

2018 Teaching and Learning International Survey (TALIS 2018) Main Study Recruitment

Appendix A-2

OMB# 1850-0888 v.6

June 2017

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TALIS 2018 State Letter

[Date]

[Title] [Name First] [Name Last]

[Title/Department]

[State]

[Address 1]

[City], [State] [Zip code]

Dear [Title] [Name Last]:

The United States is participating in an important international study in 2018: TALIS – the Teaching and Learning International Survey of principals and teachers at grades 7, 8, and 9. TALIS provides comparative information about teaching and the teaching profession around the world. This study is coordinated by the Organization for Economic Cooperation and Development (OECD), and more than 45 countries, including the United States, have committed to taking part in TALIS 2018. *Some schools in your state have been randomly selected to participate in TALIS 2018 this coming spring, and I am writing to ask your agency to support the participation of those schools.*

TALIS is the first and only international survey that focuses on the learning environment and the working conditions of teachers in middle schools and lower secondary schools. It fills important information gaps in the international comparisons of education systems and offers an opportunity for teachers and school principals to have a say in education analysis and policy development in key policy areas. TALIS allows countries to compare themselves with other education systems facing similar challenges, and to learn from other policy approaches.

TALIS is described in more detail in the enclosed materials. The study is conducted in the United States by the National Center for Education Statistics (NCES) in the U.S. Department of Education and is administered by Westat, a firm headquartered in Rockville, Maryland. The U.S. Office of Management and Budget has approved the data collection under OMB# 1850-0888. For information on the confidentiality of the data collected, please see the enclosed FAQ. While participation in this study is voluntary, we ask your agency to encourage the schools in your state to take part so that the United States has a representative sample of schools across the country.

Within the next few weeks, a representative of Westat will contact sampled school districts and schools to discuss participating in TALIS. We are in contact with your state assessment director and NAEP State Coordinator to try to ensure that we are not conflicting with other state efforts and that districts and schools understand how TALIS fits in with other data collections conducted by NCES. We also coordinate the administration of TALIS with NAEP and other NCES activities. In the meantime, if you have any questions, please do not hesitate to call 1-855-545-1163 or send an email to TALISHELP@westat.com. You may also get more information about this study by contacting Mary Coleman at NCES at 202-245-8382 or Mary.Coleman@ed.gov or by visiting the TALIS website at <http://nces.ed.gov/surveys/talis>.

Thank you for your time and support.

Sincerely,

Peggy Carr, Ph.D.

Acting Commissioner

cc: [State assessment coordinator name]

Enclosures

The National Center for Education Statistics (NCES), within the U.S. Department of Education, conducts the Teaching and Learning International Survey (TALIS) in the United States as authorized 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).

[Title] [Name First] [Name Last], [Title/Department]
[School District]
[Address 1]
[City], [State] [Zip code]

Dear [Title] [Name Last]:

The United States is participating in an important international study in 2018: TALIS – the Teaching and Learning International Survey of principals and teachers at grades 7, 8, and 9. TALIS provides comparative information about teaching and the teaching profession around the world. This study is coordinated by the Organization for Economic Cooperation and Development (OECD), and more than 45 44 countries, including the United States, have committed to taking part in TALIS 2018. *Some schools in your district have been randomly selected to participate in TALIS 2018 this coming spring, and I am writing to ask your agency to support the participation of those schools.*

TALIS is the first and only international survey that focuses on the learning environment and the working conditions of teachers in middle schools and lower secondary schools. It fills important information gaps in the international comparisons of education systems and offers an opportunity for teachers and school principals to have a say in education analysis and policy development in key policy areas. TALIS allows countries to compare themselves with other education systems facing similar challenges, and to learn from other policy approaches.

Participating schools will receive \$200, and each school’s TALIS school coordinator (school staff person designated to liaise with TALIS staff) will receive \$200 as a thank you for their time and effort. Selected teachers will receive \$20 for completing the TALIS teacher questionnaire.

TALIS is described in more detail in the enclosed materials. The study is conducted in the United States by the National Center for Education Statistics (NCES) in the U.S. Department of Education and is administered by Westat, a firm headquartered in Rockville, Maryland. The U.S. Office of Management and Budget has approved the data collection under OMB# 1850-0888. For information on the confidentiality of the data collected, please see the enclosed FAQ. While participation in this study is voluntary, we ask your agency to encourage the schools in your district to take part so that the United States has a representative sample of schools across the country.

Within the next few days, a representative of Westat will contact the following school or schools in your district that have been selected for this study: [LIST SAMPLED SCHOOLS HERE...].

If you have any questions, please do not hesitate to call 1-855-545-1163 or send an email to TALISHELP@westat.com. You may also get more information about this study by contacting Mary Coleman at NCES at 202-245-8382 or Mary.Coleman@ed.gov or by visiting the TALIS website at <http://nces.ed.gov/surveys/talis>.

