


**PAPERWORK REDUCTION ACT  
CHANGE WORKSHEET**  
2021-22 PFS Web Instrument Change Request

<b>Agency/Subagency</b> U.S. Department of Education, Institute of Education Sciences		<b>OMB Control Number</b> 1850-0617 v.10
<b>Enter only items that change</b>		
	<b>Current Record</b>	<b>New Record</b>
<b>Agency form number(s)</b>	NA	NA
<b>Annual reporting and record keeping hour burden</b>		
<b>Number of respondent</b>	25,688	25,688
<b>Total annual responses</b>	25,688	25,688
<b>Percent of these responses collected electronically</b>	22%	22%
<b>Total annual hours</b>	5,136	5,136
<b>Difference</b>	0	
<b>Explanation of difference</b>		
<b>Program change</b>	0	
<b>Adjustment</b>	0	
<b>Annual reporting and record keeping cost burden (in thousands of dollars)</b>		
<b>Total annualized capital/startup costs</b>	NA	NA
<b>Total annual costs (O&amp;M)</b>	NA	NA
<b>Total annualized cost requested</b>	NA	NA
<b>Difference</b>	NA	
<b>Explanation of difference</b>		
<b>Program change</b>	NA	
<b>Adjustment</b>	NA	
<b>Other changes**</b>		
<p>The Principal Follow-Up Survey (PFS) is a follow-up survey of public and private elementary and secondary school principals 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 principals remained at the same school, moved to another school, or left the profession. It was last fielded in 2016-17, after the 2015-16 NTPS. The major objectives of the PFS are to measure the attrition rate for principals; examine the characteristics of principals who stayed in the profession and those who changed professions or retired and obtain activity or occupational data for those who left the position of a K-12 principal. 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, and change requests to add reminder emails to schools (OMB# 1850-0617 v.7), correct errors on the TFS-3 questionnaire (OMB# 1850-0617 v.8), and update incentive procedures and recruitment material timing (OMB# 1850-0617 v.9) were approved in October &amp; November 2021 and January 2022. Historically, the PFS has a very high response rate; for the 2016-17 collection, the unit response rate was over 90%. Given the high response rates and the fact that the PFS is only one item long, the survey team has historically not developed a web instrument. Unfortunately, the response rates for the 2021-22 PFS collection are considerably lower, which was unanticipated given past trends. As of February 23, 2022, we are in Week 5 of data collection for the 2021-22 PFS, and the unit response rate is 53%. At Week 5 in the 2016-17 collection, the response rate was over ten percentage points higher at 69%. To address this surprising decrease in expected response rates, NCES is proposing the addition of a PFS web instrument on Qualtrics and the addition of two new versions of a PFS recruitment emails (an initial email and a reminder email) that include the new Qualtrics link. Only a subset of PFS sampled principals will receive the Qualtrics link, replacing the 'late texting' experimental group in the texting experiment that is further described in Part A. The new web instrument will ideally provide another method of completion for respondents, especially those who have may prefer web to paper. This requested change does not affect the approved total cost to the federal government for conducting this study nor the estimated respondent burden.</p>		
<b>Signature of Senior Official or designee:</b> 	<b>Date:</b> February 24, 2022	<b>For OIRA Use</b>  <hr/> <hr/>

\*\*This form cannot be used to extend an expiration date  
OMB 83-C