

Private School Universe Survey (PSS) 2023-24 Data Collection, and 2023- 24 and 2025-26 PSS Frame Development Activities

Appendix A-C Communication Materials

OMB# 1850-0641 v.15

Submitted by

National Center for Education Statistics
U.S. Department of Education

January 2022
revised June 2023

Appendix A -- State List Request Letter



U.S. DEPARTMENT OF EDUCATION
INSTITUTE OF EDUCATION SCIENCES

NATIONAL CENTER FOR EDUCATION STATISTICS

July 5, 2022

(Header Information)

Dear:

The National Center for Education Statistics (NCES) within the U.S. Department of Education requests your assistance in improving the coverage and quality of our private school listings and statistics. Every 2 years, NCES conducts the Private School Survey (PSS). The PSS data allow NCES to report on enrollment trends; counts of private schools, students, teachers, and high school graduates; program emphasis; and types of private schools. The PSS also serves as a list of private schools for additional NCES studies. In order to conduct the 2023-24 PSS, we must compile a complete and accurate list of all private schools in the United States. Please help us to identify all private or nonpublic schools in your state.

What we request from you

- 111A computer file (preferably a spreadsheet) of all private and nonpublic schools in your state that provide instruction for at least one grade between kindergarten and grade 12.
- If a computer list is not available, a paper list is acceptable.

1Definition of eligible

- 1Please include all private, nonpublic, or religious-exempt schools with any of the grades kindergarten through grade 12.
 - Kindergarten is defined as: An educational program for children (primarily 5-year-olds) who would normally enter first grade in the following year, even if “kindergarten” is not in the name of the program.
 - Include programs such as transitional or developmental kindergarten if children are expected to enter the first grade upon completing the program.
- Please exclude all programs that
 - teach only adult education or postsecondary students;
 - are designed only for 3- or 4-year-old children and do not include kindergarten (e.g., Head Start programs, prekindergarten, or nursery schools);
 - provide only before or afterschool care for children who attend school in another facility;
 - provide only child care and do not include kindergarten.

11The file or list should include the following information for each program:

- 1school name:
- mailing address:
- telephone number:
- grade range:
- enrollment: and
- number of teachers.

In addition to the information above that we have requested from you in the past, please also provide:

- school location address.

Please supply the date the list was last updated.

111Sending the

- 1The U.S. Census Bureau collects the private school lists for us. You may send your list to the U.S. Census Bureau by e-mail or regular mail. Please send your list by August 22, 2022.

To transmit your file via e-mail, please send a message to the following address:

dsmd.private.school.lists@census.gov

Note that e-mail attachments have a suggested size limit of 2MB (two megabytes). If you have difficulty sending your attachment because it is too large, please call 1-800-579-8520 to make alternative arrangements.

To send your list on diskette or paper, please mail the file to the following address:

U.S. Census Bureau
ATTN: Lowell Allen
Bldg. 66, Room 313
1201 E. 10th St.
Jeffersonville, IN 47132

For additional information on the PSS and other surveys that NCES conducts, please visit our website:
<http://nces.ed.gov/surveys/pss>.

If you have any questions, please contact the U.S. Census Bureau at 1-888-329-5890 or by email at pss@census.gov. Staff will be available to take your call or answer your email from Monday through Friday between 8:00 am and 8:00 pm (Eastern Time).

Thank you in advance for your assistance in improving the accuracy of our private school data collection.

Sincerely yours,

Christopher Chapman
Associate Commissioner for Sample Survey Studies

Appendix B -- Association List Request Letter



U.S. DEPARTMENT OF EDUCATION
INSTITUTE OF EDUCATION SCIENCES

NATIONAL CENTER FOR EDUCATION STATISTICS

July 5, 2022

Dear **CONTACT NAME HERE**:

The National Center for Education Statistics (NCES) requests your assistance in improving the coverage and quality of our private school listings and statistics. Every 2 years, NCES conducts the Private School Survey (PSS). The PSS data allow NCES to report on enrollment trends; counts of private schools, students, teachers, and high school graduates; program emphasis; and types of private schools. The PSS also serves as a list of private schools for updating the school search tool on the NCES website. In order to conduct the 2023-24 PSS, we must compile a complete and accurate list of all private schools in the United States. Please help us to identify all private or nonpublic schools in the United States that currently belong to your association.