Thank you for your time and support.
Sincerely,

Peggy Carr, Ph.D.
Acting Commissioner
Enclosures

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[Date]
[Title] [Name First] [Name Last], [Title/Department]
[School District]
[Address 1]
[City], [State] [Zip code]

Dear [Title] [Name Last]:

The United States is participating in an important international study in 2018: TALIS – the Teaching and Learning International Survey of principals and teachers at grades 7, 8, and 9. TALIS provides comparative information about teaching and the teaching profession around the world. This study is coordinated by the Organization for Economic Cooperation and Development (OECD), and more than 45 countries, including the United States, have committed to participate in TALIS 2018. *Your school is one of only 220 across the United States that has been randomly selected to participate in TALIS 2018 this coming spring.*

TALIS is the first and only international survey that focuses on the learning environment and the working conditions of teachers in middle schools and lower secondary schools. It fills important information gaps in the international comparisons of education systems and offers an opportunity for teachers and school principals to have a say in education analysis and policy development in key policy areas. TALIS allows countries to compare themselves with other education systems facing similar challenges, and to learn from other policy approaches.

I'm writing to ask that you encourage the teachers in your school to participate in TALIS, as every teacher who completes the survey plays an important role in representing other teachers and schools that are similar. It's vital that teachers participate in TALIS to ensure the U.S. sample is an accurate reflection of what teaching and learning looks like across the country. This information provides unique insight on the conditions of and activities relating to teaching in your school. But bigger than that, by taking part in TALIS, they will be contributing to a global, collaborative conversation about how factors like learning environments, professional development, school leadership, and job satisfaction impact teaching practice around the world.

Participating schools will receive \$200, and each school's TALIS school coordinator (school staff person designated to liaise with TALIS staff) will receive \$200 as a thank you for their time and effort. Selected teachers will receive \$20 for completing the TALIS teacher questionnaire.

TALIS is described in more detail in the enclosed materials. The study is conducted in the United States by the National Center for Education Statistics (NCES) in the U.S. Department of Education and is administered by Westat, a firm headquartered in Rockville, Maryland. The U.S. Office of Management and Budget has approved the data collection under OMB# 1850-0888. For information on the confidentiality of the data collected, please see the enclosed FAQ. I hope you will participate in this voluntary study because it is important that the United States has a nationally representative sample of schools and teachers.

Within the next few days, a representative of Westat will contact you to discuss your participation. If you have any questions, please do not hesitate to call 1-855-545-1163 or send an email to TALISHELP@westat.com. You may also get more information about this study by contacting Mary Coleman at NCES at 202-245-8382 or Mary.Coleman@ed.gov or by visiting the TALIS website at <http://nces.ed.gov/surveys/talis>.

Your participation in TALIS 2018 is vital. Thank you for your time and for supporting this important international study.

Sincerely,

Peggy Carr, Ph.D.
Acting Commissioner
Enclosures

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What is TALIS?

The Teaching and Learning International Survey (TALIS) is a survey about teachers, teaching, and learning environments. First conducted in 2008, its main objective is to provide international indicators that will help countries develop well-informed education policy. TALIS offers teachers and principals the opportunity to provide their perspectives on education in the United States. TALIS 2018 will be conducted in the spring of 2018.

Why is TALIS important?

TALIS is an effort by the United States and other countries to better understand the successes and challenges faced by teachers and school leaders. TALIS fills gaps in our knowledge of teacher and principal working conditions, an area that has been underrepresented in international studies of education. TALIS aims to inform policymakers and educators around the world about shared concerns and promising educational approaches.

Why should schools participate?

It's vital that teachers in every kind of education system participate in TALIS to ensure the U.S. sample is an accurate reflection of what teaching and learning looks like across the country. The perspectives and opinions of educators provide unique and valuable insight on key factors like professional development opportunities, school leadership, mechanisms for feedback, and job satisfaction that are essential to the larger, global conversation about teaching practice and educational progress.

Who will be surveyed?

TALIS focuses on the middle and lower secondary levels: grades 7, 8, and 9 in the United States. Principals and teachers at U.S. schools have been randomly selected to participate.

What will schools and teachers be asked to do?

TALIS is composed of two questionnaires: one for school principals and another for teachers. The principal survey is designed to take approximately 45 minutes to complete and the teacher survey to take approximately 45 minutes. The online version of the questionnaire allows respondents to complete the survey at a single session or in multiple sessions. Both questionnaires cover the following topics:

- teacher and principal background and characteristics;
- school leadership and climate, including support for diversity;
- teachers' instructional practices;
- teacher and principal professional development; and
- teacher appraisal and feedback.

How will the study be coordinated?

Data collection for this study will be carried out by staff from Westat, under contract with the U.S. Department of Education. Principals are asked to designate a School Coordinator who will liaise with TALIS staff and provide a list of 7th, 8th, and 9th grade teachers; distribute materials to the principal and selected teachers; and encourage the completion of surveys by the deadline.

What will happen with the collected data?

TALIS data will be used to describe the conditions of teaching and schooling across countries and to develop comparative education indicators. All of the information provided by school staff 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). Reports of the findings from TALIS will not identify participating districts, schools, or individual staff. Individual responses will be combined to produce summary statistics and reports.

TALIS 2013: Examples of key findings

- Teachers who receive more professional development tend to believe they work more effectively.
- Teachers with stronger beliefs about teaching methods report, on average, more collaborative behavior with colleagues and more positive student teacher relations.
- Teachers who receive recognition for good performance from their principal or colleagues tend to feel they are more effective.
- Appraisal and feedback are associated positively with teachers' job satisfaction and security, but only a minority of teachers reported that appraisal and evaluation affect professional development, career advancement, or pay.

