

Memorandum

**United States Department of Education
Institute of Education Sciences
National Center for Education Statistics**

DATE: January 24, 2022
TO: Robert Sivinski, OMB
THROUGH: Carrie Clarady, NCES
FROM: Julia Merlin, NCES
SUBJECT: 2021-22 TFS/PFS Timing and Incentive Correction Change Request (OMB# 1850-0617 v.9)

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

The TFS/PFS main study was approved in July 2021 (OMB# 1850-0617 v.4). Two change requests to update teacher recruitment materials (OMB# 1850-0617 v.5) and add special district contact materials (OMB# 1850-0617 v.6) were approved in August 2021, a change request to add reminder emails to schools for the TFS-1 operation (OMB# 1850-0617 v.7) was approved in October 2021, and a change request to correct a typo or error on the questionnaire was approved in November 2021 (OMB# 1850-0617 v.8). The 2020-21 NTPS (OMB# 1850-0598 v.28-30) finished data collection in late July 2021, and since the TFS is a follow-up operation to the NTPS conducted the year prior, efforts have been made to keep item language and item instructions as identical to the NTPS teacher questionnaire (TQ) as possible.

During preparations for data collection in January 2022, extenuating circumstances at the U.S. Census Bureau's National Processing Center (i.e., equipment changes, COVID-19 related staffing shortages, survey timeline overlap) resulted in the misprinting of several TFS materials needed for the first scheduled mailout as well as the incorrect ordering of incentives. As such, NCES had to delay the initial TFS mailout several weeks to rectify the issues and give NPC time to reprint all mailout materials. To address this schedule change, NCES is proposing minor edits to recruitment materials to adjust time-specific language, a shift in the opt-in rate for the TFS contingency incentive as well as a shift from a promise to a pre-paid contingency incentive and a decrease in the amount of the incentive, the removal of letters that are now not needed, and the addition of two new versions of a TFS reminder email differentiated by teacher status. Changes are also proposed for the timing of the PFS and TFS mailouts and experiments, as well as the contact method of the third outreach effort of the texting experiment. Additionally, all Amish recruitment materials were removed from Appendix A since no Amish teachers were sampled for the TFS – this was not purposeful, but a byproduct of the small number of Amish teachers eligible to be sampled based on the NTPS status.

All changes in the attached materials are shown in full in the pages to follow. This requested change does not affect the approved total cost to the federal government for conducting this study nor the estimated respondent burden.

Changes to Part A

1. Contingency incentives, page 9.

A.9 Provision of Payments or Gifts to Respondents

The 2020-21 NTPS included the use of incentives with the goal of maximizing teacher response, and, therefore, the 2021-22 TFS will include the use of monetary incentives as well, with the goal of improving response rates among sample members. All teachers contacted will receive a \$5 or \$10 cash incentive in their first contact letter. Incentives will be offered in a non-experimental manner, though amounts will vary at the school-level and based on what the teacher received for the 2020-21 NTPS, as well as the school’s priority status. More specifically, teachers who received \$5 for the 2020-21 NTPS will receive \$5 for the 2021-22 TFS, with the exception of those at priority schools who will receive \$10. Those who received \$20 for the 2020-21 NTPS will receive \$10 for the 2021-22 TFS. Teachers who received non-monetary incentives for the 2020-21 NTPS will receive \$5 or \$10 for the 2021-22 TFS, depending on the school’s priority status.

In addition, NCES seeks approval to potentially provide a monetary boosts as a contingency plan to combat low response rates from teachers in the later mailing waves. ~~If activated, the contingency plan would be executed as needed based on monitoring data collection status.~~ If activated, the contingency plan would be executed based on monitoring data collection status as well as the TFS-2 and TFS-3 response rates. This incentive would be a one-time, pre-paid \$10 cash incentive mailed directly to the responding teacher.

Further details about the use of incentives are provided in section B.3 of Supporting Statement Part B. The particular details of the contingency incentive plan are located on p. 11 of Part B.

There will be no provision of payments or gifts to respondents for the 2021-22 PFS.

2. PFS activities time schedule, pg. 14

The 2021-22 PFS activities will be conducted according to the following time schedule:

| Activity | Dates |
|---|-------------------------------------|
| Principal Status Forms (PFS-1A/1B) and letter mailed to sampled schools | January 2022 |
| Reminder letter and email with a second PFS-1A/1B mailed to sampled schools | January 2022 Early February 2022 |
| Telephone non-response follow-up with schools that did not return the PFS-1A/1B | February - March 2022 |
| Principal Status Forms (PFS-1C/1D) and letter mailed to principals in nonresponding schools | Mid-March 2022 |
| E-mail reminder to non-responding principals | Late March 2022 |
| Reminder letter with a second PFS-1A/1B mailed to nonresponding principals | Late March 2022 |
| E-mail reminder to non-responding principals | Early April 2022 |
| Telephone non-response follow-up with principals that did not return the PFS-1C/1D | April - May 2022 |

