



UNITED STATES DEPARTMENT OF EDUCATION  
National Center for Education Statistics

June 1, 2023

**MEMORANDUM**

**To:** Bob Sivinski, OMB  
**From:** Rebecca Bielamowicz and Ryan Iaconelli, NCES  
**Through:** Carrie Clarady, NCES  
**Re:** School Pulse Panel (SPP) 2023-24 Preliminary Field Activities July 2023 Screener  
Communications Materials Change Request (OMB# 1850-0975 v.3)

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The School Pulse Panel is an ongoing study conducted by the National Center for Education Statistics (NCES), part of the Institute of Education Sciences (IES), within the United States Department of Education, to collect extensive data on current and emerging issues concerning students and staff in U.S. public primary, middle, high, and combined-grade schools. Specifically, the survey will ask school office staff about topics such as staffing, college and career readiness, school improvement plans, tutoring, summer programs, facilities, learning strategies and recovery, after-school programs, and world and dual language programs. The SPP has become one of the nation's main sources of timely and reliable data on issues concerning the education environment, as reported by principals in U.S. public schools.

The request to begin recruitment of districts and schools for the 2023-24 School Pulse Panel was cleared in a Preliminary Activities package in February 2023 (OMB# 1850-0975). Another package that will allow NCES to begin data collection in August 2023 is currently passing through 60 days of public comment and, upon clearance of this package, will enter an additional 30 days of public comment (OMB# 1850-0975 v.2).

The Preliminary Activities package included a screener for schools whose districts have granted permission to participate, as part of the process to prepare schools to begin data collection activities. The Preliminary Activities package included very rudimentary and general communication materials for this purpose, materials that NCES has since revised and refined. The purpose of this change request is to modify the communications materials to add new letters and emails that will accompany the July 2023 screener.

The costs to the government have not changed as a result of this amendment, nor has the projected respondent burden. Planned communication materials and items to be tested are provided in Appendix A, with the deletions and additions detailed below in red.

## Changes to Appendix A

### SPP Public School/~~District~~ Precontact Notification

~~Separate screener surveys will be sent to schools and districts. They are combined here for brevity.~~

~~Every student in America deserves a high-quality education in a safe environment. This promise, which was already out of reach for too many, has been further threatened by pandemic disease and continued fears of an unsafe school environment.~~

~~Your <school/district> has been selected to participate in a study sponsored by the U.S. Department of Education. The study is the **School Pulse Panel** and the information you provide is essential to understanding the continued impact of the COVID-19 pandemic on K-12 education, efforts put towards learning recovery, and ways to keep students and safe feeling safe in the school setting.~~

~~The School Pulse Panel is distinct from other studies in that it will provide information every month during the 2023-2024 school year on the learning recovery efforts, continued struggles with the repercussions of the COVID-19 pandemic, and the general school environment within the United States. Critical information you provide will be aggregated with other responding schools and provided on a data dashboard posted on the U.S. Department of Education's National Center for Education Statistics (NCES) website.~~

#### **What is Involved**

~~District and school staff will be asked to each complete an online survey. Each survey will take no longer than 30 minutes to complete.~~

~~You will begin now by completing a brief screener survey and then will receive the first monthly survey in August 2023. <If your district permits, you will receive a \$100 debit card for completing each monthly survey.>~~

~~Beginning August 2023 and continuing through June 2024, you will be asked to provide information about rotating topics that will focus on various topics, such as learning recovery, virus spread mitigation strategies, numerous services offered for students and staff, technology use, staffing issues, and mental health.~~

~~To start, we are asking you to complete a 5-minute screener survey to confirm you are the principal for the sampled school, provide a designated point of contact for us to send the survey, <as well as a mailing address for sending the debit card each month>.~~

#### **To Get Started, Click the Link Below**

~~----- Respond now at [INSERT LINK]~~

~~----- Log in using this User ID: <USERID>~~

~~For more information about the School Pulse Panel, please check out the SPP website (—) and also refer to the frequently asked questions on the back of this letter.~~

~~Sincerely, XXX~~

## **School Pulse Panel: Frequently Asked Questions (FAQs)**

### **How is the School Pulse Panel different from other education surveys?**

The School Pulse Panel is a unique survey. While surveys like the National Assessment of Educational Progress and the National Teacher and Principal Survey produce benchmark statistics critical to monitoring progress over time, they are not designed to capture the rapid pace at which schools continue to adapt in this pandemic environment. Your contribution is key to producing a source of “near time” statistics that shed light on these challenges and inform the response of education officials at the federal level.

