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

**OMB# 1850-0598 v.19**

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

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

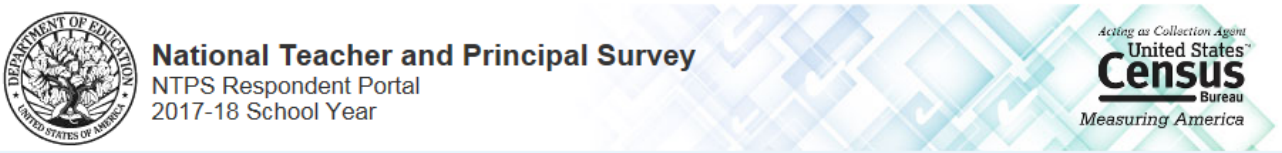
**Revised June 2017**

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.

# NTPS Respondent Portal – General

## Item: Login




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

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

User ID: [ ] - [ ]

Login

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

The National Center for Education Statistics (NCES), within the U.S. Department of Education, is authorized to conduct this survey by the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543). All of the information you provide may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151).

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

** WARNING **

You have accessed a UNITED STATES GOVERNMENT computer. Use of this computer without authorization or for purposes for which authorization has not been extended is a violation of Federal law and can be punished with fines or imprisonment (PUBLIC LAW 99-474). System usage may be monitored, recorded, and subject to audit. Any information you enter into this system may be used by the Census Bureau for statistical purposes, including but not limited to improving the efficiency of our data collection programs. Use of this system indicates consent to the collection, monitoring, recording, and use of information provided inside this system.

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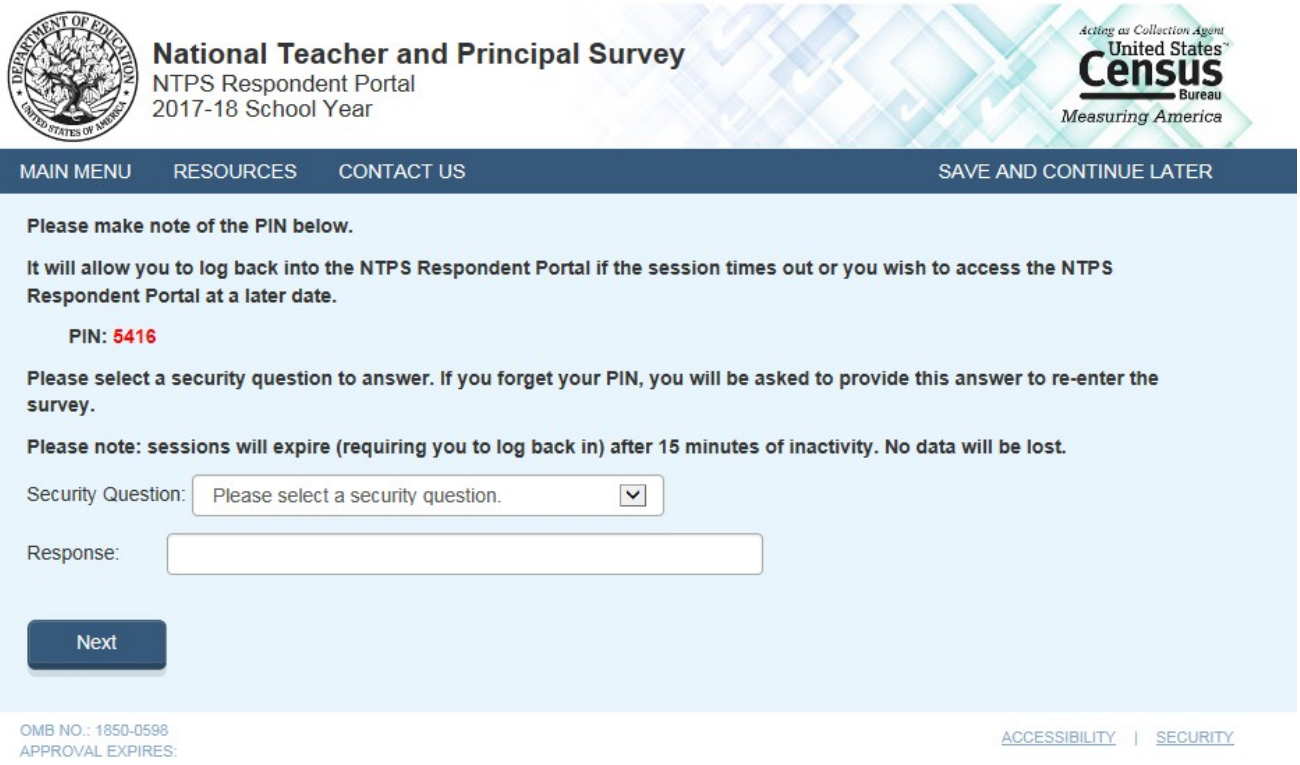
## Item: Pin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United States Census Bureau
Measuring America
MAIN MENU
RESOURCES
CONTACT US
SAVE AND CONTINUE LATER
Please make note of the PIN below.
It will allow you to log back into the NTPS Respondent Portal if the session times out or you wish to access the NTPS Respondent Portal at a later date.
PIN: 5416
Please select a security question to answer. If you forget your PIN, you will be asked to provide this answer to re-enter the survey.
Please note: sessions will expire (requiring you to log back in) after 15 minutes of inactivity. No data will be lost.
Security Question:
Please select a security question.
Response:
Next
OMB NO.: 1850-0598
APPROVAL EXPIRES:
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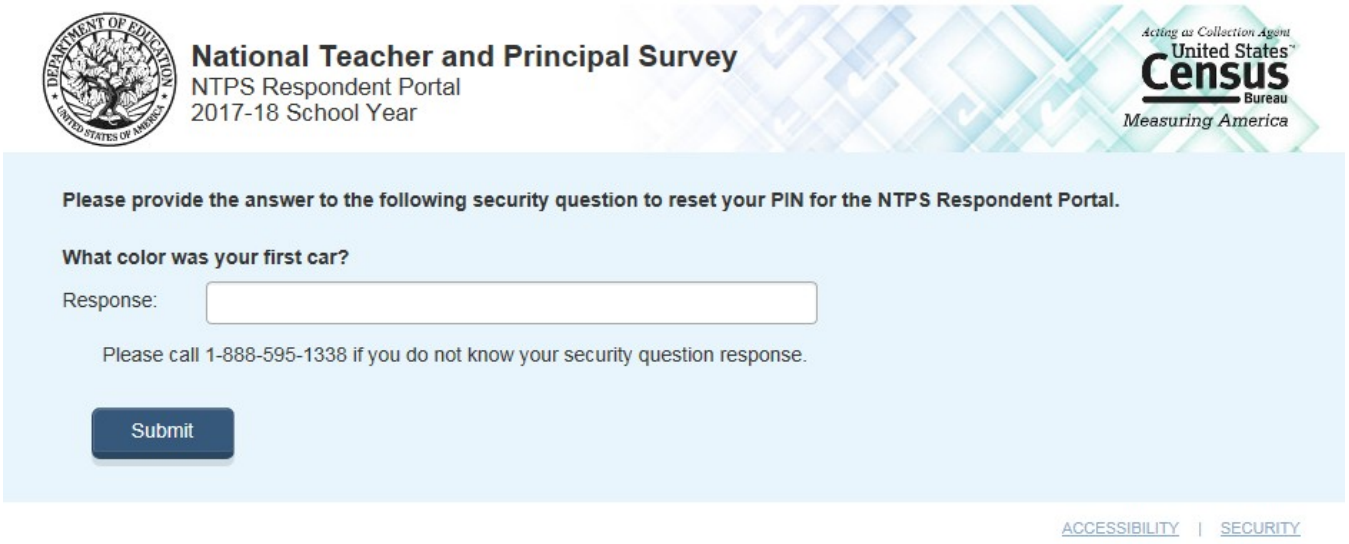
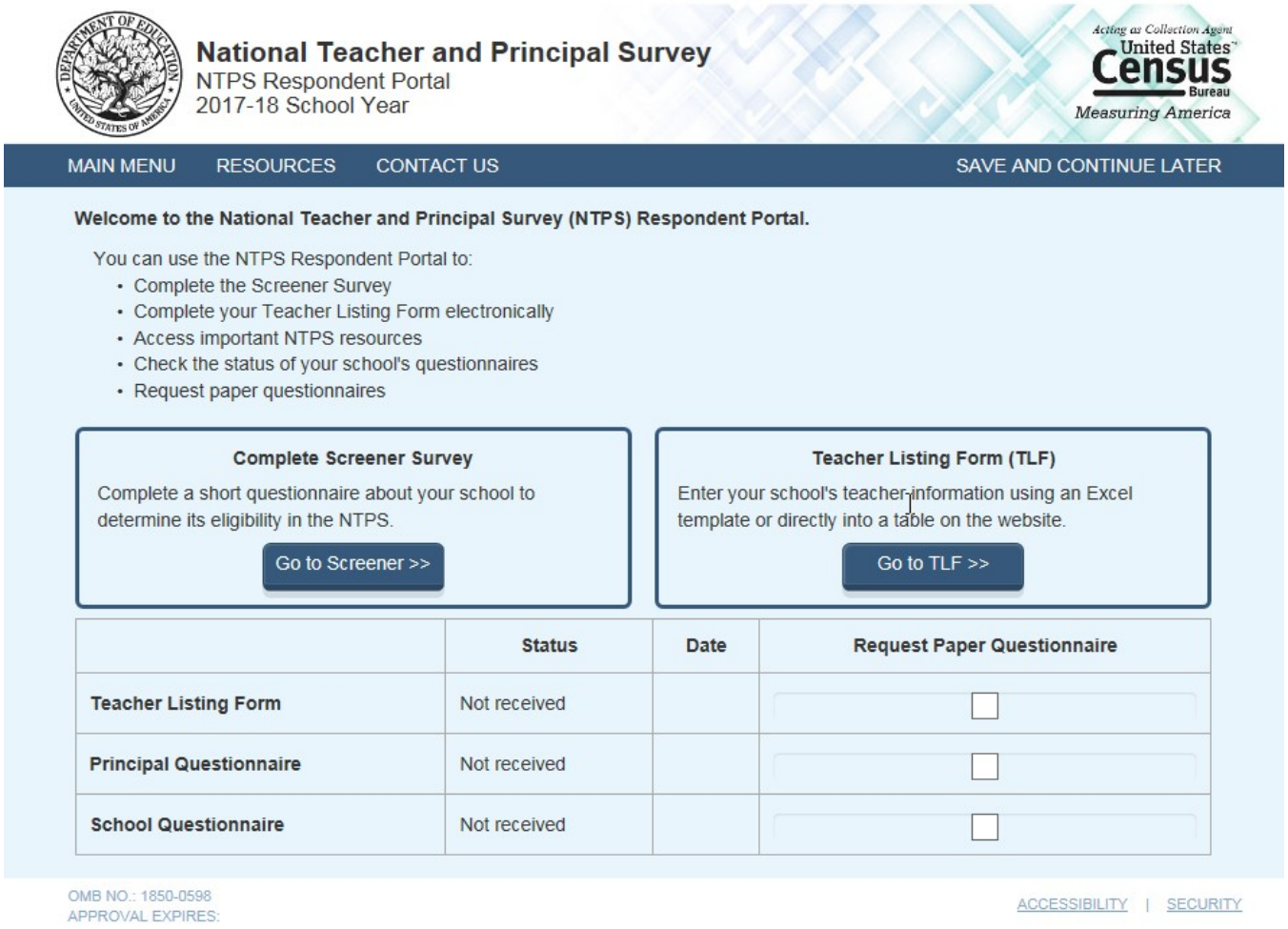
## Item: Recovery

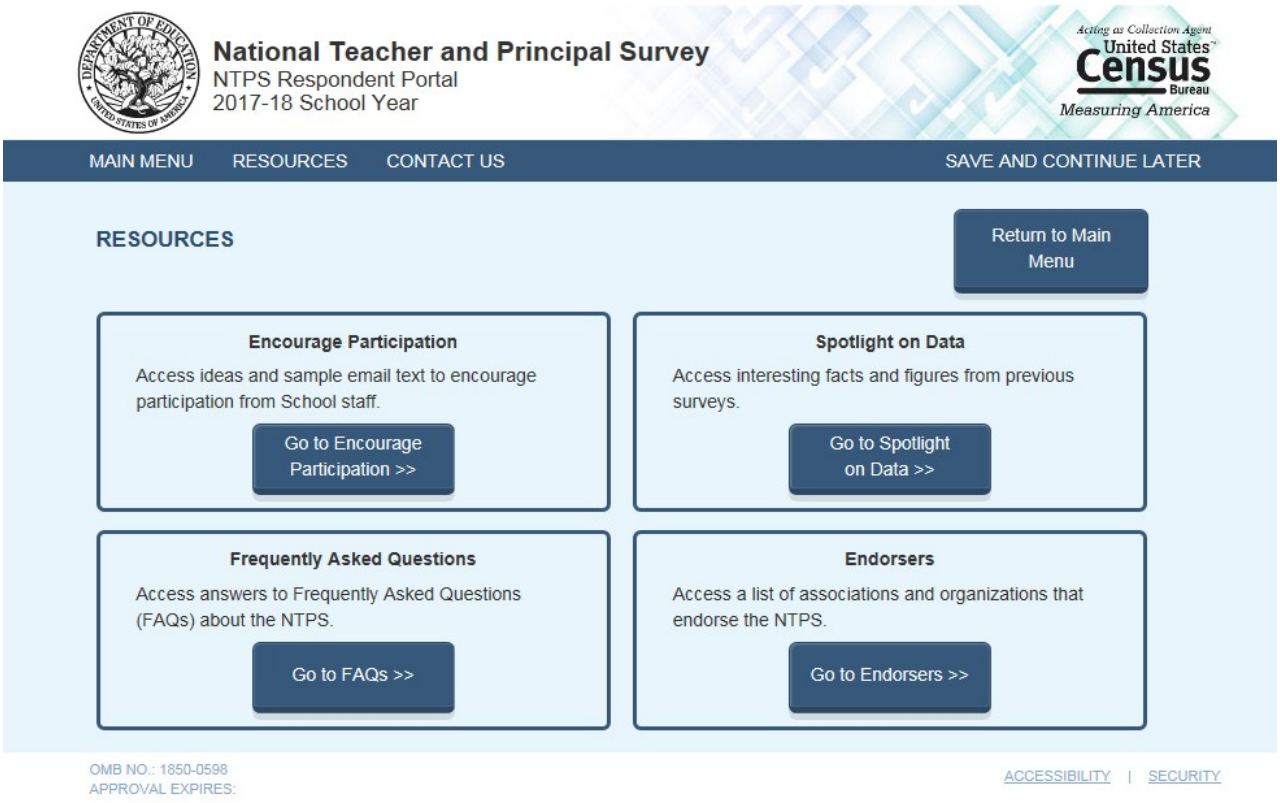



## Item: New PIN

# Item: Main Menu



# Item: Resources



# Item: Encourage Participation



## ENCOURAGE PARTICIPATION

Return to Resources

Thank you for your continued assistance with the NTPS!