What we request from you

- A computer file (preferably a spreadsheet) of all private and nonpublic schools that currently belong to your association and provide instruction for at least one grade between kindergarten and grade 12.**
- If a computer list is not available, a paper list is acceptable.

Definition of eligible

- Please **include** all private, nonpublic, or religious-exempt schools with any of the grades kindergarten through grade 12.
 - Kindergarten is defined as: An educational program for children (primarily 5-year-olds) who would normally enter first grade in the following year, even if “kindergarten” is not in the name of the program.
 - Include programs such as transitional or developmental kindergarten if children are expected to enter the first grade upon completing the program.
- Please **exclude** all programs that
 - teach only adult education or postsecondary students;
 - are designed only for 3- or 4-year-old children and do not include kindergarten (e.g., Head Start programs, prekindergarten, or nursery schools);
 - provide only before or afterschool care for children who attend school in another facility;
 - provide only child care and do not include kindergarten;
 - are considered a homeschool that teaches family members only.

The file or list should include the following information for

- school name;
- mailing address;
- location address;
- telephone number;
- grade range;
- enrollment;
- number of teachers; and
- school contact e-mail address.

Please supply the date the list was last updated.

Sending the list

- The U.S. Census Bureau collects the private school lists for us. You may send your list to the U.S. Census Bureau by e-mail or regular mail. Please send your list by August 22, 2022.

To transmit your file via e-mail, please send a message to the following address:
dsmd.private.school.lists@census.gov

Note that e-mail attachments have a suggested size limit of 2MB (two megabytes). If you have difficulty sending your attachment because it is too large, please call 1-800-579-8520 to make alternative arrangements.

To send your list on CD or paper, please mail the file to the following address:

U.S. Census Bureau
ATTN: **SMQAB-SMS**
Bldg. 66, Room 313
1201 E. 10th St.
Jeffersonville, IN 47132

For additional information on the PSS and other surveys that NCES conducts, please visit our website:
<http://nces.ed.gov/surveys/pss>.

If you have any questions, please contact the U.S. Census Bureau at 1-888-329-5890 or by email at pss@census.gov. Staff will be available to take your call or answer your email from Monday through Friday between 8:00 am and 8:00 pm (Eastern Time).

Thank you in advance for your assistance in improving the accuracy of our private school data collection.

Sincerely yours,

Christopher Chapman
Associate Commissioner for Sample Survey Studies

Appendix C -- School Communication Materials

C1. Telephone Screener Script

PSS TRADITIONAL/ECC PHONE SCRIPT

USE 8 - Area Code - Phone Number

Hello, this is _____ with the United States Census Bureau. We are updating our list of private schools and I would like to obtain or verify some information.

(1) Are you a private school?

If not private school = Thank them and hang up.

If Private = Continue

(2) Do you teach ANY grades Kindergarten through 12th grade?

(If they say they have Kindergarten = verify they TEACH Kindergarten and NOT a Day Care or Before/After school Facility.

If "No" = Thank them and hang up.

If "Yes" = **What grades do you teach?**

(3) What is the TOTAL number of teachers at your school?

(4) What is the total number of students at your school?

a. Ask for number of students enrolled in any grades K-12.

(We do not want to include any O/S grades such as PreK or Postsecondary)

VERIFY while on phone:

NAME OF SCHOOL

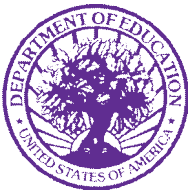
MAILING ADDRESS OF SCHOOL

Including City, State, and ZIP

THANK YOU VERY MUCH FOR YOUR COOPERATION.

NOTE: If you reach an answering machine or you need to leave a message for someone to return your call, leave this toll-free number with your EXTENSION and/or NAME.

