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

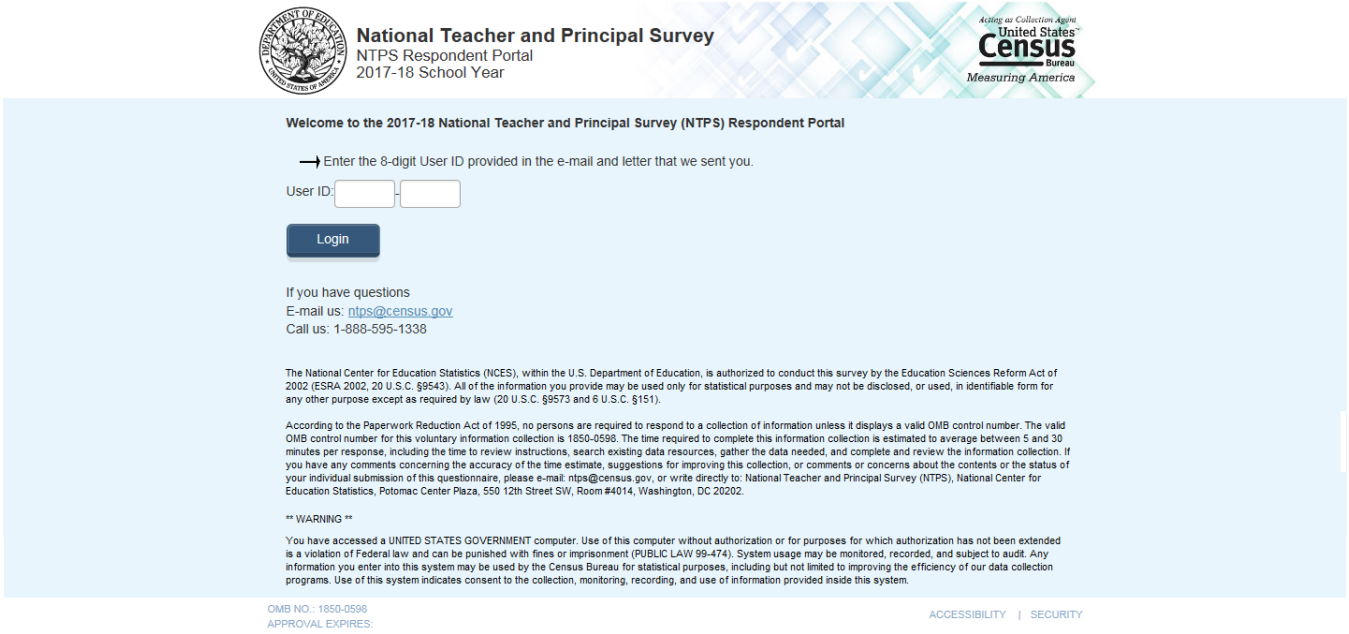
The NTPS Portal is a web-based interface, the purpose of which is to allow schools to:

- 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.

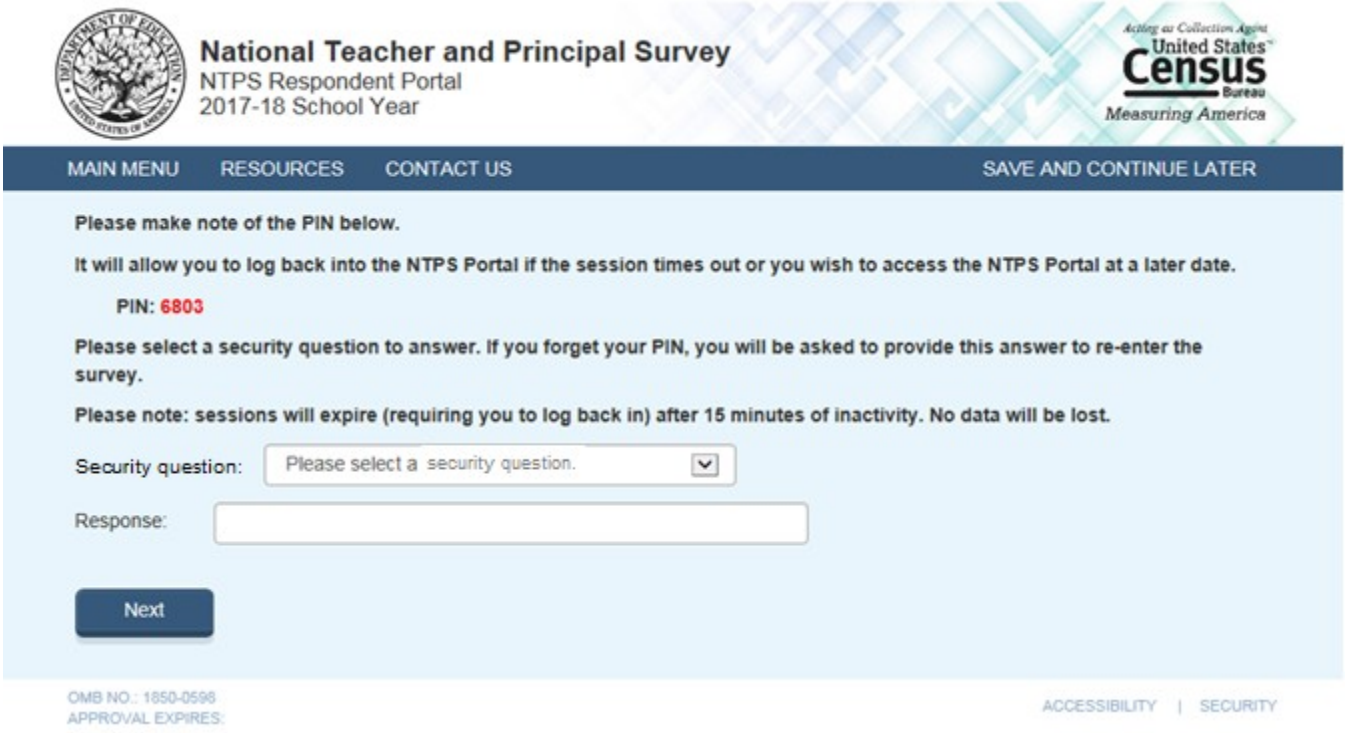
A screenshot of the study homepage and several other pages in the website are provided here as examples. An OMB package has been submitted for usability testing of the portal; a subsequent change request will be submitted upon completion of the testing, if any revisions to the portal are made.