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

### *Ideas to Encourage Participation*

- Send a "sweet" reminder.
Attach a couple of cookies or a piece of candy to a note saying, "A sweet reminder to fill out your NTPS Teacher Questionnaire today!"
Put the sweet treat and note in the teacher's mail box.

- Ask the principal to send an e-mail to teachers who haven't responded yet.
Use the sample e-mails below.

- Visit the teacher's classroom.
Remind them that their voice will only be heard by decision makers if they fill out the survey.

### *Sample e-mails to send to participants*

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

### *Sample 1*

Subject: Let your voice be heard!

Dear [teacher's name],

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

### *Sample 2*

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

Dear [teacher's name],

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

### *Sample 3*

Subject: Please share your story!

Dear [teacher's name],

You have a story to tell - about how you became a teacher, about the subjects you teach, about your kids, about how you feel about this school and teaching as a profession. The NTPS is a way for you to share your story with those who make decisions that affect us all. 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.

### *Sample 4*

Subject: Time is running out!

Dear [teacher's name],

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

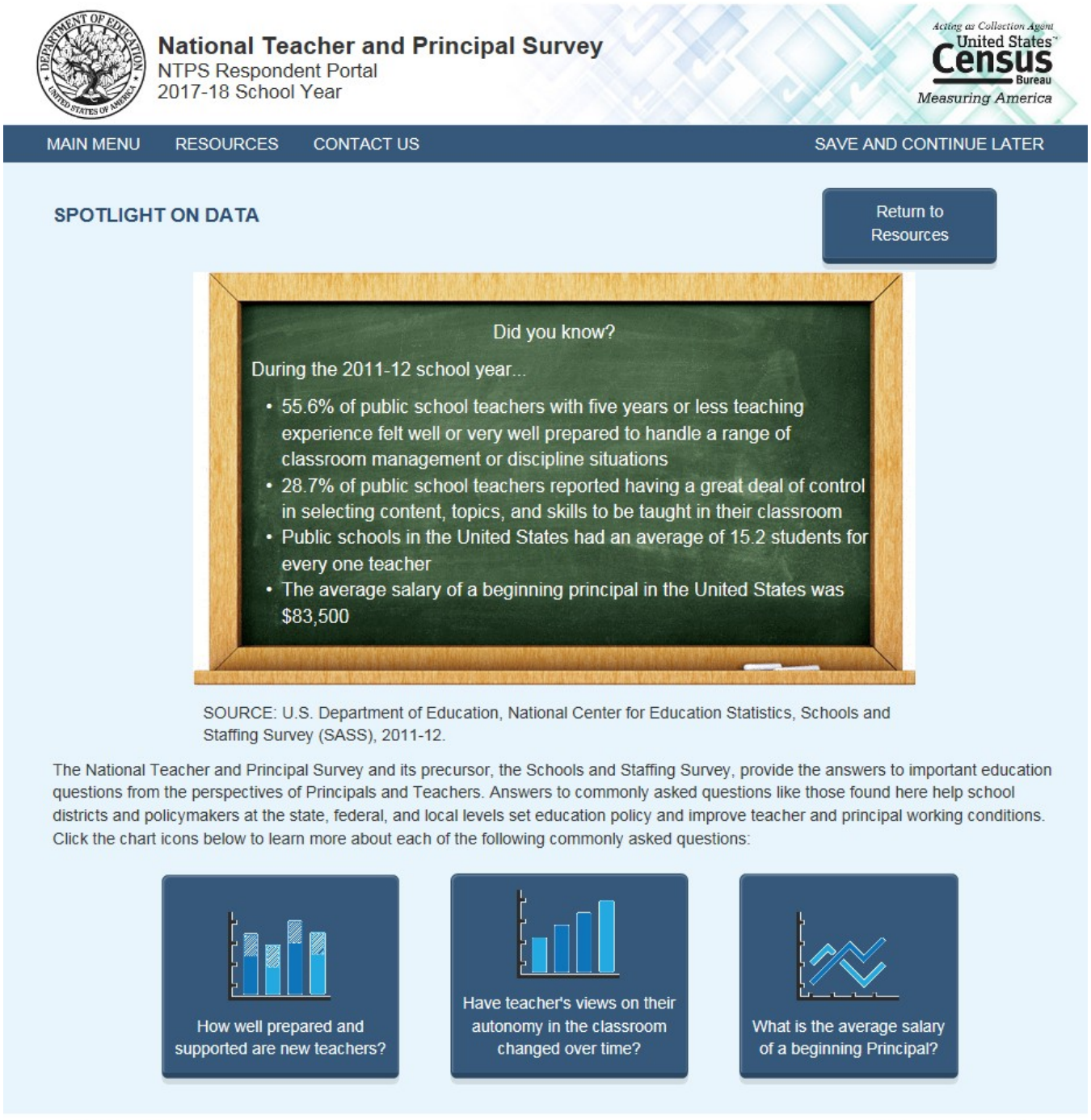
### *Sample 5*

Subject: A final reminder to fill out the NTPS

Dear [teacher's name],

It's been really busy around here recently, and I know that you've been busy too. I wanted to remind you, though-- your chance to fill out the NTPS is almost over. After the survey period ends, you won't be able to lend your voice to the thousands of other teachers who are participating in this important survey. It will only 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. Will you help by filling out the survey today?

# Item: Spotlight on Data



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

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## HOW WELL PREPARED AND SUPPORTED ARE NEW TEACHERS?

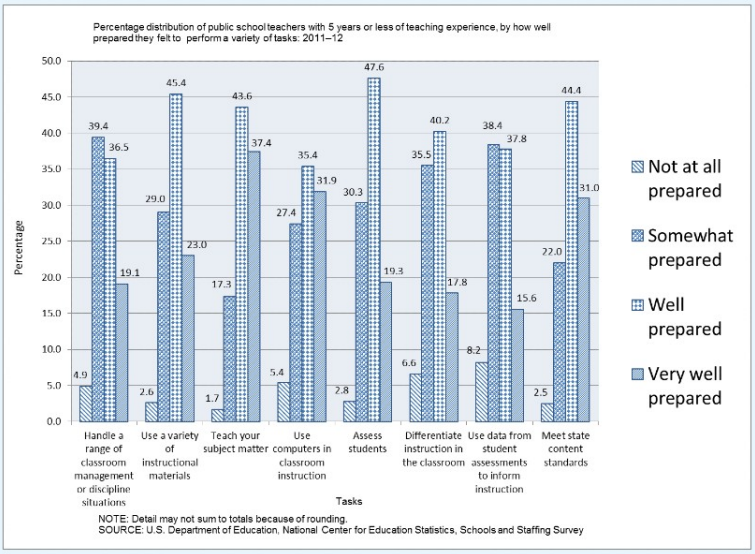


Table View

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# Table View:

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## HOW WELL PREPARED AND SUPPORTED ARE NEW TEACHERS?

Percentage distribution of public school teachers with 5 years or less of teaching experience, by how well prepared they felt to perform a variety of tasks: 2011-12

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

**NOTE:** Detail may not sum to totals because of rounding.

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

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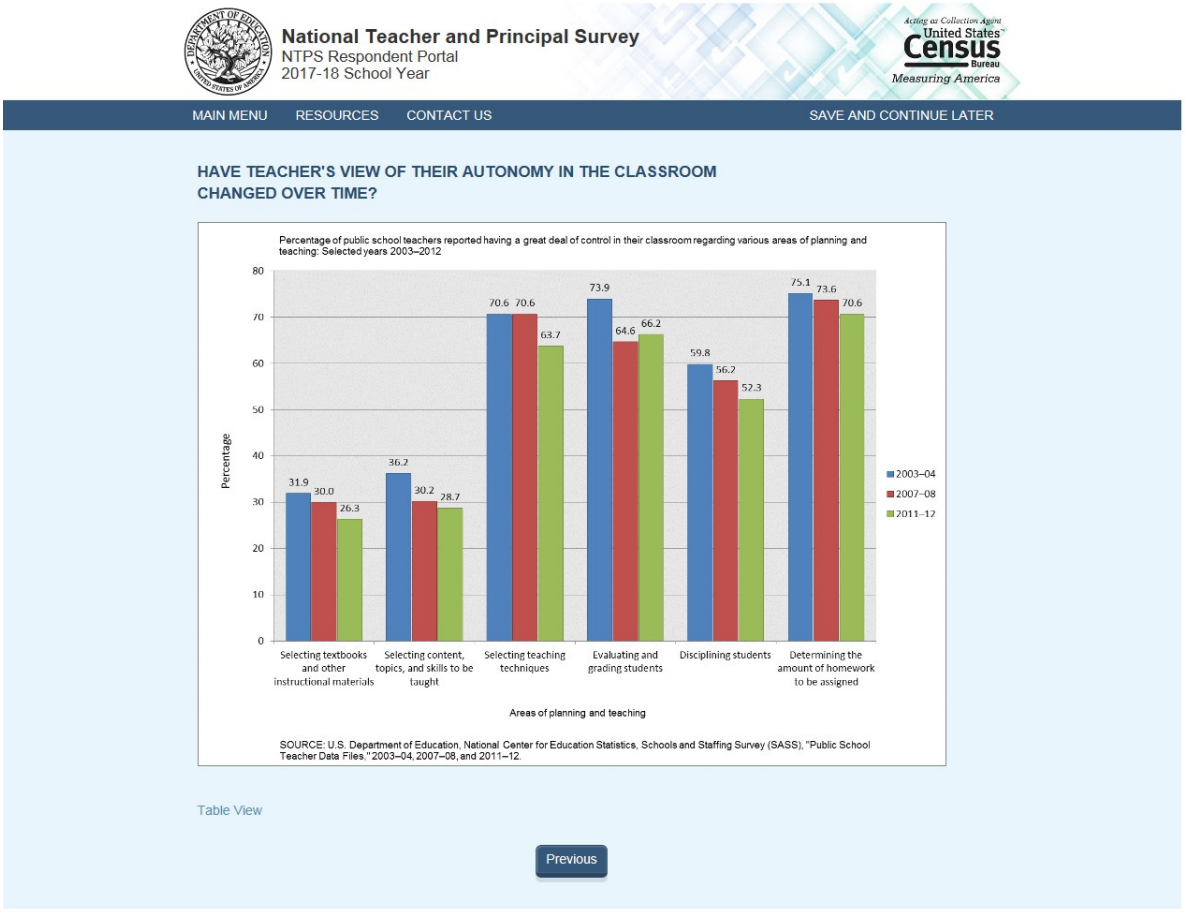
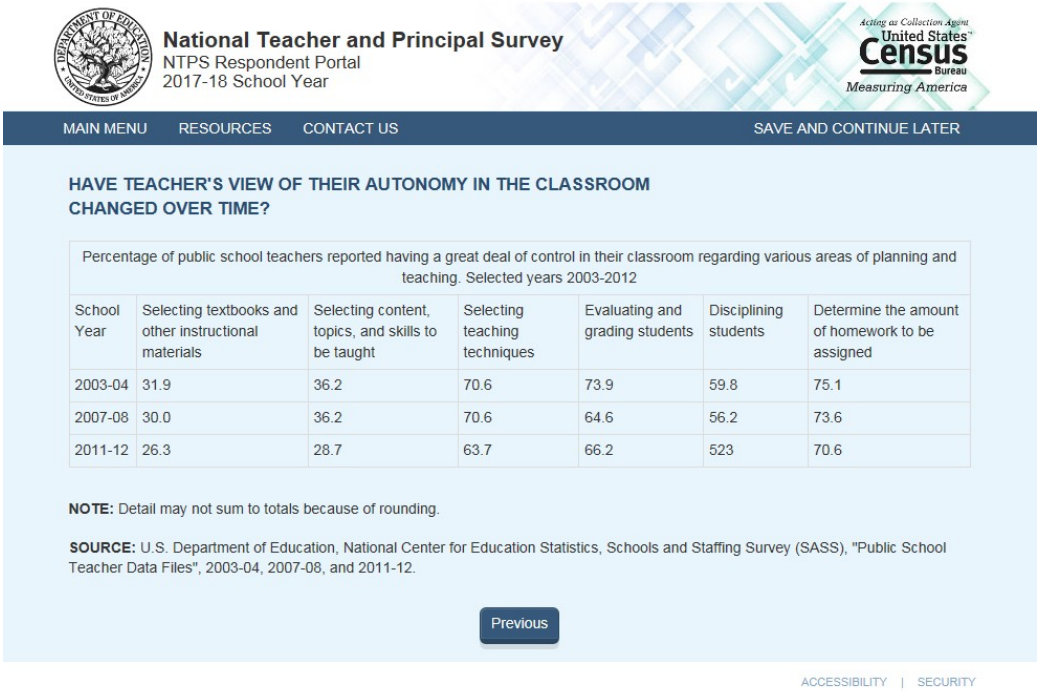
# Item: Spotlight #2 - Have teachers' view of their autonomy in the classroom changed over time?




## Table View:



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

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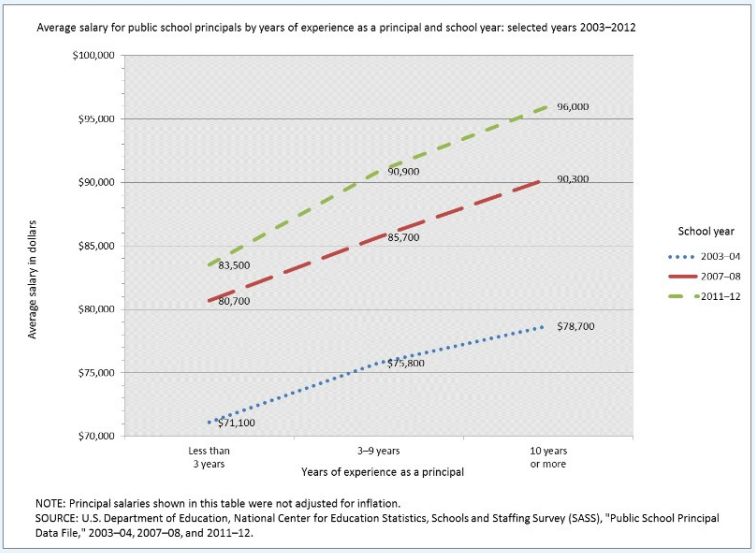
## WHAT IS THE AVERAGE SALARY OF A BEGINNING PRINCIPAL?




