

NATIONAL CENTER FOR EDUCATION STATISTICS

*2019-2020 National Teacher and Principal Survey (NTPS)  
Cognitive Interviews*

**OMB# 1850-0803 v.259**

*Attachments 6 & 7*

*Attachment 6 – 2020-21 NTPS Questionnaires for Cognitive Testing*

*Attachment 7 – Initial Contact Letters*

November 2019

## **Attachment 6: 2020-21 NTPS Questionnaires for Cognitive Testing**

The following questionnaire materials are contained in this document:

1. 2020-21 NTPS Teacher Listing Form (NTPS-1)  
Note: This is the traditional Teacher Listing Form (TLF).
2. 2020-21 NTPS School Questionnaire (NTPS-3A)
3. 2020-21 NTPS Private School Questionnaire (NTPS-3B)

# TEACHER LISTING FORM

## NATIONAL TEACHER AND PRINCIPAL SURVEY

### 2020-21 SCHOOL YEAR



*(Please correct any errors in name, address, and ZIP Code.)*

**SCHOOL**

**GRADE  
RANGE**

**Please return your completed questionnaire in the pre-addressed, postage-paid envelope or mail it to:**

**U.S. CENSUS BUREAU  
ATTN: TLF, SMQAB, BUILDING 61D  
1201 E. 10TH STREET  
JEFFERSONVILLE, IN 47132-0001**

**NOTICE:**

**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).**

### Paperwork Burden Statement

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 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 4035, Washington, DC 20202.

**Please return your completed form in the enclosed pre-addressed, postage-paid envelope or mail it to:**

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ATTN: TLF, SMQAB, BUILDING 61D  
1201 E. 10TH STREET  
JEFFERSONVILLE, IN 47132-0001**

▶ **Why does the National Center for Education Statistics (NCES) conduct the National Teacher and Principal Survey (NTPS)?**

- 🍏 The NTPS is designed to measure critical aspects of schooling and teaching, the composition of the principal and teacher work force, and conditions in schools.

▶ **What do you need from my school?**

- 🍏 A list of all of the full-time and part-time teachers who teach at this school.
- 🍏 **Please see the removable reference card on the reverse side for important information about the listing form.**

▶ **What happens to the information I report?**

- 🍏 A sample of teachers will be selected for the Teacher Survey component of the NTPS. The selected teachers will receive the Teacher Questionnaire which asks for information on their educational background, work experience, and attitudes toward teaching.

▶ **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.

▶ **How does NCES protect the confidentiality of the information I provide?**

- 🍏 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).

**Thank you for your assistance.**

## REFERENCE CARD

***Please use this guide when listing teachers.***

### INCLUDE ON THE TEACHER LIST

- 🍏 *Regular classroom teachers*
  - Chemistry, English, math, physical education, history, etc.
- 🍏 *Special education teachers*
  - Teach special education classes to students with disabilities.
- 🍏 *General elementary teachers*
  - Teach self-contained classes in any of grades K–8, i.e., teach the same class of students all or most of the day, unless they teach special education students, in which case see the category above.
  - Team-teaching, i.e., two or more teachers collaborate in teaching multiple subjects to the same class of students.
  - Include kindergarten teachers.
- 🍏 *Career, technical, or vocational education teachers*
  - Teach keyboarding, business, agriculture, life skills, family or consumer economics as well as any other vocational or technical classes.
- 🍏 *Teaching principals, teaching guidance counselors, teaching librarians, teaching school nurses*
  - Include any staff members who teach at least one regularly scheduled class per week.  
For example:  
If a librarian teaches a regularly scheduled class in math once a week, include her in the "Math" category, but if she only teaches groups of students library skills or how to use the library, do NOT include her on the form.
- 🍏 *Teachers of ungraded students*
- 🍏 *Itinerant, co-op, traveling, and satellite teachers*
  - Teach at more than one school and may OR may not be supervised by someone at your school.
- 🍏 *Current long-term substitute teachers*
  - Currently filling the role of a regular teacher for 4 or more continuous weeks.
- 🍏 *Other teachers who teach students in any of grades K–12*
  - If a teacher teaches pre-kindergarten and any other grade between K–12, answer the questions ONLY for the time the teacher spends teaching any grades K–12.

### EXCLUDE FROM THE TEACHER LIST

- 🍏 *Prekindergarten teachers who teach ONLY prekindergarten students*
- 🍏 *Adult education and postsecondary teachers*
  - If they teach ONLY adult education or students beyond grade 12.
- 🍏 *Short-term substitute teachers*
  - Fill the role of a regular teacher for less than 4 continuous weeks.
- 🍏 *Student teachers*
- 🍏 *Daycare aides*
- 🍏 *Teacher aides*
- 🍏 *Librarians who teach ONLY library skills or how to use the library*

Please tear off this reference card to use while completing the survey.

1. In case we have questions about any of your responses, please print your name, title, and work telephone number on the lines below.

NAME

TITLE

WORK TELEPHONE NUMBER

AREA CODE      TELEPHONE NUMBER

<input type="text"/>	-	<input type="text"/>	-	<input type="text"/>
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2. How much time did it take to complete this form, not counting interruptions?

Minutes

🍏 Please see page 4 for important information.



Call 1-888-595-1338 toll free if you need assistance filling out the rest of this form.  
The office hours are 8:00 AM – 8:00 PM Eastern Time.

**PLEASE READ THE REFERENCE CARD BEFORE CONTINUING.**  
**(A removable reference card is printed on page 4 of this booklet.)**

Line Number	Teacher's Name	Teacher's E-mail Address	Subject Matter Taught
	<p>Please list all of the full-time and part-time teachers who TEACH at THIS SCHOOL.</p> <p>List each teacher only once.</p> <p>List in the following order:            First name, Middle name, Last name, suffix (if applicable).</p> <p>Please see the reference card for important information about itinerant teachers, substitute teachers, librarians, principals and other staff that may teach at this school.</p> <p>*Line Ex. is an example of a full-time art teacher.</p> <hr/> <p>FIRST            MIDDLE            LAST            SUFFIX</p>	<p>Please list each teacher's e-mail address.</p>	<p>Enter the numeric code that corresponds to the subject in which the teacher teaches the most classes. If the teacher teaches <b>two or more subjects</b> equally, enter <b>each numeric code that applies</b>.</p> <p>Enter the code for "Other" subject matter for teachers who teach art, foreign language, music, physical education, English as a second language, and any other remaining subjects.</p> <hr/> <p>1 - Special education            2 - General elementary            3 - Math            4 - Science            5 - English/Language arts            6 - Social studies            7 - Vocational/Technical            8 - Other (e.g., art, music, etc.)</p>
<b>*Ex.</b>	<i>Andrew Michael Shaffer</i>	<i>ams@place.com</i>	8
1			
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PLEASE CONTINUE ON NEXT PAGE



**Thank you very much for your participation in this survey. If you have any questions, please contact us, toll-free, at: 1-888-595-1338 or by e-mail at: [ntps@census.gov](mailto:ntps@census.gov).**

**To learn more about this survey and to access reports from earlier collections, see the National Teacher and Principal Survey (NTPS) website at: <http://nces.ed.gov/surveys/ntps>**

**Additional data collected by the National Center for Education Statistics (NCES) on a variety of topics in elementary, secondary, postsecondary, and international education are available from NCES' website at: <http://nces.ed.gov>**

**For additional data collected by various Federal agencies, including the Department of Education, visit the Federal Statistics clearinghouse at: <http://fedstats.sites.usa.gov>**

Conducted by:  
U.S. DEPARTMENT OF EDUCATION  
NATIONAL CENTER FOR EDUCATION STATISTICS

OMB No. 1850-0598: Approval Expires xx/xx/xxxx

Collected by:  
U.S. DEPARTMENT OF COMMERCE  
Economics and Statistics Administration  
U.S. CENSUS BUREAU

# SCHOOL QUESTIONNAIRE

## NATIONAL TEACHER AND PRINCIPAL SURVEY

### 2020-21 SCHOOL YEAR



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*(Please correct any errors in name, address, and ZIP Code.)*

**THIS SURVEY HAS BEEN ENDORSED BY:**

**Please return your completed questionnaire in the pre-addressed, postage-paid envelope or mail it to:**

**U.S. CENSUS BUREAU  
ATTN: DCB/PCSPU, BUILDING 60A  
1201 E. 10TH STREET  
JEFFERSONVILLE, IN 47132-0001**

**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).**



- **What is the average student-teacher ratio in the United States?**
- **What is the average salary of a beginning principal?**
- **Have teachers' views of their autonomy in the classroom changed over time?**
- **Have the characteristics of the principal and teacher workforces in the United States changed over time?**

The answers to these questions help school districts and policy makers at the state, federal, and local levels set education policy and improve teacher and principal working conditions.

Since 1988, the National Teacher and Principal Survey and its precursor, the Schools and Staffing Survey, have provided the answers to these and other important education questions from the perspective of Principals and Teachers.

By selecting a statistically representative sample of schools, and teachers in those schools, we are able to provide representative data for the United States without going to every school.

Your school has been selected to participate in the 2020-21 National Teacher and Principal Survey. You will represent thousands of other schools, so it is important that you respond to this survey.

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).

More information can be found on our website: <http://nces.ed.gov/surveys/ntps>

#### Paperwork Burden Statement

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## INSTRUCTIONS

The data you enter on this form will be captured through the use of imaging technology. Please print all information clearly in ordinary characters, using a **blue or black ballpoint pen**.