NTPS Respondent Portal – General

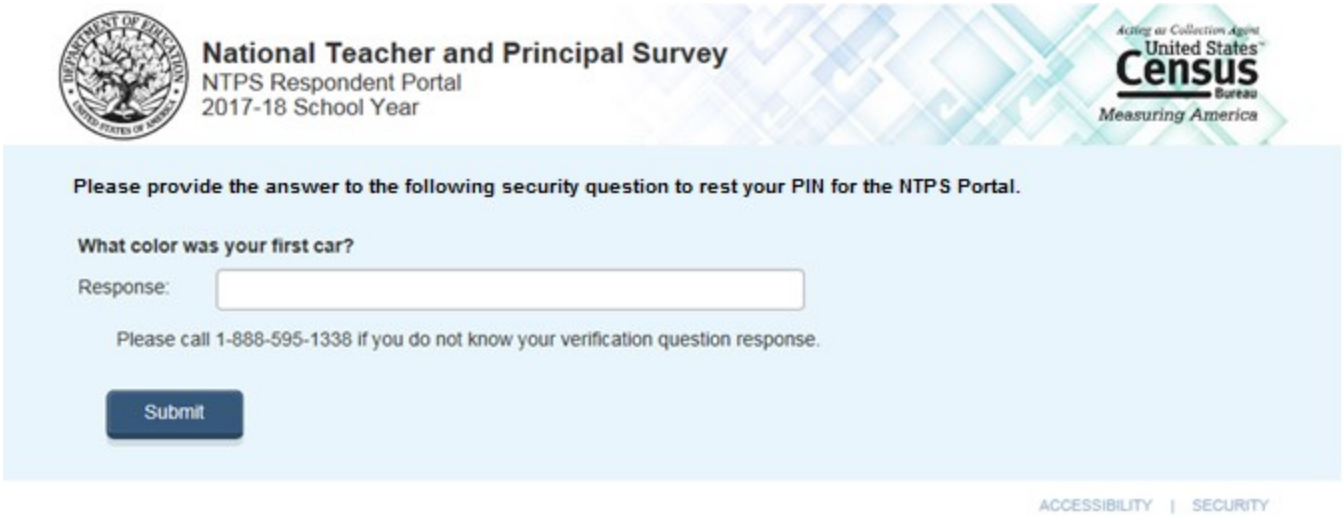
Item: Login



Item: Pin

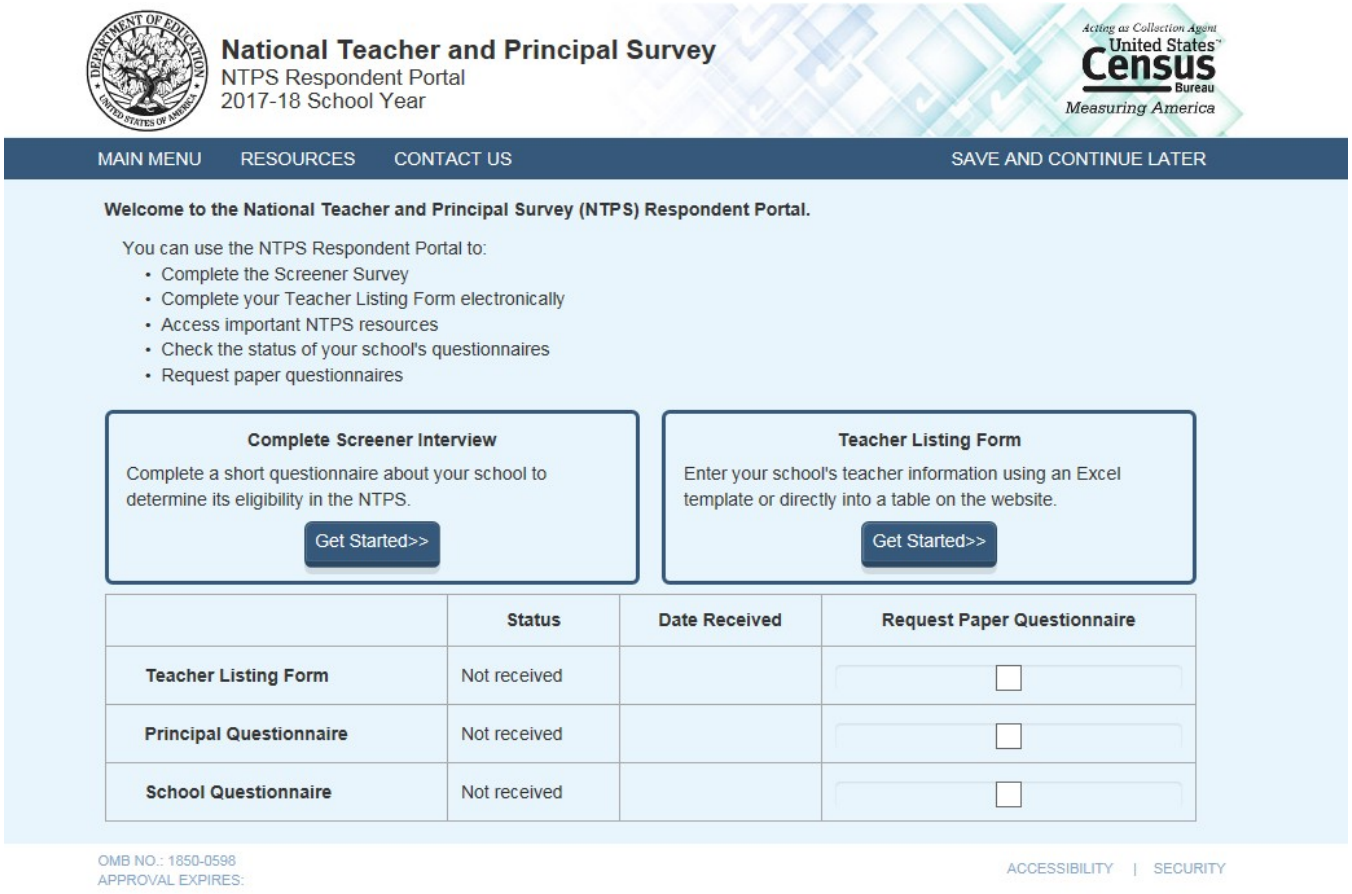


Item: Recovery

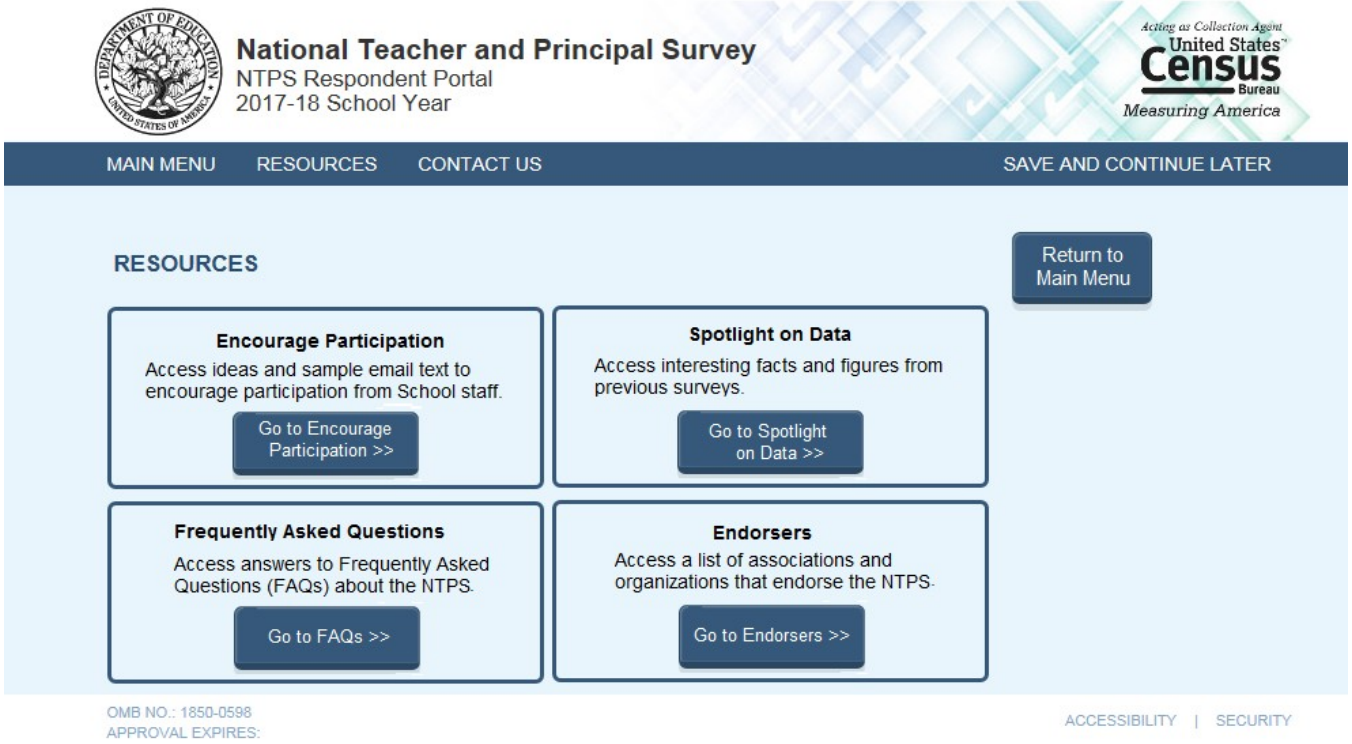


Item: New PIN

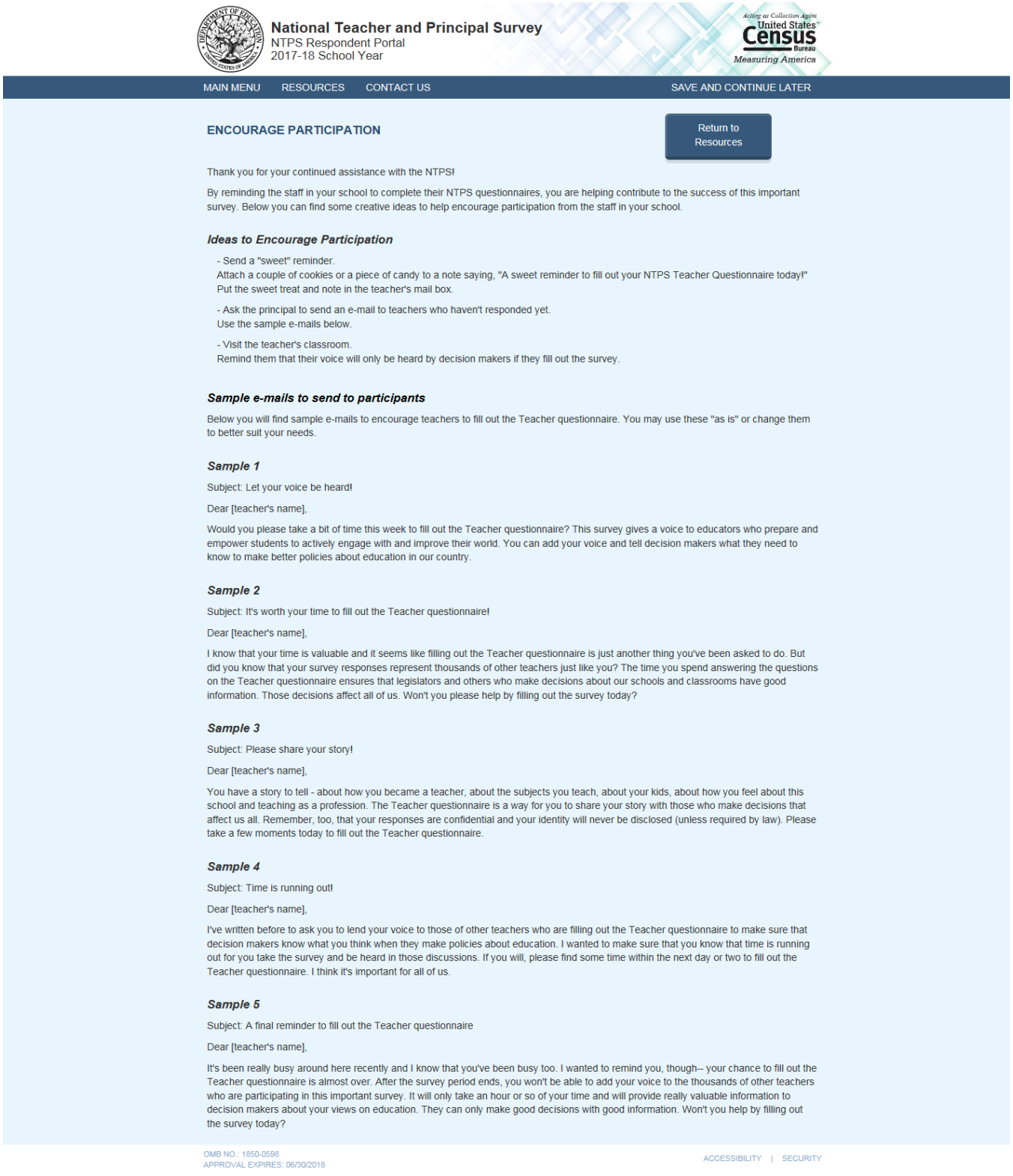
Item: Main Menu



Item: Resources



Item: Encourage Participation



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.

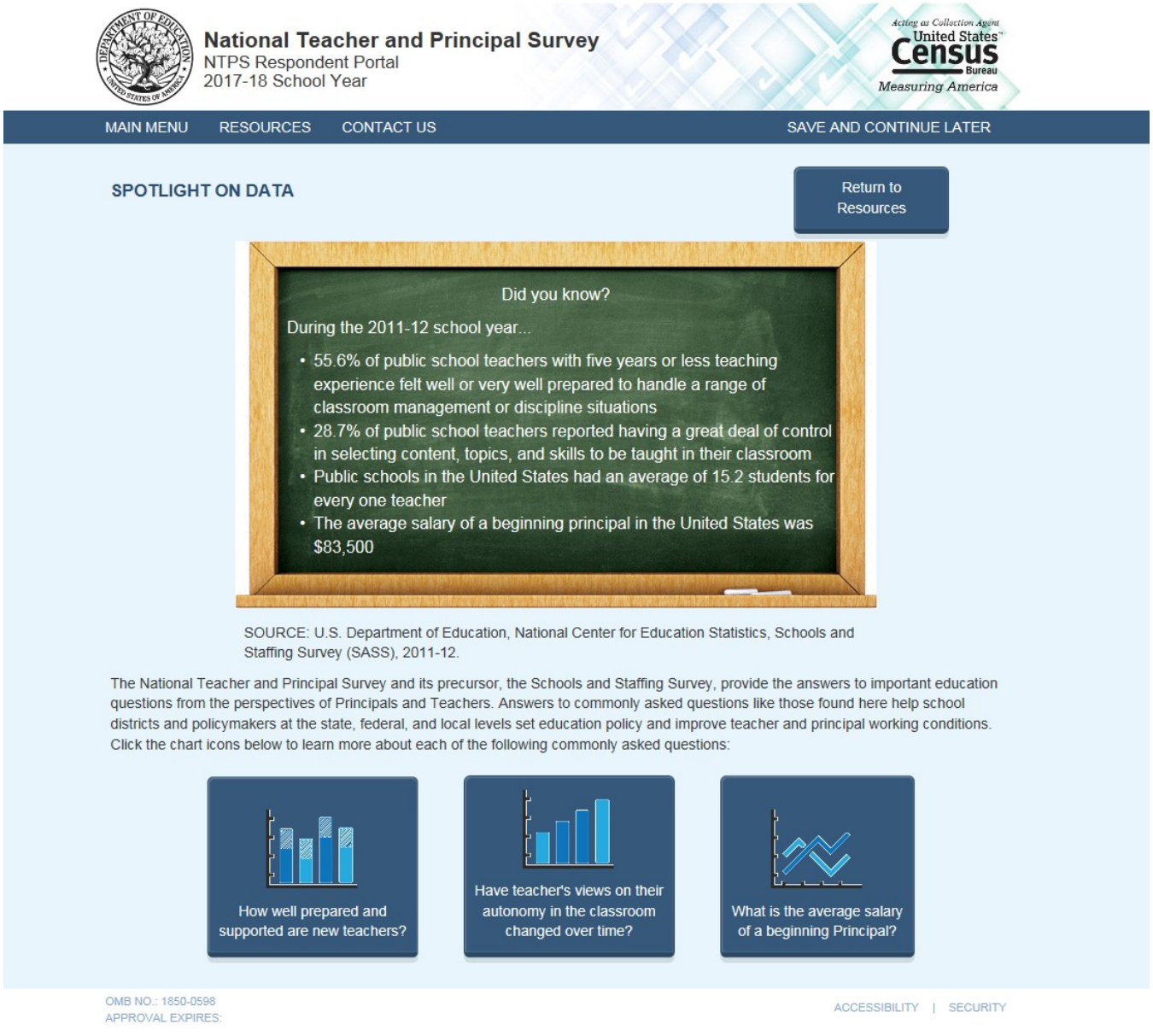
Revised wording for Sample 4:

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 i~~t'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



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

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

Acting as Collection Agent United States Census Bureau Measuring America

MAIN MENU RESOURCES CONTACT US SAVE AND CONTINUE LATER

HOW WELL PREPARED AND SUPPORTED ARE NEW TEACHERS?

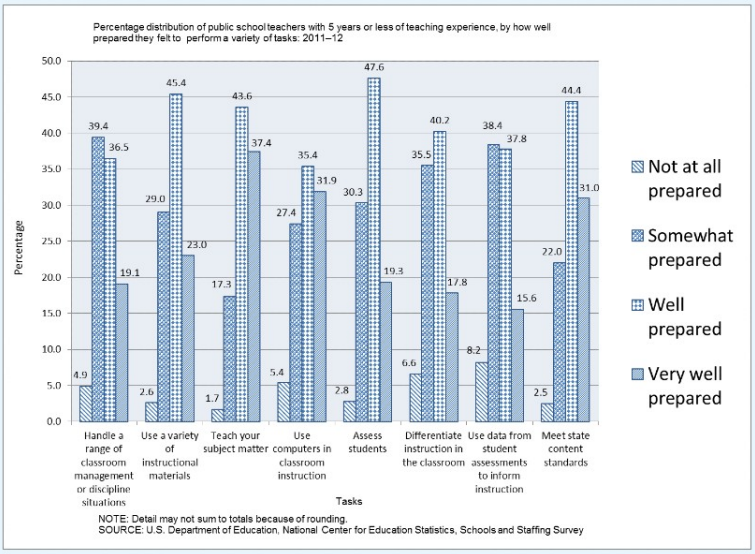


Table View

Previous

ACCESSIBILITY | SECURITY

Table View:

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

Acting as Collection Agent United States Census Bureau Measuring America

MAIN MENU RESOURCES CONTACT US SAVE AND CONTINUE LATER

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)

Previous

ACCESSIBILITY | SECURITY

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

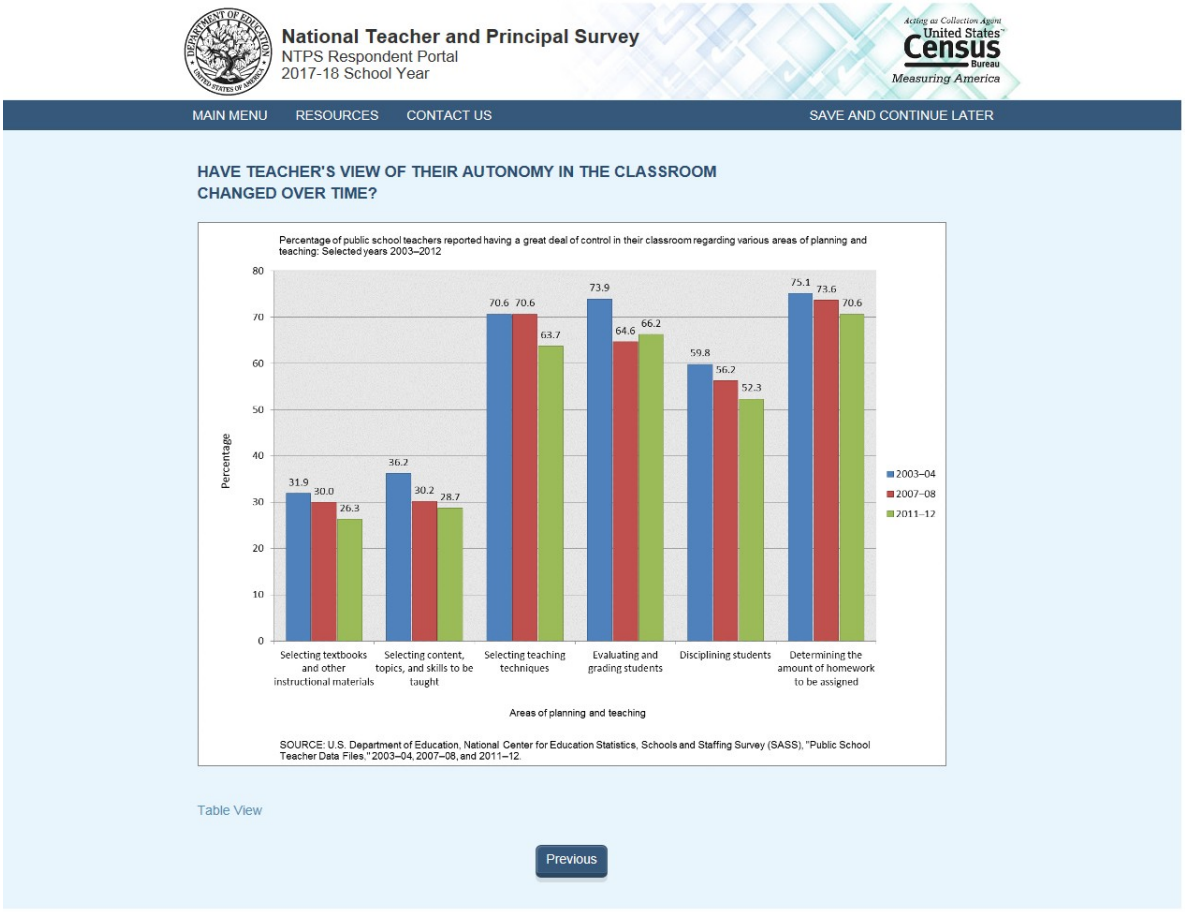
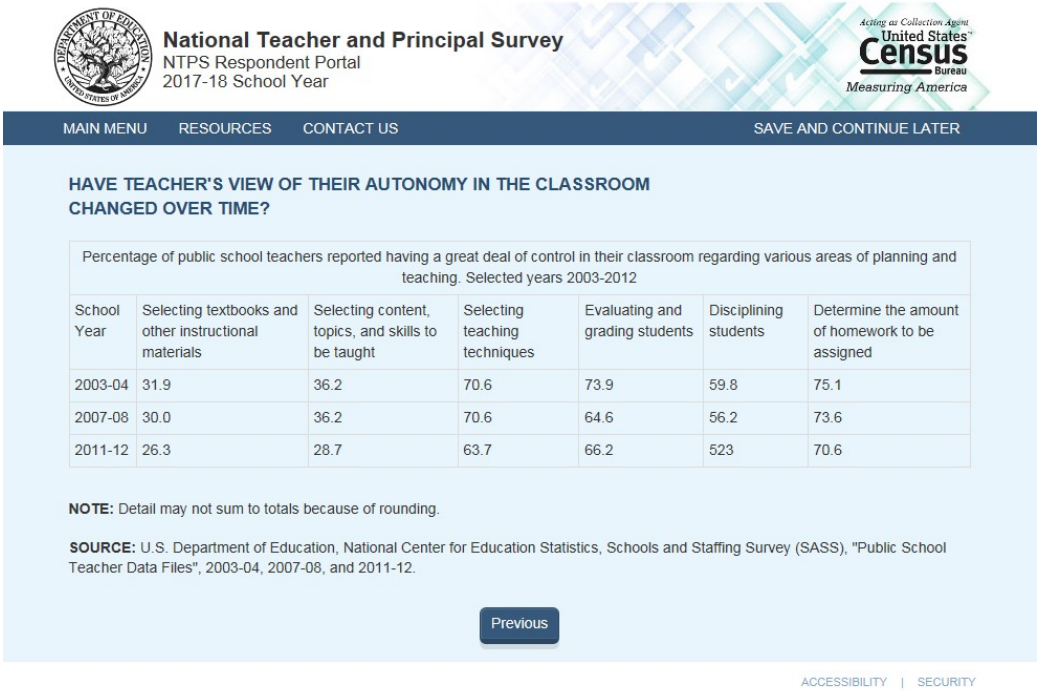


Table View:



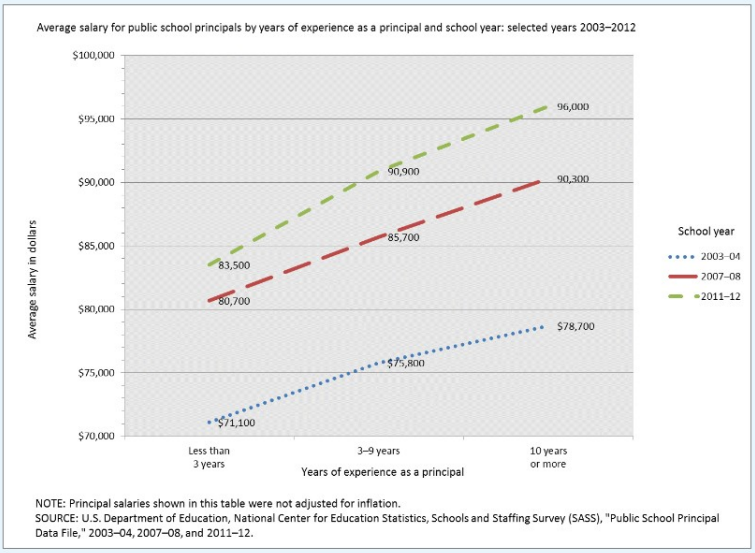
Item: Spotlight #3 - What is the average salary of a beginning principal?

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

Acting as Collection Agent United States Census Bureau Measuring America

MAIN MENU RESOURCES CONTACT US SAVE AND CONTINUE LATER

WHAT IS THE AVERAGE SALARY OF A BEGINNING PRINCIPAL?



