

# **National Teacher and Principal Survey of 2020–2021 (NTPS 2020–21)**

**OMB# 1850-0598 v.28**

## **Appendix A Communication Materials**

**National Center for Education Statistics (NCES)  
U.S. Department of Education**

**November 2019**

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*Note:*

\* Contact Materials for the Preliminary Activities have already been approved by OMB. The materials are being carried over in this submission because they will not be completed at the time this submission is expected to be approved.

# Contact Materials for NTPS 2020-21 Preliminary Field Activities

## District Research Application Cover Letter



U.S. DEPARTMENT OF EDUCATION  
INSTITUTE OF EDUCATION SCIENCES

NATIONAL CENTER FOR EDUCATION STATISTICS

[Name]  
[Position, Department]  
[School District]  
[Street Address]  
[City, State, Zip]

[Date]

Dear [District Contact Name]

The National Center for Education Statistics (NCES) of the U.S. Department of Education is requesting approval to conduct the **National Teacher and Principal Survey (NTPS) 2020-21** in some of your district's schools during the 2020-21 school year.

NTPS is administered on a recurring basis by the U.S. Census Bureau on behalf of NCES. Its data are crucial in helping legislators and education leaders make informed decisions to improve education. The responses from your district's sampled schools represent the concerns of similar schools that were not sampled, both within and outside of your district.

*[For districts where sample has been drawn, insert: "From your district, XX schools were sampled for NTPS."]* **No student or classroom time is involved in this survey.**

Thank you for your consideration of the research application for NTPS 2020-21. The enclosed application and materials describe the purposes, survey topics, sample sizes, and respondent burden for NTPS. Draft versions of the NTPS 2020-21 questionnaires are also included for your review. In addition, a District Approval Form is enclosed for you to indicate whether your district has approved participation in NTPS. Please return the form as soon as possible to the contact listed on the form.

If you have any questions about NTPS or the research application, please contact the study's district research application team, by e-mail at [ntps@census.gov](mailto:ntps@census.gov) or by telephone at 1-800-221-1204. You can find additional information about NTPS and results from prior NTPS administrations at <http://nces.ed.gov/surveys/ntps>.

Sincerely,

James L. Woodworth, PhD  
Commissioner  
National Center for Education Statistics  
PCP, 550 12th St., SW, 4th floor, Room 4032  
Washington, DC 20202

Enclosures

## NTPS Brochure Text

*(We have NTPS brochures that were printed during the 2017-18 NTPS administration for use at conferences that we may provide to special handling districts as part of our research application; we do not plan to print new brochures during the preliminary activities stage of NTPS 2020-21)*

### What are the different questionnaires that make up the NTPS?

1. A **School Questionnaire** that collects information on school characteristics. Questions are asked about:
  - School level
  - School location
  - Student characteristics
2. A **Principal Questionnaire** that collects information on the sampled school's principal. Principals are asked questions about:
  - School policies
  - School resources
  - Principal background
3. A **Teacher Questionnaire** that collects information on the sampled school's teachers. The questionnaire asks about:
  - Training opportunities
  - Classroom practices
  - Autonomy

### Why the NTPS is important

The NTPS collects data on core topics including teacher and principal preparation, classes taught, school characteristics, and demographics of the teacher and principal labor force every two years. In addition, each administration of NTPS explores additional, critical education topics on a rotating basis, such as: professional development, working conditions, and teacher evaluation. This approach allows policymakers and researchers to assess trends on both stable and evolving topics.

NTPS data are used by a wide variety of people interested in K–12 education, including national, state, and local policymakers, researchers, education associations, teachers, journalists, and the general public.

### Which Schools Participate in NTPS?

The NTPS is a large sample survey of America's public elementary and secondary schools, conducted biennially. Both traditional public schools and public charter schools are included in the study. Beginning with the 2017-18 survey, NTPS will also collect information on teachers and principals in private schools.

NTPS data and publications are available online, free of charge. To learn more about the National Teacher and Principal Survey and to see the data and reports, visit <http://nces.ed.gov/surveys/ntps>

Looking for a source of data on teacher and principal career paths, engagement, and goals? The National Teacher and Principal Survey (NTPS) is the nation's primary source of information about the work experiences and practices of American K-12 teachers and principals. Teachers and principals are asked about the schools they work in and the students they educate. NCES appends data from other collections to provide a more complete picture of the schools and school systems in which the teachers and principals work. The NTPS and its predecessor, the Schools and Staffing Survey, have been conducted for nearly 30 years, allowing researchers and policy makers to see changes in the characteristics and perspectives of the teacher and principal workforce over time.

## 2020-21 NTPS Frequently Asked Questions

### *What is NTPS?*

The National Teacher and Principal Survey (NTPS) is the most comprehensive source of data on schools, teachers, and principals in the United States. NTPS provides critical information about the characteristics and qualifications of teachers and principals, teacher hiring practices, class size, and other conditions in a wide variety of schools across the nation. It is conducted by the National Center for Education Statistics (NCES) within the U.S. Department of Education. The U.S. Census Bureau administers the NTPS surveys on behalf of NCES. NCES is authorized to conduct NTPS by the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543). **This survey does not involve students, parents, or any use of classroom time.**

### *Why participate in NTPS 2020-21?*

NTPS helps researchers and policymakers learn about our nation's schools, teachers, and principals so they can work on improving education for all students. NTPS is the only national survey that provides this kind of information. All districts ultimately benefit when good data help legislators and administrators make good decisions. By participating in this survey, you will ensure that information about your district's schools, principals, and teachers is included in those decisions. The data they provide will better inform and help to shape future education policies.

### *Do public school organizations endorse these surveys?*

NTPS is endorsed by numerous public school organizations, including: American Association of School Administrators, Association of American Educators, Association for Supervision and Curriculum Development, American Federation of Teachers, Association for Middle Level Education, Council of the Great City Schools, National Association of Elementary School Principals, National Association of Secondary School Principals, National Association of School Librarians, and the National Parent Teacher Association.

### *How will NTPS 2020-21 data be used?*

Congress, the Department of Education, other Federal agencies, State Departments of Education, education associations, and the education research community will use data from NTPS 2020-21 to present research on a range of issues related to K-12 education. In the past, some of the most frequently published topics have included class size, number and characteristics of new teachers, teaching certification, teacher professional development, teacher attrition/retention, principal attrition and mobility, and teacher qualifications. Based on previous administrations of NTPS, we anticipate that the data will be used to produce national statistics on:

- Teacher capacity as defined by teacher qualifications, career paths, professional development activities, and school and district support for teachers' careers; and
- School capacity as defined by school organization and decision making, management of curriculum and instruction, school programs, and school safety.

### *How many schools, principals, and teachers are selected for NTPS 2020-21?*

The 2020-21 NTPS samples will include approximately 10,600 public schools and school principals, and approximately 47,000 public school teachers.

### *How are schools and principals selected for NTPS 2020-21?*

Public schools selected for NTPS are sampled from the Common Core of Data (CCD), the universe of public schools supplied annually by state educational agencies to NCES. To make sure that the sample contains sufficient numbers for various types of estimates, NTPS uses a sample design that provides for:

- National estimates of public schools and public school characteristics;
- National estimates of combined grade public schools (schools with a grade span that overlaps the elementary, middle, and/or high school levels);
- National estimates of public charter schools; and
- State-level estimates.

For all schools, the principal will be included in the survey as a result of the school being selected.

*How are teachers selected for NTPS 2020-21?*

The teacher sample will be selected from a list of teachers provided by the school. For each school in the sample, all teachers who teach students in grades K-12 during the fall of 2020, except for short-term substitutes, student teachers, and teacher aides, are eligible for sampling. To avoid placing an undue burden on schools, NCES intends to survey an average of 7 teachers per school.

*How will the survey be administered?*

NTPS is a self-administered survey that is offered to respondents through a mail questionnaire and an online survey.

We will ask the school to assign a survey coordinator to serve as a central point of contact for NTPS.

The survey does not require the use of any school personnel to administer it, other than the direct time it takes for the respondent to complete the questionnaire. **This survey does not involve students.** Sampled principals, teachers, and the most appropriate school staff are requested to record their answers either (a) on the printed questionnaire and return the questionnaire by mail to the U.S. Census Bureau or (b) using the online survey option to send in their responses via a secure server link. **There is no use of classroom time required for the completion of these questionnaires.**

*How long does it take to fill out the survey?*

The NTPS questionnaires strive to collect in-depth data without putting an undue burden on respondents. Each survey item has been selected based upon its contribution to the data needed by researchers and policymakers. The estimated average response time for each questionnaire in the 2020-21 NTPS is presented in the following table.

<b>Questionnaire</b>	<b>Estimated average response time per respondent</b>
Teacher Listing Form	30 minutes
School Questionnaire	13 minutes
Principal Questionnaire	25 minutes
Teacher Questionnaire	40 minutes

*When will the survey be administered?*

The planned data collection schedule is below.

<b>NTPS 2020-21 Planned Timetable</b>	<b>Approximate Schedule</b>
Initial mail-out of questionnaires to schools	September 2020
Initial mail-out of questionnaires to teachers	November 2020
Final acceptance of all questionnaires	July 2021
Data processing and analysis	July 2020-June 2022
Data file and initial report release	July 2022

*What happens if a school, principal, or teacher refuses to participate?*

All participation is voluntary. There are no penalties for not participating in the study. When completing the questionnaires, respondents can skip any question they do not want to answer. If individuals or schools are hesitant to be a part of the study, please reach out to NTPS 2020-21 staff so we can address any concerns you may have.

*Will the names of participants and their responses be kept confidential?*

All of the information provided by schools and staff 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). By law (20 U.S.C. §9573), a violation of the confidentiality restrictions is a felony, punishable by imprisonment of up to 5 years and/or a fine of up to \$250,000. All government or contracted staff working on the NTPS study and having access to the data, including NTPS field staff, are required to sign an NCES Affidavit of Nondisclosure and have received public-trust security clearance.

*Who do I contact for further information about NTPS 2020-21?*

For additional information, call the NTPS 2020-21 information number, [phone], or send an email to [email]. You may also learn more about the NTPS survey program and read results from prior administrations by visiting the NTPS website at <http://nces.ed.gov/surveys/ntps>



## Participant Informed Consent Form

### Example Consent Form – will be used only in districts that require a consent form and will be adjusted based on individual district requirements; the following sentence will not be changed:

“I fully understand that all of the information I 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).”

#### PARTICIPANT INFORMED CONSENT FORM NATIONAL TEACHER AND PRINCIPAL SURVEY (NTPS) 2020-21

You are being asked to participate in a survey called the National Teacher and Principal Survey (NTPS), for the 2020-21 school year. [District] district has approved your school’s participation in this important study. This form provides you with information about the study, and the [title], [name], who can be reached at [phone] or [email] is also available to answer your questions. Please read the information below and ask any questions you might have before deciding whether to take part.

The NTPS is conducted by the National Center for Education Statistics (NCES) to collect important data on public elementary and secondary schools and staff in the United States. The U.S. Census Bureau administers the NTPS on behalf of NCES. NCES is authorized to conduct NTPS by the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543). The NTPS provides data on the characteristics and qualifications of teachers and principals, teacher hiring practices, professional development, class size, and other conditions in schools across the nation. Participants are asked to complete a paper questionnaire and return it in the pre-addressed, postage-paid envelope provided (some respondents are also given an online option). Details about the data collection instrument, respondent type, and time required to complete the questionnaire are below.

Data Collection Instrument	Respondent Type	Estimated Time Required to Complete Questionnaire
Teacher Listing Form	School Coordinator	30 minutes
School Questionnaire	School Coordinator	13 minutes
Principal Questionnaire	Principal	25 minutes
Teacher Questionnaire	Teacher (Average of 7 per school)	40 minutes

Each NTPS Principal or Teacher Questionnaire contains questions that provide basic descriptive information on the respondent. Some of these items are: gender, age, race/ethnicity, principals’ licensure, highest degree earned, salary, years of teaching experience, education degrees earned and fields, certification, main teaching assignment, teacher salary schedules, and hours worked per week. A security plan for protecting individual respondent data has been developed for NTPS 2020-21. Under this plan, the 2020-21 NTPS will conform to the applicable federal laws and regulations – specifically, the *Privacy Act of 1974* (5 U.S.C. 552a); *Privacy Act Regulations* (34 CFR Part 5b); the *Computer Security Act of 1987*; the *Federal Statistical Confidentiality Order of 1997* (an OMB directive); the *U.S.A. Patriot Act of 2001* (P.L. 107-56); the *Education Sciences Reform Act of 2002* (20 U.S.C. §9573); the *Cybersecurity Enhancement Act of 2015* (6 U.S.C. §151); the *Foundations of Evidence-Based Policymaking Act of 2018, Title III, Part B, Confidential Information Protection; Confidential Information Protection, NCES Restricted-Use Data Procedures Manual*; and the *NCES Statistical Standards*. By law (20 U.S.C. §9573), a violation of the confidentiality restrictions is a felony, punishable by imprisonment of up to 5 years and/or a fine of up to \$250,000. All government or contracted staff working on the NTPS study and having access to the data, including NTPS field staff, are required to sign an NCES Affidavit of Nondisclosure and have received public-trust security clearance.

Once the U.S. Census Bureau receives the completed survey forms, the responses received on paper questionnaires are keyed into electronic data files, which are checked against the survey forms for accuracy. Names, addresses, and other identifying information for schools, principals, and teachers are removed from the data files to protect respondents’ confidentiality. A school identification number is used to link principal and teacher data to the schools where they work.

The data are used in statistical summaries only. NCES issues its own reports and requires researchers to access the data through restricted-use licensing for other analyses. Only users who have official clearance from NCES may have access to the restricted-use data files. Several reports are issued once the data are finalized, which may include: a general report that provides an overview of the data, a teacher report, a school report, and a principal report. NTPS publications will be provided for download on the NCES publications page <http://nces.ed.gov/pubsearch/>.

Congress and the U.S. Department of Education use these data to critically examine existing educational programs and services and to plan new programs intended to improve education throughout the nation.

There are no risks involved in participating in this important survey. Your participation is entirely voluntary and you can refuse to participate without any penalty or loss of benefits to you, your school, or [district name]. If you decide to participate, you are free to withdraw your participation at any time during the study without any adverse consequences from the U.S. Department of Education, the U.S. Census Bureau, or your school or district.

Please check one of the following:

I am willing to participate in the research project.       I am *not* willing to participate in the research project.

I fully understand that all of the information I 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), and that my signature gives my consent to voluntarily participate in this research project. I understand that, while this study has been reviewed by the [District Name], [District Name] is not conducting the study.

You are making a decision whether or not to participate in this study. Your signature below indicates that you have read and understood the information provided above, have had an opportunity to ask questions, and agree to participate in this research study. If you later decide to withdraw your consent for participation in the study, you should contact the [name] at [\[email\]](#). You may discontinue participation at any time. You should keep a copy of this form for your records.

Signature _____	_____	_____
Participant	Printed Name	Date

-----  
Please return this form to [name] via email to [email] or mail to:

[Address]

## Special Contact District Approval Form

### National Teacher and Principal Survey (NTPS) 2020-21 District Approval Form

Please mark one of the boxes below to let us know your district's decision to allow sampled school(s) to participate in the National Teacher and Principal Survey (NTPS).

- The U.S. Department of Education has permission to administer the National Teacher and Principal Survey (NTPS) 2020-21 to one or more schools in the [District Name].
- The U.S. Department of Education does not have permission to administer the National Teacher and Principal Survey (NTPS) 2020-21 to any school in the [District Name].