<b>CORRECT</b> marking example – <i>(Use care to keep characters  in their designated spaces.)</i>	<b>INCORRECT</b> marking example –
<div style="border: 1px solid black; padding: 5px; display: inline-block; margin-bottom: 10px;"> <input type="checkbox"/> 3 5 </div> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; padding: 5px; display: inline-block; margin-right: 20px;"> <input type="checkbox"/> 35 </div> <div style="border: 1px solid black; padding: 5px; display: inline-block; margin-right: 20px;"> <input type="checkbox"/> 35 </div> </div> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No    OR <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

- a. This questionnaire may be completed by any staff member who has access to the school's records.
- b. Please do not write any comments by the answer boxes.
- c. If you are unsure about how to answer a question, please give the best answer you can rather than leaving it blank.
- d. If you have any questions, call the U.S. Census Bureau at 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). The U.S. Census Bureau is also available to answer your questions via e-mail at: [ntps@census.gov](mailto:ntps@census.gov).



## 1. GENERAL INFORMATION ABOUT THIS SCHOOL

Please report for the school listed on the cover.

### 1-1. Which of the following grades does this school offer?

🍏 Please mark (X) for all that apply.

- Prekindergarten
- Kindergarten
- 1st
- 2nd
- 3rd
- 4th
- 5th
- 6th
- 7th
- 8th
- 9th
- 10th
- 11th
- 12th
- Ungraded

### 1-2. Excluding prekindergarten, postsecondary, and adult education students, around October 1, 2020, how many students were enrolled in this school?

Enrolled students

### 1-3. For this school year (2020-21), what is the Average Daily Attendance (ADA) percentage at this school?

🍏 Round to the nearest whole PERCENT.

% Average Daily Attendance



**1-4. What is the official start and end time for MOST students at this school?**

🍏 If the start and end times vary by day, record the start and end time for the longest day of the week.

🍏 Do NOT include prekindergarten or transitional first grade programs.

Start time		End time
<input style="width: 30px; height: 30px; border: 1px solid black;" type="text"/> : <input style="width: 30px; height: 30px; border: 1px solid black;" type="text"/>	<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	<input style="width: 30px; height: 30px; border: 1px solid black;" type="text"/> : <input style="width: 30px; height: 30px; border: 1px solid black;" type="text"/>
—		
<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.		

**1-5. How many days are in a TYPICAL SCHOOL WEEK for students in this school?**

🍏 Do NOT include prekindergarten or transitional first grade programs.

Days per TYPICAL SCHOOL WEEK

**1-6. How many days are in the SCHOOL YEAR for students in this school?**

Days per SCHOOL YEAR

**1-7. Which of the following best describes this school?**

🍏 Mark (X) only one box.

- REGULAR school – elementary or secondary
- SPECIAL PROGRAM EMPHASIS school – such as a science or math school, performing arts school, talented or gifted school, foreign language immersion school, etc.
- SPECIAL EDUCATION school – primarily serves students with disabilities
- CAREER/TECHNICAL/VOCATIONAL school – primarily serves students being trained for occupations
- ALTERNATIVE/OTHER school – offers a curriculum designed to provide alternative or nontraditional education; does not specifically fall into the categories of regular, special program emphasis, special education, or vocational school

🍏 If this school is a virtual school that is described by one of the above options please select that option.

Please specify →

**1-8. Is this school a public 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 or private school.)

Yes

No → GO TO item 1-10a on page 6.

**1-9. Which of the following best describes the governance structure of this public charter school?**

🍏 Mark (X) only one box.

- An independent or stand-alone charter school
- Part of a non-profit charter management organization or network of schools that are managed by a central agency
- Part of a for-profit charter management organization or network of schools that are managed by a central agency
- Part of a traditional public school district
- Other - please specify →



**1-10a. Does this school currently have any students enrolled in kindergarten?**

🍏 Please include regular kindergarten as well as transitional (or readiness) kindergarten and transitional first (or pre-first) grade students, if enrolled.

- Yes
- No → GO TO item 1-11 below.

**b. How long is the school day for a kindergarten, transitional kindergarten, or transitional first grade student?**

🍏 Mark (X) only one box.

- Full day (4 hours or more per day)
- Half day (less than 4 hours per day)
- Both full-day and half-day programs are offered

**c. How many days are in a TYPICAL SCHOOL WEEK for kindergarten, transitional kindergarten, or transitional first grade students in this school?**

🍏 If the number of days per week varies, record the most days that a student would attend in a week.

Days per TYPICAL SCHOOL WEEK

**1-11. Does this school have a library media center?**

(A library media center is an organized collection of printed and/or audiovisual and/or computer resources which is administered as a unit, is located in a designated place or places, and makes resources and services available to students, teachers, and administrators. A library media center may be called a school library, media center, resource center, information center, instructional materials center, learning resource center, or any other similar name.)

- Yes
- No



**1-12. Which of the following best describes this school?**

🍏 *Mark (X) only one box.*

- Classes are taught only face to face at the school
- Classes are taught both face to face and online → [GO TO item 1-14 below.](#)
- No physical location, classes are taught entirely online → [GO TO item 1-16 below.](#)

**1-13. Does this school offer any courses that are taught entirely online?**

- Yes
- No → [GO TO item 1-17a on page 8.](#)

**1-14. Among all the courses you offer at this school, about how many of the courses are taught entirely online?**

🍏 *Mark (X) only one box.*

- One or a few courses
- Some courses but less than half
- About half
- A majority
- All courses

**1-15. Are there any students enrolled at this school who take the majority, or all, of their classes online?**

- Yes
- No

**1-16. Are your online classes:**

🍏 *Mark (X) for all that apply.*

- Available to students in all grades
- Available only to students in certain grades
- Available to students who seek additional advancement (such as Advanced Placement or college credit)
- Available to students who are taking their core classes for graduation requirements
- Available to students who are taking an alternative learning program for behavioral issues
- Available to students with Individual Education Plans (IEPs)





**1-17a. Does this school have a magnet program?**

(A magnet program attracts students from outside their normal attendance area and offers enhancements such as special curricular themes or methods of instruction.)

- Yes
- No → *GO TO item 1-18 on page 9.*

**b. Is this a school-wide magnet program in which all students in this school participate in the program?**

- Yes
- No

**c. Is the magnet program focused on...?**

🍏 *Mark (X) for all that apply.*

- Science, Technology, Engineering, or Math
- Performing Arts
- Education for gifted or talented students
- Foreign language immersion
- Other



**1-18. Does this school offer the following?**

- a. Different instructional approaches (e.g., mixed-ability grouping, self-paced instruction, ungraded classrooms, etc.)**

Yes

No

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- b. A dual-language or foreign language immersion program (A program in which the goal of instruction is that students are proficient in two languages)**

🍏 *Do NOT include English as a Second Language (ESL) programs or classes.*

Yes

No

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**1-19. Are the following before-school or after-school programs or services currently available for students in any of grades K-12, or comparable ungraded levels, regardless of funding source at this school?**

- a. A program or service providing instruction beyond the normal school day for students who NEED academic ASSISTANCE**

Yes

No

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- b. A program or service providing instruction beyond the normal school day for students who SEEK academic ADVANCEMENT or ENRICHMENT**

Yes

No

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- c. Extended-day care**

Yes

No

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- d. School-related activities and clubs (e.g., yearbook club, school dance committee, etc.)**

Yes

No



## 2. SCHOOL STAFFING

2-1. Around October 1, 2020, how many staff were teaching in grades K-12 and/or comparable ungraded levels at this school in the following time categories?

- 🍏 *INCLUDE special area or resource teachers (e.g. special education, Title I, art, music, physical education)*
- 🍏 *INCLUDE as part-time teachers: itinerant teachers and teachers who have another position at this school (e.g. data coach, instructional coordinator)*
- 🍏 *DO NOT INCLUDE student teachers, teachers who teach ONLY prekindergarten or adult education, or other staff who do not directly teach students*
- 🍏 *Write '0' if no person is teaching in a particular time category.*

a. Full-time Teachers	<input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/>	Teachers
b. Part-time Teachers	<input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/>	Teachers
c. TOTAL Full- and Part-time Teachers	<input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/>	Teachers



**2-2. Around October 1, 2020, how many staff held full-time or part-time positions or assignments in this school in each of the following categories?**

- 🍎 *Employees who hold more than one position in this school should be counted as part-time staff for each position held. FOR EXAMPLE: If your school's vice principal also serves as a data coach, you would count this person as 1 part-time vice principal (item b) and 1 part-time data coach (item e), even if this person works full-time across the two positions.*
- 🍎 *Employees shared with other schools or the district office should be counted as part-time employees.*
- 🍎 *If no FULL-TIME or PART-TIME staff members exist, please write '0' in the box under full-time and/or part-time.*

