

# **2020-21 National Teacher and Principal Survey (NTPS 2020-21)**

## **Volume II: Protocols and Materials**

**Testing Questions on the Teacher Questionnaire on Sexual Orientation and  
Gender Identity (SOGI), and Branding Changes**

**OMB# 1850-0803 v.277**

**National Center for Education Statistics (NCES)**

**U.S. Department of Education**

**October 2020**

**Exhibit 1. List of Teacher Contact Materials for NTPS 2020-21**  
 (Items with blue highlighting to be used in the SOGI/IES Branding Experiment)

<b>Requested Paper Questionnaire</b>		
<p>Requested Questionnaire – School-level questionnaire//Teacher Questionnaire</p>	<p>NTPS-10//20L</p>	<p>These letters accompany paper questionnaires requested using the NTPS Respondent Portal or during telephone reminder or follow-up operations.</p> <p>Two versions:</p> <p>NTPS-10L – Sent to the survey coordinator or school principal with requested Teacher Listing Form, Principal Questionnaire, and/or School Questionnaire.</p> <p>NTPS-20L – Sent to the sampled teacher with requested Teacher Questionnaire.</p>
<b>Initial Teacher Mailout</b>		
<p>Initial Teacher Mailout Letter to Survey Coordinator</p>	<p>NTPS-21.1//2//3LC</p>	<p>This letter asks coordinator to distribute Teacher Questionnaire invitations and remind teachers to complete the survey. Sampled teachers' name(s) are printed on the back of the letter. The letter also includes the login info (URL &amp; User ID) for the Respondent Portal.</p> <p>Three versions:</p> <p>NTPS-21.1LC – Coordinators in schools with monetary teacher incentives or no teacher incentives.</p> <p>NTPS-21.2LC – Coordinators in schools with nonmonetary teacher incentives without a coordinator incentive (1T; p. 38 of Part B).</p> <p>NTPS-21.3LC – Coordinators in schools with nonmonetary teacher incentives and a nonmonetary coordinator incentive (1T; p. 38 of Part B).</p>
<p>Initial Teacher Mailout E-mail to Survey Coordinator</p>	<p>NTPS-21EC</p>	<p>This e-mail alerts coordinator that we mailed them a package of TQ materials. Asks them to distribute the envelopes and remind teachers to complete the survey. The e-mail also includes login info (URL &amp; User ID) for the Respondent Portal.</p>

<p>Initial Teacher Letter with Login for Teacher Questionnaire</p>	<p>NTPS-21.1//2LE(M//NM)</p>	<p>This letter introduces the NTPS and asks the teacher to complete the Teacher Questionnaire online using the URL and User ID provided. The wide range of versions is due to one of the methodological tests (1T), as seen on p. 38 of Part B.</p> <p>Eight versions:</p> <p>NTPS-21.1L – Letter for teachers for whom we do not have a valid e-mail address and who are not eligible to receive a teacher incentive.</p> <p>NTPS-21.2L – Pressure sealed mailer for teachers for whom we do not have a valid e-mail address and who are not eligible to receive a teacher incentive.</p> <p>NTPS-21L(M) – Teachers for whom we do not have a valid e-mail address and who are in the monetary teacher incentive treatment group.</p> <p>NTPS-21L(NM) – Teachers for whom we do not have a valid e-mail address and who are in the non-monetary teacher incentive treatment group.</p> <p>NTPS-21.1LE – Letter for teachers for whom we have a valid e-mail address and who are not eligible to receive a teacher incentive.</p> <p>NTPS-21.2LE – Pressure sealed mailer for teachers for whom we have a valid e-mail address and who are not eligible to receive a teacher incentive.</p> <p>NTPS-21LE(M) – Teachers for whom we have a valid e-mail address and who are in the monetary teacher incentive treatment group.</p> <p>NTPS-21LE(NM) – Teachers for whom we have a valid e-mail address and who are in the non-monetary teacher incentive treatment group.</p>
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<p>Initial Teacher E-mail with Login for Teacher Questionnaire</p>	<p>NTPS-21E (M//NMC)</p>	<p>This e-mail introduces the NTPS and asks teacher to complete the Teacher Questionnaire online using the URL and User ID provided. The wide range of versions is due to one of the methodological tests (1T), as seen on p. 38 of Part B.</p> <p>Five versions:</p> <p>NTPS-21E – Teachers who are not eligible to receive a teacher incentive, regardless of whether there is a survey coordinator.</p> <p>NTPS-21E(M) – Teachers in the monetary teacher incentive treatment group in schools without a survey coordinator.</p> <p>NTPS-21E(NM) – Teachers in the non-monetary teacher incentive treatment group in schools without a survey coordinator.</p> <p>NTPS-21E(MC) – Teachers in the monetary teacher incentive treatment group in schools with a survey coordinator.</p> <p>NTPS-21E(NMC) – Teachers in the non-monetary teacher incentive treatment group in schools with a survey coordinator.</p>
<p>Initial Teacher Letter for Amish and Mennonite Teachers</p>	<p>NTPS-21L(A)</p>	<p>This letter introduces the NTPS and asks teacher to complete and return the paper Teacher Questionnaire.</p>
<p><b>Second Teacher Mailout</b></p>		
<p>Second Teacher Mailout Letter to Survey Coordinator</p>	<p>NTPS-22LC</p>	<p>This letter asks the survey coordinator to distribute replacement teacher invitations and ask teachers to complete their survey as soon as possible. The letter also includes login info (URL &amp; User ID) for the Respondent Portal.</p>
<p>Second Teacher Mailout E-mail to Survey Coordinator</p>	<p>NTPS-22EC</p>	<p>This e-mail alerts the coordinator that we mailed them a second package of TQ materials asking them to distribute the envelopes and remind teachers to complete the survey. The e-mail also includes login info (URL &amp; User ID) for the Respondent Portal.</p>