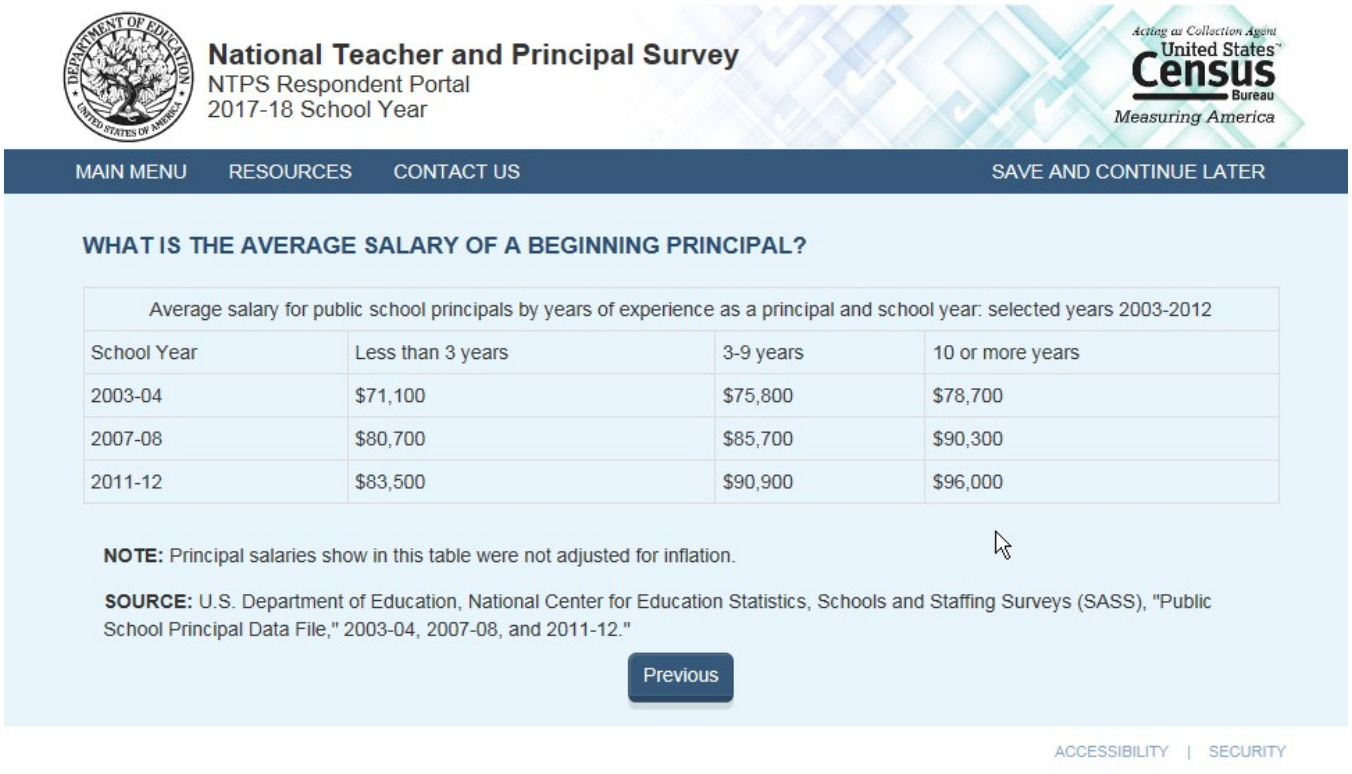
NOTE: Principal salaries shown in this table were not adjusted for inflation.
SOURCE: U.S. Department of Education, National Center for Education Statistics, Schools and Staffing Survey (SASS), "Public School Principal Data File," 2003–04, 2007–08, and 2011–12.

Table View

Previous

ACCESSIBILITY | SECURITY

Table View:



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

Acting as Collection Agent United States Census Bureau Measuring America

MAIN MENU RESOURCES CONTACT US SAVE AND CONTINUE LATER

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

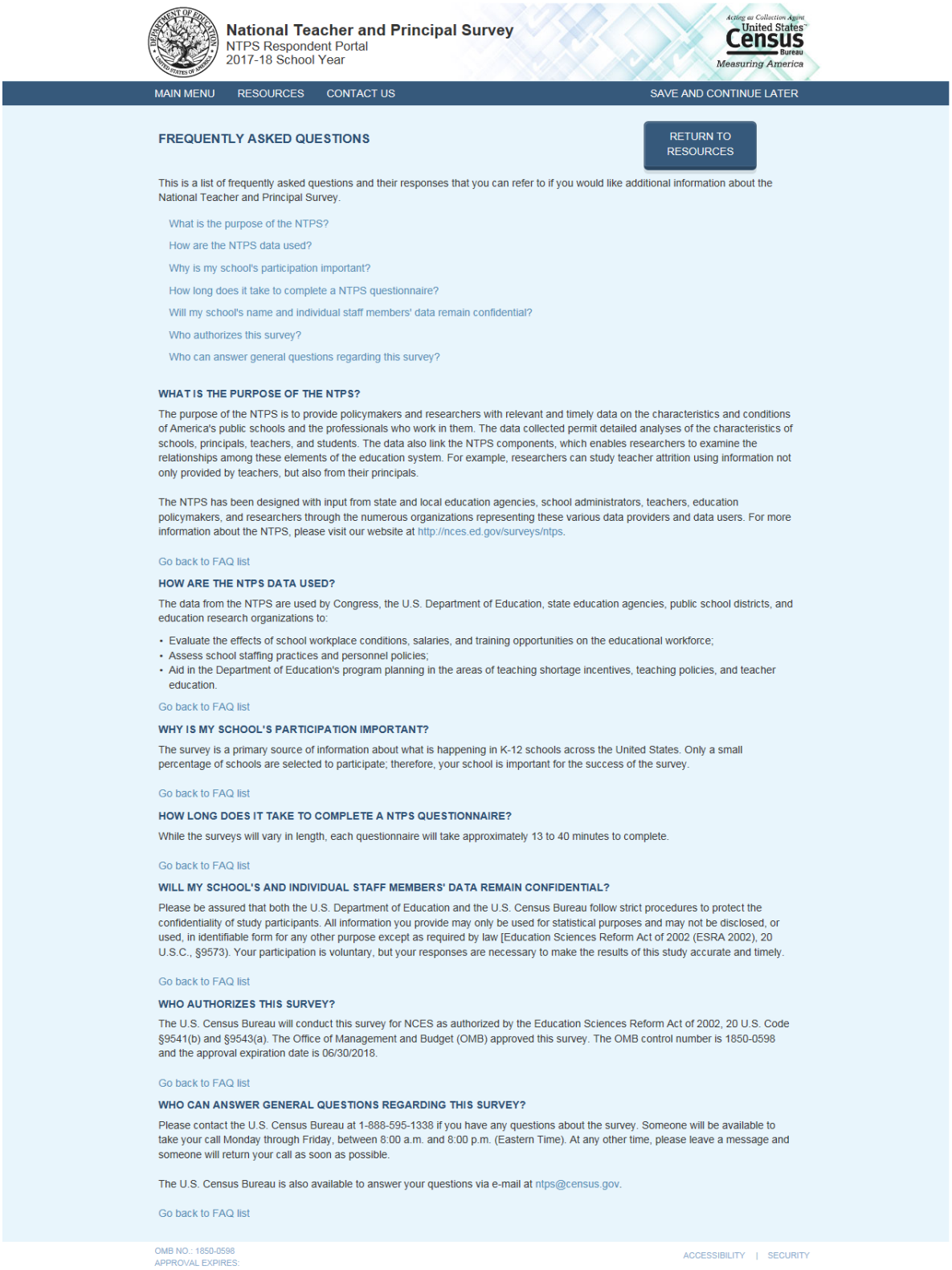
NOTE: Principal salaries show in this table were not adjusted for inflation.

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."

Previous

ACCESSIBILITY | SECURITY

Item: FAQs



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

Acting as Collection Agent United States Census Bureau Measuring America

MAIN MENU | RESOURCES | CONTACT US | SAVE AND CONTINUE LATER

FREQUENTLY ASKED QUESTIONS

RETURN TO RESOURCES

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.

Go back to FAQ list

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.

Go back to FAQ list

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.

Go back to FAQ list

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.

Go back to FAQ list

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.

Go back to FAQ list

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.

Go back to FAQ list

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.

Go back to FAQ list

OMB NO.: 1850-0598
APPROVAL EXPIRES:

ACCESSIBILITY | SECURITY

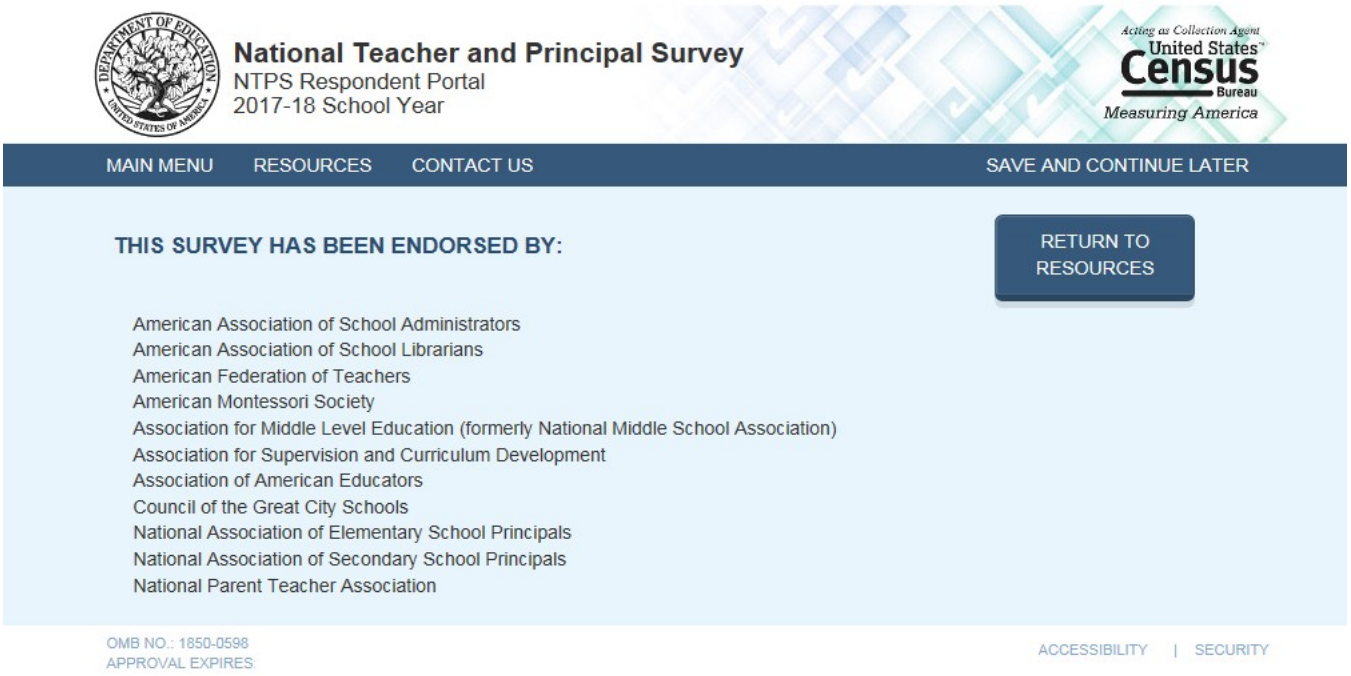
Revision to "Will my school's and individual staff members' data remain confidential?":
Please be assured that both the U.S. Department of Education and the U.S. Census Bureau follow strict procedures to protect the confidentiality of study participants. ~~All information you provide may only be used 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.

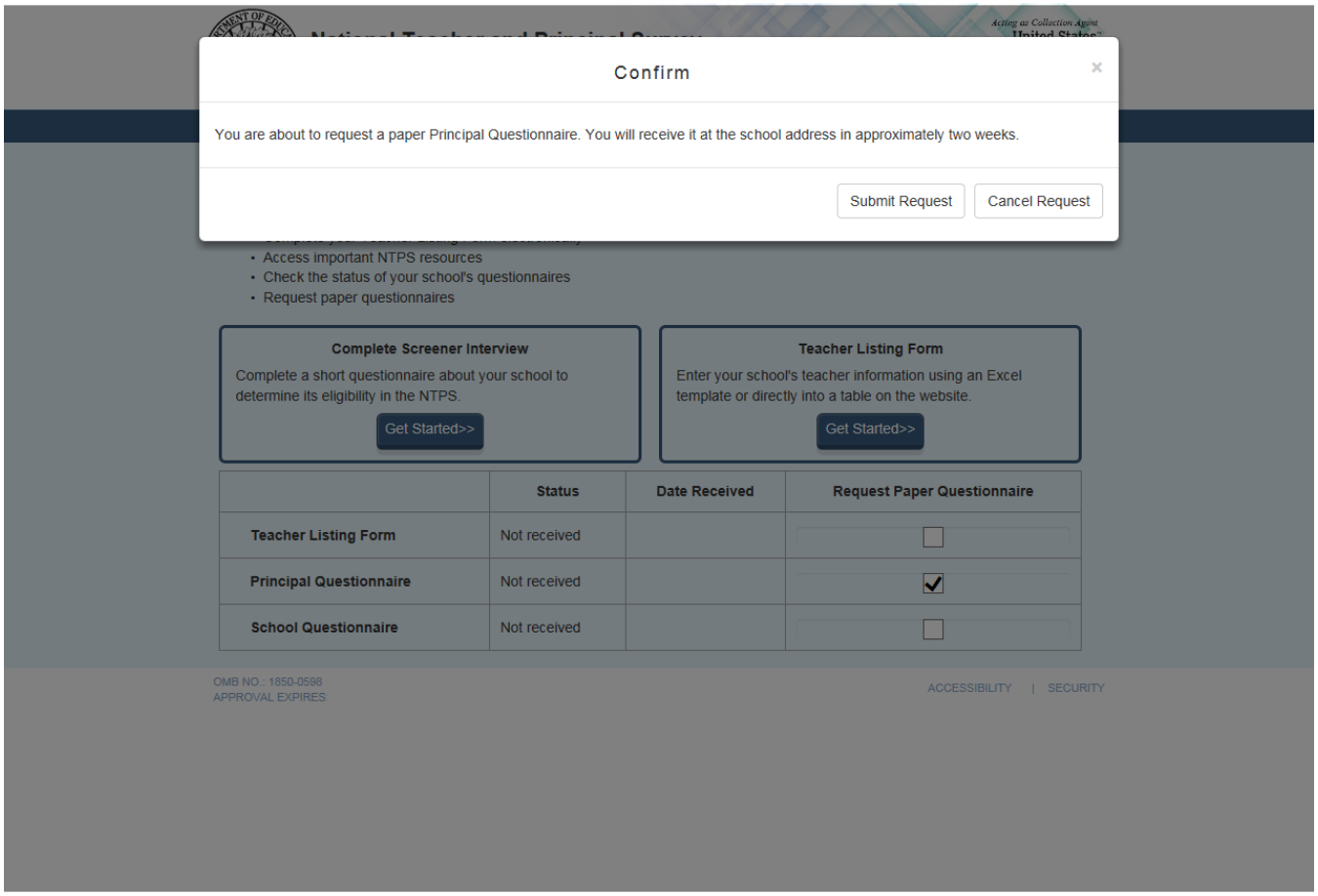
Revision to "Who authorizes this study?":

~~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.