1-800-579-8520 + Extension and/or name



C2. Internet Option First Letter & FAQ

U.S. DEPARTMENT OF EDUCATION
INSTITUTE OF EDUCATION SCIENCES

PSS-5(L)
(06-2023)

NATIONAL CENTER FOR EDUCATION STATISTICS

Dear Administrator:

The National Center for Education Statistics (NCES) within the U.S. Department of Education requests your participation in the 2023-24 Private School Survey (PSS), a national data collection effort administered every two years that is invaluable to private schools across the country. The purpose of the PSS is to obtain current information from all private elementary and secondary schools in recognition of the importance of private education in the United States. Your participation is critical to the success of this survey and ensures that your school is represented in important national data on private schools.

Please complete the survey online within two weeks. You can access the secure website using the information provided below.

Respond at <https://respond.census.gov/pss>

Log in using this User ID:

The Private School Survey is used to generate an NCES ID number for your school which many private and federal grants require as part of their application process. Your response to this survey ensures that your school retains this NCES ID and is listed on the NCES site.

If you have any questions about this voluntary survey, please contact the U.S. Census Bureau at 1-888-329-5890. Staff will be available to take your call Monday through Friday between 8:00 am and 8:00 pm (Eastern Time). You can also contact the U.S. Census Bureau via e-mail at: pss@census.gov.

This data collection is administered by the U.S. Census Bureau for NCES. To learn more about the PSS, please go to <https://nces.ed.gov/surveys/pss/>. Thank you in advance for your cooperation in this very important effort.

Sincerely,

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

Paperwork Burden Statement

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 1850-0641. The time required to complete this information collection is estimated to average 20 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: pss@census.gov, or write directly to: Private School Survey (PSS), National Center for Education Statistics, Potomac Center Plaza, 550 12th Street SW, Room #4010, Washington, DC 20202.

Endorsed by:

Agudath Israel of America
American Association of Christian Schools
American Montessori Society
Association of Christian Schools International
Association of Christian Teachers and Schools
Association of Military Colleges and Schools
Christian Schools International
Council for American Private Education
Council of Islamic Schools in North America
Evangelical Lutheran Church of America
Evangelical Lutheran Education Association
General Conference of the Seventh-Day Adventist Church
Islamic School League of America
Jesuit Schools Network
Lutheran Church-Missouri Synod
National Association for the Education of Young Children
National Association of Episcopal Schools
National Association of Independent Schools
National Association of Private Special Education Centers
National Catholic Educational Association
National Christian School Association
National Council for Private School Accreditation
National Independent Private Schools Accreditation
Oral Roberts University Educational Fellowship
The Association of Boarding Schools
United States Conference of Catholic Bishops
Wisconsin Evangelical Lutheran Synod

2023–24 Private School Survey

The 2023–24 Private School Survey is intended to include all —

▶ **Private schools that teach ANY of the following —**

- At least one of grades 1–12
- Ungraded students between 5 and 18 years old
- Kindergarten – traditional year of school primarily for 5-year olds prior to first grade
- Transitional (or readiness) kindergarten – extra year of school for kindergarten-age children who are judged not ready for kindergarten
- Transitional first (or prefirst) grade – extra year of school for children who have attended kindergarten but have been judged not ready for first grade

▶ **Private early childhood programs and day care centers that have ANY of the following —**

- Kindergarten
- Transitional (or readiness) kindergarten
- Transitional first (or prefirst) grade

▶ **All non-public elementary and secondary schools that include ANY of the following —**

- Private schools that receive tuition for some students from public school districts
- Residential treatment centers with an education program
- Private schools that provide special education services to public school districts
- Special education schools

This survey is NOT intended for the following types of schools or programs —

- Public schools, including public charter schools
- Bureau of Indian Education-funded schools
- State-run schools
- Department of Defense schools
- Adult education or postsecondary programs
- Tutoring programs
- Homeschool umbrella organizations

WHO AUTHORIZES THIS SURVEY?

The National Center for Education Statistics (NCES), within 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. §9543). The U.S. Census Bureau will administer this survey on behalf of the NCES.

WHO SHOULD PARTICIPATE IN THIS SURVEY?

The 2023-24 Private School Survey includes all private schools and early childhood programs that provide educational instruction to students in kindergarten or *at least* one grade from 1 to 12.