	FULL-TIME	PART-TIME
a. Principals	<input type="text" value="00"/>	<input type="text" value="00"/>
b. Vice principals and assistant principals	<input type="text" value="00"/>	<input type="text" value="00"/>
c. Instructional coordinators and supervisors, such as curriculum specialists	<input type="text" value="00"/>	<input type="text" value="00"/>
d. Librarians or library media specialists	<input type="text" value="00"/>	<input type="text" value="00"/>
e. Data coaches or data coordinators	<input type="text" value="00"/>	<input type="text" value="00"/>
f. Technology specialists	<input type="text" value="00"/>	<input type="text" value="00"/>
g. Student support services professional staff		
(1) School/guidance counselors, excluding psychologists and social workers	<input type="text" value="00"/>	<input type="text" value="00"/>
(2) Nurses	<input type="text" value="00"/>	<input type="text" value="00"/>
(3) Social workers	<input type="text" value="00"/>	<input type="text" value="00"/>
(4) Psychologists	<input type="text" value="00"/>	<input type="text" value="00"/>
(5) Speech therapists or pathologists	<input type="text" value="00"/>	<input type="text" value="00"/>
(6) Other student support services staff	<input type="text" value="00"/>	<input type="text" value="00"/>



**2-2. Continued – Around October 1, 2020, how many staff held full-time or part-time positions or assignments in this school in each of the following categories?**

	FULL-TIME	PART-TIME
h. Aides	<input type="text" value="00"/>	<input type="text" value="00"/>
(1) Regular Title I aides	<input type="text" value="00"/>	<input type="text" value="00"/>
(2) English as a Second Language (ESL) or bilingual teacher aides	<input type="text" value="00"/>	<input type="text" value="00"/>
(3) Special education aides	<input type="text" value="00"/>	<input type="text" value="00"/>
(4) Library media center aides	<input type="text" value="00"/>	<input type="text" value="00"/>
(5) Other classroom aides	<input type="text" value="00"/>	<input type="text" value="00"/>
i. Secretaries and other clerical support staff	<input type="text" value="00"/>	<input type="text" value="00"/>
j. Food service personnel	<input type="text" value="00"/>	<input type="text" value="00"/>
k. Custodial and maintenance personnel	<input type="text" value="00"/>	<input type="text" value="00"/>
l. Security guards or security personnel (not law enforcement)	<input type="text" value="00"/>	<input type="text" value="00"/>
m. School Resource Officers (include all career law enforcement officers with arrest authority, who have specialized training and are assigned to work in collaboration with school organizations)	<input type="text" value="00"/>	<input type="text" value="00"/>
n. Sworn law enforcement officers who are not School Resource Officers	<input type="text" value="00"/>	<input type="text" value="00"/>
o. Other employees not reported above	<input type="text" value="00"/>	<input type="text" value="00"/>



**2-3a. Do any of the teachers or staff have the following specialist assignments working with students in this school?**

**(1) Reading specialist**

Yes

No

---

**(2) Math specialist**

Yes

No

---

**(3) Science specialist**

Yes

No

---

**b. Do any of the teachers or staff have the following coaching assignments working with teachers in this school?**

(Coaching includes observing lessons, providing feedback, and demonstrating teaching strategies.)

**(1) Reading coach**

Yes

No

---

**(2) Math coach**

Yes

No

---

**(3) Science coach**

Yes

No

---

**(4) General instructional/Not subject-specific coach**

Yes

No



**2-4. For THIS school year (2020-21), how easy or difficult was it to fill teaching vacancies in each of the following fields?**

🍏 Please include teaching positions that were vacant for the 2020-21 school year and that may or may not have been filled before the start of the 2020-21 school year.

🍏 Do NOT include vacancies for teachers who teach ONLY prekindergarten or adult education.

🍏 Mark (X) one box on each line.

	This position is not offered in this school	No vacancy in this field this school year	Easy	Somewhat difficult	Very difficult	Could not fill the vacancy
(1) General elementary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(2) Special education	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(3) English or language arts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(4) Social studies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(5) Computer science	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(6) Mathematics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(7) Biology or life sciences	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(8) Physical sciences (e.g., chemistry, physics, earth sciences)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(9) English as a Second Language (ESL) or bilingual education	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(10) Foreign languages	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(11) Music or art	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(12) Career or technical education	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(13) Physical education or health	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



**2-5a. Around October 1, 2020, did you have any newly-hired teachers, that is, employees that were not employed as teachers at THIS SCHOOL last year?**

🍏 Include all teachers that are new to your school, even if they had previously taught at other schools.

🍏 Do NOT include newly-hired teachers who teach ONLY prekindergarten or adult education.

Yes

No → GO TO Section 3 on page 15.



**b. How many teachers were newly-hired by this school?**

🍏 Do NOT include newly-hired teachers who teach ONLY prekindergarten or adult education.

🍏 Record HEAD COUNTS, not FTEs (full-time equivalent).

Newly-hired teachers

**c. Of those newly-hired teachers, how many were in their first year of teaching?**

🍏 Record HEAD COUNTS, not FTEs (full-time equivalent).

🍏 Write '0' if no newly-hired teachers were in their first year of teaching.

Teachers in their first year of teaching





### 3. COMMUNITY SERVICE REQUIREMENTS

**3-1. Does this school grant high school diplomas?**

🍏 *Do NOT include vocational certificates, certificates of attendance, or certificates of completion.*

Yes

No → GO TO Section 4 on page 16.

**3-2. For high school graduates of the class of 2021, does this school or district have a community service requirement for a standard diploma?**

Yes

No → GO TO Section 4 on page 16.

**3-3. What is the minimum number of community service hours required of the high school graduates in the class of 2021?**

Minimum hours of community service



## 4. SPECIAL PROGRAMS AND SERVICES

4-1a. Of the students enrolled in grades K-12 in this school, do any have an Individual Education Plan (IEP) because they have disabilities or special needs?

Yes

No → GO TO item 4-3a on page 17.



b. How many students have an Individual Education Plan (IEP) because they have disabilities or special needs?

🍎 Do NOT include prekindergarten, postsecondary, or adult education students.

🍎 Do NOT include students who have only a 504 plan.

Students with an Individual Education Plan (IEP)

4-2a. Does this school PRIMARILY SERVE students with disabilities?

🍎 If you marked "SPECIAL EDUCATION school - primarily serves students with disabilities" for item 1-7, please mark "Yes" for this item.

Yes → GO TO item 4-3a on page 17.

No



b. How many students with an Individual Education Plan (IEP) because they have disabilities or special needs are in each of the following instructional settings?

🍎 The sum of entries in item 4-2b should equal the entry in item 4-1b above.

🍎 Write '0' if no student with an IEP is in a particular instructional setting.

(1) 100% of the school day in a regular classroom

Students

(2) 80-99% of the school day in a regular classroom

Students

(3) 40-79% of the school day in a regular classroom

Students

(4) 0-39% of the school day in a regular classroom

Students



**4-3a. Of the students enrolled in this school as of October 1, 2020, have any been identified as English language learners (ELL), also known as limited-English proficient (LEP)?**

(English language learners (ELLs) or limited-English proficient (LEP) refers to students whose native or dominant language is other than English and who have sufficient difficulty speaking, reading, writing, or understanding the English language as to deny them the opportunity to learn successfully in an English-speaking-only classroom.)

Do NOT include prekindergarten, postsecondary, or adult education students.

- Yes
- No → GO TO item 4-6a on page 18.



**b. How many ELL or LEP students are enrolled in this school?**

Students

**4-4. Does this school have instruction specifically designed to address the needs of ELL or LEP students?**

- Yes
- No → GO TO item 4-6a on page 18.



**4-5a. Are ELL or LEP students taught English using ESL, bilingual, or immersion techniques?**

- Yes
- No

**b. Are ELL or LEP students taught English in regular English-speaking classrooms?**

- Yes
- No



**4-6a. Does this school participate in the National School Lunch Program (that is, the federal free or reduced-price lunch program)?**

Yes

No → GO TO item 4-7 on page 19.

**b. Around October 1, 2020, did you have any PREKINDERGARTEN students enrolled in this school?**

Yes

No → GO TO item 4-6c below.

**(1) How many PREKINDERGARTEN students were enrolled in this school?**

Prekindergarten students

**(2) What was the percentage of PREKINDERGARTEN students at this school APPROVED for free or reduced-price lunches under the National School Lunch Program?**

% of prekindergarten students approved

**c. Around October 1, 2020, what was the percentage of K-12 students at this school APPROVED for free or reduced-price lunches under the National School Lunch Program?**

% of K-12 students approved

**d. What is the count of students whose National School Lunch Program eligibility was determined through direct certification?**

(Direct certification deems students eligible for free meals under the National School Lunch Program (NSLP) by their families' participation in certain Federal assistance programs such as Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF), or Food Distribution Program on Indian Reservations (FDPIR).)

🍎 Write '0' if no student's eligibility was determined through Direct Certification.

Students

**e. Does this school provide a free lunch for ALL students as part of the National School Lunch Program's Community Eligibility Option?**

(The Community Eligibility Program (CEP) eliminates the requirement for eligibility information once a school has determined a baseline percentage of NSLP-eligible students. Under CEP, schools must serve all students free lunch and breakfast. All students in a school are therefore eligible for free lunches and there is no count of reduced-price lunch students.)

Yes

No



**4-7. Around October 1, 2020, did any students enrolled in this school receive Title I services at this school or at any other location?**

(Title I is a federally funded program that provides educational services, such as remedial reading or remedial math, to children who live in areas with high concentrations of low-income families.)

Yes

No → **GO TO Section 5 on page 20.**

**4-8a. How many PREKINDERGARTEN students at this school participate in the Title I program?**

🍎 Write '0' if no prekindergarten students participate in the Title I program.

Prekindergarten students

**b. How many students at this school in GRADES K-12 participate in the Title I program?**

🍎 Write '0' if no students in grades K-12 participate in the Title I program.

