

# **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



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



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

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

User ID:

Login

If you have questions

E-mail us: [ntps@census.gov](mailto: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](mailto: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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**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:

Response:

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## Item: Recovery



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Please provide the answer to the following security question to reset your PIN for the NTPS Respondent Portal.

What color was your first car?

Response:

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

Submit

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## Item: New PIN



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Your new PIN is:  
PIN: **7879**

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

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

You can use the NTPS Respondent Portal to:

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

#### Complete Screener Survey

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

[Go to Screener >>](#)

#### Teacher Listing Form (TLF)

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

[Go to TLF >>](#)

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

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# Item: Resources



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### RESOURCES

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#### Encourage Participation

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

[Go to Encourage Participation >>](#)

#### Spotlight on Data

Access interesting facts and figures from previous surveys.

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

#### Frequently Asked Questions

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

[Go to FAQs >>](#)

#### Endorsers

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

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# Item: Encourage Participation



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## ENCOURAGE PARTICIPATION

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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



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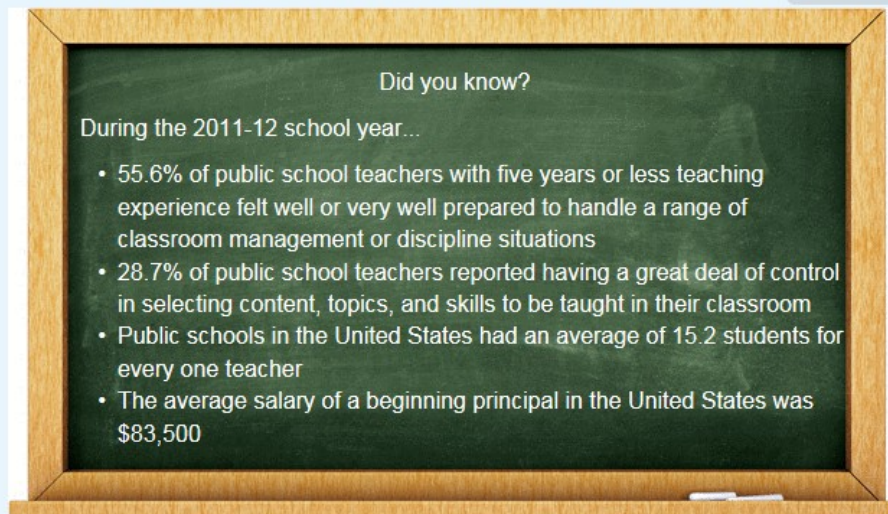
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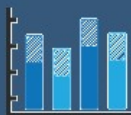
## SPOTLIGHT ON DATA

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

The National Teacher and Principal Survey and its precursor, the Schools and Staffing Survey, provide the answers to important education questions from the perspectives of Principals and Teachers. Answers to commonly asked questions like those found here help school districts and policymakers at the state, federal, and local levels set education policy and improve teacher and principal working conditions. Click the chart icons below to learn more about each of the following commonly asked questions:



How well prepared and supported are new teachers?



Have teacher's views on their autonomy in the classroom changed over time?



What is the average salary of a beginning Principal?



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



## HOW WELL PREPARED AND SUPPORTED ARE NEW TEACHERS?

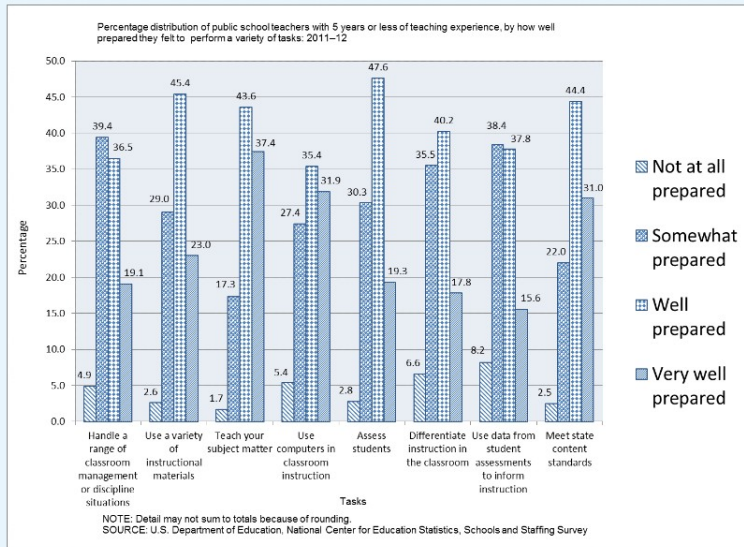


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## Table View:



## HOW WELL PREPARED AND SUPPORTED ARE NEW TEACHERS?

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

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

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

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

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



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

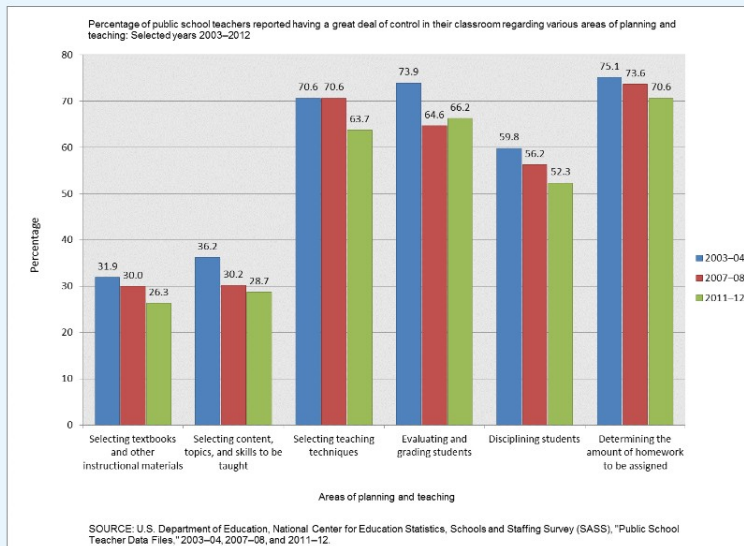


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## Table View:



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

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

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

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

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

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



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

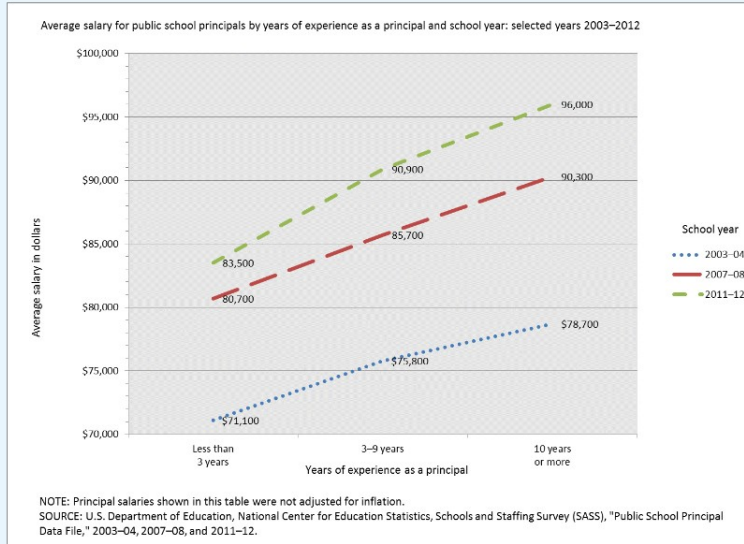


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#### WHAT IS THE AVERAGE SALARY OF A BEGINNING PRINCIPAL?

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

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

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

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

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# Item: FAQs



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### FREQUENTLY ASKED QUESTIONS

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

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

#### WHAT IS THE PURPOSE OF THE NTPS?

The purpose of the NTPS is to provide policymakers and researchers with relevant and timely data on the characteristics and conditions of America's public schools and the professionals who work in them. The data collected permit detailed analyses of the characteristics of schools, principals, teachers, and students. The data also link the NTPS components, which enables researchers to examine the relationships among these elements of the education system. For example, researchers can study teacher attrition using information not only provided by teachers, but also from their principals.

The NTPS has been designed with input from state and local education agencies, school administrators, teachers, education policymakers, and researchers through the numerous organizations representing these various data providers and data users. For more information about the NTPS, please visit our website at <http://nces.ed.gov/surveys/ntps>.

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#### HOW ARE THE NTPS DATA USED?

The data from the NTPS are used by Congress, the U.S. Department of Education, state education agencies, public school districts, and education research organizations to:

- Evaluate the effects of school workplace conditions, salaries, and training opportunities on the educational workforce;
- Assess school staffing practices and personnel policies;
- Aid in the Department of Education's program planning in the areas of teaching shortage incentives, teaching policies, and teacher education.

