

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

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

## **Appendix C NTPS Online Screener and Respondent Portal Website Including Teacher Listing Form (TLF)**

**National Center for Education Statistics  
U.S. Department of Education**

**revised November 2019**

The **NTPS Screener** is a web-based survey, the purpose of which is to collect basic information about the school, confirm the eligibility of the school in the NTPS, and establish a point of contact at the school (a “survey coordinator”) for subsequent NTPS data collection operations.

The **NTPS Respondent Portal** is a web-based interface, the purpose of which is to allow schools to:

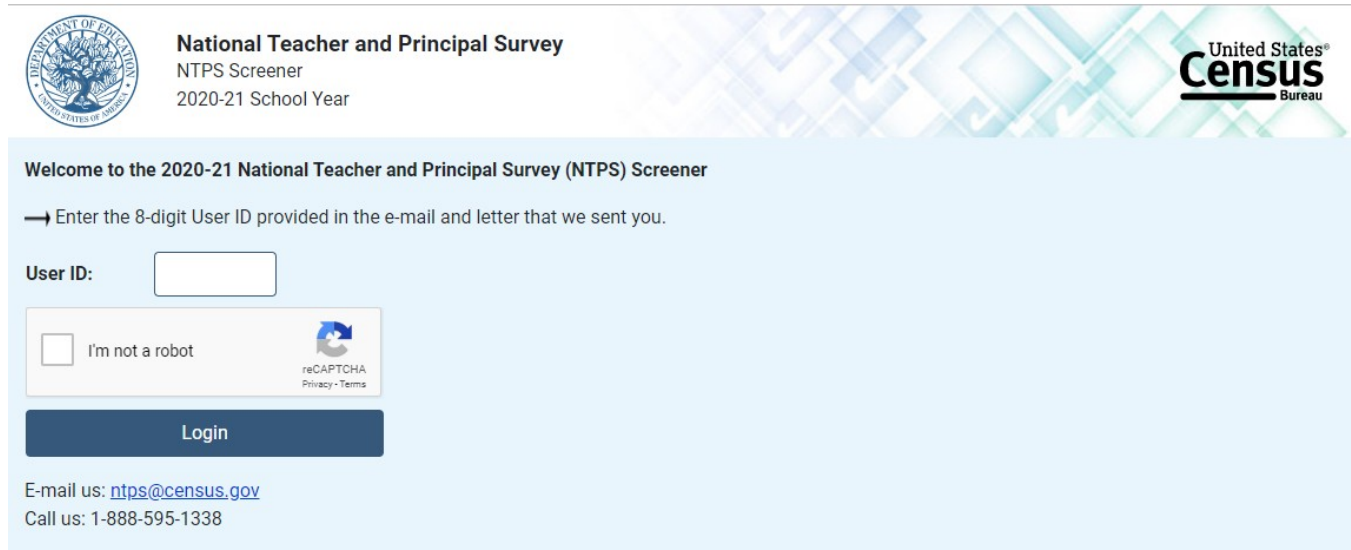
- Submit their Teacher Listing Form (TLF) electronically, either by verifying a pre-populated list of teachers, uploading an Excel file, or entering teacher information manually;
- Update school contact information, including the principal and survey coordinator’s names and e-mail addresses;
- Check the status of each questionnaire assigned to the school;
- Request replacement paper questionnaires; and
- Access a resource center to learn about the NTPS and/or get ideas for how to encourage participation within the school.

Screenshots of the study homepages and several other pages in the websites are provided as examples throughout this document.

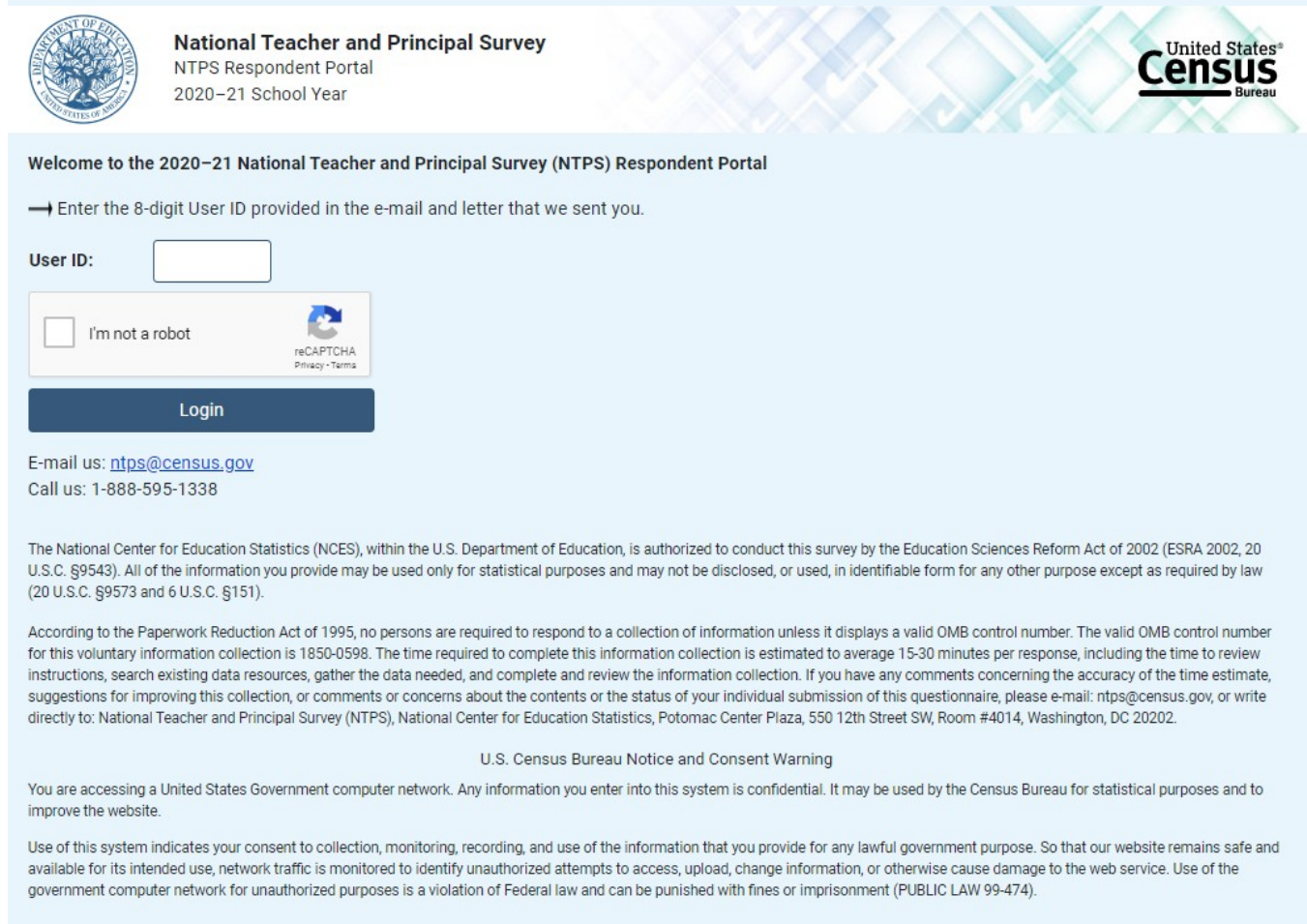
## NTPS Screener and Portal Shared Pages

### Item: Login

The Screener and Portal login pages are identical with the exception of the instrument name in the banner and the welcome text; the full block of PRA language appears on both pages. The top portion of the Screener login page and the full Portal login page are below, demonstrating the only places they differ.



The screenshot shows the top portion of the NTPS Screener login page. It features a header with the Department of Education logo on the left, the text "National Teacher and Principal Survey NTPS Screener 2020-21 School Year" in the center, and the United States Census Bureau logo on the right. Below the header is a light blue banner with the text "Welcome to the 2020-21 National Teacher and Principal Survey (NTPS) Screener". An arrow points to the instruction "Enter the 8-digit User ID provided in the e-mail and letter that we sent you." Below this is a "User ID:" label followed by an empty text input field. Underneath the input field is a reCAPTCHA widget with the text "I'm not a robot" and a "reCAPTCHA Privacy - Terms" link. A dark blue "Login" button is positioned below the reCAPTCHA. At the bottom of the banner, contact information is provided: "E-mail us: [ntps@census.gov](mailto:ntps@census.gov)" and "Call us: 1-888-595-1338".