K-12 students

**4-9. Are students receiving Title I services in –**

**a. Reading or language arts?**

Yes

No

**b. Mathematics?**

Yes

No

**c. English as a Second Language (ESL)?**

Yes

No

**4-10. How many designated Title I teachers were teaching AT THIS SCHOOL around October 1, 2020?**

🍎 Write '0' if there are no designated Title I teachers at this school.

Title I teachers



## 5. CONTACT INFORMATION

5-1. What is the name of the person who completed most of this questionnaire?

5-2. What is his or her job title?

5-3. What is his or her work e-mail address?

5-4. What is the school's phone number?

Area code			Number			
<input type="text"/>	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>

5-5. Please enter the date your school completed this questionnaire.

MM	DD	YYYY
<input type="text"/>	<input type="text"/>	20 <input type="text"/>

5-6. Please indicate how much time it took your school to complete this form, not counting interruptions.

🍏 Please record the time in minutes, e.g., 50 minutes, 65 minutes, etc.

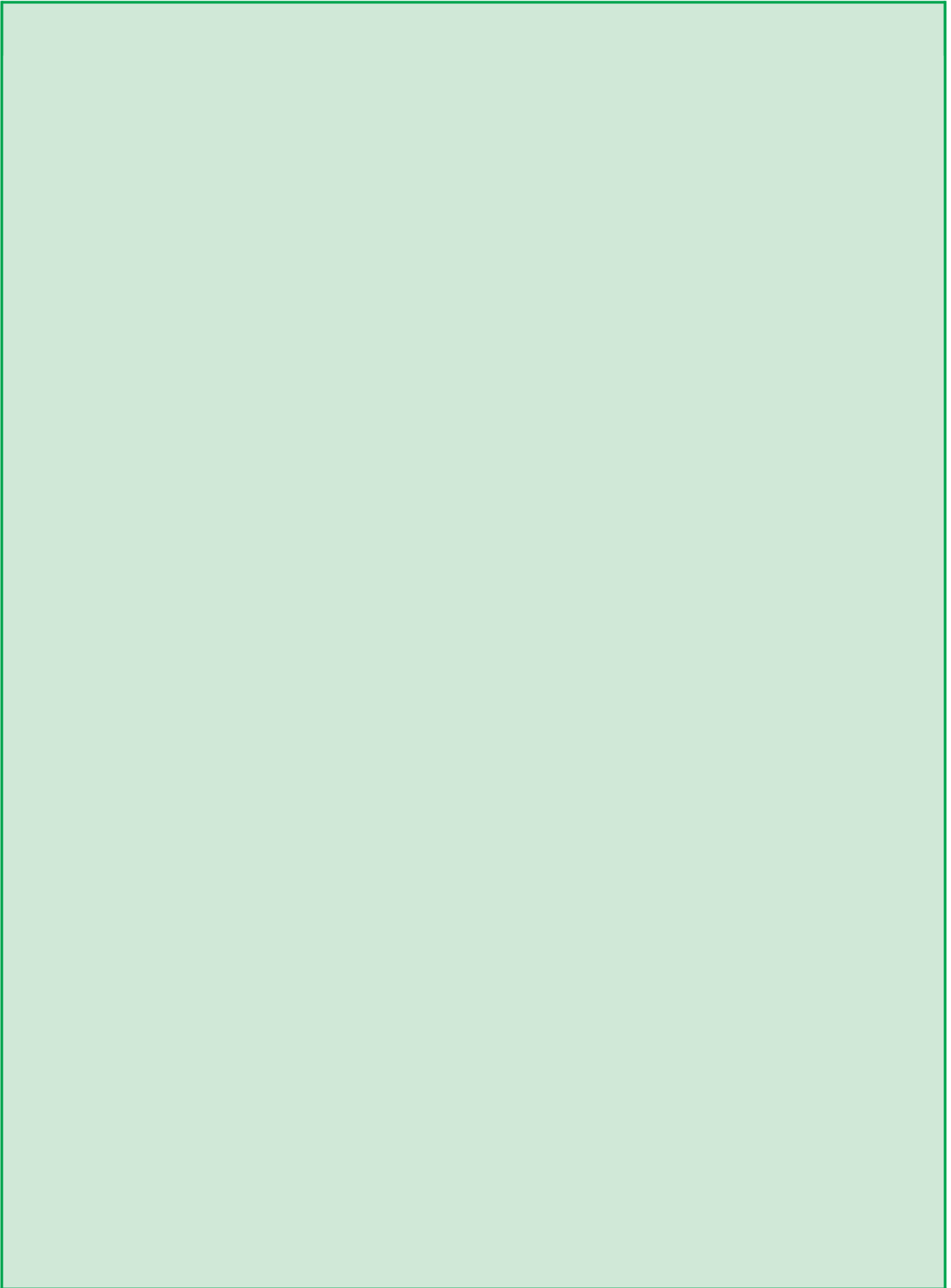
<input type="text"/>	Minutes
----------------------	---------

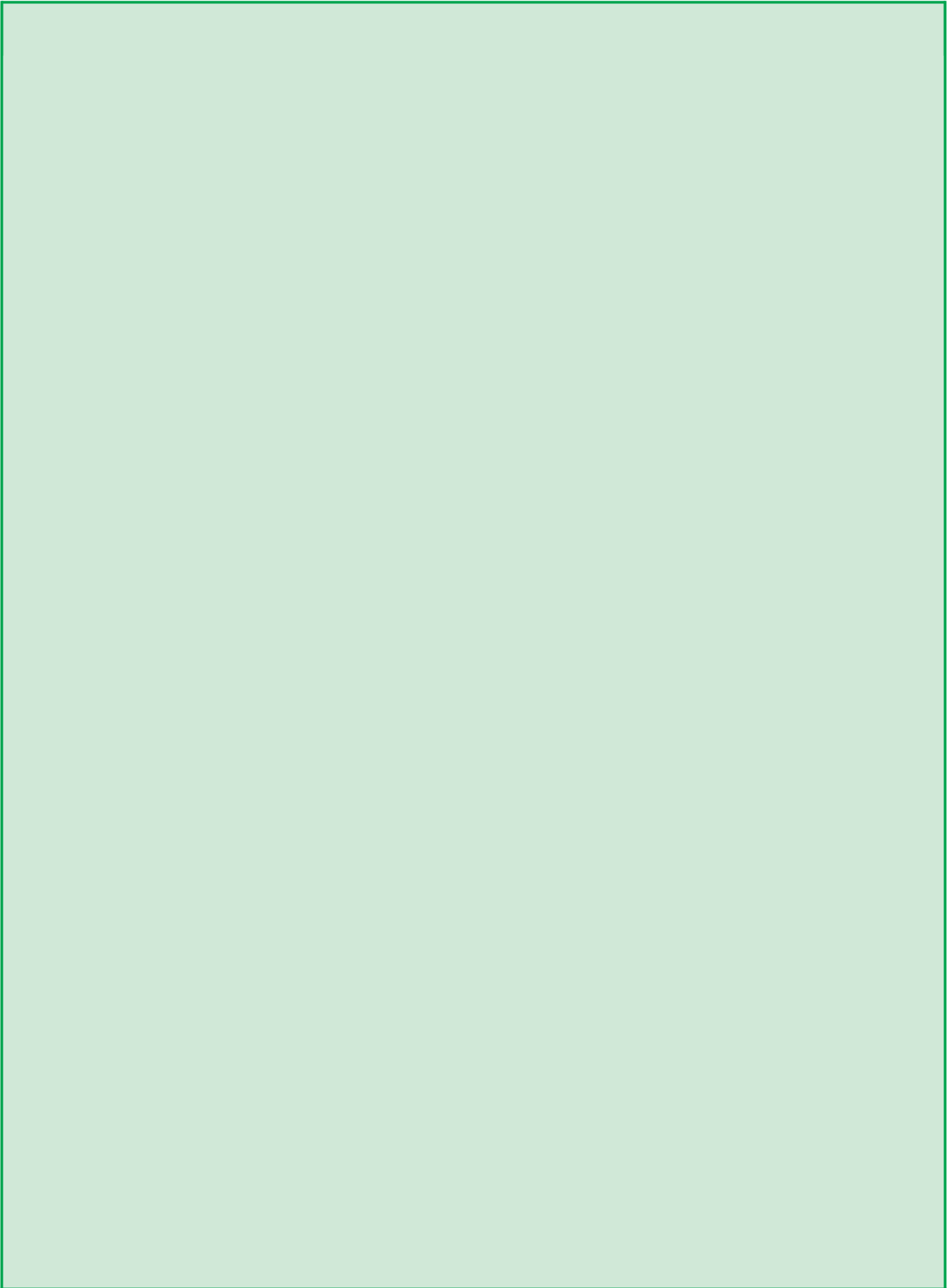
**Thank you very much for your participation in this survey. If you have any questions, please contact us, toll-free, at: 1-888-595-1338 or by e-mail at: [ntps@census.gov](mailto:ntps@census.gov).**

**Please return your completed questionnaire in the enclosed pre-addressed, postage-paid envelope or mail it to:**

**U.S. CENSUS BUREAU  
ATTN: DCB/PCSPU, BUILDING 60A  
1201 E. 10TH STREET  
JEFFERSONVILLE, IN 47132-0001**









To learn more about this survey and to access reports from earlier collections, see the National Teacher and Principal Survey (NTPS) website at: <http://nces.ed.gov/surveys/ntps>

Additional data collected by the National Center for Education Statistics (NCES) on a variety of topics in elementary, secondary, postsecondary, and international education are available from NCES' website at: <http://nces.ed.gov>

For additional data collected by various Federal agencies, including the Department of Education, visit the Federal Statistics clearinghouse at: <http://fedstats.sites.usa.gov>



Conducted by:  
U.S. DEPARTMENT OF EDUCATION  
NATIONAL CENTER FOR EDUCATION STATISTICS

OMB No. 1850-0598: Approval Expires xx/xx/xxxx  
Collected by:  
U.S. DEPARTMENT OF COMMERCE  
Economics and Statistics Administration  
U.S. CENSUS BUREAU

# PRIVATE SCHOOL QUESTIONNAIRE NATIONAL TEACHER AND PRINCIPAL SURVEY 2020-21 SCHOOL YEAR



Area for return address and postage stamp, including a small grid for postage meter use.

