

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

OMB# 1850-0617 v.7

Appendix A Contact Materials

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

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

Table of Contents

Contact Materials for 2021-22 TFS and PFS Special Districts	4
District Research Application Cover Letter.....	4
2021 TFS and PFS Frequently Asked Questions (FAQs).....	5
TFS Informed Consent Form.....	6
PFS Informed Consent Form.....	8
District Approval Form.....	10
IRB Exemption.....	11
Generic Research Application.....	12
Text Messaging Content	18
Infographic (General, Condition 1 for All Public School Teachers).....	21
Infographic (Personalized, Condition 2 for Public School Stayers/Movers - Mathematics).....	22
Infographic (Personalized, Condition 2 for Public School Leavers).....	23
Infographic Fill Table.....	24
Contact Materials for TFS and PFS 2021-22.....	25
Teacher and Principal Letters and E-mails Summary Table.....	25
Initial School Letter (TFS-1).....	28
School Reminder Letter (TFS-1).....	29
School Reminder Email (TFS-1).....	30
Initial Teacher Letter (without Email Address).....	31
Initial Teacher Letter (with Email Address).....	32
Initial Amish and Mennonite Teacher Letter.....	34
Initial Teacher Invitation E-mail	36
Second Teacher Mailout Letter (without Email Address).....	37
Second Teacher Mailout Letter (with Email Address).....	38
Second Amish and Mennonite Teacher Letter.....	39
Second Teacher E-mail	40
Third Teacher E-mail	41
Third Teacher Mailout Letter.....	42
Standby #1 Amish and Mennonite Teacher Letter.....	44
Fourth Teacher E-mail	46
Fifth Teacher E-mail	47
Fourth Teacher Mailout Letter.....	48
Standby #2 Amish and Mennonite Teacher Letter.....	49
Sixth Teacher E-mail	50

Fifth Teacher Mailout Letter.....	51
Standby #3 Amish and Mennonite Teacher Letter.....	53
Seventh Teacher E-mail (Current Teachers).....	55
Seventh Teacher E-mail (Former Teachers).....	56
Eighth Teacher E-mail.....	57
Ninth Teacher E-mail.....	58
Tenth Teacher E-mail.....	59
Switcher Letter.....	60
Partial Complete Letter.....	61
Paper Questionnaire Request Letter.....	63
Promised Incentive Letter.....	64
Teacher Thank You Letter with Promised Incentive.....	65
Cash Flyer Insert.....	66
Special District Insert.....	67
Initial School Letter.....	68
Reminder School Letter.....	69
Reminder School Email.....	70
Initial Principal Letter.....	71
First Principal E-mail (Without Home Address).....	72
First Principal E-mail (With Home Address).....	73
Reminder Principal E-mail.....	74
Principal Reminder Letter.....	75

Contact Materials for 2021-22 TFS and PFS Special Districts

District Research Application Cover Letter



U.S. DEPARTMENT OF EDUCATION
INSTITUTE OF EDUCATION SCIENCES

NATIONAL CENTER FOR EDUCATION STATISTICS

[NAME]
[POSITION]
[DISTRICT NAME]
[ADDRESS 1]
[ADDRESS 2]

[DATE]

Dear [NAME],

Thank you for your participation in the 2020-21 National Teacher and Principal Survey (NTPS) last school year. Responses from your teachers and principals helped make it a success. The National Center for Education Statistics (NCES) of the U.S. Department of Education is reminding you of two NTPS follow-up surveys, the **Teacher Follow-up Survey (TFS) and Principal Follow-up Survey (PFS)**, that were also approved and will be conducted in some of your district's schools during the upcoming 2021-22 school year.

The TFS and PFS are administered on a recurring basis by the U.S. Census Bureau, on behalf of NCES, to collect data on teacher and principal attrition. Data collected from these surveys are used by researchers, policymakers, and educational leaders to understand the effects of school policies and practices on educators' decisions to remain in or leave the profession, and inform decisions concerning education and K-12 schools across the U.S. **No student or classroom time is involved in the completion of these surveys.**

For the TFS, a Teacher Status Form (TFS-1) will be mailed directly to schools in which one or more teachers completed a 2020-21 NTPS Teacher Questionnaire. The TFS-1 will collect information about the current teaching status of each teacher listed on the form. Current teachers will then receive a brief survey about their experiences and working conditions, while former teachers receive a brief survey about their employment and reasons for career changes. The PFS will also initially be mailed to schools. Principals who responded to the 2020-21 NTPS will be asked whether they are still working as a principal at the same school, as a principal at a different school, or if they have left the profession.

Thank you for your consideration of this application. The enclosed materials describe the purposes, survey topics, sample sizes, and respondent burden for these surveys. The 2021-22 TFS and PFS questionnaires are also included for your reference. Please return the District Approval Form indicating your decision to participate as soon as possible.

If you have any questions about the TFS or PFS, please contact the district research application team by e-mail at ntps@census.gov. You can find additional information about the NTPS and results from prior NTPS administrations, including the TFS and PFS, at <http://nces.ed.gov/surveys/ntps>.

Sincerely,

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

Enclosures

2021 TFS and PFS Frequently Asked Questions (FAQs)

2021-22 TFS and PFS Frequently Asked Questions

What is the purpose of these surveys?

The purpose of the TFS 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. The purpose of the PFS is to obtain information about the current occupational status of principals.

Who authorizes these surveys?

The National Center for Education Statistics (NCES), part of the U.S. Department of Education, is authorized to conduct these surveys by the Education Sciences Reform Act of 2002 (ESRA 2002; 20 U.S.C., § 9541(b) and § 9543). Data collection for these surveys 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 07/31/2024.

