

# **School Pulse Panel**

**OMB# 1850-0963 v.4**

## **Appendix A – Communication Materials**

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

**August 2021**

## Appendix A – Communication Materials

### Advance E-mail to School, September, Responded to summer

**Subject:** Action requested: 2021-22 school reopening plans, providing <September> information by <date>

<insert name>:

Thank you for your participation in the brief, summer survey for the **School Pulse Panel** study. The data you provided have already been valuable for increasing our understanding of how schools are responding to rapidly changing threats from the COVID-19 pandemic.

As a reminder, we need your continued participation in the monthly data collections. The School Pulse Panel's <September> survey will open on <MM/DD/YY>. Please be on the lookout for an email that includes a link to the survey. You will have two weeks to complete the survey.

The survey will take approximately 2-3 hours to complete. If necessary, you can save your responses and return to the survey later. We encourage you to work with other school staff, such as special education coordinators and district staff, to complete the survey; you can do so by sharing the survey link with them. Some questions may best be answered by central data office staff and having help with completing the survey will greatly reduce the burden on school staff. Your school will be compensated up to \$5,000 for continued participation throughout the year.

#### Additional Information About the School Pulse Panel

The information you provide is essential to understanding the continued impact of the COVID-19 pandemic on K-12 education.

The School Pulse Panel is distinct from other studies in that it will provide information every month during the 2021-22 school year on the status of the reopening and operating of schools within the United States. This monthly collection will build a real-time picture of reopening progress across the United States. With each new variant and subsequent increase in COVID-19 cases, it becomes ever more imperative that we collect real-time data on how schools are experiencing these changes and the adaptations they are making to ensure the health, safety, and well-being of their students and staff. Your participation helps to ensure that the needs of your school and schools like yours will be considered in future policy and funding discussions.

To learn more about the School Pulse Panel, visit [www.census.gov/schoolpulse](http://www.census.gov/schoolpulse).

Schools will be compensated up to \$5,000 for regularly participating throughout the year. Compensation will be sent to the school districts in the form of a debit card, which in turn will be distributed to participating

schools. Money will be added to the card quarterly with a payment for each monthly survey your school completes during that quarter. School participation is voluntary.

From September 2021 continuing through August 2022, you will be asked to provide information about school reopening efforts, virus spread mitigation strategies, services offered for students and staff, and technology use. New items may be rotated in on a quarterly basis. Instructions will be provided as part of the survey.

The School Pulse Panel is sponsored by the U.S. Department of Education's National Center for Education Statistics (NCES). NCES is a division within the Institute of Education Sciences. If you have any questions about the study, contact the U.S. Census Bureau at 1-844-868-3661 or via e-mail at [adep.school.pulse.panel@census.gov](mailto:adep.school.pulse.panel@census.gov). The Census Bureau is collecting the data for NCES.

Thank you for your participation.

Sincerely,

**Christopher Chapman**  
Associate Commissioner  
National Center for Education Statistics (NCES)  
U.S. Department of Education

*NCES is authorized to conduct this survey by the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543). All of the information schools 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 Local Education Agencies (LEAs), schools, or staff. Individual responses will be combined with those from other participants to produce summary statistics and reports.*

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<insert name>:

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As a reminder, we need your continued participation in the monthly data collections. The School Pulse Panel's <September> survey is open and ready for you to enter your information.

**To get started, click the link below.**

Please complete the <September> survey by <MM/DD/YY>.

Respond now at [\[INSERT LINK\]](#)

The survey will take approximately 2-3 hours to complete. If necessary, you can save your responses and return to the survey later. We encourage you to work with other school staff, such as special education coordinators and district staff, to complete the survey; you can do so by sharing the survey link with them. Some questions may best be answered by central data office staff and having help with completing the survey will greatly reduce the burden on school staff. Your school will be compensated up to \$5,000 for continued participation throughout the year.

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From September 2021 continuing through August 2022, you will be asked to provide information about school reopening efforts, virus spread mitigation strategies, services offered for students and staff, and technology use. New items may be rotated in on a quarterly basis. Instructions will be provided as part of the survey.