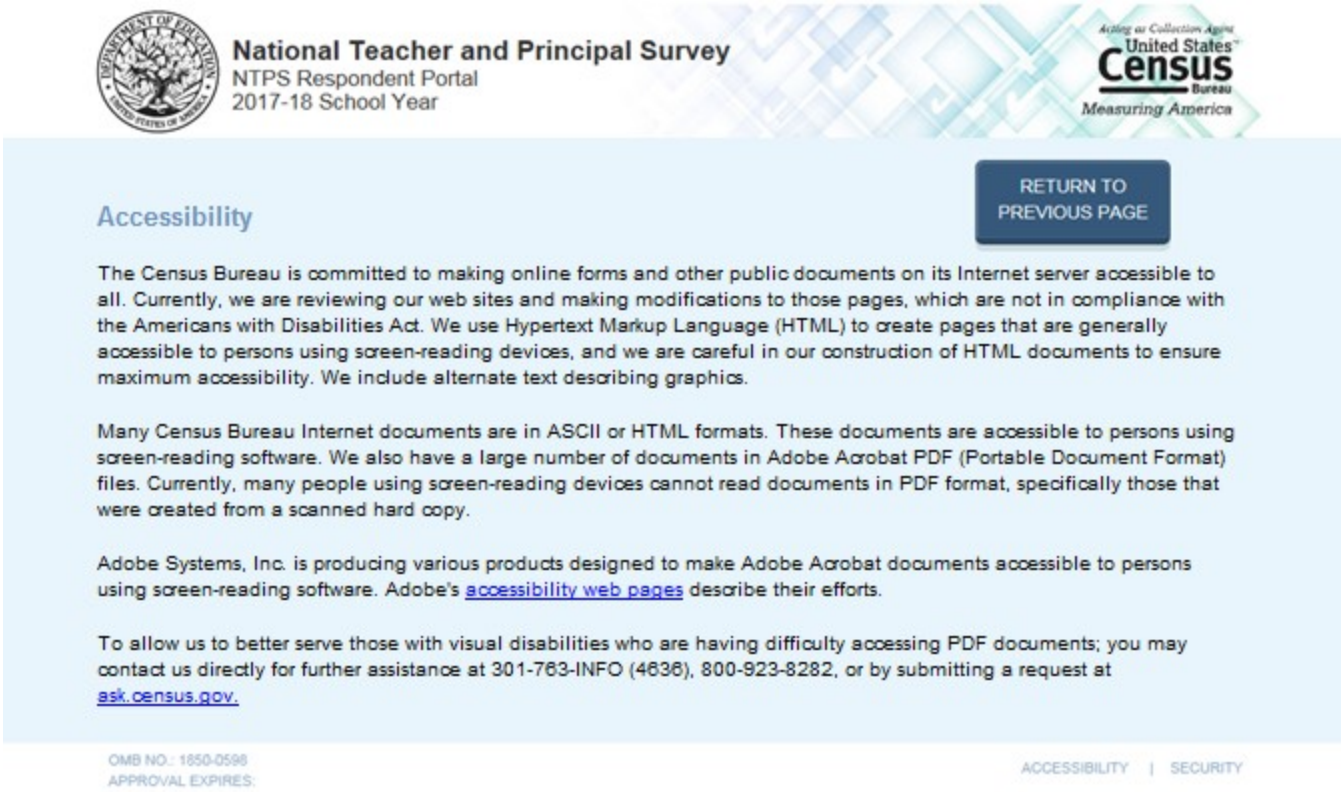
Item: Endorsers



Item: Request Questionnaire



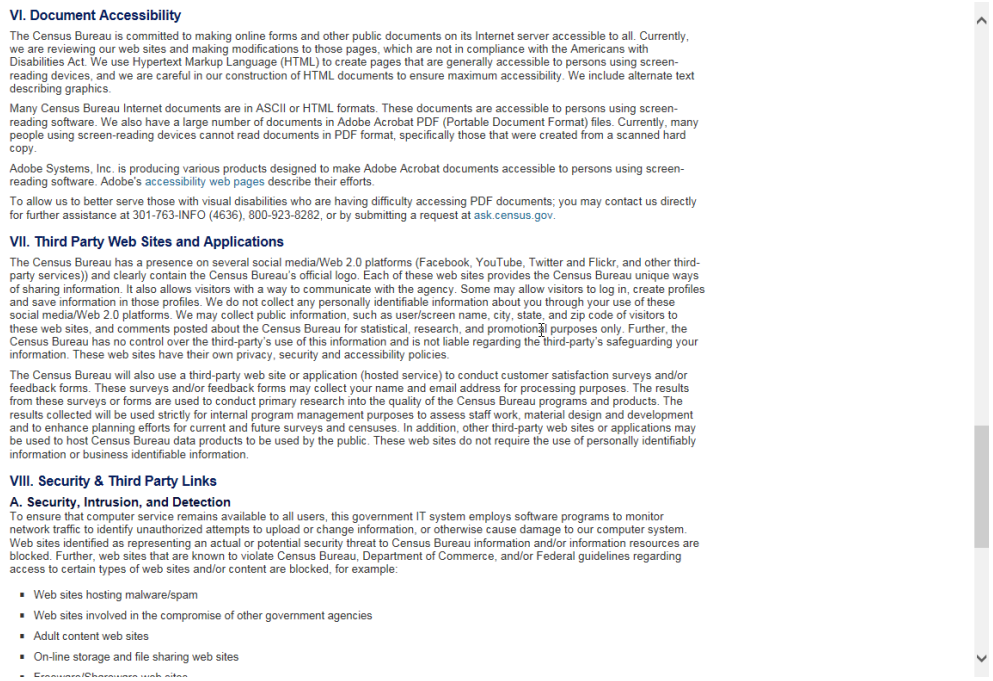
Item: Accessibility



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") 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 identifiably 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
- Freeware/Shareware web sites

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

Data Protection and Privacy

Data Protection
Privacy Impact Assessments (PIA)
System of Records Notices (SORN)
Online Privacy Policy
Contact Us

Online Privacy Policy

May 02, 2016

Tweet Share

I. 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 identifiers) or business identifiable information[1] 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 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 the (b)(4) FOIA exemption. "Commercial" is not confined to records that reveal "basic commercial operations" but includes any records [or information] in which the submitter has a "commercial interest" and can include information submitted by a nonprofit entity. Or (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 technologies[2], including cookies, to optimize your experience during your visit to our web sites and to provide information about how you use our web site. 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 notices when a user returns to a web site and "remembers" his or her online interactions and preferences across multiple sessions, typically for the purpose of statistics on web usage, but also 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 is used for our own Internet security protocols to help protect the security of the Census Bureau's IT systems and your data.
- The type of browser, such as Safari, 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 read.
- The last web site you visit, if that web site contains a link to a Census Bureau web page, indicates how you found this 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. The logs 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 new requests for specific data or maps can be created more efficiently. No personally identifiable information is permanently retained on either the users' or the Census Bureau's computers. These transient cookies go away completely when you exit 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 us 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 laws that protect the data (e.g., Title 13, United States Code Section 9 (a)) protect against unauthorized disclosure under penalty of $250,000 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 logged into the survey or census. In addition, we collect data on navigation of the survey or census, which includes mouse clicks and any data entered onto the survey or census, whether or not the survey or census is completed and submitted. These data are used in aggregate to assess the usability of the survey or census, or 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 Cybersecurity 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, attn: 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 setting of your browser as described at www.usa.gov/optout_instructions.shtml.

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

---

[2] Web measurement and customization technologies are defined as technologies are used to remember a user's online interactions with a website or online application in order to conduct analysis of usage or to customize the user's experience.

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

When you send us personally 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 on 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), 16 CFR 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 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(s)) 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 identifiably 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
- Freeware/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 site contains 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 denoted 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

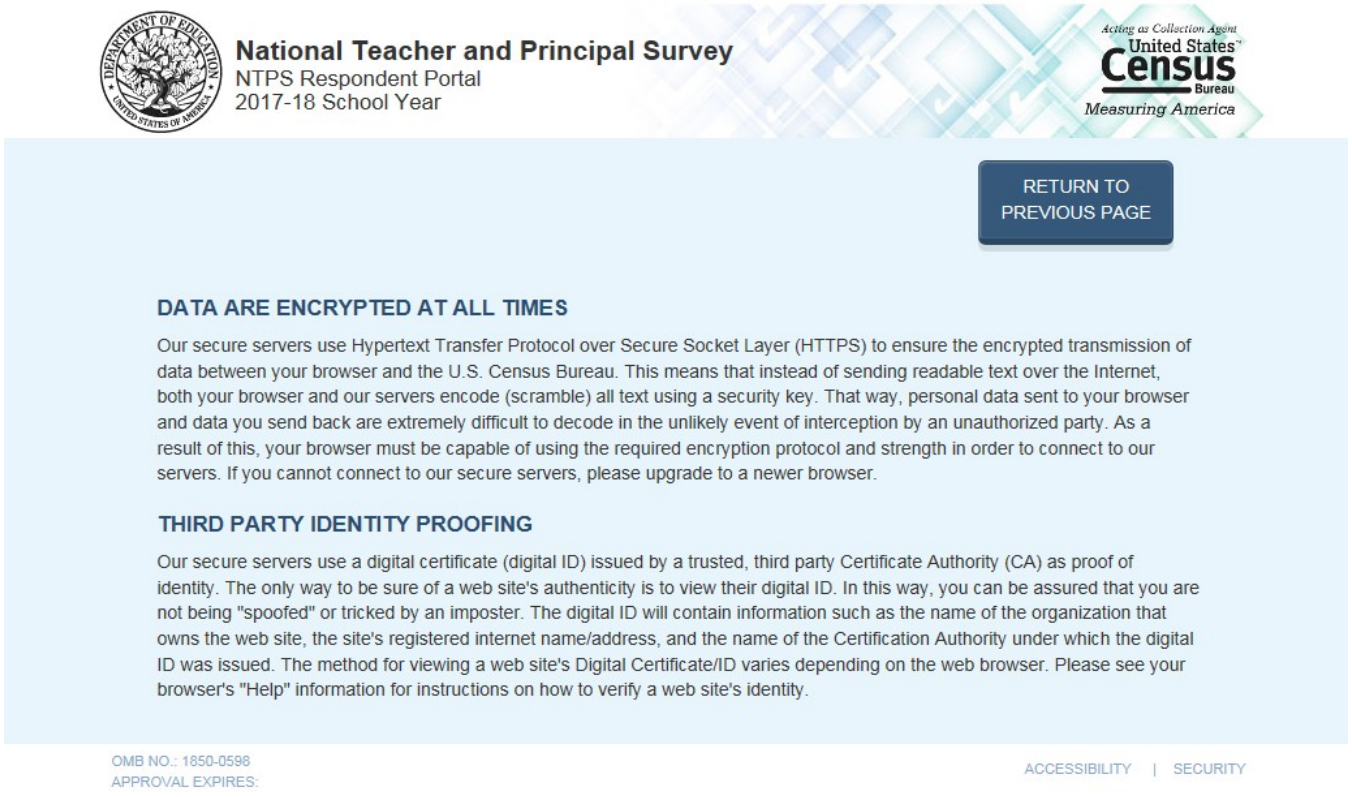
Need more information about the Census Bureau's privacy and confidentiality protections? Contact our Policy Coordination Office at 301-763-6440 or toll-free at 1-800-923-8282.

Data Requests

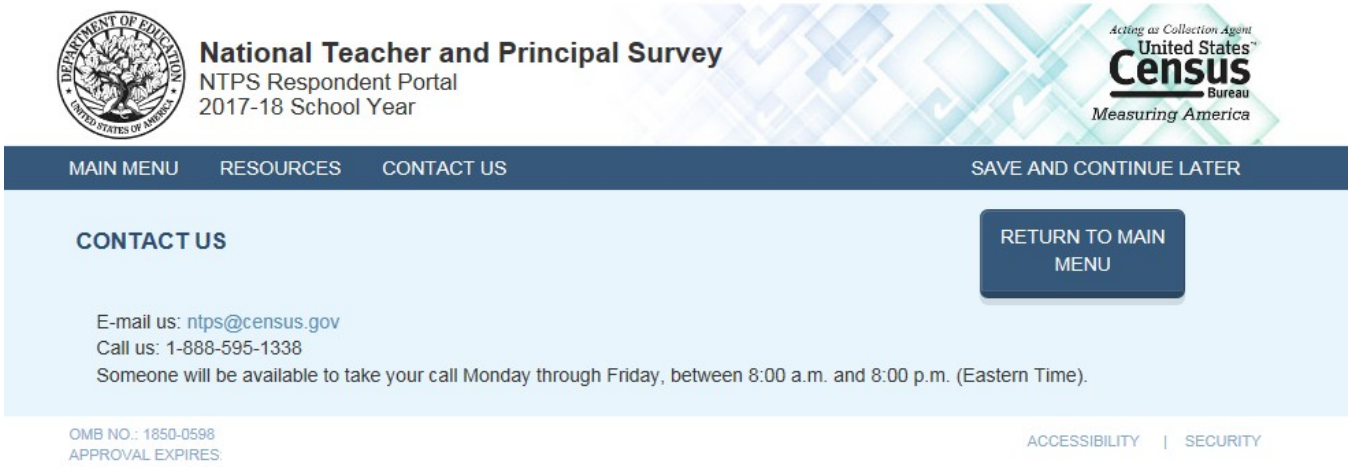
For information about data requests, please contact the Customer Services Center at (301) 763-INFO (4636) or toll-free 1-800-923-8282. You can also obtain additional information by visiting our Frequently Asked Questions page on our web site at ask.census.gov.

Last Revised: February 7, 2017

Item: Security



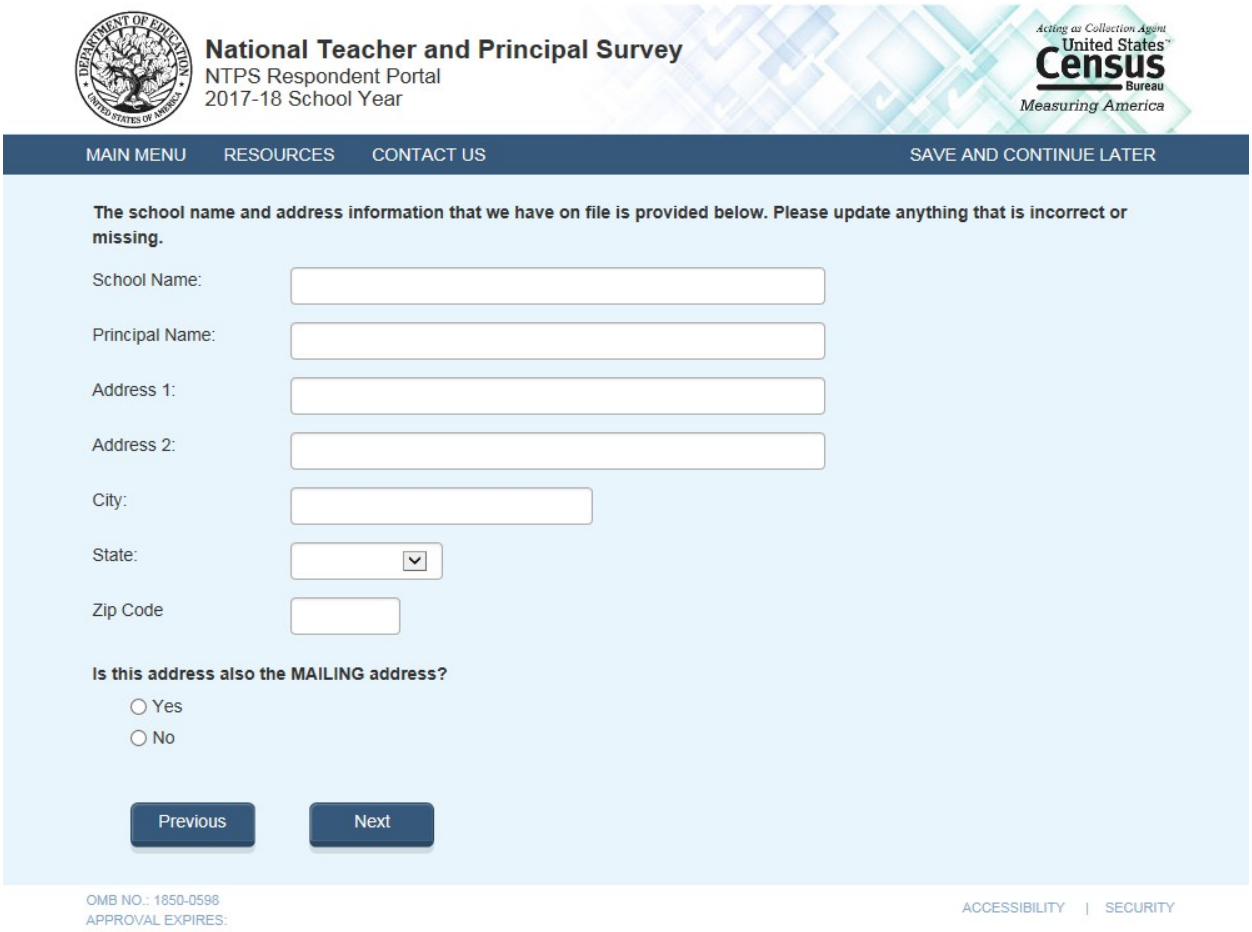
Item: Contact Us



NTPS Respondent Portal – Screener Survey

Screener Interview Page 1: Verify Name and Physical Address

All respondents receive this screen.