Printed  
Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

Please return this form to [contact info] by email to [email], or by mail to:

[address]

# NTPS Public School Pre-contact Letter



U.S. DEPARTMENT OF EDUCATION  
INSTITUTE OF EDUCATION SCIENCES

NATIONAL CENTER FOR EDUCATION STATISTICS

<Date>  
<School Name>  
<Mailing Address>  
<City, State, ZIP Code>

Dear Principal:

Your school has been selected for the 2020-21 National Teacher and Principal Survey (NTPS). Data from the 2015–16 NTPS show that:

- A majority of public school principals held a master’s degree (61 percent) as their highest degree, compared to an education specialist/professional diploma at least one year beyond the master’s level (27 percent), a doctorate/first professional degree (10 percent), or a bachelor’s degree or less (2 percent).
- Nationwide, about 21 percent of public schools offered at least one course entirely online, and among schools offering online courses, relatively more public charter schools offered all of their classes online (14 percent) than traditional public schools (5 percent).
- On average, regular full-time teachers in public schools spent 53 hours per week on all school-related activities. That includes 27 hours that they were paid to deliver instruction to students during a typical full week. Public school teachers were required to work an average of 38 hours per week to receive their base pay.

These statistics are just a few of the results that the NTPS provides to help researchers and policymakers learn about our nation’s schools, principals, and teachers. The NTPS is administered every other year 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, and is the only national survey that provides this kind of information. All schools and students ultimately benefit when good data help legislators and administrators make good decisions. In addition, NTPS data allows you to compare your school with other schools <in State/across the country>.

The NTPS has been endorsed by several organizations, including <prominent local and/or national endorser(s)>. You can find additional information about NTPS and results from prior NTPS administrations at <https://nces.ed.gov/surveys/ntps>.

**There is nothing to do right now but we will be in contact with your school later this summer.** We look forward to your school’s participation in this important survey.

Sincerely,

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

# NTPS Private School Pre-contact Letter

(2=Private schools that are not Amish or Mennonite; 2A = Amish and Mennonite schools)



U.S. DEPARTMENT OF EDUCATION  
INSTITUTE OF EDUCATION SCIENCES

NATIONAL CENTER FOR EDUCATION STATISTICS

<Date>  
<School Name>  
<Mailing Address>  
<City, State, ZIP Code>

Dear Principal:

Your school has been selected for the 2020-21 National Teacher and Principal Survey (NTPS). Data from the Schools and Staffing Survey (SASS), the predecessor of the NTPS, show that:

- More private school principals held a master's degree (50 percent) as their highest degree, compared to those with a bachelor's degree or less (31 percent), an education specialist/professional diploma (10 percent), or a doctorate/first professional degree (10 percent).
- Among private schools, 39 percent overall, 51 percent of city schools, 44 percent of suburban schools, 23 percent of town schools, and 25 percent of rural schools had teachers or staff with specialist or coaching assignments.
- On average, regular full-time teachers in both public and private schools spent 52 hours per week on all school-related activities. That includes 31 hours that they were paid to deliver instruction to students during a typical full week. Both groups of teachers were required to work 38 hours per week to receive their base pay.

These statistics are just a few of the results that the NTPS provides to help researchers and policymakers learn about our nation's schools, principals, and teachers. The NTPS is administered every other year 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, and is the only national survey that provides this kind of information. All schools and students ultimately benefit when good data help legislators and administrators make good decisions. [2: **In addition, NTPS data allows you to compare your school with other schools <in State/across the country>.**]

The NTPS has been endorsed by several organizations, including <prominent local and/or national endorser(s)>. [2: **You can find additional information about NTPS and results from prior NTPS administrations at <https://nces.ed.gov/surveys/ntps>.**]

**There is nothing to do right now but we will be in contact with your school later this summer.** We look forward to your school's participation in this important survey.

Sincerely,

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

## 2020-21 NTPS Generic Research Application

### CONTACT

Applicant: Maura Spiegelman  
Title: Statistician  
Affiliation: National Center for Education Statistics (NCES)  
Institute of Education Sciences (IES)  
United States Department of Education  
Address: PCP, 550 12<sup>th</sup> Street, SW, 4<sup>th</sup> floor, Room 4035  
Washington, DC 20202  
Phone: (202) 245-6581  
E-mail: maura.spiegelman@ed.gov

### NTPS Research Application Contact:

District Research Application Team  
1-800-221-1204  
ntps@census.gov

### TITLE

National Teacher and Principal Survey (NTPS), 2020-21

**Anticipated Start Date:** July 2020

**Anticipated End Date:** July 2021

### PURPOSE OF THE STUDY

The National Teacher and Principal Survey (NTPS) is the most comprehensive source of data on schools, teachers, and principals in the United States. NTPS provides critical information about the characteristics and qualifications of teachers and principals, teacher hiring practices, class size, and other conditions in a wide variety of schools across the nation. The NTPS system of related questionnaires allows for school, principal, and teacher characteristics to be analyzed in relation to one another. **NTPS does not involve students, parents, or any use of classroom time.**

NTPS is conducted by the National Center for Education Statistics (NCES) within the U.S. Department of Education. The U.S. Census Bureau administers the NTPS surveys on behalf of NCES. NCES is authorized to conduct NTPS by the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543).

The need for contextual data on teachers, school principals, and school policies and programs has been well established. In response to concerns about the status of teaching and education, state and local education policymakers have sought more information about the school environment, the composition of the school workforce, and policies affecting the recruitment, retention, and retirement of teachers.

NTPS is a redesigned successor to the Schools and Staffing Survey (SASS), conducted periodically by NCES since 1987. NTPS maintains the role SASS served as the Department of Education's primary source of information on the teacher labor market and what is happening in elementary and secondary schools from the teacher's and administrator's perspectives. NTPS is integrated with other ED data collections to reduce requests for redundant information from schools and districts.

NTPS, which is conducted on a 2- or 3-year cycle and was last conducted in 2017-18, is a large survey of elementary and secondary education schools, teachers, and principals in the United States. The data obtained through NTPS are used by a wide variety of people interested in elementary and secondary education, including legislators, other education policymakers, researchers, teacher professional organizations, education advocacy groups, and journalists. NTPS provides a unique resource of information on elementary and secondary education by linking data provided by schools with their respective principals and teachers. Data can be analyzed not only within each component (i.e., the school, principal, and teacher data files), but also across components or data files. This linkage across the different respondent groups makes NTPS data unique among school surveys and allows researchers to study the complexities of the American education system from multiple perspectives. For example, researchers can study teacher attrition using information from not only teachers but also from their schools and principals. Moreover, the integrated survey design allows NCES to collect information from the school personnel who can best supply it, providing more accurate information and resulting in less inconvenience to respondents. In addition, because NTPS collects data every two years, changes in education issues over time can be assessed.

### **SIGNIFICANCE OF THE STUDY AND BENEFITS OF PARTICIPATION**

NTPS helps researchers and policymakers learn about our nation's schools, teachers, and principals so they can work on improving education for all students. NTPS is the only national survey that provides this kind of information. All districts ultimately benefit when good data help legislators and administrators make good decisions. The ability of NCES to provide this important information is contingent upon the voluntary participation of sampled schools, principals and teachers; participation of these schools and staff is dependent upon their districts' approval. Because your district, and your schools and staff, represent yourselves and many others like you, your participation is crucial for producing high quality information. By participating in this survey, you will ensure that information about your district's schools, principals, and teachers is included in those decisions. The data you and your schools provide will better inform and help to shape future education policies.

### **HYPOTHESES AND MEASUREMENT**

Congress, the U.S. Department of Education, and other Federal agencies, State Departments of Education, education associations, and the education research community will use data from the 2020-21 NTPS to present research on a range of issues related to K-12 education. In the past, some of the most frequently published topics have included class size, number and characteristics of new teachers, teaching certification, teacher professional development, teacher attrition/retention, principal attrition and mobility, and teacher qualifications. Based on previous administrations of NTPS, the data will be used to produce national statistics on topics such as:

- Teacher qualifications, career paths, professional development activities, and school and district support for teachers' careers; and
- School organization and decision-making, management of curriculum and instruction, school programs, and school climate and safety.

Examples of the types of topics that can be explored with NTPS data are briefly described below in terms of the broad education issues measured in NTPS.

#### **Teacher Quality and Career Paths**

Teacher quality and the factors that influence it are the focus of many educational researchers. The movement of teachers in and out of the teaching workforce has been a central concern of NTPS/SASS since 1987. Building upon this base, more detailed indicators of teachers' career paths may help explain entry into teaching and teacher attrition. Teachers' experiences during the

recruitment process and their first year of teaching can greatly influence decisions to continue teaching. Teacher quality items help inform about the characteristics of training, which can be related to teaching assignments. Quality is defined as the match between teacher preparation (degrees, certification, and endorsements) and teaching assignment fields. These topics are measured in detail in the NTPS.

### **Teacher Recruitment, Retention, and Evaluation**

Recruiting and retention methods for teachers are a major topic of interest as schools and districts investigate ways to recruit and retain high-quality teachers. Questions in the School Questionnaire explore teacher vacancies and the ease with which positions are filled. Teachers are asked about their plans to remain in the teaching profession in the Teacher Questionnaire. The Principal Questionnaire explores the evaluation of teachers.

### **Goals, Influence, and Decision Making**

The amount of influence that principal and teachers perceive they have in setting school policies is another focus of educational researchers. The NTPS Principal questionnaire asks principals about their most important educational goals and how much influence they think they have as principals on decisions concerning school policies and processes. The NTPS Teacher Questionnaire asks teachers how much influence they think they have over school policies and how much control they have in their classroom.

### **School Climate and Safety**

Increased attention to school climate and safety has led policymakers to begin examining these topics at the national level. School climate and safety items in the NTPS Principal Questionnaire include the principal's knowledge of violence and other school problems, and items in the NTPS Teacher Questionnaire include teachers' perspectives on climate and incidents of teachers being threatened or physically attacked.

### **Basic Descriptive Information**

Each of the NTPS surveys contains questions that provide basic descriptive information on the respondent:

- The Principal and Teacher Questionnaires include items on gender, age, and race/ethnicity;
- The Principal Questionnaire includes items on principals' licensure, highest degree earned, years of teaching experience, and salary;
- The Teacher Questionnaire contains items on years of teaching experience, education degrees and fields, certification, salary, and main teaching assignment; and
- The School Questionnaire contains items on enrollment, programs and services in the school, and classroom organization.

## **QUESTIONNAIRES**

Copies of the draft 2020-21 NTPS questionnaires for public schools are enclosed. The school, principal, and teacher questionnaire modules are described below. Additional information about NTPS is available at <http://nces.ed.gov/surveys/ntps>.

**School Questionnaire.** The School Questionnaire is targeted towards an administrator or administrative assistant in sampled schools and consists of the following core and rotating modules:

*Core Modules*



1. *General Information about This School.* Includes items on grade levels served, enrollment, average daily attendance, length of school year, whether the school is a regular or special program/emphasis school, kindergarten programs, library media centers, courses taught entirely online, presence of before- or after-school programs, and instruction for English-language learners.
2. *Community Service Requirements.* Asks whether the district that the school is a part of grants high school diplomas and has a community service requirement for a standard diploma. If so, the section asks for the number of community service hours required for high school graduation.
3. *Special Programs and Services.* Asks about Individual Education Plans and services for students with disabilities, prekindergarten, participation in the National School Lunch Program, and participation in Title 1.
4. *Contact Information.* Asks for contact information for the person who completed most of the questionnaire, including the date completed and how many minutes it took to complete the form.

#### *Rotating Modules*

5. *School Staffing.* Defines the types of teachers sought in NTPS reporting and then asks for the total number of teachers by full- and part-time teaching status and race/ethnicity; full- and part-time staffing counts for various categories, including principals, librarians, student support staff, and aides; whether any of the teachers or staff at the school have special assignments or coaching responsibilities in academic subjects; teaching vacancies in the school in various subject fields and whether the vacancies were easy or difficult to fill; and the number of newly-hired and first-year teachers at the school.
6. *Instructional Time.* Asks about how much students receive instruction in certain subjects, such as reading and math, in a typical week.
7. *Classroom Organization.* Asks about the method in which the school organizes classes or students.

In addition to the core modules, the following rotating module will be included in the NTPS 2020-21 School Questionnaire: *School Staffing*.

**Principal Questionnaire.** The Principal Questionnaire is targeted towards the principals of sampled schools and consists of the following core and rotating modules:

#### *Core Modules*

1. *Principal Experience and Training.* Includes items on experience prior to becoming a principal and as a principal, participation in a development program for aspiring school principals, highest degree earned, license or certification in school administration, and current teaching status.
2. *Goals and Decision Making.* Asks principals to rate their three most important educational goals and to indicate how much influence they think they have as principals on decisions concerning school policies and processes.
3. *School Climate and Safety.* Asks principals to indicate to the best of their knowledge how often various types of problems occur at the school; to report on measures of parent involvement in school; whether teachers are required to help students with academic, social, and emotional needs outside of regular school hours; and whether the school has a formal teacher induction program for beginning teachers.
4. *Principal Demographic Information.* Asks about sex, race, ethnicity, year of birth, and

current annual salary for the principal's position at the sampled school.

5. *Contact Information.* Asks principals for name, home address, work, cell, and home telephone numbers, and work and home e-mail addresses. It also asks the date completed and how many minutes it took to complete the questionnaire. This information will be used during the Principal Follow-up Survey (PFS).

#### *Rotating Modules*

6. *Working Conditions and Principal Perceptions.* Asks principals to report the number of hours they spend on all school-related activities during a typical full week, the percentage of time spent on various tasks including administration, teaching, and student/parent interaction, the number of days he or she is required to work under contract, whether he or she is represented under a meet-and-confer or collective bargaining agreement, the principal's agreement with measures of job satisfaction, and how long he or she plans to remain a principal.
7. *Teacher Evaluation.* Asks about the principal's general knowledge and perceptions of teacher evaluations, formal evaluations on tenured and non-tenured teachers, the impact of student achievement on evaluations, and the influence of evaluations on the teaching practice within the school.
8. *Teacher Professional Development.* Asks about the principal's knowledge and perceptions of teacher professional development.
9. *Principal Evaluation.* Asks about principals' knowledge and perceptions of principal evaluations, whether they received feedback, and the impact of student achievement on their evaluations.
10. *Principal Professional Development.* Asks about the principal's knowledge about and participation in various principal professional development activities.
11. *Principal Engagement.* Asks about principals' engagement and connection with the school and with colleagues.

In addition to the core modules, the following rotating module will be included in the NTPS 2020-21 Principal Questionnaire: *Working Conditions and Principal Perceptions*.

**Teacher Questionnaire.** The Teacher Questionnaire is targeted towards teachers sampled for NTPS based on school-level teacher rosters. It consists of the following core and rotating modules:

#### *Core Modules*

1. *General Information.* Includes items confirming eligibility for the teacher sample, including their position at the school and whether they are teaching in any of grades K-12 or comparable ungraded levels. It also contains items on year began teaching (for the first time and at the sampled school), number of schools taught in, and number of years teaching.
2. *Class Organization.* Asks the teacher to report grades taught, number of students with an IEP and of limited-English proficiency, main teaching assignment subject field, looping, use of instructional software, how classes are organized, number of students taught and class size, hours spent teaching various academic subjects (for self-contained classroom teachers), and details on each class period or section taught (for subject-matter teachers).
3. *Education and Training.* Asks details about major and, if applicable, minor fields of study for all levels of educational attainment from vocational certificate through doctorate degrees; courses taken on teaching methods, including classroom management

and using student performance data; and student teaching including number of classrooms and number of weeks.

4. *Certification*. Asks detailed information about the content area(s) and grade range(s) in which sample members are certified to teach, and whether the teacher entered teaching through an alternative route to certification program.
5. *General Employment and Background Information*. Includes items on earnings, union membership, tenure, sex, marital status, race, ethnicity, and year of birth.
6. *Contact Information*. Asks for contact information for the sample teacher, including spouse's information (if applicable), phone numbers, and email addresses. This information is used in the TFS to track sample members.<sup>1</sup>

### *Rotating Modules*

7. *Early Career Experiences*. Targeted towards teachers in their first three years of teaching. It asks about their main activity prior to teaching, how well prepared they felt for various teaching-related tasks, whether they participated in a formal teacher induction program, and whether they received various kinds of support during their first year of teaching (including whether and how a master or mentor teacher supported them that year).
8. *Teacher Working Conditions*. Asks teachers to report the number of hours they are required to work under contract per week; how many of those hours are spent on delivering instruction; how many total hours (paid and unpaid) are spent each week on all teaching and school-related activities; whether the teacher serves as a coach, club sponsor, or in other department- or school-wide roles; and how much the teacher spent of his or her own money on school supplies in the last school year.
9. *School Climate and Teacher Attitudes*. Asks a series of questions about how much influence teachers think they have over school policies, how much control they have in their classroom, whether they agree with various measures of job satisfaction, the extent to which various conditions are a problem at the school, how long they plan to remain in teaching, and whether they've ever been threatened or physically attacked by a student from the school.
10. *Teacher Evaluations*. Asks about teachers' knowledge and perceptions of teacher evaluations, the type of feedback they received, and the influence of evaluations on their teaching.
11. *Teacher Professional Development*. Asks about the current methods/modes of teacher professional development and other opportunities to learn, and their implications on teachers' approaches to teaching.
12. *Teacher Engagement*. Asks about teachers' engagement and connection with the school and with colleagues.