SOURCE: Organization for Economic Cooperation and Development. (2014). *TALIS 2013 Results: An International Perspective on Teaching and Learning*. Paris: Author.

TALIS 2018: Participants

OECD Countries	Mexico	China (Shanghai)
Australia	Netherlands	Chinese Taipei*
Austria	New Zealand	Colombia
Belgium (Fl., Fr.)	Norway	Croatia
Canada (Alberta)	Portugal	Cyprus*
Chile	Slovak Republic	Georgia
Czech Republic	Slovenia	Kazakhstan
Denmark	Spain	Lithuania
Estonia	Sweden	Malta
Finland	Turkey	Romania
France	United Kingdom	Russian Federation
Hungary	(England)	Saudi Arabia
Iceland	United States	Singapore
Israel	Non-member Economies	United Arab Emirates
Italy	Argentina (BA)	Vietnam
Japan	Brazil	
Korea	Bulgaria	
Latvia		

* Participation through IEA International Study Center

For more information

TALIS is sponsored by the Organization for Economic Co-operation and Development (OECD) and managed in the United States by the National Center for Education Statistics (NCES), part of the U.S. Department of Education.

To learn more about TALIS, visit <http://nces.ed.gov/surveys/talis> and <http://www.oecd.org/talis>. For questions about TALIS, contact the TALIS Information Hotline at 1-855-545-1163 or email TALISHELP@westat.com.

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TALIS 2018 Study Brochure Timeline of Activities for Public and Private Schools

	Nov–Dec 2017	Jan–Mar 2018 Pre-survey Contact	March–May 2018	Benefits
Principal	<ul style="list-style-type: none"> ▪ Identify a school coordinator. 		<ul style="list-style-type: none"> ▪ Complete an online Principal Questionnaire on the characteristics of your school 	<ul style="list-style-type: none"> ▪ Represent other similar U.S. schools. ▪ Receive U.S. national report with TALIS 2018 results. ▪ Schools will receive \$200 for participating.
Teachers			<ul style="list-style-type: none"> ▪ Complete an online Teacher Questionnaire on education and teaching experience. 	<ul style="list-style-type: none"> ▪ Teachers will receive \$20 for completing the teacher questionnaire.
School Coordinator		<ul style="list-style-type: none"> ▪ Provide a list of eligible teachers to TALIS staff. ▪ Notify selected teachers and inform them about the benefits of participating. 	<ul style="list-style-type: none"> ▪ Coordinate the principal's completion of the school questionnaire. ▪ Coordinate the teachers' completion of the teacher questionnaire. 	<ul style="list-style-type: none"> ▪ Receive \$200 for time and effort in coordinating the survey.
TALIS Staff	<ul style="list-style-type: none"> ▪ Provide school with materials explaining TALIS and its importance. ▪ Protect data collected from the school and teachers. 	<ul style="list-style-type: none"> ▪ Call the school coordinator to discuss survey and teacher participation. ▪ Work with school coordinator to construct a list of eligible teachers. ▪ Select random sample of eligible teachers to participate. ▪ Provide online access information for the teacher and school questionnaires to the school coordinator. 	<ul style="list-style-type: none"> ▪ Meet with school coordinator after the assessment. ▪ Help with any technical issues or other coordination that is required. 	
Find Out More	http://nces.ed.gov/surveys/talis			

Teaching and Learning International Survey

FREQUENTLY ASKED QUESTIONS

Information for Schools

What is TALIS?

TALIS is the Teaching and Learning International Survey of the teaching workforce, teaching as a profession, and the learning environments of schools based on questionnaire responses from nationally representative samples of teachers and their school principals in participating countries and education systems. TALIS' main objective is to provide accurate and relevant international indicators on teachers and teaching towards the goal of helping countries review current conditions and develop informed education policy. TALIS offers an opportunity for teachers and school principals to provide their perspectives on the state of education in their own countries, allowing for a global view of teachers and the education systems in which they work. TALIS is being conducted in grades 7, 8, and 9 in the United States.

Why was my school selected for participation?

Schools with varying demographics and in different locales were randomly selected so that the U.S. sample is representative of the overall U.S. school population, both public and private. The random selection process is important for ensuring that a country's sample accurately reflects its schools and therefore can be compared fairly with samples of schools from other countries.

Why is it important for my school to take part?

Every teacher who completes the TALIS survey plays an important role in representing other teachers and schools that are similar. The perspectives and opinions of educators provide unique and valuable insight that paints a comprehensive picture of what teaching and learning looks like in different classrooms and school environments across the United States.

Will all teachers in the school be asked to participate?

It depends on the number of teachers in the school. The study requires a random sample of up to 20 teachers who teach at least one class/course to 7th, 8th, or 9th graders in each school, regardless of subject matter. In schools with 20 or fewer eligible teachers, all teachers who teach at target grades will be asked to participate.

Who conducts the study?

The study will be undertaken by trained staff from Westat under contract to the National Center for Education Statistics (NCES) in the U.S. Department of Education. NCES is authorized to conduct this study by the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543). The U.S. Office of Management and Budget has approved this data collection under OMB# 1850-0888.

What are schools and teachers asked to do?