The screenshot shows the full NTPS Respondent Portal login page. It features a header with the Department of Education logo on the left, the text "National Teacher and Principal Survey NTPS Respondent Portal 2020-21 School Year" in the center, and the United States Census Bureau logo on the right. Below the header is a light blue banner with the text "Welcome to the 2020-21 National Teacher and Principal Survey (NTPS) Respondent Portal". An arrow points to the instruction "Enter the 8-digit User ID provided in the e-mail and letter that we sent you." Below this is a "User ID:" label followed by an empty text input field. Underneath the input field is a reCAPTCHA widget with the text "I'm not a robot" and a "reCAPTCHA Privacy - Terms" link. A dark blue "Login" button is positioned below the reCAPTCHA. Below the banner, contact information is provided: "E-mail us: [ntps@census.gov](mailto:ntps@census.gov)" and "Call us: 1-888-595-1338".

The National Center for Education Statistics (NCES), within the U.S. Department of Education, is authorized to conduct this survey by the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543). All of the information you provide may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151).

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this voluntary information collection is 1850-0598. The time required to complete this information collection is estimated to average 15-30 minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate, suggestions for improving this collection, or comments or concerns about the contents or the status of your individual submission of this questionnaire, please e-mail: [ntps@census.gov](mailto:ntps@census.gov), or write directly to: National Teacher and Principal Survey (NTPS), National Center for Education Statistics, Potomac Center Plaza, 550 12th Street SW, Room #4014, Washington, DC 20202.

U.S. Census Bureau Notice and Consent Warning

You are accessing a United States Government computer network. Any information you enter into this system is confidential. It may be used by the Census Bureau for statistical purposes and to improve the website.

Use of this system indicates your consent to collection, monitoring, recording, and use of the information that you provide for any lawful government purpose. So that our website remains safe and available for its intended use, network traffic is monitored to identify unauthorized attempts to access, upload, change information, or otherwise cause damage to the web service. Use of the government computer network for unauthorized purposes is a violation of Federal law and can be punished with fines or imprisonment (PUBLIC LAW 99-474).

## Item: PIN

The Screener and Portal PIN pages are similar, with slight wording differences. Images of both pages are below.



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NTPS Screener  
2020-21 School Year



**Please make note of the PIN below.**

It will allow you to log back into the NTPS Screener if the session times out or you need to stop and come back later. This survey will take approximately 5 minutes to complete.

The session will time out if left idle for more than 15 minutes.

**PIN: 3052**

**Please select a security question to answer. If you forget your PIN, you will be asked to provide this answer to re-enter the survey.**

Security Question:  ▾

Answer:

Next >

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**National Teacher and Principal Survey**  
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**Please make note of the PIN below.**

It will allow you to log back into the NTPS Respondent Portal if the session times out or you wish to access the NTPS Respondent Portal at a later date.

The session will time out if left idle for more than 15 minutes.

**PIN: 3476**

**Please select a security question to answer. If you forget your PIN, you will be asked to provide this answer to re-enter the survey.**

Security Question:  ▾

Answer:

Next >

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## Item: Recovery

If the respondent attempts to re-enter the Screener or Portal instrument and does not know their PIN, (s)he may reset the PIN by answering the security question set upon initial login. The Screener and Portal Recovery pages are similar, with slight wording differences. Images of both pages are below.



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

What is the name of your first pet?

Answer:

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

[Return to Login](#)

[Submit](#)

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

What is the name of your first pet?

Answer:

If you do not know the answer to your security question, please contact us by phone at 1-888-595-1338 or by e-mail at [ntps@census.gov](mailto:ntps@census.gov) to reset your PIN.

[Return to Login](#)

[Submit](#)

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If the respondent answers the security question correctly, (s)he is given a new PIN. The Screener and Portal pages are identical, with the exception of the instrument name in the banner.



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Your new PIN is: 7505

Please log in using your new PIN.

[← Return to Login](#)

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## Item: Accessibility

Accessibility is a modal pop-up that will appear over whichever page the respondent was on when (s)he clicked on the “Accessibility” link located on the bottom of the webpage.

**Accessibility Information** [X]

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

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

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

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

[Close](#)


data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accou



The link (“[accessibility web pages](#)”) brings the user to: <http://www.adobe.com/accessibility/products/acrobat.html> and the user sees this:

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- [Acrobat DC accessibility features](#)
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**Video**

- [Preparing InDesign files for accessibility](#)

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- [Acrobat Pro DC \(Windows®\) VPAT](#)
- [Acrobat Pro DC \(Windows, perpetual license\) VPAT](#)
- [Acrobat Standard DC VPAT](#)
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**Blogs & Community**

Adobe Blog	99U
Adobe I/O	CMO.com
Create Magazine	<a href="#">View all</a>
Behance	

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**Support**

- Help Center
- Community forums
- Enterprise Support
- Download & Install

**Adobe**

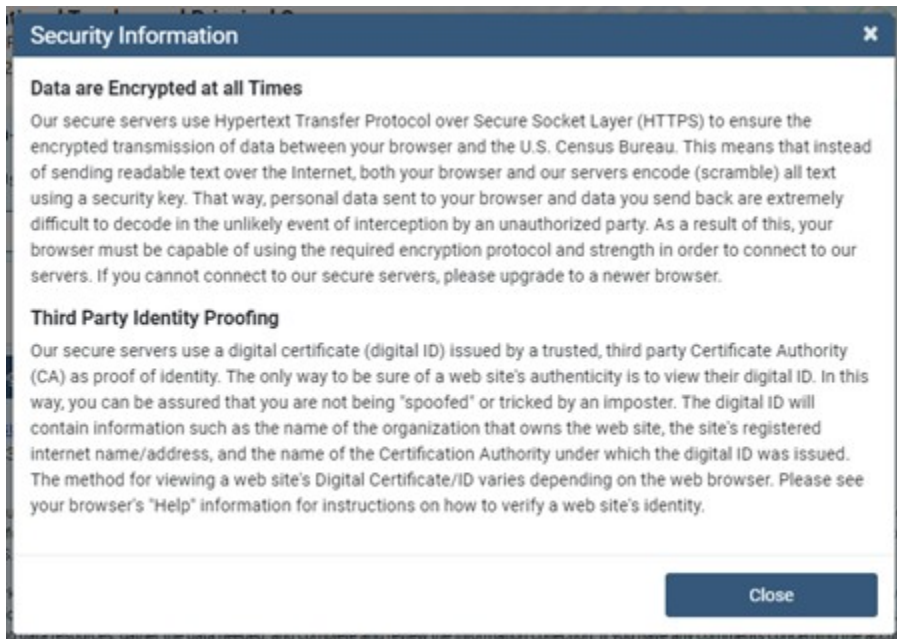
- About
- Newsroom
- Corporate Responsibility
- Investor Relations
- Supply Chain
- Trust Center
- Events
- Careers
- Diversity & Inclusion
- Integrity

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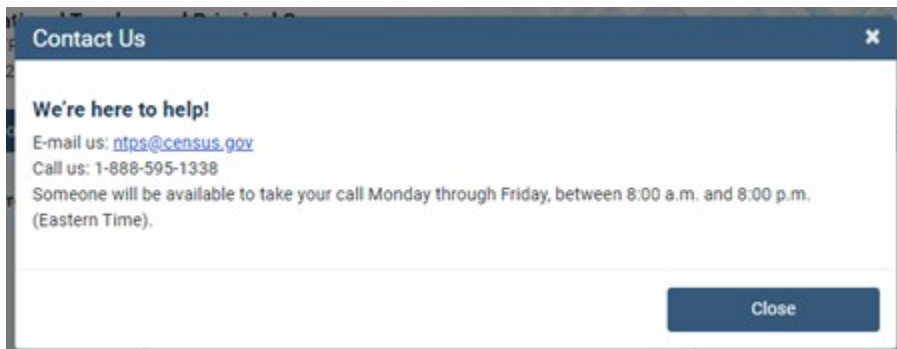
## Item: Security

Security is a modal pop-up that will appear over whichever page the respondent was on when (s)he clicked on the “Security” link located on the bottom of the webpage.



## Item: Contact Us

Contact Us is a modal pop-up that will appear over whichever page the respondent was on when (s)he clicked on “Contact Us” in the menu bar.



# Screener

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

All respondents receive this screen after first login; however, the content of the screen varies depending on the school's grade level.

