

# **Teacher Follow-up Survey (TFS) and Principal Follow-up Survey (PFS) of 2021–2022**

**OMB# 1850-0617 v.5**

## **Appendix A Contact Materials**

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

**March 2021  
revised June 2021  
revised August 2021**

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## Text Messaging Content

Teacher:

Teacher Treatments	Early Link Group	Late Link Group	2 way SMS Questions
Welcome Text (All the same)	<i>Hello, you are receiving this message since you completed the National Teacher and Principal Survey last school year for the U.S. Department of Education and the Census Bureau. We need your help. You may receive up to 3 contacts via text in the next 2 months. Visit <a href="https://go.usa.gov/x7QBB">https://go.usa.gov/x7QBB</a> for more information. Reply STOP to cancel. Message rates may apply.</i>	<i>Hello, you are receiving this message since you completed the National Teacher and Principal Survey last school year for the U.S. Department of Education and the Census Bureau. We need your help. You may receive up to 2 contacts via text in the next 2 months. Visit <a href="https://go.usa.gov/x7QBB">https://go.usa.gov/x7QBB</a> for more information. Reply STOP to cancel. Message rates may apply.</i>	<i>Hello, you are receiving this message since you completed the National Teacher and Principal Survey last school year for the U.S. Department of Education and the Census Bureau. We need your help. You may receive up to 2 contacts via text in the next 2 months. Visit <a href="https://go.usa.gov/x7QBB">https://go.usa.gov/x7QBB</a> for more information. Reply STOP to cancel. Message rates may apply.</i>
Text 1	<i>Please answer questions on your status as a teacher at <a href="https://go.usa.gov/x7HuF">https://go.usa.gov/x7HuF</a>. Your User ID to complete the survey is xxxx-xxxx. Call 1-888-595-1338 for help.</i>	<i>Please answer questions on your status as a teacher at <a href="https://go.usa.gov/x7HuF">https://go.usa.gov/x7HuF</a>. Your User ID to complete the survey is xxxx-xxxx. Call 1-888-595-1338 for help.</i>	<i>Do you still teach any regularly scheduled classes in any of grades pre-K-12? Reply “1” for YES or “2” for NO. Call 1-888-595-1338 for help or learn more about this survey at <a href="https://go.usa.gov/x7QBB">https://go.usa.gov/x7QBB</a>.</i>
Text 2	<i>The U.S. Department of Education and the Census Bureau need your help to understand your teaching experiences. Complete the survey at <a href="https://go.usa.gov/x7HuF">https://go.usa.gov/x7HuF</a>. Your User ID to complete the survey is xxxx-xxxx.</i>	<i>The U.S. Department of Education and the Census Bureau need your help to understand your teaching experiences. Complete the survey at <a href="https://go.usa.gov/x7HuF">https://go.usa.gov/x7HuF</a>. Your User ID to complete the survey is xxxx-xxxx.</i>	<b>IF YES TO TEXT 1</b> 2. [If YES to Q1] Are you still teaching at the same school as the 2020-21 school year? Reply “1” for YES or “2” for NO. i. [If YES or NO to Q2] Thank you so much for your time and participation! <b>IF NO TO TEXT 1</b> 2. [If NO to Q1] Are you still working in pre-K-12 education, but not currently teaching any classes? Reply “1” for YES or “2” for NO. i. [If YES to Q2] Thank you so much for your time and participation!

Teacher Treatments	Early Link Group	Late Link Group	2 way SMS Questions
	<p><i>Call 1-888-595-1338 for help.</i></p>	<p><i>Call 1-888-595-1338 for help.</i></p>	<p>3. <i>[If NO to Q2] Are you retired? Reply “1” for YES or “2” for NO.</i>  <i>i. [If YES to Q3] Thank you so much for your time and participation!</i></p> <p>4. <i>[If NO to Q3] Are you still teaching but currently on leave? Reply “1” for YES or “2” for NO.</i>  <i>i. [If NO to Q4] Thank you so much for your time and participation!</i></p> <p>5. <i>[If YES to Q4] Do you plan to return to teaching this school year? Reply “1” for YES or “2” for NO.</i>  <i>i. [If NO to Q5] Are you planning to return to teaching next school year? Reply “1” for YES or “2” for NO.</i>  <i>a. [If NO] Thank you so much for your time and participation!</i>  <i>b. [If YES] Will you still be teaching at the same school as you were in the 2020-21 school year? Reply “1” for YES or “2” for NO.</i>  <i>i. [If YES or NO] Thank you so much for your time and participation!</i></p> <p>6. <i>[If YES to Q5] Are you still teaching at the same school as the 2020-21 school year? Reply “1” for YES or “2” for NO.</i>  <i>i. [If YES OR NO to Q6] Thank you so much for your time and participation!</i></p>
<p>Text 3</p>	<p><i>The U.S. Department of Education and the Census Bureau still want your opinions about teaching. Please complete a short survey at <a href="https://go.usa.gov/x7HuF">https://go.usa.gov/x7HuF</a>. Your User ID to complete the survey is xxxx-xxxx. Call 1-888-595-1338 for help.</i></p>	<p>N/A</p>	<p><i>The U.S. Department of Education and the Census Bureau need your help. Do you still teach any regularly scheduled classes in any of grades pre-K-12? Reply “1” for YES or “2” for NO. Call 1-888-595-1338 for help or learn more about this survey at <a href="https://go.usa.gov/x7QBB">https://go.usa.gov/x7QBB</a>.</i></p>

Principal:

Principal Text	2 Way SMS Questions
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Treatments	
Welcome Text	<i>Hello, you are receiving this message since you completed the National Teacher and Principal Survey last school year for the U.S. Department of Education and the Census Bureau. We need your help. You may receive up to 2 contacts via text in the next 2 months. Visit <a href="https://go.usa.gov/x7QBB">https://go.usa.gov/x7QBB</a> for more information. Reply STOP to cancel. Message rates may apply.</i>
Text 1	<i>Are you still working as a principal? Reply “1” for YES or “2” for NO. Call 1-866-325-4957 for help or learn more about this survey at <a href="https://go.usa.gov/x7QBB">https://go.usa.gov/x7QBB</a>. [If YES] Thank you so much for your time and participation!</i>
Text 2	<b><i>IF YES TO TEXT 1</i></b> 2. <i>[If YES to Q1] Are you still a principal at the same school as the 2020-21 school year? Reply “1” for YES or “2” for NO. i. [If YES or NO to Q2] Thank you so much for your time and participation!</i> <b><i>IF NO TO TEXT 1</i></b> 2. <i>[If NO to Q1] Are you working in a school with any of grades K-12, but not as a principal? Reply “1” for YES or “2” for NO. i. [If YES] Thank you so much for your time and participation!</i> 3. <i>[If NO to Q2] Are you still working in K-12 education, but NOT in a K-12 school? Reply “1” for YES or “2” for NO. i. [If YES] Thank you so much for your time and participation!</i> 4. <i>[If NO to Q3] Are you working outside of K-12 education? Reply “1” for YES or “2” for NO. i. [If YES OR NO] Thank you so much for your time and participation!</i>
Text 3	<i>The U.S. Department of Education and the Census Bureau need your help. Are you still working as a principal? Reply “1” for YES or “2” for NO. Call 1-866-325-4957 for help or learn more about this survey at <a href="https://go.usa.gov/x7QBB">https://go.usa.gov/x7QBB</a>.</i>

# Infographic (General, Condition 1 for All Public School Teachers)



United States  
Department of Education

## Your Experience Matters: Add Your Voice to the TFS

*National Teacher and Principal Survey (NTPS): Teacher Follow-up Survey (TFS)*

Thank you for representing teachers in your state and across the country by participating in the NTPS last year!

Help the U.S. Department of Education better understand the experiences of teachers like you one year later by answering the short Teacher Follow-up Survey (TFS).



*Here are some examples of what we learned from teachers like you in a previous NTPS.*



Full-time public school teachers earn, on average, a **base salary of \$57,900**

During the school year, **18%** of public school teachers work a second job **outside** of their school system.

**43%** of public school teachers work a second job **inside** their school system during the school year.

During the **summer**, **XX%** of public school teachers work a second job.

*Make your voice heard! **How much about teachers' experiences do you think decision makers really know?** Your TFS responses will represent many teachers and help policymakers both make decisions and understand people like you.*

**THANK YOU!**

This survey is administered by the Census Bureau on behalf of the U.S. Department of Education. To learn more about the NTPS and TFS, please visit <https://nces.ed.gov/surveys/ntps/>

If you have questions, please contact [ntps@census.gov](mailto:ntps@census.gov) or 1-888-595-1338 for more information.

SOURCE: U.S. Department of Education, Institute of Education Sciences, National Center for Education Statistics. 2017-18 National Teacher and Principal Survey

# Infographic (Personalized, Condition 2 for Public School Stayers/Movers - Mathematics)



United States  
Department of Education

## Your Experience Matters: Add Your Voice to the TFS

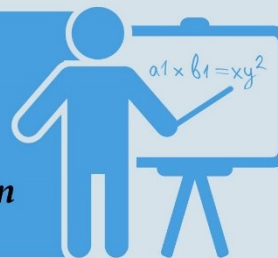
*National Teacher and Principal Survey (NTPS): Teacher Follow-up Survey (TFS)*

Thank you for representing teachers in your state and across the country by participating in the NTPS last year!

Help the U.S. Department of Education better understand the experiences of teachers like you one year later by answering the short Teacher Follow-up Survey (TFS).