WHY IS MY SCHOOL'S RESPONSE IMPORTANT?

Private education is a critical part of the U.S. education system. Without accurate information about the nation's private schools, policy makers have an incomplete picture of education more broadly and cannot make effective decisions on a range of important issues including those around the topic of school choice. A response to this survey ensures that YOUR school is represented in key data and reports produced by the National Center for Education Statistics about private education and school choice. The National Center for Education Statistics is the primary source of statistical information on education for the country.

HOW DOES THIS HELP MY SCHOOL?

The Private School Survey is used to generate an NCES ID number for your school which many private and federal grants require as part of their application process. NCES also uses the survey to update the private school search tool on our web site: <https://nces.ed.gov/surveys/pss/privateschoolsearch/>. This resource is used by parents looking to find a private school for their children. Importantly, your response to this survey ensures that your school's voice will be heard in policy decisions.

WHAT ARE RESULTS FROM PREVIOUS SURVEYS?

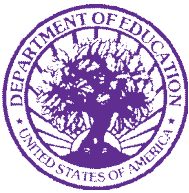
NCES produces summaries of the data that help parents, educators, and policy makers understand the current state of education in the United States. For example, results from the 2021-22 Private School Survey show that:

- Approximately 23 percent of all elementary and secondary schools in the United States are private institutions; these schools enroll approximately 8 percent of the nation's children and employ 13 percent of the nation's teachers.
- The pupil/teacher ratio was 9.8 at private schools, which was lower than the ratio of 15.8 at public schools.
- Of the 29,750 private elementary and secondary schools in the United States, 21 percent were Catholic schools, 12 percent were conservative Christian schools, 12 percent were affiliated religious schools, 22 percent were unaffiliated religious schools, and 34 percent were nonsectarian schools.

In addition to the reports that NCES produces, researchers use the data in their own studies of private schools and policy makers use the data to inform decisions.

WHAT HAPPENS IF I DO NOT RESPOND?

There is no penalty for not responding. However, if you do not respond, your school, teachers, and the students you serve will be missing from the education picture. A high response rate is very important to make sure the data represent the private education sector accurately. Accurate representation of the private education sector is critical to the design and interpretation of education research for governmental, university based, and private research. The Private School Survey is used to generate an NCES ID number for your school which many private and federal grants require as part of their application process. Your response to this survey ensures your school retains this NCES ID and is listed on the NCES site. We encourage you to participate in this voluntary survey.



PSS-7(L)
(06-2023)

C3. Internet Option Second Letter

U.S. DEPARTMENT OF EDUCATION
INSTITUTE OF EDUCATION SCIENCES

NATIONAL CENTER FOR EDUCATION STATISTICS

Dear Administrator:

We recently sent you a request to complete the 2023-24 Private School Survey (PSS). If you have not completed the survey yet, please do so as soon as possible. Data from this survey will be instrumental in assisting government agencies with policy decisions, in research conducted by private organizations, and in reports generated by news and media organizations to inform the public about the status of private education in the United States.

The internet link to the secure survey website and your personalized User ID are below. Your response is vital to provide a complete picture of private school education in this country.

Respond now at <https://respond.census.gov/pss>

Log in using this User ID:

If you would prefer to complete the Private School Survey on paper rather than online, please complete and return the enclosed paper questionnaire in the postage-paid return envelope.

As a reminder, the Private School Survey is used to generate an NCES ID number for your school which many private and federal grants require as part of their application process. Without your response to this survey your school's NCES ID cannot remain active and will no longer be listed on the NCES site.

If you have any questions about this voluntary survey, please contact the U.S. Census Bureau at 1-888-329-5890 or by email at pss@census.gov. Staff will be available to take your call or answer your email from Monday through Friday between 8:00 am and 8:00 pm (Eastern Time).

To learn more about the PSS, please go to <https://nces.ed.gov/surveys/pss/>. Thank you in advance for your assistance with this national survey recognizing the importance of private education in the United States.

