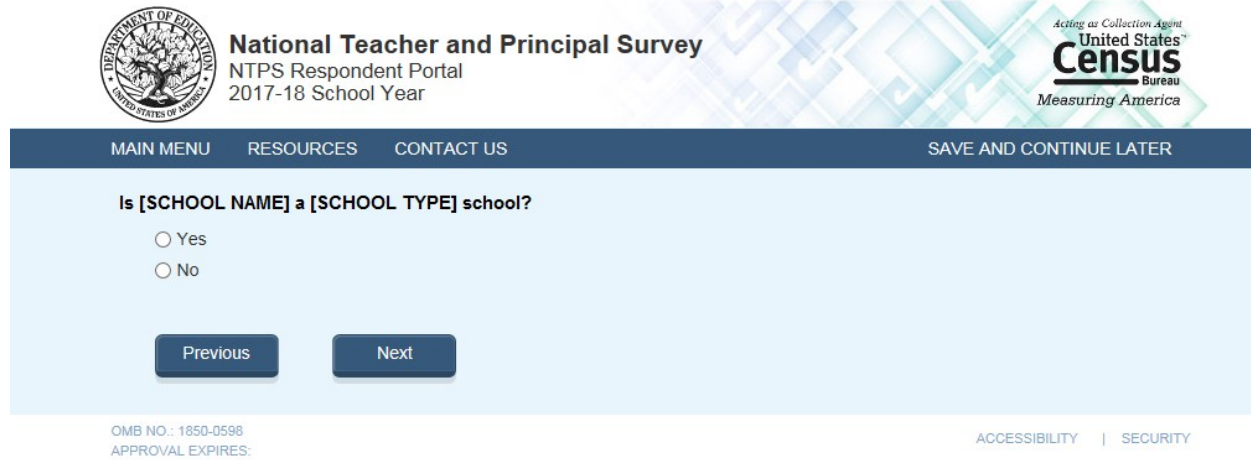
Note: Name and e-mail are required fields; the respondent cannot advance to the next instrument screen without entering information into both of these fields.

Skip pattern:

Respondent is directed to Screener Interview Page 4 (Verify School Type).

Screener Interview Page 4: Verify School Type

All respondents receive this screen.



The screenshot shows the 'National Teacher and Principal Survey' interface. At the top left is the Department of Education logo. The main header reads 'National Teacher and Principal Survey', 'NTPS Respondent Portal', and '2017-18 School Year'. On the top right is the 'United States Census Bureau' logo with the tagline 'Measuring America'. A dark blue navigation bar contains 'MAIN MENU', 'RESOURCES', 'CONTACT US', and 'SAVE AND CONTINUE LATER'. The main content area is light blue and contains the question: 'Is [SCHOOL NAME] a [SCHOOL TYPE] school?'. Below the question are two radio buttons: 'Yes' and 'No'. At the bottom of the content area are two buttons: 'Previous' and 'Next'. At the very bottom of the page, there is a footer with 'OMB NO.: 1850-0598', 'APPROVAL EXPIRES:', 'ACCESSIBILITY', and 'SECURITY'.

Note: [SCHOOL NAME] and [SCHOOL TYPE] are pre-filled with the sampled school's information. If the respondent changed the school name on Screener Interview Page 1, the change will be reflected on this page (Screener Interview Page 4).

Skip pattern:

If respondent answers "Yes", then (s)he is directed to Screener Interview Page 13 (End of Interview).

If respondent answers "No", then (s)he is directed to Screener Interview Page 5 (School Type).

Screener Interview Page 5: School Type

A respondent accesses this page only if (s)he marked “No” (indicating that the school type on file is not correct) on Screener Interview Page 4.

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MAIN MENU RESOURCES CONTACT US SAVE AND CONTINUE LATER

What type of school is [SCHOOL NAME] ?

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

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Note: [SCHOOL NAME] are pre-filled with the sampled school's information. If the respondent changed the school name on Screener Interview Page 1, the change will be reflected on this page (Screener Interview Page 5).

The respondent can choose only one school type option on this page. The purpose of this question is to confirm whether schools are eligible (in scope) for NTPS. The purpose of this question is to confirm whether schools are eligible (in scope) for NTPS.

