

**DATE:** August 6, 2021  
**TO:** Robert Sivinski, OMB  
**THROUGH:** Carrie Clarady, NCES  
**FROM:** Julia Merlin, NCES  
**SUBJECT:** 2021-22 TFS Teacher Questionnaire and Recruitment Material Change Request (OMB# 1850-0617 v.5)

The Teacher Follow-Up Survey (TFS) is a follow-up survey of public and private elementary and secondary school teachers who participated in the National Teacher and Principal Survey (NTPS) during the previous school year. The purpose of the survey is to determine how many teachers remained at the same school, moved to another school, or left the profession. Historically, the TFS has also been conducted the school year following the Schools and Staffing Survey (SASS), the predecessor survey to the NTPS. Redesigned from the SASS with a focus on flexibility, timeliness, and integration with other ED data, the NTPS system allows for school, principal, and teacher characteristics to be analyzed in relation to one another. The major objectives of the TFS are to measure the attrition rate for teachers; examine the characteristics of teachers who stayed in the teaching profession and those who changed professions or retired; obtain activity or occupational data for those who left the position of a K-12 teacher; obtain reasons for moving to a new school or leaving the K-12 teaching profession; and collect data on job satisfaction.

The TFS/PFS main study was approved in July 2021 (OMB# 1850-0617 v.4). The 2020-21 NTPS (OMB# 1850-0598 v.28-30) finished data collection in late July 2021, after which involved parties held 'lessons learned' meetings to discuss both the preliminary analyses of the data and improvements that could be made for future collections based on this survey cycle. NCES proposes a few minor changes in order to respond to improve the TFS collection.

Firstly, NCES is proposing minor item language editing, where text which previously referred to "K-12" teachers be updated to be inclusive of "pre-K-12" teachers – this change better aligns the 2020-21 TFS questionnaire with the item language in the previous survey cycle in 2012-13. In order to properly reflect this change, the questionnaires, the text message content for the experimental text messages, and the item justification language were updated or "pre-K-12."

Additionally, NCES is proposing mild edits to incentive procedures for Amish/Mennonite teachers based on the 2020-21 NTPS. In the 2020-21 NTPS, Amish/Mennonite teachers did not receive incentives, and the proposed change will align the TFS incentive plan accordingly. Based on the final count of Amish/Mennonite teachers who had complete interviews in the 2020-21 NTPS, NCES has now been able to define the frame of Amish/Mennonite teachers in the TFS. All Amish/Mennonite teachers in sample will only receive questionnaires mailed to their home address (as provided on the 2021-21 NTPS). NCES is proposing to delay the mailout procedures for Amish/Mennonite to better align with the mailout schedule for other teachers to reduce operational challenges at the National Processing Center (NPC), given the small number of teachers who could be in sample. In order to properly reflect this change, edits are also suggested on recruitment materials for Amish/Mennonite teachers.

Lastly, NCES is proposing the addition of two more letters, one email and one non-email, to increase correspondence with sampled teachers. As part of the 2020-21 NTPS, NCES added additional e-mails to the data collection plan (OMB# 1850-0598 v.36-37, 39) due to concerns that staff may not be physically present at their schools on a regular basis to receive and process paper mailings. NCES is proposing these additional letters for the same underlying purpose.

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

## Appendix A

## Global Changes

- Throughout, all contact materials with signature blocks have seen the following changes, due to personnel and staffing changes at NCES

~~James L. Woodworth, PhD~~

~~Chris Chapman~~

~~Associate Commissioner~~

~~National Center for Education Statistics~~

~~PCP, 550 12th St. SW, 4th floor, Room 4032 4054~~

~~Washington, DC 20202~~

- The following change was made throughout the communication materials  
~~Your Log in using this user ID-is:~~

### Text Messaging Content, Teacher, Text 1 (page 4)

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 <https://go.usa.gov/x7QBB>.