In addition to the core modules, the following three rotating modules will be included in the NTPS 2020-21 Teacher Questionnaire: *Early Career Experiences*, *Teacher Working Conditions*, and *School Climate and Teacher Attitudes*.

NTPS also collects information from schools on the Teacher Listing Form (TLF). The TLF will be sent to sampled schools at the beginning of data collection. The TLF will be used to sample teachers to participate in the Teacher Questionnaire. For each teacher, it requests name, subject taught (in eight categories: special education, general elementary, math, science,

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<sup>1</sup> The TFS and PFS are conducted every four years as a follow up to sample members from the prior year's NTPS. The latest PFS was fielded in 2016-17 as a follow up to NTPS 2015-16. TFS or PFS will be next administered in 2021-22, as a follow-up to NTPS 2020-21.

English/language arts, social studies, Vocational/Technical, and other), teaching status (full- or part-time), and teacher email address.

## **METHODOLOGY AND SAMPLING**

The U.S. Census Bureau is the collection agent for NTPS data on behalf of NCES. NTPS is a self-administered survey that is offered to respondents through a mail questionnaire and an online survey. As part of an effort to increase survey response rates, subject to approval, a random sample of respondents will receive a prepaid gift card in the initial survey package.

Sampled schools are asked to assign a survey coordinator to serve as a central point of contact for NTPS. The survey does not require the use of any school personnel to administer it, other than the direct time it takes for the respondent to complete the questionnaire. **The survey does not involve students.** Sampled principals, teachers, and the most appropriate school staff are requested to record their answers either (a) on the printed questionnaire and return the questionnaire by mail to the U.S. Census Bureau or (b) using the online survey option to send in their responses via a secure server link. **There is no use of classroom time required for the completion of these questionnaires.**

Nationally, the 2020-21 NTPS will include approximately 10,600 public schools and school principals, and approximately 47,000 public school teachers. Sampling for NTPS begins by selecting schools as the primary sampling unit, and then including the principal and a relatively small sample of teachers within each selected school. Public schools selected for NTPS are sampled from the Common Core of Data (CCD), the universe of public schools supplied annually by state educational agencies to NCES. NCES modifies the list of schools from the CCD to meet the definition of a school as used by NTPS. To make sure that the sample contains sufficient numbers for estimates, the NTPS uses a stratified probability sample design. Some major stratification variables include instructional level of the school, locale, school enrollment, charter school status, and state. The main design objective is to provide the following data for public schools:

- National estimates of public schools and public school characteristics;
- National estimates of combined grade public schools (schools with a grade span that overlaps the elementary, middle, and/or high school levels);
- National estimates of public charter schools and selected school characteristics; and
- State-level estimates.

After schools are stratified and sampled, teachers within the schools are also stratified and sampled based on the broad type of teaching assignment area and full- or part-time teaching status. The sample of teachers will be selected from a list of teachers provided by the school. For each school in the sample, all teachers who teach students in grades K-12 during the fall of 2020, except for short-term substitutes, student teachers, and teacher aides, are eligible for sampling. An average of 7 teachers will be sampled from each selected school. For all public schools, the principal will be included in the survey from each selected school.

## **DATA COLLECTION**

The U.S. Census Bureau handles the NTPS data collection for NCES. The 2020-21 NTPS is a mixed mode survey with paper and internet response options. Follow-up with non-responding schools, principals, and teachers will be conducted by mail, email, and telephone, and in person by field staff. U.S. Census Bureau staff who administer the NTPS receive training in preparation for the survey, and have undergone a criminal background check as a condition of employment.

The 2020-21 NTPS data collection begins with a letter mailed to all sampled school principals in July 2020, prompting the principal to log into the NTPS Respondent Portal to complete a short Screener Interview. The purpose of the Screener Interview is to determine the school’s eligibility to participate in NTPS 2020-21 and to establish a survey coordinator. Principals who do not complete the online screener will be contacted by telephone in August 2020 to collect the information.

The next step of data collection is to collect the school-level questionnaires – the Teacher Listing Form, School Questionnaire, and Principal Questionnaire – from schools beginning in September 2020. If the principal established a survey coordinator during the Screener Interview, the package with these materials will be addressed to the coordinator; otherwise, it will be addressed to the principal. Schools that do not respond to the initial request will receive follow up by mail, email, and telephone or personal visit from Census field staff.

Once the Teacher Listing Form is received, processed, and the teacher sample selected, invitations to complete the teacher questionnaire will be sent out to teachers on a flow basis by email and mailed paper letters, beginning in November 2020. Teachers who do not respond to the initial request will receive follow up by mail, email, and telephone or personal visit from Census field staff. NTPS data collection for school, principal, and teacher questionnaires will end in July 2021.

The planned data collection schedule is outlined below.

<b>NTPS 2020-21 Planned Timetable</b>	<b>Approximate Schedule</b>
Mail advance screener letter to school principals	July 2020
Screener telephone follow-up to name survey coordinator	August 2020
Initial mail-out of questionnaires to schools	September 2020
Initial mail-out of questionnaires to teachers	November 2020
Final acceptance of all questionnaires	July 2021
Release initial reports and data files	July 2022

## **RESPONSE BURDEN**

NTPS relies on the voluntary participation of the principal, teachers, and school personnel. The quality of national and state-level estimates is dependent on the level of respondent participation. The data provided by individual schools and staff are combined with the information provided by other schools and staff in statistical reports. Every effort is made to create questionnaires that collect in-depth data without putting an undue burden on the respondent. The estimated average response time for each questionnaire in the 2020-21 NTPS is shown below.

<b>2020-21 NTPS Questionnaire</b>	<b>Estimated average response time per respondent</b>
Teacher Listing Form	30 minutes
School questionnaire	13 minutes
Principal questionnaire	25 minutes
Teacher questionnaire	40 minutes

The National Teacher and Principal Survey does not require student or parent participation, and no classroom time is required for completion of the questionnaires. All participation is voluntary. There are no penalties for not participating in the study. When completing the questionnaires, respondents can skip any question they do not want to answer.

## **ANALYSIS AND RELEASE OF INFORMATION**

Once the U.S. Census Bureau receives the completed survey forms, staff create electronic data files of the survey forms. Names, addresses, and other identifying information for schools, principals, and teachers are removed from the data files to protect respondents' confidentiality. When the respondents' identifying information is removed from the data files, a school identification number is used to link principal and teacher data from the schools in which they work.

The data are used in statistical summaries only. NCES issues its own reports and allows researchers to access the data through restricted-use licensing for other analyses. Only users who have official clearance from NCES may have access to the restricted-use data files.

NTPS publications will be provided for download on the NCES publications page (<http://nces.ed.gov/pubsearch/>).

## **BENEFIT TO YOUR SCHOOL DISTRICT**

NTPS provides critical information about the characteristics and qualifications of teachers and principals, teacher hiring practices, class size, and other conditions in a wide variety of schools across the nation. NTPS is the only national survey that provides this kind of information. All districts ultimately benefit when good data help legislators and administrators make good decisions. The ability of NCES to provide this important information is contingent upon the voluntary participation of sampled schools, principals, and teachers; participation of these schools and staff is dependent upon their districts' approval. Because your district and its schools and staff represent themselves and many others like them, your and your schools' participation is crucial for producing high quality information. By participating in this survey, you will ensure that information about your district's schools, principals, and teachers is included in those important decisions.

## **CONFIDENTIALITY**

Data security and confidentiality protection procedures have been put in place for NTPS 2020-21 to ensure that all NCES contractors and agents working on NTPS 2020-21 comply with all privacy requirements including, as applicable: the Inter-agency agreement with NCES for this study; *Privacy Act of 1974* (5 U.S.C. §552a); *Privacy Act Regulations* (34 CFR Part 5b); *Computer Security Act of 1987*; *U.S.A. Patriot Act of 2001* (P.L. 107-56); *Education Sciences Reform Act of 2002* (ESRA 2002, 20 U.S.C. §9543); the *Foundations of Evidence-Based Policymaking Act of 2018, Title III, Part B, Confidential Information Protection*; *Cybersecurity Enhancement Act of 2015* (6 U.S.C. §151); the U.S. Department of Education General Handbook for Information Technology Security General Support Systems and Major Applications Inventory Procedures (March 2005); the U.S. Department of Education Incident Handling Procedures (February 2009); the U.S. Department of Education, ACS Directive OM: 5-101, Contractor Employee Personnel Security Screenings; NCES Statistical Standards; and all new legislation that impacts the data collected through the inter-agency agreement for this study.

The U.S. Census Bureau will collect data under an interagency agreement with NCES, and maintain the individually identifiable questionnaires per the security plan, including:

1. Provisions for data collection in the field;
2. Provisions to protect the data-coding phase required before machine processing;
3. Provisions to safeguard completed survey documents;
4. Authorization procedures to access or obtain files containing identifying information; and

5. Provisions to remove printouts and other outputs that contain teacher identification information from normal operation. Such materials will be maintained in secured storage areas and will be securely destroyed as soon as practical.

By law (20 U.S.C. §9573), a violation of the confidentiality restrictions is a felony, punishable by imprisonment of up to 5 years and/or a fine of up to \$250,000. All government or contracted staff working on the NTPS study and having access to the data, including NTPS field staff, are required to sign an NCES Affidavit of Nondisclosure and have received public-trust security clearance.

From the initial contact with the participants in this survey through all of the follow-up efforts, potential survey respondents will be informed that (a) the U.S. Census Bureau administers NTPS on behalf of NCES; (b) NCES is authorized to conduct NTPS by the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543); (c) all of the information they 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); and that their participation is voluntary.

The following language will be included in respondent contact materials and on data collection instruments:

*All of the information you provide may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151).*

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this voluntary information collection is 1850-0598. The time required to complete this information collection is estimated to average [XX] 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, National Center for Education Statistics, PCP, 550 12<sup>th</sup> Street SW, #4035, Washington, DC 20202.

## **INSTITUTIONAL REVIEW BOARD (IRB) OR HUMAN SUBJECTS REVIEW**

Under the federal policy for the protection of human subjects, NTPS is exempt from IRB review because it utilizes survey procedures and is conducted in established or commonly accepted educational settings, involving normal educational practices. There is no potential for harm to human subjects.

The Department of Education has adopted a common set of regulations known as the *Federal Policy for the Protection of Human Subjects* or "*Common Rule*." The design of these regulations is based on established, internationally recognized ethical principles. The specific regulation is Title 34, Code of Federal Regulations, Part 97, Protection of Human Subjects, which includes Subpart A, Basic Policy, and Subpart D, Additional Protections for Children. These regulations classify as exempt certain categories of research. Research that is nonexempt is **covered** by the regulations. Research activities in which the only involvement of human subjects will be in one or more of the following categories are exempt [34 CFR 97.101(b)(2)]:

Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior, unless the information identifies the subjects and disclosure could reasonably place the subjects at risk of criminal or civil liability or be damaging to the subjects' financial standing, employability, or

reputation. Subpart D amends this exemption, in part: *If the subjects are children, research involving interview or survey procedures and research involving observations of public behavior in which the researcher(s) participate in the activities being observed are **not** exempt. However, research involving the use of educational tests and research involving observations of public behavior in which the researcher(s) do not participate in the activities being observed are exempt.*

For more information, please see <http://www2.ed.gov/policy/fund/guid/humansub/overview.html>.

### **INFORMED CONSENT**

The nature of this self-administered, cross-sectional survey is not considered intrusive, and has been ruled to be exempt under the protection of human subjects' provisions in federal research. There are no individual student data (such as test scores or Social Security numbers) associated with any of the data acquired in this data collection. Since no data are collected about individual students, it is not necessary to obtain active, informed consent from students' parents/guardians.

Participation in the NTPS is completely voluntary, and individual survey items can be left blank, at the discretion of each respondent. On each questionnaire for each respondent, there is a statement indicating that participation is voluntary. A respondent gives implied consent to participate by completing the NTPS questionnaire.



## Endorsement letter for associations that have previously endorsed NTPS

[Name]

[Date]

[Organization]

[Street Address]

[City, State, Zip]

Dear <insert name>,

I am writing to notify your organization of the upcoming 2020-21 National Teacher and Principal Survey (NTPS), an important study administered every two years by the U.S. Census Bureau on behalf of the National Center for Education Statistics (NCES). As an organization that has previously endorsed the NTPS, I wanted to extend my deepest gratitude to you for your continued endorsement and support of this and future collections.

The NTPS is a very important study that measures critical aspects of schools and teaching, the composition of the principal and teacher workforce, and overall conditions in schools. Data collected from this survey are used by Congress, NCES, state education agencies, private school associations, and education research organizations to examine a variety of issues, including but not limited to: the effects of school workplace conditions, salaries, and training opportunities on the educational work force, school staffing practices and personnel policies, and the Department of Education's program planning in the areas of teaching shortage incentives, teaching policies, and teacher education, among other things. Thus, your continued support of this study is both appreciated and recognized for its contributions to the overall success of NTPS data collection efforts.

For your reference, I have enclosed the most recent draft copies of the survey forms used for NTPS data collection. If you would like to continue your endorsement of the NTPS for the upcoming 2020-21 survey cycle and any future collections, no action is required at this time.

Please contact me directly with any questions you may have regarding endorsement of the NTPS by phone at (202) 245-6581 or by e-mail at [Maura.Spiegelman@ed.gov](mailto:Maura.Spiegelman@ed.gov). Additionally, you may also contact Walter Holmes at the U.S. Census Bureau by phone at (301) 763-9370 or by e-mail at [Walter.L.Holmes@census.gov](mailto:Walter.L.Holmes@census.gov).

Sincerely,

Maura Spiegelman  
Project Director  
National Teacher and Principal Survey, NCES

Enclosures

## Endorsement letter for associations that did not previously endorse NTPS

[Name]  
[Organization]  
[Street Address]  
[City, State, Zip]

[Date]

Dear <insert name>,

I am writing to invite your organization to endorse the National Teacher and Principal Survey (NTPS), an important study that the U.S. Census Bureau is administering on behalf of the National Center for Education Statistics (NCES) during the upcoming 2020-21 school year. The NTPS is critical to understanding elementary and secondary schools nationwide and the teachers and administrators who staff them; thus, I hope you will consider endorsing this survey for both the 2020-21 administration as well as any future collection.

The NTPS is a large-scale, nationwide sample survey that includes both public and private elementary and secondary schools and their staff. It is conducted every two years, and is designed to measure critical aspects of schools and teaching, the composition of the principal and teacher workforce, and overall conditions in schools. Additionally, it also provides information on the status of K-12 education from the perspective of school staff, as well as both national- and state-representative data on public schools, principals, and teachers, and national- and affiliation-representative data for private schools, principals, and teachers. Data collected from the NTPS are used by Congress, NCES, state education agencies, private school associations, and education research organizations to evaluate the effects of school workplace conditions, salaries, and training opportunities on the educational work force, assess school staffing practices and personnel policies, and aid in the Department of Education's program planning in the areas of teaching shortage incentives, teaching policies, and teacher education, among other things. Findings from previous NTPS data collections include, for example:

- In the 2014-15 school year, 94% of public school teachers spent their own money on classroom supplies.
- In the 2015-16 school year, the average base salary for regular, full-time teachers in public schools was \$55,100.
- In the 2015-16 school year, the average start time for public high schools was 7:59am.

