

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

OMB# 1850-0598 v.31

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

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

November 2019  
revised April 2020

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:

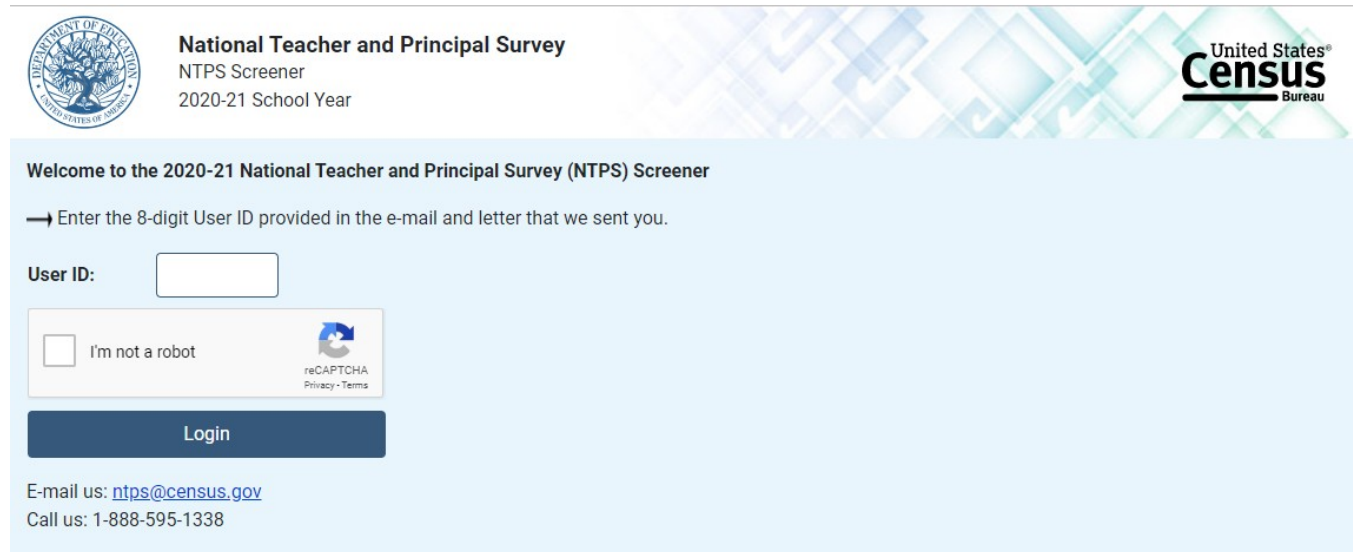
- Submit their Teacher Listing Form (TLF) electronically, either by verifying a pre-populated list of teachers, uploading an Excel file, or entering teacher information manually;
- Update school contact information, including the principal and survey coordinator’s names and e-mail addresses;
- Check 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.




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



Welcome to the 2020-21 National Teacher and Principal Survey (NTPS) Screener

→ Enter the 8-digit User ID provided in the e-mail and letter that we sent you.

User ID:

I'm not a robot   
reCAPTCHA  
Privacy - Terms

Login


E-mail us: [ntps@census.gov](mailto:ntps@census.gov)  
Call us: 1-888-595-1338



**Welcome to the 2020–21 National Teacher and Principal Survey (NTPS) Respondent Portal**

→ Enter the 8-digit User ID provided in the e-mail and letter that we sent you.

User ID:

 I'm not a robot  reCAPTCHA  
 Privacy - Terms

Login

E-mail us: [ntps@census.gov](mailto:ntps@census.gov)

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).

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

## Item: PIN

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



**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: 6334**

The PIN will allow you to log back into the survey if the session times out or you wish to access the survey at a later time.

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

**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 >

OMB No.: 1850-0598

OMB Expiration Date:

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

**PIN: 9442**

The PIN 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 time.

