

NATIONAL CENTER FOR EDUCATION STATISTICS

*Attachment 1 – Recruitment, Consent Forms, and Receipt  
Acknowledgment Materials*

*2020-2021 National Teacher and Principal Survey (NTPS)  
 Screener and Respondent Portal Usability Testing*

OMB# 1850-0803 v.251

June 2019

# 2020-21 NTPS Portal Usability Testing

## Attachment 1

### Recruitment, Consent Forms, and Receipt Acknowledgment Materials

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## Email text for personal and professional contacts

Dear [contact]:

The U.S. Census Bureau is assisting with a study conducted by the National Center for Education Statistics (NCES) of the U.S. Department of Education. In an effort to improve a web survey, we are specifically looking for school administrators or administrative support staff for elementary, middle, or high schools to participate in a one-time, voluntary web survey and provide feedback after completing it.

If you are eligible and participate in the study, you will **receive \$75** as a thank you for your participation.

### **What will I be doing in a usability study?**

You will be asked to complete two web surveys and do several short tasks using the web. You will also be asked questions about your experience with and perceptions of the web surveys.

### **What types of information will I be asked to provide?**

As part of this study, you will be asked to verify or provide school contact information and basic information for each teacher at your school, including teacher names, email addresses, and subject matter(s) taught. Please be assured that both the National Center for Education Statistics (NCES) of 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 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).

### **How long is a session?**

The session will last approximately 90 minutes.

### **When and where?**

The study will be held [DAYS, DATES]. Ideally, the session will take place at your school so you can access the necessary information.

### **Interested in participating?**

Please reply to this email with your contact information or call me at [ADD PHONE]. I'll ask you some questions to help us determine if you are eligible for the study.

If someone you know is interested in participating, please contact [contact info].

Thank you for your time and help with this important study.

Sincerely,  
[Recruitment Contact Info]

## Short recruitment advertisement text for Craigslist

### K-12 School Staff Needed for Testing a National School Survey- **Receive \$75**

The U.S. Census Bureau is looking for Administrative staff in K-12 schools to participate in an interview about their school. Specifically, we are seeking staff who can best provide information about the teachers at their school, including each teacher's name, email address, and subjects taught. Staff from public, charter, or private schools are welcome to participate. Administrative staff who participate in the in-person interview will complete a portion of the National Teacher and Principal Survey for the National Center for Education Statistics (NCES).

Interviews are around 90 minutes and will take place in August 2019. We would like the interview to take place at the school. Participants will **receive \$75**.

Please email your contact information to [csm.participate@census.gov](mailto:csm.participate@census.gov) or call Kevin at (301) 763-4979 and mention **SCHOOL** to learn more.

## Census Bureau broadcast message: Participants Needed for a Study

*From the Desk of Paul Beatty, Chief, Center for Behavioral Science Methods...*

The U.S. Census Bureau is looking for Administrative staff in K-12 schools to participate in an interview about their school. Specifically, we are seeking staff who can best provide information about the teachers at their school, including each teacher's name, email address, and subjects taught. Staff from public, charter, or private schools are welcome to participate. Administrative staff who participate in the in-person interview will complete a portion of the National Teacher and Principal Survey for the National Center for Education Statistics (NCES).

Interviews are around 90 minutes and will take place in August 2019. We would like the interview to take place at the school. Participants will receive \$75.

If you know anyone who meets these criteria, please let them know about this research opportunity. Please have them email their contact information to [csm.participate@census.gov](mailto:csm.participate@census.gov) or call Kevin at (301) 763-4979 and mention **SCHOOL** to learn more.



