

**DATE:** February 12, 2021  
**TO:** Robert Sivinski, OMB  
**THROUGH:** Carrie Clarady, NCES  
**FROM:** Maura Spiegelman, NCES  
**SUBJECT:** 2020-21 National Teacher and Principal Survey (NTPS 2020-21) Principal and School Mailings Change Request (OMB# 1850-0598 v.39)

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), and references to the coronavirus pandemic were added to correspondence with sampled schools and principals (OMB# 1850-0598 v.34-35). Some additional e-mails to respondents were further added (OMB# 1850-0598 v.36-37) as response rates indicated that sending e-mails primarily in conjunction with mailed materials were not sufficient to reach respondents, and the teacher incentive plan was restructured from prepaid to promised incentives (OMB# 1850-0598 v.38).

**This change request includes additional mail and e-mail contacts for sampled schools, principals, and teachers with outstanding questionnaires. In addition, after securing a recent endorsement from an outside organization, a letter of support from the National Education Association (NEA) will be sent to public school teachers alongside standard NTPS materials.**

All changes in the attached materials are shown in full in the pages to follow. Black font demarks the text that remains unchanged from the last approved package, while text in red font shows the revisions that were made. This requested change does not affect the approved total cost to the federal government for conducting this study nor the estimated respondent burden.

## **Modifications to the Contact Materials (Appendix A)**

Fifth School Mailout Letter (Paper and Web) (Appendix A, p.84)

Dear <Principal Name> or School Principal,

We have contacted you throughout this school year regarding the 2020–21 National Teacher and Principal Survey (NTPS). According to our records, one or more of your school’s questionnaires have not yet been completed. Time is running out to participate in this important survey and to let your voice be heard! With your help, we can continue to provide policymakers and researchers with reliable data on our nation’s schools and principals.

If these questionnaire(s) were recently completed, thank you. If not, **please complete the enclosed paper questionnaire(s) as soon as possible and return them to us in the postage-paid envelope. These questionnaire(s) may also be completed online using the URL and User ID provided on the cover page.**

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

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

Sincerely,

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

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

Fifth School Mailout Letter (Paper and Web) – SQ/PQ (Appendix A, p.85)

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

We have contacted you throughout this school year regarding the 2020–21 National Teacher and Principal Survey (NTPS) [SQ: School //PQ: Principal] Questionnaire. Time is running out to participate in this important survey and to let your voice be heard! With your help, we can continue to provide policymakers and researchers with the most comprehensive and reliable data available on our nation’s [SQ: schools //PQ: schools and principals].

According to our records, the [SQ: School //PQ: Principal] Questionnaire has not yet been completed. If you have recently completed this survey, thank you. If not, **please complete the enclosed paper questionnaire as soon as possible and return it to us in the postage-paid envelope. You may also complete the questionnaire online using the URL and User ID provided below.**

Respond now at [\[BLANK SPACE for URL\]](#)

Log in using this User ID: <USER ID>

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

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Commissioner  
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Dear School Head/Principal,

We have contacted you throughout this school year regarding the 2020–21 National Teacher and Principal Survey (NTPS). Time is running out to participate in this important survey and to let your voice be heard! With your help, we can continue to provide policymakers and researchers with reliable data on our nation’s schools and principals.

According to our records, one or more of your school's questionnaires have not yet been completed. If you have recently returned these questionnaire(s), thank you. If not, **please complete the enclosed paper questionnaire(s) as soon as possible and return them to us in the postage-paid envelope.**

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

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

Thank you for your support of this crucial survey.

Sincerely,

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

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Dear <Principal Name> or School Principal,

Over this past school year, we have asked you to report on the characteristics of your school and your experiences in the field of education by participating in the 2020–21 National Teacher and Principal Survey (NTPS). Your participation will help us continue to provide relevant and reliable data to Congress, the Department of Education, and state and local education agencies. Respond now and help us make this survey a success. Every school and student ultimately benefit when good data help legislators and administrators make good decisions.