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

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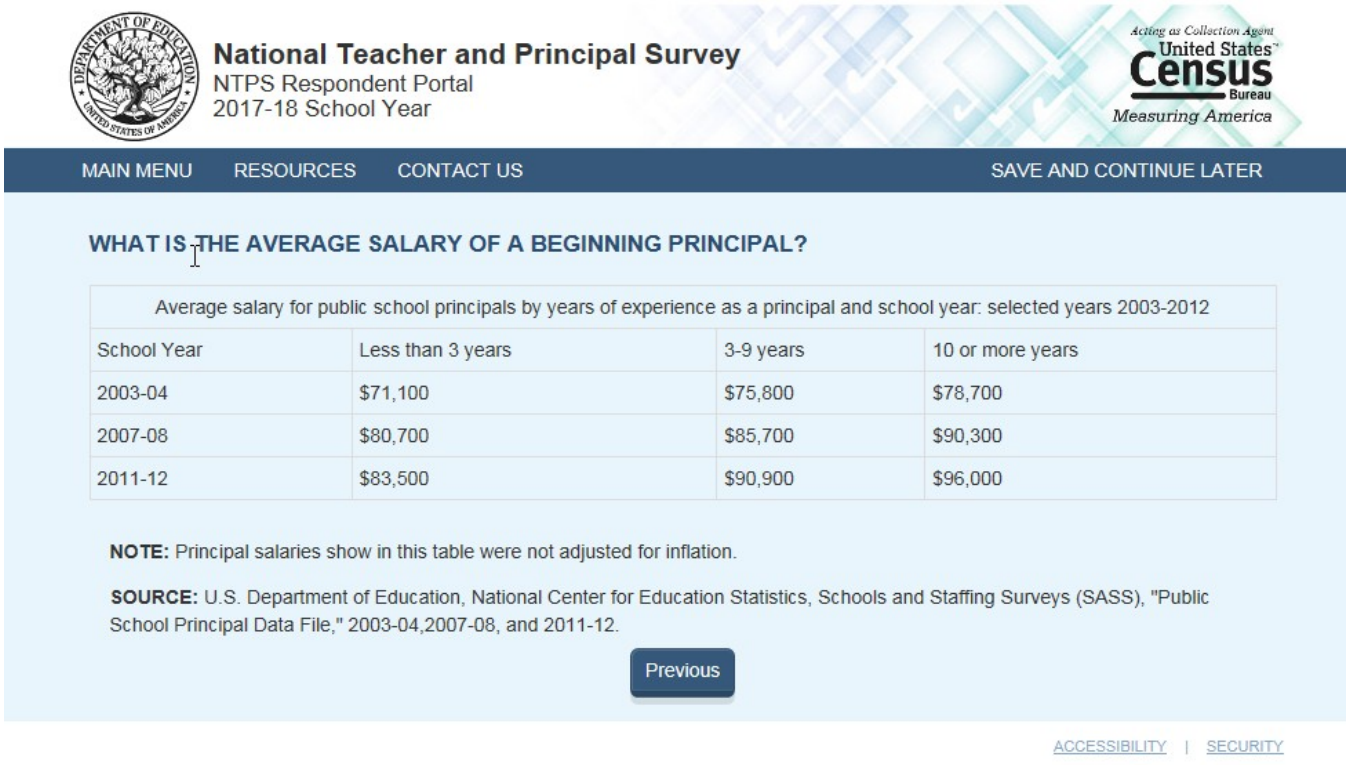
## Table View:



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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.

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# Item: FAQs

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## 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.

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### HOW LONG DOES IT TAKE TO COMPLETE A NTPS QUESTIONNAIRE?

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

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### WILL MY SCHOOL'S AND INDIVIDUAL STAFF MEMBERS' DATA REMAIN CONFIDENTIAL?

Please be assured that both the U.S. Department of Education and the U.S. Census Bureau follow strict procedures to protect the confidentiality of study participants. All 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.

Go back to FAQ list

### WHO AUTHORIZES THIS SURVEY?

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 06/30/2018.

Go back to FAQ list

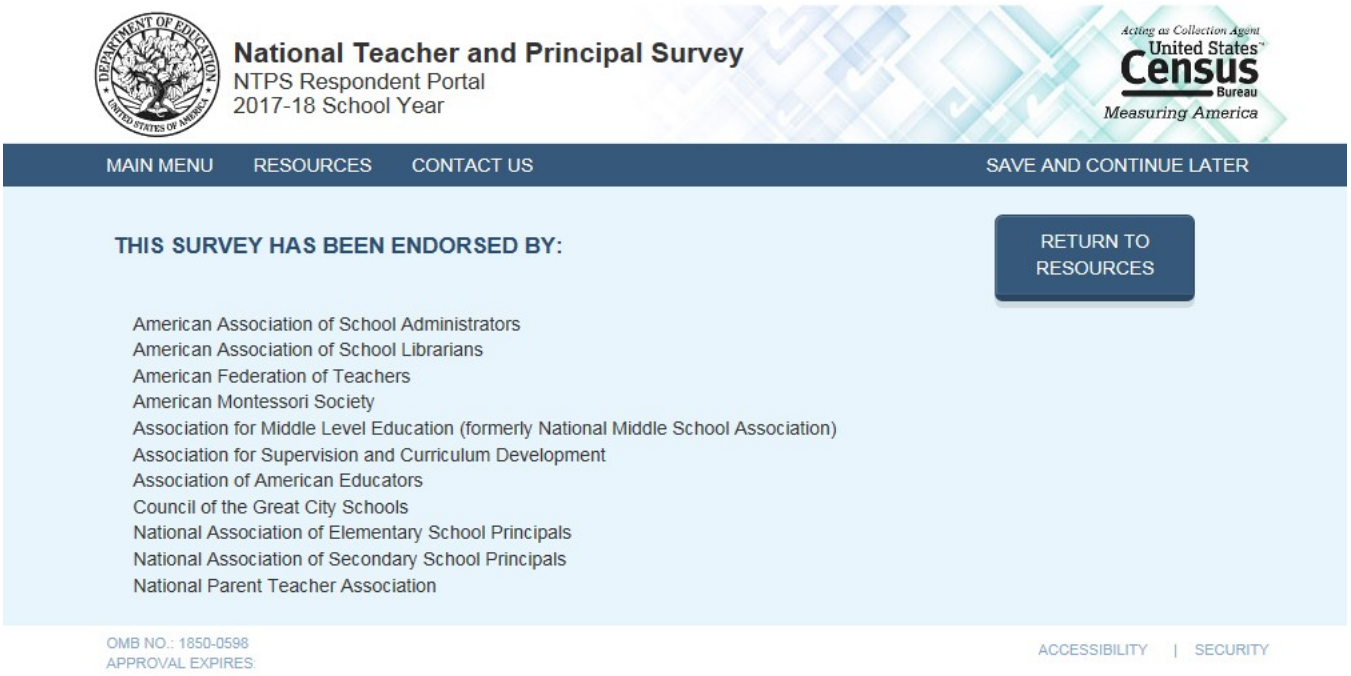
### WHO CAN ANSWER GENERAL QUESTIONS REGARDING THIS SURVEY?

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.

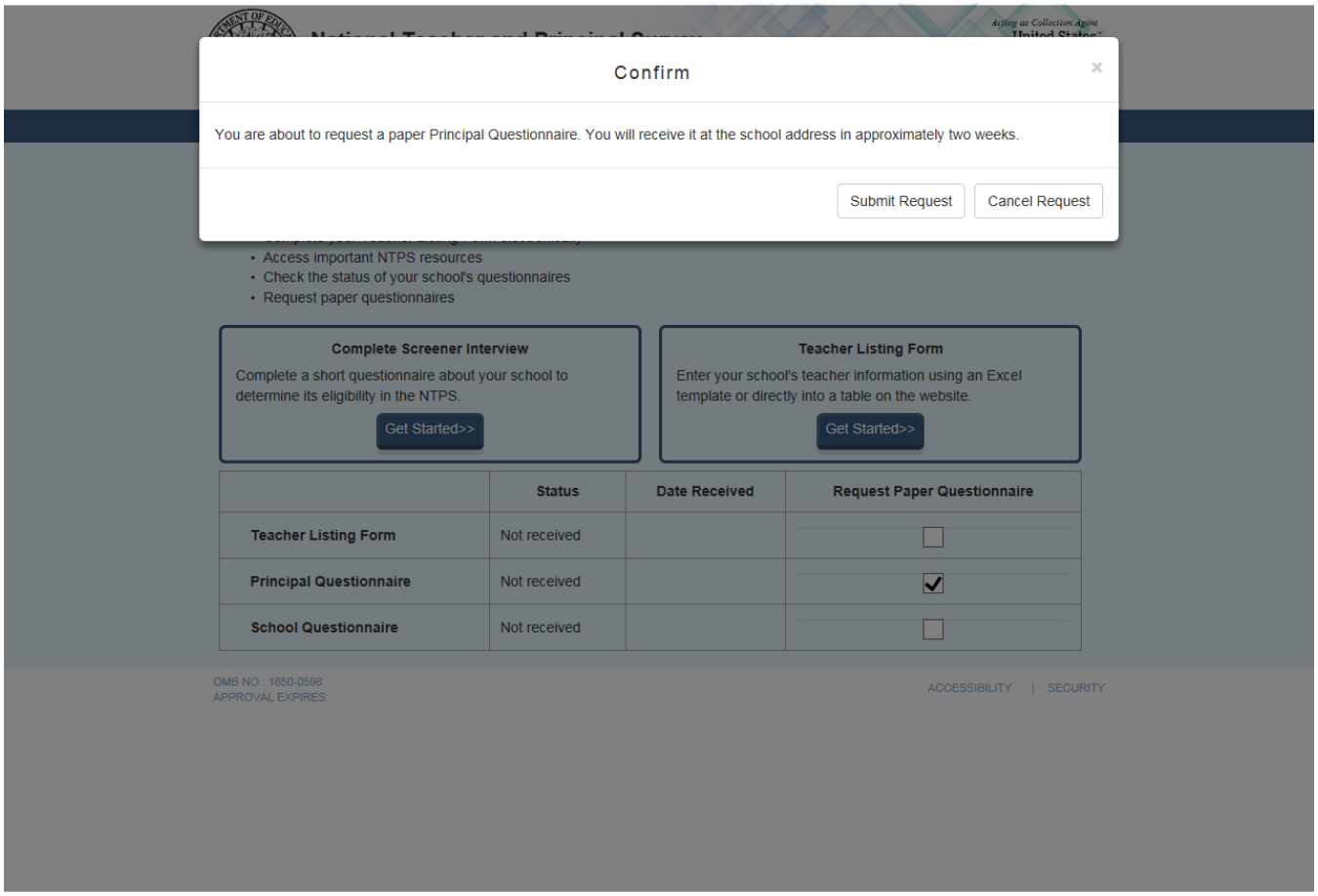
The U.S. Census Bureau is also available to answer your questions via e-mail at ntps@census.gov.