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

**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 >

## 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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NTPS Screener  
2020-21 School Year



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](#)

OMB No.: 1850-0598  
OMB Expiration Date:

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



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](#)

OMB No.: 1850-0598  
OMB Expiration Date:

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

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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NTPS Respondent Portal  
2020–21 School Year



**Your new PIN is: 1637**

Please log in using your new PIN.

[← Return to Login](#)

## 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.

A screenshot of a modal window titled "Accessibility Information" with a close button (X) in the top right corner. The window contains the following text:

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](#).

At the bottom right of the modal, there is a "Close" button.

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

**Adobe** Creativity & Design Marketing & Commerce PDF & E-signatures Business Solutions Support Sign in

**ADOBE ACROBAT** By product Compliance Resources Feedback



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**Overview**

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- [Acrobat DC accessibility features](#)
- [Acrobat DC accessibility FAQ](#)

**Video**

- [Preparing InDesign files for accessibility](#)

Learn how to use Acrobat and Adobe InDesign® to prepare accessible PDF files for people with disabilities.

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**Accessibility guidelines**

- [Acrobat DC accessibility guides](#)

**Voluntary Product Accessibility Templates**

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- [Acrobat Pro DC \(OSX, perpetual license\) VPAT](#)
- [Acrobat Pro DC \(Windows®\) VPAT](#)
- [Acrobat Pro DC \(Windows, perpetual license\) VPAT](#)
- [Acrobat Standard DC VPAT](#)
- [Acrobat Standard DC \(perpetual license\) VPAT](#)

**Products**

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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

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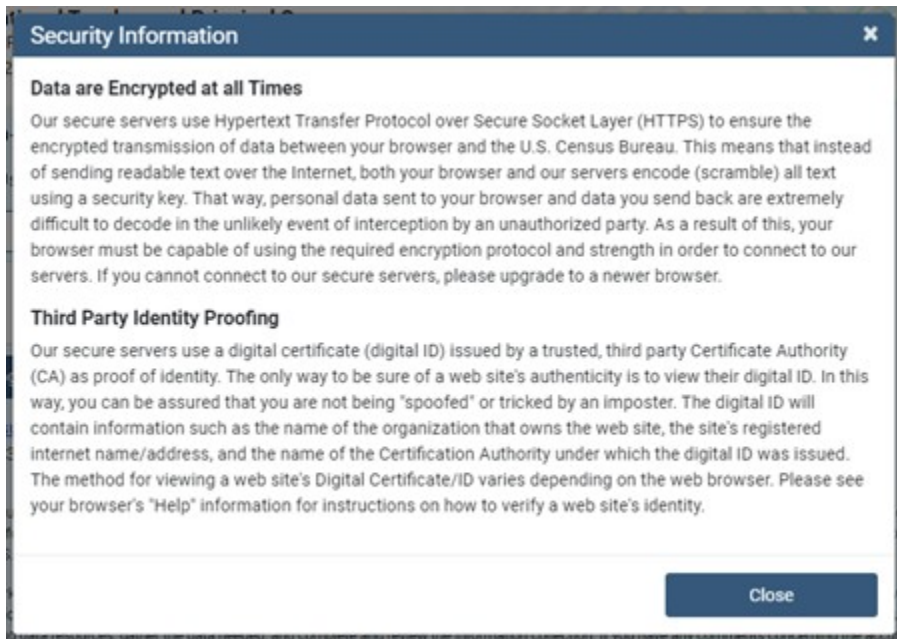
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- Newsroom
- Corporate Responsibility
- Investor Relations
- Supply Chain
- Trust Center
- Events
- Careers
- Diversity & Inclusion
- Integrity