*Here are some examples of what we learned from mathematics teachers like you in a previous NTPS.*



Full-time public school mathematics teachers earn, on average, a **base salary of \$XX,XXX**

During the school year, **XX%** of public school mathematics teachers work a second job **outside** of their school system.

**XX%** of public school mathematics teachers work a second job **inside** their school system during the school year.

During the **summer**, **XX%** of public school mathematics teachers work a second job.

*How much about teachers' experiences do you think decision makers really understand? Your TFS responses will represent many teachers and help policymakers make better decisions for people like you. Make your voice heard!*

**THANK YOU!**

This survey is administered by the Census Bureau on behalf of the U.S. Department of Education. To learn more about the NTPS and TFS, please visit <https://nces.ed.gov/surveys/ntps/>

If you have questions, please contact [ntps@census.gov](mailto:ntps@census.gov) or 1-888-595-1338 for more information.

SOURCE: U.S. Department of Education, Institute of Education Sciences, National Center for Education Statistics. 2017-18 National Teacher and Principal Survey



# Infographic (Personalized, Condition 2 for Public School Leavers)



United States  
Department of Education

## Your Experience Matters: Add Your Voice to the TFS

*National Teacher and Principal Survey (NTPS): Teacher Follow-up Survey (TFS)*

Thank you for representing teachers in your state and across the country by participating in the NTPS last year!

Help the U.S. Department of Education better understand why people like you left teaching last year by answering the short Teacher Follow-up Survey (TFS).



*Here are some examples of what we learned from teachers in a previous NTPS.*



Full-time public school teachers earn on average, a **base salary of \$XX,XXX**

During the school year, **XX%** of public school teachers work a second job **outside** of their school system.

**XX%** of public school teachers would leave teaching as soon as possible if they could get a **higher paying** job.

*How much about teachers' experiences do you think decision makers really understand? Even if you're not a teacher anymore, your TFS responses will represent many teachers and help policymakers make decisions and better understand why people like you left the profession. Make your voice heard!*

**THANK  
YOU!**

This survey is administered by the Census Bureau on behalf of the U.S. Department of Education. To learn more about the NTPS and TFS, please visit <https://nces.ed.gov/surveys/ntps/>

If you have questions, please contact [ntps@census.gov](mailto:ntps@census.gov) or 1-888-595-1338 for more information.

SOURCE: U.S. Department of Education, Institute of Education Sciences, National Center for Education Statistics. 2017-18 National Teacher and Principal Survey



## Infographic Fill Table

The infographics above will vary as part of the Infographic Experiment as described in Part B (pp. 15-19). *Note that the placeholder text (“XX”) on all infographics will be replaced by the appropriate findings from the 2017-18 NTPS upon completion of the data analysis.*

The “General, Condition 1” infographic on p. 7 will have two versions. The draft on p. 7 is the infographic that public school teachers in Condition 1 will receive. The private school teacher version will be identical except for two changes: (1) the word “public” will be replaced by the word “private”; and (2) the NTPS findings that will be inserted will be descriptive of private school teacher salaries and secondary employment.

The “Personalized, Condition 2” infographics on pp. 8-9 are two of 24 slightly modified versions for Condition 2. Teacher respondents in Condition 2 will receive the infographic that matches their main teaching assignment category, as informed by the TFS-1 and their responses to the 2020-21 NTPS the previous year. The table below lists the different options that will be presented to respondents. Recall that “Stayers” are teachers or principals who remain in the same school between the NTPS year of data collection and the follow-up year. “Movers” are teachers or principals who stay in the profession but change schools between the NTPS year and the follow-up year. “Leavers” are NTPS respondents who leave the teaching or principal profession between the NTPS year and the follow-up year.

		Public School	Private School
Stayer/Mover			
	Early childhood	“public school early childhood teacher”	“private school early childhood teacher”
	Special education	“public school special education teacher”	“private school special education teacher”
	Arts or Music	“public school Arts or Music teacher”	“private school Arts or Music teacher”
	English and language arts	“public school English and language arts teacher”	“private school English and language arts teacher”
	ESL or bilingual education	“public school ESL or bilingual education teacher”	“private school ESL or bilingual education teacher”
	Foreign languages	“public school foreign languages teacher”	“private school foreign languages teacher”
	Health education	“public school health education teacher”	“private school health education teacher”
	Mathematics	“public school mathematics teacher”	“private school mathematics teacher”
	Natural sciences	“public school natural sciences teacher”	“private school natural sciences teacher”
	Social sciences	“public school social sciences teacher”	“private school social sciences teacher”
	Career or technical education	“public school career or technical education teacher”	“private school career or technical education teacher”
Leaver		“former public school teacher”	“former private school teacher”

## Contact Materials for TFS and PFS 2021-22 Teacher and Principal Letters and E-mails Summary Table

Data Collection Activity/Operation	Correspondence Identifier(s)	Description
<b>TFS Teacher Status Form</b>		
Initial School Letter	TFS-11L	This letter introduces the Teacher Status Form (TFS-1) and asks schools to provide the current occupational status of teachers who were selected for the last NTPS.
School Reminder Letter	TFS-12L	This letter reminds schools to complete the Teacher Status Form (TFS-1).
<b>TFS First Teacher Mailout/Initial E-mail</b>		
Initial Teacher Letter	TFS-15L	This letter introduces the TFS-2/TFS-3 survey and provides instructions for login.
Initial Teacher Letter	TFS-15L(E)	This letter introduces the TFS-2/TFS-3 survey and provides instructions for login. Includes email address.
Initial Teacher Letter for Amish and Mennonite Teachers	TFS-15L(A)	This letter introduces the TFS and includes paper questionnaires and return envelopes.
Initial Teacher Invitation E-mail	TFS-15E	This e-mail introduces the TFS-2/TFS-3 survey and provides login information for the TFS instrument.
<b>TFS Second Teacher Mailout/First Reminder E-mail</b>		
Second Teacher Mailout Letter	TFS-16L	This letter reminds teachers to complete the TFS and provides login information.
Second Teacher Mailout Letter	TFS-16L(E)	This letter reminds teachers to complete the TFS and provides login information. Includes email address.
Second Teacher Letter for Amish and Mennonite Teachers	TFS-16L(A)	This letter reminds teachers to complete the TFS and includes paper questionnaires and return envelopes.
Second Teacher E-mail (1st Reminder E-mail)	TFS-16E	This e-mail reminds teachers to complete the TFS and provides login information.
<b>TFS Second Reminder E-mail</b>		
Third Teacher E-mail (2nd Reminder E-mail)	TFS-17E	This e-mail reminds teachers to complete the TFS and provides login information.
<b>TFS Third Teacher Mailout/Third Reminder E-mail</b>		
Third Teacher Mailout Letter	TFS-18L	This letter reminds teachers to complete the TFS and provides login information.
Third Teacher Letter for Amish and Mennonite Teachers	TFS-18L(A)	This letter reminds teachers to complete the TFS and includes paper questionnaires and return envelopes.
Fourth Teacher E-mail (3rd Reminder E-mail)	TFS-18E	This e-mail reminds teachers to complete the TFS and provides login information.
<b>TFS Fourth Reminder E-mail</b>		
Fifth Teacher E-mail (4th Reminder E-mail)	TFS-19E	This e-mail reminds teachers to complete the TFS and provides login information.
<b>TFS Fourth Teacher Mailout/Fifth Reminder E-mail</b>		
Fourth Teacher Mailout Letter	TFS-20L	This letter reminds teachers to complete the TFS and provides login information. It is sent with a paper questionnaire and return envelope.
Fourth Teacher Letter for Amish and Mennonite Teachers	TFS-20L(A)	This letter reminds teachers to complete the TFS and includes paper questionnaires and return envelopes.
Sixth Teacher E-mail (5th Reminder E-mail)	TFS-20E	This e-mail reminds teachers to complete the TFS and provides login information.
<b>TFS Fifth Teacher Mailout/Sixth Reminder E-mail</b>		
Fifth Teacher Mailout Letter	TFS-21L	This letter reminds teachers to complete the TFS and provides login information. It is sent with a paper

		questionnaire and return envelope.
Fifth Teacher Letter for Amish and Mennonite Teachers	TFS-21L(A)	This letter reminds teachers to complete the TFS and includes paper questionnaires and return envelopes.
Seventh Teacher E-mail, Current Teachers (6th Reminder E-mail)	TFS-21E(1)	This e-mail is sent to current teachers and reminds them to complete the TFS.
Seventh Teacher E-mail, Former Teachers (6th Reminder E-mail)	TFS-21E(2)	This e-mail is sent to former teachers and reminds them to complete the TFS.
<b>TFS Reminder E-mails</b>		
Eighth Teacher E-mail	TFS-22E	This e-mail reminds teachers to complete the TFS and provides login information.
Ninth Teacher E-mail	TFS-23E	This e-mail reminds teachers to complete the TFS and provides login information.
Tenth Teacher E-mail	TFS-24E	This e-mail reminds teachers to complete the TFS and provides login information.
<b>TFS Switcher Letter</b>		
Switcher Letter	TFS-27L	This letter is sent to teachers who indicated that a different questionnaire would better reflect their current teaching status.
<b>TFS Partial Complete Letter</b>		
Partial Complete Letter	TFS-28L	This letter is sent to teachers who have started but not fully completed the online questionnaire.
<b>TFS Paper Questionnaire Request Letter</b>		
Paper Questionnaire Request Letter	TFS-29L	This letter is sent to teachers who requested a paper questionnaire.
<b>TFS Contingency/Promised Incentive Letter</b>		
Promised Incentive Letter	TFS-30L	This letter is sent to teachers and includes information about receiving a promised incentive.
Teacher Thank You Letter with Promised Incentive	TFS-31L	This letter is sent to teachers and includes the promised incentive.
<b>PFS First School Mailout</b>		
Initial School Letter	PFS-31L	This letter asks principals to complete the two-question Principal Status Form.
<b>PFS Reminder School Mailout</b>		
Reminder School Letter	PFS-32L	This letter reminds principals to complete the two-question Principal Status Form.
<b>PFS First Principal Mailout/Initial E-mail</b>		
Initial Principal Letter	PFS-33L	This letter asks principals to complete the one-question Principal Status Form.
First Principal E-mail (Without Home Address)	PFS-33E(1)	This e-mail asks principals to provide their current occupational status by completing the one-question Principal Status Form.
First Principal E-mail (With Home Address)	PFS-33E(2)	This e-mail asks principals to provide their current occupational status by completing the one-question Principal Status Form.
<b>PFS Reminder Principal E-mail</b>		
Reminder Principal E-mail	PFS-34E	This e-mail reminds principals to complete the one-question Principal Status Form.
<b>PFS Reminder Principal Letter</b>		
Principal Reminder Letter	PFS-35L	This letter reminds principals to complete the one-question Principal Status Form.