The following school levels receive the question screen below:

- public primary, middle, and high schools;
- private elementary and secondary schools.



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

School Name:

Principal Name:

Principal E-mail:

Address 1:

Address 2:

City:

State:

ZIP Code:

Is this address also the MAILING address?

- Yes  
 No

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NOTE: School name, principal name and e-mail address, and address fields are pre-filled with the sampled school's information.

### Skip pattern:

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

If respondent answers "No," then (s)he is directed to Screener Interview Page 2 (Verify Mailing Address).



The following school levels receive the question screen below:

- public combined grade-level schools;
- private combined grade-level.

Note that the Yes/No question on this page differs from that in the previous screenshot.



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

School Name:

Principal Name:

Principal E-mail:

Address 1:

Address 2:

City:

State:

ZIP Code:

**Is there more than one school located at this campus?**

(For the purposes of this survey, a "school" is an institution or part of an institution that has one or more teachers who provide instruction to students, has students in one or more of grades 1-12 (or the ungraded equivalent), and has its own principal/administrator if it shares a building with another school or institution.)

- Yes  
 No

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**NOTE:** School name, principal name and e-mail address, and address fields are pre-filled with the sampled school's information.

If the respondent answers “No,” then the mailing address question appears on the page as shown below.



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

School Name:	<input type="text" value="FLORIDA CHRISTIAN SCHOOL 1"/>
Principal Name:	<input type="text" value="PRINCIPAL/ADMINISTRATOR"/>
Principal E-mail:	<input type="text"/>
Address 1:	<input type="text" value="4121B MOUNTAIN VIEW CIRCLE"/>
Address 2:	<input type="text"/>
City:	<input type="text" value="ANY TOWN"/>
State:	<input type="text" value="Florida"/>
ZIP Code:	<input type="text" value="99997"/>

**Is there more than one school located at this campus?**

(For the purposes of this survey, a "school" is an institution or part of an institution that has one or more teachers who provide instruction to students, has students in one or more of grades 1-12 (or the ungraded equivalent), and has its own principal/administrator if it shares a building with another school or institution.)

- Yes
- No

**Is this address also the MAILING address?**

- Yes
- No

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**Skip pattern:**

If respondent answers “Yes” to the first question, then (s)he is directed to Screener Interview Page 8 (Separate School Information).

If respondent answers “No” to the first question and “Yes” to the second question, then (s)he is directed to Screener Interview Page 3 (Verify School Type).

If respondent answers “No” to both the first and second questions, then (s)he is directed to Screener Interview Page 2 (Verify Mailing Address).

## Screener Interview Page 2: Verify Mailing Address

A respondent accesses this page only if (s)he selected "No" (the address provided is not also the mailing address) on Screener Interview Page 1.



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

School Name:

Mailing Address 1:

Mailing Address 2:

Mailing City:

Mailing State:

Mailing ZIP Code:

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NOTE: Name and address fields are pre-filled with the sampled school's information; however, only the address fields (not school name) can be edited on this page.

### Skip pattern:

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

## Screener Interview Page 3: Verify School Type

All respondents receive this screen, except for combined grade-level schools (public or private) with multiple schools located on the campus, as identified in the Yes/No item for combined grade-level schools on Screener interview Page 1.



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

- Yes  
 No

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

### Skip pattern:

If respondent answers "Yes," then (s)he is directed to Screener Interview Page 6 (Verify Grade Range).

If respondent answers "No," then (s)he is directed to Screener Interview Page 4 (School Type).

## Screener Interview Page 4: School Type

A respondent accesses this page only if (s)he marked "No" (indicating that the school type on file is not correct) on Screener Interview Page 3.



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What type of school is [SCHOOL NAME]?

- Public School
- Private School
- Charter School
- Home School
- Bureau of Indian Education School

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

The respondent can select only one school type option on this page. The purpose of this question is to confirm whether schools are eligible (in scope) for NTPS.

### Skip pattern:

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

- "Public School" or "Bureau of Indian Education School," then (s)he is directed to Screener Interview Page 6 (Grade Range).
- "Charter School," then (s)he is directed to Screener Interview Page 5 (Charter School).
- "Private School" or "Home School," then (s)he is directed to Screener Interview Page 10 (Out of Scope).

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

- "Private School," then (s)he is directed to Screener Interview Page 6 (Grade Range).
- "Charter," then (s)he is directed to Screener Interview Page 5 (Charter School).
- "Public School," "Home School," or "Bureau of Indian Education," then (s)he is directed to Screener Interview Page 10 (Out of Scope).

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

- "Public School" or "Bureau of Indian Education School," then (s)he is directed to Screener Interview Page 6 (Grade Range).
- "Charter," then (s)he is directed to Screener Interview Page 5 (Charter School).
- "Private School" or "Home School," then (s)he is directed to Screener Interview Page 10 (Out of Scope).

If school type is expected to be BUREAU OF INDIAN EDUCATION and respondent chooses:

- "Bureau of Indian Education School" or "Public School," then (s)he is directed to Screener Interview Page 6 (Grade Range).
- "Charter," then (s)he is directed to Screener Interview Page 5 (Charter School).
- "Private School" or "Home School," then (s)he is directed to Screener Interview Page 10 (Out of Scope).



## Screener Interview Page 5: Charter School

A respondent accesses this page only if (s)he selected "Charter School" as the school type on Screener Interview Page 4.



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

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

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

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### Skip pattern:

If school type is expected to be PUBLIC, CHARTER, or BUREAU OF INDIAN EDUCATION and respondent answers "Yes" then (s)he is directed to Screener Interview Page 6 (Grade Range).

If school type is expected to be PRIVATE and respondent answers "Yes," then (s)he is directed to Screener Interview Page 10 (Out of Scope).

If respondent answers "No," then (s)he is directed back to Screener Interview Page 4 (School Type).

## Screener Interview Page 6: Grade Range

All respondents receive this screen, except for combined grade-level schools with multiple schools located on the campus and schools that were deemed out of scope for the NTPS based on their responses to Screener Interview Page 4 (School Type) and/or Screener Interview Page 5 (Charter School).



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

- Yes  
 No

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

If the respondent answers "No," indicating that the grade range on file is incorrect, questions asking for the lowest and highest grades offered at the school appear on the page.



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

- Yes  
 No

What is the lowest grade offered at this school?

Select One

What is the highest grade offered at this school?

Select One

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

Skip pattern:

If the respondent indicated that the grades on file are correct by marking "Yes" to the first question, then (s)he is directed to Screener Interview Page 9 (Survey Coordinator Contact Information).

If the respondent indicated that the grades on file are incorrect by answering "No" to the first question and indicates that both the lowest and highest grades offered are Daycare, Prekindergarten, Kindergarten, or Ungraded, then (s)he is directed to Screener Interview Page 7 (Ungraded School).

Otherwise, if the respondent indicates that the school offers any of grades 01-12, then (s)he is directed to Screener Interview Page 9 (Survey Coordinator Contact Information).

## Screener Interview Page 7: Ungraded School

A respondent accesses this page only if (s)he indicated that the grades on file are incorrect by marking “No” to the first question on Screener Interview Page 6 and indicated that the lowest and highest grades offered are Daycare, Prekindergarten, Kindergarten, or Ungraded. These are schools that have indicated that they are ungraded only and do not offer any of grades 1 through 12. One of the goals of the NTPS Screener is to identify those sampled schools that do not offer any of grades 1-12 (is all ungraded or early childhood only), which are out of scope for NTPS.



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

- Yes
- No, daycare only
- No, school is only Pre-K
- No, school is only Kindergarten
- No, school is Pre-K and Kindergarten
- No, school is post secondary or adult education

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### Skip pattern:

If the respondent chooses “Yes,” then (s)he is directed to Screener Interview Page 9 (Survey Coordinator Contact Information).

If the respondent chooses any of the “No” responses, then (s)he is directed to Screener Interview Page 10 (Out of Scope).

## Screener Interview Page 8: Separate School Information

A respondent accesses this page only if (s)he indicated that there is more than one school located at this campus on Screener Interview Page 1.



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

School Name:

Phone Number:  -  -

Principal Name:

Principal E-mail:

Grade Range:

Street Address:

City:

State:

ZIP Code:

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NOTE: City, state, and ZIP Code are pre-filled with the sampled school's information, but may be edited on this page. The dropdown selections for lowest and highest grades offered at the school include the following: Daycare, Prekindergarten, Kindergarten, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, and Ungraded.