### **How frequently do you collect data for the School Pulse Panel?**

The School Pulse Panel is designed to collect data from schools and districts every month throughout the 2023-24 school year.

### **How do I participate?**

Your school’s/district’s designated point of contact will receive an invitation to complete the School Pulse Panel survey via email. Either the school principal/district staff or another staff member who is knowledgeable about student and staff experiences in the school environment can complete the survey. The email will include a link to the survey, which should take approximately 30 minutes to complete. They may also enter the URL enclosed on the front of this letter in a web browser to begin taking the survey. On behalf of the U.S. Department of Education’s National Center for Education Statistics (NCES), the Census Bureau is collecting the information. A new survey invitation will be issued each month from the email address [addp.school.pulse.panel@census.gov](mailto:addp.school.pulse.panel@census.gov). All participation is voluntary.

### **Will you ask the same questions every month?**

Some questions will remain on the survey from month to month to detect how schools/districts are experiencing and adapting to change. Other questions will rotate in and out. Topics will include, but will not be limited to, learning recovery, virus spread mitigation strategies, services offered for students and staff, technology use, information on staffing, and federal fund usage.

### **How will my school be reimbursed?**

If permitted, for each fully completed monthly survey, the school/district will be offered \$100. For most schools/districts, these funds will be paid out monthly in the form of a debit card. Some schools may need to make alternate arrangements with the Census Bureau.

### **Other important information**

All participation is voluntary. However, each school in the School Pulse Panel sample was selected to represent schools with similar characteristics, making your participation critical. Please be assured that, by federal mandate, we are required to protect the responses of all schools included in our survey. Individual responses will be combined with those from other participants to produce summary statistics and reports. No teacher or student time is required to complete the survey. Send comments regarding the 30-minute survey burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the National Center for Education Statistics (NCES) Institute of Education Sciences (IES) PCP, 550 12th Street, SW, 4th floor, Room 4036, Washington, D.C. 20202. 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 is 1850-NEW.

### **Questions?**

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

*NCES is authorized to conduct this survey by the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543). All of the information schools/districts provide may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151). Reports of the findings from the survey will not identify participating Local Education Agencies (LEAs), schools, or staff. Individual responses will be combined with those from other participants to produce summary statistics and reports.*

## **July 2023 Screener Initial Letter (Reimbursement Schools)**

DATE

Dear [POSITION] of [SCHOOL\_NAME]

The National Center for Education Statistics, part of the U.S. Department of Education's Institute of Education Sciences, is asking you to participate in the 2023-24 School Pulse Panel (SPP) survey. The 2023-24 SPP is a unique opportunity to provide your school's perspective directly to the Department on a range of high-priority, education-related topics on a monthly basis. Each month, starting in August 2023 and ending in June 2024, your school will receive an invitation to complete a survey that will take no more than 30 minutes to complete. To thank you for your time and effort in completing the survey, your school will receive \$200 for each completed monthly survey. **Your school can earn up to \$2,200 over the course of the 2023-24 school year.**

To prepare for the start of the SPP on Tuesday, August 8, 2023, we are asking you to confirm the contact information we have on file for your school for the 2023-24 school year. Confirmation will take 5 minutes or less to complete.

**Please verify this information for your school by Friday, July 28, 2023, by visiting the following link and entering the User ID listed below.** You may also call 1-844-868-3661 to provide this information.