<p>Second Teacher Mailout Letter</p>	<p>NTPS-22.1//2LE</p>	<p>This letter or pressure-sealed mailer reminds the teacher to complete the Teacher Questionnaire online using the URL and User ID provided.</p> <p>Four versions:</p> <p>NTPS-22.1L - Letter for teachers for whom we do not have a valid e-mail address.</p> <p>NTPS-22.1LE - Letter for teachers for whom we have a valid e-mail address.</p> <p>NTPS-22.2L - Pressure-sealed mailer for teachers for whom we do not have a valid e-mail address(2T, as seen on p. 40 of Part B).</p> <p>NTPS-22.2LE - Pressure-sealed mailer for teachers for whom we have a valid e-mail address (2T, as seen on p. 40 of Part B).</p>
<p>Second Teacher E-mail</p>	<p>NTPS-22E</p>	<p>This e-mail reminds the teacher to complete the Teacher Questionnaire online using the URL and User ID provided.</p>
<p>Second Teacher Letter for Amish and Mennonite Teachers</p>	<p>NTPS-22L(A)</p>	<p>This letter reminds the teacher to complete and return the paper Teacher Questionnaire.</p>
<p><b>Third Teacher Mailout</b></p>		
<p>Third Teacher Mailout Letter</p>	<p>NTPS-23L(1//2)</p>	<p>This letter reminds the teacher to complete the Teacher Questionnaire. The package includes a paper Teacher Questionnaire and return envelope.</p> <p>Two versions:</p> <p>NTPS-23L(1) - Public school teachers.</p> <p>NTPS-23L(2) - Private school teachers.</p>
<p>Third Teacher Mailout E-mail</p>	<p>NTPS-23E(1//2)</p>	<p>This e-mail reminds the teacher to complete the Teacher Questionnaire, either online or by completing the paper questionnaire that was mailed to them. The e-mail contains tailored text.</p> <p>Two versions:</p> <p>NTPS-23E(1) - Public school teachers</p> <p>NTPS-23E(2) - Private school teachers</p>
<p>Third Teacher Mailout Letter to Teachers who Partially Completed Questionnaire</p>	<p>NTPS-23L</p>	<p>This letter reminds teachers who partially completed their questionnaire online to finish the survey. The letter provides their login information and is sent with a paper</p>

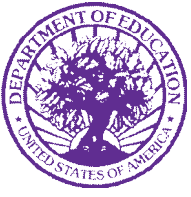
		questionnaire and a return envelope in case they'd prefer to switch modes.
Third Teacher Mailout E-mail to Teachers who Partially Completed Questionnaire	NTPS-23E	This e-mail reminds teachers who partially completed their questionnaire online to finish the survey.
Third Teacher Mailout Letter for Amish and Mennonite Teachers	NTPS-23L(A)	This letter reminds the teacher to complete and return the paper Teacher Questionnaire. A replacement questionnaire and return envelope are included in the package.
<b>Fourth Teacher Mailout</b>		
Fourth Teacher Mailout Letter	NTPS-24L(M//NM)	<p>This letter reminds the teacher to complete the paper Teacher Questionnaire. Details of the contingency plan can be seen on p. 24 of Part B.</p> <p>Three versions:</p> <p>NTPS-24L – Teachers not eligible for the contingency plan incentive.</p> <p>NTPS-24L(M) – Teachers in the monetary contingency plan incentive group.</p> <p>NTPS-24L(NM) – Teachers in the non-monetary contingency plan incentive group.</p>
Fourth Teacher Mailout E-mail	NTPS-24E(M//NM)	<p>This e-mail prompts teacher to complete paper TQ or respond online. Details of the contingency plan can be seen on p. 24 of Part B.</p> <p>Three versions:</p> <p>NTPS-24E – Teachers not eligible for the contingency plan incentive.</p> <p>NTPS-24E(M) – Teachers in the monetary contingency plan incentive group.</p> <p>NTPS-24E(NM) – Teachers in the non-monetary contingency plan incentive group.</p>
Fourth Teacher Letter for Amish and Mennonite Teachers	NTPS-24L(A)	This letter reminds the teacher to complete and return paper Teacher Questionnaire. A replacement questionnaire and return envelope are included in the package.
Teacher Thank You Letter (Contingency Plan)	NTPS-26L(M//NM)	This letter thanks the teacher for participating in NTPS. It is sent with the monetary or non-monetary incentive to responding teachers in schools with non-responding teachers who are receiving the contingency plan incentive. Details of the contingency plan can be seen on p. 24 of Part B.