This study is in support of the recent [Executive Order on Supporting the Reopening and Continuing Operation of Schools and Early Childhood Education Providers](#), and is sponsored by the U.S. Department of Education's National Center for Education Statistics (NCES). NCES is a division within the Institute of Education Sciences. If you have any questions about the study, contact the U.S. Census Bureau at 1-844-868-3661 or via e-mail at [adp.school.pulse.panel@census.gov](mailto:adp.school.pulse.panel@census.gov). The Census Bureau is collecting the data for NCES.

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## Advance E-mail to School, September, not invited to summer

**Subject:** Action requested: 2021-22 school reopening plans, please complete by **<date>**

Dear **<insert name>**:

Every student in America deserves a high-quality education in a safe environment. This promise, which was already out of reach for too many, has been further threatened by the COVID-19 pandemic.

We are asking you and your school to participate in a study sponsored by the U.S. Department of Education. The study is the **School Pulse Panel**, and the information you provide is essential to understanding the continued impact of the COVID-19 pandemic on K-12 education – especially as new variants and challenges emerge.

The **School Pulse Panel** is distinct from other studies in that it will provide information every month during the 2021-22 school year on the status of the reopening and operating of schools within the United States. The data you provide each month will help to build a real-time picture of reopening progress across the United States and enhance our understanding of the experiences of students and educators in dealing with the rapidly evolving pandemic. Your participation helps to ensure that the needs of your school and schools like yours will be considered in future policy and funding discussions. Every month, information will be provided on a data dashboard posted on the U.S. Department of Education's National Center for Education Statistics website.

### Your Involvement and Compensation

From September 2021 continuing through August 2022, you will be asked to provide information about school reopening efforts, virus spread mitigation strategies, services offered for students and staff, and technology use. Total time to complete the survey is expected to be 2-3 hours each month. We recognize this is a large request of school staff; we strongly encourage you to work with other school and district staff to help complete the survey. Identifying and working with staff members who are best positioned to answer various parts of the survey will greatly reduce your burden. For example, some questions related to enrollment may be best answered by central data office staff. You can share the survey with other staff members by providing them with link below. If necessary, you can save your responses and return to the survey. Instructions will be provided as part of the survey.

### Schools will be compensated up to \$5,000 for regularly participating throughout the year.

Compensation will be sent to the school districts in the form of a debit card, which in turn will be distributed to participating schools. Money will be added to the card quarterly with a payment for each monthly survey your school completes during that quarter. School participation is voluntary.

The School Pulse Panel's **<September>** survey will open on **<MM/DD/YY>**. Please be on the lookout for an email that includes a link to the survey. You will have two weeks to complete the survey.

### Additional Information About the School Pulse Panel

To learn more about the School Pulse Panel, visit [www.census.gov/schoolpulse](http://www.census.gov/schoolpulse).

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The survey was designed by NCES in coordination with several agencies, including the Centers for Disease Control and Prevention, and is an information collection effort conducted at the federal level to understand

the impact of COVID-19 on education. Please be assured that reports of the survey findings will not identify schools or districts by name. Individual responses will be combined with those from other participants to produce summary statistics and reports. Data collected will be used for statistical purposes only.

If you have any questions about the study, contact the U.S. Census Bureau at 1-844-868-3661 or via e-mail at [addp.school.pulse.panel@census.gov](mailto:addp.school.pulse.panel@census.gov). The Census Bureau is collecting the data for NCES.

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### To get started, click the link below.

Please complete the <September> survey by <MM/DD/YY>.

Respond now at [\[INSERT LINK\]](#)

### Additional Information About the School Pulse Panel

To learn more about the School Pulse Panel, visit [www.census.gov/schoolpulse](http://www.census.gov/schoolpulse).

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The survey was designed by NCES in coordination with several agencies, including the Centers for Disease Control and Prevention, and is an information collection effort conducted at the federal level to understand the impact of COVID-19 on education. Please be assured that reports of the survey findings will not identify schools or districts by name. Individual responses will be combined with those from other participants to produce summary statistics and reports. Data collected will be used for statistical purposes only.

If you have any questions about the study, contact the U.S. Census Bureau at 1-844-868-3661 or via e-mail at [addp.school.pulse.panel@census.gov](mailto:addp.school.pulse.panel@census.gov). The Census Bureau is collecting the data for NCES.