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#### WHY IS MY SCHOOL'S PARTICIPATION IMPORTANT?

The survey is a primary source of information about what is happening in K-12 schools across the United States. Only a small percentage of schools are selected to participate; therefore, your school is important for the success of the survey.

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

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

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

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

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#### 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.

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

Please contact the U.S. Census Bureau at 1-888-595-1338 if you have any questions about the survey. Someone will be available to take your call Monday through Friday, between 8:00 a.m. and 8:00 p.m. (Eastern Time). At any other time, please leave a message and someone will return your call as soon as possible.

The U.S. Census Bureau is also available to answer your questions via e-mail at [ntps@census.gov](mailto:ntps@census.gov).

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# Item: Endorsers



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### THIS SURVEY HAS BEEN ENDORSED BY:

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

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# Item: Request Questionnaire



### Confirm

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

Submit Request   Cancel Request

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

#### Complete Screener Interview

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

Get Started>>

#### Teacher Listing Form

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

Get Started>>

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

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## Item: Accessibility



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### Accessibility

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

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

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

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

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## Item: Security



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### DATA ARE ENCRYPTED AT ALL TIMES

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

### THIRD PARTY IDENTITY PROOFING

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

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## Item: Contact Us



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E-mail us: [ntps@census.gov](mailto:ntps@census.gov)

Call us: 1-888-595-1338

Someone will be available to take your call Monday through Friday, between 8:00 a.m. and 8:00 p.m. (Eastern Time).

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# NTPS Respondent Portal – Screener Survey

## Screener Interview Page 1: Verify Name and Physical Address

All respondents receive this screen.



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

School Name:

Principal Name:

Address 1:

Address 2:

City:

State:

Zip Code:

Is this address also the MAILING address?

Yes

No

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

### Skip pattern:

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



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

Mailing Address 1:

Mailing Address 2:

Mailing City:

Mailing State:

Mailing Zip Code:

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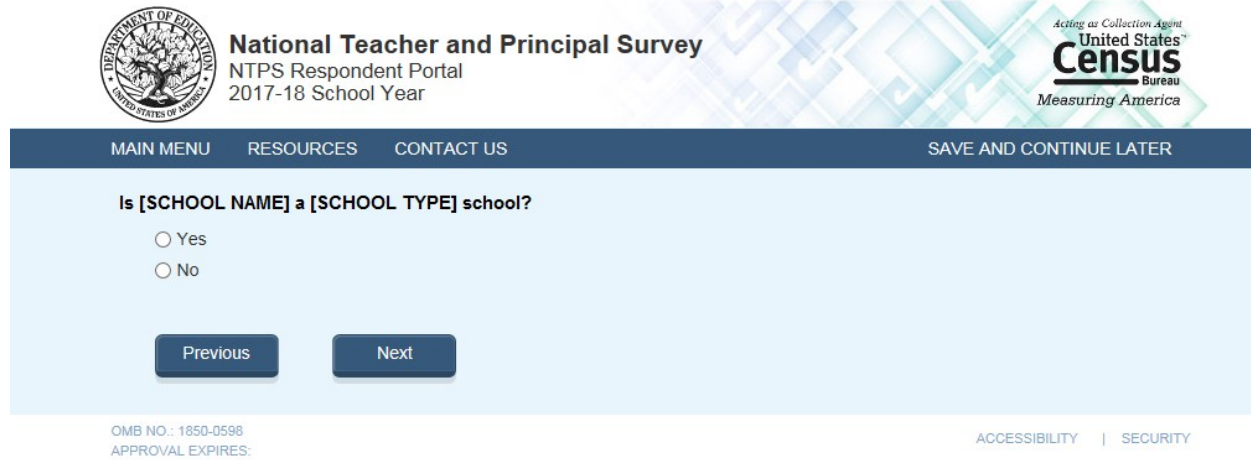
Note: Address fields are pre-filled with the sampled school's information.

### Skip pattern:

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

## Screener Interview Page 3: Verify School Type

All respondents receive this screen.

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Is [SCHOOL NAME] a [SCHOOL TYPE] school?

Yes  
 No

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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.

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What type of school is [SCHOOL NAME] ?

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

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

### Skip pattern:

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

- “Public School, Bureau of Indian Education School, or Web Based or Virtual School”, then (s)he is directed to Screener Interview Page 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.