Skip pattern:

If school type is expected to be PUBLIC and respondent chooses:

- “Public School, Bureau of Indian Education School, or Web Based or Virtual School”, then (s)he is directed to Screener Interview Page 7 (Grade Range).
- “Charter School”, then (s)he is directed to Screener Interview Page 6 (Charter School).
- “Private School or Home School”, then (s)he is directed to Screener Interview Page 12 (Out of Scope).

If school type is expected to be PRIVATE and respondent chooses:

- “Private School or Web Based or Virtual School”, then then (s)he is directed to Screener Interview Page 7 (Grade Range).
- “Charter”, then (s)he is directed to Screener Interview Page 6 (Charter School).
- “Public School, Home School, or Bureau of Indian Education”, then (s)he is directed to Screener Interview Page 12 (Out of Scope).

If school type is expected to be CHARTER and respondent chooses:

- “Public School, Web Based or Virtual School, or Bureau of Indian Education School”, then (s)he is directed to Screener Interview Page 7 (Grade Range).
- “Charter”, then (s)he is directed to Screener Interview Page 6 (Charter School).
- “Private School or Home School”, then (s)he is directed to Screener Interview Page 12 (Out of Scope).

If school type is expected to be BUREAU OF INDIAN EDUCATION (SCHTYPE = 6) and respondent chooses:

- “Bureau of Indian Education School, Public School, or Web Based or Virtual School”, then (s)he is directed to Screener Interview Page 7 (Grade Range).
- “Charter”, then (s)he is directed to Screener Interview Page 6 (Charter School).
- “Private School or Home School”, then (s)he is directed to Screener Interview Page 12 (Out of Scope).

Screener Interview Page 6: Charter School

A respondent accesses this page only if he or she selected "Charter School" as the school type on Screener Interview Page 5.



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You have indicated that your school is a charter school. Please verify that your school meets our definition of a charter school:

A charter school is a public school that, in accordance with an enabling state statute, has been granted a charter exempting it from selected state or local rules and regulations. A charter school may be a newly created school or it may previously have been a public school or private school.

- Yes, we are a charter school.
 No, we are not a charter school.

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Skip pattern:

If school type is expected to be PUBLIC, CHARTER, or BUREAU OF INDIAN EDUCATION and respondent chooses "Yes" then (s)he is directed to Screener Interview Page 7 (Grade Range).

If school type is expected to be PRIVATE and respondent chooses "Yes", then (s)he is directed to Screener Interview Page 12 (Out of Scope).

If respondent chooses "No", then (s)he is directed back to Screener Interview Page 5 (School Type).

Screener Interview Page 7: Grade Range

All respondents receive this screen.

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MAIN MENU RESOURCES CONTACT US SAVE AND CONTINUE LATER

Our records indicate that your school offers grades [LG] to [HG]. Is this correct?

Yes
 No

What is the lowest grade offered at this school?
Select One

What is the highest grade offered at this school?
Select One

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Notes: Low grade [LG] and high grade [HG] are pre-filled with the sampled school's information.

The second and third questions on this page remain grayed-out unless the respondent selects "No" indicating that the grade range on file is incorrect.

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Our records indicate that your school offers grades [LG] to [HG]. Is this correct?

Yes
 No

What is the lowest grade offered at this school?
Select One

What is the highest grade offered at this school?
Select One

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The dropdown selections for lowest and highest grades offered at the school include the following: Daycare, Prekindergarten, Kindergarten, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, and Ungraded.

Skip pattern:

If the respondent indicated that the grades on file are correct by marking "Yes" to the first question, then (s)he is directed to Screener Interview Page 13 (End of Interview).

If the respondent indicates that the grades on file are incorrect by marking "No" to the first question and indicates that the lowest grade offered is Ungraded, Daycare, Prekindergarten, or Kindergarten and the highest grade offered is Ungraded on the second question, then (s)he is directed to Screener Interview Page 8 (Ungraded School). The following response combinations would trigger a skip to Screener Interview Page 8 (Ungraded School):

Low: Ungraded High: Ungraded
Low: Daycare High: Ungraded
Low: PK High: Ungraded
Low: K High: Ungraded

If the respondent indicates that the grades on file are incorrect by marking "No" to the first question indicates that the lowest grade offered is Ungraded, Daycare, Prekindergarten, or Kindergarten and the highest grade offered is Daycare, Prekindergarten, or Kindergarten on the second question, then (s)he is directed to Screener Interview Page 9 (Other Grades).