According to our records, one or more of your school's questionnaires have not been completed. If these questionnaire(s) were recently completed, thank you. If not, **please complete the enclosed paper questionnaire(s) as soon as possible and return them to us in the postage-paid envelope. These questionnaire(s) may also be completed online using the URL and User ID provided on the cover page.**

Please be assured that both the U.S. Department of Education and the U.S. Census Bureau follow strict procedures to protect the privacy 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). If you have any questions about the survey, please contact the U.S. Census Bureau at 1-888-595-1338 or by e-mail at [ntps@census.gov](mailto:ntps@census.gov).

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

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

Over this past school year, we have asked you to report on [SQ: the characteristics of your school//PQ: your experiences in the field of education] by responding to the 2020–21 National Teacher and Principal Survey (NTPS) [SQ: School //PQ: Principal] Questionnaire. Your participation will help us continue to provide relevant and reliable data to Congress, the Department of Education, and state and local education agencies. Respond now and help us make this survey a success. Every school and student ultimately benefit when good data help legislators and administrators make good decisions.

According to our records, the [SQ: School //PQ: Principal] Questionnaire has not yet been completed. If this survey was recently completed, thank you. If not, **please complete the enclosed paper questionnaire as soon as possible and return it to us in the postage-paid envelope. You may also complete the questionnaire online using the URL and User ID provided below.**

Respond now at [\[BLANK SPACE for URL\]](#)

Log in using this User ID: <USER ID>

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Dear <Principal Name> or School Principal,

Over this past school year, we have asked you to report on the characteristics of your school and your experiences in the field of education by participating in the 2020–21 National Teacher and Principal Survey (NTPS). Your participation will help us continue to provide relevant and reliable data to Congress, the Department of Education, and state and local education agencies. Respond now and help us make this survey a success. Every school and student ultimately benefit when good data help legislators and administrators make good decisions.

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

Please be assured that both the U.S. Department of Education and the U.S. Census Bureau follow strict procedures to protect the privacy 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). If you have any questions about the survey, please contact the U.S. Census Bureau at 1-888-595-1338 or by e-mail at [ntps@census.gov](mailto:ntps@census.gov).

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Dear School Staff Member,

Over this past school year, we have asked you to report on the characteristics of your school by responding to the 2020–21 National Teacher and Principal Survey (NTPS) School Questionnaire. Your participation will help us continue to provide relevant and reliable data to Congress, the Department of Education, and state and local education agencies. Respond now and help us make this survey a success. Every school and student ultimately benefit when good data help legislators and administrators make good decisions.

According to our records, the School Questionnaire has not been completed. If this survey was recently completed, thank you. If not, **please complete the survey online using the login information provided below.**

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

Log in using this User ID: <USER ID>

Please be assured that both the U.S. Department of Education and the U.S. Census Bureau follow strict procedures to protect the privacy 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). If you have any questions about the survey, please contact the U.S. Census Bureau at 1-888-595-1338 or by e-mail at [ntpssq@census.gov](mailto:ntpssq@census.gov).

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Dear <Principal Name> or School Principal,

Over this past school year, we have asked you to report on your experiences in the field of education by responding to the 2020–21 National Teacher and Principal Survey (NTPS) Principal Questionnaire. Your participation will help us continue to provide relevant and reliable data to Congress, the Department of Education, and state and local education agencies. Respond now and help us make this survey a success. Every school and student ultimately benefit when good data help legislators and administrators make good decisions.

According to our records, the Principal Questionnaire has not been completed. If this survey was recently completed, thank you. If not, **please complete the survey online using the login information provided below.**

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

Log in using this User ID: <USER ID>

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

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Dear School Head/Principal,

Over this past school year, we have asked you to report on the characteristics of your school and your experiences in the field of education by participating in the 2020–21 National Teacher and Principal Survey (NTPS). Your participation will help us continue to provide relevant and reliable data to Congress, the Department of Education, and state and local education agencies. Respond now and help us make this survey a success. Every school and student ultimately benefit when good data help legislators and administrators make good decisions.