TALIS is composed of two online questionnaires: one for the school principal and another for teachers. Both teacher and principal questionnaires include questions about the following core components:

- teacher and principal background and characteristics;
- teacher and principal professional development;
- school leadership and management;
- teacher appraisal and feedback;
- teachers' instructional approaches and pedagogical practices;
- teacher efficacy and job satisfaction; and
- school climate, including support for diversity.

When will TALIS be conducted?

The study will be conducted March-May, 2018. Both the principal and selected teachers will receive instructions on how to complete the questionnaires. To make responding easier, the questionnaires will be available online, although a paper-based version will also be available.

How long do the questionnaires take to complete?

The principal and teacher questionnaires are designed to be completed within 45 minutes, including the time it may take to read instructions and gather the needed information. The online version of the questionnaires will allow respondents to complete the survey questions at a single or over multiple sessions.

What will happen with the collected data?

The data from the questionnaires will be used to document the conditions of teaching and schooling that may be related to student learning and to develop comparative education indicators geared toward informing policy discussions about teachers and teaching. All of the information provided by school staff 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). Reports of the findings from TALIS will not identify participating districts, schools, students, or individual staff. Individual responses will be combined with those from other participants to produce summary statistics and reports. For a recent example of how TALIS data are reported, please visit <http://nces.ed.gov/surveys/talis/talis2013/index.asp>.

Is participation required by federal law?

No. School and teacher participation is voluntary. However, we hope you will participate in this study so that the principal and teachers like those in your school are accurately and fairly represented.

How will the study be coordinated in my school?

Schools are asked to designate a *School Coordinator* to distribute materials and gather information. The School Coordinator will be the main contact at the school through whom Westat will communicate. There is no need for contractor staff to visit the school. The School Coordinator is asked to complete a sampling form listing eligible teachers of 7th, 8th, or 9th graders, distribute information materials to the selected teachers, provide the principal and teachers with the questionnaires or login/password information for the online surveys, and to encourage the completion of the surveys by the agreed upon deadline.

The School Coordinator can be a teacher or any school staff member (e.g., office administrator).

Where can I find out more about TALIS?

For more information on TALIS, including results from previous data collections, please visit the TALIS website at <http://nces.ed.gov/surveys/talis>.

If you have any questions or experience any difficulties, please contact the TALIS U.S. home office at 1-855-545-1163 or email TALISHELP@westat.com.

Teaching and Learning International Survey

FREQUENTLY ASKED QUESTIONS

Information for Teachers

What is TALIS?

TALIS is the Teaching and Learning International Survey of the teaching workforce, teaching as a profession, and the learning environments of schools based on questionnaire responses from nationally representative samples of teachers and their school principals in participating countries and education systems. TALIS' main objective is to provide accurate and relevant international indicators on teachers and teaching towards the goal of helping countries review current conditions and develop informed education policy. TALIS offers an opportunity for teachers and school principals to provide their perspectives on the state of education in their own countries, allowing for a global view of teachers and the education systems in which they work. TALIS is being conducted in grades 7, 8, and 9 in the United States.

What role do teachers have in TALIS?

Teachers are the main source of information for TALIS. TALIS gives you an opportunity to provide information that is critical to understanding the conditions and activities of teaching in your school as well as to voice your perspectives on teaching and learning at your school. The teacher questionnaire asks about your background and teaching experience, teaching practices, the student body, and your views on school policies and evaluation.

Why should I take the time to participate?

Every teacher who completes the TALIS survey plays an important role in representing other teachers and schools that are similar. Your perspective and the perspective of your colleagues provides unique and valuable insight paints a more comprehensive picture of what teaching and learning looks like in different classrooms and school environments across the United States. Beyond that, by taking part in TALIS, you have the opportunity to share your perspective and contribute to a global conversation about how factors like learning environments, professional development, school leadership, and job satisfaction impact classroom experiences, and how educators and policymakers can work together to improve teaching practice around the world.

How was I selected to take the TALIS teacher questionnaire?

The TALIS school coordinator in your school (the person designated by your school principal to communicate with TALIS staff) provided a list of all teachers who teach any students in grades 7, 8, or 9. You are one of up to 20 teachers from your school who were selected to participate. Your participation in TALIS is vital to assure that your views are represented.

How long will it take to complete the TALIS teacher questionnaire?

The teacher questionnaire will take approximately 45 minutes to complete online, and you do not have to complete it all in a single session. The online software automatically saves your responses to each question as you navigate through the questionnaire so that if you wish to complete the questionnaire later, you may pick up right where you left off.

How can I access the TALIS teacher questionnaire?

To access the teacher questionnaire (<https://portal.mytalis.us>) you will need to have an internet connection, a suitable internet browser (see the list below), and your login credentials. You will be emailed a unique hyperlink that you can click on to access the questionnaire directly. The TALIS staff are ready to work with you to make access and completion of the teacher questionnaire as easy and efficient as possible.

The following browsers are supported by TALIS and can be downloaded for free if you do not already have them installed on the computer:

- *Firefox*: Version 19 and above
- *Internet Explorer*: Version 8 and above
- *Google Chrome*: Version 25 and above
- *Safari (Mac version)*: versions 6 and above

What will be done with the information you collect from me?