*(Please correct any errors in name, address, and ZIP Code.)*

## THIS SURVEY HAS BEEN ENDORSED BY:

**Please return your completed questionnaire in the pre-addressed, postage-paid envelope or mail it to:**

**U.S. CENSUS BUREAU  
ATTN: DCB/PCSPU, BUILDING 60A  
1201 E. 10TH STREET  
JEFFERSONVILLE, IN 47132-0001**

**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).**



- **What is the average student-teacher ratio in the United States?**
- **What is the average salary of a beginning principal?**
- **Have teachers' views of their autonomy in the classroom changed over time?**
- **Have the characteristics of the principal and teacher workforces in the United States changed over time?**

The answers to these questions help schools and policy makers set education policy and improve teacher and principal working conditions.

Since 1988, the National Teacher and Principal Survey and its precursor, the Schools and Staffing Survey, have provided the answers to these and other important education questions from the perspective of Principals and Teachers.

By selecting a statistically representative sample of schools, and teachers in those schools, we are able to provide representative data for the United States without going to every school.

Your school has been selected to participate in the 2020-21 National Teacher and Principal Survey. You will represent thousands of other schools, so it is important that you respond to this survey.

Basic school information such as school name, contact information, school type or program emphasis, religious orientation or affiliation of the school, association membership, grades taught and the number of students by grade, number of students by race/ethnicity, and the number of full-time-equivalent teachers are published on <http://nces.ed.gov/surveys/pss/privateschoolsearch/>. The remaining information is 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).

More information can be found on our website: <http://nces.ed.gov/surveys/ntps>

#### Paperwork Burden Statement

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 40 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.



## INSTRUCTIONS

The data you enter on this form will be captured through the use of imaging technology. Please print all information clearly in ordinary characters, using a **blue or black ballpoint pen**.

<b>CORRECT</b> marking example – <i>(Use care to keep characters  in their designated spaces.)</i>	<b>INCORRECT</b> marking example –
<div style="border: 1px solid black; padding: 5px; display: inline-block; margin-bottom: 10px;"> <input type="checkbox"/> 35 </div> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; padding: 5px; display: inline-block; margin-right: 20px;"> <input type="checkbox"/> 35 </div> <div style="font-size: 2em; font-weight: bold;">35</div> <div style="border: 1px solid black; padding: 5px; display: inline-block; margin-left: 20px;"> <input type="checkbox"/> 35 </div> </div> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
OR	
<input type="checkbox"/> Yes <input type="checkbox"/> No	

- a. This questionnaire may be completed by any staff member who has access to the school's records.
- b. Please do not write any comments by the answer boxes.
- c. If you are unsure about how to answer a question, please give the best answer you can rather than leaving it blank.
- d. If you have any questions, call the U.S. Census Bureau at 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). The U.S. Census Bureau is also available to answer your questions via e-mail at: [ntps@census.gov](mailto:ntps@census.gov).



## 1. GENERAL INFORMATION ABOUT THIS SCHOOL

### 1-1. Around October 1, 2020, how many students were enrolled in each of the following grade levels?

🍏 Report only for the school named on the front of this questionnaire.

🍏 Do NOT include postsecondary or adult education students, or children who are enrolled only in day care at this school.

🍏 In column (1), mark (X) "Yes" or "No" for each grade level.

🍏 In column (2), record the number of students for each grade level with "Yes" marked in column (1).

Grade levels	(1) Does this school have students in this grade?	(2) Number of students in this grade
a. Ungraded (including ungraded special education students)	<input type="checkbox"/> Yes → <input type="checkbox"/> No	<input type="text" value=""/>
b. Nursery and prekindergarten	<input type="checkbox"/> Yes → <input type="checkbox"/> No	<input type="text" value=""/>
c. Kindergarten (traditional year of school primarily for 5-year-olds prior to first grade)	<input type="checkbox"/> Yes → <input type="checkbox"/> No	<input type="text" value=""/>
d. Transitional (or readiness) kindergarten (extra year of school for kindergarten-age children who are judged not ready for kindergarten)	<input type="checkbox"/> Yes → <input type="checkbox"/> No	<input type="text" value=""/>
e. Transitional first (or pre-first) grade (extra year of school for children who have attended kindergarten but have been judged not ready for first grade)	<input type="checkbox"/> Yes → <input type="checkbox"/> No	<input type="text" value=""/>
f. 1st	<input type="checkbox"/> Yes → <input type="checkbox"/> No	<input type="text" value=""/>
g. 2nd	<input type="checkbox"/> Yes → <input type="checkbox"/> No	<input type="text" value=""/>
h. 3rd	<input type="checkbox"/> Yes → <input type="checkbox"/> No	<input type="text" value=""/>
i. 4th	<input type="checkbox"/> Yes → <input type="checkbox"/> No	<input type="text" value=""/>
j. 5th	<input type="checkbox"/> Yes → <input type="checkbox"/> No	<input type="text" value=""/>
k. 6th	<input type="checkbox"/> Yes → <input type="checkbox"/> No	<input type="text" value=""/>



**1-1. Continued – Around October 1, 2020, how many students were enrolled in each of the following grade levels?**

	(1) Does this school have students in this grade?	(2) Number of students in this grade
l. 7th	<input type="checkbox"/> Yes → <input type="checkbox"/> No	<input type="text" value=""/>
m. 8th	<input type="checkbox"/> Yes → <input type="checkbox"/> No	<input type="text" value=""/>
n. 9th	<input type="checkbox"/> Yes → <input type="checkbox"/> No	<input type="text" value=""/>
o. 10th	<input type="checkbox"/> Yes → <input type="checkbox"/> No	<input type="text" value=""/>
p. 11th	<input type="checkbox"/> Yes → <input type="checkbox"/> No	<input type="text" value=""/>
q. 12th	<input type="checkbox"/> Yes → <input type="checkbox"/> No	<input type="text" value=""/>

**1-2. Around October 1, 2020, what was the total number of students enrolled in this school or program?**

🍏 *This item should equal to the sum of entries in items 1-1(a-q).*

Enrolled students



**1-3. Of the total number of students enrolled in grades K-12 and comparable ungraded levels in this school or program around October 1, 2020, how many students are –**

- 🍎 Do NOT include nursery, prekindergarten, postsecondary, or adult education students.
- 🍎 Do NOT include children who are enrolled only in day care at this school or program.
- 🍎 Please only include each student in one category below.
- 🍎 Write '0' if there are no students in this school of a given racial and ethnic origin.

Hispanic or Latino Students	
a. Hispanic or Latino Students	<input type="text" value="0,000"/> Students
Non-Hispanic Students	
b. White	<input type="text" value="0,000"/> Students
c. Black or African American	<input type="text" value="0,000"/> Students
d. Asian	<input type="text" value="0,000"/> Students
e. Native Hawaiian or other Pacific Islander	<input type="text" value="0,000"/> Students
f. American Indian or Alaska Native	<input type="text" value="0,000"/> Students
g. Two or more races	<input type="text" value="0,000"/> Students
TOTAL number of students in grades K-12	<input type="text" value="0,000"/> Students

**1-4a. Is this school or program coeducational?**

Yes  
 No, it is an all-female school  
 No, it is an all-male school

} GO TO item 1-5a on page 7.

**b. Of the total number of students enrolled in grades K-12 and comparable ungraded levels in this school or program around October 1, 2020, how many students are MALE?**

- 🍎 Do NOT include nursery, prekindergarten, postsecondary, or adult education students.
- 🍎 Do NOT include children who are enrolled only in day care at this school or program.
- 🍎 Write '0' if there were no male students enrolled in this school or program.

Male students



**1-5a. During the LAST school year (2019-20), were any students enrolled in 12th grade?**

Yes

No → GO TO item 1-6 below.

**b. How many students were enrolled in 12th grade around October 1, 2019?**

12th graders

**c. LAST school year (2019-20), did you have any students that graduated from the 12th grade with a diploma?**

🍏 Include 2020 summer graduates.

🍏 Do NOT include students who received only vocational certificates, certificates of attendance, or certificates of completion.

Yes

No → GO TO item 1-6 below.

**d. How many students graduated from the 12th grade with a diploma LAST school year (2019-20)?**

🍏 Include 2020 summer graduates.

🍏 Do NOT include students who received only vocational certificates, certificates of attendance, or certificates of completion.

🍏 Write '0' if no students graduated from the 12th grade with a diploma LAST school year.

Graduates LAST school year

**e. Of those who graduated with a diploma LAST school year (2019-20), approximately what percentage went to four-year colleges?**

🍏 Round to the nearest whole percent.