Go back to FAQ list

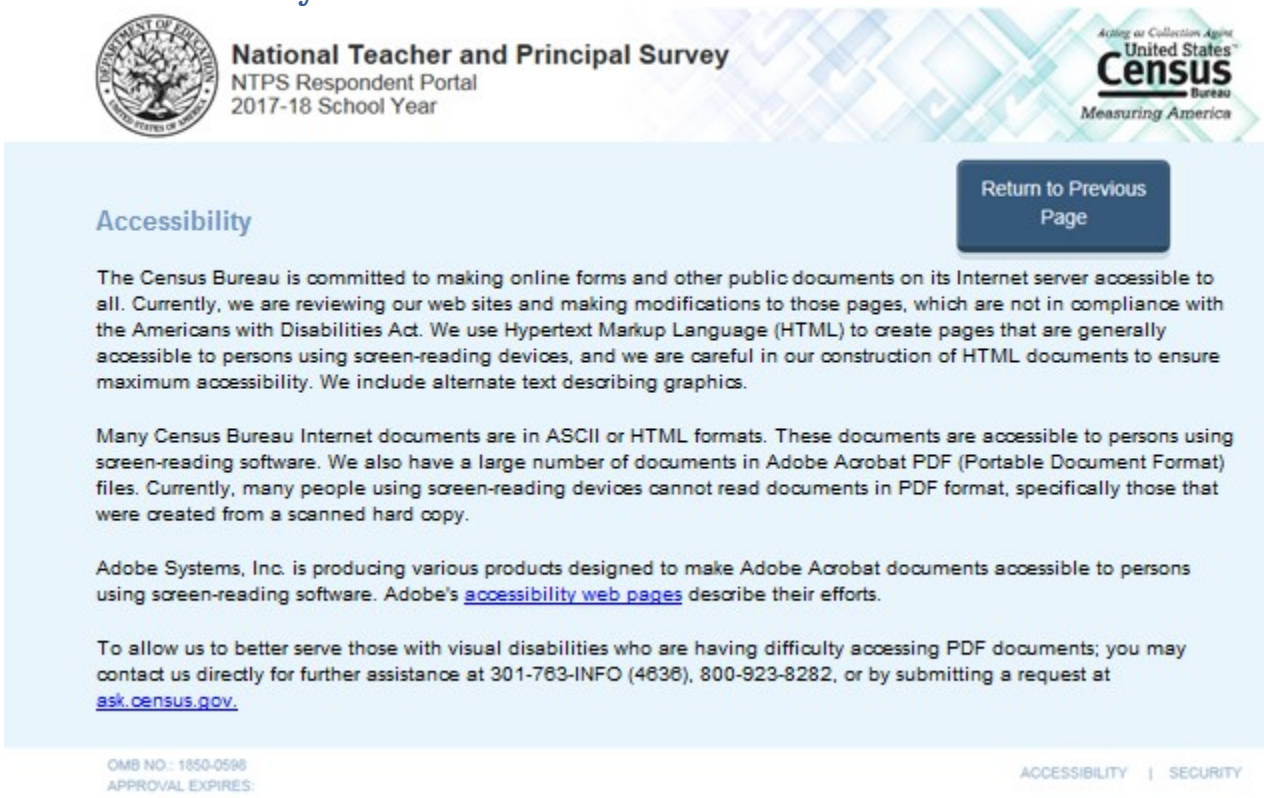
## Item: Endorsers




## Item: Request Questionnaire

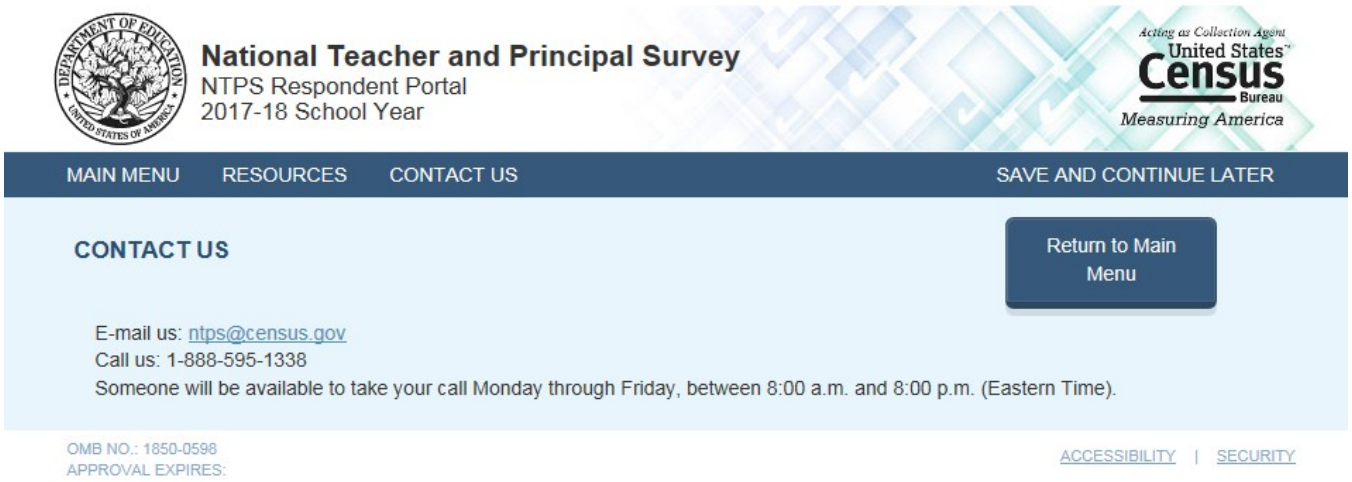


## Item: Accessibility




## Item: Security

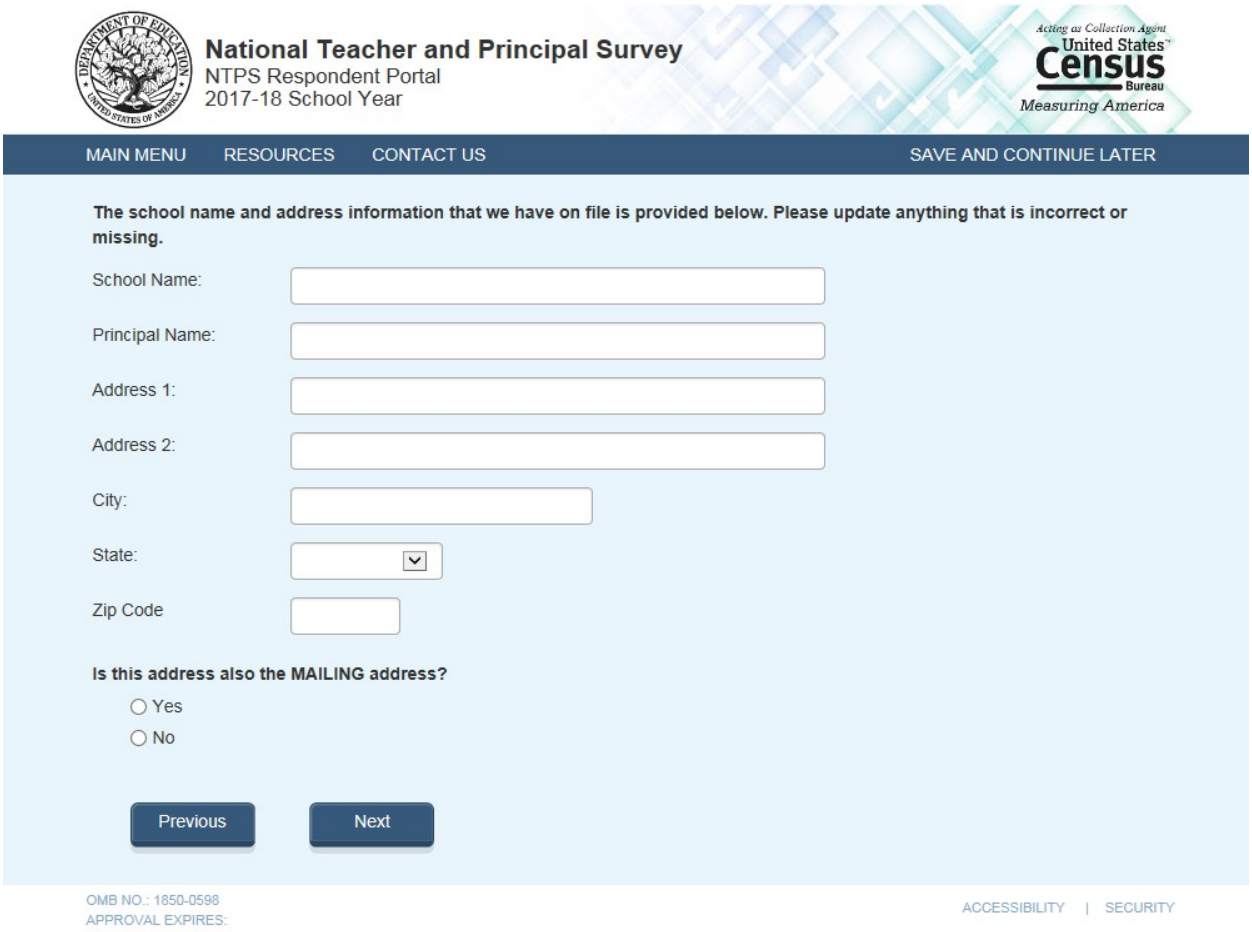
## Item: Contact Us



# 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.

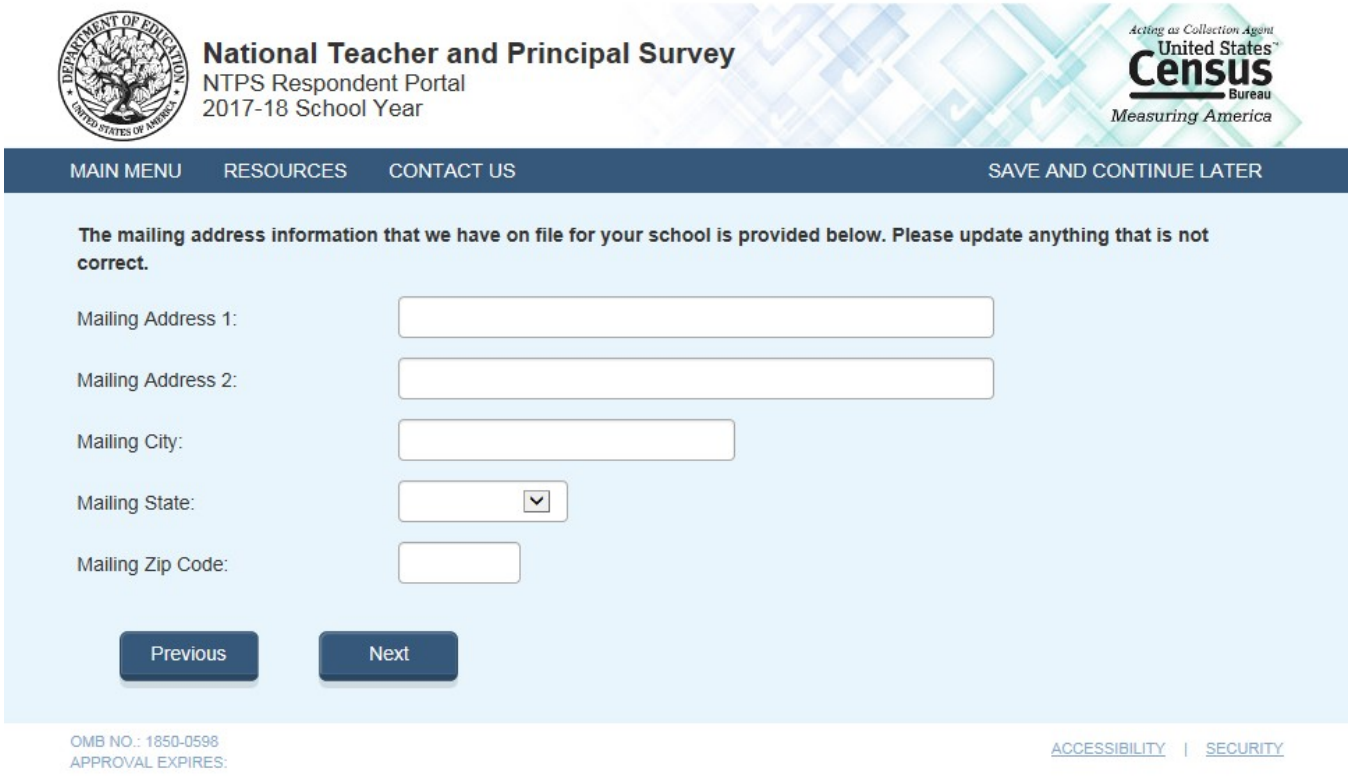
<u>Skip pattern:</u>

If respondent answers "Yes", then (s)he is directed to Screener Interview Page 3 (Verify School Type).

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.



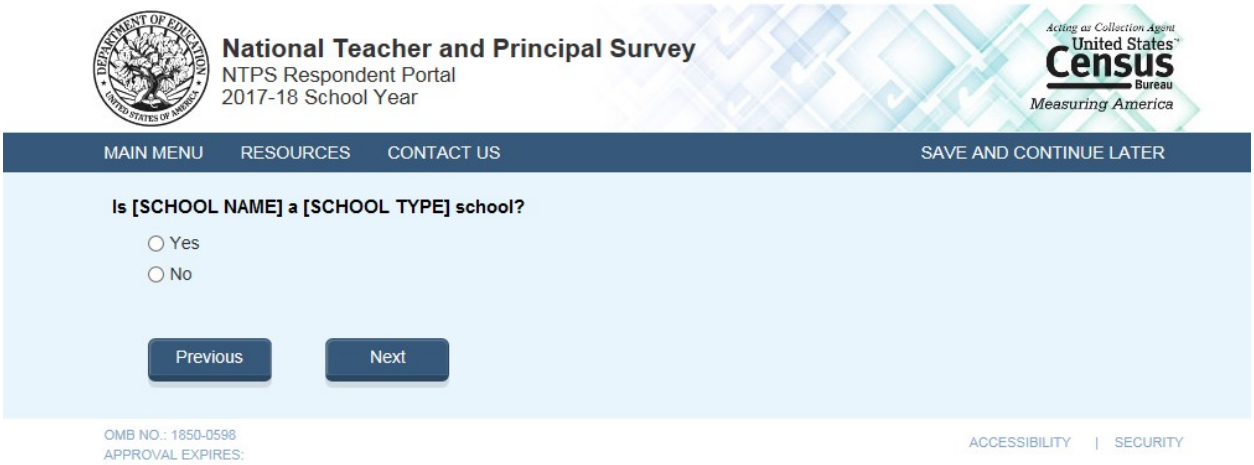

Note: Address fields are pre-filled with the sampled school's information.

Skip pattern:

Respondent is directed to Screener Interview Page 3 (Verify School Type).

## Screener Interview Page 3: 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 3).

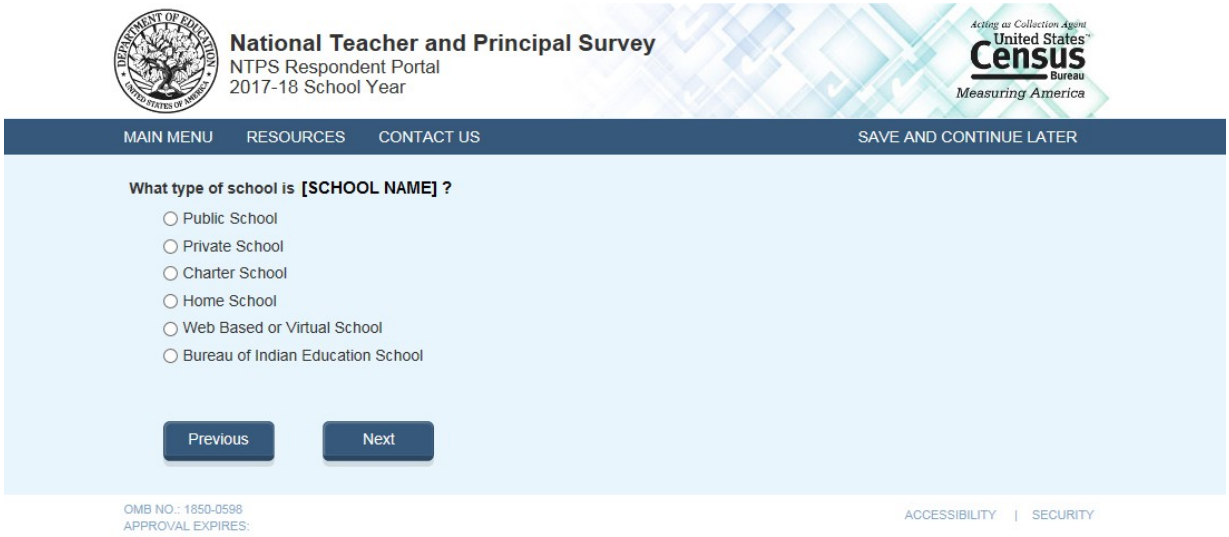
Skip pattern:

If respondent answers "Yes", then (s)he is directed to Screener Interview Page 11 (Survey Coordinator Contact Information).

If respondent answers "No", then (s)he is directed to Screener Interview Page 4 (School Type).

## Screener Interview Page 4: 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 3.




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 4).

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.