<p>[URL] User ID: [EXTERNALREFERENCE]</p>
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The SPP collects data monthly on a wide range of topics related to recovery from the COVID-19 pandemic and directly informs federal policy and funding decisions by program offices in the Department of Education, the White House, other federal agencies, and Congress. Through your participation, the 2023-24 SPP will continue to inform key federal policy decisions. Some highlights from past months include:

- In April 2022, 69 percent of public schools reported that the percentage of students who had sought mental health services from their school increased since the start of the COVID-19 pandemic.
- In August 2022, 53 percent of public schools reported feeling understaffed entering the 2022–23 school year.
- In September 2022, 29 percent of public schools reported they had replaced or updated their HVAC systems for the current school year.

Prior participants said that participation was easy and came with many benefits. Ninety-eight percent of schools that participated in the 2021-22 SPP said they felt the time necessary to complete each monthly survey was reasonable. Three quarters reported that the impact on policy was an important reason they participated.

To learn more about the 2023-24 SPP, visit [www.census.gov/schoolpulse](http://www.census.gov/schoolpulse). If you have questions or need assistance, you may also call 1-844-868-3661 or email [adp.school.pulse.panel@census.gov](mailto:adp.school.pulse.panel@census.gov). The Census Bureau is collecting the data on behalf of the National Center for Education Statistics. We look forward to your participation in the 2023-24 School Pulse Panel!

Sincerely,

Peggy G. Carr, Ph.D.  
Commissioner  
National Center for Education Statistics (NCES)  
U.S. Department of Education

## School Pulse Panel: Frequently Asked Questions (FAQs)

### What is the 2023-24 School Pulse Panel?

The 2023-24 School Pulse Panel is a monthly data collection designed to measure a rotating collection of high-priority, education-related topics, as determined by federal stakeholders, interest groups, and school administrators like you.

### How is the 2023-24 School Pulse Panel different from other education surveys?

The 2023-24 School Pulse Panel is a unique study. While surveys like the National Assessment of Educational Progress and the National Teacher and Principal Survey produce benchmark statistics critical to monitoring progress over time, they are only conducted once every few years. The SPP surveys schools each month, providing the U.S. Department of Education and federal policymakers with crucial, real-time information that can quickly inform policies and funding decisions at the federal level.

### Why should my school participate?

Your school's responses provide national, state, and local education leaders with the information needed to make evidence-based decisions about education policy and resource allocation. Without responses from your school, we will have an incomplete picture of the condition of education during the 2023-24 school year. Data that are representative of *all* schools inform better policies.

### What does it look like to participate on a monthly basis?

Each month's survey will take 30 minutes or less to complete and will be open for two weeks. When surveyed at the conclusion of the 2021-22 School Pulse Panel, *98 percent of participating schools said they felt that the time necessary to complete each monthly survey was reasonable*. However, we understand that, as an educator, you are very busy; to show our appreciation for your time and effort for completing the survey, **your school will receive \$200 for each completed survey you submit**. These reimbursements will be mailed five to six weeks after the end of data collection.

### How do I participate?

The first monthly collection of the 2023-24 school year will begin in August 2023. Monthly collections will continue through June 2024. Each school will designate a point of contact that will be responsible for completing the survey. Your school's designated point of contact will receive an invitation to complete the School Pulse Panel survey via regular mail and email. Both will include a link to the survey, which should take 30 minutes or less to complete and will be open for two weeks. The person completing the survey can share the link with a colleague if they need help completing the survey. On behalf of NCES, the Census Bureau is collecting the information. A new survey invitation will be issued each month from the email address [addp.school.pulse.panel@census.gov](mailto:addp.school.pulse.panel@census.gov). All participation is voluntary.

### Does the person completing the 2023-24 School Pulse Panel for the school have to be the principal?

No. You are welcome to delegate completion of the survey to another staff member who is knowledgeable about programs at the school.

### Will you ask the same questions every month?

Some questions may remain on the survey from month to month to learn how schools are experiencing and adapting to change. Other questions may rotate in and out. Topic areas will change monthly and will reflect high-priority, education-related topics that NCES and federal policymakers lack timely data on. You will also help shape content for surveys.