Why should you participate in these surveys?

This is a chance for your voice to be heard by education leaders! Policymakers and educational leaders rely on data from these surveys 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 and principal retention and attrition. These surveys also provide important insight into the career paths of teachers and principals, and your participation will contribute to the success of these surveys. You were specifically chosen as part of this scientific study among teachers and principals who participated in the NTPS last year, and we cannot replace you with anyone else. Your answers will ensure that teachers and principals like yourself, whether you're still teaching, a principal, or have left the 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.

TFS Informed Consent Form

Example Consent Form – will be used only in districts that require a consent form and will be adjusted based on individual district requirements; the following sentence will not be changed:

“I fully understand that all of the information I 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).”

PARTICIPANT INFORMED CONSENT FORM TEACHER FOLLOW-UP SURVEY (TFS) 2021-22

You are being asked to participate in the Teacher Follow-up Survey (TFS) for the 2021-22 school year. **[DISTRICT NAME]** has approved your school’s participation. This form provides you with information about the study, and the Project Director, Julia Merlin, who can be reached at 202-245-8211 or ntps@census.gov, is also available to answer your questions. Please read the information below and ask any questions you might have before deciding to participate.

The 2021-22 TFS is an important survey of selected elementary and secondary school teachers who participated in the 2020-21 National Teacher and Principal Survey (NTPS). It is administered on a recurring basis by the U.S. Census Bureau on behalf of the National Center for Education Statistics (NCES) to collect data on teacher retention and attrition, as well as the characteristics and experiences of those who stayed in the teaching profession and those who changed professions or retired. Current teachers who responded to the 2020-21 NTPS will be asked about their experiences and working conditions, while former teachers will be asked about their employment and reasons for career changes. NCES is authorized to conduct this study by the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543).

The TFS is a self-administered survey that is offered to respondents via an online and paper questionnaire. An online questionnaire will be offered to all respondents and a paper questionnaire will be provided upon request, and with the fourth and fifth mail contacts. Current and former teachers will be asked to complete the survey and return it directly to the U.S. Census Bureau. School districts and state educational agencies are not involved in the data collection in any way. The TFS also does not involve students or any use of classroom time. The estimated average response time for the survey is 22 minutes.

A security plan for protecting individual respondent data has been developed for the 2021-22 TFS. Under this plan, the 2021-22 TFS will conform to the applicable federal laws and regulations – specifically, the *Privacy Act of 1974* (5 U.S.C. 552a); *Privacy Act Regulations* (34 CFR Part 5b); the *Computer Security Act of 1987*; the *Federal Statistical Confidentiality Order of 1997* (an OMB directive); the *U.S.A. Patriot Act of 2001* (P.L. 107-56); the *Education Sciences Reform Act of 2002* (20 U.S.C. §9573); the *Cybersecurity Enhancement Act of 2015* (6 U.S.C. §151); the *Foundations of Evidence-Based Policymaking Act of 2018, Title III, Part B, Confidential Information Protection; Confidential Information Protection, NCES Restricted-Use Data Procedures Manual*; and the *NCES Statistical Standards*. By law (20 U.S.C. §9573), a violation of the confidentiality restrictions is a felony, punishable by imprisonment of up to 5 years and/or a fine of up to \$250,000. All government or contracted staff working on the TFS study and having access to the data, including TFS field staff, are required to sign an NCES Affidavit of Nondisclosure and have received public-trust security clearance.

The information collected in the 2021-22 TFS will be released in several ways. Many of the estimates will be included in statistical analysis reports published by NCES. In addition, major findings will also be included on the NCES website. NCES allows researchers to access the data through restricted-use licensing for additional analyses. Only users who have official clearance from NCES may have access to the restricted-use data files. TFS publications will be provided for download on the NCES publications page <http://nces.ed.gov/pubsearch/>.

There are no risks involved in participating in this important survey. Your participation is entirely voluntary and you can refuse to participate without any penalty or loss of benefits to you, your school, or **[DISTRICT NAME]**. If you decide to participate, you are free to withdraw your participation at any time during the study without any adverse consequences from the U.S. Department of Education, the U.S. Census Bureau, or your school or district.

Please check one of the following:

I am willing to participate in the research project. I am *not* willing to participate in the research project.

I fully understand that all of the information I 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), and that my signature gives my consent to voluntarily participate in this research project. I understand that, while this study has been reviewed by the **[District Name]**, **[District Name]** is not conducting the study.

You are making a decision whether or not to participate in this study. Your signature below indicates that you have read and understood the information provided above, have had an opportunity to ask questions, and agree to participate in this research study. If

you later decide to withdraw your consent for participation in the study, you should contact the Project Director, Julia Merlin at ntps@census.gov. You may discontinue participation at any time. You should keep a copy of this form for your records.

Signature _____
Participant Printed Name Date

Please return this form to the U.S. Census Bureau via email to ntps@census.gov

PFS Informed Consent Form

Example Consent Form – will be used only in districts that require a consent form and will be adjusted based on individual district requirements; the following sentence will not be changed:

“I fully understand that all of the information I 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).”

PARTICIPANT INFORMED CONSENT FORM PRINCIPAL FOLLOW-UP SURVEY (PFS) 2021-22

You are being asked to participate in the Principal Follow-up Survey (PFS) for the 2021-22 school year. **[DISTRICT NAME]** has approved your school’s participation. This form provides you with information about the study, and the Project Director, Julia Merlin, who can be reached at 202-245-8211 or ntps@census.gov, is also available to answer your questions. Please read the information below and ask any questions you might have before deciding to participate.