🍏 Write '0' if no students who graduated LAST school year went to a four-year college.

% of Graduates who went to four-year colleges

**1-6. What is the official start and end time for MOST students at this school?**

🍏 If the start and end times vary by day, record the start and end time for the longest day of the week.

🍏 Do NOT include prekindergarten or transitional first grade programs.

Start time

 : 


a.m.

p.m.

—

End time

 : 


a.m.

p.m.

**1-7. How many days are in a TYPICAL SCHOOL WEEK for students in this school?**

🍏 Do NOT include prekindergarten or transitional first grade programs.

Days per TYPICAL SCHOOL WEEK

**1-8. How many days are in the SCHOOL YEAR for students in this school or program?**

Days per SCHOOL YEAR





**1-9. Which of the following best describes this school?**

🍏 *Mark (X) only one box.*

- REGULAR school – elementary or secondary
- MONTESSORI school
- SPECIAL PROGRAM EMPHASIS school – such as a science or math school, performing arts school, talented or gifted school, foreign language immersion school, etc.
- SPECIAL EDUCATION school – primarily serves students with disabilities
- CAREER/TECHNICAL/VOCATIONAL school – primarily serves students being trained for occupations
- EARLY CHILDHOOD PROGRAM OR DAY CARE CENTER – such as kindergarten only, prekindergarten and kindergarten and transitional first grade only, day care and transitional kindergarten only, etc.
- ALTERNATIVE/OTHER school – offers a curriculum designed to provide alternative or nontraditional education; does not specifically fall into the categories of regular, special program emphasis, special education, or vocational school

🍏 *If this school is a virtual school that is described by one of the above options please select that option.*

Please specify →

**1-10a. Does this school currently have any students enrolled in kindergarten?**

🍏 *Please include regular kindergarten as well as transitional (or readiness) kindergarten and transitional first (or pre-first) grade students, if enrolled.*

- Yes
- No → GO TO item 1-11 below.

**b. How long is the school day for a kindergarten, transitional kindergarten, or transitional first grade student?**

🍏 *Mark (X) only one box.*

- Full day (4 hours or more per day)
- Half day (less than 4 hours per day)
- Both full-day and half-day programs are offered

**c. How many days are in a TYPICAL SCHOOL WEEK for kindergarten, transitional kindergarten, or transitional first grade students in this school?**

🍏 *If the number of days per week varies, record the most days that a student would attend in a week.*

Days per TYPICAL SCHOOL WEEK

**1-11. Does this school have a library media center?**

(A library media center is an organized collection of printed and/or audiovisual and/or computer resources which is administered as a unit, is located in a designated place or places, and makes resources and services available to students, teachers, and administrators. A library media center may be called a school library, media center, resource center, information center, instructional materials center, learning resource center, or any other similar name.)

- Yes
- No



**1-12. Which of the following best describes this school?**

🍎 *Mark (X) only one box.*

- Classes are taught only face to face at the school
- Classes are taught both face to face and online → **GO TO item 1-14 below.**
- No physical location, classes are taught entirely online → **GO TO item 1-16 below.**

**1-13. Does this school offer any courses that are taught entirely online?**

- Yes
- No → **GO TO item 1-17 on page 14.**

**1-14. Among all the courses you offer at this school, about how many of the courses are taught entirely online?**

🍎 *Mark (X) only one box.*

- One or a few courses
- Some courses but less than half
- About half
- A majority
- All courses

**1-15. Are there any students enrolled at this school who take the majority, or all, of their classes online?**

- Yes
- No

**1-16. Are your online classes:**

🍎 *Mark (X) for all that apply.*

- Available to students in all grades
- Available only to students in certain grades
- Available to students who seek additional advancement (such as Advanced Placement or college credit)
- Available to students who are taking their core classes for graduation requirements
- Available to students who are taking an alternative learning program for behavioral issues
- Available to students with formally-identified disabilities



**1-17. Does this school offer the following?**

- a. Different instructional approaches (e.g., mixed-ability grouping, self-paced instruction, ungraded classrooms, etc.)**

Yes

No

---

- b. A dual-language or foreign language immersion program (A program in which the goal of instruction is that students are proficient in two languages)**

**🍎 Do NOT include English as a Second Language (ESL) programs or classes.**

Yes

No

---

**1-18. Are the following before-school or after-school programs or services currently available for students in any of grades K-12, or comparable ungraded levels, regardless of funding source at this school?**

- a. A program or service providing instruction beyond the normal school day for students who NEED academic ASSISTANCE**

Yes

No

---

- b. A program or service providing instruction beyond the normal school day for students who SEEK academic ADVANCEMENT or ENRICHMENT**

Yes

No

---

- c. Extended-day care**

Yes

No

---

- d. School-related activities and clubs (e.g., yearbook club, school dance committee, etc.)**

Yes

No



**1-19a. Is a major role of this school or program to support homeschooling?**

Yes

No

---

**b. Is this school or program located in a private home that is used primarily as a family residence?**

Yes

No

---

**1-20a. Does this school or program have a religious orientation or purpose?**

Yes

No → *GO TO item 1-21 on page 13.*

---

**b. Is this school or program affiliated with a religious organization or institution?**

Yes

No



**1-20c. What is this school's or program's religious orientation or affiliation?**

🍏 *Mark (X) only one box.*

- Roman Catholic →
- African Methodist Episcopal
- Amish
- Assembly of God
- Baptist
- Brethren
- Calvinist
- Christian (no specific denomination)
- Church of Christ
- Church of God
- Church of God in Christ
- Church of the Nazarene
- Disciples of Christ
- Episcopal
- Friends
- Greek Orthodox
- Islamic
- Jewish
- Latter Day Saints
- Lutheran Church – Missouri Synod
- Evangelical Lutheran Church in America (formerly AELC, ALC, or LCA)
- Wisconsin Evangelical Lutheran Synod
- Other Lutheran
- Mennonite
- Methodist
- Pentecostal
- Presbyterian
- Seventh-Day Adventist
- Other - please specify →

**Is this school –**  
 🍏 *Mark (X) only one box.*

- Parochial (or inter-parochial)
- Diocesan
- Private



**1-21. To which of the following associations or organizations does this school or program belong?**  
 🍏 *Mark (X) all that apply.*

This school does NOT belong to ANY associations or organizations → GO TO item 1-15a on page 13.

**RELIGIOUS**

- Accelerated Christian Education (ACE) (or School of Tomorrow)
- American Association of Christian Schools (AACCS)
- Association of Christian Schools International (ACSI)
- Association of Christian Teachers and Schools (ACTS)
- Association of Classical and Christian Schools (ACCS)
- Christian Schools International (CSI)
- Council of Islamic Schools in North America (CISNA)
- Evangelical Lutheran Education Association (ELEA)
- Friends Council on Education (FCE)
- General Conference of the Seventh-Day Adventist Church (GCSDAC)
- Islamic School League of America (ISLA)
- Jesuit Secondary Education Association (JSEA)
- National Association of Episcopal Schools (NAES)
- National Catholic Educational Association (NCEA)
- National Christian School Association (NCSA)
- National Society for Hebrew Day Schools (Torah Umesorah)
- Oral Roberts University Educational Fellowship (ORUEF)
- The Center for Jewish Day Schools (PRIZMAH)
- Southern Baptist Association of Christian Schools (SBACS)
- Other religious school association(s) - please specify →



**1-21. Continued – To which of the following associations or organizations does this school or program belong?**

🍏 *Mark (X) all that apply.*

**SPECIAL EMPHASIS**

- American Montessori Society (AMS)
- Association Montessori International (AMI)
- Other Montessori association(s)
- Association of Military Colleges and Schools (AMCS)
- Association of Waldorf Schools of North America (AWSNA)
- National Association of Private Special Education Centers (NAPSEC)
- Other association(s) for exceptional children
- European Council for International Schools (ECIS)
- National Association for the Education of Young Children (NAEYC)
- National Association of Laboratory Schools (NALS)
- National Coalition of Girls Schools (NCGS)
- Other special emphasis association(s) - please specify →

**OTHER SCHOOL ASSOCIATIONS OR ORGANIZATIONS**

- Alternative School Network (ASN)
- National Association of Independent Schools (NAIS)
- State or regional independent school association
- National Independent Private Schools Association (NIPSA)
- The Association of Boarding Schools (TABS)
- Other school association(s) - please specify →



## 2. SCHOOL STAFFING

### 2-1. Around October 1, 2020, how many staff were teaching in grades K-12 and/or comparable ungraded levels at this school or program in the following time categories?

🍏 Consider only the amount of time an individual works as a teacher of grades K-12 and comparable ungraded levels during a typical week at THIS school or program.