Otherwise, if the respondent indicates that the grade range differs by more than 2 grades than what is expected, then (s)he is directed to Screener Interview Page 10 (Separate School). This includes the scenario where a respondent enters Ungraded for low grade and a high grade that differs by more than 2 grades that what was expected OR if the respondent enters a low grade that differs by more than 2 grades than what was expected and a high grade of Ungraded.

Screener Interview Page 8: Ungraded School

A respondent accesses this page only if (s)he indicated that the grades on file are incorrect by marking “No” to the first question on Screener Interview Page 7 and indicated that the lowest grade offered is Ungraded, Daycare, Prekindergarten, or Kindergarten and the highest grade offered is Ungraded on the second question on Screener Interview Page 7. The following response combinations would trigger this page:

Low: Ungraded; High: Ungraded

Low: Daycare; High: Ungraded

Low: PK; High: Ungraded

Low: K; High: Ungraded

In this instance, the respondent selected grades that make it seem like the school is ungraded only and does not offer any of grades 1 through 12. The NTPS Portal is developed to weed out schools that do not offer any of grades 1-12 (is all ungraded or early childhood only); these are out of scope for the NTPS.



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Does this school provide instruction for any children between the ages of 6 and 18?

- Yes
- No, day care only
- No, school is only Pre-K
- No, school is only Kindergarten
- No, school is Pre-K and Kindergarten
- No, school is post secondary or adult education

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Skip pattern:

If the respondent chooses “Yes”, then (s)he is directed to Screener Interview Page 13 (End of Interview).

If the respondent chooses any of the “No” responses, then (s)he is directed to Screener Interview Page 12 (Out of Scope).

Screener Interview Page 9: Other Grades

A respondent accesses this page only if (s)he indicated that the grades on file are incorrect by marking “No” to the first question on Screener Interview Page 7 and indicated that the lowest grade offered is Ungraded, Daycare, Prekindergarten, or Kindergarten and the highest grade offered is Daycare, Prekindergarten, or Kindergarten on the second question on Screener Interview Page 7. In this instance, the respondent selected grades that make it seem like the school is early childhood only and does not offer any of grades 1 through 12.

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Are there any other grades offered at this school?

Yes

No

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Skip pattern:

If the respondent chooses “Yes”, then (s)he is directed to Screener Interview Page 13 (End of Interview).

If the respondent chooses any of the “No” responses, then (s)he is directed to Screener Interview Page 12 (Out of Scope).

Screener Interview Page 10: Separate School

A respondent accesses this page only if (s)he indicated that the grades on file are incorrect by marking “No” to the first question on Screener Interview Page 7 and indicated that the school offers in-scope grades (at least one of 1-12) that are significantly different (by two grades or more) from the expected grades.



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Are the other grades offered at a separate school? By separate school, we mean that it has its own distinct organization and principal.

Yes

No

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Skip pattern:

If the respondent chooses “Yes”, then (s)he is directed to Screener Interview Page 11 (Separate School Information).


If the respondent chooses “No”, then (s)he is directed to Screener Interview Page 13 (End of Interview).

Screener Interview Page 11: Separate School Information

A respondent accesses this page only if (s)he selected “Yes” on Screener Interview Page 10 (that the other grades are offered at a separate school).



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MAIN MENU RESOURCES CONTACT US [SAVE AND CONTINUE LATER](#)

Please enter the name, address, grade range, and phone number for the schools that serve the remaining grade levels. We will use this information to determine where to mail the NTPS questionnaires.

School Name and Phone Number	Address	Grade Range
Name: <input type="text"/>	Street Address: <input type="text"/>	Low Grade: <input type="text" value="Select one"/>
Phone Number: <input type="text"/> - <input type="text"/> - <input type="text"/>	City: <input type="text"/>	High Grade: <input type="text" value="Select one"/>
	State: <input type="text" value="Select state"/>	
	Zip Code: <input type="text"/> - <input type="text"/>	

[Add School](#)

[Previous](#) [Submit](#)

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The dropdown selections for lowest and highest grades offered at the school include the following: Daycare, Prekindergarten, Kindergarten, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, and Ungraded.