The 2021-22 PFS is an important survey of selected principals who participated in the 2020-21 National Teacher and Principal Survey (NTPS). It is administered on a recurring basis by the U.S. Census Bureau on behalf of the National Center for Education Statistics (NCES) to collect data on principal retention and attrition. Principals who responded to the 2020-21 NTPS will be asked to indicate whether they are still working as a principal at the same school, working as a principal at a different school, or if they have left the profession. NCES is authorized to conduct this study by the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543).

The PFS is a self-administered survey that is offered to respondents via a paper questionnaire. Principals will be asked to complete the survey and return it directly to the U.S. Census Bureau. School districts and state educational agencies are not involved in the data collection in any way. The PFS also does not involve students, teachers, or any use of classroom time. The estimated average response time for the survey is 5 minutes.

A security plan for protecting individual respondent data has been developed for the 2021-22 PFS. Under this plan, the 2021-22 PFS will conform to the applicable federal laws and regulations – specifically, the *Privacy Act of 1974* (5 U.S.C. 552a); *Privacy Act Regulations* (34 CFR Part 5b); the *Computer Security Act of 1987*; the *Federal Statistical Confidentiality Order of 1997* (an OMB directive); the *U.S.A. Patriot Act of 2001* (P.L. 107-56); the *Education Sciences Reform Act of 2002* (20 U.S.C. §9573); the *Cybersecurity Enhancement Act of 2015* (6 U.S.C. §151); the *Foundations of Evidence-Based Policymaking Act of 2018, Title III, Part B, Confidential Information Protection; Confidential Information Protection, NCES Restricted-Use Data Procedures Manual*; and the *NCES Statistical Standards*. By law (20 U.S.C. §9573), a violation of the confidentiality restrictions is a felony, punishable by imprisonment of up to 5 years and/or a fine of up to \$250,000. All government or contracted staff working on the PFS study and having access to the data, including PFS field staff, are required to sign an NCES Affidavit of Nondisclosure and have received public-trust security clearance.

The information collected in the 2021-22 PFS will be released in several ways. Many of the estimates will be included in statistical analysis reports published by NCES. In addition, major findings will also be included on the NCES website. NCES allows researchers to access the data through restricted-use licensing for additional analyses. Only users who have official clearance from NCES may have access to the restricted-use data files. PFS publications will be provided for download on the NCES publications page <http://nces.ed.gov/pubsearch/>.

There are no risks involved in participating in this important survey. Your participation is entirely voluntary and you can refuse to participate without any penalty or loss of benefits to you, your school, or **[DISTRICT NAME]**. If you decide to participate, you are free to withdraw your participation at any time during the study without any adverse consequences from the U.S. Department of Education, the U.S. Census Bureau, or your school or district.

Please check one of the following:

I am willing to participate in the research project. I am *not* willing to participate in the research project.

I fully understand that all of the information I 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), and that my signature gives my consent to voluntarily participate in this research project. I understand that, while this study has been reviewed by the **[District Name]**, **[District Name]** is not conducting the study.

You are making a decision whether or not to participate in this study. Your signature below indicates that you have read and understood the information provided above, have had an opportunity to ask questions, and agree to participate in this research study. If you later decide to withdraw your consent for participation in the study, you should contact the Project Director, Julia Merlin at ntps@census.gov. You may discontinue participation at any time. You should keep a copy of this form for your records.

Signature _____

Participant

Printed Name

Date

Please return this form to the U.S. Census Bureau via email to ntps@census.gov

District Approval Form

Teacher Follow-up Survey (TFS) and Principal Follow-up Survey (PFS) 2021-22 District Approval Form

Please mark one of the boxes below to let us know your district's decision to allow participation in the Teacher Follow-up Survey (TFS) and Principal Follow-up Survey (PFS).

The U.S. Department of Education has permission to administer the Teacher Follow-up Survey (TFS) and Principal Follow-up Survey (PFS) 2021-22 in **[District Name]**.

The U.S. Department of Education does not have permission to administer the Teacher Follow-up Survey (TFS) and Principal Follow-up Survey (PFS) 2021-22 in **[District Name]**.

Printed
Name: _____

Date: _____

Signature: _____

Title: _____

Address: _____

Phone: _____

Email: _____

Please return this form to the U.S. Census Bureau via email:

IRB Exemption

INSTITUTIONAL REVIEW BOARD (IRB) OR HUMAN SUBJECTS REVIEW Teacher Follow-up Survey (TFS) and Principal Follow-up Survey (PFS)

Under the federal policy for the protection of human subjects, TFS and PFS are exempt from IRB review because they utilize survey procedures and are conducted in established or commonly accepted educational settings, involving normal educational practices. There is no potential for harm to human subjects.

The Department of Education has adopted a common set of regulations known as the *Federal Policy for the Protection of Human Subjects* or "*Common Rule*." The design of these regulations is based on established, internationally recognized ethical principles. The specific regulation is Title 34, Code of Federal Regulations, Part 97, Protection of Human Subjects, which includes Subpart A, Basic Policy, and Subpart D, Additional Protections for Children. These regulations classify as exempt certain categories of research. Research that is nonexempt is **covered** by the regulations. Research activities in which the only involvement of human subjects will be in one or more of the following categories are exempt [34 CFR 97.101(b)(2)]:

Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior, unless the information identifies the subjects and disclosure could reasonably place the subjects at risk of criminal or civil liability or be damaging to the subjects' financial standing, employability, or reputation. Subpart D amends this exemption, in part: *If the subjects are children, research involving interview or survey procedures and research involving observations of public behavior in which the researcher(s) participate in the activities being observed are **not** exempt. However, research involving the use of educational tests and research involving observations of public behavior in which the researcher(s) do not participate in the activities being observed are exempt.*

For more information, please see <http://www2.ed.gov/policy/fund/guid/humansub/overview.html>.