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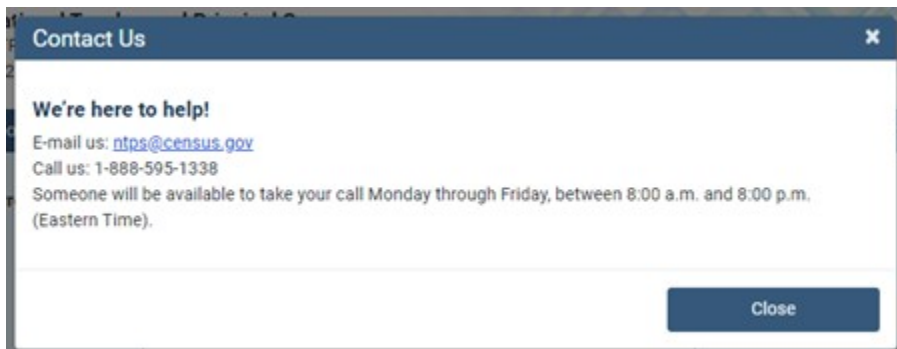
## Item: Security

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.



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



FAQs   Contact Us   [Save and Continue Later](#)

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

[Next >](#)

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

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.



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



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

[Save and Continue Later](#)

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

[Next >](#)

OMB No.: 1850-0598  
OMB Expiration Date:

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

**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

[Next >](#)

**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.



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



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

[Save and Continue Later](#)

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:

[< Previous](#)

[Next >](#)

OMB No.: 1850-0598  
OMB Expiration Date:

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

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.



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



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

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

- Yes  
 No

[← Previous](#)

[Next >](#)

OMB No.: 1850-0598  
OMB Expiration Date:

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

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.



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



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What type of school is [SCHOOL NAME]?

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

[← Previous](#)

[Next >](#)

OMB No.: 1850-0598  
OMB Expiration Date:

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

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.



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



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[Save and Continue Later](#)

**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.

[← Previous](#)

[Next →](#)

OMB No.: 1850-0598  
OMB Expiration Date:

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

### 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).



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



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

- Yes
- No

[< Previous](#)

[Next >](#)

OMB No.: 1850-0598  
OMB Expiration Date:

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

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.



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



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

[Save and Continue Later](#)

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

[< Previous](#)

[Next >](#)

OMB No.: 1850-0598  
OMB Expiration Date:

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

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.

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



FAQs Contact Us Save and Continue Later

**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

[< Previous](#) [Next >](#)

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

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.



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



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

[Save and Continue Later](#)

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:

[Add Another School](#)

[< Previous](#)

[Next >](#)

OMB No.: 1850-0598  
OMB Expiration Date:

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

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.



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



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

[Save and Continue Later](#)

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:  ▾  ▾

[< Previous](#)

[Submit >](#)

OMB No.: 1850-0598  
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 Screener  
2020-21 School Year



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

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](#)

OMB No.: 1850-0598  
OMB Expiration Date:

[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  
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[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



[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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[Go back to FAQ list](#)

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[Go back to FAQ list](#)



# NTPS Respondent Portal

## Item: Main Menu

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

The screenshot shows the NTPS Respondent Portal main menu. At the top left is the Department of Education logo. To its right is the text: "National Teacher and Principal Survey", "NTPS Respondent Portal", and "2020-21 School Year". At the top right is the "United States Census Bureau" logo. Below the header is a dark blue navigation bar with the following items: "Main Menu" (with a right-pointing triangle), "Teacher Listing Form", "Contact Us", and "Logout". Below the navigation bar is a light blue content area. It starts with the text: "Welcome to the National Teacher and Principal Survey (NTPS) Respondent Portal." Below this is a white box with a dark blue border containing the text: "Please complete your Teacher Listing Form electronically" and a green button labeled "Start Teacher Listing Form >>". Below this box is the text: "You can use the NTPS Respondent Portal to:". This is followed by three rows, each with a description on the left and a dark blue button on the right. The first row has the text: "Check the status of your school's questionnaires" and "Request paper versions of your school's questionnaires" on the left, and a button labeled "Questionnaire Status >>". The second row has the text: "Update your school's contact information" on the left, and a button labeled "Update Contact Information >>". The third row has the text: "Access important NTPS resources" on the left, and a button labeled "Access Resources >>". At the bottom left of the page is the text: "OMB No.: 1850-0598" and "OMB Expiration Date:". At the bottom right is the text: "Accessibility | Security".