		<p>Two versions:</p> <p>NTPS-26L(M) – Teachers in the monetary contingency plan incentive group.</p> <p>NTPS-26L(NM) – Teachers in the non-monetary contingency plan incentive group.</p>
Teacher Thank You E-mail (Contingency Plan)	NTPS-26E(M//NM)	<p>This e-mail thanks the teacher for participating in NTPS and alerts them that we mailed a thank you letter with an incentive. Details of the contingency plan can be seen on p. 24 of Part B.</p> <p>Two versions:</p> <p>NTPS-26E(M) – Teachers in the monetary contingency plan incentive group.</p> <p>NTPS-26E(NM) – Teachers in the non-monetary contingency plan incentive group.</p>
<b>Final Teacher E-mail</b>		
Final Teacher Reminder E-mail	NTPS-25E	This e-mail reminds the teacher to complete their Teacher Questionnaire.
<b>Cash Flyer Insert</b>		
Cash Flyer Insert for the Initial and Fourth Teacher Mailouts	NTPS-CF	The monetary incentive will be affixed to this insert, which thanks the respondent for their help with the survey. This insert will be included in the initial teacher mailout for teachers in the monetary incentive treatment group. It will also be included in the fourth teacher mailout for teachers eligible for a monetary contingency incentive.
<b>Field Follow-up</b>		
Field Follow-up School Letter (For Field Representatives) - Phase 1	NTPS-31L	This letter is available for the Field Representatives to use as a cover letter when dropping off school-level questionnaires during phase 1.
Field Follow-up School Letter (For Field Representatives) - Phase 2	NTPS-32L	This letter is available for the Field Representatives to use as a cover letter when dropping off school-level and teacher questionnaires during phase 2.
Field Follow-up Teacher Letter (For Field Representatives - Phases 2 and 3)	NTPS-33L	This letter is available for Field Representatives to use as a cover letter to include for the teacher when dropping off the Teacher Questionnaire.
Letter of Better Understanding - Principal/Teacher (For Regional Office use)	NTPS-34LP//T	<p>This letter is available for Regional Office staff to personalize to send to respondents who request additional information.</p> <p>Two versions:</p>

		NTPS-34LP: Principal letter. NTPS-34LT: Teacher letter.
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**Exhibit 2. Initial Teacher Mailout Letter - NCES/ED**



U.S. DEPARTMENT OF EDUCATION  
INSTITUTE OF EDUCATION SCIENCES  
NATIONAL CENTER FOR EDUCATION STATISTICS

<Teacher Name>  
<School Name>  
<School Street Address>  
<School City, State, ZIP Code>

[DATE]

Dear <Teacher Name>,

The National Center for Education Statistics and the U.S. Census Bureau are dedicated to providing policymakers and researchers with the most comprehensive data available on our country's schools and teachers. To accomplish this, **we need your help**. You've been selected to complete the 2020–21 National Teacher and Principal Survey (NTPS) Teacher Questionnaire for your school. **This is your opportunity to tell policymakers about your experiences and express your opinions as a teacher in your school.**

We know the pressures of COVID-19 have placed additional strain on schools and teachers, and we understand that you may be facing challenges in adjusting your instruction to deliver meaningful learning experiences to students. We would not add to this if the NTPS were not a critical source of information for a number of policy issues, including the response to pandemics. As such, we have added questions to address how COVID-19 impacted your teaching during the beginning of the pandemic. The success of this national survey depends on your participation. Only a small percentage of schools and teachers are selected to participate, so your voice will also represent the voices of your colleagues. We cannot substitute another teacher for you.

**Please respond by <date> at <https://respond.census.gov/ntpstq>  
Log in using this User ID: <USER\_ID>**

**Your responses to the survey questions will not be shared with your school administration.** In a few days we will send an email to: <TEACHER E-MAIL> to remind you to complete this survey.

The Department of Education, state and local education agencies, and researchers use the NTPS data to understand the professional background, teaching field, workload, and working conditions of teachers in the United States. In addition, the reports produced allow **you** to compare your experiences as a teacher, including your salary, workload, and opportunities for professional development, with other teachers nationally and in your state.

Thank you in advance for responding to this important survey.

Sincerely,

James L. Woodworth, Ph.D.  
Commissioner  
National Center for Education Statistics (NCES)

NCES 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). Reports of the findings from the survey will not identify participating districts, schools, or staff. Individual responses will be combined with those from other participants to produce summary statistics and reports.

U.S. Department of Education

## Frequently Asked Questions

### **Why is my participation important?**

This survey is a primary source of information about what is happening in K-12 schools across the United States from the perspective of administrators and teachers. Only a small percentage of teachers are selected to participate; therefore, your participation is important for the success of this survey.

### **What is the purpose of the NTPS?**

The purpose of the National Teacher and Principal Survey (NTPS) is to provide policymakers and researchers with relevant and timely data on the characteristics and conditions of America's public, charter, and private K-12 schools and the professionals who work in them.

The NTPS has been designed with input from state and local education agencies, school administrators, teachers, education policy makers, 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>.

### **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:

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

### **How long does it take to complete the NTPS Teacher Questionnaire?**

The Teacher Questionnaire will take approximately 40 minutes to complete. If necessary, you may save your responses and return to the survey later.

### **Will my data remain confidential?**

Yes, both the U.S. Department of Education and the U.S. Census Bureau follow strict procedures to protect the confidentiality of study participants. Your responses to the survey questions will not be shared with your school administration. 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). Participation is voluntary, but responses are necessary to make the results of this study accurate and timely.

### **Who authorizes this survey?**

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). The U.S. Census Bureau will administer this survey on behalf of the NCES. The Office of Management and Budget (OMB) approved this survey. The OMB control number is 1850-0803 and the approval expiration date is XX/XX/XXXX.

### **Who can answer general questions regarding this survey?**

The U.S. Census Bureau can answer any questions you have about the survey. Staff can be reached by phone at 1-888-595-1338, 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).