🍏 **INCLUDE:**

- Teachers who teach subjects such as music, art, physical education, and special education
- Principals or administrators who teach a regularly scheduled class at this school or program

🍏 **DO NOT INCLUDE:**

- Teachers who teach ONLY nursery, prekindergarten, postsecondary, or adult education
- Student teachers, teacher aides, day care aides, or short-term substitute teachers
- Counselors, library media specialists or librarians, speech therapists, social workers, or administrators UNLESS they also teach a regularly scheduled class at THIS school or program

🍏 Write '0' if no person is teaching in a particular time category.

a. Full-time Teachers	<input type="text" value="000"/>	Teachers
b. Teach at least $\frac{3}{4}$ time but less than full-time	<input type="text" value="000"/>	Teachers
c. Teach at least $\frac{1}{2}$ time but less than $\frac{3}{4}$ time	<input type="text" value="000"/>	Teachers
d. Teach at least $\frac{1}{4}$ time but less than $\frac{1}{2}$ time	<input type="text" value="000"/>	Teachers
e. Teach less than $\frac{1}{4}$ time	<input type="text" value="000"/>	Teachers
f. TOTAL Full- and Part-time Teachers	<input type="text" value="000"/>	Teachers





**2-2. Around October 1, 2020, how many staff held full-time or part-time positions or assignments in this school in each of the following categories?**

🍏 *Employees who hold more than one position at this school should be counted as part-time staff for each position held. FOR EXAMPLE: If your school's vice principal also serves as a data coach, you would count this person as 1 part-time vice principal (item b) and 1 part-time data coach (item e), even if this person works full-time across the two positions.*

🍏 *Employees shared with other schools should be counted as part-time employees.*

🍏 *If no FULL-TIME or PART-TIME staff members exist, please write '0' in the box under full-time and/or part-time.*

	FULL-TIME	PART-TIME
a. Principals or school heads	<input type="text"/>	<input type="text"/>
b. Vice principals and assistant principals or school heads	<input type="text"/>	<input type="text"/>
c. Instructional coordinators and supervisors, such as curriculum specialists	<input type="text"/>	<input type="text"/>
d. Librarians or library media specialists	<input type="text"/>	<input type="text"/>
e. Data coaches or data coordinators	<input type="text"/>	<input type="text"/>
f. Technology specialists	<input type="text"/>	<input type="text"/>
g. Student support services professional staff		
(1) School/guidance counselors, excluding psychologists and social workers	<input type="text"/>	<input type="text"/>
(2) Nurses	<input type="text"/>	<input type="text"/>
(3) Social workers	<input type="text"/>	<input type="text"/>
(4) Psychologists	<input type="text"/>	<input type="text"/>
(5) Speech therapists or pathologists	<input type="text"/>	<input type="text"/>
(6) Other student support services staff	<input type="text"/>	<input type="text"/>



**2-2.** *Continued* – Around October 1, 2020, how many staff held full-time or part-time positions or assignments in this school in each of the following categories?

	FULL-TIME	PART-TIME
h. Aides	<input type="text" value="00"/>	<input type="text" value="00"/>
(1) Regular Title I aides	<input type="text" value="00"/>	<input type="text" value="00"/>
(2) English as a Second Language (ESL) or bilingual teacher aides	<input type="text" value="00"/>	<input type="text" value="00"/>
(3) Special education aides	<input type="text" value="00"/>	<input type="text" value="00"/>
(4) Library media center aides	<input type="text" value="00"/>	<input type="text" value="00"/>
(5) Other classroom aides	<input type="text" value="00"/>	<input type="text" value="00"/>
i. Secretaries and other clerical support staff	<input type="text" value="00"/>	<input type="text" value="00"/>
j. Food service personnel	<input type="text" value="00"/>	<input type="text" value="00"/>
k. Custodial and maintenance personnel	<input type="text" value="00"/>	<input type="text" value="00"/>
l. Security guards or security personnel (not law enforcement)	<input type="text" value="00"/>	<input type="text" value="00"/>
m. School Resource Officers (include all career law enforcement officers with arrest authority, who have specialized training and are assigned to work in collaboration with school organizations)	<input type="text" value="00"/>	<input type="text" value="00"/>
n. Sworn law enforcement officers who are not School Resource Officers	<input type="text" value="00"/>	<input type="text" value="00"/>
o. Other employees not reported above	<input type="text" value="00"/>	<input type="text" value="00"/>



**2-3a. Do any of the teachers or staff have the following specialist assignments working with students in this school?**

**(1) Reading specialist**

Yes

No

---

**(2) Math specialist**

Yes

No

---

**(3) Science specialist**

Yes

No

---

**b. Do any of the teachers or staff have the following coaching assignments working with teachers in this school?**

(Coaching includes observing lessons, providing feedback, and demonstrating teaching strategies.)

**(1) Reading coach**

Yes

No

---

**(2) Math coach**

Yes

No

---

**(3) Science coach**

Yes

No

---

**(4) General instructional/Not subject-specific coach**

Yes

No



**2-4. For THIS school year (2020-21), how easy or difficult was it to fill teaching vacancies in each of the following fields?**

🍎 Please include teaching positions that were vacant for the 2020-21 school year and that may or may not have been filled before the start of the 2020-21 school year.

🍎 Do NOT include vacancies for teachers who teach ONLY prekindergarten or adult education.

🍎 Mark (X) one box on each line.

	This position is not offered in this school	No vacancy in this field this school year	Easy	Somewhat difficult	Very difficult	Could not fill the vacancy
(1) General elementary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(2) Special education	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(3) English or language arts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(4) Social studies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(5) Computer science	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(6) Mathematics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(7) Biology or life sciences	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(8) Physical sciences (e.g., chemistry, physics, earth sciences)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(9) English as a Second Language (ESL) or bilingual education	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(10) Foreign languages	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(11) Music or art	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(12) Career or technical education	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(13) Physical education or health	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



**2-5a. Around October 1, 2020, did you have any newly-hired teachers, that is, employees that were not employed as teachers at THIS SCHOOL last year?**

- 🍏 Include all teachers that are new to your school, even if they had previously taught at other schools.
- 🍏 Do NOT include newly-hired teachers who teach ONLY prekindergarten or adult education.

Yes  
 No → GO TO Section 3 on page 21.

**b. How many teachers were newly-hired by this school?**

- 🍏 Do NOT include newly-hired teachers who teach ONLY prekindergarten or adult education.
- 🍏 Record HEAD COUNTS, not FTEs (full-time equivalent).

Newly-hired teachers

**c. Of those newly-hired teachers, how many were in their first year of teaching?**

- 🍏 Record HEAD COUNTS, not FTEs (full-time equivalent).
- 🍏 Write '0' if no newly-hired teachers were in their first year of teaching.

Teachers in their first year of teaching



### 3. COMMUNITY SERVICE REQUIREMENTS

**3-1. Does this school grant high school diplomas?**

🍏 Do NOT include vocational certificates, certificates of attendance, or certificates of completion.

Yes

No → GO TO Section 4 on page 22.

**3-2. For high school graduates of the class of 2021, does this school have a community service requirement for a standard diploma?**

Yes

No → GO TO Section 4 on page 22.

**3-3. What is the minimum number of community service hours required of the high school graduates in the class of 2021?**

Minimum hours of community service



## 4. SPECIAL PROGRAMS AND SERVICES

4-1a. Of the students enrolled in grades K-12 or comparable ungraded levels in this school, do any have a formally-identified disability?

- Yes
- No → GO TO item 4-3a on page 23.

b. How many students in this school have a formally-identified disability?

🍏 Do NOT include prekindergarten, postsecondary, or adult education students.

Students with a formally-identified disability

4-2a. Does this school PRIMARILY SERVE students with disabilities?

🍏 If you marked "SPECIAL EDUCATION school - primarily serves students with disabilities" for item 1-9, please mark "Yes" for this item.

- Yes → GO TO item 4-3a on page 23.
- No

b. How many students with formally-identified disabilities are in each of the following instructional settings?

🍏 The sum of entries in item 4-2b should equal the entry in item 4-1b above.

🍏 Write '0' if no student with a formally-identified disability is in a particular instructional setting.

(1) 100% of the school day in a regular classroom

Students

(2) 80-99% of the school day in a regular classroom

Students

(3) 40-79% of the school day in a regular classroom

Students

(4) 0-39% of the school day in a regular classroom

Students



**4-3a. Of the students enrolled in this school as of October 1, 2020, have any been identified as English-language learners (ELL), also known as limited-English proficient (LEP)?**

(English language learners (ELLs) or limited-English proficient (LEP) refers to students whose native or dominant language is other than English and who have sufficient difficulty speaking, reading, writing, or understanding the English language as to deny them the opportunity to learn successfully in an English-speaking-only classroom.)

🍏 Do NOT include prekindergarten, postsecondary, or adult education students.

Yes

No → GO TO item 4-6a on page 24.



**b. How many ELL or LEP students are enrolled in this school?**






Students

**4-4. Does this school have instruction specifically designed to address the needs of ELL or LEP students?**

Yes

No → GO TO item 4-6a on page 24.



**4-5a. Are ELL or LEP students taught English using ESL, bilingual, or immersion techniques?**

Yes

No

**b. Are ELL or LEP students taught English in regular English-speaking classrooms?**

Yes

No





**4-6a. Does this school participate in the National School Lunch Program (that is, the federal free or reduced-price lunch program)?**

- Yes
- No → GO TO item 4-7 on page 25.

**b. Around October 1, 2020, did you have any PREKINDERGARTEN students enrolled in this school?**

- Yes
- No → GO TO item 4-6c below.

**(1) How many PREKINDERGARTEN students were enrolled in this school?**

□ □ □ □ □ Prekindergarten students

**(2) What was the percentage of PREKINDERGARTEN students at this school APPROVED for free or reduced-price lunches under the National School Lunch Program?**

□ □ □ □ □ % of prekindergarten students approved

**c. Around October 1, 2020, what was the percentage of K-12 students this school APPROVED for free or reduced-price lunches under the National School Lunch Program?**

□ □ □ □ □ % of K-12 students approved



**4-7. Around October 1, 2020, did any students enrolled in this school receive Title I services at this school or at any other location?**

(Title I is a federally funded program that provides educational services, such as remedial reading or remedial math, to children who live in areas with high concentrations of low-income families.)