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

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

► **Main Menu**   Teacher Listing Form   Contact Us   Logout

Welcome to the National Teacher and Principal Survey (NTPS) Respondent Portal.

Please complete your Teacher Listing Form electronically   [Start Teacher Listing Form >>](#)

You can use the NTPS Respondent Portal to:

- Check the status of your school's questionnaires  
Request paper versions of your school's questionnaires   [Questionnaire Status >>](#)
- Update your school's contact information   [Update Contact Information >>](#)
- Access important NTPS resources   [Access Resources >>](#)

OMB No.: 1850-0598  
OMB Expiration Date:

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

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

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

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

Main Menu Contact Us Logout

**Welcome to the National Teacher and Principal Survey (NTPS) Respondent Portal.**

You can use the NTPS Respondent Portal to:

- Check the status of your school's questionnaires  
Request paper versions of your school's questionnaires  
Correct selected teachers' information [Questionnaire Status >>](#)
- Update your school's contact information [Update Contact Information >>](#)
- Access important NTPS resources [Access Resources >>](#)

OMB No.: 1850-0598  
OMB Expiration Date:

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

## Item: Questionnaire Status

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

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

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**Census**  
Bureau

Main Menu Teacher Listing Form Contact Us Logout

**Questionnaire Status**


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"/>
Principal Questionnaire	Not received		<input type="checkbox"/>
School Questionnaire	Not received		<input type="checkbox"/>


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OMB Expiration Date:

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

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



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



---

Main Menu    Contact Us
Logout

**Questionnaire Status**

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.

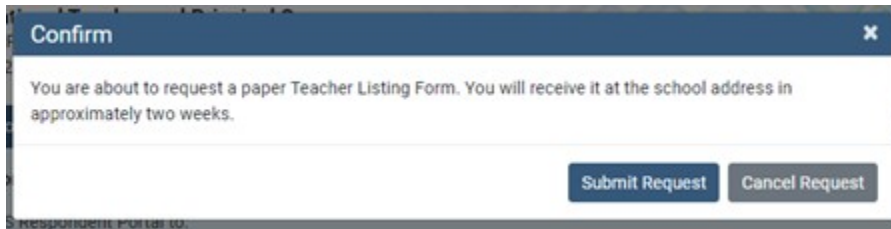
Questionnaire	Status	Date	Request Paper Questionnaire
Teacher Listing Form	Received	1/7/2019	
Principal Questionnaire	Not received		<input type="checkbox"/>
School Questionnaire	Received	1/11/2019	
Teacher Questionnaire - DAVID DOE <span style="float: right;"><a href="#">✎ Edit</a></span>	Not received		<input type="checkbox"/>
Teacher Questionnaire - MELISSA E. MOE <span style="float: right;"><a href="#">✎ Edit</a></span>	Received	3/8/2019	
Teacher Questionnaire - DANIEL DOE <span style="float: right;"><a href="#">✎ Edit</a></span>	Not received		<input type="checkbox"/>
Teacher Questionnaire - ANDREW ROE <span style="float: right;"><a href="#">✎ Edit</a></span>	Not received		<input type="checkbox"/>
Teacher Questionnaire - ETHAN NOE <span style="float: right;"><a href="#">✎ Edit</a></span>	Ineligible	4/17/2019	
Teacher Questionnaire - THOMAS MOE <span style="float: right;"><a href="#">✎ Edit</a></span>	Ineligible	5/7/2019	
Teacher Questionnaire - PATRICIA POE <span style="float: right;"><a href="#">✎ Edit</a></span>	Received	5/14/2019	

OMB No.: 1850-0598  
OMB Expiration Date:

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

## Item: Request Questionnaire

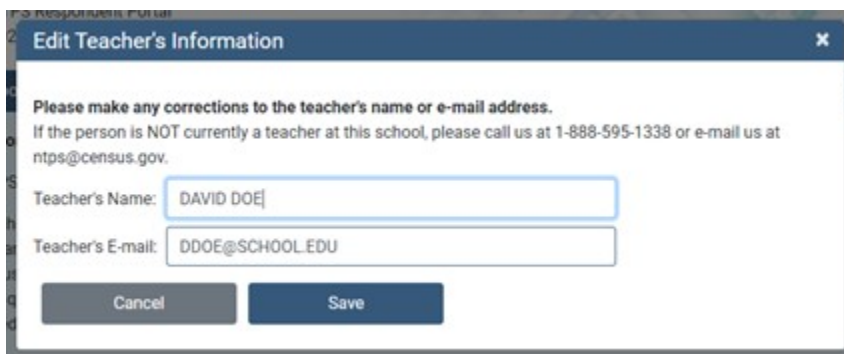
Request Questionnaire is a modal pop-up. The modal text varies based on the questionnaire requested (i.e., the questionnaire name is included in the modal pop-up). The image below is for a Teacher Listing Form request.



A modal dialog box titled "Confirm" with a close button (X) in the top right corner. The text inside reads: "You are about to request a paper Teacher Listing Form. You will receive it at the school address in approximately two weeks." At the bottom right, there are two buttons: "Submit Request" and "Cancel Request".

## Item: Edit Teacher Information

Edit Teacher Information is a modal pop-up.



A modal dialog box titled "Edit Teacher's Information" with a close button (X) in the top right corner. The text inside reads: "Please make any corrections to the teacher's name or e-mail address. If the person is NOT currently a teacher at this school, please call us at 1-888-595-1338 or e-mail us at ntps@census.gov." Below the text are two input fields: "Teacher's Name:" with the value "DAVID DOE" and "Teacher's E-mail:" with the value "DDOE@SCHOOL.EDU". At the bottom, there are two buttons: "Cancel" and "Save".

# Item: Update Contact Information



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



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

School Name:	<input type="text" value="IDAHO HIGH SCHOOL 1"/>
Principal Name:	<input type="text" value="SCHOOL PRINCIPAL/ADMINISTRATOR"/>
Principal E-mail:	<input type="text" value="PRINCIPAL@SCHOOL.EDU"/>
NTPS Survey Coordinator Name:	<input type="text" value="SURVEY COORDINATOR"/>
NTPS Survey Coordinator E-mail:	<input type="text" value="SURVEY.CORR@SCHOOL.EDU"/>
Mailing Address 1:	<input type="text" value="100 ANY STREET"/>
Mailing Address 2:	<input type="text"/>
Mailing City:	<input type="text" value="ANY CITY"/>
Mailing State:	<input type="text" value="Idaho"/>
Mailing ZIP Code:	<input type="text" value="99999"/> - <input type="text" value="9999"/>

OMB No.: 1850-0598  
OMB Expiration Date:

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

## Item: Resources



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



[Main Menu](#)

[Teacher Listing Form](#)

[Contact Us](#)

[Logout](#)

### National Teacher and Principal Survey (NTPS) Resources

#### Encourage Participation

Access ideas and sample e-mail text to encourage participation from school staff.

[Encourage Participation >>](#)

#### Spotlight on Data

View interesting facts and figures from previous surveys.

[Spotlight on Data >>](#)

#### Frequently Asked Questions

Read answers to Frequently Asked Questions (FAQs) about the NTPS.

[Frequently Asked Questions >>](#)

#### Endorsers

See a list of associations and organizations that endorse the NTPS.