If the respondent clicks on "Add Another School," a second set of identical fields appear. The respondent can enter information for up to three schools.

### Skip pattern:

If the respondent clicks on "Next," then (s)he is directed to Screener Interview Page 11 (Separate School Thank You).

If the respondent clicks on "Previous," then (s)he is directed back to Screener Interview Page 1 (Verify Name and Physical Address).



# Screener Interview Page 9: Survey Coordinator Contact Information

In scope respondents whose school is either not combined grade-level schools or are combined grade-level schools with only one school on the campus receive this screen.



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[FAQs](#) [Contact Us](#)

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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.

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

Name:

Job Title:

- Principal or school head
- Assistant principal or other administrator
- Administrative or executive assistant
- Secretary, receptionist, or other office staff
- Other - please specify →

E-mail:

Work Telephone Number:  -  -

Please provide the following information:

Start date for teaching staff for the 2020-21 school year:  ▾  ▾

End date for teaching staff for the 2020-21 school year:  ▾  ▾

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[Submit >](#)

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OMB Expiration Date:

[Accessibility](#) | [Security](#)

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

Skip pattern:

Respondent is directed to Screener Interview Page 12 (End of Screener Interview).

## Screener Interview Page 10: Out of Scope

Respondent only accesses this page if the answers to the questions on Screener Interview Pages 4 (school type), 5 (charter school), or 7 (ungraded school) indicate that the school is out of scope for NTPS.



### National Teacher and Principal Survey

NTPS Respondent Portal  
2017-18 School Year



[MAIN MENU](#)

[RESOURCES](#)

[CONTACT US](#)

[SAVE AND CONTINUE LATER](#)

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

[Exit](#)

[ACCESSIBILITY](#) | [SECURITY](#)

## Screener Interview Page 11: Separate School Thank You

Respondent only accesses this page if (s)he enters information for separate schools that share the campus.



### National Teacher and Principal Survey

NTPS Screener  
2020-21 School Year



[FAQs](#)

[Contact Us](#)

Thank you for your assistance with the NTPS Screener Survey.

Our staff will review your responses and will be in contact with one of the schools on your campus within the coming weeks regarding the next steps for that school's participation in the NTPS.

[Exit](#)

OMB No.: 1850-0598

OMB Expiration Date:

[Accessibility](#) | [Security](#)

## Screener Interview Page 12: End of Screener Interview

Respondent accesses this page if (s)he completed the interview successfully (i.e., was not out of scope).



**National Teacher and Principal Survey**  
NTPS Screener  
2020-21 School Year

United States®  
**Census**  
Bureau

[FAQs](#) [Contact Us](#)

### You have successfully completed the NTPS Screener Survey. Thank you!

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:

- Teacher Listing Form
- School Questionnaire
- Principal Questionnaire

To learn more about this survey and to access reports from earlier collections, please visit the National Teacher and Principal Survey (NTPS) website on the Department of Education's website.

[Visit NTPS Website](#)

OMB No.: 1850-0598  
OMB Expiration Date:

[Accessibility](#) | [Security](#)

### Skip pattern:

- Clicking the "Visit NTPS Website" directs the respondent to <https://nces.ed.gov/surveys/ntps/>

## Screener Interview: Frequently Asked Questions

Frequently Asked Questions is a modal pop-up. Clicking on one of the questions takes the respondent to that section of the modal. "Go back to FAQ list" is a link that returns the respondent to the top of the modal.

**Frequently Asked Questions** ✕

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

- [What is the purpose of the NTPS Screener?](#)
- [How long does it take to complete the NTPS Screener?](#)
- [What are the next steps for the NTPS?](#)
- [What are the duties of the "survey coordinator"?](#)
- [What is the NTPS?](#)
- [How are the NTPS data used?](#)
- [Why is my school's participation important?](#)
- [Who authorizes this survey?](#)
- [Who can answer general questions regarding this survey?](#)

**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 school and help to make the survey a success.

[Go back to FAQ list](#)

**How long does it take to complete the NTPS Screener?**  
The NTPS Screener will take approximately 5 minutes to complete.

[Go back to FAQ list](#)

**What are the next steps for the NTPS?**  
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:

- + Principal Questionnaire
- + School Questionnaire
- + Teacher Listing Form (TLF)

[Go back to FAQ list](#)

**What are the duties of the "survey coordinator"?**

The duties of the survey coordinator include completing or distributing materials to the appropriate individuals for their completion of a Teacher Listing Form and School Questionnaire, distributing materials to the school principal for the completion of the Principal Questionnaire, distributing materials to sampled teachers for their completion of the Teacher Questionnaire, and following up with the applicable school staff as needed.

[Go back to FAQ list](#)

**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.

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

[Go back to FAQ list](#)

**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.

[Go back to FAQ list](#)



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3. Aid in the Department of Education's program planning in the areas of teacher shortage, teaching policies, and teacher education.

[Go back to FAQ list](#)

# NTPS Respondent Portal

## Item: Main Menu

The following image is a mock-up of the Respondent Portal main menu (seen immediately after login) *before* teachers are sampled for the survey.

The mock-up shows the top navigation bar with 'Main Menu', 'Teacher Listing Form', 'Contact Us', and 'Logout'. The main content area features a welcome message and a prominent call to action: 'Please complete your Teacher Listing Form electronically' with a green 'Start Teacher Listing Form >>' button. Below this, a section titled 'You can use the NTPS Respondent Portal to:' lists three actions: 'Check the status of your school's questionnaires / Request paper versions of your school's questionnaires' with a 'Questionnaire Status >>' button; 'Update your school's contact information' with an 'Update Contact Information >>' button; and 'Access important NTPS resources' with an 'Access Resources >>' button. The footer includes OMB No.: 1850-0598, OMB Expiration Date, and links for Accessibility and Security.

The following image is a mock-up of the Respondent Portal main menu *after* teachers have been sampled for the survey.

The mock-up shows the top navigation bar with 'Main Menu', 'Contact Us', and 'Logout'. The main content area features a welcome message and a section titled 'You can use the NTPS Respondent Portal to:' with three actions: 'Check the status of your school's questionnaires / Request paper versions of your school's questionnaires / Correct selected teachers' information' with a 'Questionnaire Status >>' button; 'Update your school's contact information' with an 'Update Contact Information >>' button; and 'Access important NTPS resources' with an 'Access Resources >>' button. The footer includes OMB No.: 1850-0598, OMB Expiration Date, and links for Accessibility and Security.

## Item: Questionnaire Status

The following image is a mock-up of the questionnaire status page *before* the Teacher Listing Form has been completed.

The mock-up shows the top navigation bar with 'Main Menu', 'Teacher Listing Form', and 'Contact Us' on the left, and 'Logout' on the right. The header includes the Department of Education logo, 'National Teacher and Principal Survey', 'NTPS Respondent Portal', and '2020-21 School Year'. The United States Census Bureau logo is on the right. The main content area is titled 'Questionnaire Status' and contains the text: 'Your school's questionnaires are listed in the table below. You may use the table to check the status of your school's questionnaires and request paper questionnaires.'

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

At the bottom left, it says 'OMB No.: 1850-0598' and 'OMB Expiration Date:'. At the bottom right, there are links for 'Accessibility' and 'Security'.

The following image is a mock-up of the questionnaire status page *after* teachers have been sampled for the survey.

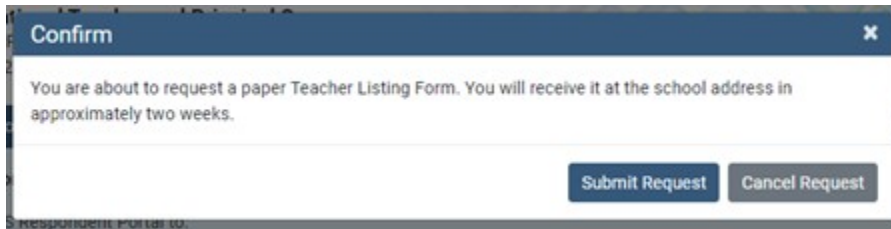
The mock-up shows the top navigation bar with 'Main Menu' and 'Contact Us' on the left, and 'Logout' on the right. The header includes the Department of Education logo, 'National Teacher and Principal Survey', 'NTPS Respondent Portal', and '2020-21 School Year'. The United States Census Bureau logo is on the right. The main content area is titled 'Questionnaire Status' and contains the text: 'Your school's questionnaires are listed in the table below. You may use the table to check the status of your school's questionnaires, request paper questionnaires, and correct selected teachers' information.'