Changes to Part B

1. Small corrections and typo changes

Table B2. Target Distribution of teacher types across school types (p. 4)

| Status | Sector | | | |
|---------|---------------|-------------|---------------|--------|
| | Public | Charter | Private | Total |
| Stayer | 2,810 (0.093) | 538 (0.264) | 1,026 (0.269) | 4,347 |
| Mover | 2,214 | 205 | 246 | 2,665 |
| Leaver | 1,434 | 107 | 278 | 1,819 |
| Unknown | 1,029 | 182 | 204 | 1,415 |
| Total | 7,487 | 1,032 | 1,754 | 10,273 |

Note: The number in parentheses is the estimated sampling rate for each Stayer cell.

B.1.3 2021-22 PFS Respondent Universe and Sample Design (p. 5)

The sampling frame for the 2021-22 PFS consists of all the traditional public and public charter school principals who completed a Principal Questionnaire and all private school principals who completed a Private School Principal Questionnaire 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 ~~2020-21~~ 2021-22 PFS sample will include approximately 6,700 public and public charter school principals and 1,750 private school principals.

2. TFS recruitment outreach timing updates, pgs. 6-7

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 sample members will be through an initial contact letter sent by mail inviting them to participate in the survey and providing credentials for them to log on and complete the appropriate web-based survey.~~ The first contact with sample members will be through an initial email invitation to participate (unless a valid email address is unavailable) with a link to the survey and their log in credentials. If home addresses were not provided on the 2020-21 NTPS teacher questionnaire or cannot be obtained, the NTPS school address will be used as the address. Shortly after this email, an initial contact letter will also be sent by mail to nonrespondents inviting them to participate in the survey and providing credentials for them to log on and complete the appropriate web-based instrument. All teachers will also receive a \$5 or \$10 cash incentive in this initial mailed package. Note that the monetary (\$5 or \$10 cash) incentives for teachers will be adhered to a piece of yellow cardstock using removable sticky glue and will be inserted with the letter. The cardstock will be ½ sheet rather than a

full sheet and will include text thanking them for their participation in the study. Adhering the case to the cardstock insert will (1) increase the weight of the envelope, making it feel more “substantial” and important; (2) prevent the money from free-floating inside the envelope; and (3) help ensure that the respondent notices the cash. ~~Concurrently, Census will send an email invitation to participate (unless a valid email address is unavailable) to the sample member with a link to the survey and their log in credentials. If home addresses were not provided on the 2020-21 NTPS-teacher questionnaire or cannot be obtained, the NTPS school address will be used as the address.~~ Each letter and email will be customized and will provide the sampled teacher with login information to access the web-based instrument.

In late January, Census will send nonrespondents a ~~second teacher mailout and~~ first email reminder, ~~followed by a second teacher mailout in early February. and in mid-February a second reminder only by email.~~ For a subsample of teachers, this package will also include an experimental infographic. Refer to section B.4.2 for additional information about testing the inclusion of an infographic in TFS packages. ~~A second reminder will be sent by email only in mid-February.~~

~~The third mailout and third email reminder will be sent to nonrespondents in early March. The third email reminder will be sent to nonrespondents in early March, followed by a third mailout to nonrespondents in mid-March. This mailing will include a paper copy of the applicable TFS questionnaire, as will the fourth mailed package in mid-April and 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. A fourth reminder by email only will be sent in late March, followed by a fifth and sixth reminder by email. The fifth and sixth reminder emails will be sent around the same time as the fourth and fifth mailed packages, which will also include a paper copy of the applicable TFS questionnaire. Data collection will end in early July 2022. Throughout data collection, research will be conducted, as needed, to find current addresses and emails for sampled teachers whose letters and emails are returned as undeliverable.~~

3. TFS/PFS texting experiment timing updates, pg. 7

To explore using text messaging as a contact method for TFS, the experiment will include three treatment groups:

1. Replace the second ~~and third~~ mailouts (web invitation letters) ~~and third mailout (paper questionnaire and letter)~~ with text message contacts that include the link to complete the TFS online
2. Include a text message contact that includes a link to complete the TFS online ~~after the fourth mailout (first mailed paper questionnaire), concurrent with the fourth mailout (second mailed paper questionnaire),~~ and replace the fifth mailout (~~third second~~ mailed paper questionnaire) with a text message contact that includes a link to complete the TFS online
3. Include an interactive questions text message contact at the time of the fourth mailout (~~second first~~ mailed paper questionnaire) and replace the fifth mailout (~~third second~~ mailed paper questionnaire) with an interactive questions text message contact

3. PFS recruitment outreach timing updates, pg. 8

In January 2022, Census Bureau staff will mail the PFS-1(A/B) to all schools to collect the current occupational status of the 2020-21 principal. Non-responding schools will be sent a reminder letter along with a second copy of the PFS-1 (A/B) ~~and reminder email~~ approximately ~~two~~ **three** weeks after the initial mailing. Those schools that are still non-responsive ~~after the second mailout and reminder email three weeks after Mailing 2~~ will receive a telephone

call during which telephone center staff will follow-up by telephone to collect the occupational status of the 2020-21 principal. The telephone center staff will first ask school office staff for the occupational status of the 2020-21 principal. If the office staff is unable to provide the information, telephone center staff will ask to speak with the current school principal.