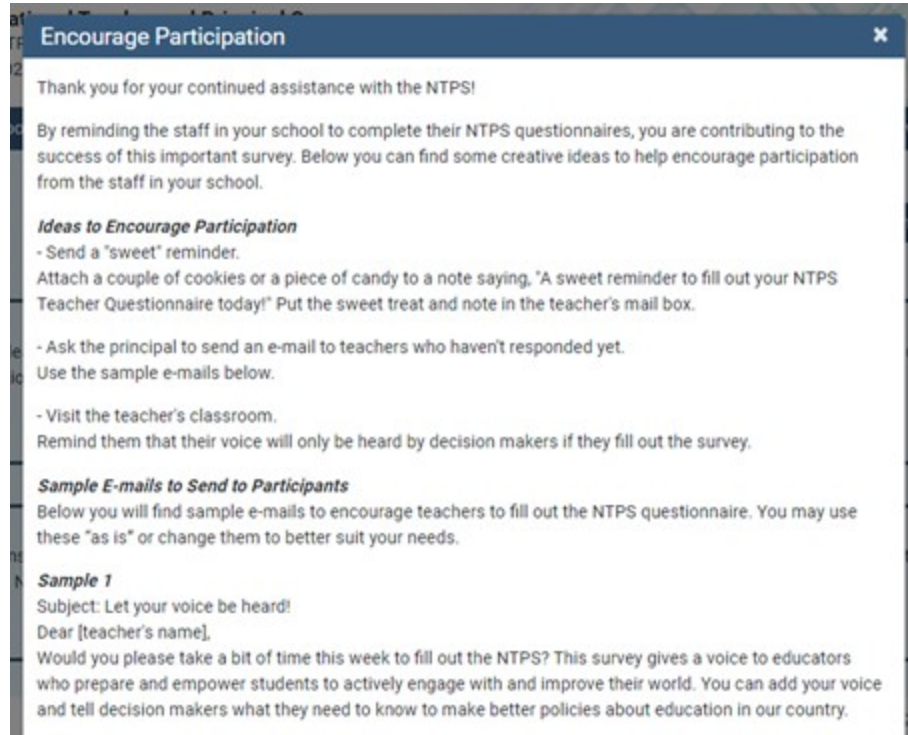
[Endorsers >>](#)

OMB No.: 1850-0598  
OMB Expiration Date:

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

## Item: Encourage Participation

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



The image shows a modal pop-up window titled "Encourage Participation" with a close button (X) in the top right corner. The content of the window is as follows:

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.

**Spotlight on Data** ✕

The National Teacher and Principal Survey and its precursor, the Schools and Staffing Survey, provide the answers to important education questions from the perspectives of Principals and Teachers. The survey's findings help school districts and policymakers at the state, federal, and local levels set education policy and improve teacher and principal working conditions.

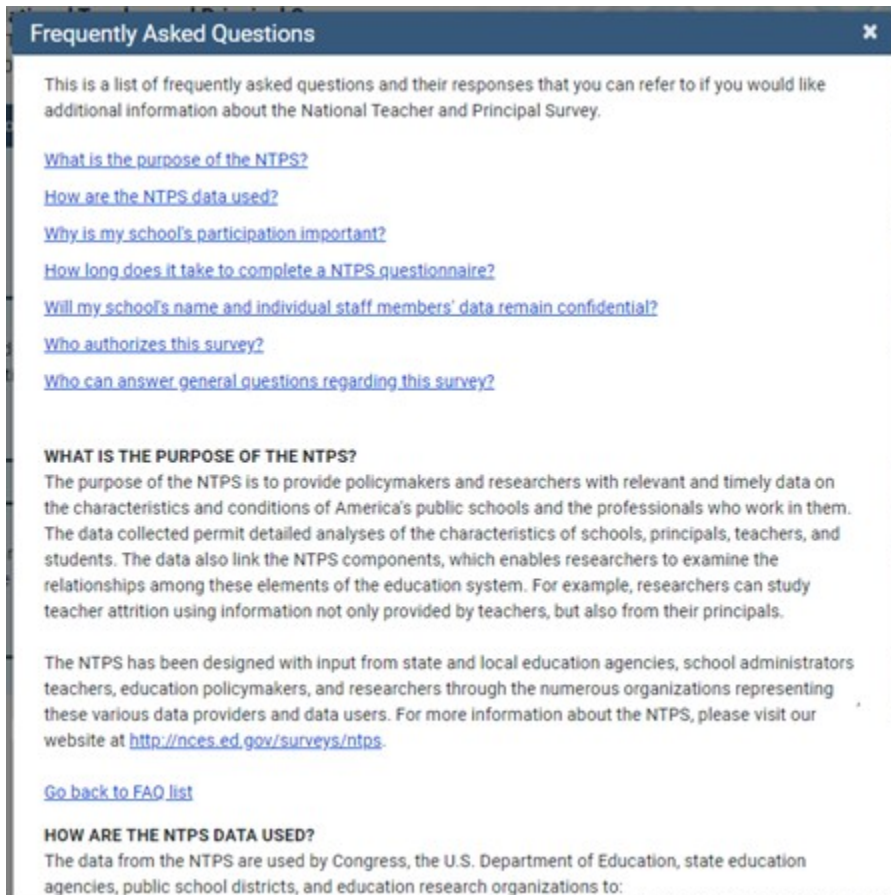
[Visit the NTPS website](#) for select findings from previous iterations of the National Teacher and Principal Survey. You can also connect with us on [Social Media](#).