Questionnaire	Status	Date	Request Paper Questionnaire
Teacher Listing Form	Received	1/10/2019	
Principal Questionnaire	Ineligible	1/14/2019	
School Questionnaire	Received	1/16/2019	
Teacher Questionnaire - ROBERT ROE <input type="button" value="Edit"/>	Not received		<input type="checkbox"/>
Teacher Questionnaire - LISA LOE <input type="button" value="Edit"/>	Received	3/13/2019	

At the bottom left, it says 'OMB No.: 1850-0598' and 'OMB Expiration Date:'. At the bottom right, there are links for 'Accessibility' and 'Security'.

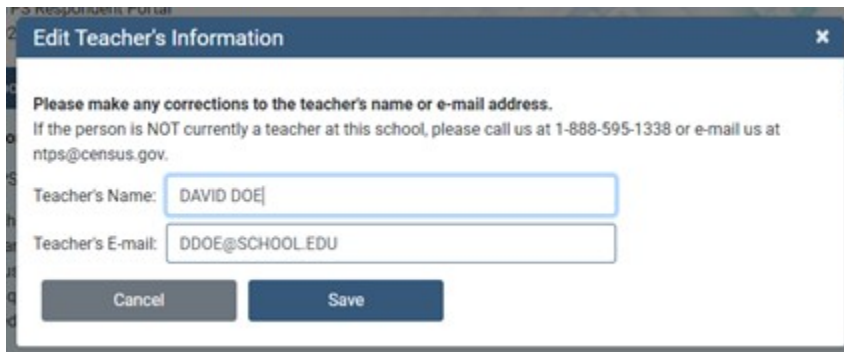
## Item: Request Questionnaire

Request Questionnaire is a modal pop-up. The modal text varies based on the questionnaire requested (i.e., the questionnaire name is included in the modal pop-up). The image below is for a Teacher Listing Form request.



## Item: Edit Teacher Information

Edit Teacher Information is a modal pop-up.



# Item: Update Contact Information



**National Teacher and Principal Survey**  
NTPS Respondent Portal  
2020-21 School Year



[Main Menu](#)

[Teacher Listing Form](#)

[Contact Us](#)

[Logout](#)

Please make any corrections to your school's contact information below.

School Name:	<input type="text" value="ANY ELEMENTARY SCHOOL"/>
Principal Name:	<input type="text" value="JANE DOE"/>
Principal E-mail:	<input type="text"/>
NTPS Survey Coordinator Name:	<input type="text" value="JOHN DOE"/>
NTPS Survey Coordinator E-mail:	<input type="text" value="JOHN.DOE@SCHOOL.EDU"/>
Mailing Address 1:	<input type="text" value="999 ANY STREET"/>
Mailing Address 2:	<input type="text"/>
Mailing City:	<input type="text" value="ANY TOWN"/>
Mailing State:	<input type="text" value="District of Columbia"/>
Mailing ZIP Code:	<input type="text" value="99999"/> - <input type="text" value="9999"/>

[Cancel](#)

[Save](#)

OMB No.: 1850-0598  
OMB Expiration Date:

[Accessibility](#) | [Security](#)



## Item: Resources

The following image is a mock-up of the Respondent Portal resources page.

The image shows a mock-up of the National Teacher and Principal Survey (NTPS) Respondent Portal resources page. The page features a header with the Department of Education logo, the text "National Teacher and Principal Survey NTPS Respondent Portal 2020-21 School Year", and the United States Census Bureau logo. A navigation bar includes "Main Menu", "Teacher List", "Contact Us", and "Logout". The main content area is titled "National Teacher and Principal Survey (NTPS) Resources" and contains four sections, each with a description and a button:

- Encourage Participation**: Access ideas and sample e-mail text to encourage participation from school staff. Button: [Encourage Participation >>](#)
- Spotlight on Data**: View interesting facts and figures from previous surveys. Button: [Spotlight on Data >>](#)
- Frequently Asked Questions**: Read answers to Frequently Asked Questions about the NTPS. Button: [Frequently Asked Questions >>](#)
- Endorsers**: See a list of associations and organizations that endorse the NTPS. Button: [Endorsers >>](#)

At the bottom, the page includes "OMB No.: 1850-0598", "OMB Expiration Date:", and links for "Accessibility" and "Security".

## Item: Encourage Participation

Encourage Participation is a modal pop-up that will appear over the Resources page.

The image shows a screenshot of the "Encourage Participation" modal pop-up. The modal has a title bar with "Encourage Participation" and a close button. The content includes:

Thank you for your continued assistance with the NTPS!

By reminding the staff in your school to complete their NTPS questionnaires, you are contributing to the success of this important survey. Below you can find some creative ideas to help encourage participation from the staff in your school.

**Ideas to Encourage Participation**

- Send a "sweet" reminder.  
Attach a couple of cookies or a piece of candy to a note saying, "A sweet reminder to fill out your NTPS Teacher Questionnaire today!" Put the sweet treat and note in the teacher's mail box.
- Ask the principal to send an e-mail to teachers who haven't responded yet.  
Use the sample e-mails below.
- Visit the teacher's classroom.  
Remind them that their voice will only be heard by decision makers if they fill out the survey.

**Sample E-mails to Send to Participants**

Below you will find sample e-mails to encourage teachers to fill out the NTPS questionnaire. You may use these "as is" or change them to better suit your needs.

**Sample 1**

Subject: Let your voice be heard!  
Dear [teacher's name],  
Would you please take a bit of time this week to fill out the NTPS? This survey gives a voice to educators who prepare and empower students to actively engage with and improve their world. You can add your voice and tell decision makers what they need to know to make better policies about education in our country.

**Sample 2**

Subject: It's worth your time to fill out the NTPS!

Dear [teacher's name],

I know that your time is valuable and it seems like filling out the NTPS is just another thing you've been asked to do. But did you know that your survey responses represent thousands of other teachers just like you? The time you spend answering the questions on the NTPS ensures that legislators and others who make decisions about our schools and classrooms have good information. Those decisions affect all of us. Won't you please help by filling out the survey today?

**Sample 3**

Subject: Please share your story!

Dear [teacher's name],

You have a story to tell - about how you became a teacher, about the subjects you teach, about your kids, about how you feel about this school and teaching as a profession. The NTPS is a way for you to share your story with those who make decisions that affect us all. Remember, your responses are not visible to anyone at the school, and your name will not be published in study reports. The results will only be published as summary statistics. Please take a few moments today to fill out the NTPS.

**Sample 4**

Subject: Time is running out!

Dear [teacher's name],

I've written before to ask you to lend your voice to those of other teachers who are filling out the NTPS to make sure that decision makers know what you think when they make policies about education. I wanted to make sure that you know that time is running out for you to take the survey and be heard in those discussions. If you will, please find some time within the next day or two to fill out the NTPS. I think it's important for all of us.

**Sample 5**

Subject: A final reminder to fill out the NTPS

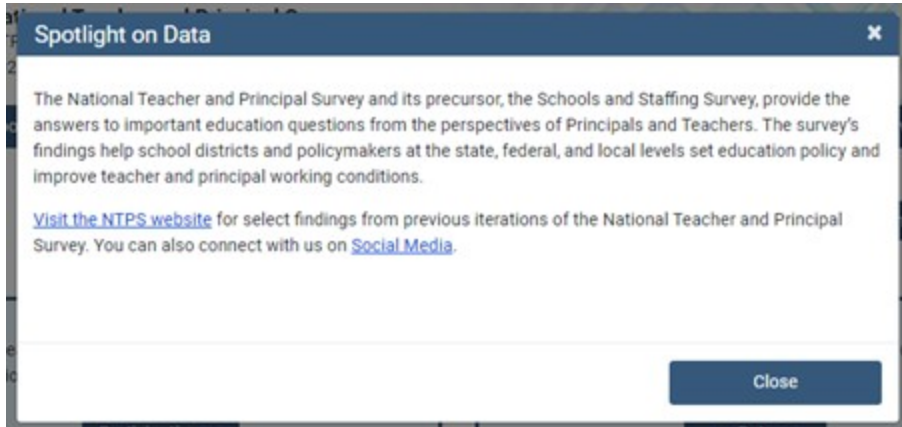
Dear [teacher's name],

It's been really busy around here recently, and I know that you've been busy too. I wanted to remind you, though-- your chance to fill out the NTPS is almost over. After the survey period ends, you won't be able to lend your voice to the thousands of other teachers who are participating in this important survey. It will only take 40 minutes of your time and will provide really valuable information to decision makers about your views on education. They can only make good decisions with good information. Won't you help by filling out the survey today?