The U.S. Census Bureau is looking for  
Participants for a School Administrator  
Research Study

**\$75 for a 90-minute session**

**Available dates: August 2019**

**You can participate if you are:**

**A school staff person in either an elementary, middle, or high school who can provide information about the teachers in your school, including names, email addresses, and subjects taught.**

**Call Kevin at: 301-763-4979**

csm.participate@census.gov

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## Informed Consent



### Consent Form

#### For Individual Participants

#### Usability Testing of the 2020-2021 NTPS Screener and Portal

Each year the Census Bureau conducts many different usability evaluations. For example, the Census Bureau routinely tests the wording, layout, and behavior of products, such as websites and online surveys and questionnaires in order to obtain the best information possible.

You have volunteered to take part in a study to improve the usability of the 2020-21 National Teacher and Principal Survey (NTPS) Screener and Portal. The Census Bureau is administering the NTPS Portal usability testing on behalf of the National Center of Education Statistics (NCES). NCES is authorized to conduct this study by the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543).

Participant's Name: \_\_\_\_\_

Participant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Researcher's Name: \_\_\_\_\_

Researcher's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Incentive Receipt Acknowledgement Form

Standard Form 1034 September 1973 Treasury Form 2000		<b>PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL</b>			VOUCHER NO.	
U.S. DEPARTMENT, BUREAU OR ESTABLISHMENT AND LOCATION  U.S. Department of Commerce Bureau of the Census Washington, DC 20233-9100			DATE VOUCHER PREPARED		SCHEDULE NO.	
			CONTRACT NUMBER AND DATE		PAID BY	
			REQ. NUMBER AND DATE			
PLEASE PRINT NAME & ADDRESS BELOW:					DATE INVOICE RECEIVED	
PAYEE'S NAME AND ADDRESS					DISCOUNT TERMS	
					PAYEE'S ACCOUNT NUMBER	
					GOVERNMENT B/L NUMBER	
SHIPPED FROM		TO		WEIGHT		
NUMBER AND DATE OF ORDER	DATE OF DELIVERY OR SERVICE	ARTICLES OR SERVICES <i>(Enter description, item number of contract or Federal supply schedule, and other information deemed necessary.)</i>	QUAN-TITY	UNIT PRICE		AMOUNT
				COST	PER	
		For participating in a usability test as part of research on the 2020-21 NTPS Screener and Portal. Usability Laboratory Center for Behavioral Science Methods  Received by: _____  Date: _____				\$75.00
(Use continuation sheet(s) if necessary) (Payee must NOT use the space below)						
<b>TOTAL</b>						
PAYMENT:		APPROVED FOR	EXCHANGE RATE	DIFFERENCES		
9 COMPLETE		\$75.00	= \$1.00			
9 PARTIAL		BY:				
9 FINAL		TITLE:				
9 PROGRESS						Amount verified correct for
9 ADVANCE		(Signature or initials)				



# during Interviews

Please see Attachment 3 for more detailed information about the use of these materials

Figure 1: Letter for screener portion of usability test (this is a new letter – 9L2)