Generic Research Application

2021-22 TFS and PFS Generic Research Application

CONTACT

Applicant: Julia Merlin
Title: Project Director
Affiliation: National Center for Education Statistics (NCES)
Institute of Education Sciences (IES)
United States Department of Education
Address: PCP, 550 12th Street, SW
4th Floor, Room 4035
Washington, DC 20202
Phone: (202) 245-8211
Email: Julia.Merlin@ed.gov

Research Application Contact:

District Research Application Team
1-800-221-1204
ntps@census.gov

TITLE

Teacher Follow-up Survey (TFS) and Principal Follow-up Survey (PFS), 2021-22

Anticipated Start Date: September 2021

Anticipated End Date: July 2022

PURPOSE OF THE STUDY

The Teacher Follow-up Survey (TFS) is a follow-up survey of selected elementary and secondary school teachers who participated in the previous year's National Teacher and Principal Survey (NTPS). It includes both teachers who left teaching and those who remained in the K-12 teaching profession, either in the same school as during the previous (NTPS) year or in a different school. More specifically, the TFS collects data on teacher retention and attrition, as well as the characteristics and experiences of those who stayed in the teaching profession and those who changed professions or retired. Current teachers who responded to the 2020-21 NTPS are asked about their experiences and working conditions, while former teachers are asked about their employment and reasons for career changes.

Similarly, the Principal Follow-up Survey (PFS) is a follow-up survey of selected principals who participated in the previous year's NTPS. It collects data on principal retention and attrition. Principals who responded to the 2020-21 NTPS are asked to indicate whether they are still working as a principal at the same school, as a principal at a different school, or if they have left the profession.

The TFS and PFS are administered on a recurring basis by the U.S. Census Bureau on behalf of the National Center for Education Statistics (NCES). NCES is authorized to conduct these surveys by the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543). Together with the NTPS, TFS and PFS data provide a multitude of opportunities for analysis and reporting on elementary and secondary educational issues. **The TFS and PFS do not involve students, parents, or any use of classroom time.**

Data collected through the NTPS, TFS, and PFS are used by a wide variety of people interested in elementary and secondary education, including legislators, other education policymakers, researchers, teacher professional organizations, education advocacy groups, and journalists. These surveys provide a unique resource of information on elementary and secondary education by linking data provided by schools with their respective principals and teachers. Data can be analyzed not only within each survey, but also across surveys. This linkage makes NTPS, TFS, and PFS data unique among school surveys and allows researchers to study the complexities of the American education system from multiple perspectives.

SIGNIFICANCE OF THE STUDY AND BENEFITS OF PARTICIPATION

The TFS and PFS help researchers and policymakers learn about our nation's teachers and principals so that they can work to improve education for all students. All districts ultimately benefit when good data help legislators and administrators make good decisions. The ability of NCES to provide this important information is contingent upon the voluntary participation of sampled teachers and principals; participation of staff is dependent upon their districts' approval. Because your district and staff represent yourselves and many others like you, your participation is crucial for producing high quality information. By participating in this survey, you will ensure that information about your district and staff is included in important education decisions. The data you and your staff provide will better inform and help to shape future education policies.

HYPOTHESES AND MEASUREMENT

Congress, the U.S. Department of Education and other Federal agencies, State Departments of Education, education associations, and the education research community will use data from the 2021-22 TFS and PFS to present research on a range of issues related to teacher attrition/retention and principal attrition and mobility. These surveys will provide important insight into the career paths of teachers and principals, as well as basic descriptive information about each respondent.

The major objectives of the TFS and PFS surveys are to:

- Measure the attrition rate for teachers and principals;
- 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 current occupational data for principals;
- Obtain reasons for moving to a new school or leaving the K-12 teaching profession; and
- Collect data on job satisfaction.

QUESTIONNAIRES

Copies of the 2021-22 TFS and PFS questionnaires are enclosed for your reference. Additional information about these surveys, as well as the NTPS, is available at: <http://nces.ed.gov/surveys/ntps>.

A Teacher Status Form (TFS-1) will be mailed to all schools in which at least one sampled teacher completed a Teacher Questionnaire during the 2020-21 NTPS. A knowledgeable person at the school will be asked to complete the TFS-1 by indicating the current teaching status of each teacher listed on the form. Teacher status data collected on the TFS-1 will be used to stratify the teachers for 2021-22 TFS sampling into groups of "stayers" (still teaching at the same school), "movers" (still teaching, but at a different school), or "leavers" (no longer teaching).

Two separate paper questionnaires will be used for the 2021-22 TFS, one for current teachers and one for former teachers. The TFS Questionnaire for Former Teachers (TFS-2) will obtain information about those sampled persons who left teaching within the year after the NTPS, such as information about their present occupation or activity, reasons for leaving teaching, comparison of current position to teaching, and demographic characteristics that may have changed since the previous year. The TFS Questionnaire for Current Teachers (TFS-3) will obtain information about current teachers, including teachers who continued to teach in the same school as in the previous year and those who changed schools. It will collect information about their current teaching assignment, satisfaction with teaching, reasons for moving to a new school, comparison of current teaching position with last year's position, and demographic characteristics that may have changed since the previous year.

