

**PAPERWORK REDUCTION ACT  
CHANGE SHEET**

(SPP) 2023-24 Preliminary Field Activities July 2023 Screener  
Communications Materials Change Request

<b>Agency/Subagency</b> U.S. Department of Education, Institute of Education Sciences		<b>OMB Control Number</b> 1850-0969 v.7
<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>	9,939	9,939
<b>Total annual responses</b>	9,939	9,939
<b>Percent of these responses collected electronically</b>	100%	100%
<b>Total annual hours</b>	2,661	2,661
<b>Difference</b>		
<b>Explanation of difference</b>		
<b>Program change</b>		
<b>Adjustment</b>		
<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>Otherchange**</b>		
<p>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.</p> <p>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).</p> <p>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.</p> <p>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 in red in the attached memo.</p>		
<b>Signature of Senior Official or designee:</b>  <i>Carrie K. Clarady</i>	<b>Date:</b>  June 1, 2023	<b>For OIRA Use</b>  _____

\*\*This form cannot be used to extend an expiration date