Sincerely,

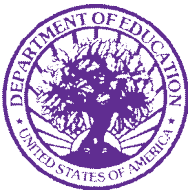
Peggy Carr
Commissioner
National Center for Education Statistics (NCES)
U.S. Department of Education

Paperwork Burden Statement

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National Christian School Association
National Council for Private School Accreditation
National Independent Private Schools Accreditation
Oral Roberts University Educational Fellowship
The Association of Boarding Schools
United States Conference of Catholic Bishops
Wisconsin Evangelical Lutheran Synod



PSS-9(L)
(06-2023)

C4. Internet Option Third Letter

U.S. DEPARTMENT OF EDUCATION
INSTITUTE OF EDUCATION SCIENCES

NATIONAL CENTER FOR EDUCATION STATISTICS

Dear Administrator:

We recently sent you several requests to complete the 2023-24 Private School Survey (PSS). Your participation will help us continue to provide comprehensive data on private school education in the United States and completing this survey will ensure that your school's National Center for Education Statistics (NCES) ID number and information stay current on our website.

If you have already completed the survey, thank you. If you have not had the opportunity to take the survey yet, please complete the enclosed paper questionnaire as soon as possible and return it to us in the postage-paid envelope. Alternatively, you may still complete the PSS online using the secure survey website and your personalized User ID.

Respond now at <https://respond.census.gov/pss>

Log in using this User ID:

NCES produces summaries of the data that help parents, educators, and policy makers understand the current state of education in the United States. For example, results from the 2021-22 Private School Survey show that:

- Approximately 23 percent of all elementary and secondary schools in the United States are private institutions; these schools enroll approximately 8 percent of the nation's children and employ 13 percent of the nation's teachers.
- The pupil/teacher ratio was 9.8 at private schools, which was lower than the ratio of 15.8 at public schools.
- Of the 29,750 private elementary and secondary schools in the United States, 21 percent were Catholic schools, 12 percent were conservative Christian schools, 12 percent were affiliated religious schools, 22 percent were unaffiliated religious schools, and 34 percent were nonsectarian schools.

In addition to the reports that NCES produces, researchers use the data in their own studies of private schools and policy makers use the data to inform decisions. We encourage you to participate in this voluntary survey.

If you have any questions about the survey, please contact the U.S. Census Bureau by phone at 1-888-329-5890 or by e-mail at: pss@census.gov. To learn more about the PSS, please go to <https://nces.ed.gov/surveys/pss/>.

Thank you in advance for your participation in this very important effort.

Sincerely,

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

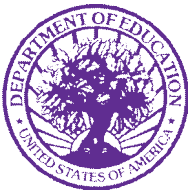
WASHINGTON, DC 20208 5652

Paperwork Burden Statement

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National Christian School Association
National Council for Private School Accreditation
National Independent Private Schools Accreditation
Oral Roberts University Educational Fellowship
The Association of Boarding Schools
United States Conference of Catholic Bishops
Wisconsin Evangelical Lutheran Synod



PSS-8(L)
(06-2023)

C5. Non-Internet Option First Letter & FAQ

U.S. DEPARTMENT OF EDUCATION
INSTITUTE OF EDUCATION SCIENCES

NATIONAL CENTER FOR EDUCATION STATISTICS

Dear Administrator:

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Take the time now to ensure your school is counted. **Please complete the enclosed questionnaire as soon as possible and return it in the postage-paid envelope.**

The Private School Survey is used to generate an NCES ID number for your school which many private and federal grants require as part of their application process. Your response to this survey ensures your school retains this NCES ID and is listed on the NCES site. Your response also helps provide a complete picture of private education in the United States.

This data collection is administered by the U.S. Census Bureau for NCES. If you have any questions about this voluntary survey, please contact the U.S. Census Bureau at 1-888-329-5890. Staff will be available to take your call Monday through Friday between 8:00 am and 8:00 pm (Eastern Time).

Thank you in advance for your cooperation in this important data collection effort!