Your responses to the TALIS teacher questionnaire will be combined with those from other participating teachers across the United States to produce summary statistics and reports. The data from the questionnaires will be used to document the conditions of teaching and schooling that may be related to student learning and to develop comparative education indicators geared toward informing policy discussions about teachers and teaching. All of the information provided by school staff 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). Reports of the findings from TALIS will not identify participating districts, schools, students, or individual staff. Individual responses will be combined with those from other participants to produce summary statistics and reports. For a recent example of how TALIS data are reported, please visit <http://nces.ed.gov/surveys/talis/talis2013/index.asp>.

Where can I go for help or technical support?

If you have any questions or experience any difficulties, please contact the TALIS U.S. home office at 1-855-545-1163 or email TALISHELP@westat.com.

For more information on TALIS, including results from previous data collections, please visit the TALIS website at <http://nces.ed.gov/surveys/talis>.

Summary of TALIS Activities for School Coordinators

What will be asked of the School Coordinator?

Upon the school's agreement to participate, TALIS staff will work with the School Coordinator to:

- Provide a list of eligible teachers at grades 7, 8, and 9 (depending on the grades included in the school). The school coordinator will receive instructions for preparing and submitting the teacher listing form. The teacher listing form will be used to randomly select teachers for participation in the study.
- Distribute informational materials to the school principal and selected teachers, encouraging their participation in the study.
- Distribute the principal and teacher questionnaire logon forms. The school coordinator will be mailed the principal and teacher questionnaire logon forms and asked to distribute them to the school principal and selected teachers. Since the questionnaires will be made available online, TALIS staff will work with the school coordinator to determine the need for paper-based versions of the survey instruments.
- Encourage the participation of the school principal and selected teachers in the study. To thank everyone for their time and effort, the school will receive \$200.00 upon completion of the Principal questionnaire, and each teacher will receive \$20.00 upon completion of the Teacher questionnaire.
- As a thank you for his/her time and effort, the School Coordinator will receive \$200 upon successful completion of the study in the school.

Please feel free to contact TALIS with any questions via e-mail at TALISHELP@westat.com or by calling 1-855-545-1163.

Month, Day, 2017

Dear [Teacher Name]:

Your school is one of 220 schools across the United States taking part in the 2018 Teaching and Learning International Study (TALIS). TALIS is an international survey of principals and teachers at grades 7, 8, and 9 that provides comparative information about teaching and the teaching profession around the world. More than 45 countries and other education systems are participating in 2018.

You've been selected to complete a TALIS online teacher questionnaire about the courses you teach, your teacher training and education, and your views on teaching. The questionnaire takes about 45 minutes to complete and can be completed in a single session or multiple sessions. If you have any questions about how you were selected for this survey, please contact your TALIS school coordinator, [SC name].

You will receive \$20 as a thank you for completing the questionnaire, if allowed by your school's policy.

Use the provided link and unique account information below to complete your questionnaire.

<https://portal.mytalis.us>

User ID: 999999

Password: 99999

Though your participation in TALIS is voluntary, every teacher who completes the survey plays an important role in representing other teachers and schools that are similar. It's vital that teachers in every kind of education system—including public, private, and parochial schools—participate in TALIS to ensure the U.S. sample is an accurate reflection of what teaching and learning looks like across the country. The information you provide combined with responses from other teachers and principals provides unique insight on the conditions of and activities relating to teaching in your school. But bigger than that, by taking part in TALIS, you have the opportunity to share your perspective and contribute to a global conversation about how factors like learning environments, professional development, school leadership, and job satisfaction impact teaching practice around the world. Your participation is valuable and appreciated.

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To get more information about this study visit the TALIS website at <http://nces.ed.gov/surveys/talis>.

If you need assistance accessing the survey, reach out to the TALIS help desk by phone between 8 a.m. and 8 p.m. Eastern Standard Time at 1-855-545-1163 or email TALISHelp@westat.com.

Sincerely,
The TALIS USA Team
Enclosures

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[Date]
[Title] [Name First] [Name Last], [Title/Department]
[School District]
[Address 1]
[City], [State] [Zip code]

Dear [Title] [Name Last]:

The United States is participating in an important international study in 2018: TALIS – the Teaching and Learning International Survey of principals and teachers at grades 7, 8, and 9. TALIS provides comparative information about teaching and the teaching profession around the world. This study is coordinated by the Organization for Economic Cooperation and Development (OECD), and more than 45 countries, including the United States, have committed to participate in TALIS 2018. *Your school is one of only 220 across the United States that has been randomly selected to participate in TALIS 2018 this coming spring.*

TALIS is the first and only international survey that focuses on the learning environment and the working conditions of teachers in middle schools and lower secondary schools. It fills important information gaps in the international comparisons of education systems and offers an opportunity for teachers and school principals to have a say in education analysis and policy development in key policy areas. TALIS allows countries to compare themselves with other education systems facing similar challenges, and to learn from other policy approaches.

I'm writing to ask that you encourage the teachers in your school to participate in TALIS, as every teacher who completes the survey plays an important role in representing other teachers and schools that are similar. It's vital that teachers in every kind of education system—including private schools—participate in TALIS to ensure the U.S. sample is an accurate reflection of what teaching and learning looks like across the country. This information provides unique insight on the conditions of and activities relating to teaching in your school. But bigger than that, by taking part in TALIS, they will be contributing to a global, collaborative conversation about how factors like learning environments, professional development, school leadership, and job satisfaction impact teaching practice around the world.