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

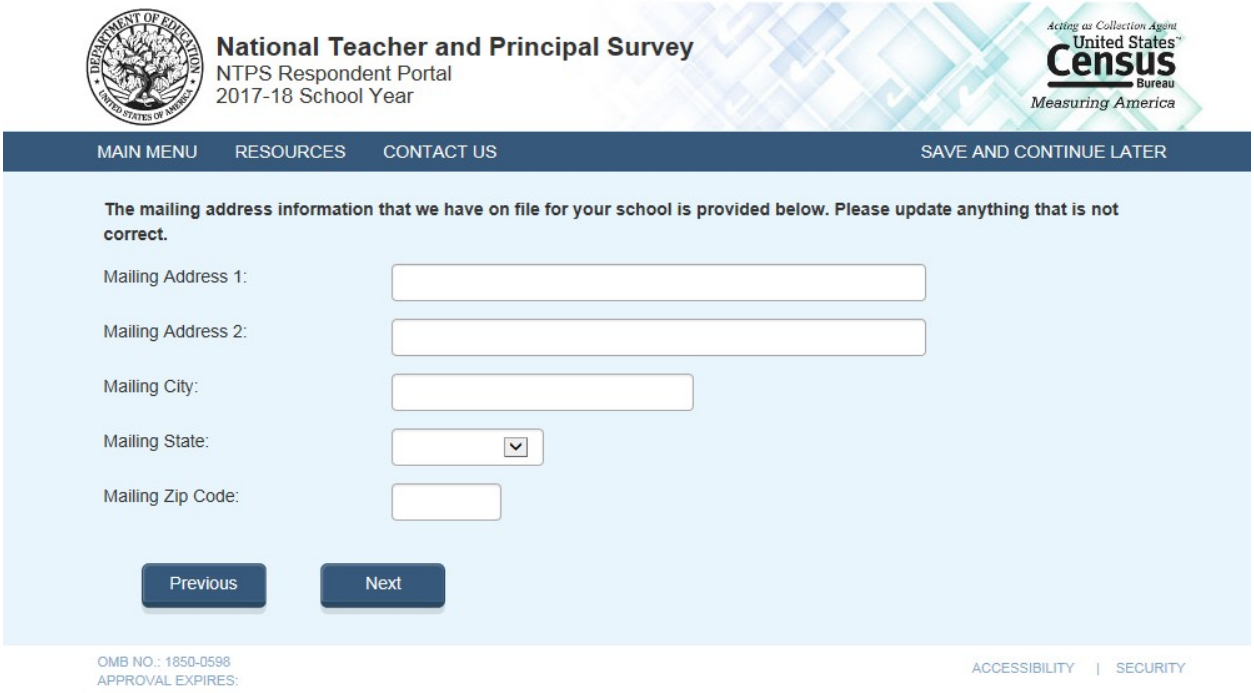
<u>Skip pattern:</u>

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.



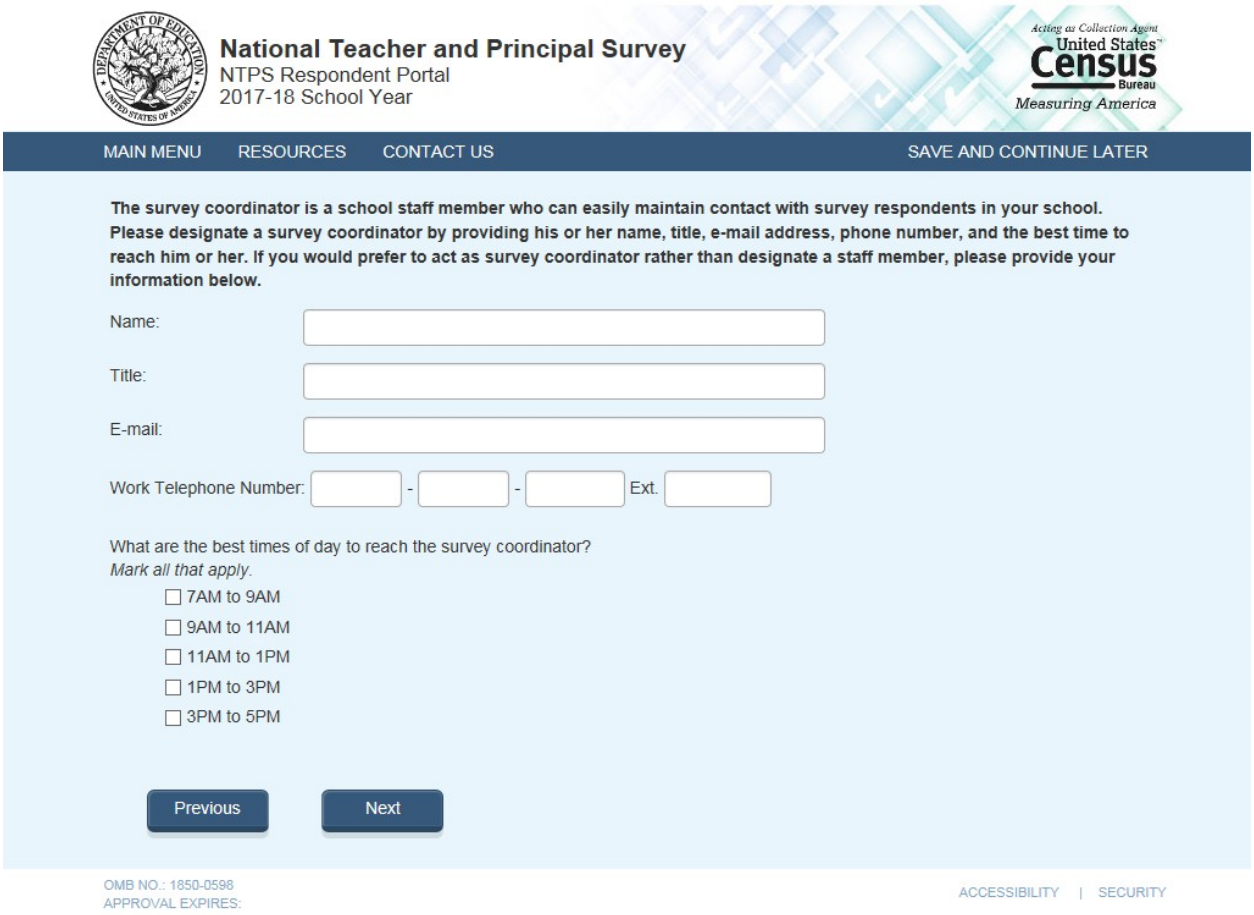
Note: Address fields are pre-filled with the sampled school's information.

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.



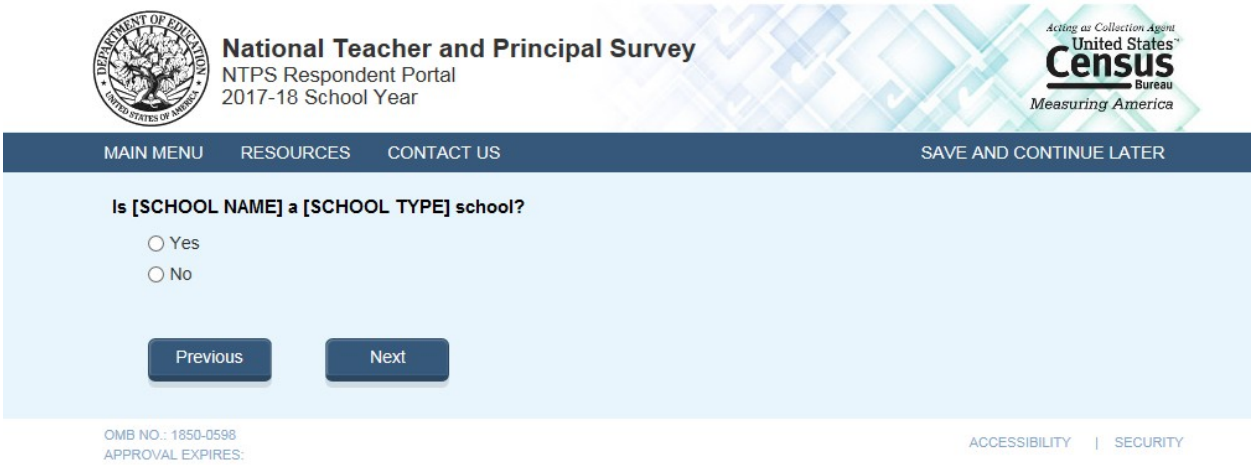
Note: Name and e-mail are required fields; the respondent cannot advance to the next instrument screen without entering information into both of these fields.

<u>Skip pattern:</u>

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

Screener Interview Page 4: Verify School Type

All respondents receive this screen.



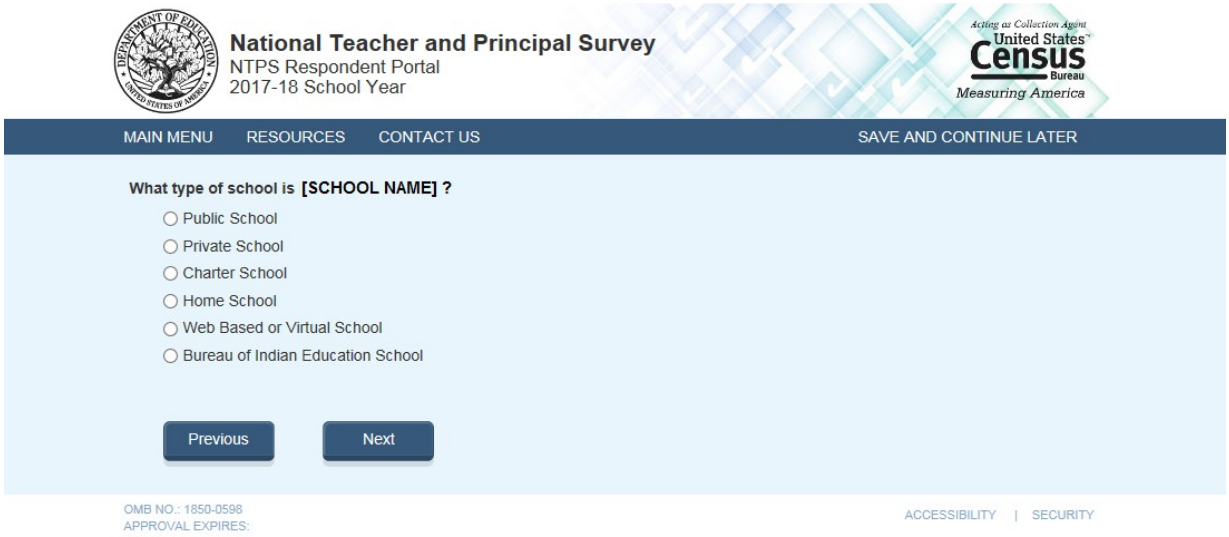
Note: [SCHOOL NAME] and [SCHOOL TYPE] are pre-filled with the sampled school's information. If the respondent changed the school name on Screener Interview Page 1, the change will be reflected on this page (Screener Interview Page 4).

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.



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:

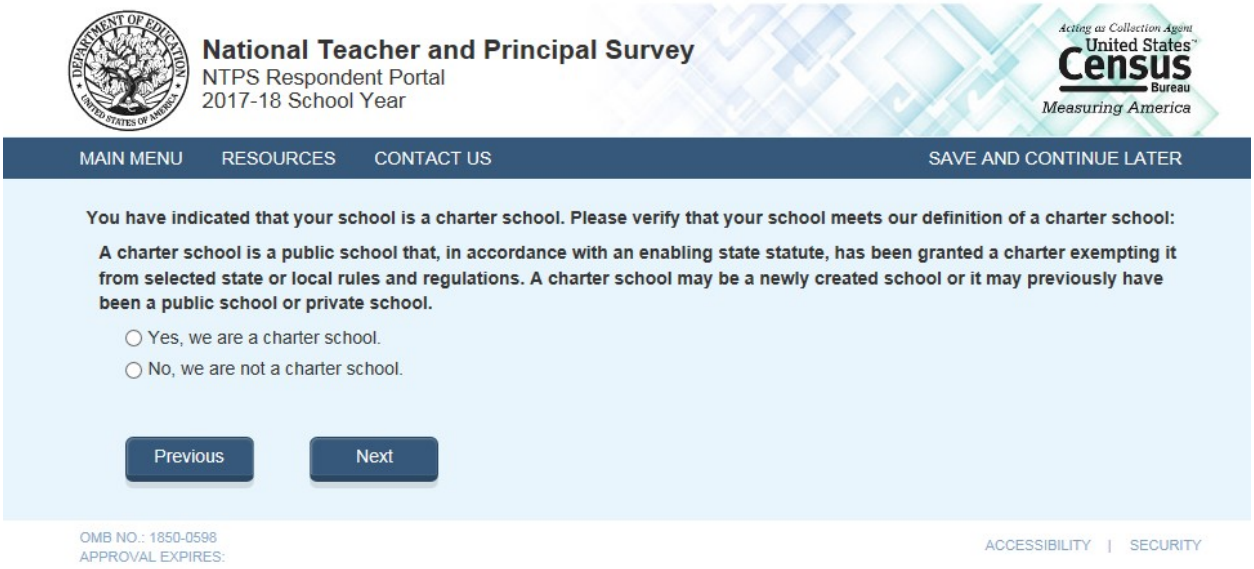
- "Public School, Web Based or Virtual School, or Bureau of Indian Education School", then (s)he is directed to Screener Interview Page 7 (Grade Range).
- "Charter", then (s)he is directed to Screener Interview Page 6 (Charter School).
- "Private School or Home School", then (s)he is directed to Screener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



Skip pattern:

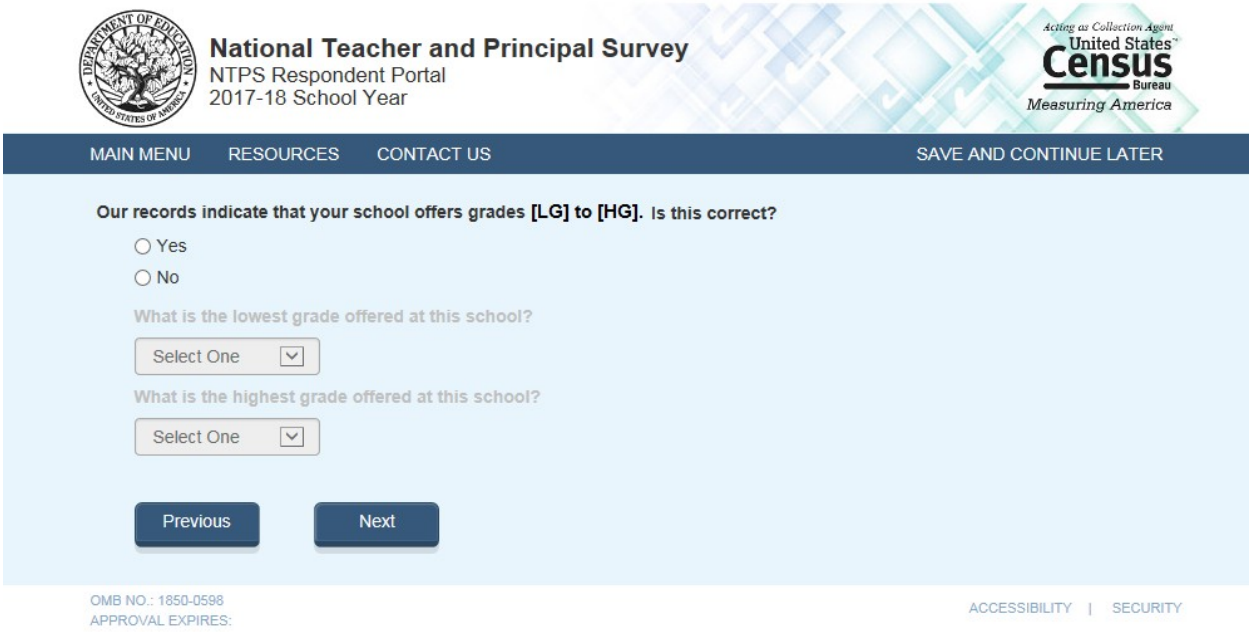
If school type is expected to be PUBLIC, CHARTER, or BUREAU OF INDIAN EDUCATION and respondent chooses “Yes” then (s)he is directed to Screener Interview Page 7 (Grade Range).