Sincerely,

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2023–24 Private School Survey

The 2023–24 Private School Survey is intended to include all —

▶ **Private schools that teach ANY of the following —**

- At least one of grades 1–12
- Ungraded students between 5 and 18 years old
- Kindergarten – traditional year of school primarily for 5-year olds prior to first grade
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- Transitional first (or prefirst) grade – extra year of school for children who have attended kindergarten but have been judged not ready for first grade

▶ **Private early childhood programs and day care centers that have ANY of the following —**

- Kindergarten
- Transitional (or readiness) kindergarten
- Transitional first (or prefirst) grade

▶ **All non-public elementary and secondary schools that include ANY of the following —**

- Private schools that receive tuition for some students from public school districts
- Residential treatment centers with an education program
- Private schools that provide special education services to public school districts
- Special education schools

This survey is NOT intended for the following types of schools or programs —

- Public schools, including public charter schools
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WHO SHOULD PARTICIPATE IN THIS SURVEY?

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WHY IS MY SCHOOL'S RESPONSE IMPORTANT?

Private education is a critical part of the U.S. education system. Without accurate information about the nation's private schools, policy makers have an incomplete picture of education more broadly and cannot make effective decisions on a range of important issues including those around the topic of school choice. A response to this survey ensures that YOUR school is represented in key data and reports produced by the National Center for Education Statistics about private education and school choice. The National Center for Education Statistics is the primary source of statistical information on education for the country.

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<https://nces.ed.gov/surveys/pss/privateschoolsearch/>. This resource is used by parents looking to find a private school for their children. Importantly, your response to this survey ensures that your school's voice will be heard in policy decisions.

WHAT ARE RESULTS FROM PREVIOUS SURVEYS?

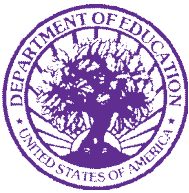
NCES produces summaries of the data that help parents, educators, and policy makers understand the current state of education in the United States. For example, results from the 2021-22 Private School Survey show that:

- Approximately 23 percent of all elementary and secondary schools in the United States are private institutions; these schools enroll approximately 8 percent of the nation's children and employ 13 percent of the nation's teachers.
- The pupil/teacher ratio was 9.8 at private schools, which was lower than the ratio of 15.8 at public schools.
- Of the 29,750 private elementary and secondary schools in the United States, 21 percent were Catholic schools, 12 percent were conservative Christian schools, 12 percent were affiliated religious schools, 22 percent were unaffiliated religious schools, and 34 percent were nonsectarian schools.

In addition to the reports that NCES produces, researchers use the data in their own studies of private schools and policy makers use the data to inform decisions.

WHAT HAPPENS IF I DO NOT RESPOND?

There is no penalty for not responding. However, if you do not respond, your school, teachers, and the students you serve will be missing from the education picture. A high response rate is very important to make sure the data represent the private education sector accurately. Accurate representation of the private education sector is critical to the design and interpretation of education research for governmental, university based, and private research. The Private School Survey is used to generate an NCES ID number for your school which many private and federal grants require as part of their application process. Your response to this survey ensures your school retains this NCES ID and is listed on the NCES site. We encourage you to participate in this voluntary survey.



C6. Non-Internet Option Second Letter

U.S. DEPARTMENT OF EDUCATION
INSTITUTE OF EDUCATION SCIENCES

PSS-10(L)
(06-2023)

NATIONAL CENTER FOR EDUCATION STATISTICS

Dear Administrator:

We recently sent you several requests to complete the 2023-24 Private School Survey (PSS). Your participation will help us continue to provide comprehensive data on private school education in the United States and completing this survey will ensure that your school's National Center for Education Statistics (NCES) ID number and information remain active.

If you have already completed the survey, thank you for your participation in this important national data collection effort. If you have not had the opportunity to take the survey yet, please complete the enclosed paper questionnaire as soon as possible and return it to us in the postage-paid envelope.

NCES produces summaries of the PSS data that help parents, educators, and policy makers understand the current state of education in the United States. For example, results from the 2021-22 Private School Survey show that:

- Approximately 23 percent of all elementary and secondary schools in the United States are private institutions; these schools enroll approximately 8 percent of the nation's children and employ 13 percent of the nation's teachers.
- The pupil/teacher ratio was 9.8 at private schools, which was lower than the ratio of 15.8 at public schools.
- Of the 29,750 private elementary and secondary schools in the United States, 21 percent were Catholic schools, 12 percent were conservative Christian schools, 12 percent were affiliated religious schools, 22 percent were unaffiliated religious schools, and 34 percent were nonsectarian schools.