### Exhibit 3. Initial Teacher Mailout Letter - IES/ED

Changes made to the originally approved text to make this appropriate for use in the branding experiment are highlighted in green.

<Teacher Name>  
<School Name>  
<School Street Address>  
<School City, State, ZIP Code>

[DATE]

Dear <Teacher Name>,

The National Center for Education Statistics **in the Institute of Education Sciences**, and the U.S. Census Bureau, are dedicated to providing policymakers and researchers with the most comprehensive data available on our country's schools and teachers. To accomplish this, **we need your help**. You've been selected to complete the 2020–21 National Teacher and Principal Survey (NTPS) Teacher Questionnaire for your school. **This is your opportunity to tell policymakers about your experiences and express your opinions as a teacher in your school.**

We know the pressures of COVID-19 have placed additional strain on schools and teachers, and we understand that you may be facing challenges in adjusting your instruction to deliver meaningful learning experiences to students. We would not add to this if the NTPS were not a critical source of information for a number of policy issues, including the response to pandemics. As such, we have added questions to address how COVID-19 impacted your teaching during the beginning of the pandemic. The success of this national survey depends on your participation. Only a small percentage of schools and teachers are selected to participate, so your voice will also represent the voices of your colleagues. We cannot substitute another teacher for you.

**Please respond by <date> at <https://respond.census.gov/ntpstq>**  
**Log in using this User ID: <USER\_ID>**

**Your responses to the survey questions will not be shared with your school administration.** In a few days we will send an email to: <TEACHER E-MAIL> to remind you to complete this survey.

The Department of Education, state and local education agencies, and researchers use the NTPS data to understand the professional background, teaching field, workload, and working conditions of teachers in the United States. In addition, the reports produced allow **you** to compare your experiences as a teacher, including your salary, workload, and opportunities for professional development, with other teachers nationally and in your state.

Thank you in advance for responding to this important survey.

Sincerely,



James L. Woodworth, Ph.D.  
Commissioner  
National Center for Education Statistics (NCES)  
**Institute of Education Sciences (IES)**  
U.S. Department of Education

## Frequently Asked Questions

### **Why is my participation important?**

This survey is a primary source of information about what is happening in K-12 schools across the United States from the perspective of administrators and teachers. Only a small percentage of teachers are selected to participate; therefore, your participation is important for the success of this survey.

### **What is the purpose of the NTPS?**

The purpose of the National Teacher and Principal Survey (NTPS) is to provide policymakers and researchers with relevant and timely data on the characteristics and conditions of America's public, charter, and private K-12 schools and the professionals who work in them.

The NTPS has been designed with input from state and local education agencies, school administrators, teachers, education policy makers, 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>.

### **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:

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

### **How long does it take to complete the NTPS Teacher Questionnaire?**

The Teacher Questionnaire will take approximately 40 minutes to complete. If necessary, you may save your responses and return to the survey later.

### **Will my data remain confidential?**

Yes, both the U.S. Department of Education and the U.S. Census Bureau follow strict procedures to protect the confidentiality of study participants. Your responses to the survey questions will not be shared with your school administration. 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). Participation is voluntary, but responses are necessary to make the results of this study accurate and timely.

### **Who authorizes this survey?**

The National Center for Education Statistics (NCES) **in the Institute of Education Sciences (IES)**, 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). The U.S. Census Bureau will administer this survey on behalf of the NCES. The Office of Management and Budget (OMB) approved this survey. The OMB control number is 1850-0803 and the approval expiration date is XX/XX/XXXX.

### **Who can answer general questions regarding this survey?**

The U.S. Census Bureau can answer any questions you have about the survey. Staff can be reached by phone at 1-888-595-1338, 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).

## Exhibit 4. Initial Teacher Mailout E-mail with NCES Branding

Subject: National Teacher and Principal Survey for the National Center for Education Statistics

Body:

Dear <Teacher Name>,

The National Center for Education Statistics and the U.S. Census Bureau are dedicated to providing policymakers and researchers with the most comprehensive data available on our country's schools and teachers. To accomplish this, **we need your help.**

Last week, we mailed you a letter at your school's address inviting you to participate in the 2020–21 National Teacher and Principal Survey (NTPS) by completing the Teacher Questionnaire.

[Click here to complete the Teacher Questionnaire.](#)

Log in using this User ID: <USER ID>

**This is your opportunity to tell policymakers about your experiences and express your opinions as a teacher in your school.** We are aware of the strain COVID-19 has put on schools and teachers, and we understand that you may be facing challenges in adjusting your instruction to deliver meaningful learning experiences to students. As such, we have added questions to address how COVID-19 impacted your teaching during the beginning of the pandemic. The success of this national survey depends on your participation. Only a small percentage of schools and teachers are selected to participate. We cannot substitute another teacher for you. **Your responses to the survey questions will not be shared with your school administration.**

Thank you in advance for responding to this important survey.

Sincerely,

National Teacher and Principal Survey Team

U.S. Census Bureau, on behalf of the

National Center for Education Statistics (NCES)

1-888-595-1338 | [ntps@census.gov](mailto:ntps@census.gov) | <http://nces.ed.gov/surveys/ntps>

*NCES 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). Reports of the findings from the survey will not identify participating districts, schools, or staff. Individual responses will be combined with those from other participants to produce summary statistics and reports.*

## Exhibit 5. Initial Teacher Mailout E-mail with IES Branding Added

Changes made to the originally approved text to make this appropriate for use in the branding experiment are **highlighted in green**.