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## E-mail to School, September Reminder 1

**Subject:** Action requested: 2021-22 school reopening plans; please complete the <September> survey by <MM/DD/YY>

<insert name>:

This is a reminder to please complete the School Pulse Panel <September> survey by MM/DD/YY. As new COVID-19 variants emerge, the answers you provide will be an invaluable resource for increasing our understanding of how schools are responding to these threats in real time. Your participation helps to ensure that the experiences and needs of your school and schools like yours are considered in future policy and funding discussions.

We anticipate that the survey will take 2-3 hours to complete. The burden of survey completion can be greatly reduced by identifying and working with other school and district staff members who are best positioned to complete various parts of the survey. The survey can be shared with other staff members using the link provided below. By participating in each monthly survey throughout the year, your school will be compensated up to \$5,000. School participation is voluntary.

**To get started, click the link below.**

Respond now at [INSERT

LINK]

### **Additional Information About the School Pulse Panel**

As a reminder, you and your school agreed to participate in the **School Pulse Panel**, sponsored by the U.S. Department of Education. The information you provide is essential to understanding the continued impact of the COVID-19 pandemic on K-12 education. We have communicated with your district about your school's opportunity to participate.

To learn more about the School Pulse Panel, visit [www.census.gov/schoolpulse](http://www.census.gov/schoolpulse).

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## E-mail to School, September Reminder 2

**Subject:** Action requested: 2021-22 school reopening plans; please complete the <September> survey by <MM/DD/YY>

<insert name>:

We are seeking your participation in the **School Pulse Panel** survey. During these challenging times, we appreciate your time and effort. Your participation in this survey will provide a real-time picture of how schools are continuing to serve their students and support their staff in the midst of the ongoing and rapidly changing COVID-19 pandemic. Your participation helps to ensure that future policy and funding decisions are based on the most accurate representation of the experiences and needs of schools like yours during this time.

Please complete the <September> survey by <MM/DD/YY>. The survey will take approximately 2-3 hours to complete. The burden of survey completion can be greatly reduced by identifying and working with other school and district staff members who are best positioned to complete various parts of the survey. The survey can be shared with other staff members using the link provided below. **By participating in each monthly survey throughout the year, your school will be compensated up to \$5,000.** School participation is voluntary.

**To get started, click the link below.**

Respond now at <INSERT

<LINK>

### Additional Information About the School Pulse Panel

As a reminder, you and your school were randomly selected to participate in the **School Pulse Panel**, sponsored by the U.S. Department of Education. The information you provide is essential to understanding the continued impact of the COVID-19 pandemic on K-12 education. Your school represents many other schools with similar characteristics.

To learn more about the School Pulse Panel, visit [www.census.gov/schoolpulse](http://www.census.gov/schoolpulse).

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Thank you for your participation.

Sincerely,

**Christopher Chapman**  
Associate Commissioner  
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U.S. Department of Education

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## E-mail to School, September Reminder 3

**Subject:** Action requested: 2021-22 school reopening plans; please complete the <September> survey by <MM/DD/YY>

<insert name>:

This is a **final reminder** to please complete <September> survey by <MM/DD/YY>. In order to develop a comprehensive picture of how schools are responding to ongoing challenges presented by COVID-19, it is crucial that we collect these data each month. By collecting data monthly, we will be better able to understand how schools are continually adapting their practices to best serve their students and support their staff as new variants and challenges emerge.

The survey will take approximately 2-3 hours to complete. The burden of survey completion can be greatly reduced by identifying and working with other school and district staff members who are best positioned to complete various parts of the survey. The survey can be shared with other staff members using the link provided below. **By participating in each monthly survey throughout the year, your school will be compensated up to \$5,000.** School participation is voluntary.

**To get started, click the link below.**

Respond now at **[INSERT**

**LINK]**

### **Additional Information About the School Pulse Panel**

As a reminder, you and your school agreed to participate in the **School Pulse Panel**, sponsored by the U.S. Department of Education. We have communicated with your district about your school's opportunity to participate.

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## **School Pulse Panel FAQ/Brochure**

# 2021-2022 School Pulse Panel

## What is the School Pulse Panel?

The School Pulse Panel is a monthly survey completed by a small group of schools to help education leaders understand the impact of the COVID-19 pandemic on education across the country. The National Center for Education Statistics (NCES), within the U.S. Department of Education, is conducting this study in coordination with other federal agencies.