Your endorsement of the NTPS will help to improve the credibility of this study in the eyes of teachers, principals, and other staff who may be selected to participate. By endorsing this survey and allowing us to print the name of your organization on the front cover of applicable survey forms and mailing materials, you can also help to improve the response rates of your members, as well as other education professionals. For your convenience, I have enclosed an endorsement letter and draft copies of the survey forms used for NTPS data collection. If after reviewing these materials you would like to endorse this survey, please sign and return the endorsement letter as soon as possible so that we may include your organization on our list of official endorsers.

If you have any questions pertaining to the endorsement of the NTPS, please contact me directly by phone at (202) 245-6581 or by e-mail at [Maura.Spiegelman@ed.gov](mailto:Maura.Spiegelman@ed.gov). Additionally, you may also contact Walter Holmes at the U.S. Census Bureau by phone at (301) 763-9370 or by e-mail at [Walter.L.Holmes@census.gov](mailto:Walter.L.Holmes@census.gov).

Sincerely,

Maura Spiegelman  
Project Director  
National Teacher and Principal Survey, NCES

Enclosures

## Endorsement letter for state associations

[Name]  
[Organization]  
[Street Address]  
[City, State, Zip]

[Date]

Dear <insert name>,

I am writing to invite your organization to endorse the National Teacher and Principal Survey (NTPS), an important study that the U.S. Census Bureau is administering on behalf of the National Center for Education Statistics (NCES) during the upcoming 2020-21 school year. Your endorsement of this important survey is requested for both the 2020-21 administration as well as any future collections.

The NTPS is a large-scale, nationwide sample survey that includes both public and private elementary and secondary schools and the teachers and administrators who staff them. It is conducted every two years, and is designed to measure critical aspects of schools and teaching, the composition of the principal and teacher workforce, and overall conditions in schools. Additionally, it also provides information on the status of K-12 education from the perspective of school staff, as well as both national- and state-representative data on public schools, principals, and teachers, and national- and affiliation-representative data for private schools, principals, and teachers. Data collected from the NTPS are used by Congress, NCES, state education agencies, private school associations, and education research organizations to evaluate the effects of school workplace conditions, salaries, and training opportunities on the educational work force, assess school staffing practices and personnel policies, and aid in the Department of Education's program planning in the areas of teaching shortage incentives, teaching policies, and teacher education, among other things. Findings from previous NTPS data collections include, for example:

- In the 2014-15 school year, 94% of public school teachers spent their own money on classroom supplies.
- In the 2015-16 school year, the average base salary for regular, full-time teachers in public schools was \$55,100.
- In the 2015-16 school year, the average start time for public high schools was 7:59am.

Your endorsement of the NTPS will help to improve the credibility of this survey in the eyes of teachers, principals, and other staff who may be selected to participate. By endorsing this survey and allowing us to print the name of your organization on the front cover of applicable survey forms and mailing materials, you can also help to improve the response rates of your members, as well as other education professionals. For your convenience, I have enclosed an endorsement letter and draft copies of the survey forms used for NTPS data collection. If after reviewing these materials you would like to endorse this survey, please sign and return the endorsement letter as soon as possible so that we may include your organization on our list of official endorsers.

If you have any questions pertaining to the endorsement of the NTPS, you may contact me directly by phone at (202) 245-6581 or by e-mail at [Maura.Spiegelman@ed.gov](mailto:Maura.Spiegelman@ed.gov). Additionally, you may also contact Walter Holmes at the U.S. Census Bureau by phone at (301) 763-9370 or by e-mail at [Walter.L.Holmes@census.gov](mailto:Walter.L.Holmes@census.gov).

Sincerely,

Maura Spiegelman  
Project Director  
National Teacher and Principal Survey, NCES

Enclosures

## Endorsement letter for private associations that have previously endorsed NTPS and/or PSS

[Name]

[Date]

[Organization]

[Street Address]

[City, State, Zip]

Dear <insert name>,

I am writing to notify your organization of the upcoming 2020-21 National Teacher and Principal Survey (NTPS) and the 2020-21 Private School Survey (PSS), important studies administered every two years by the U.S. Census Bureau on behalf of the National Center for Education Statistics (NCES). As an organization that has previously endorsed the NTPS and the PSS, I wanted to extend my deepest gratitude to you for your continued endorsement and support of this and future collections.

The NTPS is a very important study that measures critical aspects of schools and teaching, the composition of the principal and teacher workforce, and overall conditions in schools. Data collected from this survey are used by Congress, NCES, state education agencies, private school associations, and education research organizations to examine a variety of issues, including but not limited to: the effects of school workplace conditions, salaries, and training opportunities on the educational work force, school staffing practices and personnel policies, and the Department of Education's program planning in the areas of teaching shortage incentives, teaching policies, and teacher education, among other things. Similarly, the PSS is an important nationwide sample survey that includes all private schools and early childhood programs providing educational instruction to students in kindergarten or at least one of grades 1-12. The PSS recognizes the importance of private schools in the United States and strives to better understand their place in the education system. Data collected from this survey are predominantly used by NCES to produce a web based private school search tool and statistical summaries on providers of private education in the United States. Your continued support of these studies is both appreciated and recognized for its contribution to the overall success of NTPS and PSS data collection efforts.

For your reference, I have enclosed the most recent draft copies of the survey forms used for NTPS and PSS data collections. No action is required to continue your endorsement of these surveys for the upcoming 2020-21 survey cycle and any future collections.

Please contact me directly with any questions you may have regarding endorsement of the NTPS by phone at (202) 245-6581 or by email at [Maura.Spiegelman@ed.gov](mailto:Maura.Spiegelman@ed.gov). Additionally, you may also contact Walter Holmes at the U.S. Census Bureau by phone at (301) 763-9370 or by e-mail at [Walter.L.Holmes@census.gov](mailto:Walter.L.Holmes@census.gov). If you have any questions or comments pertaining to the endorsement of PSS, you may contact Stephen Broughman directly by phone at (202) 245-8338 or by e-mail at [stephen.broughman@ed.gov](mailto:stephen.broughman@ed.gov).

Sincerely,

Maura Spiegelman  
Project Director  
National Teacher and Principal Survey, NCES

Enclosures

## Endorsement letter for private associations that did not previously endorse NTPS and/or PSS

[Name]  
[Organization]  
[Street Address]  
[City, State, Zip]

[Date]

Dear <insert name>,

I am writing to invite your organization to endorse the National Teacher and Principal Survey (NTPS) and the Private School Survey (PSS), two important studies that the U.S. Census Bureau is administering on behalf of the National Center for Education Statistics (NCES) during the upcoming 2020-21 school year. Your endorsement of these important surveys is requested for both the 2020-21 administrations as well as any future collections.

The NTPS is a large-scale, nationwide sample survey that includes both public and private elementary and secondary schools and the teachers and administrators who staff them. It is conducted every two years, and is designed to measure critical aspects of schools and teaching, the composition of the principal and teacher workforce, and overall conditions in schools. Additionally, it also provides information on the status of K-12 education from the perspective of school staff, as well as both national- and state-representative data on public schools, principals, and teachers, and national- and affiliation-representative data for private schools, principals, and teachers. Data collected from the NTPS are used by Congress, NCES, state education agencies, private school associations, and education research organizations to evaluate the effects of school workplace conditions, salaries, and training opportunities on the educational work force, assess school staffing practices and personnel policies, and aid in the Department of Education's program planning in the areas of teaching shortage incentives, teaching policies, and teacher education, among other things.

The PSS is a nationwide sample survey that includes all private schools and early childhood programs providing educational instruction to students in kindergarten or at least one of grades 1-12. Private schools make up a significant segment of the nation's education system, with approximately 25 percent of all elementary and secondary schools being classified as such, and roughly 10 percent of all children and 13 percent of all teachers being enrolled in or employed by these schools, respectively. The PSS recognizes the importance of private schools in the United States and strives to better understand their place in the education system. Data collected from this survey are predominantly used by NCES to produce a web based private school search tool and statistical summaries on providers of private education in the United States.

Your endorsement of the NTPS and the PSS will help to improve the credibility of these surveys in the eyes of teachers, principals, and other staff who may be selected to participate. By endorsing these surveys and allowing us to print the name of your organization on the front cover of applicable survey forms and mailing materials, you can also help to improve the response rates of your members, as well as other education professionals. For your convenience, I have enclosed endorsement letters and draft copies of the survey forms used for NTPS and PSS data collections. If after reviewing these materials you would like to endorse one or both of these surveys, please sign and return the endorsement letters as soon as possible so that we may include your organization on our list of official endorsers.

If you have any questions pertaining to the endorsement of the NTPS, you may contact me directly by phone at (202) 245-6581 or by e-mail at [Maura.Spiegelman@ed.gov](mailto:Maura.Spiegelman@ed.gov). Additionally, you may also contact Walter Holmes at the U.S. Census Bureau by phone at (301) 763-9370 or by e-mail at [Walter.L.Holmes@census.gov](mailto:Walter.L.Holmes@census.gov). If you have any questions or comments pertaining to the endorsement of PSS, you may contact Stephen Broughman directly by phone at (202) 245-8338 or by e-mail at [stephen.broughman@ed.gov](mailto:stephen.broughman@ed.gov).

Sincerely,

Maura Spiegelman  
Project Director  
National Teacher and Principal Survey, NCES

## Contact Materials for NTPS 2020-21 Recruitment and Data Collection

### School and Teacher Letters and E-mails Summary Table

Data Collection Activity/Operation	Correspondence Identifier(s)	Description
<b>Pre-contact Letter</b>		
Pre-contact Letter	NTPS-7L(1//2//A)	<p>This letter introduces the survey and informs the principal that we will contact their school later in the summer.</p> <p>Three versions:</p> <p>NTPS-7L(1) – Letter includes public school statistics from the 2017–18 NTPS.</p> <p>NTPS-7L(2) – Letter includes private school statistics from the 2017–18 NTPS.</p> <p>NTPS-7L(A) – Letter includes private school statistics from the 2017–18 NTPS. The letter is for Amish and Mennonite schools and does not include web references.</p>
<b>Screeener Mailout</b>		
Screeener Letter to Principal	NTPS-8.1//2L	<p>This letter introduces the NTPS and asks principal to complete the screeener survey.</p> <p>Two versions:</p> <p>NTPS-8.1L – Base letter similar in content to the letter used for the 2017–18 NTPS.</p> <p>NTPS-8.2L – Experimental letter (2S; p. 35 of Part B).</p>
Screeener E-mail to Principal	NTPS-8.1//2E	<p>This e-mail introduces the NTPS and asks principal to complete the screeener survey.</p> <p>Two versions:</p> <p>NTPS-8.1E – Base e-mail similar in content to the e-mail used for the 2017–18 NTPS.</p> <p>NTPS-8.2E – Experimental e-mail (2S; p. 35 of Part B).</p>
Reminder E-mail to Principal	NTPS-9E	<p>This email reminds principals to complete the screeener survey.</p>

Initial School Mailout		
Initial School Mailout Letter	NTPS-11.1//2//3LP//C	<p>This 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, School Questionnaire, and Principal Questionnaire online. Schools in the school-level non-monetary incentive treatment group will also receive a popcorn tin.</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 (2S; p. 35 of Part B).</p> <p>NTPS-11.2LC – Experimental coordinator letter (2S; p. 35 of Part B).</p> <p>NTPS-11.3LP – Base principal letter modified to reflect the inclusion of the non-monetary incentive (popcorn tin) (1S; p. 34 of Part B).</p> <p>NTPS-11.3LC – Base coordinator letter modified to reflect the inclusion of the non-monetary incentive (popcorn tin) (1S; p. 34 of Part B).</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(TLF1) – Sent to schools with a pre-populated TLF (3S; p. 35 of Part B).</p> <p>NTPS-11L(TLF2) – Sent to schools without a pre-populated TLF.</p>
Initial School Mailout Letter – Login Information for the School Questionnaire	NTPS-11L(SQ)	This letter provides a description of the School Questionnaire and login information to complete it.
Initial School Mailout Letter – Login Information for the Principal Questionnaire	NTPS-11L(PQ)	This letter provides a description of the Principal Questionnaire and login information to complete it.

Initial School E-mail – TLF Login Information	NTPS-11EC//P(TLF1//2)	<p>This e-mail introduces the survey and provides login information for the NTPS Respondent Portal so that respondent can complete the TLF.</p> <p>Four versions:</p> <p>NTPS-11EC(TLF1) – Sent to the survey coordinator (if one was established) of schools with a pre-populated TLF (3S; p. 35 of Part B).</p> <p>NTPS-11EC(TLF2) – Sent to the survey coordinator (if one was established) of schools without a pre-populated TLF.</p> <p>NTPS-11EP(TLF1) – Sent to the principal (if a survey coordinator wasn't established) of schools with a pre-populated TLF (3S; p. 35 of Part B).</p> <p>NTPS-11EP(TLF2) – Sent to the principal (if a survey coordinator wasn't established) of schools without a pre-populated TLF.</p>
Initial School E-mail – School Questionnaire Login Information	NTPS-11E(SQ)	This e-mail describes the School Questionnaire and provides login information. It is sent to the survey coordinator if one has been established; otherwise, it is sent to the principal.
Initial School E-mail – Principal Questionnaire Login Information	NTPS-11E(PQ)	This e-mail describes the Principal Questionnaire and provides login information. It is sent to the principal.
Initial School Mailout Letter for Amish and Mennonite Schools	NTPS-11L(A)	This letter introduces the survey and provides instructions for the package contents. The package includes the letter, paper questionnaires, and return envelopes.
Special District Approval Received Insert	NTPS-11I	This insert alerts the principal or survey coordinator that NTPS project staff received their district's approval for the survey.
<b>Second School Mailout</b>		
Second School Mailout Letter	NTPS-12.1//2	<p>This letter asks the principal or survey coordinator to remind school staff to complete their questionnaires.</p> <p>Two versions:</p> <p>NTPS-12.1L – Base letter, similar in content and format to the letter used for the 2017–18 NTPS.</p> <p>NTPS-12.2L – Experimental letter (2S; p. 35 of Part B)..</p>



Second School Mailout Letter – Login Information for the TLF	NTPS-12L(TLF1//2)	<p>This letter provides the login information for NTPS Respondent Portal so that the respondent can complete the Teacher Listing Form.</p> <p>Two versions:  NTPS-12L(TLF1) – Provides description of Teacher Listing Form and is sent to schools with a pre-populated TLF (3S; p. 35 of Part B).  NTPS-12L(TLF2) – Provides description of Teacher Listing Form and is sent to schools whose TLF is not pre-populated in the Respondent Portal.</p>
Second School Mailout Letter – Login Information for the SQ//PQ	NTPS-12L(SQ//PQ)	<p>These letters provide the login information for the School and Principal Questionnaires.</p> <p>Two versions (school receives both):  NTPS-12L(SQ) – Provides the login information for the School Questionnaire.  NTPS-12L(PQ) – Provides the login information for the Principal Questionnaire.</p>
Second School Mailout E-mail to Coordinator or Principal – TLF	NTPS-12E(TLF)	<p>This e-mail is sent to remind the coordinator or principal to complete the TLF online.</p>
Second School Mailout E-mail to Coordinator or Principal – SQ//PQ	NTPS-12E(SQ//PQ)	<p>These e-mails are sent to the coordinator or principal to remind them to complete the school or principal questionnaire.</p> <p>Two versions (school receives both):  NTPS-12E(SQ) – Provides the login information for the School Questionnaire.  NTPS-12E(PQ) – Provides the login information for the Principal Questionnaire.</p>
Second School Mailout Letter for Amish and Mennonite Schools	NTPS-12L(A)	<p>This letter reminds the school staff member to complete and return the paper questionnaires. The package includes the letter, replacement paper questionnaires, and return envelopes.</p>
<b>Third School Mailout</b>		
Third Mailout Letter	NTPS-13L	<p>This letter is sent to the survey coordinator or school principal with paper copies of the outstanding school-level questionnaires (TLF, PQ, and/or SQ).</p>
Third Mailout E-mail to Coordinator or Principal	NTPS-13E(U//F)	<p>This e-mail is sent to the survey coordinator or school principal to alert them that we sent a package of replacement questionnaires.</p> <p>Two versions:  NTPS-13E(U): Package was sent via USPS.  NTPS-13E(F): Package was sent via FedEx.</p>
Third Mailout Letter for Amish and Mennonite Schools	NTPS-13L(A)	<p>Letter is sent to the school principal of Amish and Mennonite schools with paper copies of the outstanding school-level questionnaires (TLF, PQ, and/or SQ).</p>