For non-responding schools or schools that were unable to report the principal's status, Census Bureau staff will mail a modified version of the Principal Status Form (PFS-1(C/D)) to the 2020-21 principal at his or her home address (if reported in NTPS). The modifications tailor the form to the previous years' principal rather than the school staff. This mailing will begin in March 2022, and an email will be sent a few days following the mailing, alerting the principal to the mailing and reminding them to complete their PFS. Non-responding principals will be sent a follow-up mailing and email approximately 2 weeks after the initial mailing and email. Telephone center staff will follow-up by telephone to collect the occupational status of the non-responding principal beginning ~~three~~ two weeks after the reminder mailing and email are sent.

4. Contingency incentive evaluation and mailout updates, pg. 11

~~At the end of week 7 of data collection (2/25/2022);~~ During week 11 of data collection (3/22/2022), we will evaluate the response rates for the TFS-2 (former teachers) and TFS-3 (current teachers) and determine whether a contingency incentive is needed. Specifically, if the TFS-2 response rate is less than ~~58%~~ 31%, those teachers will be eligible to receive a contingency incentive. If the TFS-3 response rate is less than ~~38-64.5%~~, those teachers will be eligible to receive a contingency incentive. **Teachers in the early text web link group will also be eligible to receive a contingency incentive.** Depending on whether response rates are struggling overall or for certain types of schools, the contingency plan may be exercised for teachers in all types of schools or only teachers sampled from schools with particular characteristics (e.g., priority schools). The amount of the contingency incentive will be \$10 ~~or \$15 based on NTPS priority status, where teachers from priority schools will receive a larger incentive.~~ This will be a one-time, ~~promised pre-paid~~ cash incentive to be mailed directly to the responding teacher ~~in place of the fourth mailout. later in the school year.~~

5. TFS texting experiment contact strategy change (3rd mailout), pg. 14

| Experimental Treatment and Sample Size | Planned Date | Concurrent with Text 1 | 1/10-1/12 | 1/28-1/31 | 2/16 | 3/07-3/08 | 3/31 | 4/15-4/19 | 5/20-5/23 | 6/10 |
|--|--------------------|------------------------|--------------|--------------|----------------|-----------------|------------|---------------------|-----------------|------|
| Standard/Control Group 1,278 public school teachers 263 private school teachers | Mail Activity | | 1st Mail (W) | 2nd Mail (W) | | 3rd Mail (Q)(W) | | 4th Mail (Q) | 5th Mail (Q) | |
| | Email Activity | | Initial | Reminder 1 | Reminder 2 | Reminder 3 | Reminder 4 | Reminder 5 | Reminder 6 | |
| | Telephone Activity | | | | Phone Reminder | | | | Phone Follow-Up | |
| | Texting Activity | | | | | | | | | |
| Early Texting - Web Link 1,278 public school teachers 263 private school teachers | Mail Activity | | 1st Mail (W) | | | | | 2nd Mail (Q) | 3rd Mail (Q) | |
| | Email Activity | | Initial | Reminder 1 | Reminder 2 | Reminder 3 | Reminder 4 | Reminder 5 | Reminder 6 | |
| | Telephone Activity | | | | Phone Reminder | | | | Phone Follow-Up | |
| | Texting Activity | Welcome Text | Text 1 | Text 2 | | Text 3 | | | | |
| Late Texting - Web Link 1,278 public school teachers 263 private school teachers | Mail Activity | | 1st Mail (W) | 2nd Mail (W) | | 3rd Mail (Q)(W) | | 4th Mail (Q) | | |
| | Email Activity | | Initial | Reminder 1 | Reminder 2 | Reminder 3 | Reminder 4 | Reminder 5 | Reminder 6 | |
| | Telephone Activity | | | | Phone Reminder | | | | Phone Follow-Up | |
| | Texting Activity | Welcome Text | | | | | | Text 1 ⁹ | Text 2 | |
| Late Texting - Questions 1,278 public school teachers 263 private school teachers | Mail Activity | | 1st Mail (W) | 2nd Mail (W) | | 3rd Mail (Q)(W) | | 4th Mail (Q) | | |
| | Email Activity | | Initial | Reminder 1 | Reminder 2 | Reminder 3 | Reminder 4 | Reminder 5 | Reminder 6 | |
| | Telephone Activity | | | | Phone Reminder | | | | Phone Follow-Up | |
| | Texting Activity | Welcome Text | | | | | | Text 1 ¹ | Text 2 | |