Subject: National Teacher and Principal Survey for the National Center for Education Statistics in the Institute of Education Sciences

Body:

Dear <Teacher Name>,

The National Center for Education Statistics **in the Institute of Education Sciences**, and the U.S. Census Bureau, are dedicated to providing policymakers and researchers with the most comprehensive data available on our country's schools and teachers. To accomplish this, **we need your help**.

Last week, we mailed you a letter at your school's address inviting you to participate in the 2020–21 National Teacher and Principal Survey (NTPS) by completing the Teacher Questionnaire.

[Click here to complete the Teacher Questionnaire.](#)

Log in using this User ID: <USER ID>

**This is your opportunity to tell policymakers about your experiences and express your opinions as a teacher in your school.** We are aware of the strain COVID-19 has put on schools and teachers, and we understand that you may be facing challenges in adjusting your instruction to deliver meaningful learning experiences to students. As such, we have added questions to address how COVID-19 impacted your teaching during the beginning of the pandemic. The success of this national survey depends on your participation. Only a small percentage of schools and teachers are selected to participate. We cannot substitute another teacher for you. **Your responses to the survey questions will not be shared with your school administration.**

Thank you in advance for responding to this important survey.

Sincerely,

National Teacher and Principal Survey Team  
U.S. Census Bureau, on behalf of the  
National Center for Education Statistics (NCES)  
**Institute of Education Sciences**

1-888-595-1338 | [ntps@census.gov](mailto:ntps@census.gov) | <http://nces.ed.gov/surveys/ntps>

*NCES 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). Reports of the findings from the survey will not identify participating districts, schools, or staff. Individual responses will be combined with those from other participants to produce summary statistics and reports.*

**Exhibit 6. Full text of all letters used in experiment (as drawn from NTPS 2020-21 Appendix A  
Communication Materials (OMB# 1850-0598 v.35))**

## Requested Questionnaire(s) Letter

NTPS-20L (*Teacher questionnaire*)

<Date>

[<Teacher Name>]

<School Name>

<Mailing Address>

<City, State, ZIP Code>

Dear <Teacher Name>,

We recently invited you to participate in the 2020–21 National Teacher and Principal Survey (NTPS) by completing the Teacher Questionnaire online. We have enclosed a paper Teacher Questionnaire that you requested, or that was requested on your behalf.

Please return your completed questionnaire in the enclosed postage-paid return envelope **as soon as possible**.

If you have any questions about the survey, please contact the U.S. Census Bureau at 1-888-595-1338 or by e-mail at [ntps@census.gov](mailto:ntps@census.gov). For more information about the NTPS and how your responses will inform our understanding of U.S. schools, visit our website at <http://nces.ed.surveys/ntps>.

Thank you again for your participation in this important survey.

Sincerely,

James L. Woodworth, Ph.D.  
Commissioner  
National Center for Education Statistics (NCES)  
U.S. Department of Education

*NCES 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). Reports of the findings from the survey will not identify participating districts, schools, or staff. Individual responses will be combined with those from other participants to produce summary statistics and reports.*

## Initial Teacher Mailout Letter

NTPS-21.1//LE (.1 = letter, sent without an incentive; E = teacher's e-mail address is available) All letter versions (i.e., 21.1L, 21.1LE) include FAQs on the back of the page.

[<Teacher Name>  
<School Name>  
<School Street Address>  
<School City, State, ZIP Code>]

Dear <Teacher Name>,

The National Center for Education Statistics and the U.S. Census Bureau are dedicated to providing policymakers and researchers with the most comprehensive data available on our country's schools and teachers. To accomplish this, **we need your help**. You've been selected to complete the 2020–21 National Teacher and Principal Survey (NTPS) Teacher Questionnaire for your school. **This is your opportunity to tell policymakers about your experiences and express your opinions as a teacher in your school.**

We know the pressures of COVID-19 have placed additional strain on schools and teachers, and we understand that you may be facing challenges in adjusting your instruction to deliver meaningful learning experiences to students. We would not add to this if the NTPS were not a critical source of information for a number of policy issues, including the response to pandemics. As such, we have added questions to address how COVID-19 impacted your teaching during the beginning of the pandemic. The success of this national survey depends on your participation. Only a small percentage of schools and teachers are selected to participate, so your voice will also represent the voices of your colleagues. We cannot substitute another teacher for you.

**Please respond by <date> at <https://respond.census.gov/ntpstq>**  
**Log in using this User ID: <USER\_ID>**

**Your responses to the survey questions will not be shared with your school administration.** [E: In a few days we will send an email to: <TEACHER E-MAIL> to remind you to complete this survey.]

The Department of Education, state and local education agencies, and researchers use the NTPS data to understand the professional background, teaching field, workload, and working conditions of teachers in the United States. In addition, the reports produced allow **you** to compare your experiences as a teacher, including your salary, workload, and attitudes toward teaching, with other [**<teachers nationally and in your state>**//**<private school teachers>**].

Thank you in advance for responding to this important survey.

Sincerely,

James L. Woodworth, Ph.D.  
Commissioner  
National Center for Education Statistics (NCES)  
U.S. Department of Education

*NCES 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). Reports of the findings from the survey will not identify participating districts, schools, or staff. Individual responses will be combined with those from other participants to produce summary statistics and reports.