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

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

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

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### Skip pattern:

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

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

Yes  
 No

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

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

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

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

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

Yes  
 No

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

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

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

### Skip pattern:

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

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

Yes

No, day care only

No, school is only Pre-K

No, school is only Kindergarten

No, school is Pre-K and Kindergarten

No, school is post secondary or adult education

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### Skip pattern:

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

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Are there any other grades offered at this school?

Yes  
 No

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

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Are there any other grades offered at this school?

Yes  
 No

Select One

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### 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.



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

Yes

No

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### Skip pattern:

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



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

School Name and Phone Number

Address

Grade Range

Name:

Street Address:

Low Grade:

Phone Number:

 -  - 

City:

State:

High Grade:

Zip Code:

 - 

Add School

Previous

Submit

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

### Skip pattern:

If the respondent chooses “Submit”, then (s)he is directed to Screener Interview Page 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.



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Data collection for the National Teacher and Principal Survey (NTPS) will begin later this summer. At that time, your school will receive the necessary material to complete three related surveys - a Principal Questionnaire, a School Questionnaire, and a Teacher Listing Form.

A "survey coordinator" is a school staff member who can easily maintain contact with survey respondents in your school. Please designate a survey coordinator by providing his or her contact information in the fields below.

If you would prefer to act as survey coordinator rather than designate a staff member, please provide your information below.

Name:

Title:

E-mail:

Work Telephone Number:  -  -  Ext.

#### What are the best times of day to reach the survey coordinator?

Select all that apply.

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

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

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

#### Skip pattern:

Respondent is directed to Screener Interview Page 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.



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

[Exit](#)

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## Screener Interview Page 13: End of Screener Interview

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



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Thank you for completing the Screener Survey!

Exit

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# NTPS Respondent Portal – Teacher Listing Form (TLF)

## TLF Page: TLF Teacher Compare



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

Below are the basic rules about which staff to include and exclude as teachers.

**INCLUDE** these teachers:

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

**DO NOT INCLUDE** these teachers:

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

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

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

Is this information accurate?

- Yes  
 No

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

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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



## National Teacher and Principal Survey

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**Provide the following information for each teacher in your school:**

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

[Click here for detailed instructions](#)

### Option 1: File Upload

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

[Continue to File Upload >>](#)

OR

### Option 2: Data Entry

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

[Continue to Data Entry >>](#)

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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



## National Teacher and Principal Survey

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### COMPLETE YOUR TLF USING AN EXCEL TEMPLATE

Enter your data into a table

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

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

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

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

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

#### Select File to Upload

Upload file

No files have been uploaded.

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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



# TLF Page: Data Entry

## ENTER TEACHER INFORMATION

Upload an Excel File

[Click here for important information about the other staff that may teach at this school \(e.g. itinerant teachers, substitute teachers, librarians, principals\).](#)

Enter the information for each teacher in your school into the table below. Click "Add teacher" once you have completed each entry to add the teacher to the summary table at the bottom of this page. Once you have completed your teacher list, click "Submit" to submit your teacher list.

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

## TEACHER SUMMARY

You haven't entered any teachers.

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

## ENTER TEACHER INFORMATION

Upload an Excel File

[Click here for important information about the other staff that may teach at this school \(e.g. itinerant teachers, substitute teachers, librarians, principals\).](#)

Enter the information for each teacher in your school into the table below. Click "Add teacher" once you have completed each entry to add the teacher to the summary table at the bottom of this page. Once you have completed your teacher list, click "Submit" to submit your teacher list.

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

## TEACHER SUMMARY

Teacher Name	Teacher E-mail Address	Teaching Status at this School	Subject(s) Taught	Edit	Delete
Science Teacher	teacher1@schoolmail.com	Full-time	Science	<input type="button" value="✎"/>	<input type="button" value="✖"/>
Math Teacher	teacher2@schoolmail.com	Part-time	Math, Vocational / Technical	<input type="button" value="✎"/>	<input type="button" value="✖"/>
Phys Ed Teacher		Part-time	Other	<input type="button" value="✎"/>	<input type="button" value="✖"/>

## TLF Page: TLF Contact



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#### CONTACT INFORMATION

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

Name:

Title:

E-mail:

Work Telephone Number:  -  -  Ext.

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

minutes

[Submit](#)

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## TLF Page: Thank You



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

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Thank you for your participation!

This is official confirmation that as of Tuesday June 20, 2017, 11:17:33, your TLF information has been received by the U.S. Census Bureau.

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

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

[Return to Main Menu](#)

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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.