## Notes:

Yellow highlighting indicates letter and e-mail text that will be customized using information on the input file. In the FAQs, yellow highlighting indicates information that needs to be updated

pending OMB clearance.

## Initial School Letter (TFS-1)

TFS-11L

<Date>

<School Name>

<Mailing Address>

<City, State, ZIP Code>

Dear <Principal Name>,

Last year, teacher(s) from your school participated in the National Teacher and Principal Survey (NTPS), administered by the U.S. Census Bureau on behalf of the National Center for Education Statistics, the statistical agency of the U.S. Department of Education. I would like to thank you and your staff for your cooperation.

This year, we are conducting the Teacher Follow-up Survey (TFS), a much shorter survey, with a sample of teachers who participated in the NTPS. **The TFS is designed to obtain measures of teacher attrition and retention.**

We are asking your school to provide the current occupational status of each teacher who was selected for last year's NTPS. This will help us analyze changes in the teacher labor force over time and can help increase understanding of the effects of school policies and practices on teachers' decisions to remain in or leave the profession. **Please complete the enclosed Teacher Status Form and mail it back using the return envelope within one week of receiving this letter.**

If you have questions, need assistance, or would like to complete the survey with a representative, please contact the U.S. Census Bureau at 1-888-595-1338 between 8:00 a.m. and 5:00 p.m. (Eastern Time) Monday through Friday. You can also contact the U.S. Census Bureau via e-mail at: [ntps@census.gov](mailto:ntps@census.gov). You can find more information about the TFS at: <http://nces.ed.gov/surveys/ntps>.

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

Sincerely,

Chris Chapman  
Associate Commissioner  
National Center for Education Statistics  
PCP, 550 12th St. SW, 4th floor, Room 4054  
Washington, DC 20202

*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.*

## School Reminder Letter (TFS-1)

TFS-12L

<Date>

<School Name>

<Mailing Address>

<City, State, ZIP Code>

Dear <Principal Name>,

About two weeks ago, the U.S. Census Bureau sent you the Teacher Status Form, a component of the Teacher Follow-Up Survey (TFS). Your school is included in the TFS because teacher(s) from your school participated in the National Teacher and Principal Survey (NTPS) last school year. The TFS addresses important questions that the NTPS cannot answer, such as what proportion of elementary or secondary school teachers leave classroom teaching. These data regarding teacher attrition and retention are highly valuable to schools, districts, and policymakers.

We have not yet received your Teacher Status Form. **If you recently returned it, thank you!** If you have not yet completed your Teacher Status Form, please complete the enclosed form **within one week**. The completed form should be mailed using the enclosed return envelope.

If you have questions, need assistance, or would like to complete the survey with a representative, please contact the U.S. Census Bureau at 1-888-595-1338 between 8:00 a.m. and 5:00 p.m. (Eastern Time) Monday through Friday. You can also contact the U.S. Census Bureau via e-mail at: [ntps@census.gov](mailto:ntps@census.gov). You can find more information about the TFS at: <http://nces.ed.gov/surveys/ntps>.

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

Sincerely,

Chris Chapman  
Associate Commissioner  
National Center for Education Statistics  
PCP, 550 12th St. SW, 4th floor, Room 4054  
Washington, DC 20202

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



# Initial Teacher Letter (without Email Address)

TFS-15L (Includes Teacher Letter FAQs)

<Date>

Dear <Teacher Name>,

The National Center for Education Statistics of the U.S. Department of Education and the U.S. Census Bureau would like to thank you for participating in the 2020–21 National Teacher and Principal Survey (NTPS)! We are following up with some additional questions to learn about any changes in your career since last year.

The Teacher Follow-up Survey (TFS) is a short survey focusing on how changes in your career and life may affect your work. Your responses will help to:

- Measure teacher retention and attrition; and
- Understand the effects of school policies and practices on teachers' decisions to remain in or leave the profession.

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

Log in using this user ID:

Please participate in this important survey! Your responses will be collected on a secure website. The survey will take approximately 22 minutes to complete. **Please complete the survey within one week of receiving this letter.**

We have enclosed \$X as a token of our appreciation for your participation in the TFS.

If you have questions, need assistance, or would like to complete the survey with a representative, please contact the U.S. Census Bureau at 1–888–595–1338 between 9:00 a.m. and 9:00 p.m. (Eastern Time) Monday through Saturday, or 11:00 a.m. and 9:00 p.m. (Eastern Time) Sunday. You can also contact the U.S. Census Bureau via e-mail at: [ntps@census.gov](mailto:ntps@census.gov). You can find more information about the TFS on the back of this letter or at: <http://nces.ed.gov/surveys/ntps>.

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

Sincerely,

Chris Chapman  
Associate Commissioner  
National Center for Education Statistics  
PCP, 550 12th St. SW, 4th floor, Room 4054  
Washington, DC 20202

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

# Initial Teacher Letter (with Email Address)

TFS-15L(E) (Includes Teacher Letter FAQs)

<Date>

Dear <Teacher Name>,

The National Center for Education Statistics of the U.S. Department of Education and the U.S. Census Bureau would like to thank you for participating in the 2020–21 National Teacher and Principal Survey (NTPS)! We are following up with some additional questions to learn about any changes in your career since last year.

The Teacher Follow-up Survey (TFS) is a short survey focusing on how changes in your career and life may affect your work. Your responses will help to:

- Measure teacher retention and attrition; and
- Understand the effects of school policies and practices on teachers' decisions to remain in or leave the profession.

For your convenience, we have sent you the survey link and your login information via e-mail at the following address: <email address>.

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

Log in using this user ID:

Please participate in this important survey! Your responses will be collected on a secure website. The survey will take approximately 22 minutes to complete. **Please complete the survey within one week of receiving this letter.**

We have enclosed \$X as a token of our appreciation for your participation in the TFS.

If you have questions, need assistance, or would like to complete the survey with a representative, please contact the U.S. Census Bureau at 1-888-595-1338 between 9:00 a.m. and 9:00 p.m. (Eastern Time) Monday through Saturday, or 11:00 a.m. and 9:00 p.m. (Eastern Time) Sunday. You can also contact the U.S. Census Bureau via e-mail at: [ntps@census.gov](mailto:ntps@census.gov). You can find more information about the TFS on the back of this letter or at: <http://nces.ed.gov/surveys/ntps>.

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

Sincerely,

Chris Chapman  
Associate Commissioner  
National Center for Education Statistics  
PCP, 550 12th St. SW, 4th floor, Room 4054  
Washington, DC 20202

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**What is the purpose of this survey?**

The purpose of this survey is to obtain information about the career paths of teachers, including current teachers' experiences and satisfaction, and former teachers' current employment and reasons for leaving the teaching profession.

**Who authorizes this survey?**

The National Center for Education Statistics (NCES), part of 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., § 9541(b) and § 9543). Data collection for this survey is being carried out by the U.S. Census Bureau on behalf of NCES. The Office of Management and Budget (OMB) approved this survey. The OMB control number is 1850-0617 and the approval expiration date is xx/xx/20xx.

**Why should you participate in this survey?**

This is a chance for your voice to be heard by education leaders! Policymakers and educational leaders rely on data from this survey to inform their decisions concerning K-12 schools. Updating your responses since last year's National Teacher and Principal Survey (NTPS) provides us with vital information about teacher retention and attrition. This survey provides important insight into the career paths of teachers, and your participation will contribute to the success of this survey. You were specifically chosen as part of this scientific study among teachers who participated in the NTPS last year, and we cannot replace you with anyone else. Your answers will ensure that teachers like yourself, whether you're still teaching or have left the teaching profession, are counted.

**Will your responses be kept confidential?**

Your responses are protected by federal statute (20 USC §9573). Your answers 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.

**How will your information be reported?**

The information you provide will be combined with the information provided by others in statistical reports. No individually-identifiable data will be included in the statistical reports.

## Initial Amish and Mennonite Teacher Letter

TFS-15L(A) (Includes Teacher Letter FAQs; this will now be sent with the Fourth Teacher Mailout Letter)

<Date>

Dear <Teacher Name>,

The National Center for Education Statistics of the U.S. Department of Education and the U.S. Census Bureau would like to thank you for participating in the 2020–21 National Teacher and Principal Survey (NTPS)! We are following up with some additional questions to learn about any changes in your career since last year.