Yes

No → [GO TO Section 5 on page 26.](#)

**4-8a. How many PREKINDERGARTEN students at this school participate in the Title I program?**

🍏 Write '0' if no prekindergarten students participate in the Title I program.






Prekindergarten students

**b. How many students at this school in GRADES K-12 participate in the Title I program?**

🍏 Write '0' if no students in grades K-12 participate in the Title I program.






K-12 students

**4-9. Are students receiving Title I services in –**

**a. Reading or language arts?**

Yes

No

**b. Mathematics?**

Yes

No

**c. English as a Second Language (ESL)?**

Yes

No



## 5. CONTACT INFORMATION

5-1. What is the name of the person who completed most of this questionnaire?

5-2. What is his or her job title?

5-3. What is his or her work e-mail address?

5-4. What is the school's phone number?

Area code	Number
<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

5-5. Please verify this school's or program's name and mailing address that are printed below.

If any part of the name and mailing address is incorrect, enter the correction(s), as necessary, in the appropriate space(s) below.

**School or program name**

**Mailing address**

**City**

**State**

**ZIP Code**

5-6a. Is the physical or street address of this school or program the same as the mailing address?

Yes → *GO TO item 5-7 on page 27.*

No



b. Please print this school's or program's physical or street address.

**Street**

**City**

**State**


**ZIP Code**


**5-7. Please enter the date your school completed this questionnaire.**

MM	DD	YYYY
<input type="text"/>	<input type="text"/>	<input type="text" value="20"/> <input type="text"/>

**5-8. Please indicate how much time it took your school to complete this form, not counting interruptions.**

 Please record the time in minutes, e.g., 50 minutes, 65 minutes, etc.

<input type="text"/>	Minutes
----------------------	---------

**Thank you very much for your participation in this survey. If you have any questions, please contact us, toll-free, at: 1-888-595-1338 or by e-mail at: [ntps@census.gov](mailto:ntps@census.gov).**

**Please return your completed questionnaire in the enclosed pre-addressed, postage-paid envelope or mail it to:**

**U.S. CENSUS BUREAU  
ATTN: DCB/PCSPU, BUILDING 60A  
1201 E. 10TH STREET  
JEFFERSONVILLE, IN 47132-0001**



To learn more about this survey and to access reports from earlier collections, see the National Teacher and Principal Survey (NTPS) website at: <http://nces.ed.gov/surveys/ntps>

Additional data collected by the National Center for Education Statistics (NCES) on a variety of topics in elementary, secondary, postsecondary, and international education are available from NCES' website at: <http://nces.ed.gov>

For additional data collected by various Federal agencies, including the Department of Education, visit the Federal Statistics clearinghouse at: <http://fedstats.sites.usa.gov>



## Attachment 7

### Contact Materials for NTPS 2020–21 Cognitive Testing

Data Collection Activity/Operation	Correspondence Identifier(s)	Description
<b>Initial School Mailout</b>		
Initial School Mailout Letter	NTPS-11.1//2//3LP//C	<p>This letter will be shown to cognitive test participants to see if they would include online teachers in the TLF, given the current stimulus. Each participant will only see one version, dependent on their job title. The letter introduces the survey and provides instructions for the package contents. The package includes the letter and individual envelopes containing instructions for completing the Teacher Listing Form, and School Questionnaire.</p> <p>Six versions:</p> <p>NTPS-11.1LP – Base principal letter sent to the principal if a coordinator hasn't been established, similar in content and format to the letter used for the 2017–18 NTPS.</p> <p>NTPS-11.1LC – Base coordinator letter, sent if a coordinator has been established, similar in content and format to the letter used for the 2017–18 NTPS.</p> <p>NTPS-11.2LP – Experimental principal letter.</p> <p>NTPS-11.2LC – Experimental coordinator letter.</p> <p>NTPS-11.3LP – Base principal letter modified to reflect the inclusion of the non-monetary incentive (popcorn tin).</p> <p>NTPS-11.3LC – Base coordinator letter modified to reflect the inclusion of the non-monetary incentive (popcorn tin).</p>
Initial School Mailout Letter – Login Information for the TLF	NTPS-11L(TLF1//2)	<p>This letter provides a description of the Teacher Listing Form and the login information for the NTPS Respondent Portal.</p> <p>Two versions:</p> <p>NTPS-11L(TLF2) – Sent to schools without a pre-populated TLF.</p>

## Notes:

Yellow highlighting indicates letter and e-mail text that will be customized using information on the input file. In the FAQs, yellow highlighting indicates information that needs to be updated pending OMB clearance.

Text in brackets, in red font, shows the wording that differs between versions of the letter or e-mail. Key to versions is provided above the letter, where applicable. Versions are indicated in brackets by black letters and are separated by double slashes //.

## Initial School Mailout Letter to Coordinator or Principal – Version 1

NTPS-11.1LP//11.1LC (P = Principal letter; C = Coordinator letter) (Includes School Mailout FAQs)

<Date>

<Principal or Coordinator Name>

<School Name>

<Mailing Address>

<City, State ZIP Code>

Dear <Principal or Coordinator Name>,

Your school has been selected to participate in the 2020–21 **National Teacher and Principal Survey** (NTPS). [C: **The principal at your school has identified you as the survey coordinator for your school.**] Your school’s participation is important for the success of this survey. Each response is vital to ensure reliable, nationally representative data, and we need your help to make this happen.

The NTPS is a nationwide sample survey of elementary and secondary schools and the principals and teachers who staff them. The survey is a primary source of information about what is happening in K–12 schools across the United States. The survey is administered 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.

[C: **As survey coordinator, we**//P: **We**] request your assistance with the following tasks:

1. **Complete or ensure the online completion of the Teacher Listing Form using the enclosure labeled “Instructions for completing the Teacher Listing Form.”**

You can complete the TLF or give it to the staff member who can best provide information about the teachers at your school, including each teacher’s name, e-mail address, and subject matter taught.

2. **Complete or ensure the online completion of the School Questionnaire using the enclosure labeled “Instructions for completing the School Questionnaire.”**

You can complete the School Questionnaire or give it to the staff member who can best answer questions about enrollment, staffing, and programs and services offered at your school.

3. [C: **Give the enclosure labeled “Instructions for completing the Principal Questionnaire” to the principal or administrator at your school.** //P: **Use the enclosure labeled “Instructions for completing the Principal Questionnaire” to complete the Principal Questionnaire online within two weeks.**]

**Please ensure that the Teacher Listing Form, School Questionnaire, and Principal Questionnaire are completed within two weeks.** 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

*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 School Mailout Letter to Coordinator or Principal – Version 2

NTPS-11.2LP//11.2LC) (P = Principal letter; C = Coordinator letter) (Includes School Mailout FAQs)

<Date>

<Principal or Coordinator Name>

<School Name>

<Mailing Address>

<City, State, ZIP Code>

Dear <Principal or Coordinator Name>,

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).

[C: **The principal at your school has identified you as the survey coordinator for the NTPS. As survey coordinator, we//P: We**] ask that you facilitate your school's participation in the survey. **The following survey invitations are enclosed:**

### 1. Teacher Listing Form

Complete or ensure the online completion of the Teacher Listing Form using the enclosed envelope labeled "Instructions for completing the Teacher Listing Form." The Teacher Listing Form requests each teacher's name, e-mail address, and subject matter taught. This information will be used to randomly select teachers to complete the Teacher Questionnaire.

### 2. School Questionnaire

Complete or ensure the online completion of the School Questionnaire using the enclosed envelope labeled "Instructions for completing the School Questionnaire." The School Questionnaire should be completed by the staff member who can best answer questions about enrollment, staffing, and programs and services offered at your school.

### 3. Principal Questionnaire

[C: **Give the enclosed envelope labeled "Instructions for completing the Principal Questionnaire" to the principal or administrator at your school.//P: Please complete the Principal Questionnaire using the login information provided in the enclosed envelope labeled "Instructions for completing the Principal Questionnaire".**]

**Please ensure that the Teacher Listing Form, School Questionnaire, and Principal Questionnaire are completed within two weeks.** Thank you in advance for your [P: **school's participation**//C: **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

*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 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 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 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.

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 <https://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 a NTPS questionnaire?**

While the surveys will vary in length, each questionnaire will take approximately 15 to 40 minutes to complete.

### **Will my school's and individual staff members' 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. 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). In addition, your responses to the survey questions will not be shared with any of your school staff or administration. 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 xx/xx/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).

## Initial School Mailout Letter – TLF

NTPS-11L(TLF1//2) (1 = Prepopulated TLF; 2 = Blank TLF)

Displayed through a windowed-envelope or overprinted on an envelope:

### Instructions for completing the Teacher Listing Form

Please complete the Teacher Listing Form for the National Teacher and Principal Survey. The Teacher Listing Form requests teacher name, e-mail address, and subject matter taught for each teacher in your school.

*Text:*

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 designated survey coordinator, <Coordinator Name>,/school's principal] 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. [1: To make it easier for you, we obtained a list of your school's teachers from a publicly-available source. We need your help to ensure that this list is accurate and only includes staff currently working as teachers in your school.]

Please complete [1: 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: <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

*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.*