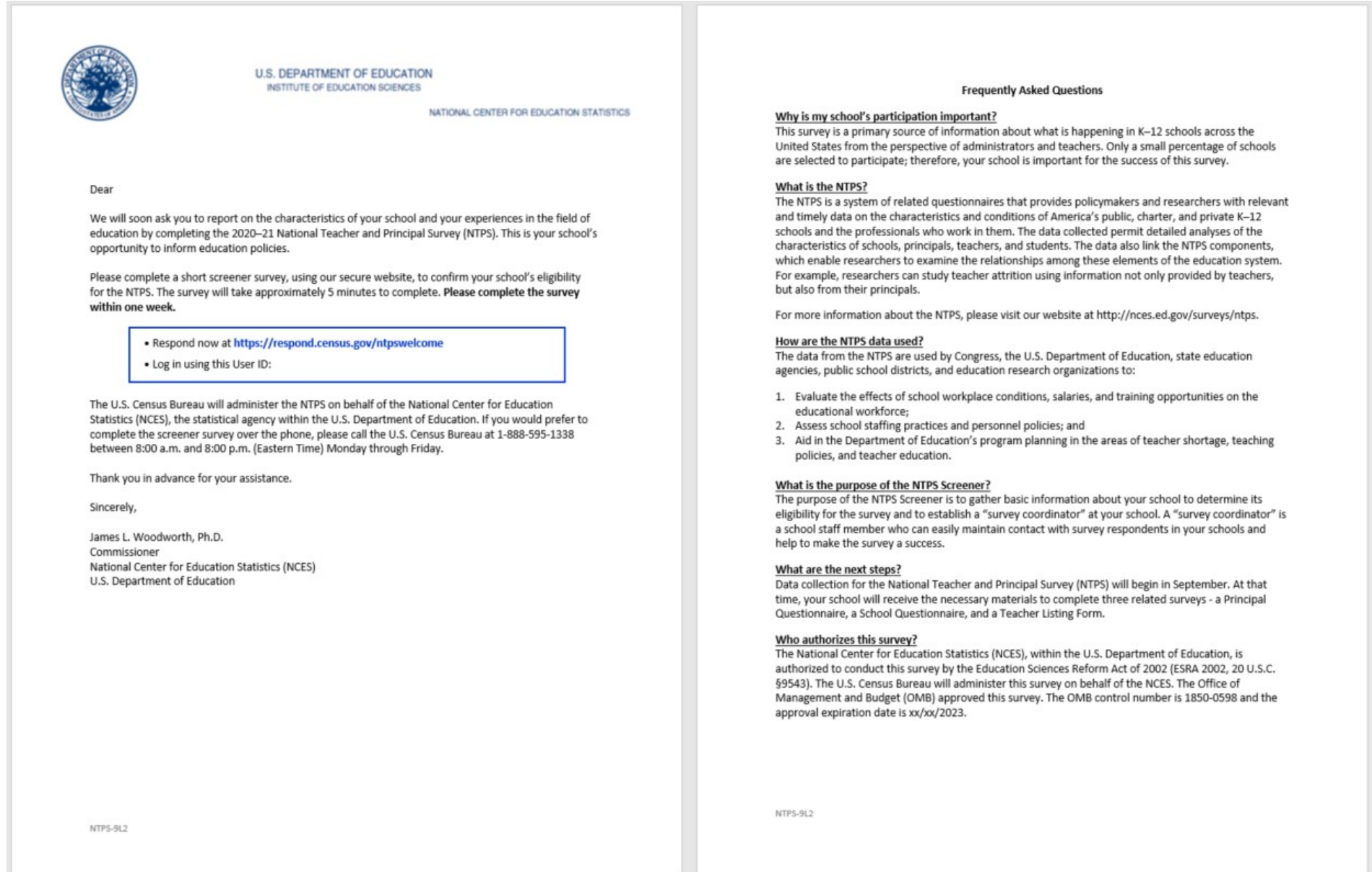


Figure 2: Coordinator letter in mail package for the TLF portion of the interview (this is a new letter - 11L2C)



Dear

The National Center for Education Statistics (NCES) and the U.S. Census Bureau are dedicated to providing policymakers, education researchers, and you with the most comprehensive data available on our country's schools. To accomplish this, **we need your help**. We request your school's participation in the 2020–21 National Teacher and Principal Survey (NTPS).

The principal at your school has chosen you as the survey coordinator for the NTPS. As survey coordinator, we ask that you facilitate your school's participation in the survey. **Please distribute the enclosed survey invitations for the Teacher Listing Form, School Questionnaire, and Principal Questionnaire to the appropriate staff.** Information to help you determine who should complete each component of the survey is printed on the enclosures.

**Remind staff to complete their questionnaire(s) if they have not been completed in ten days.** You can check to see if your school's questionnaires have been completed and access NTPS resources, including ideas to encourage your school staff's participation, using the NTPS Respondent Portal.

- Access the NTPS Respondent Portal at <https://respond.census.gov/ntpportal>
- Log in using this User ID:

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

Sincerely,

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

NTPS-11L2(C)

## Frequently Asked Questions

### **Why is my school's participation important?**

This survey is a primary source of information about what is happening in the United States from the perspective of administrators and teachers. Only schools that are selected to participate; therefore, your school is important for the survey.