In addition to the reports that NCES produces, researchers use the data in their own studies of private schools and policy makers use the data to inform decisions. We encourage you to participate in this voluntary survey.

If you have any questions, please contact the U.S. Census Bureau at 1-888-329-5890. Staff will be available to take your call Monday through Friday between 8:00 am and 8:00 pm (Eastern Time).

Thank you in advance for your cooperation in this national survey recognizing the importance of private education in the United States.

Sincerely,

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

Paperwork Burden Statement

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 1850-0641. The time required to complete this information collection is estimated to average 20 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: pss@census.gov, or write directly to: Private School Survey (PSS), National Center for Education Statistics, Potomac Center Plaza, 550 12th Street SW, Room #4010, Washington, DC 20202.

Endorsed by:

Agudath Israel of America
American Association of Christian Schools
American Montessori Society
Association of Christian Schools International
Association of Christian Teachers and Schools
Association of Military Colleges and Schools
Christian Schools International
Council for American Private Education
Council of Islamic Schools in North America
Evangelical Lutheran Church of America
Evangelical Lutheran Education Association
General Conference of the Seventh-Day Adventist Church
Islamic School League of America
Jesuit Schools Network
Lutheran Church-Missouri Synod
National Association for the Education of Young Children
National Association of Episcopal Schools
National Association of Independent Schools
National Association of Private Special Education Centers
National Catholic Educational Association
National Christian School Association
National Council for Private School Accreditation
National Independent Private Schools Accreditation
Oral Roberts University Educational Fellowship
The Association of Boarding Schools
United States Conference of Catholic Bishops
Wisconsin Evangelical Lutheran Synod

C7. CATI Follow-up Script

This is [*name of caller*] from the U.S. Census Bureau. I'm calling in regard to the Private School Survey.

The purpose of this survey is to obtain current information about private schools in the United States.

This call may be monitored to evaluate my performance. The interview should take approximately 20 minutes.

From here, screens and script in the Blaise instrument vary depending on response.

NOTE: If you reach an answering machine or you need to leave a message for someone to return your call, leave this message:

"This is the U.S. Census Bureau. Please return our call at this toll-free number 1-877-749-4938. Please refer to case #_____. Thank you."

JUST A REMINDER

Recently the U.S. Census Bureau contacted you about this year's Private School Survey (PSS) that we are conducting. Many thanks to those who have already completed the survey.

If you have received the questionnaire but have not yet had time to complete it, please do so as soon as possible. Your response is critical to having an accurate picture of private education in the United States.

If you have any questions about the survey, please contact the U.S. Census Bureau at 1-888-329-5890. Staff will be available to take your call Monday through Friday between 8:00 a.m. and 8:00 p.m. (Eastern Time).

Thank You.

0948-PC (5-2023)

JUST A REMINDER

Recently the U.S. Census Bureau contacted you about this year's Private School Survey (PSS) that we are conducting. Many thanks to those who have already completed the survey.

If you have received the questionnaire but have not yet had time to complete it, please do so as soon as possible. Your response is critical to having an accurate picture of private education in the United States.

If you have any questions about the survey, please contact the U.S. Census Bureau at 1-888-329-5890. Staff will be available to take your call Monday through Friday between 8:00 a.m. and 8:00 p.m. (Eastern Time).

Thank You.

0948-PC (5-2023)

C9. Reminder Email #1
Post-Mailing Email to Schools

Subject line: U.S. Department of Education Survey Reminder

Dear <ADMINISTRATOR>:

We at the National Center for Education Statistics (NCES) within the U.S. Department of Education request your participation in the 2023-24 Private School Survey (PSS). Data from this survey will be instrumental in assisting government agencies with policy decisions, in research conducted by private organizations, and in reports generated by news and media organizations to inform the public about the status of private education in the United States.