<u>Skip pattern:</u>

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 6 (Grade Range).
- "Charter School", then (s)he is directed to Screener Interview Page 5 (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 6 (Grade Range).
- "Charter", then (s)he is directed to Screener Interview Page 5 (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:

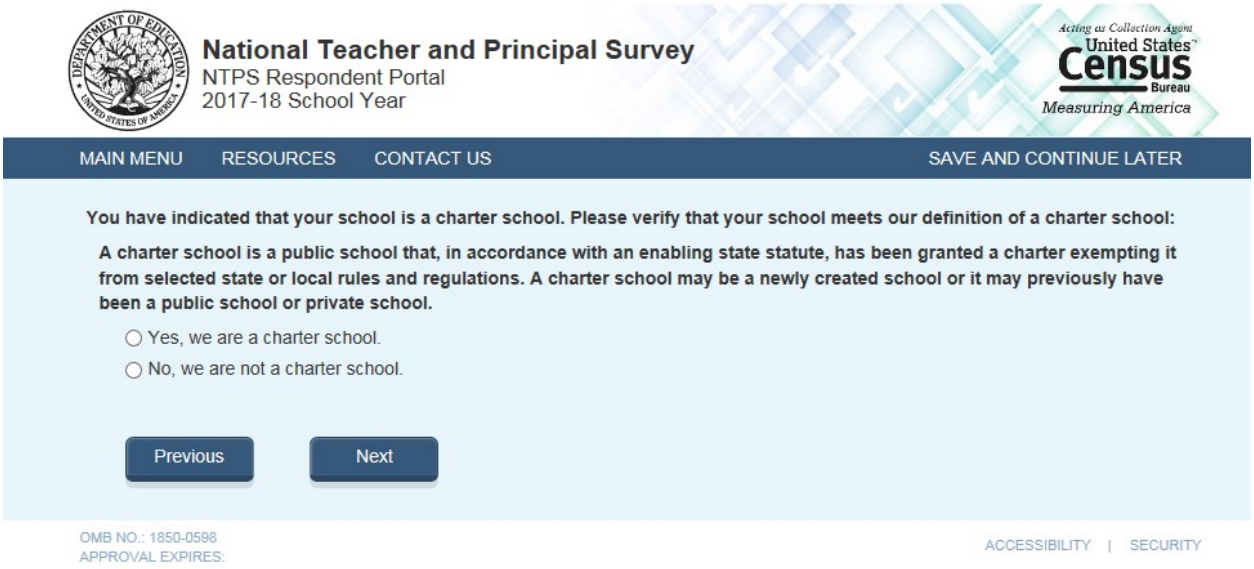
- "Public School, Web Based or Virtual School, or Bureau of Indian Education School", then (s)he is directed to Screener Interview Page 6 (Grade Range).
- "Charter", then (s)he is directed to Screener Interview Page 5 (Charter School).
- "Private School or Home School", then (s)he is directed to Screener 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 6 (Grade Range).
- "Charter", then (s)he is directed to Screener Interview Page 5 (Charter School).
- "Private School or Home School", then (s)he is directed to Screener Interview Page 12 (Out of Scope).

## Screener Interview Page 5: Charter School

A respondent accesses this page only if he or she selected "Charter School" as the school type on Screener Interview Page 4.




Skip pattern:

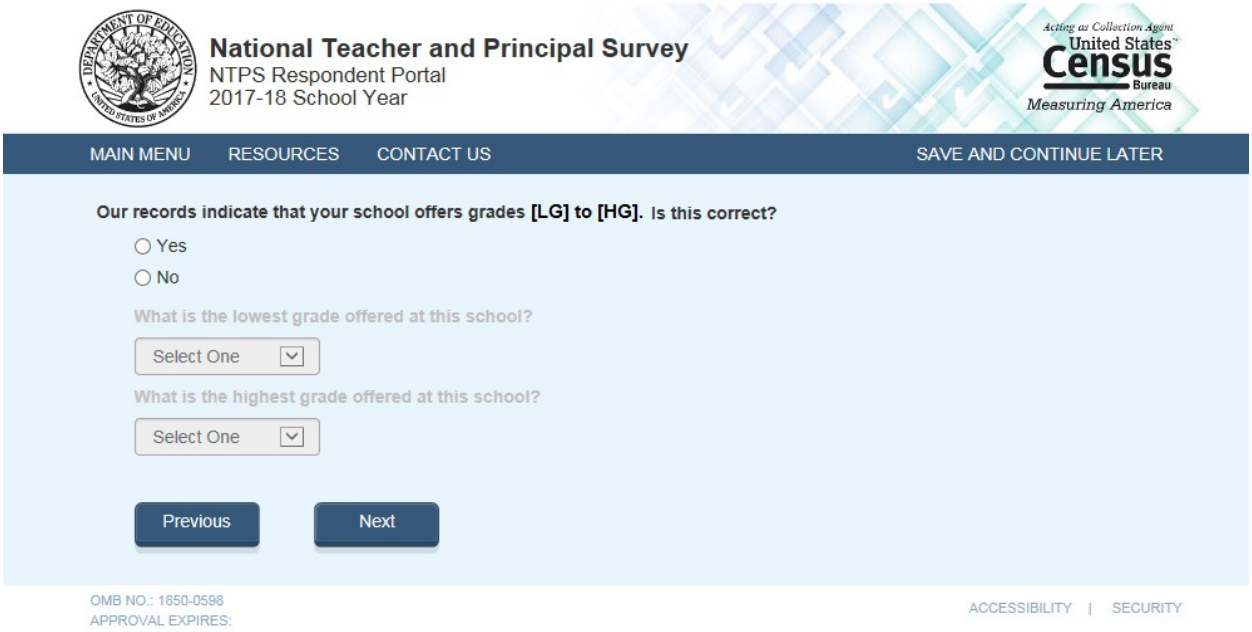
If school type is expected to be PUBLIC, CHARTER, or BUREAU OF INDIAN EDUCATION and respondent chooses "Yes" then (s)he is directed to Screener Interview Page 6 (Grade Range).

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 4 (School Type).

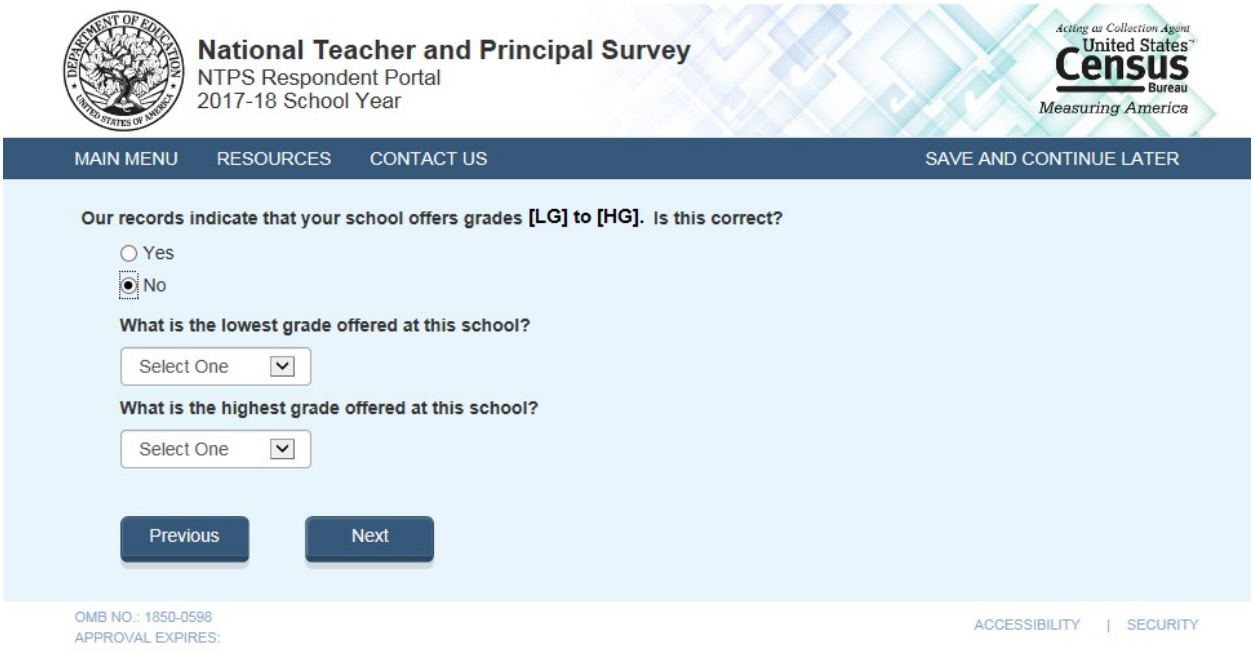
## Screener Interview Page 6: Grade Range

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 11 (Survey Coordinator Contact Information).

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 7 (Ungraded School). The following response combinations would trigger a skip to Screener Interview Page 7 (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 8 (Other Grades).

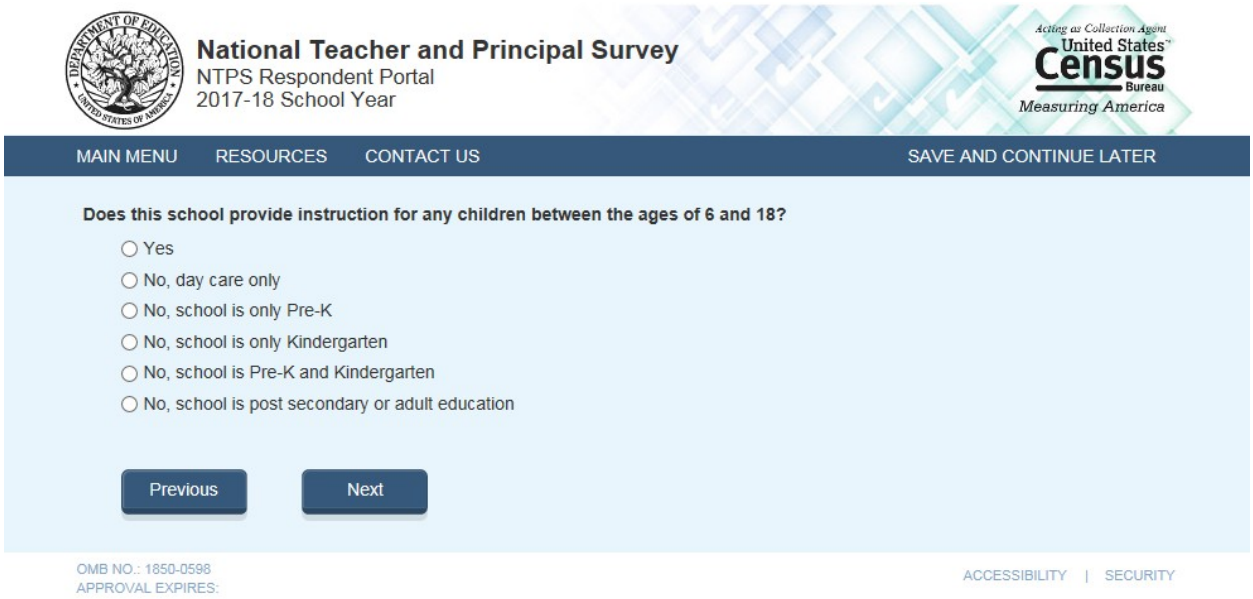
Otherwise, if the respondent indicates that the grade range differs by more than 2 grades than what is expected, then (s)he is directed to Screener Interview Page 9 (Separate School). This includes the scenario where a respondent enters Ungraded for low grade and a high grade that differs by more than 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 7: 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 6 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 6. 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.



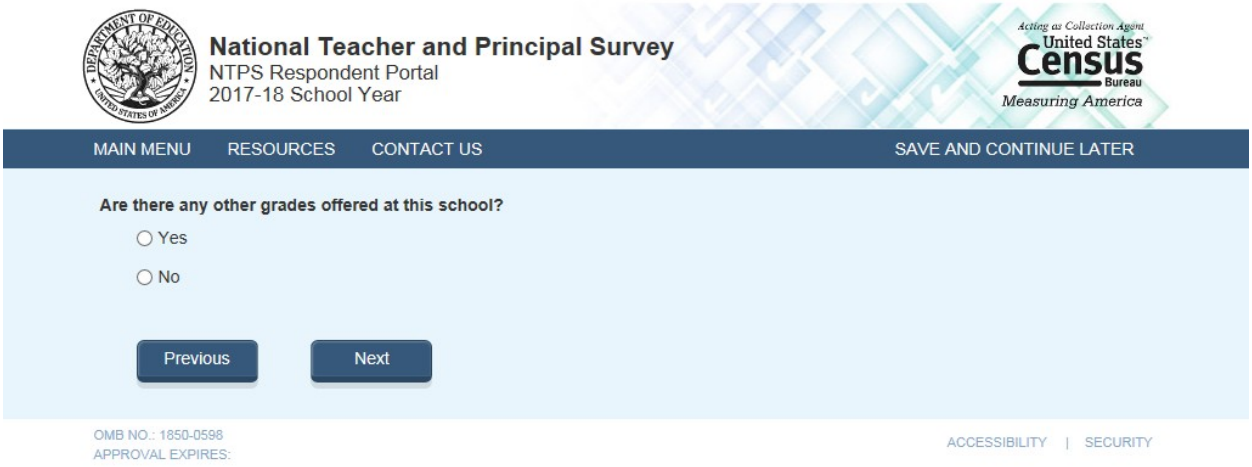

Skip pattern:

If the respondent chooses "Yes", then (s)he is directed to Screener Interview Page 11 (Survey Coordinator Contact Information).

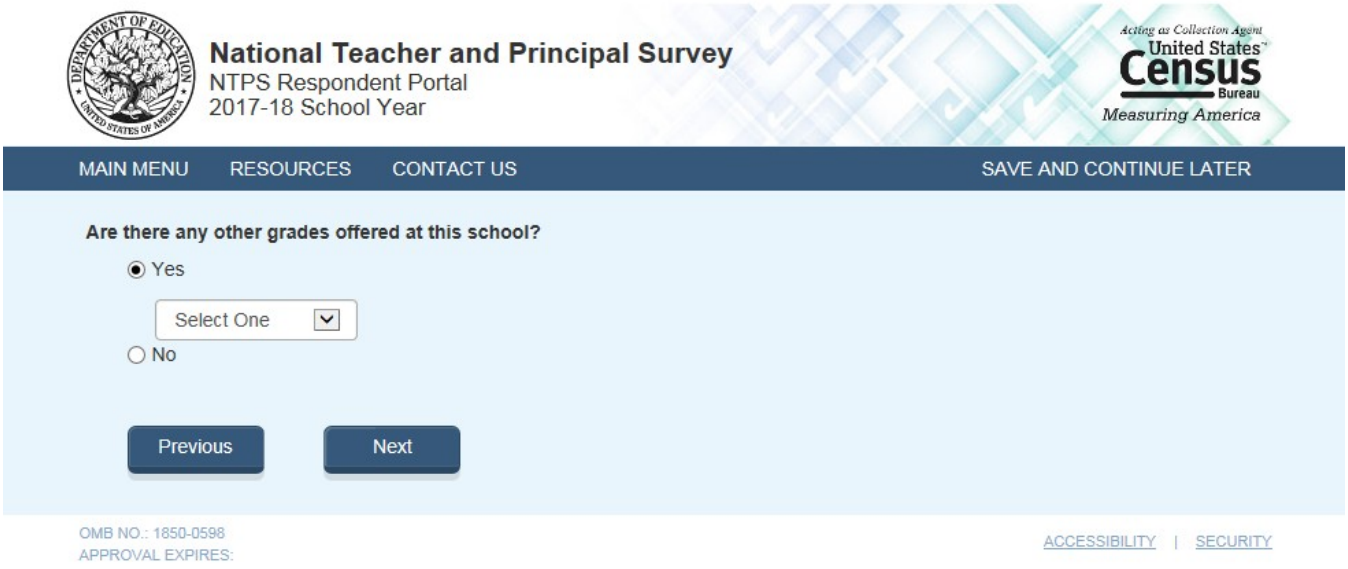
If the respondent chooses any of the "No" responses, then (s)he is directed to Screener Interview Page 12 (Out of Scope).