<b>Reminder E-mail</b>		
Reminder E-mail – TLF//SQ//PQ	NTPS-15E(TLF//SQ//PQ)	<p>These e-mail(s) are sent to the survey coordinator or school principal to remind them to complete the appropriate questionnaire.</p> <p>Three versions (school receives all):</p> <p>NTPS-15E(TLF): Provides the login information for the TLF.</p> <p>NTPS-15E(SQ): Provides the login information for the SQ.</p> <p>NTPS-15E(PQ): Provides the login information for the PQ.</p>
<b>Fourth School Mailout</b>		
Fourth School Mailout Letter	NTPS-14L(1//2)	<p>This letter is sent to the school principal with paper copies of the Principal and/or School Questionnaire.</p> <p>Two versions:</p> <p>NTPS-14L(1): Public school letter</p> <p>NTPS-14L(2): Private school letter</p>
Survey Coordinator Thank You E-mail	NTPS-14EC	<p>This e-mail thanks the survey coordinator for their assistance and alerts them that we will now begin to follow up on questionnaires with the individual respondents (principal and teachers).</p>
<b>Final E-mail for School-level Questionnaires</b>		
Final Reminder E-mail – SQ//PQ	NTPS-16E(1//2SQ//PQ)	<p>These e-mails are targeted by school level, state, and urbanicity and reminds respondent to complete their questionnaire.</p> <p>Four versions (school receives two):</p> <p>NTPS-16E(1SQ): Sent to public school survey coordinators or school principals. Includes data from the 2017–18 NTPS school survey.</p> <p>NTPS-16E(2SQ): Sent to private school survey coordinators or school principals, includes data from the 2017–18 NTPS school survey.</p> <p>NTPS-16E(1PQ): Sent to public school principals, includes data from the 2017–18 NTPS principal survey.</p> <p>NTPS-16E(2PQ): Sent to private school principals, includes data from the 2017–18 NTPS principal survey.</p>

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

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

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

Third Teacher Mailout E-mail to Teachers who Partially Completed Questionnaire	NTPS-23E	This e-mail reminds teachers who partially completed their questionnaire online to finish the survey.
Third Teacher Mailout Letter for Amish and Mennonite Teachers	NTPS-23L(A)	This letter reminds the teacher to complete and return the paper Teacher Questionnaire. A replacement questionnaire and return envelope are included in the package.
<b>Fourth Teacher Mailout</b>		
Fourth Teacher Mailout Letter	NTPS-24L(M// NM)	<p>This letter reminds the teacher to complete the paper Teacher Questionnaire. Details of the contingency plan can be seen on p. 24 of Part B.</p> <p>Three versions:</p> <p>NTPS-24L – Teachers not eligible for the contingency plan incentive.</p> <p>NTPS-24L(M) – Teachers in the monetary contingency plan incentive group.</p> <p>NTPS-24L(NM) – Teachers in the non-monetary contingency plan incentive group.</p>
Fourth Teacher Mailout E-mail	NTPS-24E(M// NM)	<p>This e-mail prompts teacher to complete paper TQ or respond online. Details of the contingency plan can be seen on p. 24 of Part B.</p> <p>Three versions:</p> <p>NTPS-24E – Teachers not eligible for the contingency plan incentive.</p> <p>NTPS-24E(M) – Teachers in the monetary contingency plan incentive group.</p> <p>NTPS-24E(NM) – Teachers in the non-monetary contingency plan incentive group.</p>
Fourth Teacher Letter for Amish and Mennonite Teachers	NTPS-24L(A)	This letter reminds the teacher to complete and return paper Teacher Questionnaire. A replacement questionnaire and return envelope are included in the package.

Teacher Thank You Letter (Contingency Plan)	NTPS-26L(M// NM)	This letter thanks the teacher for participating in NTPS. It is sent with the monetary or non-monetary incentive to responding teachers in schools with non-responding teachers who are receiving the contingency plan incentive. Details of the contingency plan can be seen on p. 24 of Part B.  Two versions:  NTPS-26L(M) – Teachers in the monetary contingency plan incentive group.  NTPS-26L(NM) – Teachers in the non-monetary contingency plan incentive group.
Teacher Thank You E-mail (Contingency Plan)	NTPS-26E(M// NM)	This e-mail thanks the teacher for participating in NTPS and alerts them that we mailed a thank you letter with an incentive. Details of the contingency plan can be seen on p. 24 of Part B.  Two versions:  NTPS-26E(M) – Teachers in the monetary contingency plan incentive group.  NTPS-26E(NM) – Teachers in the non-monetary contingency plan incentive group.
<b>Final Teacher E-mail</b>		
Final Teacher Reminder E-mail	NTPS-25E	This e-mail reminds the teacher to complete their Teacher Questionnaire.
<b>Field Follow-up</b>		
Field Follow-up School Letter (For Field Representatives) – Phase 1	NTPS-31L	This letter is available for the Field Representatives to use as a cover letter when dropping off school-level questionnaires during phase 1.
Field Follow-up School Letter (For Field Representatives) – Phase 2	NTPS-32L	This letter is available for the Field Representatives to use as a cover letter when dropping off school-level and teacher questionnaires during phase 2.
Field Follow-up Teacher Letter (For Field Representatives – Phases 2 and 3	NTPS-33L	This letter is available for Field Representatives to use as a cover letter to include for the teacher when dropping off the Teacher Questionnaire.



<p>Letter of Better Understanding – Principal/Teacher (For Regional Office use)</p>	<p>NTPS-34LP//T</p>	<p>This letter is available for Regional Office staff to personalize to send to respondents who request additional information.</p> <p>Two versions:</p> <p>NTPS-34LP: Principal letter.</p> <p>NTPS-34LT: Teacher letter.</p>
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**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 //.

## Pre-contact Letter - Public Schools

NTPS-7L(1) NOTE: This is a revised version of the pre-contact letter that was approved as part of the preliminary activities OMB submission.

<Date>

<Principal Name> or School Principal

<School Name>

<Mailing Address>

<City, State, ZIP Code>

Dear <Principal Name>:

Your school has been selected for the 2020–21 **National Teacher and Principal Survey** (NTPS). Data from the 2017–18 NTPS show that:

- Nationwide, 21 percent of public schools offered at least one course entirely online, with a higher percentage of charter schools (30 percent) offering at least one course entirely online than traditional public schools (20 percent).
- The most common highest degree reported for public school principals was a master's degree (62 percent), followed by an education specialist or professional diploma (26 percent), a doctorate or first professional degree (11 percent), and a bachelor's degree or less (2 percent).
- On average, regular full-time teachers in public schools earned a base teaching salary of <\$XX,X00>. Approximately <XX> percent of teachers reported additional earnings from their school system for extracurricular activities, students' performance, or other school system sources. In addition, approximately <XX> percent of teachers reported earning additional compensation from working outside their school system during the school year, while <XX> reported earning money during the previous summer.

These statistics are just a few of the results that the NTPS provides to help policymakers and researchers learn about our nation's schools, principals, and teachers. The NTPS 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, and is the only national survey that provides this kind of information. All schools and students ultimately benefit when good data help legislators and administrators make good decisions. In addition, NTPS data allow you to compare your school with other schools <in State and> across the country.

The NTPS has been endorsed by several organizations, including <prominent local and/or national endorser(s)>. You can find additional information about NTPS and results from prior NTPS administrations at <http://nces.ed.gov/surveys/ntps>.

**There is nothing to do right now, but we will be in contact with your school later this summer.** We look forward to your school's participation in this important survey.

Sincerely,

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

*NCES is authorized to conduct this survey by the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543). All of the information you provide may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151). Reports of the findings from the survey will not identify participating districts, schools, or staff. Individual responses will be combined with those from other participants to produce summary statistics and reports.*

## Pre-contact Letter - Private Schools

NTPS-7L(2//A) (2=Private schools that are not Amish or Mennonite; A = Amish and Mennonite schools) NOTE: This is a revised version of the pre-contact letter that was approved as part of the preliminary activities OMB submission.

<Date>

<Principal Name> or School Principal

<School Name>

<Mailing Address>

<City, State, ZIP Code>

Dear <Principal Name>:

Your school has been selected for the 2020–21 **National Teacher and Principal Survey** (NTPS). Data from the 2017–18 NTPS show that:

- Nationwide, 13 percent of private schools offered at least one course entirely online.
- The most common highest degree reported for private school principals was a master's degree (51 percent), followed by a bachelor's degree or less (31 percent), an education specialist or professional diploma (11 percent), and a doctorate or first professional degree (8 percent).
- On average, regular full-time teachers in private schools earned a base teaching salary of <\$XX,X00>. Approximately <XX> percent of teachers reported additional earnings from their school for extracurricular activities, students' performance, or other school sources. In addition, approximately <XX> percent of teachers reported earning additional compensation from working outside their school during the school year, while <XX> reported earning money during the previous summer.

These statistics are just a few of the results that the NTPS provides to help policymakers and researchers learn about our nation's schools, principals, and teachers. The NTPS 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, and is the only national survey that provides this kind of information. All schools and students ultimately benefit when good data help legislators and administrators make good decisions. [2: In addition, NTPS data allow you to compare your school with other <Catholic schools and> private schools across the country.]

The NTPS has been endorsed by several organizations, including <prominent local and/or national endorser(s)>. [2: You can find additional information about NTPS and results from prior NTPS administrations at <http://nces.ed.gov/surveys/ntps>.]

**There is nothing to do right now, but we will be in contact with your school later this summer.** We look forward to your school's participation in this important survey.

Sincerely,

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

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# Screener Letter - Version 1

NTPS-8.1L (Includes Screener FAQs)

<Date>

<Principal Name> or School Principal

<School Name>

<Mailing Address>

<City, State, ZIP Code>

Dear <Principal Name>,

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: <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

*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.*

## Screener Letter - Version 2

NTPS-8.2L (Includes Screener FAQs)

<Date>

<Principal Name> or School Principal

<School Name>

<Mailing Address>

<City, State, ZIP Code>

Dear <Principal Name>,

We will soon ask you to report on the characteristics of your school and your experiences in the field of education by completing the 2020–21 **National Teacher and Principal Survey** (NTPS). This is your school’s opportunity to inform education policies.

Please complete a short screener survey, using our secure website, to confirm your school’s eligibility for the NTPS. 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: <USER ID>

The U.S. Census Bureau will administer the NTPS on behalf of the National Center for Education Statistics (NCES), the statistical agency within the U.S. Department of Education. If you would prefer to complete the screener survey over the phone, please call 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 assistance.

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 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.

## Screener E-mail - Version 1

NTPS-8.1E

Subject: National Teacher and Principal Survey Request

Body:

Dear <Principal Name>:

Last week, we mailed you a letter at your school address regarding your school's selection for 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.**

[Click here to complete the Screener survey.](#)

Log in using this User ID: <USER ID>

Thank you in advance for your participation in this important survey.

Sincerely,

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

*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.*

## Screener E-mail - Version 2

NTPS-8.2E

Subject: National Teacher and Principal Survey Request

Body:

Dear <Principal Name>:

We will soon ask you to report on the characteristics of your school and your experiences in the field of education by completing the 2020–21 National Teacher and Principal Survey (NTPS). This is your school's opportunity to inform education policies.

Last week, we mailed you a letter at your school address asking you to complete a short screener survey to confirm your school's eligibility for the NTPS. The survey will take approximately **5 minutes** to complete. **Please complete the survey within one week.**

[Click here to complete the Screener survey.](#)

Log in using this User ID: <USER ID>

Thank you in advance for your assistance.

Sincerely,

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

*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.*



## Screener Reminder E-mail

NTPS-9E

Subject: NTPS Screener Survey Reminder

Body:

Dear <Principal Name>:

We recently sent you a letter and an e-mail asking you to confirm your school's eligibility for the National Teacher and Principal Survey (NTPS) by completing a short screener survey online. According to our records, your school's screener survey has not yet been completed. If you have recently completed the screener survey, thank you. If you have not yet completed it, please complete it as soon as possible.

The survey will take approximately 5 minutes to complete. **Please complete the survey within one week.**

[Click here to complete the Screener survey.](#)

Log in using this User ID: <USER ID>

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. This is your school's opportunity to inform education policies. The NTPS will provide critical data to policymakers and researchers on school organization, decision-making, teacher recruitment, and other important education topics.

If you would prefer to complete the screener survey over the phone, please call 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.

Sincerely,

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

## 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

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## Initial School Mailout Letter to Coordinator or Principal - Version 3

NTPS-11.3LP//11.3LC (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. We have included a tin of gourmet popcorn for you to share with your school's staff to show our appreciation for your school's participation in the NTPS.

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 go online and complete the Principal Questionnaire 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.*

## 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.*



## Initial School Mailout Letter - SQ

NTPS-11L(SQ)

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

### **Instructions for completing the School Questionnaire**

Please complete the School Questionnaire for the National Teacher and Principal Survey. The School Questionnaire includes items about enrollment, staffing, and programs and services offered at your school.

*Text:*

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 designated survey coordinator, <Coordinator Name>, /school's principal] 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: <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 [ntpssq@census.gov](mailto:ntpssq@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. §1511). 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 - PQ

NTPS-11L(PQ)

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

### Instructions for completing the Principal Questionnaire

Please complete the Principal Questionnaire for the National Teacher and Principal Survey.

Text:

Dear <Principal Name>,

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 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 <level> school principals.

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: <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

\*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 E-mail - TLF

NTPS-11EC//P(TLF1//2) (C = Coordinator; P = Principal; 1 = Prepopulated TLF; 2 = Blank TLF)

Subject: Teacher List for the National Teacher and Principal Survey

Body:

Dear <Coordinator or Principal Name>,

Last week, we sent you a package of materials at your school address inviting your school's participation in the National Teacher and Principal Survey (NTPS). The NTPS includes a School Questionnaire, Principal Questionnaire, and Teacher Questionnaire. The Teacher Questionnaire 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.

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 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 [1: and verify] your school's Teacher Listing Form or forward this e-mail to the person who can best provide this information.**

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

Log in using this User ID: <USER ID>

We will send you login information for the [C: School Questionnaire in a separate e-mail. We will send the login information for the Principal Questionnaire to the school principal.//P: School Questionnaire and Principal Questionnaire in separate e-mails].

Thank you for completing this survey promptly.

Sincerely,

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

*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 E-mail - SQ

NTPS-11E(SQ)

Subject: School Questionnaire for the National Teacher and Principal Survey

Body:

Dear <Coordinator or Principal Name>,

Last week, we sent you a package of materials at your school address inviting your school's participation in the National Teacher and Principal Survey (NTPS). The 2020–21 NTPS is your school's opportunity to tell policymakers about your school's enrollment, staffing, and the programs and services offered to your students.

**Please complete the School Questionnaire or forward this e-mail to the person who can best provide this information.**

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

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

Thank you for completing this survey promptly.

Sincerely,

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

*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 E-mail - PQ

NTPS-11E(PQ)

Subject: Principal Questionnaire for the National Teacher and Principal Survey

Body:

Dear <Principal Name>,

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 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.

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

Log in using this User ID: <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.\*

Thank you for completing this survey promptly.

Sincerely,

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

\*NCES is authorized to conduct this survey by the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543). All of the information you provide may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151). Reports of the findings from the survey will not identify participating districts, schools, or staff. Individual responses will be combined with those from other participants to produce summary statistics and reports.

## Initial School Mailout Letter - Amish and Mennonite Schools

NTPS-11L(A) (Includes School Mailout FAQs)

<Date>

<School Name>

<Mailing Address>

<City, State, ZIP Code>

Dear School Head/Principal,

Your school has been selected to participate in the 2020–21 **National Teacher and Principal Survey** (NTPS). 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.