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).

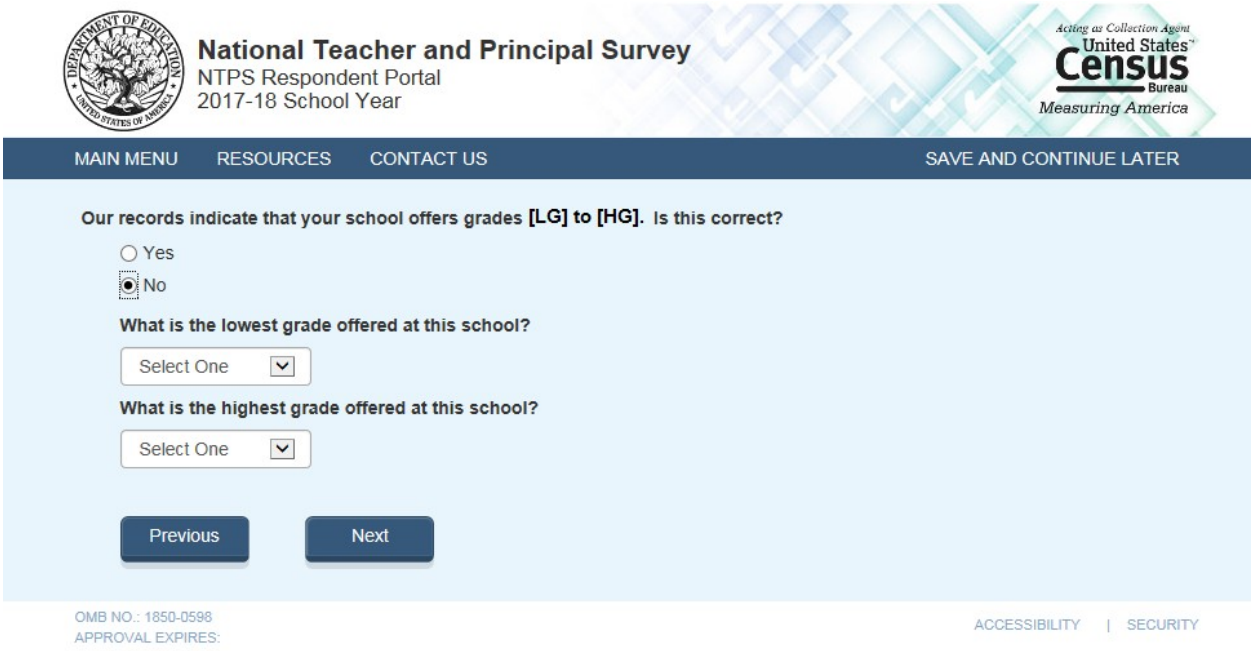
Screener Interview Page 7: Grade Range

All respondents receive this screen.



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.



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.

<u>Skip pattern:</u>

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, Prekindergaten, or Kindergarten on the second question, then (s)he is directed to Screener Interview Page 9 (Other Grades).

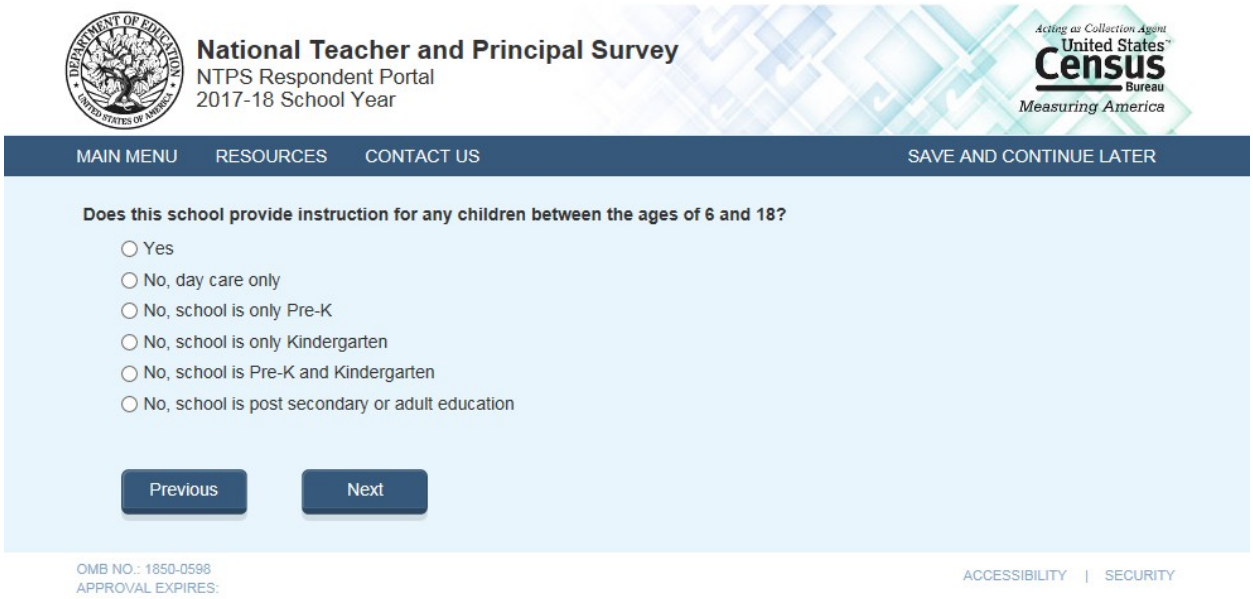
Otherwise, if the respondent indicates that the grade range differs by more than 2 grades than what is expected, then (s)he is directed to Screener Interview Page 10 (Separate School). This includes the scenario where a respondent enters Ungraded for low grade and a high grade that differs by more than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

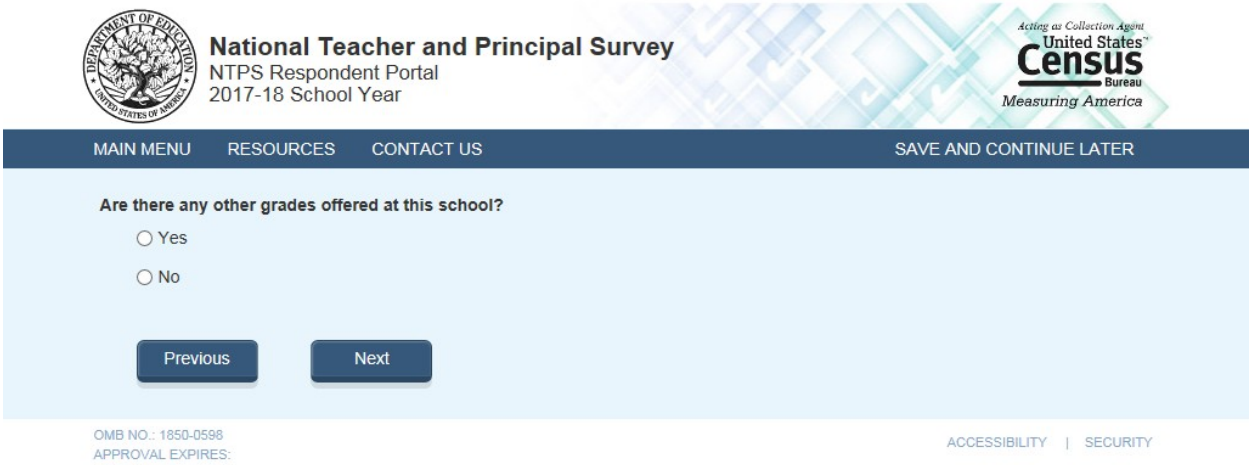


Skip pattern:

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, Prekindergaten, 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.

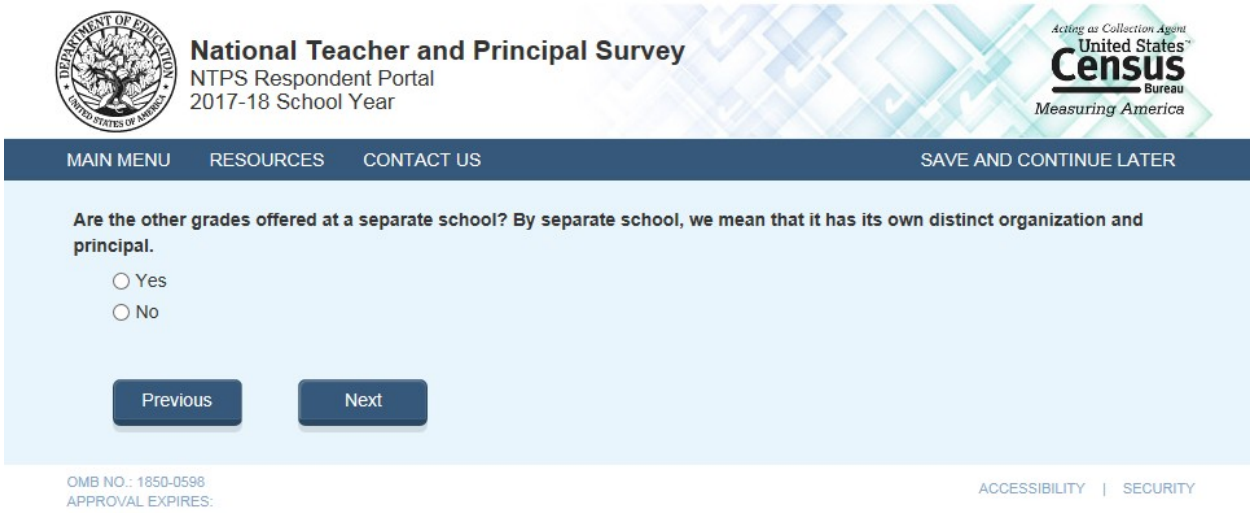


Skip pattern:

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.



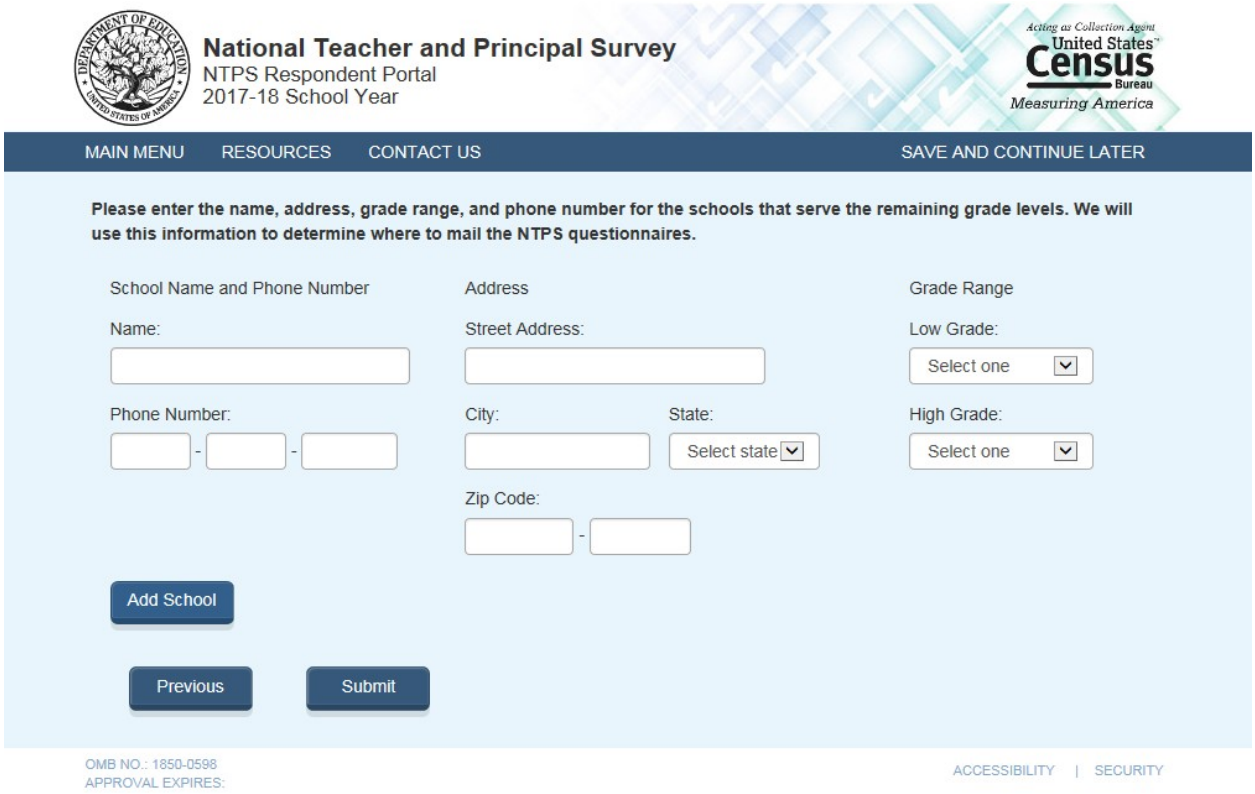
Skip pattern:

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).

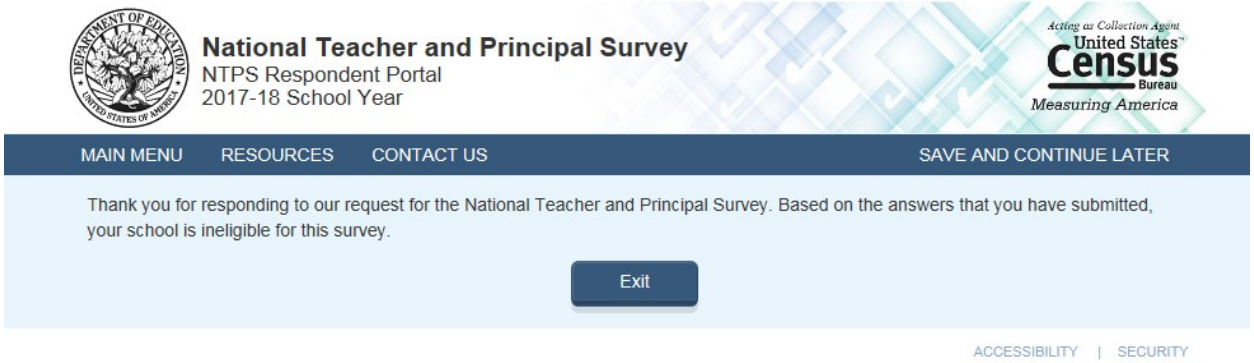


The dropdown selections for lowest and highest grades offered at the school include the following: Daycare, Prekindergarten, Kindergarten, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, and Ungraded.

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).

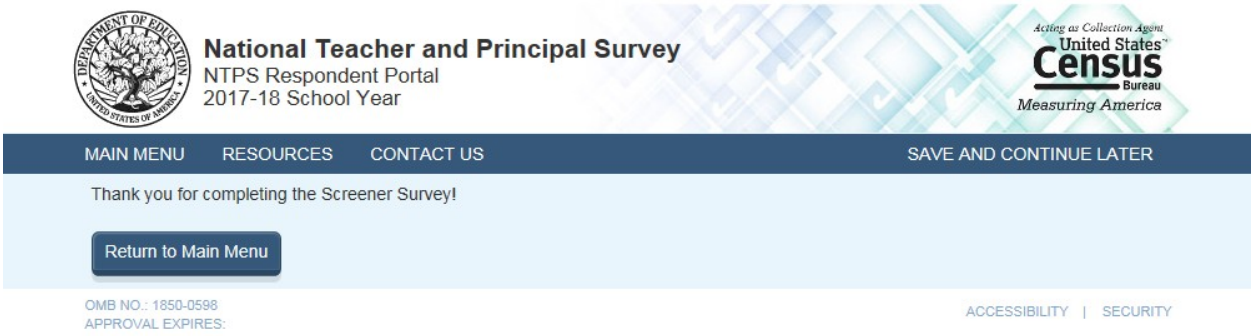
Screener Interview Page 12: Out of Scope

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.