## Why should my school participate?

Your participation ensures that your school is included in important decisions regarding resource allocation as the country recovers from the pandemic. Your school's responses provide national, state, and local education leaders with the information needed to make evidence-based decisions about policy and supporting recovery efforts. The ability of NCES to provide this valuable, real-time information is contingent upon the voluntary participation of selected schools like yours. The panel will not only help make decisions today, but can also serve as a benchmark of the impact of the pandemic and changes to education policy for years to come.

## When will I be able to learn about the findings?

You will be able to learn about the findings in a matter of weeks. NCES will release reports 2-3 weeks after each monthly collection via an online dashboard, similar to the dashboard available at <https://ies.ed.gov/schoolsurvey/>. This example features information on learning opportunities offered by schools that were selected for the National Assessment of Educational Progress (NAEP). School Pulse Panel survey results will build on what NCES learned from this spring 2021 data collection.



## Who completes the monthly survey? How much time does it take?

District and school staff can share this responsibility and work together to complete the online survey. Total response time each month is expected to take no more than 2-4 hours from September 2021 until August 2022. The data collection window will span two weeks each month.

Due to the higher burden of this collection, participating schools will receive up to \$5,000 for regularly completing the monthly survey. Compensation will be sent to the school district in the form of a debit card, which is to be distributed to the school. The card will have \$1,250 added to it after the first three monthly survey submissions, and the same amount will be added every three months thereafter if submissions are made, through the end of the study.

## What topics are included in the survey?

You will provide information on the following topics, focusing on how COVID-19 has affected schools. Survey content may change slightly on a quarterly basis.



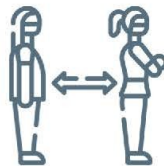
### Instructional Modes

In-person, virtual  
& hybrid learning



### Technology

Computer devices  
& internet access



### Mitigation Strategies

To reduce risk of spread  
of COVID-19



### School Staffing

Administrative, teacher  
& support staff vacancies



### Special Education & Mental Health Services

Changes in programs  
& challenges



## How is the information being collected?

The School Pulse Panel is sponsored by the U.S. Department of Education's National Center for Education Statistics (NCES). NCES is a division within the Institute of Education Sciences. The U.S. Census Bureau is collecting the information on behalf of NCES. The U.S. Census Bureau will combine individual responses with those from other participants to produce summary statistics and reports. Data collected will be used for statistical purposes only, and reports of the survey findings will not identify schools or districts by name.

## Where can I find more information?

Visit [www.census.gov/schoolpulse](http://www.census.gov/schoolpulse) to learn more about the School Pulse Panel. For general questions, contact the U.S. Census Bureau at 1-844-868-3661 or via e-mail at [adp.school.pulse.panel@census.gov](mailto:adp.school.pulse.panel@census.gov).



# Web Instrument Log-in Screenshot

Note: These pages will be updated upon complete of user acceptance testing of the instrument which is happening now. The text will remain the same, with the following exceptions:

- The time estimate for the information collection will be updated to 2-3 hours
- The OMB control number and expiry date will be updated upon emergency clearance

INTRO. Welcome to the School Pulse Panel!

Start

PRA.

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According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this voluntary information collection is 1850-0963. The time required to complete this information collection is estimated to average 4-5 hours per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate, suggestions for improving this collection, or comments or concerns about the contents or the status of your individual submission of this questionnaire, please e-mail: [addp.school.pulse.panel@census.gov](mailto:addp.school.pulse.panel@census.gov).

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WARNING.

**\*\*U.S. Census Bureau Notice and Consent Warning\*\***

You are accessing a United States Government computer network. Any information you enter into this system is confidential. It may be used by the Census Bureau for statistical purposes and to improve the website. Use of this system indicates your consent to collection, monitoring, recording, and use of the information that you provide for any lawful government purpose. So that our website remains safe and available for its intended use, network traffic is monitored to identify unauthorized attempts to access, upload, change information, or otherwise cause damage to the web service. Use of the government computer network for unauthorized purposes is a violation of Federal law and can be punished with fines or imprisonment (PUBLIC LAW 99-474).

OMB No.: 1850-0963 Approval Expires: 12/31/2021  
Need Help? Contact Us @ 1-844-868-3661 or [addp.school.pulse.panel@census.gov](mailto:addp.school.pulse.panel@census.gov)