The 2021-22 TFS-2 Questionnaire consists of the following sections:

- Employment Status
- Information on Leaving the Teaching Profession
- Your Impression of Teaching and Your Current Job
- Education Activities and Future Plans
- Background Information
- Contact Information

The 2021-22 TFS-3 Questionnaire consists of the following sections:

- Certification and Assignments at Your Current School
- Your Current School: Conditions and Experiences
- Information about Changes from Last School Year to this School Year
- Education Activities and Future Plans
- General Employment and Background Information
- Contact Information

For the 2021-22 PFS, the PFS-1A (public school) or PFS-1B (private school) questionnaire will be mailed to each sampled principal's 2020-21 school in order to gather occupational status information about that principal for the current (2021-22) school year. The PFS-1C (public school) or PFS-1D (private school) questionnaire will be mailed directly to the sampled principal's home address (as collected on the 2020-21 NTPS Principal Questionnaire) in order to collect occupation status information about the principal when the school fails to complete their PFS-1A (public school) and PFS-1B (private school).

METHODOLOGY AND SAMPLING

The U.S. Census Bureau is the collection agent for TFS and PFS data on behalf of NCES. The TFS is a self-administered survey that is offered to respondents through a mail questionnaire and an online survey. The PFS is a self-administered survey that is offered to respondents through a mail questionnaire only. As part of an effort to increase survey response rates, and subject to approval, TFS respondents will also receive a cash incentive for their participation.

The TFS and PFS do not require the use of any school personnel for administration, other than the direct time it takes to complete them. **They also do not involve students.** Sampled teachers are requested to record their answers either (a) using the online survey option to send in their responses via a secure server link or (b) on the printed questionnaire. Sampled principals are requested to record their answers on the printed questionnaire and return it by mail to the U.S. Census Bureau. **There is no use of classroom time required for the completion of these questionnaires.**

The 2021-22 TFS sample is a subsample from the 2020-21 NTPS teacher sample. The sampling frame for the 2021-22 TFS consists of traditional public, public charter, and private school teachers who completed a Teacher Questionnaire during the 2020-21 NTPS. Any sampled NTPS teacher who did not complete an interview or was otherwise found to be out of scope for the NTPS is not included in the TFS frame. Nationally, a planned total of 10,273 teachers will be selected to participate.

In the fall of 2021, a Teacher Status Form (TFS-1) will be mailed to sampled schools in which one or more teachers completed a 2020-21 NTPS Teacher Questionnaire. A knowledgeable person at the school will be asked to complete the TFS-1 by indicating the current teaching status of each teacher listed on the form. These data will be used to stratify the teachers for 2021-22 TFS sampling into groups of former teachers (NTPS teachers who have left the teaching profession, or "Leavers"), current teachers (NTPS teachers who have remained in the teaching profession), and teachers who have left their 2020-21 school, but for whom there is no information available (the 'unknown' group). The current teachers group will be further stratified into two groups: those who remained in the school they were teaching in 2020-21 ("Stayers") and those who moved to different schools ("Movers").

The sampling frame for the 2021-22 PFS consists of all traditional public and public charter school principals who completed a Principal Questionnaire (NTPS-2A), and all private school principals who completed a Private School Principal Questionnaire (NTPS-2B) during the 2020-21 NTPS. Any sampled NTPS principal who did not complete their questionnaire or was otherwise found to be out of scope for NTPS will not be included in the PFS frame. The 2021-22 PFS sample will include approximately 6,700 public and public charter school principals and 1,750 private school principals.

DATA COLLECTION

The U.S. Census Bureau handles the TFS and PFS data collection for NCES. Follow-up with non-responding principals and teachers will be conducted by mail, email, and telephone. U.S. Census Bureau staff who administer

the TFS and PFS receive training in preparation for the survey, and have undergone a criminal background check as a condition of employment.

Data collection for the Questionnaire for Former Teachers (TFS-2) and the Questionnaire for Current Teachers (TFS-3) will begin in January 2022. The first contact with sampled teachers will be through an initial contact letter sent by mail inviting them to participate and providing credentials for them to log on and complete the web-based survey. Concurrently with the initial contact letter, an email invitation to participate (unless a valid email address is unavailable) will also be sent to the sample member with a link to the survey and their log in credentials. In late January, nonrespondents will be sent a second mailout and first email reminder, and in mid-February a second reminder only by email. A third mailout and third email reminder will be sent to nonrespondents in early March. The fourth mailed package will be sent in mid-April and will include a paper copy of the applicable TFS questionnaire, as will the fifth (and final mailed contact) mailed package in mid-May. A fourth reminder by email only will be sent in late March, followed by a fifth and sixth reminder by email, which will be sent alongside the fourth and fifth mailed packages. Data collection will end in early July 2022.

Data collection for the PFS will also begin in January 2022. The first contact with sampled principals will be through an initial contact letter sent by mail to their school. In late January, a reminder letter will also be sent to the schools of nonrespondents. For principals whose schools did not respond to the initial or reminder letters sent in January, an additional letter will be sent to their home address (if available) in mid-March, along with an email invitation to participate (unless a valid email address is unavailable). In late March, a reminder letter will be sent to nonrespondents, as well as a final reminder email. Data collection will end in early July 2022.

The planned data collection schedule is outlined below.