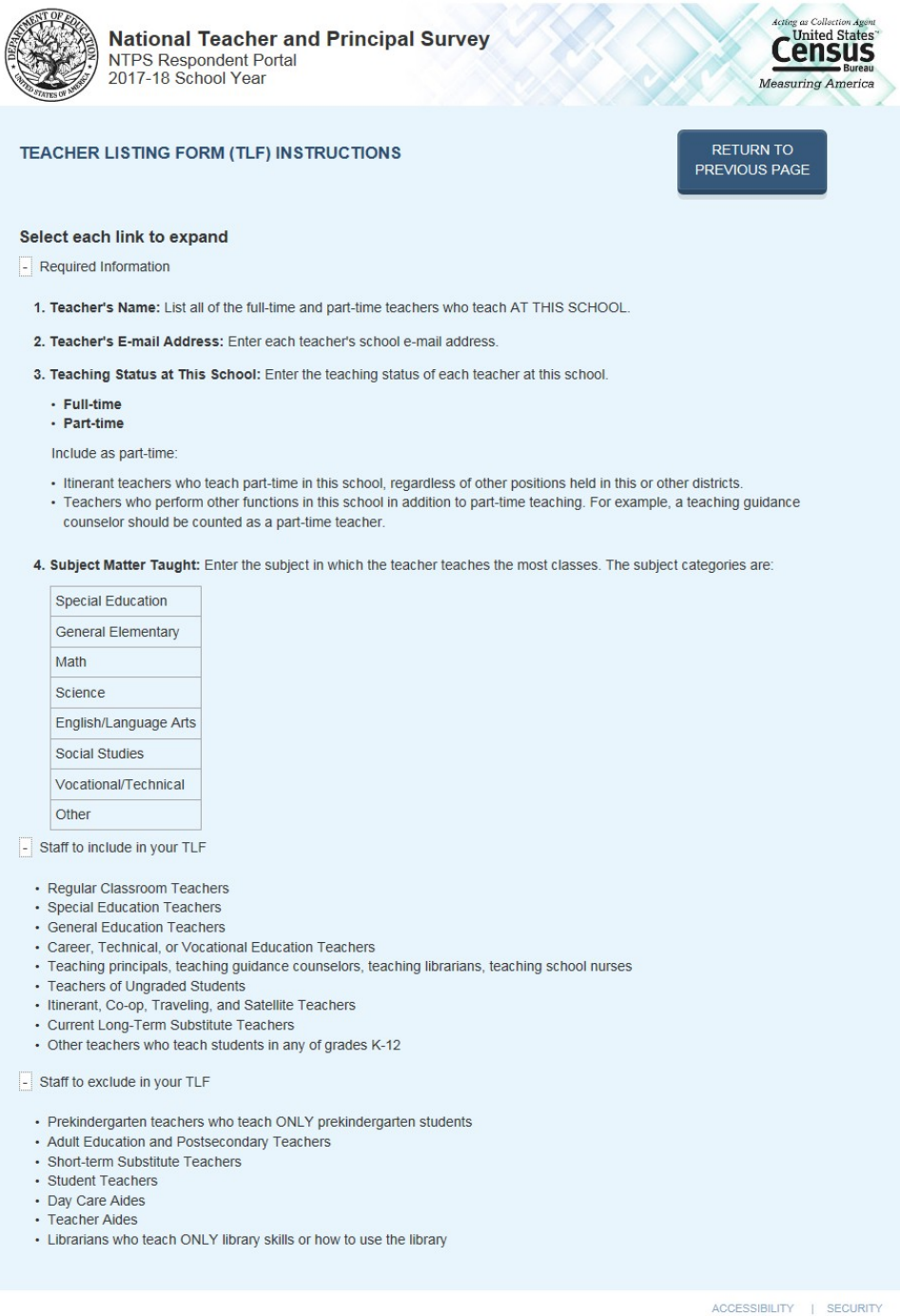
Screener Interview Page 13: End of Screener Interview

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

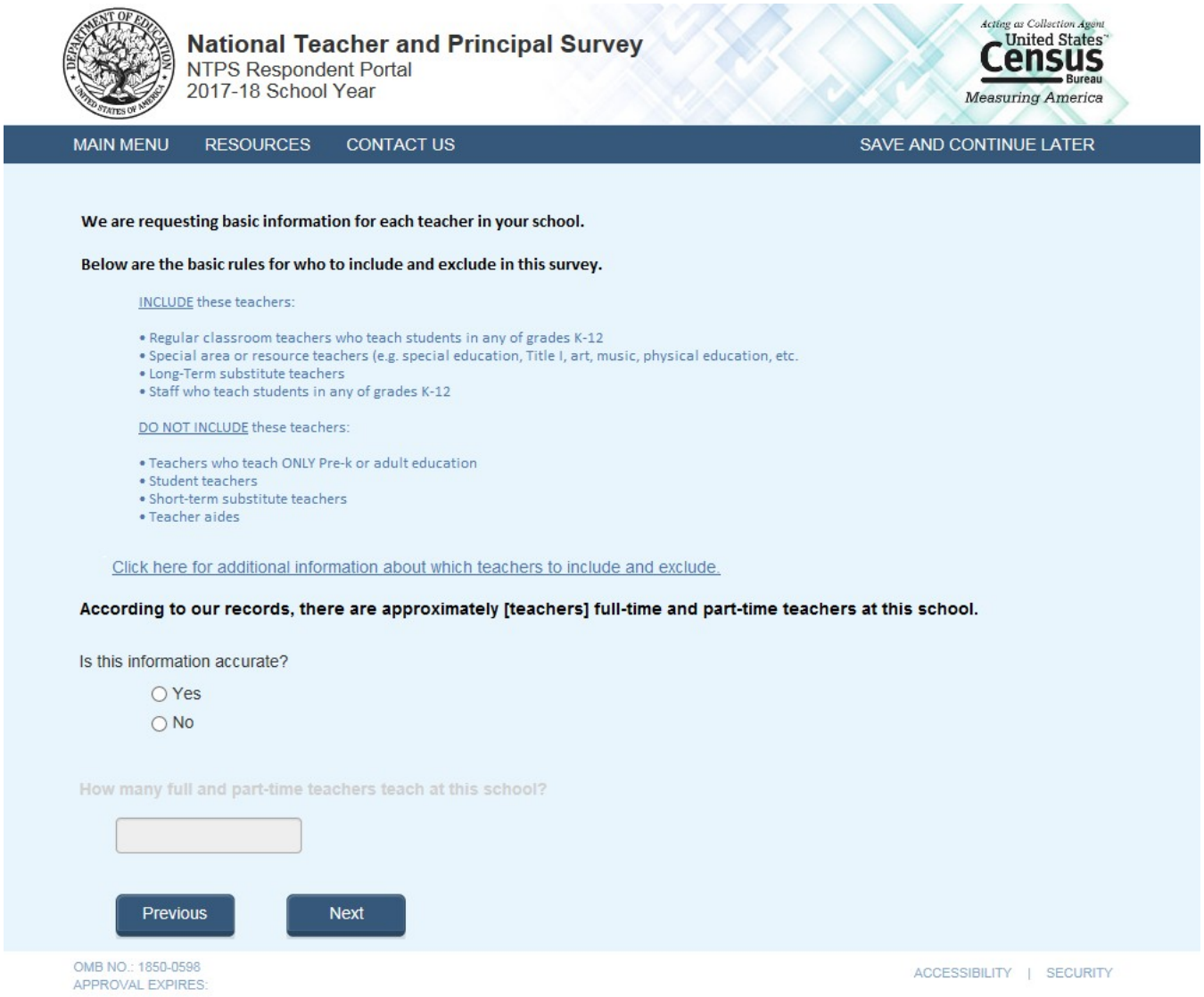


NTPS Respondent Portal – Teacher Listing Form (TLF)

TLF Page: TLF Instructions

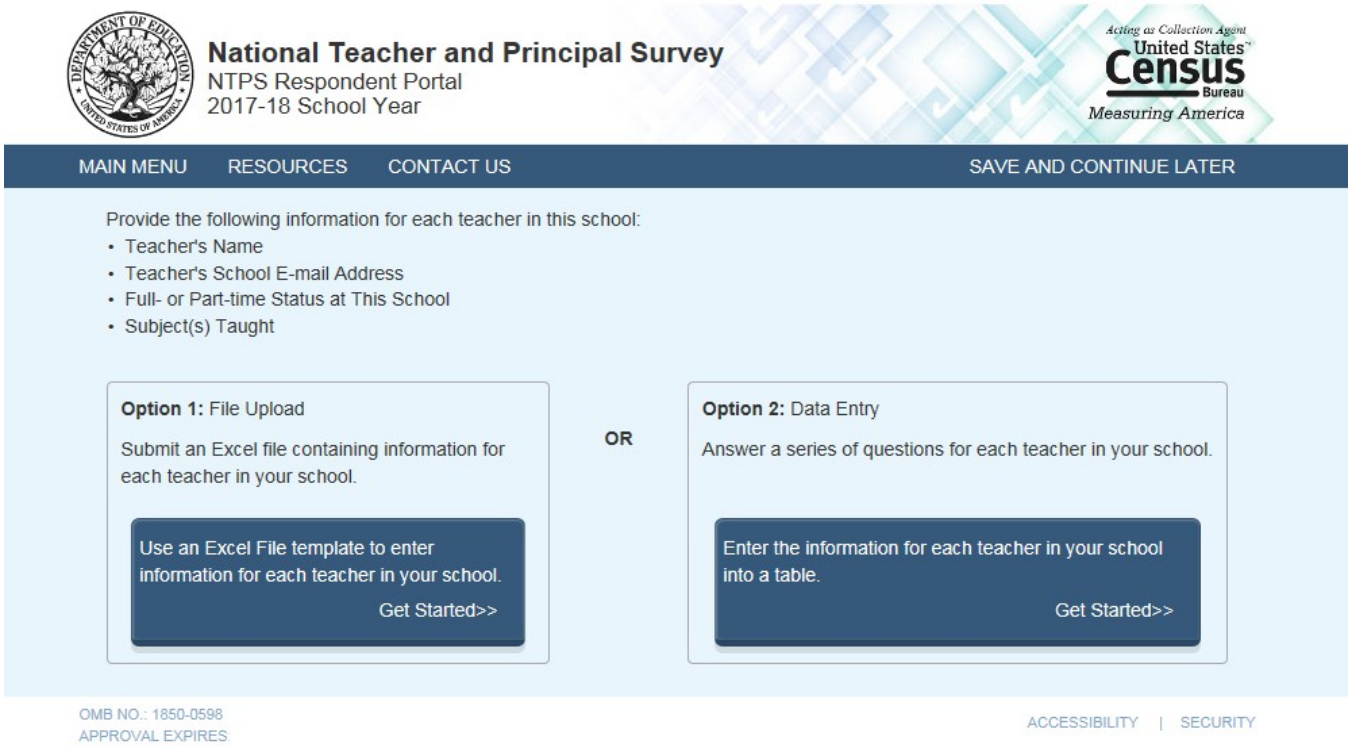


TLF Page: TLF Teacher Compare

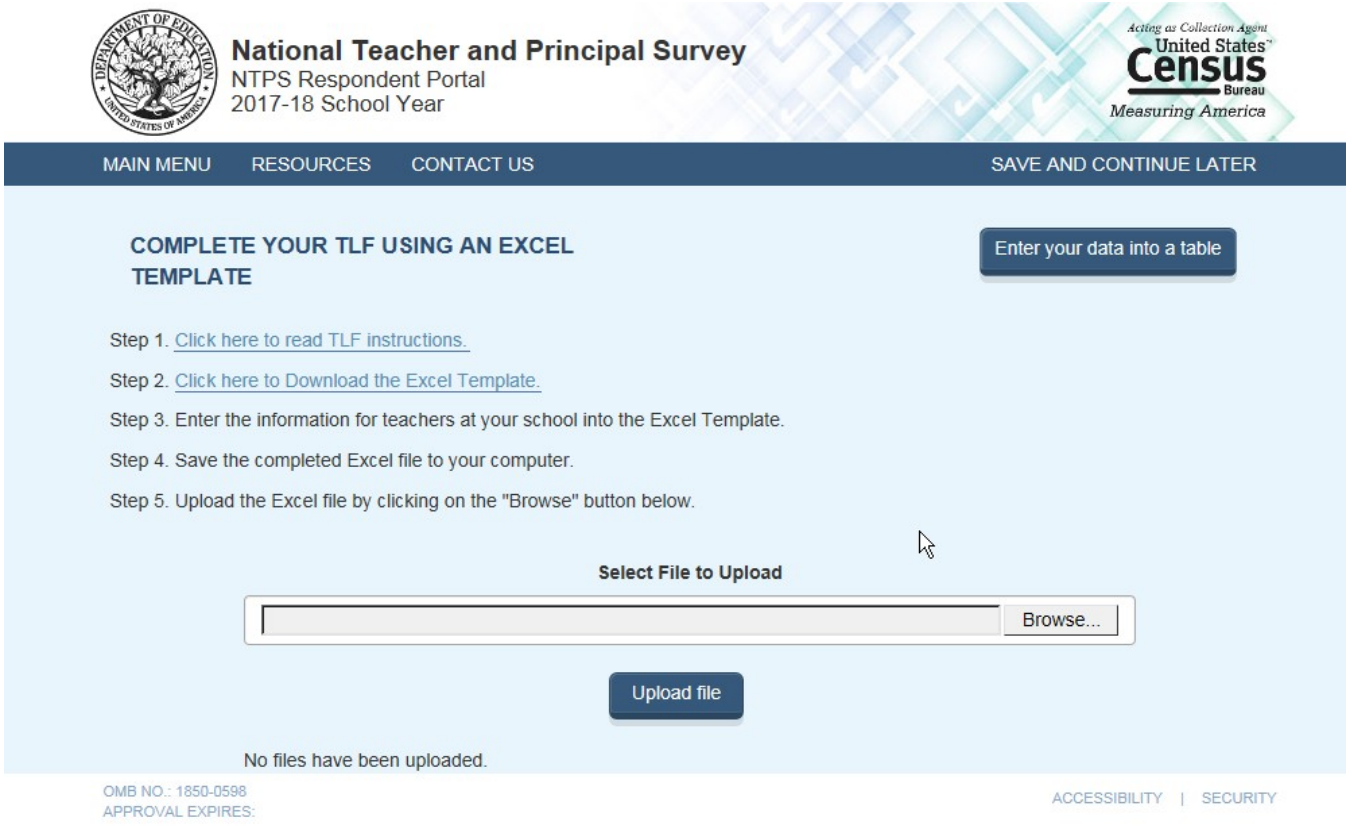


The second question on this page remains grayed-out unless the respondent selects “No” indicating that the teacher range on file is incorrect.