We request your assistance in ensuring the completion of the following enclosed NTPS questionnaires:

- Complete the **Teacher Listing Form** or give it to the staff member who can best provide information about the teachers at your school.
- Complete the **Private 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.
- Complete the **Private School Principal Questionnaire**. This questionnaire asks about the background and experiences of the school head or principal.

Please ensure the completion of the questionnaires within two weeks.

If you have any questions about the survey, please contact the U.S. Census Bureau at 1-888-595-1338 between 8:00 a.m. and 8:00 p.m. (Eastern Time) Monday through Friday. Alternatively, you can write to:

National Teacher and Principal Survey  
National Center for Education Statistics (NCES)  
Potomac Center Plaza  
550 12<sup>th</sup> Street, SW, Room 4035  
Washington, DC 20202

Thank you for in advance for your school's participation in this important survey.

Sincerely,

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

*NCES is authorized to conduct this survey by the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543). All of the information you provide may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151). Reports of the findings from the survey will not identify participating districts, schools, or staff. Individual responses will be combined with those from other participants to produce summary statistics and reports.*





## Special District Approval Received Insert

NTPS-111

### **Your district has approved your school's participation in the National Teacher and Principal Survey!**

We know that your school district requires researchers to obtain approval to conduct surveys. The National Center for Education Statistics (NCES) of the U.S. Department of Education completed the application process and received permission to conduct the National Teacher and Principal Survey (NTPS) in your district. If you have any questions, please contact your district or the U.S. Census Bureau, the survey collection agency, at 1-800-221-1204 or [ntps@census.gov](mailto:ntps@census.gov).

## Second School Mailout Letter - Version 1

NTPS-12.1L

<Date>

<Principal or Coordinator Name>

<School Name>

<Mailing Address>

<City, State, ZIP Code>

Dear <Principal or Coordinator Name>,

We recently sent you a package of invitations to complete the 2020–21 National Teacher and Principal Survey (NTPS) questionnaires online. According to our records, one or more of your school’s questionnaires have not yet been completed. **If these questionnaire(s) were recently completed online, thank you.** If not, please help us by distributing the enclosed replacement invitations to the appropriate staff. Ask staff to complete their survey online **as soon as possible**.

The NTPS is a primary source of information about what is happening in K–12 schools across the United States. Each response is vital to achieve reliable, nationally representative data, so your school’s participation is important for the success of the survey.

As a reminder, you can log into the NTPS Respondent Portal to check which of your school’s questionnaires have not been completed and access NTPS resources, including ideas to encourage your school staff’s participation.

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

The National Center for Education Statistics (NCES), within the U.S. Department of Education, is authorized to conduct this survey by the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543). All of the information you provide may be used only for statistical purposes and may not be disclosed, or used, in identifiable for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151). If you have any questions about the survey, please contact the U.S. Census Bureau at 1-888-595-1338 between 8:00 a.m. and 8:00 p.m. (Eastern Time) Monday through Friday. You can also contact the U.S. Census Bureau via e-mail at [ntps@census.gov](mailto:ntps@census.gov).

Thank you in advance for your school’s participation in this important survey.

Sincerely,

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

## Second School Mailout Letter - Version 2

NTPS-12.2L

<Date>

<Principal or Coordinator Name>

<School Name>

<Mailing Address>

<City, State, ZIP Code>

Dear <Principal or Coordinator Name>,

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

We recently sent you information about how to complete the 2020–21 National Teacher and Principal Survey (NTPS) questionnaires online. According to our records, one or more of your school's questionnaires have not yet been completed. **If these questionnaire(s) were recently completed online, thank you.** If not, please help us by distributing the enclosed materials to the appropriate staff and asking them to complete their survey online **as soon as possible.**

You can log into the NTPS Respondent Portal to check which of your school's questionnaires have not been completed and access NTPS resources, which include suggestions to encourage your school staff's participation.

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

Upon login, you will be given a unique PIN that you will need for subsequent logins. Please note your PIN here: \_\_\_  
— — —.

If you have any questions about the survey, please contact the U.S. Census Bureau at 1-888-595-1338 or by e-mail at [ntps@census.gov](mailto:ntps@census.gov).

Thank you in advance for helping to ensure that your school's responses are included with those from schools around the country.

Sincerely,

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

*NCES is authorized to conduct this survey by the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543). All of the information you provide may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151). Reports of the findings from the survey will not identify participating districts, schools, or staff. Individual responses will be combined with those from other participants to produce summary statistics and reports.*

## Second School Mailout Letter - TLF

NTPS-12L(TLF1//2) (1 = Prepopulated TLF; 2 = Blank TLF)

Dear School Staff Member,

You recently received a letter requesting a list of your school's teachers. According to our records, we have not received a list from your school. **If you have recently responded, thank you.** If you have not yet provided a teacher list, please do so **as soon as possible**. This information is needed so that we can select teachers to share their experiences.

We need the name, e-mail address, and subject matter taught for each teacher in your school. [1: **To help you with this request, we were able to partially complete your school's list of teachers by using 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.**] Use the information in the box below to [1: **access and**] complete your school's Teacher Listing Form.

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 or by e-mail at [ntps@census.gov](mailto:ntps@census.gov).

Thank you in advance for your assistance.

Sincerely,

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

\*NCES is authorized to conduct this survey by the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543). All of the information you provide may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151). Reports of the findings from the survey will not identify participating districts, schools, or staff. Individual responses will be combined with those from other participants to produce summary statistics and reports.

## Second School Mailout Letter - SQ/PQ

NTPS-12L(SQ//PQ) (SQ = School Questionnaire Login Information; PQ = Principal Questionnaire Login Information)

Dear [SQ: School Staff Member] [PQ: <Principal Name> or School Principal],

You should have recently received instructions on how to complete the National Teacher and Principal Survey (NTPS) [SQ: School //PQ: Principal] Questionnaire online. [PQ: We also sent you an e-mail if we had your e-mail address on file.] The NTPS and its predecessor, the Schools and Staffing Survey, have been informing policymakers and researchers on the condition of education since the 1980s. **We need your help to continue to provide relevant and reliable data to Congress, the Department of Education, state and local education agencies, and you!**

According to our records, the [SQ: School //PQ: Principal] Questionnaire has not yet been completed. If you have recently responded, thank you, you may disregard this letter.

Please respond by <date> at <https://respond.census.gov/ntpsxx>

Login using this User ID: <USER ID>

Your responses to the survey questions will not be shared with any of your school staff or administration. 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 or by e-mail at [ntps@census.gov](mailto:ntps@census.gov).

Thank you in advance for helping to ensure that your school's responses are included with those from schools around the country.

Sincerely,

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

\*NCES is authorized to conduct this survey by the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543). All of the information you provide may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151). Reports of the findings from the survey will not identify participating districts, schools, or staff. Individual responses will be combined with those from other participants to produce summary statistics and reports.

## Second School E-mail - TLF

NTPS-12E(TLF)

Subject: Important U.S. Department of Education Survey Reminder

Body:

Dear <Coordinator or Principal Name>,

Last week, we mailed you a second package of materials for the National Teacher and Principal Survey (NTPS). The package contained a reminder letter and login instructions for the remaining questionnaires. According to our records, your school's Teacher Listing Form has not yet been completed. If you have recently responded, thank you. If you have not yet provided a teacher list, please do so **as soon as possible**. This information is needed so that we can select teachers to share their experiences.

We need the name, e-mail address, and subject matter taught for each teacher in your school. **Please complete your school's Teacher Listing Form or forward this e-mail to the person who can best provide this information.**

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

Log in using this User ID: <USER ID>

If the School Questionnaire or Principal Questionnaire have not been completed, we will send login information for them separately.

Thank you in advance for your assistance.

Sincerely,

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

## Second School Mailout E-mail - SQ/PQ Version 1

NTPS-12E(SQ//PQ) (SQ = School Questionnaire Login Information; PQ = Principal Questionnaire Login Information)

Subject: [SQ: School//PQ: Principal] Survey Reminder for the U.S. Department of Education

Body:

Dear <SQ: Coordinator or Principal Name//PQ: Principal Name>,

Last week, we mailed you a second package of materials for the National Teacher and Principal Survey (NTPS). The package contained a reminder letter and login instructions for the remaining questionnaires.

According to our records, your school's [SQ: School Questionnaire//PQ: Principal Questionnaire] has not yet been completed. If you have recently responded, thank you.

If you have not yet responded, [SQ: **please complete the School Questionnaire or forward this e-mail to the appropriate person.**//PQ: please do so **as soon as possible.**] The NTPS and its predecessor, the Schools and Staffing Survey, have been informing policymakers and researchers on the condition of education since the 1980s. **We need your help to continue to provide relevant and reliable data to Congress, the Department of Education, state and local education agencies, and you!**

[Click here to complete the \[SQ: School//PQ: Principal\] Questionnaire.](#)

Log in using this User ID: <USER ID>

Thank you in advance for helping to ensure that your school's responses are included with those from schools around the country.

Sincerely,

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

## Second School Mailout E-mail - PQ Version 2

NTPS-12E(PQ1//2) (1 = Public schools; 2=Private schools)

Subject: Principal Survey Reminder for the U.S. Department of Education

Body:

Dear <Principal Name>,

Last week, we mailed you a second package of materials for the National Teacher and Principal Survey (NTPS). The package contained a reminder letter and login instructions for the remaining questionnaires.

The NTPS and its predecessor, the Schools and Staffing Survey, have been informing policymakers and researchers on the condition of education since the 1980s. The 2017-18 NTPS included findings such as:

- [1: Public//2: Private] school principals [1: <in STATE>//2: <in Catholic schools>] reported having an average of <X.X> years of experience as a principal, of which an average of <X.X> years was spent in their current school.
- [1: Public//2: Private] school principals [1: <in STATE>//2: <in Catholic schools>] reported an average salary of <\$XX,X00>. Principals with less than 3 years of experience reported an average salary of <\$XX,X00>, while those with 3 to 9 years of experience and 10 years of experience or more reported average salaries of <\$XX,X00> and <\$XX,X00>, respectively.

**We need your help to continue to provide relevant and reliable data to Congress, the Department of Education, state and local education agencies, and you!**

According to our records, your school's Principal Questionnaire has not yet been completed. If you have recently responded, thank you. If you have not yet responded, please do so **as soon as possible**.

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

Log in using this User ID: <USER ID>

Thank you in advance for helping to ensure that your school's responses are included with those from [1: schools <in STATE and> //2: <Catholic> schools] around the country.

Sincerely,

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



## Second School Mailout E-mail - SQ Version 2

NTPS-12E(SQ1//2) (1 = Public schools; 2 =Private schools)

NOTE: The second bullet point will only be included for public schools in states with state-level data and private Catholic schools.

Subject: School Survey Reminder for the U.S. Department of Education

Body:

Dear <Coordinator or Principal Name>,

Last week, we mailed you a second package of materials for the National Teacher and Principal Survey (NTPS). The package contained a reminder letter and login instructions for the remaining questionnaires.

The NTPS and its predecessor, the Schools and Staffing Survey, have been informing policymakers and researchers on the condition of education since the 1980s. The 2017–18 NTPS included findings such as:

- Overall, [1: 57//2: 37] percent of [1: public//2: private] schools offered instruction beyond the normal school day for students who need academic assistance, and [1: 39//2: 31] percent of [1: public//2: private] schools offered it for students who seek academic advancement or enrichment.
- [1: <In STATE> //2: <Of Catholic schools>], <XX> percent [1: of public schools] offered instruction beyond the normal school day for students who need academic assistance, and <XX> percent [1: of public schools] offered it for students who seek academic advancement or enrichment.

**We need your help to continue to provide relevant and reliable data to Congress, the Department of Education, state and local education agencies, and you!**

According to our records, your school's Principal Questionnaire has not yet been completed. If you have recently responded, thank you. If you have not yet responded, please do so **as soon as possible**.

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

Log in using this User ID: <USER ID>

Thank you in advance for helping to ensure that your school's responses are included with those from [1: schools in <STATE> and //2: <Catholic/private> schools] around the country.

Sincerely,

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

## Second School Mailout Letter for Amish and Mennonite Schools

NTPS-12L(A)

<Date>

<School Name>

<Mailing Address>

<City, State, ZIP Code>

Dear School Head/Principal,

We recently sent you a package of the 2020–21 National Teacher and Principal Survey (NTPS) questionnaires. According to our records, one or more of your school’s questionnaires have not yet been returned. **If any of these questionnaires were recently mailed to us, thank you.** If not, please complete, or have the appropriate staff complete, and return the enclosed replacement questionnaires **as soon as possible.**

The NTPS is a primary source of information about what is happening in K–12 schools across the United States. Each response is vital to achieve reliable, nationally representative data, so your school’s participation is important for the success of the 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). 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 (U.S.C. §9573 and 6 U.S.C. §151). If you have any questions about the survey, please contact the U.S. Census Bureau at 1-888-595-1338 between 8:00 a.m. and 8:00 p.m. (Eastern Time) Monday through Friday. You can also write to:

National Teacher and Principal Survey  
National Center for Education Statistics (NCES)  
Potomac Center Plaza  
550 12<sup>th</sup> Street, SW, Room 4035  
Washington, DC 20202

Thank you in advance for your school’s participation in this important survey.

Sincerely,

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

## Third School Mailout Letter

NTPS-13L

<Date>

<Principal or Coordinator Name>

<School Name>

<Mailing Address>

<City, State, ZIP Code>

Dear <Principal or Coordinator Name>,

Earlier this school year, we invited your school to participate in the 2020–21 National Teacher and Principal Survey (NTPS) by completing a Teacher Listing Form, School Questionnaire, and Principal Questionnaire online. The NTPS is an important source of information about schools across the United States, and we need your help to make this survey a success! All schools and students ultimately benefit when good data help legislators and administrators make good decisions.

According to our records, one or more of your school's questionnaires have not been completed. **If these questionnaire(s) were recently completed online, thank you.** If not, please distribute the enclosed paper questionnaire(s), along with a return envelope, to the appropriate staff. Ask the staff to complete and mail the form(s) to us **as soon as possible**. The Census Bureau will call you in the coming weeks regarding missing questionnaires.

As a reminder, you can log into the NTPS Respondent Portal to check the completion status of your school's questionnaires. The NTPS Respondent Portal contains additional information about the NTPS, including data results from previous surveys and ideas to encourage your school staff's participation.

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

If you have any questions about the survey, please contact the U.S. Census Bureau at 1-888-595-1338 or by e-mail at [ntps@census.gov](mailto:ntps@census.gov).

Thank you for your support of this crucial 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.

## Third School Mailout E-mail

NTPS-13E(U//F) (U = Package was sent via USPS; F = Package was sent via FedEx)

Subject: National Teacher and Principal Survey Reminder

Body:

Dear <Principal or Coordinator Name>,

Earlier this school year, we invited your school to participate in the 2020–21 National Teacher and Principal Survey (NTPS) by completing a Teacher Listing Form, School Questionnaire, and Principal Questionnaire online. The NTPS is an important source of information about schools across the United States, and we need your help to make this survey a success! All schools and students ultimately benefit when good data help legislators and administrators make good decisions.

According to our records, one or more of your school's questionnaires have not been completed. Last week, we [U: mailed//F: sent] you a package of replacement questionnaire(s) at your school address [F: via FedEx]. If these questionnaire(s) were recently completed, thank you. If not, **please remind the appropriate staff to complete and return their questionnaire to us as soon as possible.** The Census Bureau will call you in the coming weeks regarding missing questionnaires.

As a reminder, you can log into the NTPS Respondent Portal to check the completion status of your school's questionnaires. The NTPS Respondent Portal contains additional information about the NTPS, including data results from previous surveys and ideas to encourage your school staff's participation.

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

Thank you for your support of this crucial survey.

Sincerely,

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

## Third School Mailout Letter for Amish and Mennonite Schools

NTPS-13L(A)

<Date>

<School Name>

<Mailing Address>

<City, State, ZIP Code>

Dear School Head/Principal,

Earlier this school year, we sent your school a package of the 2020–21 National Teacher and Principal Survey (NTPS) questionnaires. The NTPS is an important source of information about schools across the United States, and we need your help to make this survey a success! All schools and students ultimately benefit when good data help legislators and administrators make good decisions.