[Close](#)



## 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

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

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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 03/31/2023.

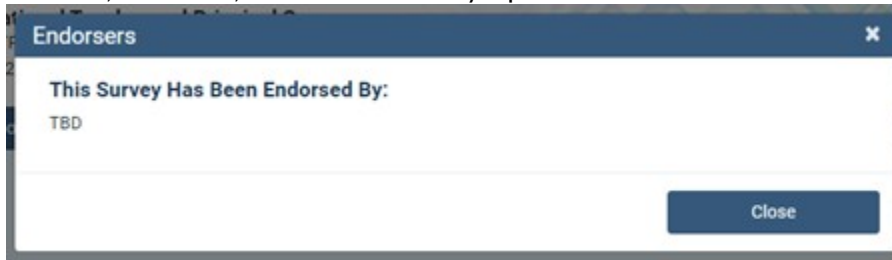
### **Who can answer general questions regarding this survey?**

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.

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

- Regular classroom teachers
  - Chemistry, English, math, physical education, history, etc.
- Special education teachers
  - 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
  - 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
  - Teach at more than one school and may OR may not be supervised by someone at your school.
- Current long-term substitute teachers
  - Currently filling the role of a regular teacher for 4 or more continuous weeks.
- Other teachers who teach students in any of grades K–12

**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
  - Teach self-contained classes in any of grades K–8, i.e., teach the same class of students all or most of the day, unless they teach special education students, in which case see the category above.
  - Team-teaching, i.e., two or more teachers collaborate in teaching multiple subjects to the same class of students.
  - Include kindergarten teachers.
- Math
  - For example, accounting, algebra, calculus, geometry, statistics, or trigonometry.
- Science
  - For example, anatomy and physiology, biology, chemistry, earth or environmental science, or physics.

- English/Language arts
  - For example, English, literature, or reading.
- Social studies
  - For example, civics, geography, or history.
- Vocational/Technical
  - For example, keyboarding, business, agricultural, life skills, family or consumer economics, and any other vocational or technical classes.
- Other
  - For example, art, business, English as a second language (ESL), foreign language, health, music, physical education, or theatre arts/drama.