According to our records, one or more of your school's questionnaires have not been completed. If you have recently returned these questionnaire(s), thank you. If not, **please complete the enclosed paper questionnaire(s) as soon as possible and return them to us in the postage-paid envelope.**

Please be assured that both the U.S. Department of Education and the U.S. Census Bureau follow strict procedures to protect the privacy 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). If you have any questions about the survey, please contact the U.S. Census Bureau at 1-888-595-1338 between 8:00 a.m. and 8:00 p.m. (Eastern Time) Monday through Friday. You can also write to:

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

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

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U.S. Department of Education

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New Reminder E-mail to Principal/Coordinator (Send Date - 3/2)

(Appendix A, p.94)

Subject: Please participate in this important survey: Complete your [SQ: School Questionnaire//PQ: Principal Questionnaire] today

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

We have been contacting you throughout this school year to request your participation in the 2020–21 National Teacher and Principal Survey (NTPS). NTPS provides important data to help researchers and policymakers learn about our nation’s schools, principals, and teachers. You can find information from the 2017-18 NTPS, including state level statistics and interactive salary maps, at: <https://nces.ed.gov/surveys/ntps/ntpsdashboard/map/2>. Help us continue to provide relevant and reliable data by responding to the NTPS [SQ: School Questionnaire//PQ: Principal Questionnaire] today.

If you have recently completed the survey, thank you very much. If not, **please complete the [SQ: School Questionnaire online using the login information provided below or forward this e-mail to the appropriate person//PQ: Principal Questionnaire online using the login information provided below].**

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

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

Thank you in advance for responding to this important survey.

Sincerely,

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

New Reminder E-mail to Principal/Coordinator (Send Date - 3/22) (Appendix A, p.95)

Subject: [SQ: School//PQ: Principal] Survey Reminder: The U.S Department of Education wants to hear from you

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

We acknowledge that this year has been difficult. The pressures of the coronavirus pandemic have placed additional strain on schools, staff, and the education system in general. However, this makes your experience all the more important to share. **Respond to the 2020-21 National Teacher and Principal Survey (NTPS) [SQ: School Questionnaire//PQ: Principal Questionnaire] now to tell us about how your school has been impacted by the coronavirus pandemic.** Only a small percentage of [SQ: schools//PQ: principals] are selected to participate, so we want to hear from you. Your response is important for the overall success of this survey.

If you have recently completed the survey, thank you. If not, please complete the [SQ: School Questionnaire//PQ: Principal Questionnaire] online using the login information provided below.

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

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

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

Sincerely,

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

New Reminder E-mail to Principal (Send Date – 4/14) (Appendix A, p.96)

Subject: [SQ: The Census Bureau needs your school's information now//PQ: The Census Bureau needs your opinion now]

Dear <Principal Name>,

We are contacting you to remind you to complete the 2020–21 National Teacher and Principal Survey (NTPS) [SQ: School Questionnaire//PQ: Principal Questionnaire] as soon as possible. Time is running out to participate in this important survey and to let your voice be heard! The success of the NTPS depends on you. With your help, this survey can provide policymakers and researchers with reliable data on principals and schools from across the nation. Your participation in this effort is greatly appreciated.

If you have recently completed the survey, thank you very much. If not, **please complete the [SQ: School Questionnaire//PQ: Principal Questionnaire] online using the login information provided below.**

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

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

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

Sincerely,

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

New Final E-mail to Principal (Send Date - 5/6)

(Appendix A, p.97)

Subject: Please complete your U.S. Department of Education [SQ: school//PQ: principal] survey

Over this past school year, we have asked you to report on the characteristics of your school and your experiences in the field of education by completing the [SQ: School Questionnaire//PQ: Principal Questionnaire] for the 2020-21 National Teacher and Principal Survey (NTPS). This survey is your opportunity to tell policymakers about [SQ: your school./PQ: your school and your experiences as a principal.] Respond now and help us make this survey a success. Each response is vital to achieve reliable, nationally representative data, so your participation is important.

If you have recently completed the survey, thank you for participating. If not, **please complete the Principal Questionnaire online using the login information provided below.**

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

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

Thank you for your time and consideration.