## Screener Interview Page 8: 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 6 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 6. 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.




If the respondent selects "Yes", then a drop down box is presented to the respondent, as follows:



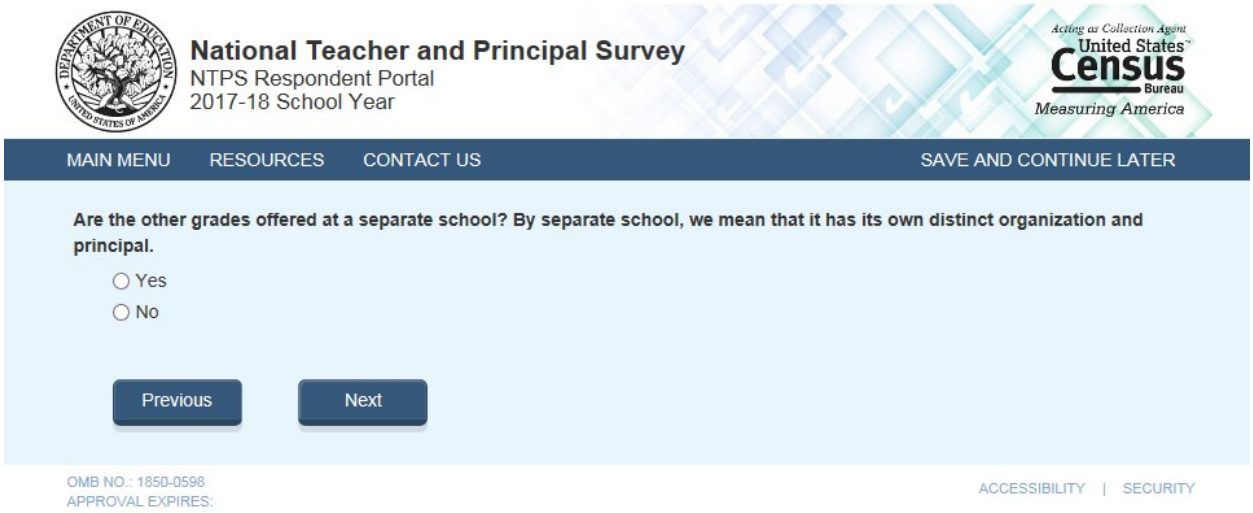

Skip pattern:

If the respondent chooses "Yes", then (s)he is directed to Screener Interview Page 11 (Survey Coordinator Contact Information).

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: 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 6 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.



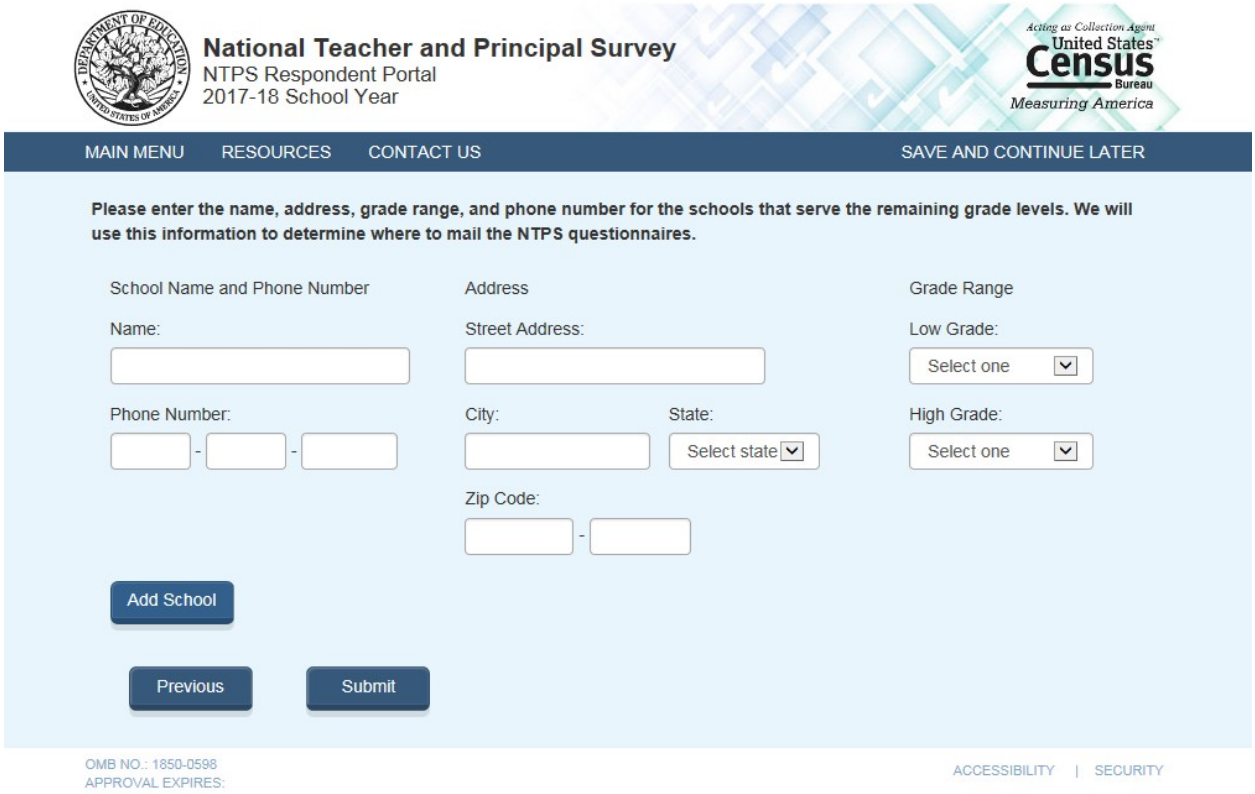

Skip pattern:

If the respondent chooses "Yes", then (s)he is directed to Screener Interview Page 10 (Separate School Information).

If the respondent chooses "No", then (s)he is directed to Screener Interview Page 11 (Survey Coordinator Contact Information).

## Screener Interview Page 10: 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.

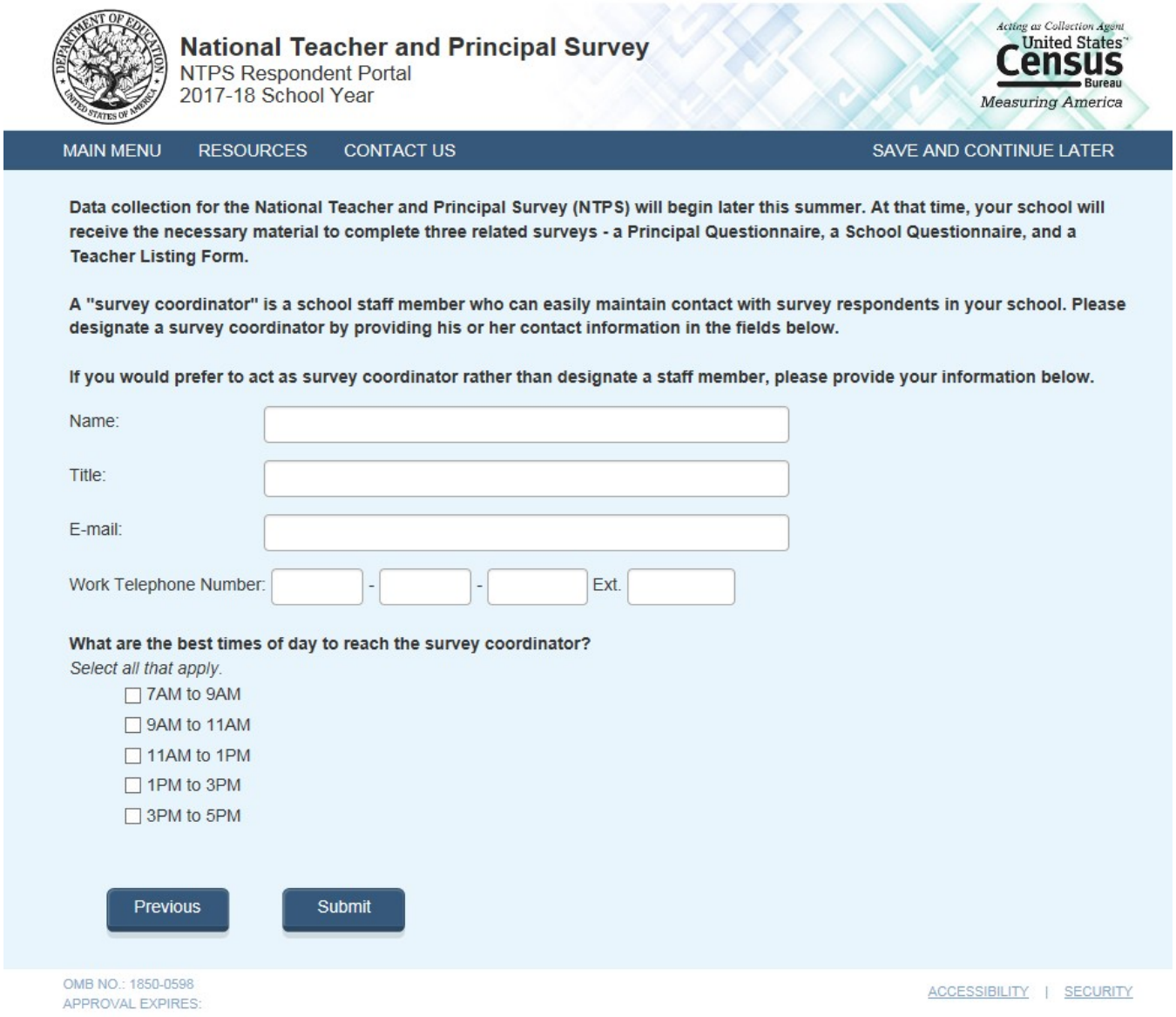
Skip pattern:

If the respondent chooses "Submit", then (s)he is directed to Screener Interview Page 11 (Survey Coordinator Contact Information).

If the respondent chooses "Previous", then (s)he is directed back to Screener Interview Page 9 (Separate School).

## Screener Interview Page 11: Survey Coordinator Contact Information

All in-scope respondents (respondents who have not been directed to Screener Interview Page 12 (Out of Scope) up to this point in the Screener Interview) receive this screen.



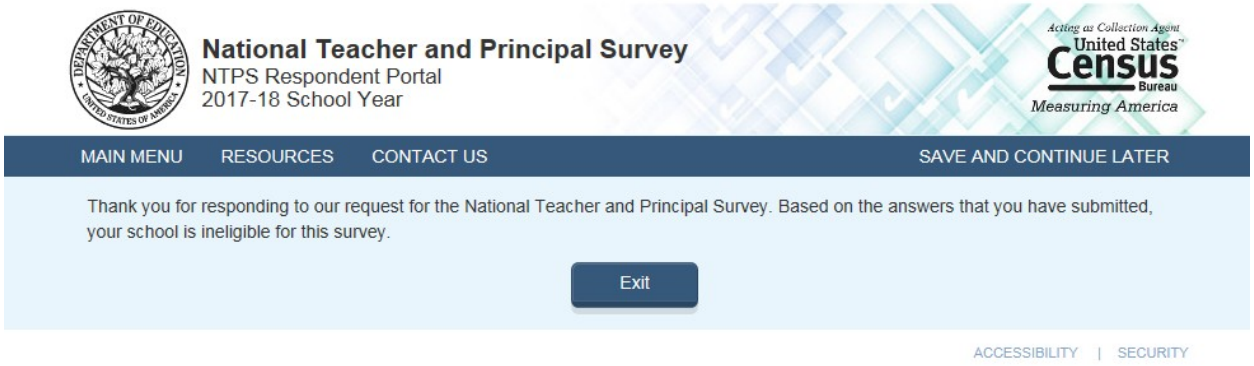

Note: Name and e-mail are required fields; the respondent cannot advance to the next instrument screen without entering information into both of these fields.

Skip pattern:

Respondent is directed to Screener Interview Page 13 (End of Interview).

## Screener Interview Page 12: Out of Scope

Respondent only accesses this page if the answers to the questions on Screener Interview Pages 4 (school type) or 7 (ungraded school) indicate that the school is out of scope for NTPS.

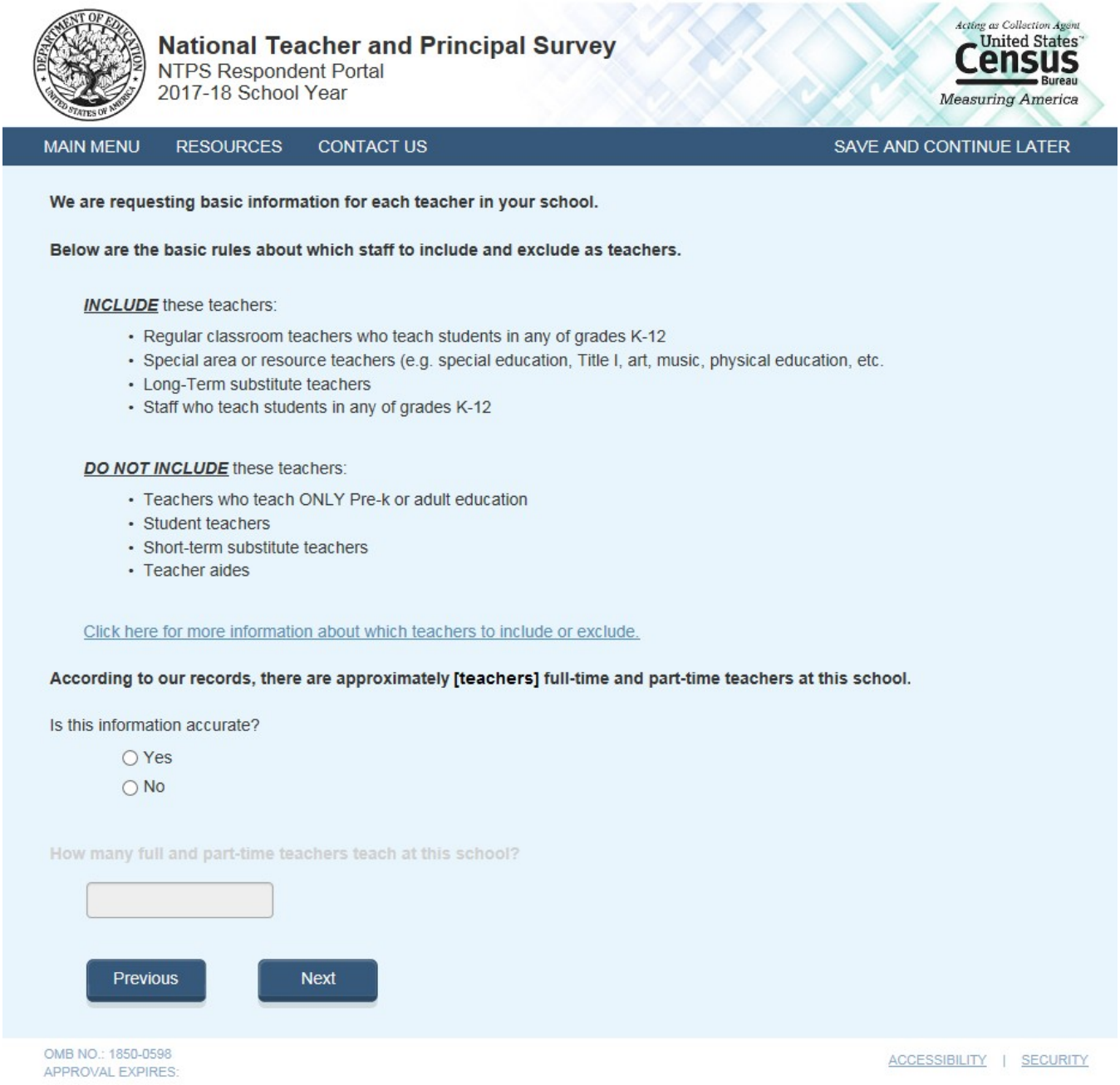


## Screener Interview Page 13: End of Screener Interview

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 Teacher Compare




Note: [teachers] is pre-filled with the sampled school's expected teacher count from the sample file.