## Initial Teacher Mailout E-mail

NTPS-21E

Subject: National Teacher and Principal Survey for the National Center for Education Statistics

Body:

Dear <Teacher Name>,

The National Center for Education Statistics and the U.S. Census Bureau are dedicated to providing policymakers and researchers with the most comprehensive data available on our country's schools and teachers. To accomplish this, **we need your help**.

Last week, we mailed you a letter at your school's address inviting you to participate in the 2020–21 National Teacher and Principal Survey (NTPS) by completing the Teacher Questionnaire.

[Click here to complete the Teacher Questionnaire.](#)

Log in using this User ID: <USER ID>

**This is your opportunity to tell policymakers about your experiences and express your opinions as a teacher in your school.** We are aware of the strain COVID-19 has put on schools and teachers, and we understand that you may be facing challenges in adjusting your instruction to deliver meaningful learning experiences to students. As such, we have added questions to address how COVID-19 impacted your teaching during the beginning of the pandemic. The success of this national survey depends on your participation. Only a small percentage of schools and teachers are selected to participate. We cannot substitute another teacher for you. **Your responses to the survey questions will not be shared with your school administration.**

Thank you in advance for responding to this important survey.

Sincerely,

National Teacher and Principal Survey Team

U.S. Census Bureau, on behalf of the

National Center for Education Statistics (NCES)

1-888-595-1338 | [ntps@census.gov](mailto:ntps@census.gov) | <http://nces.ed.gov/surveys/ntps>

*NCES 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). Reports of the findings from the survey will not identify participating districts, schools, or staff. Individual responses will be combined with those from other participants to produce summary statistics and reports.*

## Frequently Asked Questions

### **Why is my participation important?**

This survey is a primary source of information about what is happening in K–12 schools across the United States from the perspective of administrators and teachers. Only a small percentage of teachers are selected to participate; therefore, your participation is important for the success of this survey.

### **What is the purpose of the NTPS?**

The purpose of the National Teacher and Principal Survey (NTPS) is to provide policymakers and researchers with relevant and timely data on the characteristics and conditions of America’s public, charter, and private K–12 schools and the professionals who work in them.

The NTPS has been designed with input from state and local education agencies, school administrators, teachers, education policy makers, 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>.

### **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:

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

### **How long does it take to complete the NTPS Teacher Questionnaire?**

The Teacher Questionnaire will take approximately 40 minutes to complete. If necessary, you may save your responses and return to the survey later.

### **Will my data remain confidential?**

Yes, both the U.S. Department of Education and the U.S. Census Bureau follow strict procedures to protect the confidentiality of study participants. Your responses to the survey questions will not be shared with your school administration. 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). Participation is voluntary, but responses are necessary to make the results of this study accurate and timely.

### **Who authorizes this survey?**

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). The U.S. Census Bureau will administer this survey on behalf of the NCES. The Office of Management and Budget (OMB) approved this survey. The OMB control number is 1850-0598 and the approval expiration date is 03/31/2023.

### **Who can answer general questions regarding this survey?**

The U.S. Census Bureau can answer any questions you have about the survey. Staff can be reached by phone at 1-888-595-1338, 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).



## Second Teacher Mailout Letter

NTPS-22.1LE//(*E = teacher's e-mail address is available*) Printed on a pressure-sealed mailer.

Inside:

<Date>

Dear <Teacher Name>,

We recently sent you an invitation to complete the National Teacher and Principal Survey (NTPS) Teacher Questionnaire online. Your participation is important to obtain an accurate view of the characteristics and opinions of teachers in K-12 schools across the United States. The NTPS and its predecessor, the Schools and Staffing Survey (SASS), have been informing policymakers and researchers on the condition of education since the 1980s. **We need your help to continue to provide relevant and reliable data to Congress, the Department of Education, state and local education agencies, and you!**

If you have recently responded, thank you. If you have not yet done so, please complete the Teacher Questionnaire online **as soon as possible** by following the login instructions below. You will be able to save your answers and return to complete the survey later if you get interrupted while responding.

Respond now at <https://respond.census.gov/ntpstq>

Log in using this User ID: <USERID>

[*E: For your convenience, the Internet link to the survey, as well as your User ID, were sent to you via e-mail on <mm/dd> at the following address: <TEACHER E-MAIL>*]

We are strictly prohibited from sharing any of your responses to the survey questions with any of your school administration. If you have any questions about the survey or need assistance, please contact the U.S. Census Bureau at 1-888-595-1338 or by e-mail at [ntp@census.gov](mailto:ntp@census.gov).

Thank you for your prompt response.

Sincerely,

James L. Woodworth, Ph.D.  
Commissioner  
National Center for Education Statistics (NCES)  
U.S. Department of Education

*NCES 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). Reports of the findings from the survey will not identify participating districts, schools, or staff. Individual responses will be combined with those from other participants to produce summary statistics and reports.*

## Second Teacher Mailout E-mail

NTPS-22E

Subject: <Teacher Name>, please complete your teacher survey.

Body:

Dear <Teacher Name>,

Last week, we sent you a second invitation to complete the National Teacher and Principal Survey (NTPS) Teacher Questionnaire online. Your participation is important to obtain an accurate view of the characteristics and opinions of teachers in K-12 schools across the United States. The NTPS and its predecessor, the Schools and Staffing Survey (SASS), have been informing policymakers and researchers on the condition of education since the 1980s. **We need your help to continue to provide relevant and reliable data to Congress, the Department of Education, state and local education agencies, and you!**

If you have recently responded, thank you. If you have not yet done so, please complete the Teacher Questionnaire online **as soon as possible**.