Skip pattern:


If the respondent chooses “Submit”, then (s)he is directed to Screener Interview Page 13 (End of Interview).
If the respondent chooses “Previous”, then (s)he is directed back to Screener Interview Page 10 (Separate School).

Screener Interview Page 12: Out of Scope

Respondent only accesses this page if the answers to the questions on Screener Interview Pages 5 (school type) or 8 (ungraded school) indicate that the school is out of scope for NTPS.



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MAIN MENU RESOURCES CONTACT US [SAVE AND CONTINUE LATER](#)

Thank you for responding to our request for the National Teacher and Principal Survey. Based on the answers that you have submitted, your school is ineligible for this survey.

[Exit](#)

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Screener Interview Page 13: End of Screener Interview

Respondent accesses this page if he or she completed the interview successfully (was not out of scope).



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[MAIN MENU](#) [RESOURCES](#) [CONTACT US](#)

[SAVE AND CONTINUE LATER](#)

Thank you for completing the Screener Survey!

[Return to Main Menu](#)

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NTPS Respondent Portal – Teacher Listing Form (TLF)

TLF Page: TLF Instructions



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TEACHER LISTING FORM (TLF) INSTRUCTIONS

[RETURN TO PREVIOUS PAGE](#)

Select each link to expand

Required Information

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

2. Teacher's E-mail Address: Enter each teacher's school e-mail address.

3. Teaching Status at This School: Enter the teaching status of each teacher at this school.

- Full-time
- 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. Subject Matter Taught: Enter the subject in which the teacher teaches the most classes. The subject categories are:

Special Education
General Elementary
Math
Science
English/Language Arts
Social Studies
Vocational/Technical
Other

Staff to include in your TLF

- 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

Staff to exclude in your TLF

- 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

TLF Page: TLF Teacher Compare



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[MAIN MENU](#)

[RESOURCES](#)

[CONTACT US](#)

[SAVE AND CONTINUE LATER](#)

We are requesting basic information for each teacher in your school.

Below are the basic rules for who to include and exclude in this survey.

INCLUDE these teachers:

- Regular classroom teachers who teach students in any of grades K-12
- Special area or resource teachers (e.g. special education, Title I, art, music, physical education, etc.)
- Long-Term substitute teachers
- Staff who teach students in any of grades K-12

DO NOT INCLUDE these teachers:

- Teachers who teach ONLY Pre-k or adult education
- Student teachers
- Short-term substitute teachers
- Teacher aides

[Click here for additional information about which teachers to include and exclude.](#)

According to our records, there are approximately [teachers] full-time and part-time teachers at this school.

Is this information accurate?

- Yes
 No

How many full and part-time teachers teach at this school?

Previous

Next

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The second question on this page remains grayed-out unless the respondent selects "No" indicating that the teacher range on file is incorrect.

TLF Page: Provide a TLF



Provide the following information for each teacher in this school:

- Teacher's Name
- Teacher's School E-mail Address
- Full- or Part-time Status at This School
- Subject(s) Taught

Option 1: File Upload

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

Use an Excel File template to enter information for each teacher in your school.

Get Started>>

OR

Option 2: Data Entry

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

Enter the information for each teacher in your school into a table.

Get Started>>

TLF Page: File Upload



COMPLETE YOUR TLF USING AN EXCEL TEMPLATE

Enter your data into a table

Step 1. [Click here to read TLF instructions.](#)

Step 2. [Click here to Download the Excel Template.](#)

Step 3. Enter the information for teachers at your school into the Excel Template.

Step 4. Save the completed Excel file to your computer.

Step 5. Upload the Excel file by clicking on the "Browse" button below.

Select File to Upload

Browse...

Upload file

No files have been uploaded.

When the respondent clicks “[Click here to read TLF instructions](#)”, (s)he is directed to:



TEACHER LISTING FORM (TLF) INSTRUCTIONS

[Return to Previous Page](#)

Select each link to expand

Required Information

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

2. **Teacher's E-mail Address:** Enter each teacher's school e-mail address.