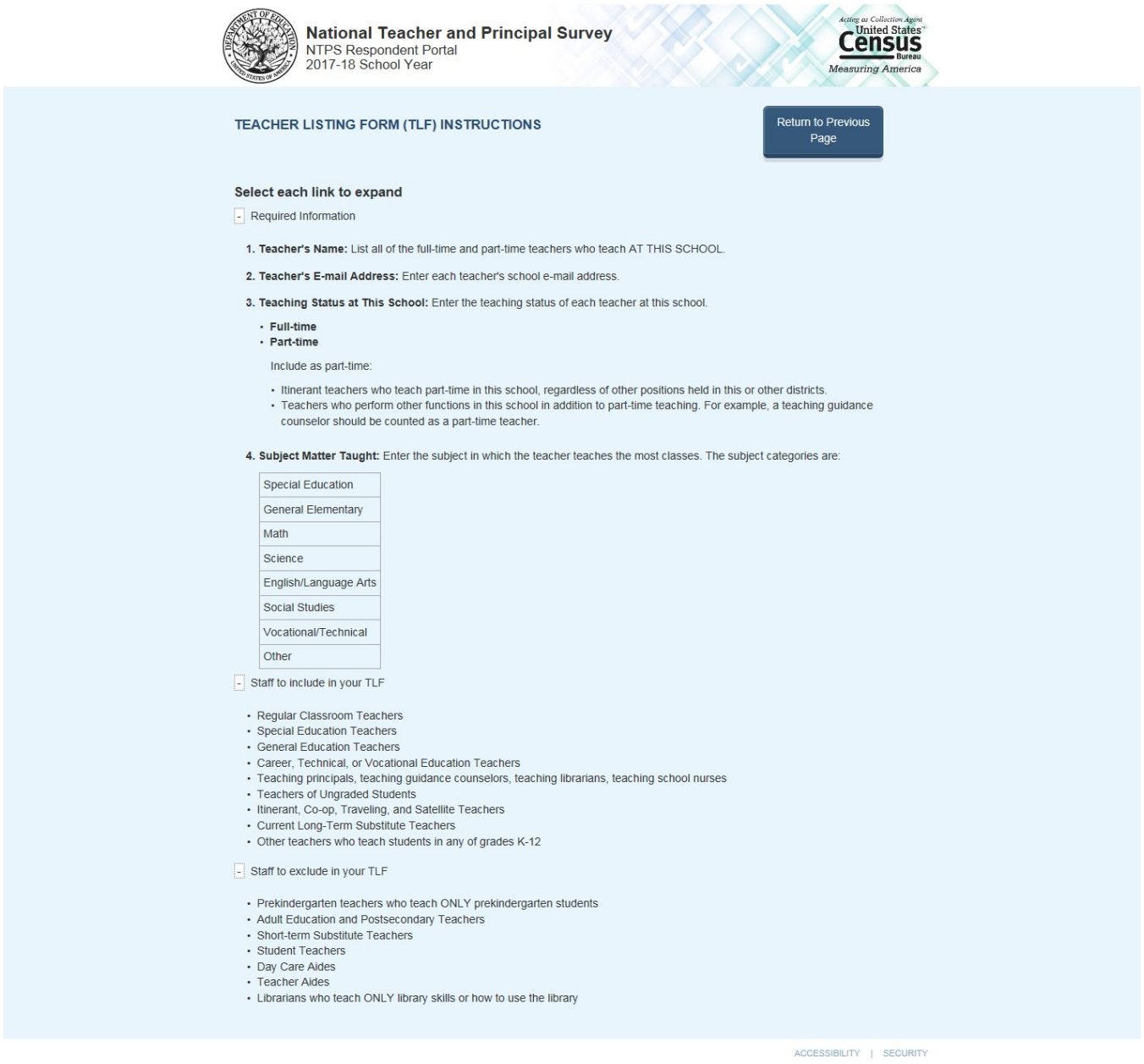
TLF Page: Provide a TLF



TLF Page: File Upload



When the respondent clicks "Click here to read TLF instructions", (s)he is directed to:



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

Acting as Collection Agent United States Census Bureau Measuring America

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

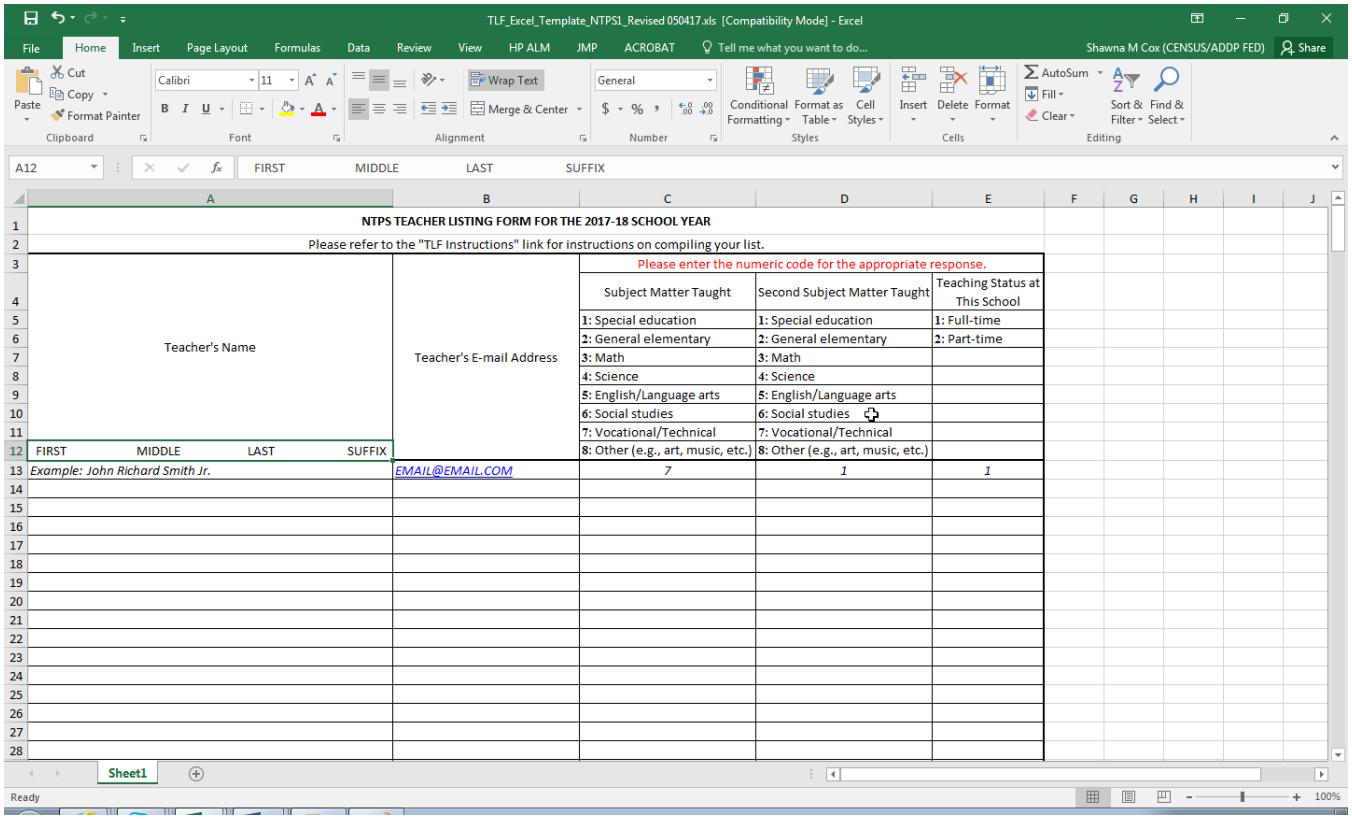
- Regular Classroom Teachers
- Special Education Teachers
- General Education Teachers
- Career, Technical, or Vocational Education Teachers
- Teaching principals, teaching guidance counselors, teaching librarians, teaching school nurses
- Teachers of Ungraded Students
- Itinerant, Co-op, Traveling, 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

ACCESSIBILITY | SECURITY

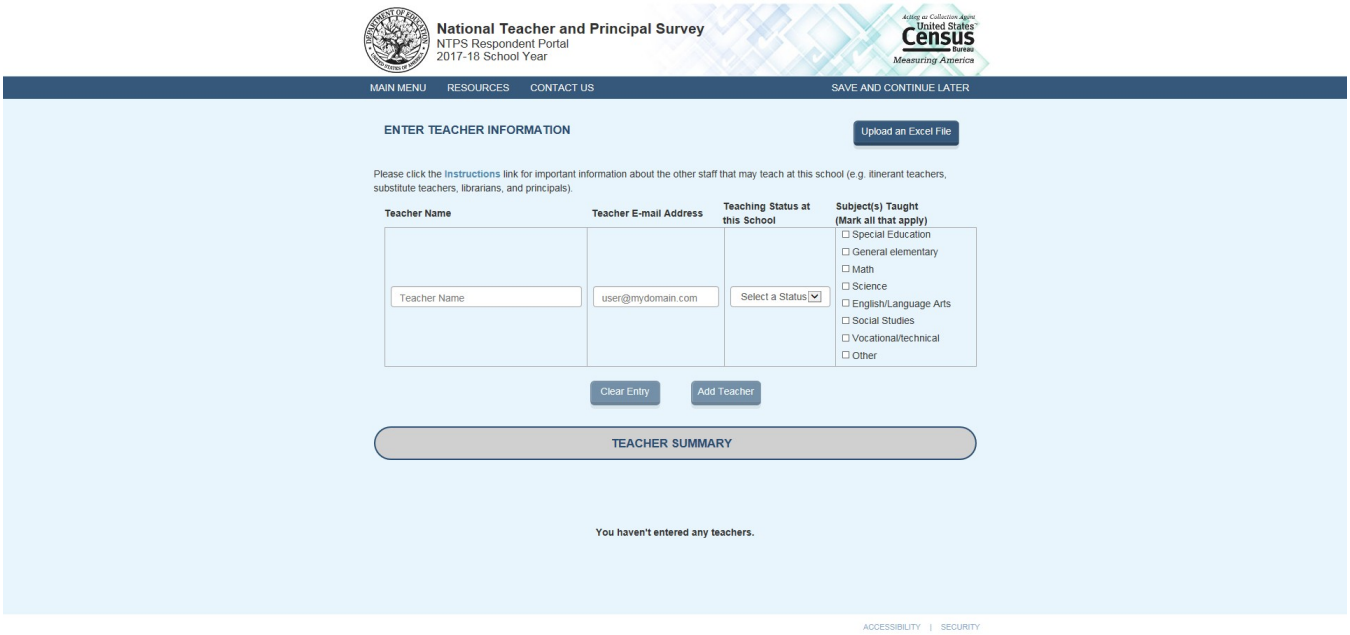
When the respondent clicks "Click here to Download the Excel Template", the Excel template is as follows:



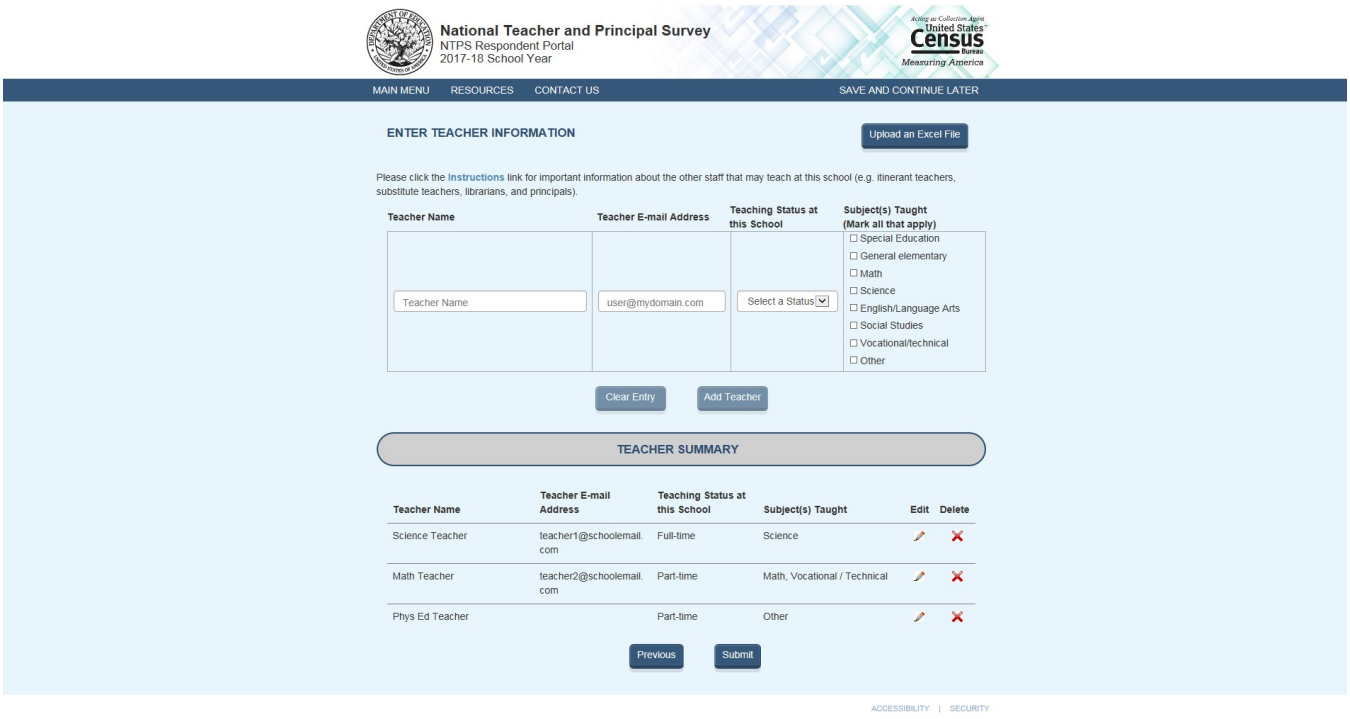
TLF_Excel_Template_NTPS1_Revised 050417.xls [Compatibility Mode] - Excel

	A	B	C	D	E
1	NTPS TEACHER LISTING FORM FOR THE 2017-18 SCHOOL YEAR				
2	Please refer to the "TLF Instructions" link for instructions on compiling your list.				
3			Please enter the numeric code for the appropriate response.		
4	Teacher's Name	Teacher's E-mail Address	Subject Matter Taught	Second Subject Matter Taught	Teaching Status at This School
5			1: Special education	1: Special education	1: Full-time
6			2: General elementary	2: General elementary	2: Part-time
7			3: Math	3: Math	
8			4: Science	4: Science	
9			5: English/Language arts	5: English/Language arts	
10			6: Social studies	6: Social studies	
11			7: Vocational/Technical	7: Vocational/Technical	
12	FIRST MIDDLE LAST SUFFIX		8: Other (e.g., art, music, etc.)	8: Other (e.g., art, music, etc.)	
13	*Example: John Richard Smith Jr.*	*EMAIL@EMAIL.COM*	*7*	*1*	*1*
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					

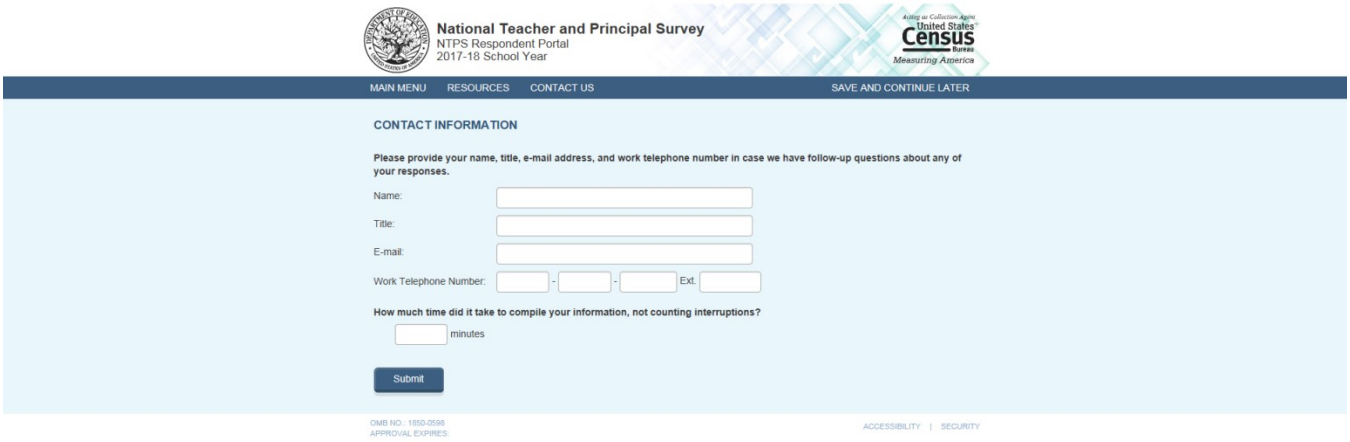
TLF Page: Data Entry



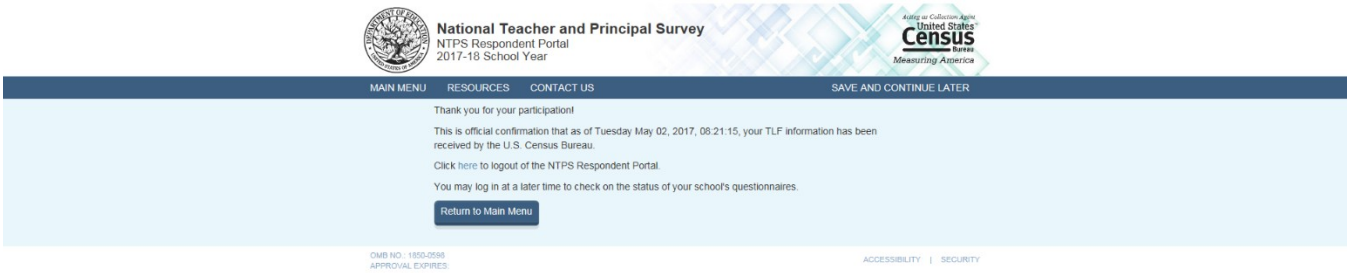
As teachers are added, a table containing teacher information is built at the bottom of the screen:



TLF Page: TLF Contact



TLF Page: Thank You



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.