The Teacher Follow-up Survey (TFS) is a short survey focusing on how changes in your career and life may affect your work. Your responses will help to:

- Measure teacher retention and attrition; and
- Understand the effects of school policies and practices on teachers' decisions to remain in or leave the profession.

**Please complete the enclosed questionnaire within one week of receiving this letter and return it to the U.S. Census Bureau using the postage-paid envelope.** The survey will take approximately 22 minutes to complete.

If you have any questions about the survey, please contact the U.S. Census Bureau at 1–888–595–1338 between 9:00 a.m. and 9:00 p.m. (Eastern Time) Monday through Saturday, or 11:00 a.m. and 9:00 p.m. (Eastern Time) Sunday. Alternatively, you can write to:

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

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

Sincerely,

Chris Chapman  
Associate Commissioner  
National Center for Education Statistics  
PCP, 550 12th St. SW, 4th floor, Room 4054  
Washington, DC 20202

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**What is the purpose of this survey?**

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**Will your responses be kept confidential?**

Your responses are protected by federal statute (20 USC §9573). Your answers 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.

**How will your information be reported?**

The information you provide will be combined with the information provided by others in statistical reports. No individually-identifiable data will be included in the statistical reports.

## Initial Teacher Invitation E-mail

TFS-15E

Subject: Teacher Survey from the U.S Department of Education and U.S. Census Bureau

Body:

Dear <Teacher Name>,

Thank you for participating in the 2020–21 National Teacher and Principal Survey (NTPS) last school year and making it a success!

We are following up to learn about any changes in your career since last school year. A few days ago, we mailed you a letter inviting your participation in the Teacher Follow-up Survey (TFS) along with \$X as a token of our appreciation. In comparison to NTPS, the Teacher Follow-up Survey (TFS) will take **less time to complete**. It will also focus on understanding how personal life and work experiences impact career-related decisions.

We encourage you to complete this survey online.

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

Log in using this user ID:

Your responses will be collected on a secure website, and we estimate that this survey will take about 22 minutes to complete. Your response is vital to ensure that we have an inclusive picture of today's teachers.

For more information about NTPS, and to read reports from previous surveys, please visit our website at: <http://nces.ed.gov/surveys/ntps>.

If you have any questions about the survey, please contact the U.S. Census Bureau at 1-888-595-1338 between 9:00 a.m. and 9:00 p.m. (Eastern Time) Monday through Saturday, or 11:00 a.m. and 9:00 p.m. (Eastern Time) Sunday. You can also contact the U.S. Census Bureau via e-mail at: [ntps@census.gov](mailto:ntps@census.gov).

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

Sincerely,

Teacher Follow-up 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>

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## Second Teacher Mailout Letter (without Email Address)

TFS-16L

<Date>

Dear <Teacher Name>,

Recently, we invited you to share your insight into the teaching profession by completing the Teacher Follow-up Survey (TFS) online. We also sent you \$X as a token of our appreciation for completing this important survey.

If you have already completed the survey, thank you for your assistance and please disregard this letter. If you have not had the opportunity to participate yet, we encourage you to complete the survey **as soon as possible**.

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

Log in using this user ID:

We rely on professionals like you to help us understand the effects of school policies and practices on teachers' decisions to remain in or leave the teaching profession. Responses you provide on teacher working conditions, job satisfaction, and perceptions and attitudes are combined with those of other teachers from all over the country to provide an overall picture of today's teachers.

If you have questions, need assistance, or would like to complete the survey with an interviewer, please contact the U.S. Census Bureau at 1-888-595-1338 between 9:00 a.m. and 9:00 p.m. (Eastern Time) Monday through Saturday, or 11:00 a.m. and 9:00 p.m. (Eastern Time) Sunday. You can also contact the U.S. Census Bureau via e-mail at: [ntps@census.gov](mailto:ntps@census.gov). You can find more information about the TFS at: <http://nces.ed.gov/surveys/ntps>.

I appreciate your participation in this important survey.

Sincerely,

Chris Chapman  
Associate Commissioner  
National Center for Education Statistics  
PCP, 550 12th St. SW, 4th floor, Room 4054  
Washington, DC 20202

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

## Second Teacher Mailout Letter (with Email Address)

TFS-16L(E)

<Date>

Dear <Teacher Name>,

Recently, we invited you to share your insight into the teaching profession by completing the Teacher Follow-up Survey (TFS) online. We also sent you \$X as a token of our appreciation for completing this important survey.

If you have already completed the survey, thank you for your assistance and please disregard this letter. If you have not had the opportunity to participate yet, we encourage you to complete the survey **as soon as possible**.

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

Log in using this user ID:

For your convenience, the Internet link to the survey and your login information have been sent to you via e-mail at the following address: <email address>.

We rely on professionals like you to help us understand the effects of school policies and practices on teachers' decisions to remain in or leave the teaching profession. Responses you provide on teacher working conditions, job satisfaction, and perceptions and attitudes are combined with those of other teachers from all over the country to provide an overall picture of today's teachers.

If you have questions, need assistance, or would like to complete the survey with an interviewer, please contact the U.S. Census Bureau at 1-888-595-1338 between 9:00 a.m. and 9:00 p.m. (Eastern Time) Monday through Saturday, or 11:00 a.m. and 9:00 p.m. (Eastern Time) Sunday. You can also contact the U.S. Census Bureau via e-mail at: [ntps@census.gov](mailto:ntps@census.gov). You can find more information about the TFS at: <http://nces.ed.gov/surveys/ntps>.

I appreciate your participation in this important survey.

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## Second Amish and Mennonite Teacher Letter

TFS-16L(A) (This will now be sent with the Fifth Teacher Mailout Letter)

<Date>

Dear <Teacher Name>,

Recently, we invited you to share your insight into the teaching profession by completing the Teacher Follow-up Survey (TFS).

If you have recently responded, thank you and please disregard this letter. If you have not had the opportunity to participate yet, please complete the enclosed questionnaire **as soon as possible** and return it to the U.S. Census Bureau using the postage-paid envelope.

We rely on professionals like you to help us understand the effects of school policies and practices on teachers' decisions to remain in or leave the teaching profession. Responses you provide on teacher working conditions, job satisfaction, and perceptions and attitudes are combined with those of other teachers from all over the country to provide an overall picture of today's teachers.

If you have any questions about the survey or need assistance, please contact the U.S. Census Bureau at 1-888-595-1338 between 9:00 a.m. and 9:00 p.m. (Eastern Time) Monday through Saturday, or 11:00 a.m. and 9:00 p.m. (Eastern Time) Sunday. 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

I appreciate your participation in this important survey.

Sincerely,

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Associate Commissioner  
National Center for Education Statistics  
PCP, 550 12th St. SW, 4th floor, Room 4054  
Washington, DC 20202

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## Second Teacher E-mail

TFS-16E

Subject: REMINDER: Teacher Survey from the U.S Department of Education and U.S. Census Bureau

Body:

Dear <Teacher Name>,

About two weeks ago, we sent you a letter and an email inviting you to share your insight into the teaching profession by completing the Teacher Follow-up Survey (TFS). We rely on professionals like you to tell us the effects of school policies and practices on teachers' decisions to remain in or leave the teaching profession.

If you have already completed the survey, thank you for your assistance and please disregard this e-mail. If you have not had the opportunity to participate yet, **we encourage you to complete the survey!**

To complete the survey, please go to: <https://respond.census.gov/tfs>

Log in using this user ID:

For more information about NTPS, and to read reports from previous surveys, please visit our website at: <http://nces.ed.gov/surveys/ntps>.

If you have any questions about the survey, please contact the U.S. Census Bureau at 1-888-595-1338 between 9:00 a.m. and 9:00 p.m. (Eastern Time) Monday through Saturday, or 11:00 a.m. and 9:00 p.m. (Eastern Time) Sunday. You can also contact the U.S. Census Bureau via e-mail at: [ntps@census.gov](mailto:ntps@census.gov).

Thanks in advance for your participation.

Sincerely,

Teacher Follow-up 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>

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## Third Teacher E-mail

TFS-17E

Subject: The U.S Department of Education needs your opinion!

Body:

Dear <Teacher Name>,

We recently sent you an invitation to complete the Teacher Follow-up Survey (TFS) online along with \$X to thank you for participating. We are interested in learning about any changes in your career since last school year. Data collected from this important survey help researchers and policymakers better understand teacher retention and attrition, as well as the teaching profession more generally.

If you have already completed the survey, thank you and please disregard this e-mail. If you have not had the opportunity to complete the survey yet, we encourage you to participate.

To complete the survey, please go to: <https://respond.census.gov/tfs>

Log in using this user ID:

For more information about NTPS, and to read reports from previous surveys, please visit our website at: <http://nces.ed.gov/surveys/ntps>.

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Thanks in advance for your participation.

Sincerely,

Teacher Follow-up Survey Team  
U.S. Census Bureau, on behalf of the  
National Center for Education Statistics (NCES)  
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## Third Teacher Mailout Letter

TFS-18L (Includes Teacher Letter FAQs)

<Date>

Dear <Teacher Name>,

We are writing once again to encourage you to take the time to complete the Teacher Follow-up Survey (TFS) online. The TFS is an important national study that collects information about current teachers' experiences and job satisfaction, as well as former teachers' reasons for leaving the teaching profession.