Close

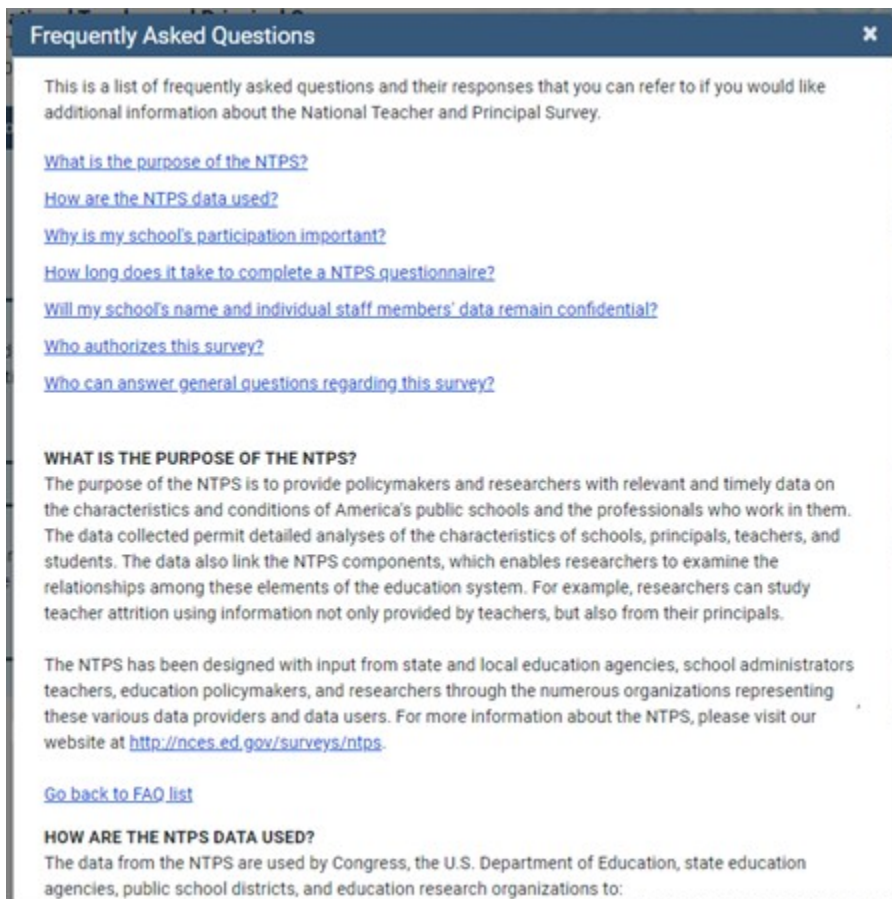
## Item: Spotlight on Data

Spotlight on Data is a modal pop-up that will appear over the Resources page.



## Item: Frequently Asked Questions

Frequently Asked Questions is a modal pop-up that will appear over the Resources page. The complete text for the Frequently Asked Questions modal is provided below the image. A "Go back to FAQ list" link is provided below the response to each question; this link returns the respondent to the top of the modal.



Text:

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

[What is the purpose of the NTPS?](#)

[How are the NTPS data used?](#)

[Why is my school's participation important?](#)

[How long will it take to complete a NTPS questionnaire?](#)

[Will my school's and individual staff members' data remain confidential?](#)

[Who authorizes this survey?](#)

[Who can answer general questions regarding this survey?](#)

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

The purpose of the NTPS is to provide policymakers and researchers with relevant and timely data on the characteristics and conditions of America's public and private schools as well as the professionals who work in them. The data collected permit detailed analyses of the characteristics of schools, principals, teachers, and students. The data also link the NTPS components, which enables researchers to examine the relationships among these elements of the education system. For example, researchers can study teacher attrition using information not only provided by teachers, but also from their principals or school heads. The NTPS has been designed with input from state and local education agencies, school administrators, teachers, education policymakers, and researchers through the numerous organizations representing these various data providers and data users. For more information about the NTPS, please visit our website at <http://nces.ed.gov/surveys/ntps>.

### **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 work force;
2. Assess school staffing practices and personnel policies;
3. Aid in the Department of Education's program planning in the areas of teaching shortage incentives, teaching policies, and teacher education.

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

### **How long will 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, 20 U.S.C. § 9543). 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/XXXX.

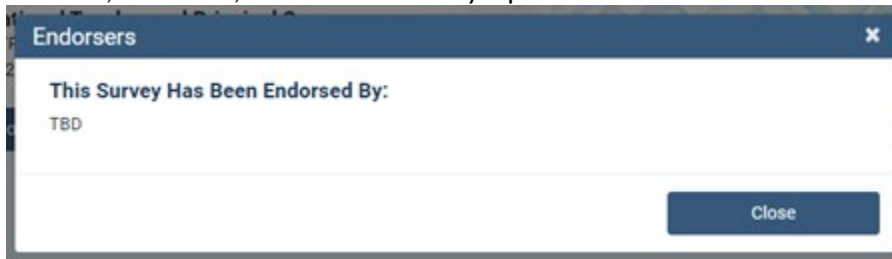
### Who can answer general questions regarding this survey?

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

[Close button]

### Item: Endorsers

Endorsers is a modal pop-up that will appear over the Resources page. Endorsements have not yet been solicited; therefore, the text is currently a place-holder.