According to our records, one or more of your school's questionnaires have not been completed. **If these questionnaire(s) were recently returned, thank you.** If not, please complete, or have the appropriate staff complete, and return the enclosed questionnaires **as soon as possible.**

If you have any questions about the survey, please contact the U.S. Census Bureau at 1-888-595-1338 between 8:00 a.m. and 8:00 p.m. (Eastern Time) Monday through Friday. You can also write to:

National Teacher and Principal Survey  
National Center for Education Statistics (NCES)  
Potomac Center Plaza  
550 12<sup>th</sup> Street, SW, Room 4035  
Washington, DC 20202

Thank you for your support of this crucial 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.*

## Reminder E-mail - TLF

NTPS-15E(TLF)

Subject: <Name>, please provide your teacher list for the NTPS.

Body:

Dear <Coordinator or Principal Name>,

We've contacted you throughout the school year to request a list of your school's teachers for the 2020-21 National Teacher and Principal Survey (NTPS). We need your list of teachers so that we may sample teachers to take part in the teacher survey. Only a small percentage of schools and teachers are selected to participate; therefore, your school's participation is important to ensure that we can provide policymakers and researchers with reliable, nationally representative data on teachers' professional backgrounds, teaching fields, workloads, and working conditions.

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 or forward this e-mail to the person who can best provide this information.**

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

Log in using this User ID: <USER ID>

The NTPS also includes a School Questionnaire and a Principal Questionnaire. If these questionnaires have not been completed, we will send login information separately.

Thank you for completing this survey promptly.

Sincerely,

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

## Reminder E-mail - SQ/PQ

NTPS-15E(SQ//PQ) (SQ = School Questionnaire; PQ = Principal Questionnaire)

Subject: <Name>, [SQ: tell us about your school today.//PQ: respond to your Principal Survey today.]

Body:

Dear [SQ: <Coordinator or Principal Name>//PQ: <Principal Name>],

Over the course of the school year, we've sent you several invitations to complete the 2020–21 National Teacher and Principal Survey [SQ: School//PQ: Principal] Questionnaire. The NTPS is a primary source of information about what is happening in K–12 schools across the United States. This is your [SQ: school's] chance to tell policymakers about your [SQ: school's enrollment, staffing, and the programs and services offered to your students//PQ: experience and training, goals, and working conditions.]

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 [PQ: principal] for you.

[Click here to complete the \[SQ: School//PQ: Principal\] Questionnaire.](#)

Log in using this User ID: <USER ID>

Thank you very much for your contribution to this important effort.

Sincerely,

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

## Fourth School Mailout Letter

NTPS-14L(1//2) (1 = Public schools; 2 =Private schools)

<Date>

<Principal Name> or School Principal

<School Name>

<Mailing Address>

<City, State, ZIP Code>

Dear <Principal Name> or School Principal,

Throughout this school year, we've been contacting your school regarding the 2020–21 National Teacher and Principal Survey (NTPS). According to our records, one or more of your school's questionnaires have not been completed. Your response is vital to ensure reliable data for <school type: public, private, charter> <level> schools [1: both] across the [1: nation and in the <state of STATE/District of Columbia> //2: nation.].

The data from the NTPS are critically important to the Department of Education. The data are also used by Congress, state education agencies, public school districts, and education research organizations to develop education policies to improve working conditions for principals and teachers. The NTPS is the only national survey that provides this kind of information.

Replacement questionnaires are enclosed. **Please help us by completing, or asking the appropriate staff to complete, the enclosed questionnaire(s) as soon as possible.** If these questionnaire(s) were recently completed, thank you. The U.S. Census Bureau will contact you in the coming weeks regarding missing questionnaires.

Please be assured that your data is confidential. All of the information you provide may be used only for statistical purposes and may not be disclosed, or used, in identifiable for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151). If you have any questions about the survey, please contact the U.S. Census Bureau at 1-888-595-1338 or by e-mail at [ntps@census.gov](mailto:ntps@census.gov).

We greatly appreciate your school's participation in this important survey.

Sincerely,

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

*NCES is authorized to conduct this survey by the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543). All of the information you provide may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151). Reports of the findings from the survey will not identify participating districts, schools, or staff. Individual responses will be combined with those from other participants to produce summary statistics and reports.*





## Survey Coordinator Thank You E-mail

NTPS-14EC

Subject: Thank you for your assistance.

Body:

Dear <Coordinator Name>,

Throughout this school year, we've sent you several packages containing materials for the 2020-21 National Teacher and Principal Survey (NTPS). We would like to thank you for your help in coordinating the completion and return of these questionnaires for your school. However, one or more questionnaire(s) are still missing. At this time, we will begin to follow up on these questionnaires with the individual respondents directly.

We appreciate all of your help. Your school's response is very important to the success of this survey.

Thank you.

Sincerely,

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

## Final Reminder E-mail for School-level Questionnaires

NTPS-16E(SQ//PQ) (SQ = School Questionnaire; PQ = Principal Questionnaire)

Subject: Please help us produce representative data for [PQ: principals in] schools like yours.

Dear [SQ: <Coordinator or Principal Name>//PQ: <Principal Name>],

We've contacted you throughout the school year regarding the 2020–21 National Teacher and Principal Survey (NTPS). We wanted to take an opportunity to share newly released data with you from the 2017–18 NTPS. You can view the data at <https://nces.ed.gov/blogs/nces/post/<title>>

We need your help to produce representative data for this school year. Policymakers at the state, federal, and local levels use this data to set education policy and improve teacher and principal working conditions. **This is your chance to let your voice be heard.**

Please complete the [SQ: School//PQ: Principal] Questionnaire using the login information provided below. Alternatively, you may complete and return the paper questionnaire we sent you in mid-February.

[Click here to complete the \[SQ: School//PQ: Principal\] Questionnaire.](#)

Log in using this User ID: <USER ID>

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

Sincerely,

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

## Requested Questionnaire(s) Letter

NTPS-10//20L (10 = School-level questionnaire(s); 20 = Teacher questionnaire)

<Date>

[10: <Principal or Coordinator Name>//20 = <Teacher Name>]

<School Name>

<Mailing Address>

<City, State, ZIP Code>

Dear [10: <Principal or Coordinator Name>//20: <Teacher Name>],

[10: Thank you for your assistance in the 2020–21 National Teacher and Principal Survey (NTPS). We have enclosed the paper questionnaire(s) that you requested, or that another staff member requested on your behalf.

Please complete the enclosed questionnaire(s) or distribute these questionnaire(s) and the postage-paid return envelope(s) to the appropriate staff. Please help ensure these questionnaires are completed **as soon as possible** and returned to us in the enclosed postage-paid return envelope(s).]

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

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

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

Thank you again [10: **for your help with**//20: **for your participation in**] this important survey.

Sincerely,

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

*NCES is authorized to conduct this survey by the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543). All of the information you provide may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151). Reports of the findings from the survey will not identify participating districts, schools, or staff. Individual responses will be combined with those from other participants to produce summary statistics and reports.*

## Initial Teacher Mailout Letter to Survey Coordinator

NTPS-21.1LC//21.2LC//21.3LC (1=Schools with monetary teacher incentives or no teacher incentives; 2=Schools with nonmonetary teacher incentives without a coordinator incentive; 3=Schools with nonmonetary teacher incentives and a nonmonetary coordinator incentive.) Includes list of teachers on the back of the page.

<Date>

Dear <Coordinator Name>,

We greatly appreciate your assistance so far with the 2020–21 National Teacher and Principal Survey (NTPS). Now, we need your help to ensure the NTPS Teacher Questionnaire invitations are distributed and the questionnaires are completed in a timely manner. The survey gives teachers an opportunity to tell policymakers about their experiences in the teaching profession. Each selected teacher's participation is critical to obtain an accurate view of the teaching profession, including teachers' professional backgrounds, teaching fields, workloads, and working conditions across the country.

[1: This package contains individual invitation(s) for the selected teacher(s) at your school to complete the Teacher Questionnaire online.//2//3: This package contains individual envelope(s) for the selected teacher(s) at your school. Each teacher's envelope contains their invitation to complete the Teacher Questionnaire online and a tote bag.] **Please distribute these [1: invitations//2//3: envelopes] to each teacher and ask them to complete their questionnaire within one week.** [3: Please accept the enclosed tote bag as a token of our appreciation for your assistance.]

The teachers selected to complete the Teacher Questionnaire are listed on the back of this letter. Please follow-up with each teacher in a few days to remind them to complete their questionnaire. We will also follow-up with each teacher by e-mail, if their e-mail address is available.

You may use the Respondent Portal to check which teachers have completed their questionnaire, to request paper Teacher Questionnaire(s) for any teachers who would prefer to complete a paper version, and to make any necessary corrections to the selected teachers' names or e-mail addresses.

- Go to the NTPS Respondent Portal at <https://respondent.census.gov/ntpsportal>
- Log in using this User ID: <USER ID>

Please reassure the selected teachers that their responses will not be shared with any school staff. 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, please contact the U.S. Census Bureau at 1-888-595-1338 or by e-mail at [ntps@census.gov](mailto:ntps@census.gov).

Thank you for your continued help with this important survey.

Sincerely,

James L. Woodworth, Ph.D.  
Commissioner  
National Center for Education Statistics (NCES)  
U.S. Department of Education  
**Teacher(s) Selected for the NTPS**

<Teacher Name 1>  
<Teacher Name 2>  
<Etc.>

*\*NCES is authorized to conduct this survey by the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543). All of the information you provide may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151). Reports of the findings from the survey will not identify participating districts, schools, or staff. Individual responses will be combined with those from other participants to produce summary statistics and reports.*

## Initial Teacher Mailout E-mail to Survey Coordinator

NTPS-15E(C)

Subject: <Name>, we mailed survey invitations to you.

Body:

Dear <Coordinator Name>,

We greatly appreciate your assistance so far with the 2020–21 National Teacher and Principal Survey (NTPS). A few days ago, we mailed a package of materials for teachers to you at your school address. The package contained individually sealed invitations for the selected teacher(s) at your school to complete the Teacher Questionnaire online.

The survey gives teachers an opportunity to tell policymakers about their experiences in the teaching profession. Each selected teacher’s participation is critical to obtain an accurate view of the teaching profession, including teachers’ professional backgrounds, teaching fields, workloads, and working conditions across the country.

**Please distribute the invitations to each teacher and ask them to complete their questionnaire within one week.** In addition, please follow up with the teachers in a few days to remind them to complete their questionnaire.

You may use the Respondent Portal to check which teachers have completed their questionnaire, to request paper Teacher Questionnaire(s) for any teachers who would prefer to complete a paper version, and to make any necessary corrections to the selected teachers’ names or e-mail addresses.

[Click here to access the Respondent Portal.](#)

Log in using this User ID: <USER ID>

Please reassure the selected teachers their responses will not be shared with any school staff. The U.S. Department of Education and the U.S. Census Bureau follow strict procedures to protect the confidentiality of study participants.\*

Thank you for your continued help with this important survey.

Sincerely,

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

\*NCES is authorized to conduct this survey by the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543). All of the information you provide may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151). Reports of the findings from the survey will not identify participating districts, schools, or staff. Individual responses will be combined with those from other participants to produce summary statistics and reports.

## Initial Teacher Mailout Letter

NTPS-21.1//.2//LE(M//NM) (.1 = letter, sent without an incentive; .2 = pressure sealed mailer, sent without an incentive; E = teacher's e-mail address is available; M = teacher receives a monetary incentive; NM = teacher receives a non-monetary incentive (i.e., tote bag)) All letter versions (i.e., 21.1L, 21L(M), 21L(MN), 21.1LE, 21LE(M), and 21LE(NM)) include FAQs on the back of the page; the pressure sealed versions (i.e., 21.2L and 21.2LE) do not contain the FAQs.

[.1//M//NM: <Teacher Name>  
<School Name>  
<School Street Address>  
<School City, State, ZIP Code>]

Dear <Teacher Name>,

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

The success of this national survey depends on your participation. Only a small percentage of schools and teachers are selected to participate. We cannot substitute another teacher for you. [M: Please accept the enclosed \$5 as a token of our appreciation for your participation in the NTPS.//NM: Please accept the enclosed tote bag as a token of our appreciation for your participation in the NTPS.]

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

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

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

Thank you in advance for responding to this important survey.

Sincerely,

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

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



§9573 and 6 U.S.C. §151). Reports of the findings from the survey will not identify participating districts, schools, or staff. Individual responses will be combined with those from other participants to produce summary statistics and reports.

## Initial Teacher Mailout E-mail

NTPS-21E(M//NM//MC//NMC) (M = monetary incentive; NM = non-monetary incentive; C = survey coordinator)

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

Body:

Dear <Teacher Name>,

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

Last week, we mailed you a letter at your school's address inviting you to participate in the 2020-21 National Teacher and Principal Survey (NTPS) by completing the Teacher Questionnaire. [C: **The envelope containing these materials, along with instructions for distributing this envelope directly to you, was mailed to your school's NTPS survey coordinator, <Coordinator Name>.**] [M: **We've included \$5 for you in the envelope as a token of our appreciation for your participation in the 2020-21 NTPS.**//NM: **We've included a tote bag for you in the envelope as a token of our appreciation for your participation in the 2020-21 NTPS.**]

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

Log in using this User ID: <USER ID>

**This is your opportunity to tell policymakers about your experiences and express your opinions as a teacher in your school.** The success of this national survey depends on your participation. Only a small percentage of schools and teachers are selected to participate. We cannot substitute another teacher for you. **Your responses to the survey questions will not be shared with your school administration.**

Thank you in advance for responding to this important survey.

Sincerely,

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

*NCES is authorized to conduct this survey by the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543). All of the information you provide may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151). Reports of the findings from the survey will not identify participating districts, schools, or staff. Individual responses will be combined with those from other participants to produce summary statistics and reports.*

## Initial Teacher Mailout Letter for Amish and Mennonite Teachers

NTPS-21L(A) Includes FAQs on the back of the page.

<Date>

<Teacher Name>

<School Name>

<Mailing Address>

<City, State, ZIP Code>

Dear <TEACHER NAME>,

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

The success of this national survey depends on your participation. Only a small percentage of schools and teachers are selected to participate. We cannot substitute another teacher for you. **Please complete the enclosed questionnaire within one week and return it to the U.S. Census Bureau using the enclosed postage-paid envelope.** Your responses to the survey questions will not be shared with your school administration.

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

If you have any questions about the survey, please contact the U.S. Census Bureau at 1-888-595-1338 between 8:00 a.m. and 8:00 p.m. (Eastern Time) Monday through Friday. Alternatively, you can write to:

National Teacher and Principal Survey  
National Center for Education Statistics (NCES)  
Potomac Center Plaza  
550 12<sup>th</sup> Street, SW, Room 4035  
Washington, DC 20202

Thank you in advance for responding to this important survey.

Sincerely,

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

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

*§9573 and 6 U.S.C. §151). Reports of the findings from the survey will not identify participating districts, schools, or staff. Individual responses will be combined with those from other participants to produce summary statistics and reports.*

## Frequently Asked Questions

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

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

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

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

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

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

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

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

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

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

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

Yes, both the U.S. Department of Education and the U.S. Census Bureau follow strict procedures to protect the confidentiality of study participants. Your responses to the survey questions will not be shared with your school administration. All of the information you provide may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151). Participation is voluntary, but responses are necessary to make the results of this study accurate and timely.

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

The National Center for Education Statistics (NCES), within the U.S. Department of Education, is authorized to conduct this survey by the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543). The U.S. Census Bureau will administer this survey on behalf of the NCES. The Office of Management and Budget (OMB) approved this survey. The OMB control number is 1850-0598 and the approval expiration date is XX/XX/20XX.

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

The U.S. Census Bureau can answer any questions you have about the survey. Staff can be reached by phone at 1-888-595-1338, Monday through Friday, between 8:00 a.m. and 8:00 p.m. (Eastern Time). At any other time, please leave a message and someone will return your call as soon as possible. The U.S. Census Bureau is also available to answer your questions via e-mail at [ntps@census.gov](mailto:ntps@census.gov).