### **What is the NTPS?**

The NTPS is a system of related questionnaires that provides policymakers and timely data on the characteristics and conditions of America's public schools and the professionals who work in them. The data collected provide information on characteristics of schools, principals, teachers, and students. The data also provide information which enable researchers to examine the relationships among these characteristics. For example, researchers can study teacher attrition using information from the survey but also from their principals.

For more information about the NTPS, please visit our website at <http://www.nps.gov>

### **How are the NTPS data used?**

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

1. Evaluate the effects of school workplace conditions, salaries, and benefits 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 staffing policies, and teacher education.

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

The purpose of the NTPS Screener is to gather basic information about your school's eligibility for the survey and to establish a "survey coordinator" at your school. A school staff member who can easily maintain contact with survey researchers will help to make the survey a success.

### **What are the next steps?**

Data collection for the National Teacher and Principal Survey (NTPS) begins in 2020. At that time, your school will receive the necessary materials to complete the Teacher Listing Form, Questionnaire, a School Questionnaire, and a Teacher Listing Form.

### **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 (Public Law 107-273, §9543). The U.S. Census Bureau will administer this survey on behalf of the Department of Education. Management and Budget (OMB) approved this survey. The OMB control number is 1847-0046 and the approval expiration date is xx/xx/2023.

NTPS-11L2(C)

Figure 3: Letter for teacher listing portion of usability test for pre-populated TLFs 11L(TLF)1



U.S. DEPARTMENT OF EDUCATION  
INSTITUTE OF EDUCATION SCIENCES

NATIONAL CENTER FOR EDUCATION STATISTICS

Dear School Staff Member,

The National Teacher and Principal Survey (NTPS) provides an opportunity for teachers to tell policymakers about their experiences in the teaching profession. In order to select teachers for this important national survey, we need a list of all the teachers in your school.

You have been identified by your school's principal or designated NTPS survey coordinator as the staff member who is most knowledgeable about your school's teachers and who can provide the required information. The Teacher Listing Form collects the name, e-mail address, and subject matter taught for each teacher in your school. To make it easier for you, we obtained a list of your teachers from a publicly-available source. We need your help to ensure that this list only includes staff currently working as teachers in your school.

Please complete and verify your school's Teacher Listing Form using the information below.

Respond by <date> at <https://respond.census.gov/ntpsportal>

Log in using this User ID:

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.

If you have any questions about the survey or need assistance, 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. The U.S. Census Bureau is also available to answer your questions via e-mail at [ntps@census.gov](mailto:ntps@census.gov).

Thank you for completing this survey promptly.

Sincerely,

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

NTPS-11L(TLF)1

Figure 4: Letter for teacher listing portion of usability test when no pre-populated data is in the TLFs 11L(TLF)2



U.S. DEPARTMENT OF EDUCATION  
INSTITUTE OF EDUCATION SCIENCES

NATIONAL CENTER FOR EDUCATION STATISTICS

Dear School Staff Member,

The National Teacher and Principal Survey (NTPS) provides an opportunity for teachers to tell policymakers about their experiences in the teaching profession. In order to select teachers for this important national survey, we need a list of all the teachers in your school.

You have been identified by your school's principal or designated NTPS survey coordinator as the staff member who is most knowledgeable about your school's teachers and who can provide the required information. The Teacher Listing Form collects the name, e-mail address, and subject matter taught for each teacher in your school.

Please complete your school's Teacher Listing Form using the information below.

Respond by <date> at <https://respond.census.gov/ntpsportal>

Log in using this User ID:

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.

If you have any questions about the survey or need assistance, 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. The U.S. Census Bureau is also available to answer your questions via e-mail at [ntps@census.gov](mailto:ntps@census.gov).


Thank you for completing this survey promptly.