Participating schools will receive \$200, and each school's TALIS school coordinator (school staff person designated to liaise with TALIS staff) will receive \$200 as a thank you for their time and effort. Selected teachers will receive \$20 for completing the TALIS teacher questionnaire.

TALIS is described in more detail in the enclosed materials. The study is conducted in the United States by the National Center for Education Statistics (NCES) in the U.S. Department of Education and is administered by Westat, a firm headquartered in Rockville, Maryland. The U.S. Office of Management and Budget has approved the data collection under OMB# 1850-0888. For information on the confidentiality of the data collected, please see the enclosed FAQ. I hope you will participate in this voluntary study because it is important that the United States has a nationally representative sample of schools and teachers.

Within the next few days, a representative of Westat will contact you to discuss your participation. If you have any questions, please do not hesitate to call 1-855-545-1163 or send an email to TALISHELP@westat.com. You may also get more information about this study by contacting Mary Coleman at NCES at 202-245-8382 or Mary.Coleman@ed.gov or by visiting the TALIS website at <http://nces.ed.gov/surveys/talis>.

Your participation in TALIS 2018 is vital. Thank you for your time and for supporting this important international study.

Sincerely,

Peggy Carr, Ph.D.
Acting Commissioner
Enclosures

The National Center for Education Statistics (NCES), within the U.S. Department of Education, conducts the Teaching and Learning International Survey (TALIS) in the United States as authorized 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).

What is TALIS?

The Teaching and Learning International Survey (TALIS) is a survey about teachers, teaching, and learning environments. First conducted in 2008, its main objective is to provide international indicators that will help countries develop well-informed education policy. TALIS offers teachers and principals the opportunity to provide their perspectives on education in the United States. TALIS 2018 will be conducted in the spring of 2018.

Why is TALIS important?

TALIS is an effort by the United States and other countries to better understand the successes and challenges faced by teachers and school leaders. TALIS fills gaps in our knowledge of teacher and principal working conditions, an area that has been underrepresented in international studies of education. TALIS aims to inform policymakers and educators around the world about shared concerns and promising educational approaches.

Why should private schools participate?

It's vital that teachers in every kind of education system, including private and parochial schools, participate in TALIS to ensure the U.S. sample is an accurate reflection of what teaching and learning looks like across the country. The perspectives and opinions of educators in private school environments provide unique and valuable insight on key factors like professional development opportunities, school leadership, mechanisms for feedback, and job satisfaction that are essential to the larger, global conversation about teaching practice and educational progress.

Who will be surveyed?

TALIS focuses on the middle and lower secondary levels: grades 7, 8, and 9 in the United States. Principals and teachers at U.S. schools have been randomly selected to participate.

What will schools and teachers be asked to do?

TALIS is composed of two questionnaires: one for school principals and another for teachers. The principal survey is designed to take approximately 45 minutes to complete and the teacher survey to take approximately 45 minutes. The online version of the questionnaire allows respondents to complete the survey at a single session or in multiple sessions. Both questionnaires cover the following topics:

- teacher and principal background and characteristics;
- school leadership and climate, including support for diversity;
- teachers' instructional practices;
- teacher and principal professional development; and
- teacher appraisal and feedback.

How will the study be coordinated?

Data collection for this study will be carried out by staff from Westat, under contract with the U.S. Department of Education. Principals are asked to designate a School Coordinator who will liaise with TALIS staff and provide a list of 7th, 8th, and 9th grade teachers; distribute materials to the principal and selected teachers; and encourage the completion of surveys by the deadline.

What will happen with the collected data?

TALIS data will be used to describe the conditions of teaching and schooling across countries and to develop comparative education indicators. All of the information provided by school staff 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). Reports of the findings from TALIS will not identify participating districts, schools, or individual staff. Individual responses will be combined to produce summary statistics and reports.

TALIS 2013: Examples of key findings

- Teachers who receive more professional development tend to believe they work more effectively.
- Teachers with stronger beliefs about teaching methods report, on average, more collaborative behavior with colleagues and more positive student teacher relations.
- Teachers who receive recognition for good performance from their principal or colleagues tend to feel they are more effective.

- Appraisal and feedback are associated positively with teachers' job satisfaction and security, but only a minority of teachers reported that appraisal and evaluation affect professional development, career advancement, or pay.

SOURCE: Organization for Economic Cooperation and Development. (2014). *TALIS 2013 Results: An International Perspective on Teaching and Learning*. Paris: Author.

TALIS 2018: Participants

OECD Countries	Mexico	China (Shanghai)
Australia	Netherlands	Chinese Taipei*
Austria	New Zealand	Colombia
Belgium (Fl., Fr.)	Norway	Croatia
Canada (Alberta)	Portugal	Cyprus*
Chile	Slovak Republic	Georgia
Czech Republic	Slovenia	Kazakhstan
Denmark	Spain	Lithuania
Estonia	Sweden	Malta
Finland	Turkey	Romania
France	United Kingdom	Russian Federation
Hungary	(England)	Saudi Arabia
Iceland	United States	Singapore
Israel	Non-member Economies	United Arab Emirates
Italy	Argentina (BA)	Vietnam
Japan	Brazil	
Korea	Bulgaria	
Latvia		

* Participation through IEA International Study Center

For more information

TALIS is sponsored by the Organization for Economic Co-operation and Development (OECD) and managed in the United States by the National Center for Education Statistics (NCES), part of the U.S. Department of Education.