### Other important information

By federal law, we are required to protect the responses of all schools included in our survey (see citations at the end of the FAQ). Individual responses will be combined with those from other participants to produce summary statistics and reports. No teacher or student time is required to complete the survey. Send comments regarding the 30-minute survey burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the National Center for Education Statistics (NCES) Institute of Education Sciences (IES) PCP, 550 12th Street, SW, 4th floor, Room 4036, Washington, D.C. 20202. 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 is 1850-0975 (expires 07/31/2026).

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## **July 2023 Screener Initial Letter (No Debit Card Schools)**

DATE

Dear [POSITION] of [SCHOOL\_NAME]

The National Center for Education Statistics, part of the U.S. Department of Education's Institute of Education Sciences, is asking you to participate in the 2023-24 School Pulse Panel (SPP) survey. The 2023-24 SPP is a unique opportunity to provide your school's perspective directly to the Department on a range of high-priority, education-related topics on a monthly basis. Each month, starting in August 2023 and ending in June 2024, your school will receive an invitation to complete a survey that will take no more than 30 minutes to complete.

To prepare for the start of the SPP on Tuesday, August 8, 2023, we are asking you to confirm the contact information we have on file for your school for the 2023-24 school year. Confirmation will take 5 minutes or less to complete. **Please verify this information for your school by Friday, July 28, 2023, by visiting the following link and entering the User ID listed below.** You may also call 1-844-868-3661 to provide this information.

[URL]  
User ID: [EXTERNALREFERENCE]

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- In April 2022, 69 percent of public schools reported that the percentage of students who had sought mental health services from their school increased since the start of the COVID-19 pandemic.
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## **Does the person completing the 2023-24 School Pulse Panel for the school have to be the principal?**

No. You are welcome to delegate completion of the survey to another staff member who is knowledgeable about programs at the school.

## **Will you ask the same questions every month?**

Some questions may remain on the survey from month to month to learn how schools are experiencing and adapting to change. Other questions may rotate in and out. Topic areas will change monthly and will reflect high-priority, education-related topics that NCES and federal policymakers lack timely data on. You will also help shape content for surveys.

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## **July 2023 Screener Initial Email (Reimbursement Schools)**

**[Subject line: 2023-24 School Pulse Panel: Screener Survey Invitation]**

The National Center for Education Statistics, part of the U.S. Department of Education's Institute of Education Sciences, is asking you to participate in the 2023-24 School Pulse Panel (SPP) survey. The 2023-24 SPP is a unique opportunity to provide your school's perspective directly to the Department on a range of high-priority, education-related topics on a monthly basis. Each month, starting in August 2023 and ending in June 2024, your school will receive an invitation to complete a survey that will take no more than 30 minutes to complete. To thank you for your time and effort in completing the survey, your school will receive \$200 for each completed monthly survey. **Your school can earn up to \$2,200 over the course of the 2023-24 school year.**

To prepare for the start of the SPP on Tuesday, August 8, 2023, we are asking you to confirm the contact information we have on file for your school for the 2023-24 school year. Confirmation will take 5 minutes or less to complete. **Please verify this information for your school by Friday, July 28, 2023, by visiting the following link and entering the User ID listed below.** You may also call 1-844-868-3661 to provide this information.

[URL]

User ID: [EXTERNALREFERENCE]

The SPP collects data monthly on a wide range of topics related to recovery from the COVID-19 pandemic and directly informs federal policy and funding decisions by program offices in the Department of Education, the White House, other federal agencies, and Congress. Through your participation, the 2023-24 SPP will continue to inform key federal policy decisions. Some highlights from past months include:

- In April 2022, 69 percent of public schools reported that the percentage of students who had sought mental health services from their school increased since the start of the COVID-19 pandemic.
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Sincerely,

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**July 2023 Screener Initial Email (No Debit Card Schools)**

**[Subject line: 2023-24 School Pulse Panel: Screener Survey Invitation]**



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**July 2023 Screener Reminder Email 1 (Reimbursement Schools)**