### Text Messaging Content, Teacher, Text 2 (page 4)

#### **IF YES TO TEXT 1**

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!

#### **IF NO TO TEXT 1**

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!

3. [If NO to Q2] Are you retired? Reply “1” for YES or “2” for NO.

i. [If YES to Q3] Thank you so much for your time and participation!

4. [If NO to Q3] Are you still teaching but currently on leave? Reply “1” for YES or “2” for NO.

i. [If NO to Q4] Thank you so much for your time and participation!

5. [If YES to Q4] Do you plan to return to teaching this school year? Reply “1” for YES or “2” for NO.

i. [If NO to Q5] Are you planning to return to teaching next school year? Reply “1” for YES or “2” for NO.

a. [If NO] Thank you so much for your time and participation!

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. [If YES or NO] Thank you so much for your time and participation!

6. [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. [If YES OR NO to Q6] Thank you so much for your time and participation!

### Text Messaging Content, Teacher, Text 3 (page 4)

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 <https://go.usa.gov/x7QBB>.

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 First Teacher Mailout/Initial E-mail</b>		
Initial Teacher Letter	TFS-15L(E)	This letter introduces the TFS-2/TFS-3 survey and provides instructions for login. Includes email address.
<b>TFS Second Teacher Mailout/First Reminder E-mail</b>		
Second Teacher Mailout Letter	TFS-16L(E)	This letter reminds teachers to complete the TFS and provides login information. Includes email address.
<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	<del>TFS</del> PFS--31L	This letter asks 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)	<del>TFS</del> 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)	<del>TFS</del> PFS-33E(2)	This e-mail asks principals to provide their current occupational status by completing the one-question Principal Status Form.

*TFS-15L(A), Initial Teacher Letter for Amish and Mennonite Teachers, page 17*

**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.

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

*TFS-15L(E), Initial Teacher Letter (with Email address)*

<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

*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.*

## TFS-16L(A), Second Teacher Letter for Amish and Mennonite Teachers, page 21

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

### TFS-16L(E), Initial Teacher Letter (with Email address)

**<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.

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.*

*TFS-20L(A), Fourth Teacher Letter for Amish and Mennonite Teachers, page 30*

~~In January, we previously sent you an invitation to complete the TFS. 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.

TFS-31L, 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.*

*PFS-34E, Reminder Principal E-mail, page 53*

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.

## Appendix B

*TFS-2, page 9*

1.a. Do you still teach any regularly scheduled classes in any grades pre-K-12?

*TFS-3, page 29*

1.a. Do you still teach any regularly scheduled classes in any grades pre-K-12?

*TFS-3, page 49*

40. How long do you plan to remain in the position of a pre-K-12 teacher?

41. In the last 12 months, have you applied for a job in an attempt to leave the position of a pre-K-12 teacher?



Part C

C.1.2 TFS-2: Questionnaire for Former Teachers, page 1

<del>1a. Do you CURRENTLY TEACH any regularly scheduled class(es) in any of grades pre-K-12?</del>	<del>1a. Do you still teach any regularly scheduled classes in any grades K-12?</del>	<del>The wording was modified to remind respondents they had previously reported teaching in the NTPS in the 2020-21 school year. NCES decided to only include teachers of K-12 classes, so the “preK” was dropped from the item.</del>
<del>Yes</del>	<del>Yes</del>	
<del>No</del>	<del>No</del>	

C.1.3 TFS-3: Questionnaire for Current Teachers, page 4

<del>1a. Do you CURRENTLY TEACH any regularly scheduled class(es) in any of grades pre-K-12?</del>	<del>1a. Do you still teach any regularly scheduled classes in any grades K-12?</del>	<del>The wording was modified to remind respondents they had previously reported teaching in the NTPS in the 2020-21 school year. NCES decided to only include teachers of K-12 classes, so the “preK” was dropped from the item.</del>
<del>Yes</del>	<del>Yes</del>	
<del>No</del>	<del>No</del>	