2021-22 TFS and PFS Planned Timetable	Approximate Schedule
Mail Teacher Status Form (TFS-1)	September 2021
Data collection begins for teachers and principals	January 2022
Follow-up activities for teachers and principals	January 2022 - May 2022
Final acceptance of all questionnaires	July 2022

RESPONSE BURDEN

The TFS and PFS rely on the voluntary participation of teachers and principals. The quality of national and state-level estimates is dependent on the level of respondent participation. The data provided by individual staff are combined with the information provided by other staff in statistical reports. Every effort is made to create questionnaires that collect in-depth data without putting an undue burden on the respondent. The estimated average response time for each questionnaire in the 2021-22 TFS and PFS is shown below.

Questionnaire	Estimated average response time per respondent
Teacher Status Form (TFS-1)	10 minutes
Questionnaire for Former Teachers (TFS-2)	19 minutes
Questionnaire for Current Teachers (TFS-3)	22 minutes
Principal Questionnaire (PFS)	5 minutes

The TFS and PFS do not require student or parent participation, and no classroom time is needed for the completion of these questionnaires. All participation is voluntary and there are no penalties for not participating. Respondents can also skip any question they do not want to answer.

ANALYSIS AND RELEASE OF INFORMATION

Once the U.S. Census Bureau receives completed surveys, names, addresses, and other identifying information for schools, principals, and teachers are removed to protect respondents' confidentiality. When the respondents' identifying information is removed from the data files, a school identification number is used to link principal and teacher data from the schools in which they work.

Data are used in statistical summaries only. NCES issues its own reports and allows researchers to access the data through restricted-use licensing for other analyses. Only users who have official clearance from NCES may have access to the restricted-use data files.

TFS and PFS publications will be provided for download on the NCES publications page (<http://nces.ed.gov/pubsearch/>).

BENEFIT TO YOUR SCHOOL DISTRICT

The TFS and PFS provide critical information about retention and attrition rates for teachers and principals in a wide variety of schools across the nation. All districts ultimately benefit when good data help legislators and administrators make good decisions. The ability of NCES to provide this important information is contingent upon the voluntary participation of sampled teachers and principals; participation of staff is dependent upon their districts' approval. Because your district and its staff represent themselves and many others like them, your participation is crucial for producing high quality information. By participating in this survey, you will ensure that information about your district's teachers and principals is included in those important decisions.

CONFIDENTIALITY

Data security and confidentiality protection procedures have been put in place for the 2021-22 TFS and PFS to ensure that all NCES contractors and agents working on these surveys comply with all privacy requirements including, as applicable: the Inter-agency agreement with NCES for this study; *Privacy Act of 1974* (5 U.S.C. §552a); *Privacy Act Regulations* (34 CFR Part 5b); *Computer Security Act of 1987*; *U.S.A. Patriot Act of 2001* (P.L. 107-56); *Education Sciences Reform Act of 2002* (ESRA 2002, 20 U.S.C. §9543); the *Foundations of Evidence-Based Policymaking Act of 2018, Title III, Part B, Confidential Information Protection*; *Cybersecurity Enhancement Act of 2015* (6 U.S.C. §151); the U.S. Department of Education General Handbook for Information Technology Security General Support Systems and Major Applications Inventory Procedures (March 2005); the U.S. Department of Education Incident Handling Procedures (February 2009); the U.S. Department of Education, ACS Directive OM: 5-101, Contractor Employee Personnel Security Screenings; NCES Statistical Standards; and all new legislation that impacts the data collected through the inter-agency agreement for this study.

The U.S. Census Bureau will collect data under an interagency agreement with NCES, and maintain the individually identifiable questionnaires per the security plan, including:

1. Provisions for data collection in the field;
2. Provisions to protect the data-coding phase required before machine processing;
3. Provisions to safeguard completed survey documents;
4. Authorization procedures to access or obtain files containing identifying information; and
5. Provisions to remove printouts and other outputs that contain teacher identification information from normal operation. Such materials will be maintained in secured storage areas and will be securely destroyed as soon as practical.

By law (20 U.S.C. §9573), a violation of the confidentiality restrictions is a felony, punishable by imprisonment of up to 5 years and/or a fine of up to \$250,000. All government or contracted staff working on the TFS and PFS studies and having access to the data, including field staff, are required to sign an NCES Affidavit of Nondisclosure and have received public-trust security clearance.

From the initial contact with the participants through all of the follow-up efforts, potential survey respondents will be informed that (a) the U.S. Census Bureau administers the TFS and PFS on behalf of NCES; (b) NCES is authorized to conduct these surveys by the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543); (c) all of the information they 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); and that their participation is voluntary. The following language will be included in respondent contact materials and on data collection instruments:

All of the information you provide may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151).

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this voluntary information collection is 1850-0617. The time required to complete this information collection is estimated to average XX minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate, suggestions for improving this collection, or comments or concerns about the contents or the status of your individual submission of this questionnaire, please e-mail: ntps@census.gov, or write to: National Teacher and Principal Survey, National Center for Education Statistics, PCP, 550 12th Street SW, #4035, Washington, DC 20202.

INSTITUTIONAL REVIEW BOARD (IRB) OR HUMAN SUBJECTS REVIEW

Under the federal policy for the protection of human subjects, the TFS and PFS are exempt from IRB review because they utilize survey procedures and are conducted in established or commonly accepted educational settings, involving normal educational practices. There is no potential for harm to human subjects.