3. **Teaching Status at This School:** Enter the teaching status of each teacher at this school.

- Full-time
- 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. **Subject Matter Taught:** Enter the subject in which the teacher teaches the most classes. The subject categories are:

Special Education
General Elementary
Math
Science
English/Language Arts
Social Studies
Vocational/Technical
Other

Staff to include in your TLF

- 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

Staff to exclude in your TLF

- 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

When the respondent clicks “[Click here to Download the Excel Template](#)”, the Excel template is as follows:

The screenshot shows an Excel spreadsheet with the following structure:

- Row 1:** Title "NTPS TEACHER LISTING FORM FOR THE 2017-18 SCHOOL YEAR"
- Row 2:** Instruction "Please refer to the 'TLF Instructions' link for instructions on compiling your list."
- Row 3:** Instruction "Please enter the numeric code for the appropriate response."
- Row 4:** Headers for "Subject Matter Taught", "Second Subject Matter Taught", and "Teaching Status at This School".
- Row 5:** Codes for "1: Special education", "1: Special education", "1: Full-time".
- Row 6:** Codes for "2: General elementary", "2: General elementary", "2: Part-time".
- Row 7:** Codes for "3: Math", "3: Math", "3: Math".
- Row 8:** Codes for "4: Science", "4: Science", "4: Science".
- Row 9:** Codes for "5: English/Language arts", "5: English/Language arts", "5: English/Language arts".
- Row 10:** Codes for "6: Social studies", "6: Social studies", "6: Social studies".
- Row 11:** Codes for "7: Vocational/Technical", "7: Vocational/Technical", "7: Vocational/Technical".
- Row 12:** Codes for "8: Other (e.g., art, music, etc.)", "8: Other (e.g., art, music, etc.)", "8: Other (e.g., art, music, etc.)".
- Row 13:** Example entry: "Example: John Richard Smith Jr." with email "EMAIL@EMAIL.COM", subject code "7", and teaching status "1".
- Row 14-28:** Empty rows for data entry.

TLF Page: Data Entry

ENTER TEACHER INFORMATION

[Upload an Excel File](#)

Please click the [Instructions](#) link for important information about the other staff that may teach at this school (e.g. itinerant teachers, substitute teachers, librarians, and principals).

Teacher Name	Teacher E-mail Address	Teaching Status at this School	Subject(s) Taught (Mark all that apply)
<input type="text" value="Teacher Name"/>	<input type="text" value="user@mydomain.com"/>	<input type="text" value="Select a Status"/>	<input type="checkbox"/> Special Education <input type="checkbox"/> General elementary <input type="checkbox"/> Math <input type="checkbox"/> Science <input type="checkbox"/> English/Language Arts <input type="checkbox"/> Social Studies <input type="checkbox"/> Vocational/technical <input type="checkbox"/> Other

[Clear Entry](#) [Add Teacher](#)

TEACHER SUMMARY

You haven't entered any teachers.

As teachers are added, a table containing teacher information is built at the bottom of the screen:

ENTER TEACHER INFORMATION

[Upload an Excel File](#)

Please click the [Instructions](#) link for important information about the other staff that may teach at this school (e.g. itinerant teachers, substitute teachers, librarians, and principals).

Teacher Name	Teacher E-mail Address	Teaching Status at this School	Subject(s) Taught (Mark all that apply)
<input type="text" value="Teacher Name"/>	<input type="text" value="user@mydomain.com"/>	<input type="text" value="Select a Status"/>	<input type="checkbox"/> Special Education <input type="checkbox"/> General elementary <input type="checkbox"/> Math <input type="checkbox"/> Science <input type="checkbox"/> English/Language Arts <input type="checkbox"/> Social Studies <input type="checkbox"/> Vocational/technical <input type="checkbox"/> Other