**[Subject line: 2023-24 School Pulse Panel: Screener Survey Reminder]**

DATE

Dear [POSITION] of [SCHOOL\_NAME]

This is a reminder to complete the short, 5-minute screener survey to confirm that we have the most up-to-date contact information on file for your school for the start of the 2023-24 School Pulse Panel (SPP) survey next month. The 2023-24 SPP is conducted by the National Center for Education Statistics (NCES), within the U.S. Department of Education, and is an opportunity to be sure your students' needs and experiences are represented in data used by the Department and federal policy makers on a range of high-priority, education-related topics. Each month, starting in August 2023 and ending in June 2024, your school will receive an invitation to complete a survey that will take no more than 30 minutes to complete. To thank you for your time and effort in completing the survey, your school will receive \$200 for each completed monthly survey you submit. **By participating in all 2023-24 SPP surveys, your school can earn up to \$2,200 over the course of the school year.**

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The information you will be asked to provide over the course of the 2023-24 school year will be critical for data-driven decision making on program and policy implementation and federal funding distributions by program offices in the Department of Education, the White House, other federal agencies, and Congress.

To learn more about the School Pulse Panel, visit [www.census.gov/schoolpulse](http://www.census.gov/schoolpulse). If you have questions, please call 1-844-868-3661 or email [adp.school.pulse.panel@census.gov](mailto:adp.school.pulse.panel@census.gov). The Census Bureau is collecting the data on behalf of the National Center for Education Statistics.

Thank you for your consideration of this important initiative.

Sincerely,

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**July 2023 Screener Reminder Email 1 (No Debit Card Schools)**

**[Subject line: 2023-24 School Pulse Panel: Screener Survey Reminder]**

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U.S. Department of Education

**July 2023 Screener Email Reminder 2 (Reimbursement Schools)**  
**[Subject line: 2023-24 School Pulse Panel: Please Confirm Contact Information]**

DATE

Dear [POSITION] of [SCHOOL\_NAME]

This is a reminder to complete a short, 5-minute screener questionnaire to verify the information we have on file for your school in advance of the start of the 2023-24 School Pulse Panel (SPP) survey next month. Your school was selected to participate in the 2023-24 SPP, a monthly survey conducted by the National Center for Education Statistics (NCES), within the U.S. Department of Education. Your school's responses provide national, state, and local education leaders with the information needed to make evidence-based decisions about education policy and resource allocation. Without responses from your school, we will have an incomplete picture of all the topics the 2023-24 SPP will survey schools on. **Your school will receive \$200 for each completed monthly survey you submit, starting in August 2023 and continuing through June 2024.** Please verify this information for your school by Friday, July 28, 2023, by visiting the following link and entering the User ID listed below. You may also call 1-844-868-3661 to provide this information.

[URL]

User ID: [EXTERNALREFERENCE]

The information you will be asked to provide over the course of the 2023-24 school year will be critical for data-driven decision making on program and policy implementation and federal funding distributions by program offices in the Department of Education, the White House, other federal agencies, and Congress. By participating in this survey, you will ensure that information about your school is included in these important decisions.

To learn more about the School Pulse Panel, visit [www.census.gov/schoolpulse](http://www.census.gov/schoolpulse). If you have questions, please call 1-844-868-3661 or email [adp.school.pulse.panel@census.gov](mailto:adp.school.pulse.panel@census.gov). The Census Bureau is collecting the data on behalf of the National Center for Education Statistics.

Thank you for your consideration of this important initiative.

Sincerely,

Peggy G. Carr, Ph. D.  
Commissioner  
National Center for Education Statistics (NCES)  
U.S. Department of Education

**July 2023 Screener Email Reminder 2 (No Debit Card Schools)**

**[Subject line: 2023-24 School Pulse Panel: Please Confirm Contact Information]**

DATE

Dear [POSITION] of [SCHOOL\_NAME]

This is a reminder to complete a short, 5-minute screener questionnaire to verify the information we have on file for your school in advance of the start of the 2023-24 School Pulse Panel (SPP) survey next month. Your school was selected to participate in the 2023-24 SPP, a monthly survey conducted by the National Center for Education Statistics (NCES), within the U.S. Department of Education. Your school's responses provide national, state, and local education leaders with the information needed to make evidence-based decisions about education policy and resource allocation. Without responses from your school, we will have an incomplete picture of all the topics the 2023-24 SPP will survey schools on. **Please verify this information for your school by Friday, July 28, 2023, by visiting the following link and entering the User ID listed below.** You may also call 1-844-868-3661 to provide this information.