To learn more about TALIS, visit <http://nces.ed.gov/surveys/talis> and <http://www.oecd.org/talis>. For questions about TALIS, contact the TALIS Information Hotline at 1-855-545-1163 or email TALISHELP@westat.com.

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[TALIS 2018 School FAQ – Private Schools – Front Page](#)

FREQUENTLY ASKED QUESTIONS

Information for Schools

What is TALIS?

TALIS is the Teaching and Learning International Survey of the teaching workforce, teaching as a profession, and the learning environments of schools based on questionnaire responses from nationally representative samples of teachers and their school principals in participating countries and education systems. TALIS' main objective is to provide accurate and relevant international indicators on teachers and teaching towards the goal of helping countries review current conditions and develop informed education policy. TALIS offers an opportunity for teachers and school principals to provide their perspectives on the state of education in their own countries, allowing for a global view of teachers and the education systems in which they work. TALIS is being conducted in grades 7, 8, and 9 in the United States.

Why was my school selected for participation?

Schools with varying demographics and in different locales were randomly selected so that the U.S. sample is representative of the overall U.S. school population, both public and private. The random selection process is important for ensuring that a country's sample accurately reflects its schools and therefore can be compared fairly with samples of schools from other countries.

Why is it important for my school to take part?

Every teacher who completes the TALIS survey plays an important role in representing other teachers and schools that are similar. The perspectives and opinions of educators in private schools provide unique and valuable insight that, when combined with contributions from public school teachers, paints a more comprehensive picture of what teaching and learning looks like in different classrooms and school environments across the United States.

Will all teachers in the school be asked to participate?

It depends on the number of teachers in the school. The study requires a random sample of up to 20 teachers who teach at least one class/course to 7th, 8th, or 9th graders in each school, regardless of subject matter. In schools with 20 or fewer eligible teachers, all teachers who teach at target grades will be asked to participate.

Who conducts the study?

The study will be undertaken by trained staff from Westat under contract to the National Center for Education Statistics (NCES) in the U.S. Department of Education. NCES is authorized to conduct this study by the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543). The U.S. Office of Management and Budget has approved this data collection under OMB# 1850-0888.

What are schools and teachers asked to do?

TALIS is composed of two online questionnaires: one for the school principal and another for teachers. Both teacher and principal questionnaires include questions about the following core components:

- teacher and principal background and characteristics;
- teacher and principal professional development;
- school leadership and management;
- teacher appraisal and feedback;
- teachers' instructional approaches and pedagogical practices;
- teacher efficacy and job satisfaction; and
- school climate, including support for diversity.

When will TALIS be conducted?

The study will be conducted March-May, 2018. Both the principal and selected teachers will receive instructions on how to complete the questionnaires. To make responding easier, the questionnaires will be available online, although a paper-based version will also be available.

How long do the questionnaires take to complete?

The principal and teacher questionnaires are designed to be completed within 45 minutes, including the time it may take to read instructions and gather the needed information. The online version of the questionnaires will allow respondents to complete the survey questions at a single or over multiple sessions.

What will happen with the collected data?

The data from the questionnaires will be used to document the conditions of teaching and schooling that may be related to student learning and to develop comparative education indicators geared toward informing policy discussions about teachers and teaching. All of the information provided by school staff 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). Reports of the findings from TALIS will not identify participating districts, schools, students, or individual staff. Individual responses will be combined with those from other participants to produce summary statistics and reports. For a recent example of how TALIS data are reported, please visit <http://nces.ed.gov/surveys/talis/talis2013/index.asp>.

Is participation required by federal law?

No. School and teacher participation is voluntary. However, we hope you will participate in this study so that the principal and teachers like those in your school are accurately and fairly represented.

How will the study be coordinated in my school?

Schools are asked to designate a *School Coordinator* to distribute materials and gather information. The School Coordinator will be the main contact at the school through whom Westat will communicate. There is no need for contractor staff to visit the school. The School Coordinator is asked to complete a sampling form listing eligible teachers of 7th, 8th, or 9th graders, distribute information materials to the selected teachers, provide the principal and teachers with the questionnaires or login/password information for the online surveys, and to encourage the completion of the surveys by the agreed upon deadline.

The School Coordinator can be a teacher or any school staff member (e.g., office administrator).

Where can I find out more about TALIS?

For more information on TALIS, including results from previous data collections, please visit the TALIS website at <http://nces.ed.gov/surveys/talis>.

If you have any questions or experience any difficulties, please contact the TALIS U.S. home office at 1-855-545-1163 or email TALISHELP@westat.com.

Teaching and Learning International Survey

FREQUENTLY ASKED QUESTIONS

Information for Teachers

What is TALIS?