If you have recently completed the survey, thank you! If you have not had the opportunity to participate yet, we encourage you to complete the survey **as soon as possible**.

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

Log in using this user ID:

Responses you provide about your working conditions and job satisfaction are combined with information from other teachers all over the country. Your participation is greatly appreciated and helps provide a complete picture of today's teachers.

If you have questions, need assistance, or would like to complete the survey with a representative, please contact the U.S. Census Bureau at 1-888-595-1338 between 9:00 a.m. and 9:00 p.m. (Eastern Time) Monday through Saturday, or 11:00 a.m. and 9:00 p.m. (Eastern Time) Sunday. You can also contact the U.S. Census Bureau via e-mail at: [ntps@census.gov](mailto:ntps@census.gov). You can find more information about the TFS on the back of this letter or at: <http://nces.ed.gov/surveys/ntps>.

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

Sincerely,

Chris Chapman  
Associate Commissioner  
National Center for Education Statistics  
PCP, 550 12th St. SW, 4th floor, Room 4054  
Washington, DC 20202

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**Who authorizes this survey?**

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**Will your responses be kept confidential?**

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**How will your information be reported?**

The information you provide will be combined with the information provided by others in statistical reports. No individually-identifiable data will be included in the statistical reports.

## Standby #1 Amish and Mennonite Teacher Letter

TFS-18L(A) (Includes Teacher Letter FAQs; this letter is now on standby, will be sent if needed)

<Date>

Dear <Teacher Name>,

We are writing once again to encourage you to take the time to complete the Teacher Follow-up Survey (TFS). The TFS is an important national study that collects information about current teachers' experiences and job satisfaction, as well as former teachers' reasons for leaving the teaching profession.

If you have recently completed the survey, thank you! If you have not had the opportunity to participate yet, we encourage you to complete the enclosed questionnaire **as soon as possible** and return it to the U.S. Census Bureau using the postage-paid envelope.

Responses you provide about your working conditions and job satisfaction are combined with information from other teachers all over the country. Your participation is greatly appreciated and helps provide a complete picture of today's teachers.

If you have questions, need assistance, or would like to complete the survey with a representative, please contact the U.S. Census Bureau at 1-888-595-1338 between 9:00 a.m. and 9:00 p.m. (Eastern Time) Monday through Saturday, or 11:00 a.m. and 9:00 p.m. (Eastern Time) Sunday. Alternatively, you can write to:

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Potomac Center Plaza  
550 12<sup>th</sup> Street, SW, Room 4035  
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Thank you in advance for your participation in this important survey.

Sincerely,

Chris Chapman  
Associate Commissioner  
National Center for Education Statistics  
PCP, 550 12th St. SW, 4th floor, Room 4054  
Washington, DC 20202

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**Will your responses be kept confidential?**

Your responses are protected by federal statute (20 USC §9573). Your answers 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.

**How will your information be reported?**

The information you provide will be combined with the information provided by others in statistical reports. No individually-identifiable data will be included in the statistical reports.

## Fourth Teacher E-mail

TFS-18E

Subject: Teacher Follow-up Survey: The U.S Department of Education Needs Your Help!

Body:

Dear <Teacher Name>,

We know that you are really busy, but we need your help.

The Teacher Follow-up Survey (TFS) telephone staff have been trying to reach you about the survey. Your participation provides valuable information related to education policies and practices.

If you have already completed the survey, thank you for your assistance, and please disregard this e-mail. If you have not had the opportunity to complete the survey yet, **we encourage you log in and respond now.**

Please go to: <https://respond.census.gov/tfs>

Log in using this user ID:

For more information about NTPS, and to read reports from previous surveys, please visit our website at: <http://nces.ed.gov/surveys/ntps>.

If you have any questions, please contact the U.S. Census Bureau at 1-888-595-1338 between 9:00 a.m. and 9:00 p.m. (Eastern Time) Monday through Saturday, or 11:00 a.m. and 9:00 p.m. (Eastern Time) Sunday. You can also contact the U.S. Census Bureau via e-mail at: [ntps@census.gov](mailto:ntps@census.gov).

Thanks in advance for your participation.

Sincerely,

Teacher Follow-up 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>

*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 Teacher E-mail

TFS-19E

Subject: Please Respond to the Teacher Follow-up Survey!

Body:

Dear <Teacher Name>,

Spring is here! Cross the TFS off your winter to-do list by participating today!

Your responses are extremely valuable to us because they ensure that we can describe the job conditions and experiences of all U.S teachers, including former teachers who left the profession. Your responses are essential regardless of whether or not you are still teaching. Don't miss your opportunity to have your data included!

If you have already completed the survey, thank you for your assistance and please disregard this e-mail.

If you have not taken the survey yet, we encourage you to participate:

Please go to: <https://respond.census.gov/tfs>

Log in using this user ID:

For more information about NTPS, and to read reports from previous surveys, please visit our website at: <http://nces.ed.gov/surveys/ntps>.

If you have any questions about the survey, please contact the U.S. Census Bureau at 1-888-595-1338 between 9:00 a.m. and 9:00 p.m. (Eastern Time) Monday through Saturday, or 11:00 a.m. and 9:00 p.m. (Eastern Time) Sunday. You can also contact the U.S. Census Bureau via e-mail at: [ntps@census.gov](mailto:ntps@census.gov).

Thanks in advance for your participation.

Sincerely,

Teacher Follow-up 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>

*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.*

## Fourth Teacher Mailout Letter

TFS-20L

<Date>

Dear <Teacher Name>,

We are following up with you as we have not yet received your response to the Teacher Follow-up Survey (TFS).

In January, we sent you an invitation to complete the TFS via the internet and we are now sending you a paper version of the questionnaire. We also sent you \$X as a token of our appreciation for your participation. The TFS is your chance to give state and national policymakers your opinions about the teaching profession. If you have recently left the teaching profession, it is your chance to tell us why. Your participation will help us create an accurate picture of working conditions for teachers in this country.

If you have recently completed the survey, thank you! **If you have not yet completed the survey, please respond using ONE of the following options:**

1. Respond online at <https://respond.census.gov/tfs> using this user ID:  
<user ID>
2. If you are unable to respond online, please complete the enclosed questionnaire and mail it back using the enclosed postage-paid envelope.

The questionnaire will take approximately 22 minutes to complete.

If you have questions, need assistance, or would like to complete the survey with a representative, please contact the U.S. Census Bureau at 1-888-595-1338 between 9:00 a.m. and 9:00 p.m. (Eastern Time) Monday through Saturday, or 11:00 a.m. and 9:00 p.m. (Eastern Time) Sunday. You can also contact the U.S. Census Bureau via e-mail at: [ntps@census.gov](mailto:ntps@census.gov). You can find more information about the TFS at: <http://nces.ed.gov/surveys/ntps>.

Thank you for your participation in this important survey.

Sincerely,

Chris Chapman  
Associate Commissioner  
National Center for Education Statistics  
PCP, 550 12th St. SW, 4th floor, Room 4054  
Washington, DC 20202

*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.*

## Standby #2 Amish and Mennonite Teacher Letter

TFS-20L(A) (This letter is now on standby, will be sent if needed)

<Date>

Dear <Teacher Name>,

We are following up with you as we have not yet received your response to the Teacher Follow-up Survey (TFS).

We previously sent you an invitation to complete the TFS. The TFS is your chance to give state and national policymakers your opinions about the teaching profession. If you have recently left the teaching profession, it is your chance to tell us why. Your participation will help us create an accurate picture of working conditions for teachers in this country.

If you have recently completed the survey, thank you! **If you have not yet completed the survey, please complete the enclosed questionnaire as soon as possible** and return it to the U.S. Census Bureau using the postage-paid envelope. The questionnaire will take approximately 22 minutes to complete.

If you have questions, need assistance, or would like to complete the survey with a representative, please contact the U.S. Census Bureau at 1-888-595-1338 between 9:00 a.m. and 9:00 p.m. (Eastern Time) Monday through Saturday, or 11:00 a.m. and 9:00 p.m. (Eastern Time) Sunday. 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 participation in this important survey.

Sincerely,

Chris Chapman  
Associate Commissioner  
National Center for Education Statistics  
PCP, 550 12th St. SW, 4th floor, Room 4054  
Washington, DC 20202

*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.*

## Sixth Teacher E-mail

TFS-20E

Subject: Let the U.S. Department of Education know what you think: Take our survey today

Body:

Dear <Teacher Name>,

Over the past few months, we have sent you invitations to complete your Teacher Follow-up Survey (TFS) online. In addition, we recently mailed you a paper version of the TFS. We need your help to continue to provide an accurate view of the teaching profession in schools across the country. Policymakers at the state, federal, and local levels use these data to set education policy and improve teacher working conditions. **This is your chance to voice your opinion!**

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

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

Log in using this user ID:

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

For more information about the NTPS and TFS, and to read reports from previous surveys, please visit our website at: <http://nces.ed.gov/surveys/ntps>.

If you have any questions about the survey, please contact the U.S. Census Bureau at 1-888-595-1338 between 9:00 a.m. and 9:00 p.m. (Eastern Time) Monday through Saturday, or 11:00 a.m. and 9:00 p.m. (Eastern Time) Sunday. You can also contact the U.S. Census Bureau via e-mail at: [ntps@census.gov](mailto:ntps@census.gov).

Thank you for your contribution to this important survey.

Sincerely,

Teacher Follow-up 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>

*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 Teacher Mailout Letter

TFS-21L (Includes Teacher Letter FAQs)

<Date>

Dear <Teacher Name>,

Don't miss your opportunity to inform national policy on teachers and the teaching profession!