Sincerely,

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

NTPS-11L(TLF)2

Figure 5: NTPS-11L(PQ) This letter is in the mail package. Participants do not need to complete this survey. Participants will tell us what they would do with this letter.



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

Dear

The 2020–21 National Teacher and Principal Survey (NTPS) is your opportunity to tell policymakers about your school and your experiences as a principal. The data produced by the NTPS allow you to compare:

- Your perceived influence on your school’s curriculum, discipline policy, and budget to that of other principals.
- How you divide your time between administrative tasks, curriculum and teaching-related tasks, student interactions, and parent interactions to how other principals spend their time.
- Your annual salary to the salaries of other

The success of this national survey depends on your participation. Only a small percentage of schools and principals are selected to participate. We cannot substitute another school principal for you.

Respond by <date> at <https://respond.census.gov/ntpspq>

Log in using this User ID:

**Your responses to the survey questions will not be shared with any of your school staff or administration.** Both the U.S. Department of Education and the U.S. Census Bureau follow strict procedures to protect the confidentiality of study participants.

If you have any questions about the survey or need assistance, 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. The U.S. Census Bureau is also available to answer your questions via e-mail at [ntps@census.gov](mailto:ntps@census.gov).

Thank you for completing this survey promptly.

Sincerely,

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

NTPS-11L(PQ)

Figure 6: NTPS-11L(SQ) This letter is in the mail package. Participants do not need to complete this survey. Participants will tell us what they would do with this letter.



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

Dear School Staff Member,

The 2020–21 National Teacher and Principal Survey (NTPS) is your school’s opportunity to tell policymakers about your school’s enrollment, staffing, and the programs and services offered to your students. You have been identified by your school’s principal or designated NTPS survey coordinator as the staff member who is most knowledgeable about your school and can provide the required information on the NTPS School Questionnaire.

Respond by <date> at <https://respond.census.gov/ntpssq>

Log in using this User ID:

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.

If you have any questions about the survey or need assistance, 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. The U.S. Census Bureau is also available to answer your questions via e-mail at [ntpssq@ncs.doe.gov](mailto:ntpssq@ncs.doe.gov).

Thank you for completing this survey promptly.

Sincerely,

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





U.S. DEPARTMENT OF EDUCATION  
INSTITUTE OF EDUCATION SCIENCES

NATIONAL CENTER FOR EDUCATION STATISTICS

Dear

Your school has been selected to participate in the 2020–21 National Teacher and Principal Survey (NTPS), which will be administered this fall by the U.S. Census Bureau on behalf of the National Center for Education Statistics (NCES), the statistical agency within the U.S. Department of Education.

The NTPS is a nationwide sample survey of the teaching and working conditions in schools across the United States, as well as characteristics of the teachers and principals who staff them. The NTPS will provide critical data to policymakers and researchers on school organization, decision making, teacher recruitment, and other important education topics.

We request your assistance in completing a short screener survey, which asks basic information about your school to determine its eligibility for the NTPS. Your survey responses will be collected on a secure website. The survey will take approximately 5 minutes to complete. **Please complete the survey within one week.**

- Respond now at <https://respond.census.gov/ntpswelcome>
- Log in using this User ID:

Alternatively, you can provide this information by contacting 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.

Thank you in advance 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

NTPS-9L1

### Frequently Asked Questions

#### **Why is my school's 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 schools are selected to participate; therefore, your school is important for the success of this survey.

#### **What is the NTPS?**

The NTPS is a system of related questionnaires that provides 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 data collected permit detailed analyses of the characteristics of schools, principals, teachers, and students. The data also link the NTPS components, which enable 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.

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.

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

The purpose of the NTPS Screener is to gather basic information about your school to determine its eligibility for the survey and to establish a "survey coordinator" at your school. A "survey coordinator" is a school staff member who can easily maintain contact with survey respondents in your schools and help to make the survey a success.

#### **What are the next steps?**

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

#### **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 xx/xx/2023.]

NTPS-9L1