[Click here to complete the Teacher Questionnaire.](#)

Log in using this User ID: <USER ID>

You will be able to save your answers and return to complete the survey later if you get interrupted while responding. As a reminder, we are strictly prohibited from sharing any of your responses to the survey questions with any of your school administration.

Thank you for your prompt response.

Sincerely,

National Teacher and Principal Survey Team  
U.S. Census Bureau, on behalf of the  
National Center for Education Statistics (NCES)  
1-888-595-1338 | ntps@census.gov | <http://nces.ed.gov/surveys/ntps>

## Third Teacher Mailout Letter

NTPS-23L(1//2) (1 = public school teachers; 2 = private school teachers)

<Date>

Dear <Teacher Name>,

A few weeks ago, we sent you a second invitation to complete the Teacher Questionnaire online for the 2020–21 National Teacher and Principal Survey (NTPS), a nationwide survey of elementary and secondary schools and the teachers and principals who staff them. We wanted to take an opportunity to share selected findings from a previous survey:

- In the 2017–18 school year, [1: teachers in traditional public schools had 14 years of teaching experience, and public charter school teachers had 10 years of teaching experience, on average//2: private school teachers had about 14 years of teaching experience].
- In the 2017–18 school year, [1: 49 percent of public school teachers had a master’s degree, 39 percent had a bachelor’s degree, and 9//2: 42 percent of private school teachers had a bachelor’s degree, 40 percent had a master’s degree, and 8] percent had higher than a master’s degree as their highest degree earned.

We need your help to continue to provide an accurate view of teachers in schools across the country. Policymakers at the state, federal, and local levels use this data to set education policy and improve teacher and principal working conditions. **This is your chance to let your voice be heard!** Only a small percentage of teachers are selected to participate, so your voice will also represent the voices of your colleagues.

According to our records, you have not yet completed the survey. If you have recently completed the survey online, we want to thank you. If not, **please complete the enclosed paper questionnaire, and return it to us in the postage-paid envelope as soon as possible.** Please be assured that your responses to the survey will not be shared with anyone at your school.

Do you want to see the results of the survey? Follow us on Twitter @EdNCES or subscribe to our e-mail alerts at <https://ies.ed.gov/newsflash/> to be kept up to date on data releases from the NTPS and other educational surveys.

You can find additional information about the NTPS at <http://nces.ed.gov/surveys/ntps>. If you have any questions about the survey, please contact the U.S. Census Bureau at 1-888-595-1338 between 8:00 a.m. and 8:00 p.m. (Eastern Time) Monday through Friday. You can also contact the U.S. Census Bureau via e-mail at [ntps@census.gov](mailto:ntps@census.gov).

Thank you for your contribution to this important survey.

Sincerely,

James L. Woodworth, Ph.D.  
Commissioner  
National Center for Education Statistics (NCES)  
U.S. Department of Education

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### Third Teacher Mailout E-mail

NTPS-23E(1//2) (1 = public school teachers; 2 = private school teachers)

Subject: Please help us produce representative data for teachers in schools like yours.

Body:

Dear <Teacher Name>,

About a week ago, we mailed you the Teacher Questionnaire for the 2020–21 National Teacher and Principal Survey (NTPS). We wanted to take an opportunity to share selected findings from previous surveys:

- On average, regular full-time teachers in [1: <STATE> public//2: <Catholic/private>] schools earned a base teaching salary of <\$XX,XXX> for the 2017–18 school year.
- On average, <XX> percent of regular full-time teachers in [1: <STATE> public//2: <Catholic/private>] schools held a job outside the school system during the school year, earning an average of <\$X,XXX>.

We need your help to produce representative data for [1: <STATE> public//2: <Catholic/private>] school teachers this year. Policymakers at the state, federal, and local levels use this data to set education policy and improve teacher and principal working conditions. This is your chance to let your voice be heard!

If you have recently completed the survey, thank you. If not, please complete the questionnaire we mailed to you and return it to use in the postage-paid envelope. Alternatively, you may complete your survey online.

[Click here to complete the Teacher Questionnaire.](#)

Log in using this User ID: <USER ID>

Please be assured that your responses to the survey will not be shared with anyone at your school.

Thank you for your contribution to this important survey.

Sincerely,

National Teacher and Principal Survey Team  
U.S. Census Bureau, on behalf of the  
National Center for Education Statistics (NCES)  
1-888-595-1338 | ntps@census.gov | <http://nces.ed.gov/surveys/ntps>



## Third Teacher Mailout Letter to Teachers who Partially Completed Questionnaire

NTPS-23L

<Date>

Dear <Teacher Name>,

A few weeks ago, we sent you a second invitation to complete the Teacher Questionnaire online for the 2020–21 National Teacher and Principal Survey (NTPS). We noticed that you started the survey online, but have not fully completed it. **By completing the survey, you will join other teachers to have your voices heard.** With your help, this survey can provide an accurate view of teachers across the country. Your participation in this effort is greatly appreciated.

If you have recently completed the survey, thank you and please disregard this letter. If you have not yet completed the survey, **please complete the survey online as soon as possible** by following the login instructions below. Alternatively, you may complete the enclosed paper questionnaire and return it to us in the postage-paid envelope. Please be assured that your responses to the survey will not be shared with anyone at your school.