The Teacher Follow-up Survey (TFS) needs your response to portray an accurate picture of today's teachers. The TFS provides valuable data about current teachers' experience, job satisfaction, and working conditions, and about former teachers' current employment and reasons for leaving the teaching profession.

If you have recently completed the survey, thank you! **If you have not yet completed the TFS, please respond in ONE of two ways:**

1. Respond online at <https://respond.census.gov/tfs> using this user ID:

<user ID>

2. If you are unable to respond online, please complete the enclosed questionnaire, and mail it back using the enclosed postage-paid envelope.

If you have any questions about the survey, please contact the U.S. Census Bureau at 1-888-595-1338 between 9:00 a.m. and 9:00 p.m. (Eastern Time) Monday through Saturday, or 11:00 a.m. and 9:00 p.m. (Eastern Time) Sunday. You can also contact the U.S. Census Bureau via e-mail at: [ntps@census.gov](mailto:ntps@census.gov).

For additional information about the TFS, please see the reverse side of this letter or visit: <http://nces.ed.gov/surveys/ntps>.

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

Sincerely,

Chris Chapman  
Associate Commissioner  
National Center for Education Statistics  
PCP, 550 12th St. SW, 4th floor, Room 4054  
Washington, DC 20202

*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.*

**What is the purpose of this survey?**

The purpose of this survey is to obtain information about the career paths of teachers, including current teachers' experiences and satisfaction, and former teachers' current employment and reasons for leaving the teaching profession.

**Who authorizes this survey?**

The National Center for Education Statistics (NCES), part of 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., § 9541(b) and § 9543). Data collection for this survey is being carried out by the U.S. Census Bureau on behalf of NCES. The Office of Management and Budget (OMB) approved this survey. The OMB control number is 1850-0617 and the approval expiration date is xx/xx/20xx.

**Why should you participate in this survey?**

This is a chance for your voice to be heard by education leaders! Policymakers and educational leaders rely on data from this survey to inform their decisions concerning K-12 schools. Updating your responses since last year's National Teacher and Principal Survey (NTPS) provides us with vital information about teacher retention and attrition. This survey provides important insight into the career paths of teachers, and your participation will contribute to the success of this survey. You were specifically chosen as part of this scientific study among teachers who participated in the NTPS last year, and we cannot replace you with anyone else. Your answers will ensure that teachers like yourself, whether you're still teaching or have left the teaching profession, are counted.

**Will your responses be kept confidential?**

Your responses are protected by federal statute (20 USC §9573). Your answers 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.

**How will your information be reported?**

The information you provide will be combined with the information provided by others in statistical reports. No individually-identifiable data will be included in the statistical reports.

## Standby #3 Amish and Mennonite Teacher Letter

TFS-21L(A) (Includes Teacher Letter FAQs; this letter is now on standby, will be sent if needed)

<Date>

Dear <Teacher Name>,

Don't miss your opportunity to inform national policy on teachers and the teaching profession!

The Teacher Follow-up Survey (TFS) needs your response to portray an accurate picture of today's teachers. The TFS provides valuable data about current teachers' experience, job satisfaction, and working conditions, and about former teachers' current employment and reasons for leaving the teaching profession.

If you have recently completed the survey, thank you! **If you have not yet completed the TFS, please complete the enclosed questionnaire as soon as possible and return it to the U.S. Census Bureau using the postage-paid envelope.**

If you have any questions about the survey, please contact the U.S. Census Bureau at 1-888-595-1338 between 9:00 a.m. and 9:00 p.m. (Eastern Time) Monday through Saturday, or 11:00 a.m. and 9:00 p.m. (Eastern Time) Sunday. 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 participation in this important survey.

Sincerely,

Chris Chapman  
Associate Commissioner  
National Center for Education Statistics  
PCP, 550 12th St. SW, 4th floor, Room 4054  
Washington, DC 20202

*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.*

**What is the purpose of this survey?**

The purpose of this survey is to obtain information about the career paths of teachers, including current teachers' experiences and satisfaction, and former teachers' current employment and reasons for leaving the teaching profession.

**Who authorizes this survey?**

The National Center for Education Statistics (NCES), part of 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., § 9541(b) and § 9543). Data collection for this survey is being carried out by the U.S. Census Bureau on behalf of NCES. The Office of Management and Budget (OMB) approved this survey. The OMB control number is 1850-0617 and the approval expiration date is xx/xx/20xx.

**Why should you participate in this survey?**

This is a chance for your voice to be heard by education leaders! Policymakers and educational leaders rely on data from this survey to inform their decisions concerning K-12 schools. Updating your responses since last year's National Teacher and Principal Survey (NTPS) provides us with vital information about teacher retention and attrition. This survey provides important insight into the career paths of teachers, and your participation will contribute to the success of this survey. You were specifically chosen as part of this scientific study among teachers who participated in the NTPS last year, and we cannot replace you with anyone else. Your answers will ensure that teachers like yourself, whether you're still teaching or have left the teaching profession, are counted.

**Will your responses be kept confidential?**

Your responses are protected by federal statute (20 USC §9573). Your answers 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.

**How will your information be reported?**

The information you provide will be combined with the information provided by others in statistical reports. No individually-identifiable data will be included in the statistical reports.

**Seventh Teacher E-mail (Current Teachers)**



Subject: Teacher Follow-up Survey: Let your voice be heard!

Body:

Dear <Teacher Name>,

We need your response!

Your response to the Teacher Follow-up Survey will provide information that enables researchers to understand the effect of school policies and practices on the career decisions teachers make. We encourage you to participate in this survey; it is estimated to take only 22 minutes.

Your participation is greatly appreciated and will help ensure that this survey yields meaningful results that paint an inclusive picture of all current teachers.

Please complete the survey by going to: <https://respond.census.gov/tfs>

Log in using this user ID:

For more information about NTPS, and to read reports from previous surveys, please visit our website at: <http://nces.ed.gov/surveys/ntps>.

If you have any questions about the survey or would like to complete the survey with a representative, please contact the U.S. Census Bureau at 1-888-595-1338 between 9:00 a.m. and 9:00 p.m. (Eastern Time) Monday through Saturday, or 11:00 a.m. and 9:00 p.m. (Eastern Time) Sunday. You can also contact the U.S. Census Bureau via e-mail at: [ntps@census.gov](mailto:ntps@census.gov).

Thank you very much for your assistance in this important survey effort.

Sincerely,

Teacher Follow-up 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>

*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.*

**Seventh Teacher E-mail (Former Teachers)**

TFS-21E(2)

Subject: Teacher Follow-up Survey: Let your voice be heard!

Body:

Dear <Teacher Name>,

We realize you may no longer be a teacher, but we want to hear your opinions and the reasons you left teaching. Let your voice be included in the Teacher Follow-up Survey (TFS)!

The sample for the TFS includes former teachers in order to measure teacher attrition, understand the effect of school policies and practices on teachers' decisions to leave the profession, and determine how teachers rate their workplace conditions relative to other professions. We follow strict procedures to protect your privacy. We encourage you to participate in this survey; it should only take about 19 minutes.

Your participation is greatly appreciated and will help to ensure that this survey yields meaningful results.

Please complete the survey by going to: <https://respond.census.gov/tfs>

Log in using this user ID:

For more information about NTPS, and to read reports from previous surveys, please visit our website at: <http://nces.ed.gov/surveys/ntps>.

We follow strict procedures to protect your privacy. If you have any questions about the survey or would like to complete the survey with a representative, please contact us, toll-free, at 1-888-595-1338 between 9:00 a.m. and 9:00 p.m. (Eastern Time) Monday through Saturday, or 11:00 a.m. and 9:00 p.m. (Eastern Time) Sunday. You can also contact us via e-mail at: [ntps@census.gov](mailto:ntps@census.gov).

Thank you very much for your assistance in this important survey effort.

Sincerely,

Teacher Follow-up 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>

*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.*

**Eighth Teacher E-mail**

TFS-22E

Subject: Teacher Follow-up Survey: We need you!

Body:

Dear <Teacher Name>,

We appreciate your contributions to the field of education and your past participation in the National Teacher and Principal Survey (NTPS). Whether you are still teaching or not, your continued participation in the Teacher Follow-up Survey will help to improve the teaching profession. It will only take a small amount of your time to complete, and we need your response!

If you have already completed the survey, we thank you sincerely and please disregard this e-mail. If you have not completed it yet, we encourage you to participate in **ONE of two ways**:

1. Go to <https://respond.census.gov/tfs> and log in using this user ID:
2. Complete the paper questionnaire that was mailed to you and send it back in the postage paid envelope.

For more information about NTPS, and to read reports from previous surveys, please visit our website at: <http://nces.ed.gov/surveys/ntps>.

If you have any questions about the survey or would like to complete the survey with a representative, please contact us, toll-free, at 1-888-595-1338 between 9:00 a.m. and 9:00 p.m. (Eastern Time) Monday through Saturday, or 11:00 a.m. and 9:00 p.m. (Eastern Time) Sunday. You can also contact us via e-mail at: [ntps@census.gov](mailto:ntps@census.gov).

Thanks in advance for your participation.

Sincerely,

Teacher Follow-up 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>

*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.*

**Ninth Teacher E-mail**

TFS-23E

Subject: Please participate in this important survey

Body:

Dear <Teacher Name>,

Time is running out to complete the Teacher Follow-up Survey. Your participation is important and will help ensure that researchers and policymakers have the data needed to better understand teachers and the teaching profession. Help us provide meaningful results from this survey and voice your opinion today.