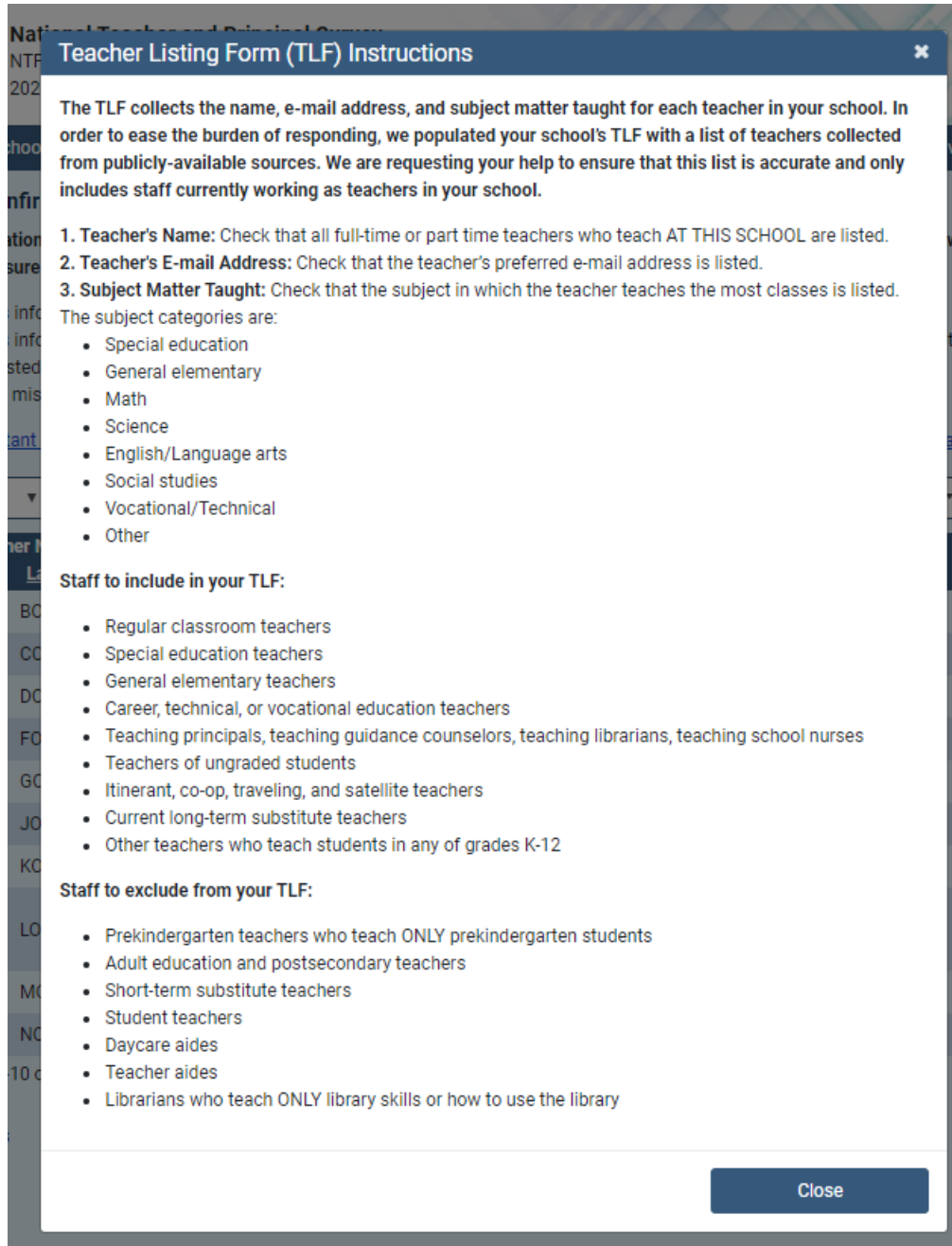




# NTPS Respondent Portal – Teacher Listing Form (TLF)

## TLF Page: Teacher Listing Form Instructions

The Teacher Listing Form Instructions are accessible by clicking “Click here for detailed instructions” on the Upload page or by clicking “Click here for important information about the other staff that may teach at this school...” on the Summary page. The image below reflects the formatting of the modal; however, changes in the text are noted on the next page.



The screenshot shows a modal window titled "Teacher Listing Form (TLF) Instructions" with a close button (X) in the top right corner. The background is a blurred view of a website with a sidebar containing a list of school district abbreviations (BC, CO, DC, FO, GC, JO, KO, LO, MO, NO, 10 c).

**Teacher Listing Form (TLF) Instructions**

The TLF collects the name, e-mail address, and subject matter taught for each teacher in your school. In order to ease the burden of responding, we populated your school's TLF with a list of teachers collected from publicly-available sources. We are requesting your help to ensure that this list is accurate and only includes staff currently working as teachers in your school.

- 1. Teacher's Name:** Check that all full-time or part time teachers who teach AT THIS SCHOOL are listed.
- 2. Teacher's E-mail Address:** Check that the teacher's preferred e-mail address is listed.
- 3. Subject Matter Taught:** Check that the subject in which the teacher teaches the most classes is listed.

The subject categories are:

- Special education
- General elementary
- Math
- Science
- English/Language arts
- Social studies
- Vocational/Technical
- Other

**Staff to include in your TLF:**

- Regular classroom teachers
- Special education teachers
- General elementary teachers
- Career, technical, or vocational education teachers
- Teaching principals, teaching guidance counselors, teaching librarians, teaching school nurses
- Teachers of ungraded students
- Itinerant, co-op, traveling, and satellite teachers
- Current long-term substitute teachers
- Other teachers who teach students in any of grades K-12

**Staff to exclude from your TLF:**

- Prekindergarten teachers who teach ONLY prekindergarten students
- Adult education and postsecondary teachers
- Short-term substitute teachers
- Student teachers
- Daycare aides
- Teacher aides
- Librarians who teach ONLY library skills or how to use the library

Close



Text:

**Include the following full- and part-time staff on your Teacher Listing Form:**

- Regular classroom teachers
  - o Chemistry, English, math, physical education, history, etc.
- Special education teachers
  - o Teach special education classes to students with disabilities.
- General elementary teachers
- Career, technical, or vocational education teachers
- Teaching principals, teaching guidance counselors, teaching librarians, teaching school nurses
  - o Include any staff members who teach at least one regularly scheduled class per week.
- Teachers of ungraded students
- Itinerant, co-op, traveling, and satellite teachers
  - o Teach at more than one school and may OR may not be supervised by someone at your school.
- Current long-term substitute teachers
  - o Currently filling the role of a regular teacher for 4 or more continuous weeks.
- Other teachers who teach students in any of grades K-12

**Exclude the following staff from your Teacher Listing Form:**

- Prekindergarten teachers who teach ONLY prekindergarten students
- Adult education and postsecondary teachers
- Short-term substitute teachers
- Student teachers
- Daycare aides
- Teacher aides
- Librarians who teach ONLY library skills or how to use the library


**Subject Matter Taught**


The subject categories are:

- Special education
- General elementary
  - o Teach self-contained classes in any of grades K-8, i.e., teach the same class of students all or most of the day, unless they teach special education students, in which case see the category above.
  - o Team-teaching, i.e., two or more teachers collaborate in teaching multiple subjects to the same class of students.
  - o Include kindergarten teachers.
- Math
  - o For example, accounting, algebra, calculus, geometry, statistics, or trigonometry.
- Science
  - o For example, anatomy and physiology, biology, chemistry, earth or environmental science, or physics.
- English/Language arts
  - o For example, English, literature, or reading.
- Social studies
  - o For example, civics, geology, or history.
- Vocational/Technical
  - o For example, keyboarding, business, agricultural, life skills, family or consumer economics, and any other vocational or technical classes.
- Other
  - o For example, art, business, English as a second language (ESL), foreign language, health, music, physical education, or theatre arts/drama.

## TLF Page: Provide a TLF

Respondents in schools that do not have a pre-populated Teacher Listing Form are given two options to complete their Teacher Listing Form, as shown below.

 **National Teacher and Principal Survey**  
NTPS Respondent Portal  
2020–21 School Year



[Main Menu](#)   [Teacher Listing Form](#)   [Contact Us](#)   [Logout](#)

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

- Teacher's Name
- Teacher's School E-mail Address
- Subject(s) Taught

[Click here for detailed instructions](#)

**Option 1: File Upload**  
Use an Excel File template to enter information for each teacher in this school.  
[Continue to File Upload >>](#)

OR

**Option 2: Data Entry**  
Enter the information for each teacher in this school into a table.  
[Continue to Data Entry >>](#)

OMB No.: 1850-0598  
OMB Expiration Date: [Accessibility](#) | [Security](#)

When the respondent clicks “Click here for detailed instructions,” the Teacher Listing Form instructions modal pop-up opens on the screen. When the respondent clicks the button for Option 1: File Upload, (s)he is directed to the File Upload page. When the respondent clicks the button for Option 2: Data Entry, (s)he is directed to the Summary page.



Once the respondent has uploaded a file using the “Browse” and “Upload file” buttons, the file is listed in the box on the page, as shown below. Respondents who use the template may either review or submit their Teacher Listing Form from this page. Respondents who click “Review the Teacher Listing Form” are directed to the Summary page. Respondents who do not use the template are able to submit their Teacher Listing Form by clicking on “Submit the Teacher Listing Form”, but cannot review it.

### Submit Only

Select File to Upload

[Browse](#) No file chosen

[Upload Replacement File](#)

<u>Filename</u>	<u>Date</u>	<u>Time</u>	<u>Status</u>	<u>Action</u>
Excel_file.xlsx	10-21-2019	12:00:48 PM	UPLOADED	<a href="#">Delete</a>

[Submit the Teacher Listing Form](#)

OMB No : 1850-0508

### Review or Submit

Select File to Upload

[Browse](#) No file chosen

[Upload Replacement File](#)

<u>Filename</u>	<u>Date</u>	<u>Time</u>	<u>Status</u>	<u>Action</u>
Excel_file.xlsx	10-21-2019	12:01:59 PM	DELETED	
TLF_Excel_Template_NTSPS1_10-3-19.xls	10-21-2019	12:01:59 PM	UPLOADED	<a href="#">Delete</a>

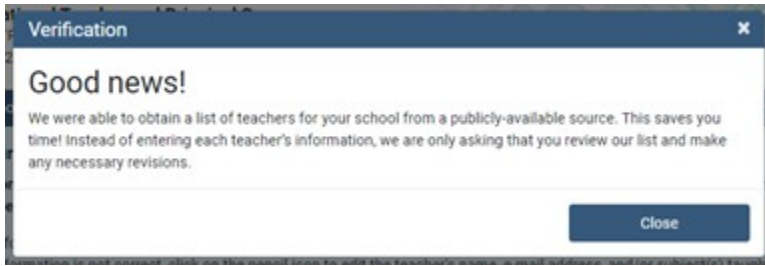
[Review the Teacher Listing Form](#) OR [Submit the Teacher Listing Form](#)

OMB No : 1850-0508

Clicking on “[I'd like to submit my Teacher Listing Form using another method](#)” directs the respondent to the Summary page.