Respond now at <https://respond.census.gov/ntpstq>

Log in using this User ID: <USERID>

You can find additional information about the NTPS at <http://nces.ed.gov/surveys/ntps>. If you have any questions about the survey, please contact the U.S. Census Bureau at 1-888-595-1338 between 8:00 a.m. and 8:00 p.m. (Eastern Time) Monday through Friday. You can also contact the U.S. Census Bureau via e-mail at [ntps@census.gov](mailto:ntps@census.gov).

Thank you for your contribution to this important survey.

Sincerely,

James L. Woodworth, Ph.D.  
Commissioner  
National Center for Education Statistics (NCES)  
U.S. Department of Education

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## Third Teacher Mailout E-mail to Teachers who Partially Completed Questionnaire

NTPS-23E

Subject: Please complete the remainder of your survey.

Body:

Dear <Teacher Name>,

A few weeks ago, we sent you a second invitation to complete the Teacher Questionnaire online for the 2020–21 National Teacher and Principal Survey (NTPS). We noticed that you started the survey online, but have not fully completed it. **By completing the survey, you will join other teachers to have your voices heard.** With your help, this survey can provide an accurate view of teachers across the country.

About a week ago, we mailed you the Teacher Questionnaire for the 2020–21 National Teacher and Principal Survey (NTPS). If you have recently finished the survey, thank you. If not, **please complete the remainder of the survey online as soon as possible**, or complete the paper questionnaire we mailed to you and return it to us in the postage-paid envelope.

[Click here to complete the Teacher Questionnaire.](#)

Log in using this User ID: <USER ID>

Please be assured that your responses to the survey will not be shared with anyone at your school.

Thank you for your contribution to this important survey.

Sincerely,

National Teacher and Principal Survey Team  
U.S. Census Bureau, on behalf of the  
National Center for Education Statistics (NCES)  
1-888-595-1338 | ntps@census.gov | <http://nces.ed.gov/surveys/ntps>



## Fourth Teacher Mailout Letter

NTPS-24L

<Date>

Dear <Teacher Name>,

Over the past two months, we have asked you to share your experiences as an educator by completing our Teacher Questionnaire for the 2020–21 National Teacher and Principal Survey (NTPS). **By completing the survey, you will join other teachers to have your voices heard.** With your help, this survey can provide an accurate view of teachers across the country. Your participation in this effort is greatly appreciated

If you have recently completed the questionnaire, thank you very much. If you have not had time to respond yet, **please complete the enclosed questionnaire as soon as possible.** If you do not complete and return the questionnaire soon, a Census Bureau interviewer may visit your school in the coming weeks.

Please be assured that we are prohibited from sharing your responses to any survey questions with your school administration. If you have any questions about the survey, please contact the U.S. Census Bureau at 1-888-595-1338 or by e-mail at [ntps@census.gov](mailto:ntps@census.gov).

Thank you for your time and consideration.

Sincerely,

James L. Woodworth, Ph.D.  
Commissioner  
National Center for Education Statistics (NCES)  
U.S. Department of Education

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## Fourth Teacher Mailout E-mail

NTPS-24E

Subject: <Teacher Name>, let your voice be heard.

Body:

Dear <Teacher Name>,

Over the past two months, we have asked you to share your experiences as an educator by completing our Teacher Questionnaire for the 2020–21 National Teacher and Principal Survey (NTPS). Most recently, we mailed a paper Teacher Questionnaire to you at your school address.

**By completing the survey, you will join other teachers to have your voices heard.** With your help, this survey can provide an accurate view of teachers across the country.

If you have recently completed the questionnaire, thank you very much. If not, please complete the questionnaire we mailed to you as soon as possible. If you do not complete and return the questionnaire soon, a Census Bureau interviewer may visit your school in the coming weeks. If you'd prefer to complete your survey online, you may do so by clicking on the link below.

[Click here to complete the Teacher Questionnaire.](#)

**Log in using this User ID: <USER ID>**

Please be assured that we are prohibited from sharing your responses to any survey questions with your school administration.

Thank you for your time and consideration.

Sincerely,

National Teacher and Principal Survey Team  
U.S. Census Bureau, on behalf of the  
National Center for Education Statistics (NCES)  
1-888-595-1338 | ntps@census.gov | <http://nces.ed.gov/surveys/ntps>

## Final Teacher E-mail

NTPS-25E(1//2) (1 = Public school teachers; 2 = Private school teachers)

Subject: Please participate in this important survey.

Dear <TCH\_NAME>,

We've contacted you throughout the school year regarding the 2020–21 National Teacher and Principal Survey (NTPS). We know that your time is valuable, but [1: **as teachers across the country continue to urge their representatives to increase school funding and raise teacher salaries, data on teacher salaries and the amount of money teachers spend on their supplies are more important than ever before.** The NTPS collects this data, as well as information about your education, certification, and experiences as a teacher. With your help, this survey can//2: we need your help to] provide an accurate view of teachers in [1: <STATE> public schools and across the country. //2: <Catholic/private> schools.] Your participation in this effort is greatly appreciated.

Please complete the Teacher Survey using the login information provided below. Alternatively, you may complete and return the paper questionnaire we sent you a few weeks ago.

[Click here to complete the Teacher Questionnaire.](#)

Log in using this User ID: <USERID\_TQ>

Thank you in advance for your help to ensure your school is represented in this survey.

Sincerely,

National Teacher and Principal Survey Team  
U.S. Census Bureau, on behalf of the  
National Center for Education Statistics (NCES)  
1-888-595-1338 | ntps@census.gov | <http://nces.ed.gov/surveys/ntps>