Close

## 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

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Main Menu 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

No file chosen

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

OMP No - 1850-0508

### Review or Submit

Select File to Upload

No file chosen

Filename	Date	Time	Status	Action
Excel_file.xlsx	10-21-2019	12:01:59 PM	DELETED	
TLF_Excel_Template_NTSP1_10-3-19.xls	10-21-2019	12:01:59 PM	UPLOADED	<a href="#">Delete</a>

OR

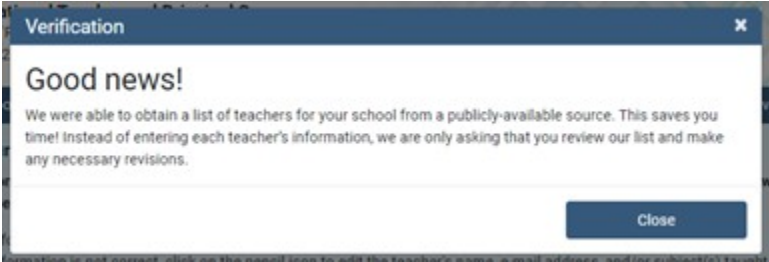
OMP No - 1850-0508

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:





**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 \(e.g. itinerant teachers, substitute teachers, librarians, principals\).](#)

When you are finished, click on "Submit."

10 teachers per page ▾

Filter by subject ▾

Filter by status ▾

+ Add Teacher

Teacher Name				Teacher E-mail Address II	Subject(s) taught	Status (?)	Actions		
First II	MI	Last II	Suffix				✓	✎	🗑
JOHN	C	DOE		JOHN.C.DOE@SCHOOL.EDU	Math	Needs Review	✓	✎	🗑
SUSAN	D	FOE		SUSAN.D.FOE@SCHOOL.EDU	Science	Needs Review	✓	✎	🗑
JASON		GOE		JASON.GOE@SCHOOL.EDU	English/Language Arts	Needs Review	✓	✎	🗑
MELISSA	G	JOE		MELISSA.G.JOE@SCHOOL.EDU		Needs Review	✓	✎	🗑
KYLE	H	KOE		KYLE.H.KOE@SCHOOL.EDU	Vocational/Technical	Needs Review	✓	✎	🗑
AMANDA		LOE		AMANDA.LOE@SCHOOL.EDU	Other	Needs Review	✓	✎	🗑
CODY		MOE		CODY.MOE@SCHOOL.EDU	Special Education	Needs Review	✓	✎	🗑
EMILY	K	NOE		EMILY.K.NOE@SCHOOL.EDU	General Elementary	Needs Review	✓	✎	🗑
EMMA	L	POE		EMMA.L.POE@SCHOOL.EDU	Math	Needs Review	✓	✎	🗑
JOSHUA	M	ROE	JR	JOSHUA.M.ROE@SCHOOL.EDU	Science	Needs Review	✓	✎	🗑

Showing teachers 1-10 of 180

+ Add Teacher

<< < 1 2 3 4 5 ... 18 > >>

**Number of Teachers**

Complete: 0

Needs Review: 180

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			Suffix	Teacher E-mail Address II	Subject(s) taught	Status (?)	Actions		
First II	MI	Last II							
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	Needs Review			
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** [X]

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

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 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 has 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:



**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 on Submit.

10 teachers per page

Teacher Name		Suffix	Teacher E-mail Address	Subject(s) taught	Status (?)	Actions
First	MI Last					

Showing teachers 0-0 of 0

<< < 1 > >>

**Number of Teachers**

Complete: 0

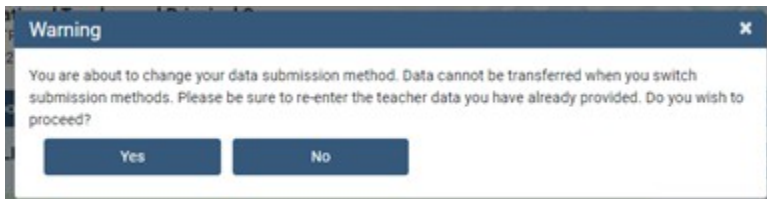
Needs Review: 0

Deleted: 0

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



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



[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:

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

## TLF Page: Thank You



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



[Main Menu](#) [Contact Us](#)

[Logout](#)

Thank you for your participation!

This is official confirmation that as of Monday, February 10, 2020, 16:04:09, 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](#)