## TLF Page: Summary

Respondents in schools with a pre-populated Teacher Listing Form are asked to review and confirm the pre-populated list. When they enter the Summary page, they receive the following modal pop-up over the Summary page shown below:



**National Teacher and Principal Survey**  
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Main Menu

Teacher Listing Form

Contact Us

Save and Continue Later

### Review and Confirm Teacher Information for the 2020–21 School Year

The teacher information for your school was obtained from a publicly-available source and is presented in the table below. Please review the information for EACH teacher to ensure that it is accurate and complete.

- If the teacher's information is correct, click on the check-mark icon to confirm the teacher's information.
- If the teacher's information is not correct, click on the pencil icon to edit the teacher's name, e-mail address, and/or subject(s) taught.
- If the person listed is not a teacher at this school this school year, click on the trash can icon to delete the teacher from the list.
- If teachers are missing from the list, click the "Add Teacher" button.

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

10 rows per page

Filter by subject

Filter by status

+ Add Teacher

Teacher Name				Teacher E-mail Address	Subject(s) taught	Status (?)	Actions		
First	MI	Last	Suffix				✓	✎	🗑
CHARLES	U	BOE		CHARLES.U.BOE@SCHOOL.EDU	English/Language Arts	Needs Review	✓	✎	🗑
BARBARA	V	COE		BARBARA.V.COE@SCHOOL.EDU	Social Studies	Needs Review	✓	✎	🗑
TIMOTHY	M	DOE		TIMOTHY.DOE@SCHOOL.EDU	Vocational/Technical	Needs Review	✓	✎	🗑
SHANE	Y	FOE	II	SHANE.Y.FOE@SCHOOL.EDU	Other	Needs Review	✓	✎	🗑
ERIC	Z	GOE		ERIC.Z.GOE@SCHOOL.EDU	Special Education	Needs Review	✓	✎	🗑
RONALD		JOE	IV	RONALD.JOE@SCHOOL.EDU	General Elementary	Needs Review	✓	✎	🗑
ROBERT	P	KOE		ROBERT.KOE@SCHOOL.EDU	Math	Needs Review	✓	✎	🗑
ALYSSA	C	LOE		ALYSSA.C.LOE@SCHOOL.EDU	Science English/Language Arts Social Studies	Needs Review	✓	✎	🗑
NATALIE	D	MOE		NATALIE.D.MOE@SCHOOL.EDU	English/Language Arts	Needs Review	✓	✎	🗑
BRANDON	E	NOE		BRANDON.E.NOE@SCHOOL.EDU	Social Studies	Needs Review	✓	✎	🗑

Showing teachers 1-10 of 20

+ Add Teacher

<< < 1 2 > >>

Number of Teachers  
Complete: 0  
Needs Review: 20  
Deleted: 0

Submit

If the respondent clicks “Click here for important information about the other staff that may teach at this school...” link, the Teacher Listing Form Instructions modal pop-up is shown.

The formatting of the teacher rows changes as the respondent confirms or deletes teachers, as shown below:

Teacher Name				Teacher E-mail Address ¶	Subject(s) taught	Status ( )	Actions		
First ¶	MI	Last ¶	Suffix				↶	✎	🗑️
JOHN	C	DOE		JOHN.C.DOE@SCHOOL.EDU	Math	Complete	↶	✎	🗑️
SUSAN	D	FOE		SUSAN.D.FOE@SCHOOL.EDU	Science	Complete	↶	✎	🗑️
JASON		GOE		JASON.GOE@SCHOOL.EDU	English/Language Arts	Deleted	✓	✎	↶
MELISSA	G	JOE		MELISSA.G.JOE@SCHOOL.EDU		Complete	↶	✎	🗑️
KYLE	H	KOE		KYLE.H.KOE@SCHOOL.EDU	Vocational/Technical	Deleted	✓	✎	↶
AMANDA		LOE		AMANDA.LOE@SCHOOL.EDU	Other	Needs Review	✓	✎	🗑️

Clicking on the “Add Teacher” button opens the following modal pop-up:

Add Teacher
✕

Enter the teacher's information below. Click "Add Teacher" once you have completed the entry.

First Name:

Middle Initial:

Last Name:

Suffix:

Teacher E-mail Address:

Subject(s) Taught:  
(Select all that apply)

- Special Education
- General Elementary
- Math
- Science
- English/Language Arts
- Social Studies
- Vocational/Technical
- Other



Clicking on the "Edit Teacher" button opens the following modal pop-up:

**Edit Teacher Information**

Please correct the teacher's information below, then click "Edit Teacher."

First Name:

Middle Initial:

Last Name:

Suffix:

Teacher E-mail Address:

Subject(s) Taught:  
(Select all that apply)

- Special Education
- General Elementary
- Math
- Science
- English/Language Arts
- Social Studies
- Vocational/Technical
- Other

**Edit Teacher**

Clicking on the "?" next to Status in the table header opens the following modal pop-up:

**Teacher Status**

**If a teacher row has a Needs Review status:**  
Please review the teacher's information to ensure that it is accurate and complete.

- If the information is correct, confirm the teacher's information with
- If a correction needs to be made, edit the teacher's information with
- If the person listed is not a teacher at this school this school year, remove the teacher with .  
[Click here for important information about other staff that may teach at this school.](#)
- If a teacher has been marked for deletion by mistake, they may be restored to your teacher list with .

**If a teacher row has a Complete status:**  
This teacher's information is correct and is ready to be submitted as part of your school's teacher list.

A teacher's status becomes Complete when:

- The teacher was confirmed using
- The teacher was added directly using this form, or
- The teacher's information was edited.

If you notice a problem with a teacher's information while their status is Complete, click and then click .

**If a teacher has a Deleted status:**  
This teacher was marked for deletion and will not be included with your teacher list when you submit.

If this teacher was been removed by mistake, they may be restored to your teacher list with .

**Close**

Respondents in schools without a pre-populated list are able to enter their teacher information onto the Summary page:

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United States<sup>®</sup>  
**Census**  
Bureau

Main Menu Teacher Listing Form Contact Us Save and Continue Later

### Enter Teacher Information

[Upload an Excel File](#)

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

Click "Add teacher" to enter the information for each teacher in your school into the table below. Once you have completed your teacher list, click "Submit" to submit your teacher list.

10 rows per page Filter by subject Filter by status + Add Teacher

Teacher Name		Suffix	Teacher E-mail Address	Subject(s) taught	Status ( )	Actions
First	Last					
Showing teachers 0-0 of 0						

+ Add Teacher

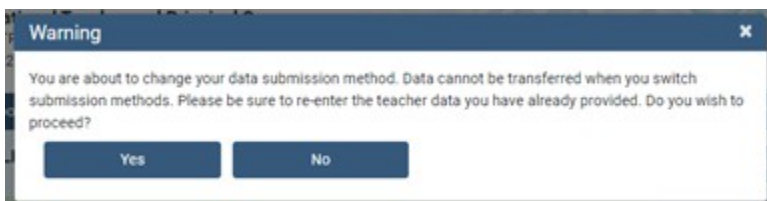
Number of Teachers  
Complete: 0  
Needs Review: 0  
Deleted: 0

<< < 1 > >>

Submit

OMB No.: 1850-0598  
OMB Expiration Date: [Accessibility](#) | [Security](#)

Clicking on the "Upload an Excel File" directs the respondent to the Upload File page. If they have entered teacher information, they receive the following warning message:



## TLF Page: TLF Contact



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[Main Menu](#) [Teacher Listing Form](#) [Contact Us](#)

### Contact Information

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

Name:

Title:

E-mail Address:

Work Telephone Number:  -  -  Ext.

How much time did it take to complete your teacher list, not counting interruptions?

minutes to complete the teacher list

OMB No.: 1850-0598  
OMB Expiration Date: 06/30/2020

[Accessibility](#) | [Security](#)

## TLF Page: Thank You



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Thank you for your participation!

This is official confirmation that as of Thursday, October 31, 2019, 07:36:01, your teacher information has been received by the U.S. Census Bureau. This information will be used to select a sample of teachers to complete the NTPS Teacher Questionnaire. Survey invitations for the selected teachers will be mailed to your school in about one month. The survey invitation will also be e-mailed to selected teachers for whom an e-mail address was provided.

Please remind the appropriate staff to complete the Principal Questionnaire and the School Questionnaire. You can check on the status of your school's questionnaires on the Main Menu. You may also log in at a later time to check on the status of your school's questionnaires.

OMB No.: 1850-0598  
OMB Expiration Date:

[Accessibility](#) | [Security](#)