TALIS is the Teaching and Learning International Survey of the teaching workforce, teaching as a profession, and the learning environments of schools based on questionnaire responses from nationally representative samples of teachers and their school principals in participating countries and education systems. TALIS' main objective is to provide accurate and relevant international indicators on teachers and teaching towards the goal of helping countries review current conditions and develop informed education policy. TALIS offers an opportunity for teachers and school principals to provide their perspectives on the state of education in their own countries, allowing for a global view of teachers and the education systems in which they work. TALIS is being conducted in grades 7, 8, and 9 in the United States.

What role do teachers have in TALIS?

Teachers are the main source of information for TALIS. TALIS gives you an opportunity to provide information that is critical to understanding the conditions of and activities related to teaching in your school as well as to voice your perspectives and opinions. The teacher questionnaire asks about your background and teaching experience, teaching practices, the student body, and your views on school policies and evaluation.

Why should I take the time to participate?

Every teacher who completes the TALIS survey plays an important role in representing other teachers and schools that are similar. Your perspective and the perspective of your colleagues, as educators in a private school, provides unique and valuable insight that, when combined with contributions from other private, parochial, and public school teachers, paints a more comprehensive picture of what teaching and learning looks like in different classrooms and school environments across the United States. Beyond that, by taking part in TALIS, you have the opportunity to share your perspective and contribute to a global conversation about how factors like learning environments, professional development, school leadership, and job satisfaction impact classroom experiences, and how educators and policymakers can work together to improve teaching practice around the world.

How was I selected to take the TALIS teacher questionnaire?

The TALIS school coordinator in your school (the person designated by your school principal to communicate with TALIS staff) provided a list of all teachers who teach any students in grades 7, 8, or 9. You are one of up to 20 teachers from your school who were selected to participate. Your participation in TALIS is vital to assure that your views are represented.

How long will it take to complete the TALIS teacher questionnaire?

The teacher questionnaire will take approximately 45 minutes to complete online, and you do not have to complete it all in a single session. The online software automatically saves your responses to each question as you navigate through the questionnaire so that if you wish to complete the questionnaire later, you may pick up right where you left off.

How can I access the TALIS teacher questionnaire?

To access the teacher questionnaire (<https://portal.mytalis.us>) you will need to have an internet connection, a suitable internet browser (see the list below), and your login credentials. You will be emailed a unique hyperlink that you can click on to access the questionnaire directly. The TALIS staff are ready to work with you to make access and completion of the teacher questionnaire as easy and efficient as possible.

The following browsers are supported by TALIS and can be downloaded for free if you do not already have them installed on the computer:

- *Firefox*: Version 19 and above
- *Internet Explorer*: Version 8 and above
- *Google Chrome*: Version 25 and above
- *Safari (Mac version)*: versions 6 and above

What will be done with the information you collect from me?

Your responses to the TALIS teacher questionnaire will be combined with those from other participating teachers across the United States to produce summary statistics and reports. The data from the questionnaires will be used to document the conditions of teaching and schooling that may be related to student learning and to develop comparative education indicators geared toward informing policy discussions about teachers and teaching. All of the information provided by school staff 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). Reports of the findings from TALIS will not identify participating districts, schools, students, or individual staff. Individual responses will be combined with those from other participants to produce summary statistics and reports. For a recent example of how TALIS data are reported, please visit <http://nces.ed.gov/surveys/talis/talis2013/index.asp>.

Where can I go for help or technical support?

If you have any questions or experience any difficulties, please contact the TALIS U.S. home office at 1-855-545-1163 or email TALISHELP@westat.com.

For more information on TALIS, including results from previous data collections, please visit the TALIS website at <http://nces.ed.gov/surveys/talis>.

Month, Day, 2017

Dear [Teacher Name]:

Your school is one of 220 schools across the United States taking part in the 2018 Teaching and Learning International Study (TALIS). TALIS is an international survey of principals and teachers at grades 7, 8, and 9 that provides comparative information about teaching and the teaching profession around the world. More than 45 countries and other education systems are participating in 2018.

You've been selected to complete a TALIS online teacher questionnaire about the courses you teach, your teacher training and education, and your views on teaching. The questionnaire takes about 45 minutes to complete and can be completed in a single session or multiple sessions. If you have any questions about how you were selected for this survey, please contact your TALIS school coordinator, [SC name].

You will receive \$20 as a thank you for completing the questionnaire, if allowed by your school's policy.

Use the provided link and unique account information below to complete your questionnaire.

<https://portal.mytalis.us>

User ID: 999999

Password: 99999

Though your participation in TALIS is voluntary, every teacher who completes the survey plays an important role in representing other teachers and schools that are similar. It's vital that teachers in every kind of education system—including private and parochial schools—participate in TALIS to ensure the U.S. sample is an accurate reflection of what teaching and learning looks like across the country. The information you provide combined with responses from other teachers and principals provides unique insight on the conditions of and activities relating to teaching in your school. But bigger than that, by taking part in TALIS, you have the opportunity to share your perspective and contribute to a global conversation about how factors like learning environments, professional development, school leadership, and job satisfaction impact teaching practice around the world. Your participation is valuable and appreciated.

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To get more information about this study visit the TALIS website at <http://nces.ed.gov/surveys/talis>.

If you need assistance accessing the survey, reach out to the TALIS help desk by phone between 8 a.m. and 8 p.m. Eastern Standard Time at 1-855-545-1163 or email TALISHelp@westat.com.

Sincerely,
The TALIS USA Team
Enclosures

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