

DATE: August 14, 2020
TO: Robert Sivinski, OMB
THROUGH: Carrie Clarady, Avar Consulting, in contract to NCES
FROM: Maura Spiegelman, NCES
SUBJECT: 2020-21 National Teacher and Principal Survey (NTPS 2020-21) School Letter Change Request (OMB# 1850-0598 v.34)

The National Teacher and Principal Survey (NTPS), conducted every two to three years by the National Center for Education Statistics (NCES), is a system of related questionnaires that provides descriptive data on the context of elementary and secondary education. Redesigned from the Schools and Staffing Survey (SASS) with a focus on flexibility, timeliness, and integration with other ED data, the NTPS system allows for school, principal, and teacher characteristics to be analyzed in relation to one another. NTPS is an in-depth, nationally representative survey of first through twelfth grade public and private school teachers, principals, and schools. Kindergarten teachers in schools with at least a first grade are also surveyed. NTPS utilizes core content and a series of rotating modules to allow timely collection of important education trends as well as trend analysis. Topics covered include characteristics of teachers, principals, schools, teacher training opportunities, retention, retirement, hiring, and shortages.

The NTPS 2019-20 preliminary activities were approved in July 2019, with a change request approved in November 2019 (OMB# 1850-0598 v.26-27). OMB approved the main study for 2020-21 in March 2020 (OMB# 1850-0598 v.28-30). In December 2019, NCES received OMB approval (OMB#1850-0803 v. 259) for cognitive interviews to test new and revised items about virtual schools and online course offerings in the NTPS School Questionnaire. Questions about virtual schools and online course offerings were revised, based on the results of this cognitive testing. This testing occurred in the winter and spring of 2020. During the end of this testing window, in March 2020, it became clear that questions needed to distinguish between typical practices (the intent of these questions) and changes implemented by schools due to the coronavirus (COVID-19). Questions on virtual schools and online course offerings were added to all NTPS questionnaires (OMB# 1850-0598 v.31-33). This request makes minor revisions to the COVID-19 language used in the initial school mailout letters to principals and school coordinators, and also adds a time estimate for the requested task in each letter, where applicable. The revisions made to the last approved NTPS 2020-21 clearance documents (OMB# 1850-0598 v.33) are reflected below. Black font demarks the text that remains unchanged from the last approved, while text in red font shows the revisions that were made.

Modifications to the Initial School Contact Letters (Appendix A)

- Several pieces of communication in Appendix A were updated to revise the COVID-19 language used in the initial school mailout letters to principals and coordinators and to add a time estimate for tasks, where applicable:

Initial School Mailout Letter to Coordinator or Principal – Version 1, 11.1LP/11.1LC (Appendix A, p.48)

The NTPS is a nationwide sample survey of elementary and secondary schools and the principals and teachers who staff them. ~~The survey~~ It is a primary source of information about what is happening in K-12 schools across the United States, and ~~has been recently modified to include we have added~~ questions ~~to address about~~ how the COVID-19 pandemic has impacted instruction. ~~We are aware of the strain that COVID-19 has put on schools. We know the pressures of COVID-19 have placed additional strain on school staff, and we would not add more if this survey were not a critical source of information for a number of policy issues, including the response to pandemics.~~ 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.

Initial School Mailout Letter to Coordinator or Principal- Version 2, 11.2LP/11.2LC (Appendix A, p.50)

We understand that you may be facing challenges in adjusting your day-to-day operations to deliver meaningful learning experiences to students during the COVID-19 pandemic. **We would not place additional strain on school staff if this survey were not a critical source of information for a number of policy issues, including the response to pandemics.** With your participation, we can provide data on how schools and teachers adjusted their instruction during the pandemic, in addition to the data we regularly provide on the characteristics and conditions of America's schools and the professionals who work in them.

Initial School Mailout Letter – TLF, 11L(TLF1) (Appendix A, p.53)

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. 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. **It will take approximately 15 minutes to complete and verify this list.**

Initial School Mailout Letter – PQ, 11L(PQ) (Appendix A, p.55)

We are aware of the strain COVID-19 has put on schools, and we understand that you may be facing challenges in adjusting your school's day-to-day operations to deliver meaningful learning experiences to students. **We would not place additional strain on school staff if this survey were not a critical source of information for a number of policy issues, including the response to pandemics.** 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. With your participation, we can provide national and state-representative data on how schools adjusted their instruction during the current pandemic, in addition to the data we regularly provide on the characteristics and conditions of America's schools and the professionals who work in them.

Second School Mailout Letter- TLF, 12L(TLF1) (Appendix A, p. 63)

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.~~ **This information is needed to select the teachers whose voices will represent their colleagues.**

We need the name, e-mail address, and subject matter taught for each teacher in your school. 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 access and complete your school's Teacher Listing Form. **It will take approximately 15 minutes to complete this list.**

Second School Mailout Letter- TLF, 12L(TLF2) (Appendix A, p. 63)

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. **This information is needed to select the teachers whose voices will represent their colleagues.**