[URL]

User ID: [EXTERNALREFERENCE]

The information you will be asked to provide over the course of the 2023-24 school year will be critical for data-driven decision making on program and policy implementation and federal funding distributions by program offices in the Department of Education, the White House, other federal agencies, and Congress. By participating in this survey, you will ensure that information about your school is included in these important decisions.

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Thank you for your consideration of this important initiative.

Sincerely,

Peggy G. Carr, Ph. D.  
Commissioner  
National Center for Education Statistics (NCES)  
U.S. Department of Education

**July 2023 Screener Email Reminder 3 (Reimbursement Schools)**

**[Subject line: School Pulse Panel: Last Day to Respond to Screener Survey is Today]**

Dear [POSITION] of [SCHOOL\_NAME]:

This is a final reminder to complete the short, 5-minute screener survey to confirm the contact information we have on file for your school for the upcoming 2023-24 School Pulse Panel (SPP) survey by **today, July 28**. If you have already confirmed your school's contact information, thank you! Please disregard this notice.

Confirm your school's contact information by visiting the following link and entering the User ID listed below:

[URL]

User ID: [EXTERNALREFERENCE]

Your school is among a small number of schools selected to participate in the Panel. Without responses from your school, we will have an incomplete picture of the condition of education during the 2023-24 school year. Data that are representative of *all* public schools inform better policies. **By participating in the 2023-24 SPP, you will ensure that information about your school and others like it is included in policy and funding decisions.** To thank you for taking the time and effort to participate in the SPP, your school will receive \$200 for each completed monthly survey you submit.

To learn more about the School Pulse Panel, visit [www.census.gov/schoolpulse](http://www.census.gov/schoolpulse). If you have questions, please call 1-844-868-3661 or email [adp.school.pulse.panel@census.gov](mailto:adp.school.pulse.panel@census.gov). The Census Bureau is collecting the data on behalf of the National Center for Education Statistics.

Thank you for your consideration of this important initiative.

Sincerely,

Peggy G. Carr, Ph. D.  
Commissioner  
National Center for Education Statistics (NCES)  
U.S. Department of Education

**July 2023 Screener Email Reminder 3 (No Debit Card Schools)**

**[Subject line: School Pulse Panel: Last Day to Respond to Screener Survey is Today]**

Dear [POSITION] of [SCHOOL\_NAME]:

This is a final reminder to complete the short, 5-minute screener survey to confirm the contact information we have on file for your school for the upcoming 2023-24 School Pulse Panel (SPP) survey by **today, July 28**. If you have already confirmed your school's contact information, thank you! Please disregard this notice.

Confirm your school's contact information by visiting the following link and entering the User ID listed below:

[URL]

User ID: [EXTERNALREFERENCE]

Your school is among a small number of schools selected to participate in the Panel. Without responses from your school, we will have an incomplete picture of the condition of education during the 2023-24 school year. Data that are representative of *all* public schools inform better policies. **By participating in the 2023-24 SPP, you will ensure that information about your school and others like it is included in policy and funding decisions.**

To learn more about the School Pulse Panel, visit [www.census.gov/schoolpulse](http://www.census.gov/schoolpulse). If you have questions, please call 1-844-868-3661 or email [adp.school.pulse.panel@census.gov](mailto:adp.school.pulse.panel@census.gov). The Census Bureau is collecting the data on behalf of the National Center for Education Statistics.

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Sincerely,

Peggy G. Carr, Ph. D.  
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National Center for Education Statistics (NCES)  
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