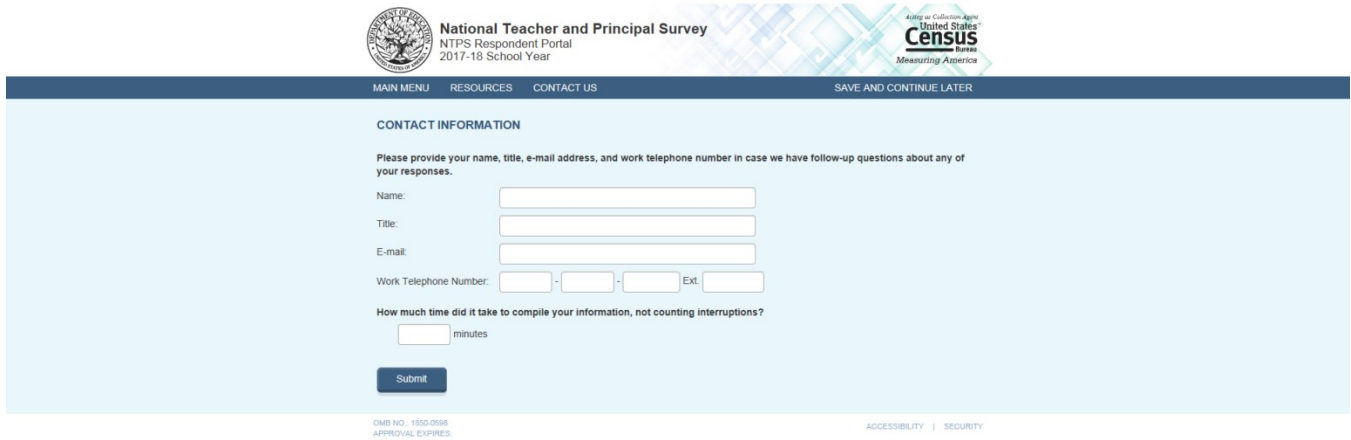
[Clear Entry](#) [Add Teacher](#)

TEACHER SUMMARY

Teacher Name	Teacher E-mail Address	Teaching Status at this School	Subject(s) Taught	Edit	Delete
Science Teacher	teacher1@schoolemail.com	Full-time	Science		
Math Teacher	teacher2@schoolemail.com	Part-time	Math, Vocational / Technical		
Phys Ed Teacher		Part-time	Other		

[Previous](#) [Submit](#)

TLF Page: TLF Contact



The screenshot shows the 'National Teacher and Principal Survey' (NTPS) Respondent Portal for the 2017-18 School Year. The page is titled 'CONTACT INFORMATION' and asks respondents to provide their name, title, e-mail address, and work telephone number. It also includes a field for the time taken to complete the information. The page features a navigation bar with 'MAIN MENU', 'RESOURCES', 'CONTACT US', and 'SAVE AND CONTINUE LATER'. The U.S. Department of Education and U.S. Census Bureau logos are visible at the top.

National Teacher and Principal Survey
NTPS Respondent Portal
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U.S. DEPARTMENT OF EDUCATION
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MAIN MENU RESOURCES CONTACT US SAVE AND CONTINUE LATER

CONTACT INFORMATION

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

Name:

Title:

E-mail:

Work Telephone Number: - - Ext.

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

OMB NO.: 1850-0596 APPROVAL EXPIRES: ACCESSIBILITY | SECURITY

TLF Page: Thank You



The screenshot shows the 'Thank You' page of the NTPS Respondent Portal. It provides official confirmation that the respondent's TLF information was received by the U.S. Census Bureau on Tuesday, May 02, 2017, at 08:21:15. The page includes a link to log out of the portal and a button to return to the main menu. The navigation bar and logos are consistent with the previous page.

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U.S. DEPARTMENT OF EDUCATION
U.S. CENSUS BUREAU
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MAIN MENU RESOURCES CONTACT US SAVE AND CONTINUE LATER

Thank you for your participation!

This is official confirmation that as of Tuesday May 02, 2017, 08:21:15, your TLF information has been received by the U.S. Census Bureau.

Click [here](#) to logout of the NTPS Respondent Portal.

You may log in at a later time to check on the status of your school's questionnaires.

OMB NO.: 1850-0596 APPROVAL EXPIRES: ACCESSIBILITY | SECURITY

Note: If the respondent clicks on "[here](#)" in the sentence "Click here to logout of the NTPS Respondent Portal", (s)he is logged out of the instrument and taken back to the NTPS Portal login page.