If you have already completed the survey, thank you very much and please disregard this e-mail. If you have not completed the survey, there are two ways you can participate:

1. The survey will be available until XX/XX/XXXX. To access the survey, go to:  
<https://respond.census.gov/tfs>

Log in using this user ID:

2. If you would prefer to complete a paper questionnaire, please complete and return the questionnaire you recently received by XX/XX/XXXX.

For more information about NTPS, and to read reports from previous surveys, please visit our website at: <http://nces.ed.gov/surveys/ntps>.

If you need assistance, our telephone representatives are available through XX/XX/XXXX at 1-888-595-1338 between 9:00 a.m. and 9:00 p.m. (Eastern Time) Monday through Saturday, or 11:00 a.m. and 9:00 p.m. (Eastern Time) Sunday. After that date, you may continue to contact us by e-mail at: [ntps@census.gov](mailto:ntps@census.gov).

Thank you very much for your prompt response!

Sincerely,

Teacher Follow-up 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>

*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.*

**Tenth Teacher E-mail**

TFS-24E

Subject: Teacher Follow-up Survey: Last chance to participate!

Body:

Dear <Teacher Name>,

As the school year comes to a close, so does the Teacher Follow-up Survey. Don't miss your last chance to make your voice heard by education researchers and policymakers across the country!

There are two ways you can participate:

1. The survey will be available until XX/XX/XXXX. To access the survey, go to:  
<https://respond.census.gov/tfs>  
  
Log in using this user ID:
2. If you would prefer to complete a paper questionnaire, please complete and return the questionnaire you recently received by XX/XX/XXXX.

For more information about NTPS, and to read reports from previous surveys, please visit our website at: <http://nces.ed.gov/surveys/ntps>.

If you need assistance, our telephone representatives are available through XX/XX/XXXX at 1-888-595-1338 between 9:00 a.m. and 9:00 p.m. (Eastern Time) Monday through Saturday, or 11:00 a.m. and 9:00 p.m. (Eastern Time) Sunday. After that date, you may continue to contact us by e-mail at: [ntps@census.gov](mailto:ntps@census.gov).

Thank you very much for your prompt response. We hope you have a wonderful summer!

Sincerely,

Teacher Follow-up 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>

*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.*

**Switcher Letter**

TFS-27L

<Date>

Dear <Teacher Name>,

The National Teacher and Principal Survey (NTPS) and Teacher Follow-up Survey (TFS) team appreciates your willingness to complete the TFS. We received your message and see that you require a different questionnaire that better reflects your current teaching status. We have enclosed this new questionnaire. Please complete and return it in the postage-paid return envelope **as soon as possible**.

If you have questions, need assistance, or would like to complete the survey with a representative, please contact the U.S. Census Bureau at 1-888-595-1338 between 9:00 a.m. and 9:00 p.m. (Eastern Time) Monday through Saturday, or 11:00 a.m. and 9:00 p.m. (Eastern Time) Sunday. You can also contact the U.S. Census Bureau via e-mail at: [ntps@census.gov](mailto:ntps@census.gov).

Thank you again for your cooperation in this important survey.

Sincerely,

Chris Chapman  
Associate Commissioner  
National Center for Education Statistics  
PCP, 550 12th St. SW, 4th floor, Room 4054  
Washington, DC 20202

*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.*

## Partial Complete Letter

TFS-28L (Includes Teacher Letter FAQs)

<Date>

Dear <Teacher Name>,

The National Teacher and Principal Survey (NTPS) and Teacher Follow-up Survey (TFS) team appreciates your willingness to complete the TFS. We noticed that your online questionnaire for this survey is not fully complete. We realize your time is valuable, but we need to ask for a bit more information.

If you have recently finished your TFS, thank you! **If you have not yet completed the TFS, we encourage you to do so as soon as possible.**

Respond online at <https://respond.census.gov/tfs> using this user ID:

<User ID>

If you have questions, need assistance, or would like to complete the survey with a representative, please contact the U.S. Census Bureau at 1-888-595-1338 between 9:00 a.m. and 9:00 p.m. (Eastern Time) Monday through Saturday, or 11:00 a.m. and 9:00 p.m. (Eastern Time) Sunday. You can also contact the U.S. Census Bureau via e-mail at: [ntps@census.gov](mailto:ntps@census.gov).

For additional information about the TFS, please see the reverse side of this letter.

Thank you again for your cooperation in this important survey.

Sincerely,

Chris Chapman  
Associate Commissioner  
National Center for Education Statistics  
PCP, 550 12th St. SW, 4th floor, Room 4054  
Washington, DC 20202

*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.*

**What is the purpose of this survey?**

The purpose of this survey is to obtain information about the career paths of teachers, including current teachers' experiences and satisfaction, and former teachers' current employment and reasons for leaving the teaching profession.

**Who authorizes this survey?**

The National Center for Education Statistics (NCES), part of 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., § 9541(b) and § 9543). Data collection for this survey is being carried out by the U.S. Census Bureau on behalf of NCES. The Office of Management and Budget (OMB) approved this survey. The OMB control number is 1850-0617 and the approval expiration date is xx/xx/20xx.

**Why should you participate in this survey?**

This is a chance for your voice to be heard by education leaders! Policymakers and educational leaders rely on data from this survey to inform their decisions concerning K-12 schools. Updating your responses since last year's National Teacher and Principal Survey (NTPS) provides us with vital information about teacher retention and attrition. This survey provides important insight into the career paths of teachers, and your participation will contribute to the success of this survey. You were specifically chosen as part of this scientific study among teachers who participated in the NTPS last year, and we cannot replace you with anyone else. Your answers will ensure that teachers like yourself, whether you're still teaching or have left the teaching profession, are counted.

**Will your responses be kept confidential?**

Your responses are protected by federal statute (20 USC §9573). Your answers 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.

**How will your information be reported?**

The information you provide will be combined with the information provided by others in statistical reports. No individually-identifiable data will be included in the statistical reports.



## Paper Questionnaire Request Letter

TFS-29L

<Date>

Dear <Teacher Name>,

The National Teacher and Principal Survey (NTPS) and Teacher Follow-up Survey (TFS) team appreciates your willingness to complete the TFS. The paper questionnaire you requested is enclosed. Please complete and return your questionnaire in the postage-paid return envelope **as soon as possible**.

If you have any questions about the survey, please contact the U.S. Census Bureau at 1-888-595-1338 between 9:00 a.m. and 9:00 p.m. (Eastern Time) Monday through Saturday, or 11:00 a.m. and 9:00 p.m. (Eastern Time) Sunday. You can also contact the U.S. Census Bureau via e-mail at: [ntps@census.gov](mailto:ntps@census.gov).

For additional information about the TFS, please see the last page of your questionnaire.

Thank you again for your participation in this important survey.

Sincerely,

Chris Chapman  
Associate Commissioner  
National Center for Education Statistics  
PCP, 550 12th St. SW, 4th floor, Room 4054  
Washington, DC 20202

*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.*

## Promised Incentive Letter

TFS-30L

<Date>

Dear <Teacher Name>,

We have been contacting you throughout the school year to request your response to the Teacher Follow-up Survey (TFS). **By completing this survey, you will help ensure that researchers and policymakers have the data needed to better understand teachers and the teaching profession.** Please consider participating in this important survey.

If you have recently responded, thank you very much and please disregard this letter. If you have not had the opportunity to respond yet, we encourage you to participate in one of two ways:

1. Complete the survey online until **XX/XX/XXXX**. To access the survey, go to:  
<https://respond.census.gov/tfs>  
Log in using this user ID:
2. Complete the paper questionnaire you recently received and return it in the postage-paid return envelope by **XX/XX/XXXX**.

**As a token of our appreciation for completing this important survey, we will mail you \$X later this school year.**

If you have any questions about the survey, please contact the U.S. Census Bureau at 1-888-595-1338 between 9:00 a.m. and 9:00 p.m. (Eastern Time) Monday through Saturday, or 11:00 a.m. and 9:00 p.m. (Eastern Time) Sunday. You can also contact the U.S. Census Bureau via e-mail at: [ntps@census.gov](mailto:ntps@census.gov).

Thank you for your contribution to this important survey.

Sincerely,

Chris Chapman  
Associate Commissioner  
National Center for Education Statistics  
PCP, 550 12th St. SW, 4th floor, Room 4054  
Washington, DC 20202

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# Teacher Thank You Letter with Promised Incentive

TFS-31L

<Date>

Dear <Teacher Name>,

We appreciate your contributions to the field of education and your participation in the 2021–22 Teacher Follow-up Survey (TFS). We would like to thank you for making the 2021–22 TFS a success. We've enclosed \$X for you as a token of our appreciation for your completion of this important survey.

We will be releasing findings from the 2021–22 TFS next year. These findings, as well as reports based on previous administrations of the TFS and the National Teacher and Principal Survey (NTPS), will be posted to the NCES website at <http://www.nces.ed.gov/surveys/ntps> upon release. You can follow us on Twitter @EdNCES or subscribe to our e-mail alerts at <https://ies.ed.gov/newsflash/> to be kept up to date on data releases from the TFS and other educational surveys.

If you have any further questions about the survey, please contact the U.S. Census Bureau at 1-888-595-1338 between 9:00 a.m. and 9:00 p.m. (Eastern Time) Monday through Saturday, or 11:00 a.m. and 9:00 p.m. (Eastern Time) Sunday. You can also contact the U.S. Census Bureau via e-mail at: [ntps@census.gov](mailto:ntps@census.gov).