The Department of Education has adopted a common set of regulations known as the *Federal Policy for the Protection of Human Subjects* or "*Common Rule*." The design of these regulations is based on established, internationally recognized ethical principles. The specific regulation is Title 34, Code of Federal Regulations, Part 97, Protection of Human Subjects, which includes Subpart A, Basic Policy, and Subpart D, Additional Protections for Children. These regulations classify as exempt certain categories of research. Research that is nonexempt is covered by the regulations. Research activities in which the only involvement of human subjects will be in one or more of the following categories are exempt [34 CFR 97.101(b)(2)]:

Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior, unless the information identifies the subjects and disclosure could reasonably place the subjects at risk of criminal or civil liability or be damaging to the subjects' financial standing, employability, or reputation. Subpart D amends this exemption, in part: *If the subjects are children, research involving interview or survey procedures and research involving observations of public behavior in which the researcher(s) participate in the activities being observed are not exempt. However, research involving the use of educational tests and research involving observations of public behavior in which the researcher(s) do not participate in the activities being observed are exempt.*

For more information, please see <http://www2.ed.gov/policy/fund/guid/humansub/overview.html>.

INFORMED CONSENT

The nature of these self-administered, cross-sectional surveys is not considered intrusive, and has been ruled to be exempt under the protection of human subjects' provisions in federal research. There are no individual student data (such as test scores or Social Security numbers) associated with any of the data acquired in these data collections. Since no data are collected about individual students, it is not necessary to obtain active, informed consent from students' parents/guardians.

Participation in the TFS and PFS is completely voluntary, and individual survey items can be left blank, at the discretion of each respondent. On each questionnaire for each respondent, there is a statement indicating that participation is voluntary. A respondent gives implied consent to participate by completing the TFS and/or PFS questionnaire.

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 https://go.usa.gov/x7QBB 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 https://go.usa.gov/x7QBB 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 https://go.usa.gov/x7QBB 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 https://go.usa.gov/x7HuF. 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 https://go.usa.gov/x7HuF. 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 https://go.usa.gov/x7QBB.</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 https://go.usa.gov/x7HuF. 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 https://go.usa.gov/x7HuF. Your User ID to complete the survey is xxxx-xxxx.</i>	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!

Teacher Treatments	Early Link Group	Late Link Group	2 way SMS Questions
	<i>Call 1-888-595-1338 for help.</i>	<i>Call 1-888-595-1338 for help.</i>	<p>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!</p> <p>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!</p> <p>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!</p> <p>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!</p>
Text 3	<i>The U.S. Department of Education and the Census Bureau still want your opinions about teaching. Please complete a short survey at https://go.usa.gov/x7HuF. Your User ID to complete the survey is xxxx-xxxx. Call 1-888-595-1338 for help.</i>	N/A	<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 https://go.usa.gov/x7QBB.</i>

Principal:

Principal Text	2 Way SMS Questions
----------------	---------------------

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 https://go.usa.gov/x7QBB 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 https://go.usa.gov/x7QBB. [If YES] Thank you so much for your time and participation!</i>
Text 2	IF YES TO TEXT 1 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> IF NO TO TEXT 1 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 https://go.usa.gov/x7QBB.</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 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

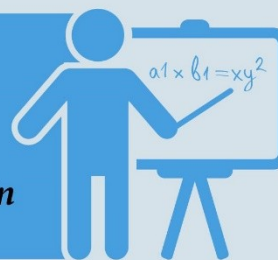
National Teacher and Principal Survey (NTPS): Teacher Follow-up Survey (TFS)

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!



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 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 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
TFS Teacher Status Form		
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).
School Reminder E-mail	TFS-13E	This e-mail reminds schools to complete the TFS-1.
TFS First Teacher Mailout/Initial E-mail		
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 Invitation E-mail	TFS-15E	This e-mail introduces the TFS-2/TFS-3 survey and provides login information for the TFS instrument.
TFS Second Teacher Mailout/First Reminder E-mail		
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 E-mail (1st Reminder E-mail)	TFS-16E	This e-mail reminds teachers to complete the TFS and provides login information.
TFS Second Reminder E-mail		
Third Teacher E-mail (2nd Reminder E-mail)	TFS-17E	This e-mail reminds teachers to complete the TFS and provides login information.
TFS Third Teacher Mailout/Third Reminder E-mail		
Third Teacher Mailout Letter	TFS-18L	This letter reminds teachers to complete the TFS and provides login information.
Fourth Teacher E-mail (3rd Reminder E-mail)	TFS-18E	This e-mail reminds teachers to complete the TFS and provides login information.
TFS Fourth Reminder E-mail		
Fifth Teacher E-mail (4th Reminder E-mail)	TFS-19E	This e-mail reminds teachers to complete the TFS and provides login information.
TFS Fourth Teacher Mailout/First Amish Mailout/Fifth Reminder E-mail		
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.
Initial Teacher Letter for Amish and Mennonite Teachers	TFS-15L(A)	This letter introduces 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.
TFS Fifth Teacher Mailout/Second Amish Mailout/Sixth Reminder E-mail		
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.
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.
Seventh Teacher E-mail, Current	TFS-21E(1)	This e-mail is sent to current teachers and reminds them