## Second Teacher Mailout Letter to Survey Coordinator

NTPS-22LC

<Date>

Dear <Coordinator Name>,

We recently sent you a letter asking you to distribute instructions to teachers in your school who have been selected to complete the 2020–21 National Teacher and Principal Survey (NTPS) Teacher Questionnaire. The NTPS and its predecessor, the Schools and Staffing Survey (SASS), have been informing policymakers and researchers on the condition of education since the 1987–88 school year. **We need your help to continue to provide relevant and reliable data to Congress, the Department of Education, state and local education agencies, and your school!**

This package contains reminder letters for the selected teacher(s) at your school who, according to our records, have not yet completed the survey online. **Please distribute each letter to the teacher named on the label, and ask them to complete their survey as soon as possible.** If any of these teacher(s) have already completed the survey, please thank them on our behalf.

As a reminder, you can view the status of each teacher's questionnaire and access resources to assist you in encouraging participation from the selected teachers by logging into the Respondent Portal.

- Go to the NTPS Respondent Portal at <https://respondent.census.gov/ntpsportal>
- Log in using this User ID: <USER ID>

Please follow up with each teacher in a few days to remind them to complete their survey. We will also remind each teacher by e-mail, if their e-mail address is available.

If you have any questions about the survey, please contact the U.S. Census Bureau at 1-888-595-1338 or by e-mail at [ntps@census.gov](mailto:ntps@census.gov).

Thank you for helping ensure that we receive all responses from your school.

Sincerely,

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

*NCES is authorized to conduct this survey by the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543). All of the information you provide may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151). Reports of the findings from the survey will not identify participating districts, schools, or staff. Individual responses will be combined with those from other participants to produce summary statistics and reports.*

## Second Teacher Mailout E-mail to Survey Coordinator

NTPS-22EC

Subject: <Coordinator Name>, thank you for your help.

Body:

Dear <Coordinator Name>,

Thank you for your continued assistance with the 2020–21 National Teacher and Principal Survey (NTPS). We recently mailed you a second package of survey instructions for teachers in your school who have been selected to complete the 2020–21 National Teacher and Principal Survey (NTPS) Teacher Questionnaire. **Please distribute each letter to the teacher named on the label, and ask them to complete their survey as soon as possible.** If any of these teacher(s) have already completed the survey, please thank them on our behalf.

As a reminder, you can view the status of each teacher’s questionnaire and access resources to assist you in encouraging participation from the selected teachers by logging into the Respondent Portal.

[Click here to access the Respondent Portal.](#)

Log in using this User ID: <USER ID>

Please reassure the selected teachers their responses will not be shared with any school staff. The U.S. Department of Education and the U.S. Census Bureau follow strict procedures to protect the confidentiality of study participants.\*

Thank you for helping ensure that we receive all responses from your school.

Sincerely,

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

\*NCES is authorized to conduct this survey by the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543). All of the information you provide may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151). Reports of the findings from the survey will not identify participating districts, schools, or staff. Individual responses will be combined with those from other participants to produce summary statistics and reports.

## Second Teacher Mailout Letter

NTPS-22.1//2LE// (1 = Without overprint statistics on the outside of the pressure sealer; 2 = With overprint statistic on the outside of the pressure sealer (public schools only); E = teacher's e-mail address is available) Printed on a pressure-sealed mailer.

Outside:

[2: During the 2014–15 school year, 94 percent of public school teachers spent their own money on classroom supplies without reimbursement.  
Teachers, Tell Us About YOUR Experience!]

Inside:

<Date>

Dear <Teacher Name>,

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

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

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

Log in using this User ID: <USERID>

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

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

Thank you for your prompt response.

Sincerely,

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

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

required by law (20 U.S.C. §9573 and 6 U.S.C. §151). Reports of the findings from the survey will not identify participating districts, schools, or staff. Individual responses will be combined with those from other participants to produce summary statistics and reports.

## Second Teacher Mailout E-mail

NTPS-22E

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

Body:

Dear <Teacher Name>,

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

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

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

Log in using this User ID: <USER ID>

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

Thank you for your prompt response.

Sincerely,

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



## Second Teacher Mailout Letter to Amish and Mennonite Teachers

NTPS-22L(A)

<Date>

Dear <Teacher Name>,

We recently mailed you the Teacher Questionnaire for the 2020–21 National Teacher and Principal Survey (NTPS). Your participation is important to obtain an accurate view of the characteristics and opinions of teachers in K–12 schools across the United States. The NTPS and its predecessor, the Schools and Staffing Survey (SASS), have been informing policymakers and researchers on the condition of education since the 1980s. **We need your help to continue to provide relevant and reliable data to Congress, the Department of Education, and state and local education agencies!**

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

We are strictly prohibited from sharing any of your responses to the survey questions with any of your school administration. If you have any questions about the survey or need assistance, please contact the U.S. Census Bureau at 1-888-595-1338 between 8:00 a.m. and 8:00 p.m. (Eastern Time) Monday through Friday. Alternatively, you can write to:

National Teacher and Principal Survey  
National Center for Education Statistics (NCES)  
Potomac Center Plaza  
550 12<sup>th</sup> Street, SW, Room 4035  
Washington, DC 20202

Thank you for your prompt response.

Sincerely,

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

*NCES is authorized to conduct this survey by the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543). All of the information you provide may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151). Reports of the findings from the survey will not identify participating districts, schools, or staff. Individual responses will be combined with those from other participants to produce summary statistics and reports.*

## Third Teacher Mailout Letter

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

<Date>

Dear <Teacher Name>,

A few weeks ago, we sent you a second invitation to complete the Teacher Questionnaire online for the 2020–21 National Teacher and Principal Survey (NTPS), a nationwide survey of elementary and secondary schools and the teachers and principals who staff them. [1: **We wanted to take an opportunity to share selected findings from a previous survey:**

- On average, public school teachers were required to work <XX> hours during a typical full week of school during the 2015–16 school year.
- Public school teachers spent an average of <XX> hours per week on teaching and school-related activities during the 2015–16 school year, with <XX> of those hours providing instruction to students.]

We need your help to [1: **continue to**] provide an accurate view of teachers in schools across the country. Policymakers at the state, federal, and local levels use this data to set education policy and improve teacher and principal working conditions. **This is your chance to let your voice be heard!**

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

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

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

Thank you for your contribution to this important survey.

Sincerely,

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

*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.*



## Third Teacher Mailout E-mail

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

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

Body:

Dear <Teacher Name>,

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

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

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

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

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

Log in using this User ID: <USER ID>

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

Thank you for your contribution to this important survey.

Sincerely,

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

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

NTPS-23L

<Date>

Dear <Teacher Name>,

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

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

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

Log in using this User ID: <USERID>

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

Thank you for your contribution to this important survey.

Sincerely,

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

*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.*

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

NTPS-23E

Subject: Please complete the remainder of your survey.

Body:

Dear <Teacher Name>,

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

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

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

Log in using this User ID: <USER ID>

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

Thank you for your contribution to this important survey.

Sincerely,

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

## Third Teacher Mailout Letter to Amish and Mennonite Teachers

NTPS-23L(A)

<Date>

Dear <Teacher Name>,

A few weeks ago, we sent you a second invitation to complete the Teacher Questionnaire for the 2020–21 National Teacher and Principal Survey (NTPS). We know that your time is valuable, but we need your help to provide an accurate view of teachers across the country. Your participation in this effort is greatly appreciated.

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

If you have any questions about the survey, please contact the U.S. Census Bureau at 1-888-595-1338 between 8:00 a.m. and 8:00 p.m. (Eastern Time) Monday through Friday. Alternatively, you can write to:

National Teacher and Principal Survey  
National Center for Education Statistics (NCES)  
Potomac Center Plaza  
550 12<sup>th</sup> Street, SW, Room 4035  
Washington, DC 20202

Thank you for your contribution to this important survey.

Sincerely,

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

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## Fourth Teacher Mailout Letter

NTPS-24L(M//NM) (L = no incentive; M = Monetary incentive; NM = Non-monetary incentive)

<Date>

Dear <Teacher Name>,

Over the past two months, we have asked you to share your experiences as an educator by completing our Teacher Questionnaire for the 2020–21 National Teacher and Principal Survey (NTPS). **By completing the survey, you will join other teachers to have your voices heard.** With your help, this survey can provide an accurate view of teachers across the country. [L: **Your participation in this effort is greatly appreciated.**//M: **Please accept the enclosed \$ as a token of our appreciation for completing this important survey.**//NM: **Please accept the enclosed tote bag as a token of our appreciation for completing this important survey.**]

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

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

Thank you for your time and consideration.

Sincerely,

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

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## Fourth Teacher Mailout E-mail

NTPS-24E(M//NM) (M = Monetary incentive; NM = Non-monetary incentive)

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

Body:

Dear <Teacher Name>,

Over the past two months, we have asked you to share your experiences as an educator by completing our Teacher Questionnaire for the 2020–21 National Teacher and Principal Survey (NTPS). Most recently, we mailed a paper Teacher Questionnaire to you at your school address. **[M: We included \$ for you in the envelope as a token of our appreciation for your participation in the 2020-21 NTPS.//NM: We included a tote bag for you in the envelope as a token of our appreciation for your participation in the 2020-21 NTPS.]**

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

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

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

Log in using this User ID: <USER ID>

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

Thank you for your time and consideration.

Sincerely,

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

# Fourth Teacher Mailout Letter to Amish and Mennonite Teachers

NTPS-24L(A)

<Date>

Dear <Teacher Name>,

Over the past two months, we have asked you to share your experiences as an educator by completing our Teacher Questionnaire for the 2020–21 National Teacher and Principal Survey (NTPS). We know that your time is valuable, but as teachers across the country continue to urge their representatives to increase school funding and raise teacher salaries, data on teacher salaries and the amount of money teachers spend on their supplies are more important than ever before. The NTPS collects this data, as well as information about your education, certification, and experiences as a teacher.

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

Please be assured that we are prohibited from sharing your responses to any survey questions with your school administration. If you have any questions about the survey, please contact the U.S. Census Bureau at 1-888-595-1338 between 8:00 a.m. and 8:00 p.m. (Eastern Time) Monday through Friday. Alternatively, you can write to:

National Teacher and Principal Survey  
National Center for Education Statistics (NCES)  
Potomac Center Plaza  
550 12<sup>th</sup> Street, SW, Room 4035  
Washington, DC 20202

Thank you for your time and consideration.

Sincerely,

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

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## Teacher Thank You Letter with Incentive (CONTINGENCY PLAN)

NTPS-26L(M//NM) (M = Monetary incentive; NM = Non-monetary incentive)

<Date>

<Teacher Name>

<School Name>

<Mailing Address>

<City, State, ZIP Code>

Dear <Teacher Name>,

We appreciate your contributions to the field of education and your participation in the 2020–21 National Teacher and Principal Survey (NTPS). We would like to thank you for making the 2020–21 NTPS a success. We've enclosed [M: \$//NM: a tote bag] for you as a token of our appreciation for your completion of the Teacher Questionnaire.

We will be releasing findings from the 2020–21 NTPS next year. These findings, as well as reports based on previous administrations of the NTPS, will be posted to the NCES website at <http://www.nces.ed.gov/surveys/ntps> upon release. You can follow us on Twitter @EdNCES or subscribe to our e-mail alerts at <https://ies.ed.gov/newsflash/> to be kept up to date on data releases from the NTPS and other educational surveys.

If you have any further questions about the survey, please contact the U.S. Census Bureau at 1-888-595-1338 between 8:00 a.m. and 8:00 p.m. (Eastern Time) Monday through Friday. You can also contact us via e-mail at [ntps@census.gov](mailto:ntps@census.gov).

Thanks, again, for your participation.

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.*

## Teacher Thank You E-mail with Incentive (CONTINGENCY PLAN)

NTPS-26L(M//NM) (M = Monetary incentive; NM = Non-monetary incentive)

Subject: Thank you for your participation.

Body:

Dear <Teacher Name>,

We appreciate your contributions to the field of education and your participation in the 2020–21 National Teacher and Principal Survey (NTPS). We would like to thank you for making the 2020–21 NTPS a success.

As a token of our appreciation for your completion of the Teacher Questionnaire, we recently mailed you a package containing a letter and [M: \$ //NM: a tote bag] at your school address.

We will be releasing tables based on data from the 2020–21 NTPS next year. These data products, as well as tables and reports based on previous administrations of the NTPS, will be posted to the NCES website at <http://www.nces.ed.gov/surveys/ntps> upon release. You can follow us on Twitter @EdNCES or subscribe to our e-mail alerts at <https://ies.ed.gov/newsflash/> to be kept up to date on data releases from the NTPS and other educational surveys.

Thanks, again, for your participation.

Sincerely,

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

## Final Teacher E-mail

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

Subject: Please participate in this important survey.

Dear <TCH\_NAME>:

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

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

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

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

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

Sincerely,

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

## Field Follow-up School Letters (For Field Representatives)

NTPS-31//32L (31 = Phase 1, school-level questionnaires only; 32 = Phase 2, school-level and/or teacher questionnaires) (Includes initial school mailout FAQs on the back.)

Dear School Staff Member,

[31: Earlier this school year//32: Over the course of this school year], the National Center for Education Statistics (NCES) and the U.S. Census Bureau have requested your school's participation in the 2020–21 National Teacher and Principal Survey (NTPS). 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.

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**.

According to our records, one or more of your school's [32: or teachers'] questionnaires have not been completed. Please help us by giving the enclosed questionnaire(s) to the appropriate staff member(s) and ensuring their completion within two weeks. Mail the completed questionnaire(s) back to the Census Bureau using the return envelope(s) provided, or make arrangements to give them to the local Census Bureau Field Representative assigned to your school.

Thank you very much for your assistance with this effort.

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.*

## Field Follow-up Teacher Letter (For Field Representatives)

NTPS-33L (Includes initial teacher mailout FAQs on the back.)

Dear Teacher,

The National Center for Education Statistics and the U.S. Census Bureau are dedicated to providing policymakers and researchers with the most comprehensive data available on U.S. schools and teachers. Over the course of this school year, we've asked you to help us by completing the Teacher Questionnaire for the 2020–21 National Teacher and Principal Survey (NTPS). **This is your opportunity to tell policymakers about your experiences and express your opinions as a teacher in your school.**

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

**Please complete your Teacher Questionnaire as soon as possible.** Upon completion, either mail the completed questionnaire back to the Census Bureau using the return envelope provided or make arrangements to give it to the local Census Bureau Field Representative assigned to your school.

Thank you very much for your contribution to this important effort.

Sincerely,

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

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# Letter of Better Understanding (For Regional Office Use)

NTPS-34L

<Date>

<Name>

<School Name>

<Mailing Address>

<City, State ZIP>

Dear <Name>,

Recently, a local U.S. Census Bureau Field Representative contacted your school regarding the 2020-21 National Teacher and Principal Survey (NTPS). I would like to encourage you to participate in this important nationwide survey. With your participation, we can provide critical data to researchers and policymakers at the state, federal, and local levels. All schools and students ultimately benefit when good data help legislators and administrators make good decisions.

The NTPS is designed to produce estimates on a variety of topics, including:

- Teacher training and certification;
- Teacher and principal pathways into and out of the profession;
- Comparisons of salaries and experience levels by select school characteristics; and
- Teacher perceptions of school environment, autonomy and experiences.

The NTPS is administered every other year 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, and is the only national survey that provides this kind of information. All schools and students ultimately benefit when good data help legislators and administrators make good decisions. In addition, NTPS data allows you to compare your school with other schools in <State>.

The NCES is authorized to conduct this survey by the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543). 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). Additionally, responses to the survey questions will not be shared with any of your school staff or administration.

I hope you will take the time to participate in this important survey. If you have any questions, please contact the Field Representative assigned to your school or you may contact me by phone at <XXX-XXX-XXXX>.

Sincerely,

<RO Supervisor>

<Regional Office>

U.S. Census Bureau