Thank you, again, for your contribution to this important survey.

Sincerely,

Chris Chapman  
Associate Commissioner  
National Center for Education Statistics  
PCP, 550 12th St. SW, 4th floor, Room 4054  
Washington, DC 20202

*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.*

## Cash Flyer Insert

TFS-CF (Will be printed on a half-sheet of yellow cardstock; cash incentive will be affixed between the last line of text and the logos.)

# Thank You

We greatly appreciate your help with providing information about changes in your career since last school year. Your responses on the Teacher Follow-up Survey (TFS) will help to measure teacher retention and attrition, as well as understand the effects of school policies and practices on teachers' decisions to remain in or leave the profession.

## Special District Insert

TFS-SD

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

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

## Initial School Letter

PFS-31L

<Date>

<School Name>

<Mailing Address>

<City, State, ZIP Code>

Dear <Principal Name>,

Last year, you and your school participated in the National Teacher and Principal Survey (NTPS), sponsored by the National Center for Education Statistics (NCES) at the U.S. Department of Education. To better understand principal career paths, we have **two follow-up questions** for you. Please answer the questions on the enclosed Principal Status Form and return it to us in the included postage-paid envelope, or you may call the U.S. Census Bureau at 1-866-325-4957 to respond.

Your responses are protected from disclosure by federal statute (20 U.S.C., §9573). Your participation is important in order to analyze changes in the principal labor force; however, your participation is voluntary.

For more information about NTPS, and to read reports from previous surveys, please visit our website at: <http://nces.ed.gov/surveys/ntps>.

If you have any questions, please contact the U.S. Census Bureau, toll-free, at 1-866-325-4957 or by e-mail at: [ntps@census.gov](mailto:ntps@census.gov). Someone will be available to take your call Monday through Friday, between 8:00 a.m. and 8:00 p.m. (Eastern Time).

Thank you in advance for your cooperation in this important survey effort.

Sincerely,

Chris Chapman  
Associate Commissioner  
National Center for Education Statistics  
PCP, 550 12th St. SW, 4th floor, Room 4054  
Washington, DC 20202

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**Reminder School Letter**

PFS-32L

<Date>

Dear <Principal Name>,

Recently, the U.S. Department of Education and the U.S. Census Bureau sent you a two-question form to collect information about the principal who was at this school during the 2020-21 school year. We rely on professionals like you to help us understand attrition and retention in the profession, and your responses will help provide an inclusive picture of today's principals.

If you have already completed the form, thank you for your assistance, and please disregard this letter. If you have not yet had the opportunity to complete the form, we encourage you to complete and return the enclosed form as soon as possible. This should only take five minutes of your time.

Your responses are protected from disclosure by federal statute (20 U.S.C., §9573). Your participation is important in order to analyze changes in the principal labor force; however, your participation is voluntary.

For more information about NTPS, and to read reports from previous surveys, please visit our website at: <http://nces.ed.gov/surveys/ntps>.

If you have any questions, please contact the U.S. Census Bureau, toll-free, at 1-866-325-4957 or by e-mail at: [ntps@census.gov](mailto:ntps@census.gov). Someone will be available to take your call Monday through Friday, between 8:00 a.m. and 8:00 p.m. (Eastern Time).

Thank you in advance for your cooperation in this important survey effort.

Sincerely,

Chris Chapman  
Associate Commissioner  
National Center for Education Statistics  
PCP, 550 12th St. SW, 4th floor, Room 4054  
Washington, DC 20202

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**Initial Principal Letter**

PFS-33L

<Date>

Dear <Principal Name>,

Last year, you and your school participated in the National Teacher and Principal Survey (NTPS), sponsored by the National Center for Education Statistics (NCES) at the U.S. Department of Education. To better understand principal career paths, we have **one follow-up question** for you. Please answer the question on the enclosed Principal Status Form and return it to us in the included postage-paid envelope, or you may call the U.S. Census Bureau at 1-866-325-4957 to respond.

Your responses are protected from disclosure by federal statute (20 U.S.C., §9573). Your participation is important in order to analyze changes in the principal labor force; however, your participation is voluntary.

For more information about NTPS, and to read reports from previous surveys, please visit our website at: <http://nces.ed.gov/surveys/ntps>.

If you have any questions, please contact the U.S. Census Bureau, toll-free, at 1-866-325-4957 or by e-mail at: [ntps@census.gov](mailto:ntps@census.gov). Someone will be available to take your call Monday through Friday, between 8:00 a.m. and 8:00 p.m. (Eastern Time).

Thank you in advance for your cooperation in this important survey effort.

Sincerely,

Chris Chapman  
Associate Commissioner  
National Center for Education Statistics  
PCP, 550 12th St. SW, 4th floor, Room 4054  
Washington, DC 20202

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**First Principal E-mail (Without Home Address)**

PFS-33E(1)



Subject: Principal Follow-Up Survey

Body:

Dear <Principal Name>,

Thanks to your school's participation, the 2020–21 National Teacher and Principal Survey (NTPS) was a success!

One area of research that cannot be addressed with the NTPS data already collected is the attrition and retention rates of principals like you. To address this, we are asking you to complete a Principal Status Form regarding your current occupational status. This form has only **one question**. To answer this question, please contact the U.S. Census Bureau at 1-866-325-4957. Someone will be available to take your call Monday through Friday, between 8:00 a.m. and 8:00 p.m. (Eastern Time).

For more information about NTPS, and to read reports from previous surveys, please visit our website at: <http://nces.ed.gov/surveys/ntps>.

If you have any questions, please contact the U.S. Census Bureau, toll-free, at the number above or by e-mail at: [ntps@census.gov](mailto:ntps@census.gov).

Thank you in advance for your contribution to this important survey effort.

Sincerely,

Principal Follow-up 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>

*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.*

**First Principal E-mail (With Home Address)**

PFS-33E(2)

Subject: Principal Follow-Up Survey

Body:

Dear <Principal Name>,

Thank you for making the 2020–21 National Teacher and Principal Survey (NTPS) a success!

Last week, we mailed a letter inviting you to participate in the Principal Follow-up Survey (PFS). One area of research that cannot be addressed with the NTPS data already collected is the attrition and retention rates of principals in public schools. **The PFS has only one question and will take less than five minutes to complete.** To answer this question, you may participate in **ONE of two ways**:

1. Complete the form that was mailed to your home address and return it in the postage paid envelope.
2. Call the U.S. Census Bureau at 1-866-325-4957. Someone will be available to take your call Monday through Friday, between 8:00 a.m. and 8:00 p.m. (Eastern Time).

For more information about NTPS, and to read reports from previous surveys, please visit our website at: <http://nces.ed.gov/surveys/ntps>.

If you have any questions, please contact the U.S. Census Bureau, toll-free, at the number above or by e-mail at: [ntps@census.gov](mailto:ntps@census.gov).

Thank you in advance for your contribution to this important survey effort.

Sincerely,

Principal Follow-up 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>

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**Reminder Principal E-mail**

PFS-34E

Subject: Principal Follow-Up Survey Reminder

Body:

Dear <Principal Name>,

Two weeks ago, we sent you a letter (if a home address was available) and an email asking you to complete the one-question Principal Follow-up Survey (PFS) and share your current occupational status. We rely on professionals like you to help us understand the effects of school policies and practices on principals' decisions to remain in or leave their profession.

If you have already completed the survey, thank you for your assistance, and please disregard this e-mail. If you have not had the opportunity to participate yet, we encourage you to complete the survey by calling the U.S. Census Bureau, toll free, at 1-866-325-4957.

For more information about NTPS, and to read reports from previous surveys, please visit our website at: <http://nces.ed.gov/surveys/ntps>.

If you have any questions, please contact the U.S. Census Bureau, toll-free, at the number above or by e-mail at: [ntps@census.gov](mailto:ntps@census.gov). Someone will be available to take your call or answer your e-mail Monday through Friday, between 8:00 a.m. and 8:00 p.m. (Eastern Time).

Thanks, in advance, for your participation.

Sincerely,

Principal Follow-up 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>

*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.*

## Principal Reminder Letter

PFS-35L

<Date>

Dear <Principal Name>,

Recently, the National Center for Education Statistics of the U.S. Department of Education and the U.S. Census Bureau sent you a one-question form to collect information about your current occupational status. We rely on professionals like you to help us understand attrition and retention in the profession, and your responses will help provide an inclusive picture of today's principals.

If you have already completed the form, thank you for your assistance, and please disregard this letter. If you have not yet had the opportunity to complete the form, we encourage you to complete and return the enclosed form as soon as possible. This should only take a few minutes of your time.

Your responses are protected from disclosure by federal statute (20 U.S.C., §9573). Your participation is important in order to analyze changes in the principal labor force; however, your participation is voluntary.

For more information about NTPS, and to read reports from previous surveys, please visit our website at: <http://nces.ed.gov/surveys/ntps>.

If you have any questions, please contact the U.S. Census Bureau, toll-free, at 1-866-325-4957 or by e-mail at: [ntps@census.gov](mailto:ntps@census.gov). Someone will be available to take your call Monday through Friday, between 8:00 a.m. and 8:00 p.m. (Eastern Time).

Thank you in advance for your cooperation in this important survey effort.

Sincerely,

Chris Chapman  
Associate Commissioner  
National Center for Education Statistics  
PCP, 550 12th St. SW, 4th floor, Room 4054  
Washington, DC 20202

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