Teachers (6th Reminder E-mail)		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.
TFS Reminder E-mails		
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.
TFS Switcher Letter		
Switcher Letter	TFS-27L	This letter is sent to teachers who indicated that a different questionnaire would better reflect their current teaching status.
TFS Partial Complete Letter		
Partial Complete Letter	TFS-28L	This letter is sent to teachers who have started but not fully completed the online questionnaire.
TFS Paper Questionnaire Request Letter		
Paper Questionnaire Request Letter	TFS-29L	This letter is sent to teachers who requested a paper questionnaire.
TFS Contingency/Promised Incentive Letters		
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.
Standby Amish and Mennonite Teacher Mailouts		
Standby #1 (Amish/Mennonite) – Previously Third Letter	TFS-18L(A)	This letter reminds teachers to complete the TFS and includes paper questionnaires and return envelopes.
Standby #2 (Amish/Mennonite) – Previously Fourth Letter	TFS-20L(A)	This letter reminds teachers to complete the TFS and includes paper questionnaires and return envelopes.
Standby #3 (Amish/Mennonite) – Previously Fifth Letter	TFS-21L(A)	This letter reminds teachers to complete the TFS and includes paper questionnaires and return envelopes.
PFS First School Mailout		
Initial School Letter	PFS-31L	This letter asks principals to complete the two-question Principal Status Form.
PFS Reminder School Mailout		
Reminder School Letter	PFS-32L	This letter reminds principals to complete the two-question Principal Status Form.
Reminder School E-mail	PFS-32E	This e-mail reminds principals to complete the two-question Principal Status Form.
PFS First Principal Mailout/Initial E-mail		
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.
PFS Reminder Principal E-mail		
Reminder Principal E-mail	PFS-34E	This e-mail reminds principals to complete the one-question Principal Status Form.
PFS Reminder Principal Letter		
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. 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. 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.

School Reminder Email (TFS-1)

TFS-13E

Subject: Help the U.S Department of Education and U.S. Census Bureau Understand Teacher Attrition

Body:

Dear <PRINCIPAL NAME>,

Thank you for your participation in last year's National Teacher and Principal Survey (NTPS). Your school's cooperation helped to make this important survey a success!

As an NTPS follow-up study this school year, the U.S. Census Bureau is conducting the Teacher Follow-up Survey (TFS) on behalf of the National Center for Education Statistics, the statistical agency of the U.S. Department of Education, in order to obtain measures of teacher attrition and retention. **We need your help to better understand staffing at your school.**

We understand that the COVID-19 pandemic has placed tremendous strain on schools, staff, and the education system in general. Many schools continue to struggle with maintaining appropriate staffing levels due to high rates of turnover. As such, the data collected by the TFS are more important than ever: the TFS will help us analyze changes in the teacher labor force over the past year and can increase the understanding of the effects of many factors – including the COVID-19 pandemic – on teachers' decisions to remain in or leave the teacher profession.

At this time, **we are asking you to assist with this important effort by providing the current occupational status of each teacher who was selected for last year's NTPS.** This will only take a few minutes of your time. You can assist us in ONE of two ways:

- You can provide the teacher status information to a Census Bureau representative directly by calling 1-888-595-1338. Census Bureau staff will be available between 8:00 a.m. and 5:00 p.m. (Eastern Time), Monday through Friday.
- You can complete one of the Teacher Status Forms that were mailed to your school in late September and early October and mail it back using the postage-paid return envelope that was included with your form.

Thank you, in advance, for your assistance with 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 | <http://nces.ed.gov/surveys/ntps>

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. 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. 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.

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 07/31/2024.

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 12th 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 07/31/2024.

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 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.

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 | <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.

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. 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. 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 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 12th Street, SW, Room 4035
Washington, DC 20202

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 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.

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 | <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.

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>.

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.

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 | <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.

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. 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.

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 07/31/2024.

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 #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:

National Teacher and Principal Survey
National Center for Education Statistics (NCES)
Potomac Center Plaza
550 12th 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 07/31/2024.

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.

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.

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 | <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.

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 | <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. 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 12th 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.

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 | <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.

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 07/31/2024.

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 12th 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 07/31/2024.

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.

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 | <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.

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 | <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.

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 | <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.

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 | <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.

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 | <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.

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.

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 07/31/2024.

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.

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.

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

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.

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.

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.

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. 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

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.

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. 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

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.

Reminder School Email

PFS-32E

Subject: Help the U.S Department of Education and U.S. Census Bureau Understand Principal Attrition

Body:

Dear <PRINCIPAL NAME>,

Thank you for your participation in last year's National Teacher and Principal Survey (NTPS). Your school's cooperation helped to make this important survey a success!

As an NTPS follow-up study this school year, the U.S. Census Bureau is conducting the Principal Follow-up Survey (PFS) on behalf of the National Center for Education Statistics, the statistical agency of the U.S. Department of Education, in order to obtain measures of principal attrition and retention. **We need your help to better understand principal career paths.**

We understand that the COVID-19 pandemic has placed tremendous strain on schools, staff, and the education system in general. Many schools continue to struggle with maintaining appropriate staffing levels due to high rates of turnover. As such, the data collected by the PFS are more important than ever: the PFS will help us analyze changes in the principal labor force over the past year and can increase the understanding of the effects of many factors – including the COVID-19 pandemic – on principals' decisions to remain in or leave the education profession.

At this time, **we are asking you to assist with this important effort by providing information about the principal who was at this school during the 2020-21 school year.** This will only take a few minutes of your time. You can assist us in ONE of two ways:

- You can provide the requested information to a Census Bureau representative directly by calling 1-866-325-4957. Census Bureau staff will be available between 8:00 a.m. and 8:00 p.m. (Eastern Time), Monday through Friday.
- You can complete one of the Principal Status Forms that were mailed to your school and mail it back using the postage-paid return envelope that was included with your form.

Thank you, in advance, for your assistance with 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 | <http://nces.ed.gov/surveys/ntps>

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. 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

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 (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.

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 | <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.

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 | <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.

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. 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 | <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. 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

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.