Sincerely,

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

Dear <Teacher Name>,

We have contacted you throughout the school year regarding the 2020–21 National Teacher and Principal Survey (NTPS) Teacher Questionnaire. This survey gives **you** the chance to tell policymakers about your experiences in the teaching profession. We know that this year has been particularly difficult for school staff, teachers, and students, but this makes your experience all the more important to share. With your help, we can obtain an accurate view of teachers' professional backgrounds and working conditions across the U.S. Your participation in this effort is greatly appreciated.

If you have recently completed the questionnaire, we want to thank you. If you have not had time to respond yet, **please complete the enclosed questionnaire and return it to us in the postage-paid envelope as soon as possible.**

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

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

Thank you for your time and consideration.

Sincerely,

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Reminder Teacher Mailout E-mail (E-mail 13) (Appendix A, p.145)

Subject: Help make the NTPS a success: Complete your Teacher Questionnaire today

Dear <Teacher Name>,

We have been contacting you throughout this school year to request your participation in the 2020–21 National Teacher and Principal Survey (NTPS). The NTPS provides important data to help researchers and policymakers learn about our nation's schools, principals, and teachers. You can find information from the 2017-18 NTPS, including state level statistics and an interactive teacher salary map, at: <https://nces.ed.gov/surveys/ntps/ntpsdashboard/map/2>. Help us continue to provide relevant and reliable data by responding to the Teacher Questionnaire today.

If you have recently completed the survey, thank you very much. If not, **please complete the survey online using the login information provided below. [PI: As a reminder, we will mail you \$X later this school year to thank you for participating and completing the Teacher Questionnaire.]**

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

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

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

Thank you for your contribution to this important survey.

Sincerely,

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



Reminder Teacher E-mail with NEA Endorsement Reference for Public School Teachers (Appendix A, p.146)

Subject: The National Education Association Supports the NTPS - Respond Today

Dear <Teacher Name>,

The National Education Association (NEA) supports the 2020-21 National Teacher and Principal Survey (NTPS). **The NEA encourages you to share your perspective on the condition of education in your school community by completing the NTPS Teacher Questionnaire.** [1:The NEA's letter of support is attached.//2: The NEA's letter of support is available at <URL>./3: The NEA's letter of support will be mailed to you at your school address.]

If you have recently completed the survey, thank you very much. If not, **please complete the survey online using the login information provided below.** [PI: As a reminder, we will mail you \$X later this school year to thank you for participating and completing the Teacher Questionnaire.]

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

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

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

Thank you for your contribution to this important survey.

Sincerely,

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1201 16th St., N.W. | Washington, DC 20036 | Phone: (202) 833-4000

Rebecca S. Pringle  
*President*

Princess R. Moss  
*Vice President*

Noel Candelaria  
*Secretary-Treasurer*

Kim A. Anderson  
*Executive Director*

April 7, 2021

Dear Educator:

The National Education Association (NEA) is pleased to support the 2020-21 National Teacher and Principal Survey (NTPS), conducted by the Census Bureau on behalf of the U.S Department of Education. NEA would like to encourage you to share your perspective on the condition of education in your school community by completing the survey.

**The NTPS is the only Federal survey that provides national and state-by-state information** on the characteristics and experiences of public and private schools, teachers, and principals directly **from the perspective of the principals and teachers themselves**. The NTPS does not collect any data from students, and the questionnaires take only about 30 minutes to complete. Responses to the survey questions will not be shared with any school staff or administrators and remain strictly confidential.

This year, in addition to questions about the coronavirus pandemic, student debt, and teacher health and well-being, NCES is continuing to ask questions about teachers' salaries, second jobs, out-of-pocket spending on classroom supplies, contract hours and total hours worked, and job satisfaction, all of which can help policymakers, researchers, and the general public understand more routine challenges teachers are facing. Thank you for your participation in this important survey!

**If you have any questions about the 2020-21 NTPS, please contact [ntps@census.gov](mailto:ntps@census.gov) or 1-888-595-1338 for more information.**

Sincerely,

Stacey Pelika, Ph.D.  
Director of Research  
National Education Association