Changes to Appendix A

1. Reordered introductory table to reflect new mailout schedule and materials, pg. 25

| 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 Invitation E-mail (without incentive) | TFS-15E | This e-mail introduces the TFS-2/TFS-3 survey and provides login information for the TFS instrument. |
| Initial Teacher Invitation E-mail (with incentive) | TFS-15E(I) | This e-mail introduces the TFS-2/TFS-3 survey and provides login information for the TFS instrument. |
| 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 E-mail (1st Reminder E-mail) | TFS-16E | This e-mail reminds teachers to complete the TFS and provides login information. |
| 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 | TFS-17E | This e-mail reminds teachers to complete the TFS and |

| | | |
|--|-----------------------|---|
| (2nd Reminder E-mail) | | provides login information. |
| TFS Third Teacher Mailout/Third Reminder E-mail | | |
| Fourth Teacher E-mail (3rd Reminder E-mail) | TFS-18E | This e-mail reminds teachers to complete the TFS and provides login information. |
| 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 Teachers (6th Reminder E-mail) | TFS-21E(1) | This e-mail is sent to current teachers and reminds them to complete the TFS. |
| Seventh Teacher E-mail, Former Teachers (6th Reminder E-mail) | TFS-21E(2) | This e-mail is sent to former teachers and reminds them to complete the TFS. |
| Seventh Teacher E-mail, Current Teachers (6th Reminder E-mail for Late Questions Text Group) | TFS-21E(3) | This e-mail is sent to current teachers from the late questions text messaging group and asks them to complete the TFS. |
| Seventh Teacher E-mail, Former Teachers (6th Reminder E-mail) | TFS-21E(4) | This e-mail is sent to former teachers from the late questions text messaging group and asks them to |

| | | |
|--|-----------------------|--|
| for Late Questions Text Group) | | 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 Contingency Incentive Letter | TFS-30L | This letter is sent to teachers and includes a pre-paid \$10 cash incentive. 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 36E | 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. |

2. Removed Amish and Mennonite teacher letter

~~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~~

3. Added an initial teacher invitation email without incentive language, pg. 30

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 in the coming weeks, you will receive~~ 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>

4. ~~Removed second Amish and Mennonite letter~~

~~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

5. Removed standby #1 Amish and Mennonite teacher letter

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.

(Teacher Letter FAQs) — Frequently Asked Questions

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.

6. Removed standby #2 Amish and Mennonite Teacher letter

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

7. Removed standby #3 Amish and Mennonite Teacher letter

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

8. Added Seventh Teacher E-mail (current teachers, late questions text group), pg. 49 **Seventh Teacher E-mail (Current Teachers, Late Questions Text Group)**

TFS-21E(3)

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

Body:

Dear <Teacher Name>,

Thank you very much for responding to our text messages regarding your status as a teacher! We encourage you to share more of your insight into the teaching profession by completing the full Teacher Follow-up Survey (TFS). Your responses to this survey will provide information that enables researchers to understand the effect of school policies and practices on the career decisions teachers make.

Your participation is greatly appreciated and will help ensure that this survey yields meaningful results that paint an inclusive picture of all current teachers. It is only estimated to take 22 minutes to complete.

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

Log in using this user ID:

For more information 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>

9. Added Seventh Teacher E-mail (former teachers, late questions text group), pg. 50
Seventh Teacher E-mail (Former Teachers, Late Questions Text Group)

TFS-21E(4)

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

Body:

Dear <Teacher Name>,

Thank you very much for responding to our text messages regarding your status as a teacher! We realize you may no longer be a teacher, but we want to hear your opinions and the reasons you left teaching. Please consider completing the full Teacher Follow-up Survey (TFS) and let your voice be heard. Your participation is greatly appreciated and will help to ensure that this survey yields meaningful results.

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. This survey is only estimated to take 19 minutes to complete.

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

Log in using this user ID:

For more information 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>

10. Revised TFS-30L from promised to pre-paid incentive, pg.58

Promised Contingency 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. **We have enclosed \$10 as a token of our appreciation for your completion of this important survey.** ~~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:~~
Please respond using ONE of the following options:

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

11. Removed TFS-31L Thank You letter

~~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

12. Removed PFS-32E and replaced it with PFS-36E, pg.63 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>~~

Reminder School Email

PFS-36E

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

Body:

Dear <PRINCIPAL NAME>,

A few weeks ago, we sent you a letter asking you to complete the two-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)
1-888-325-4957 | ntps@census.gov | <http://nces.ed.gov/surveys/ntps>