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

If the respondent clicks the "Click here for more information about which teachers to include or exclude" link, (s)he is directed to:

## TEACHER LISTING FORM (TLF) INSTRUCTIONS

Return to Previous Page

### Select each link to expand

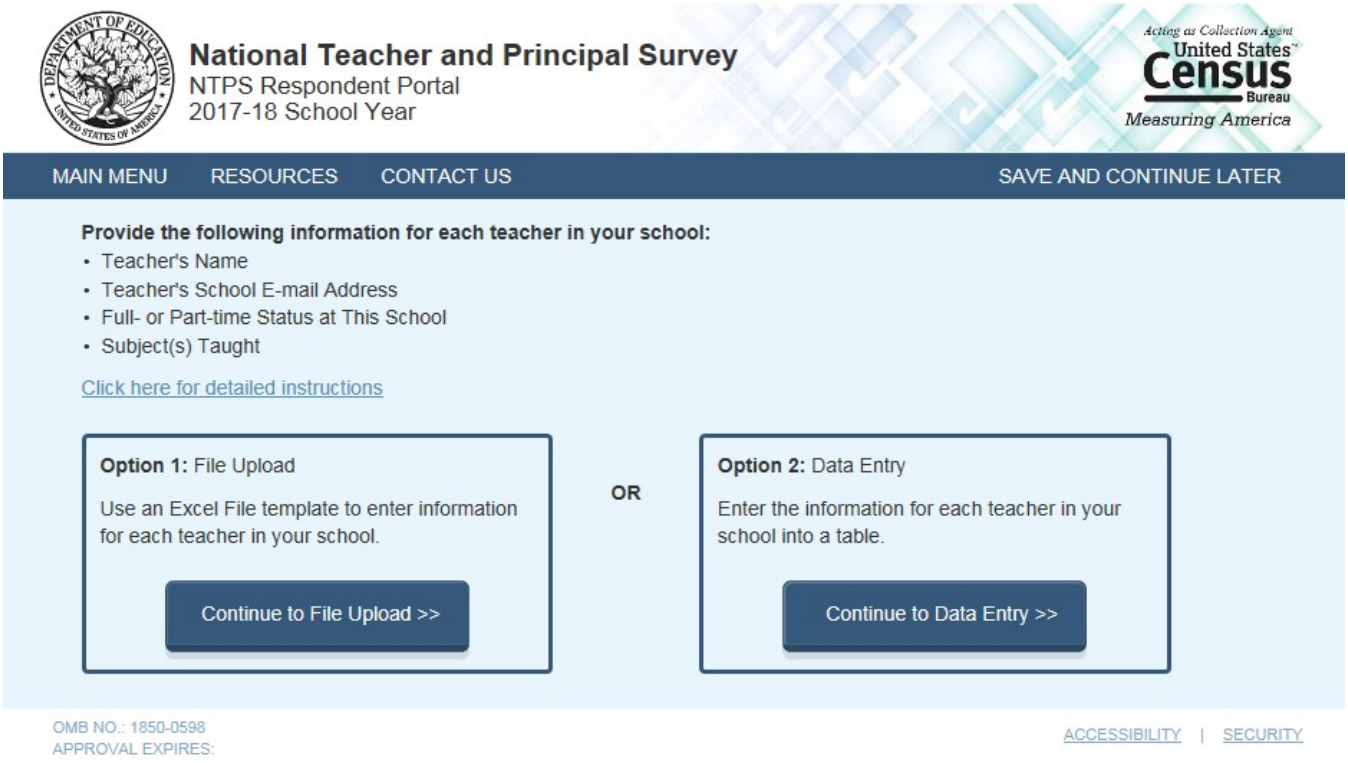
+ Staff to include in your TLF

- Regular Classroom Teachers
- Special Education Teachers
- General Education Teachers
- Career, Technical, or Vocational Education Teachers
- Teaching principals, teaching guidance counselors, teaching librarians, teaching school nurses
- Teachers of Ungraded Students
- Itinerant, Co-op, Traveling, and Satellite Teachers
- Current Long-Term Substitute Teachers
- Other teachers who teach students in any of grades K-12

+ Staff to exclude in your TLF

- Prekindergarten teachers who teach ONLY prekindergarten students
- Adult Education and Postsecondary Teachers
- Short-term Substitute Teachers
- Student Teachers
- Day Care Aides
- Teacher Aides
- Librarians who teach ONLY library skills or how to use the library

## TLF Page: Provide a TLF




If the respondent clicks "Click here for detailed instructions", (s)he is directed to:

## TEACHER LISTING FORM (TLF) INSTRUCTIONS

Return to Previous Page

### Required Information to complete your TLF:

1. **Teacher's Name:** List all of the full-time and part-time teachers who teach AT THIS SCHOOL.
2. **Teacher's E-mail Address:** Enter each teacher's school e-mail address.
3. **Teaching Status at This School:** Enter the teaching status of each teacher at this school.
   - **Full-time**
   - **Part-time**

   Include as part-time:

   - Itinerant teachers who teach part-time in this school, regardless of other positions held in this or other districts.
   - Teachers who perform other functions in this school in addition to part-time teaching. For example, a teaching guidance counselor should be counted as a part-time teacher.
4. **Subject Matter Taught:** Enter the subject in which the teacher teaches the most classes. The subject categories are:

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

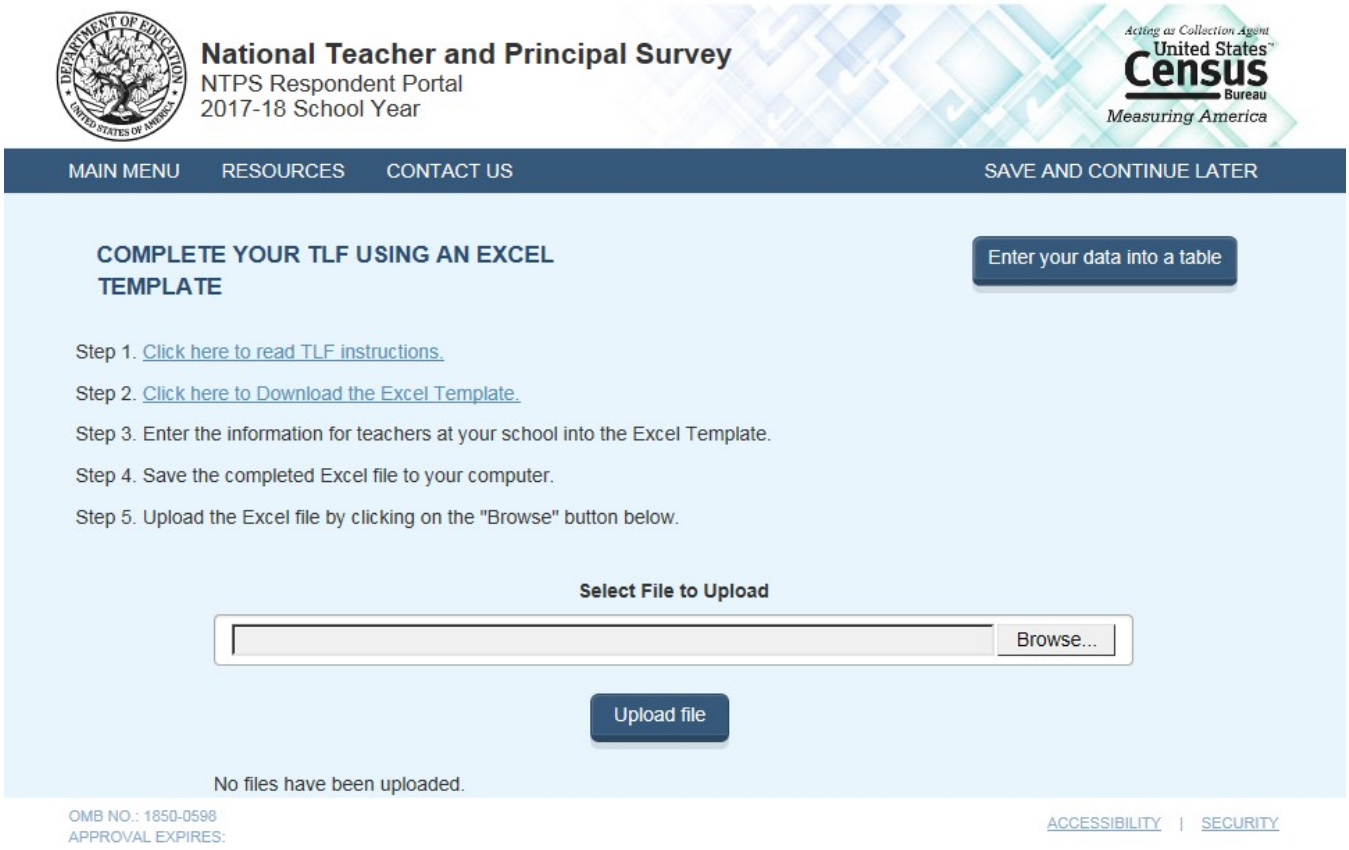
### Staff to include in your TLF:

- Regular Classroom Teachers
- Special Education Teachers
- General Education Teachers
- Career, Technical, or Vocational Education Teachers
- Teaching principals, teaching guidance counselors, teaching librarians, teaching school nurses
- Teachers of Ungraded Students
- Itinerant, Co-op, Traveling, and Satellite Teachers
- Current Long-Term Substitute Teachers
- Other teachers who teach students in any of grades K-12

### Staff to exclude in your TLF

- Prekindergarten teachers who teach ONLY prekindergarten students
- Adult Education and Postsecondary Teachers
- Short-term Substitute Teachers
- Student Teachers
- Day Care Aides
- Teacher Aides
- Librarians who teach ONLY library skills or how to use the library

## TLF Page: File Upload




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

## TEACHER LISTING FORM (TLF) INSTRUCTIONS

Return to Previous Page

### Required Information to complete your TLF:

1. **Teacher's Name:** List all of the full-time and part-time teachers who teach AT THIS SCHOOL.
2. **Teacher's E-mail Address:** Enter each teacher's school e-mail address.
3. **Teaching Status at This School:** Enter the teaching status of each teacher at this school.
   - **Full-time**
   - **Part-time**

   Include as part-time:

   - Itinerant teachers who teach part-time in this school, regardless of other positions held in this or other districts.
   - Teachers who perform other functions in this school in addition to part-time teaching. For example, a teaching guidance counselor should be counted as a part-time teacher.
4. **Subject Matter Taught:** Enter the subject in which the teacher teaches the most classes. The subject categories are:

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

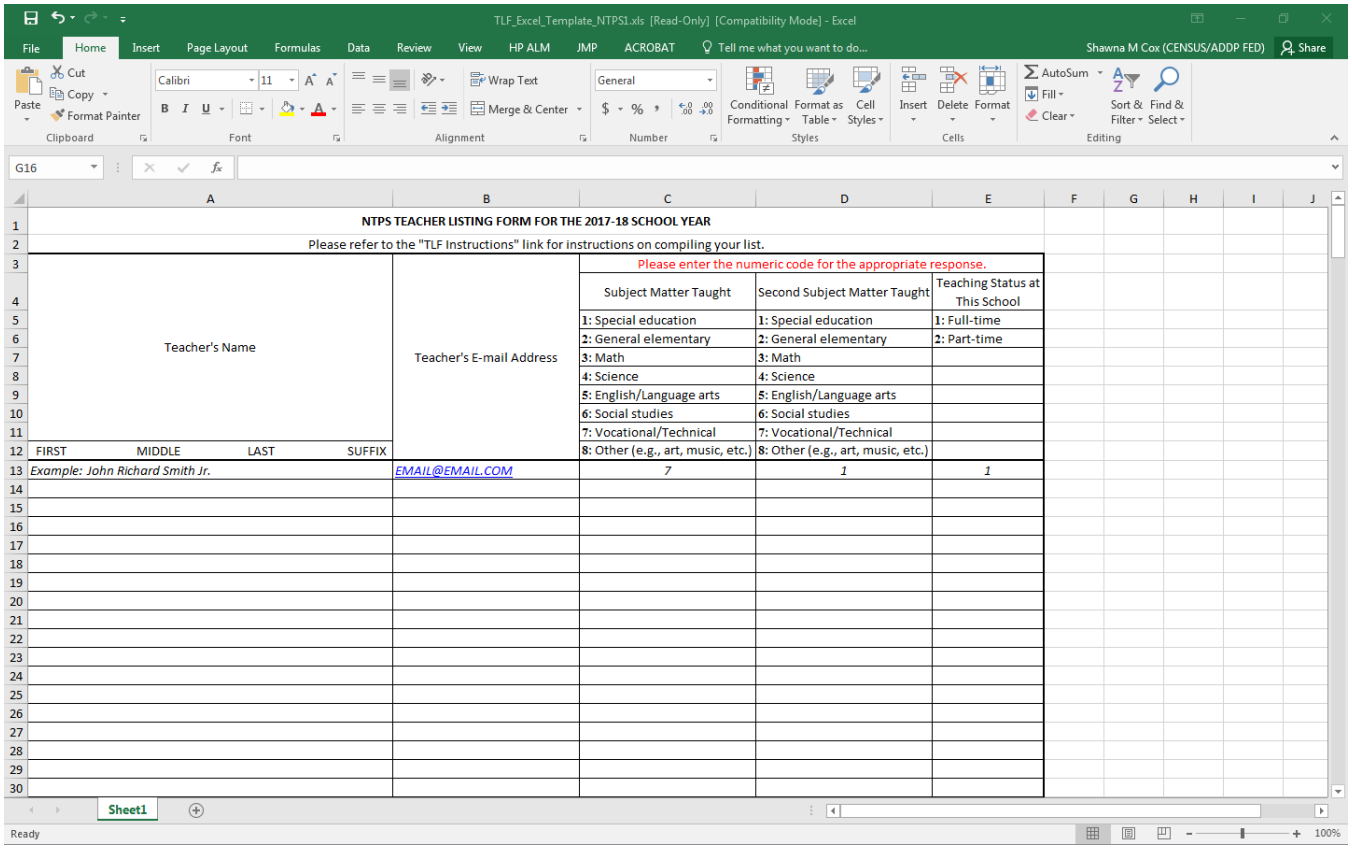
### Staff to include in your TLF:

- Regular Classroom Teachers
- Special Education Teachers
- General Education Teachers
- Career, Technical, or Vocational Education Teachers
- Teaching principals, teaching guidance counselors, teaching librarians, teaching school nurses
- Teachers of Ungraded Students
- Itinerant, Co-op, Traveling, and Satellite Teachers
- Current Long-Term Substitute Teachers
- Other teachers who teach students in any of grades K-12

### Staff to exclude in your TLF

- Prekindergarten teachers who teach ONLY prekindergarten students
- Adult Education and Postsecondary Teachers
- Short-term Substitute Teachers
- Student Teachers
- Day Care Aides
- Teacher Aides
- Librarians who teach ONLY library skills or how to use the library

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



TLF_Excel_Template_NTPS1.xls [Read-Only] [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 | | | | | |
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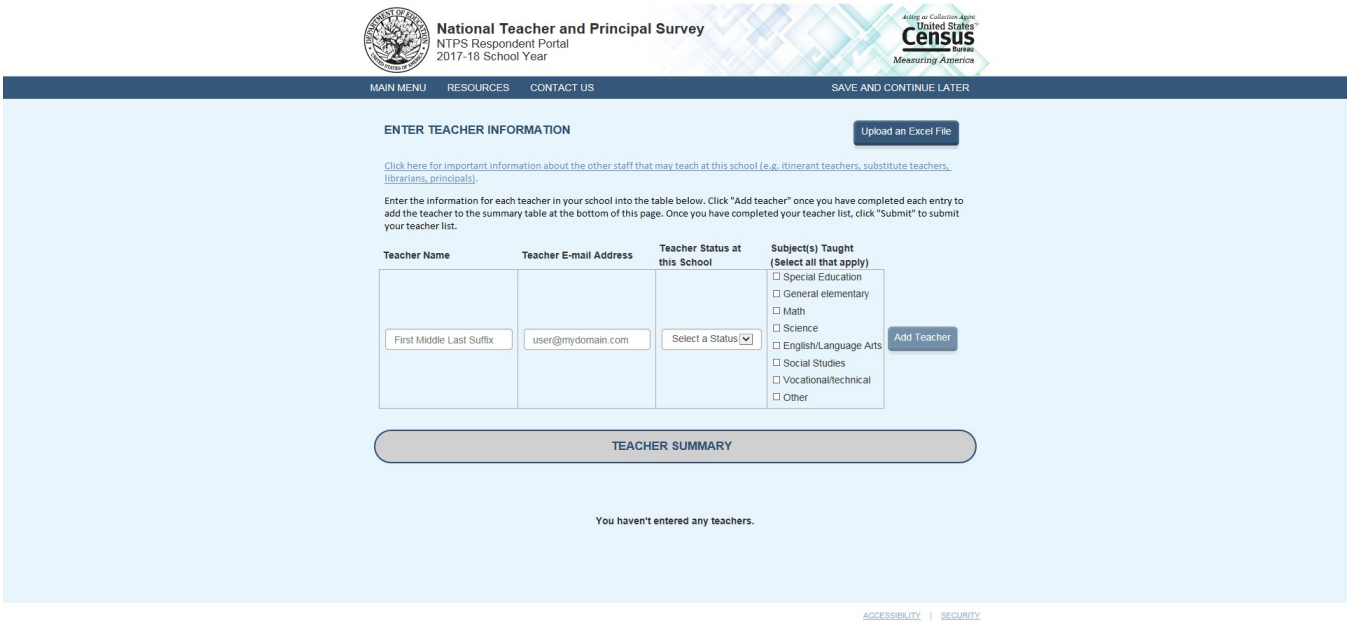
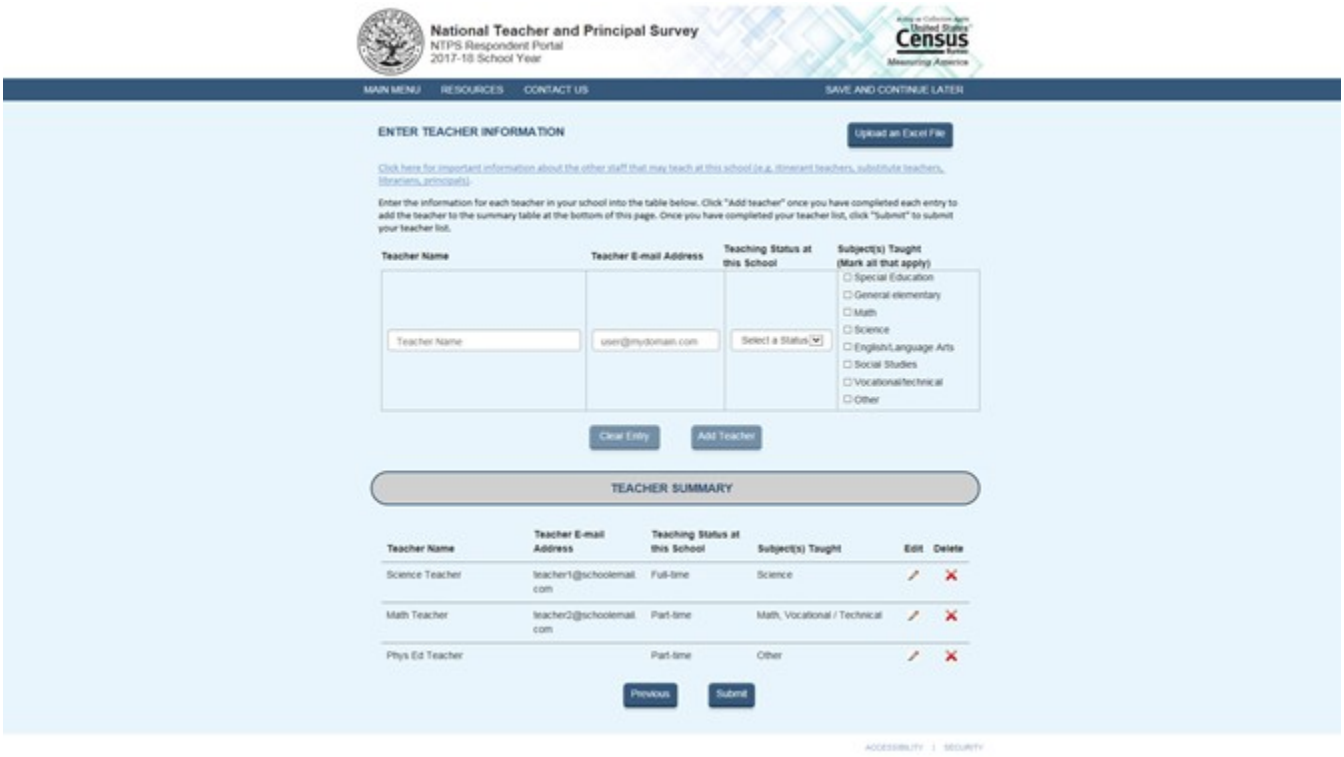
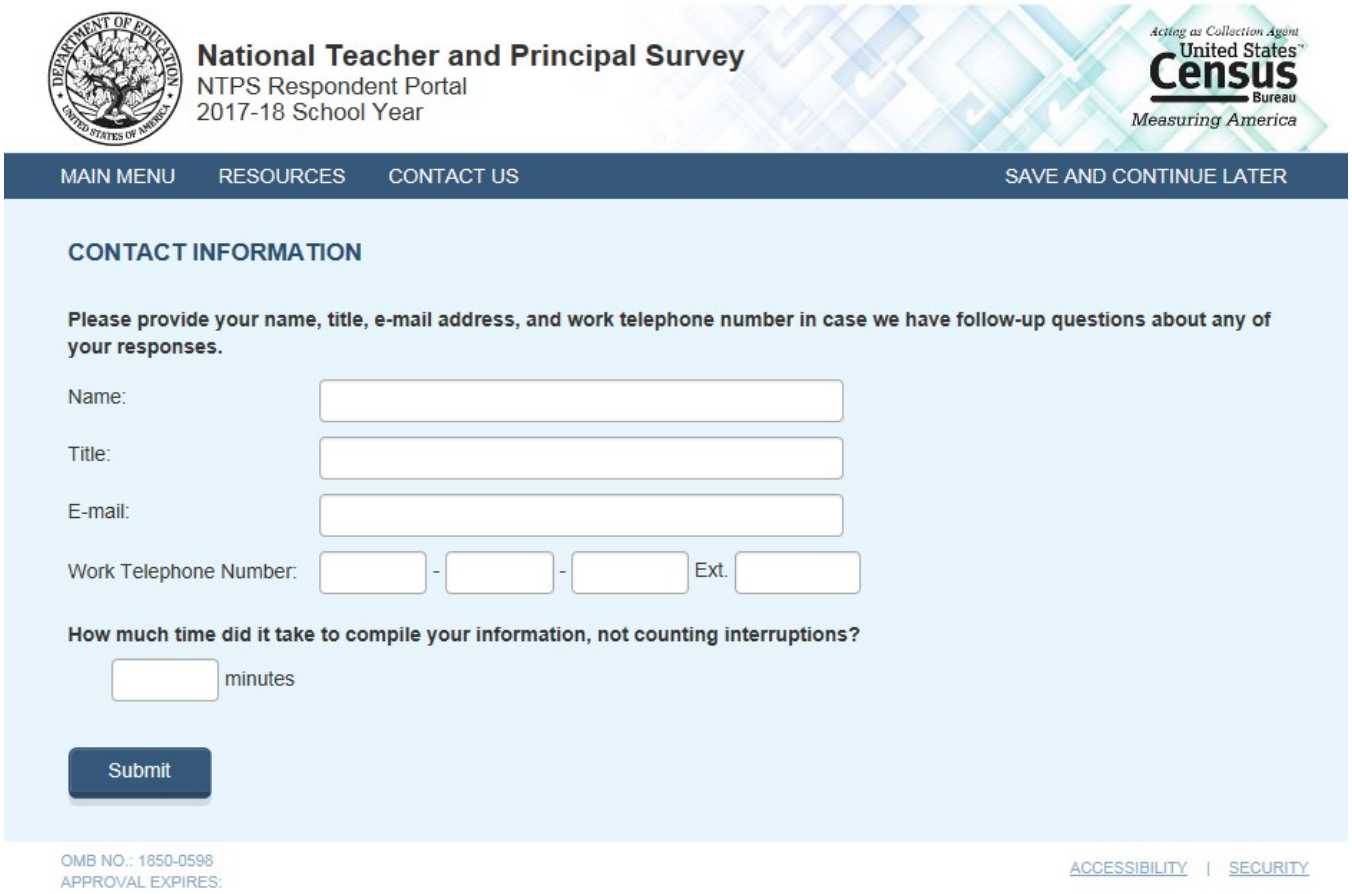
# TLF Page: Data Entry



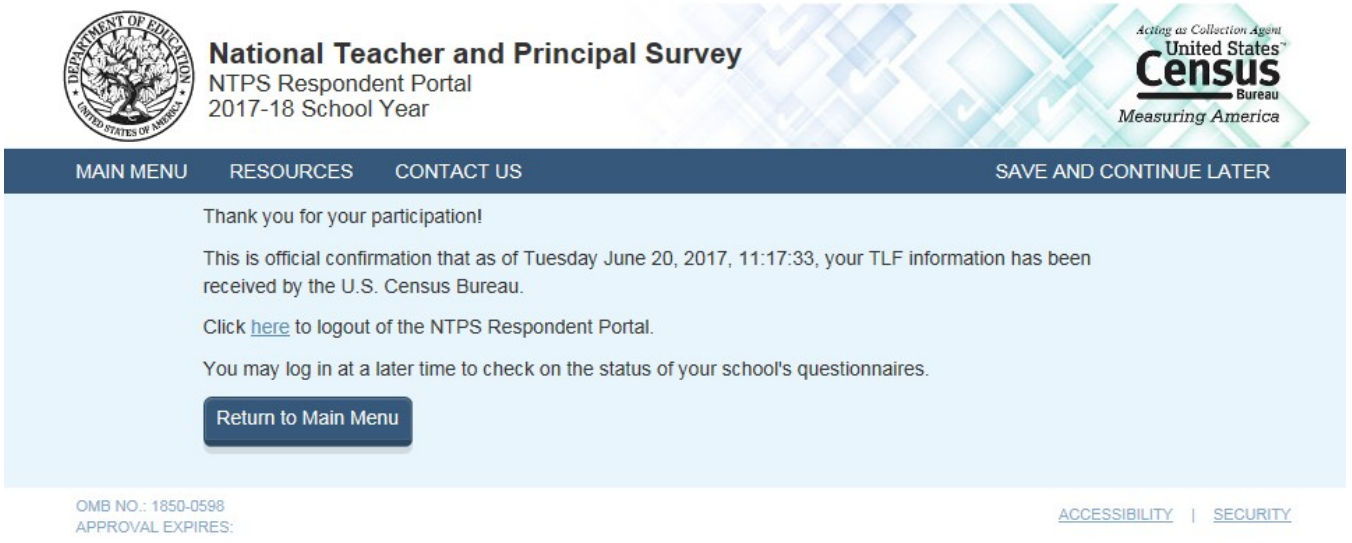

As teachers are added, a table containing teacher information is built at the bottom of the screen:



## 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.