We have attempted to reach your school by mail and have not yet received your response. If you have recently completed the PSS, thank you. **If you have not completed the survey yet, please do so within the next two weeks.**

The secure link to the website and your personalized User ID are below. We encourage you to participate in this voluntary survey.

Respond now at <https://respond.census.gov/pss>

Log in using this User ID: <USERID>

As a reminder, the Private School Survey is used to generate an NCES ID number for your school which many private and federal grants require as part of their application process. Without your response to this survey your school's NCES ID cannot remain active and will no longer be listed on the NCES site.

If you have any questions, please contact the U.S. Census Bureau at 1-888-329-5890 or by email at pss@census.gov. Staff will be available to take your call or answer your email from Monday through Friday between 8:00 am and 8:00 pm (Eastern Time).

To learn more about the PSS, please go to <https://nces.ed.gov/surveys/pss/>. Thank you in advance for your assistance with this national survey recognizing the importance of private education in the United States.

Sincerely,

Private School Survey Team
U.S. Census Bureau, on behalf of
Peggy Carr, Commissioner
National Center for Education Statistics (NCES)
U.S. Department of Education

Paperwork Burden Statement

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 1850-0641. The time required to complete this information collection is estimated to average 20 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: pss@census.gov, or write directly to: Private School Universe Survey (PSS), National Center for Education Statistics, Potomac Center Plaza, 550 12th Street SW, Room #4012, Washington, DC 20202.

C10. Reminder Email #2
Pre-CATI Email to Schools

Subject line: Expect a call soon about the U.S. Department of Education Survey

Dear <ADMINISTRATOR>:

We recently contacted you regarding the 2023-24 Private School Survey (PSS), which obtains current information about private schools across the country in recognition of the importance of private education in the United States. We understand that you are busy and thank you in advance for your participation in this important national data collection. The survey will only take about 20 minutes to complete.

In January, we will begin calling schools that have not responded to provide the opportunity to respond over the phone. Or, our convenient online instrument allows you to respond on a secure website, without the need for survey staff to call your school.

Respond now at <https://respond.census.gov/pss>

Log in using this User ID: <USERID>

Data from this survey will be instrumental in assisting government agencies with policy decisions, and to construct reports that describe the status of private schools in the United States. Researchers in private organizations use the data to conduct analyses for projects and studies. Reports and tabulations generated from PSS data are also used by news and media organizations to inform the public about the status of private education in the United States.

If you have any questions, please contact the U.S. Census Bureau at 1-888-329-5890 or by email at pss@census.gov. Staff will be available to take your call or answer your email from Monday through Friday between 8:00 am and 8:00 pm (Eastern Time).

To learn more about PSS, visit <https://www.nces.ed.gov/surveys/pss>.

Sincerely,

Private School Survey Team
U.S. Census Bureau, on behalf of
Peggy Carr, Commissioner
National Center for Education Statistics (NCES)
U.S. Department of Education

Paperwork Burden Statement

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 1850-0641. The time required to complete this information collection is estimated to average 20 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: pss@census.gov, or write directly to: Private School Universe Survey (PSS), National Center for Education Statistics, Potomac Center Plaza, 550 12th Street SW, Room #4012, Washington, DC 20202.

C11. Reminder Email #3
Post-Field NRFU Email to Schools

Subject line: Expect In-Person Visit for U.S. Dept. of Education Survey

Dear <ADMINISTRATOR>:

We have been trying to contact your school by mail and phone to participate in the 2023-24 Private School Survey (PSS), but we do not yet have your response.-

Census Bureau representatives will begin visiting schools in April to provide a replacement paper questionnaire and the opportunity to respond in person. Or, our online instrument is still available for you to respond without the need for survey staff to visit your school in person.

Respond now at <https://respond.census.gov/pss>

Log in using this User ID: <USERID>

Your participation is vital to the success of this survey as higher response rates give us confidence that the findings are accurate.

If you have any questions, please contact the U.S. Census Bureau at 1-888-329-5890 or by email at pss@census.gov. Staff will be available to take your call or answer your email from Monday through Friday between 8:00 am and 8:00 pm (Eastern Time).

To learn more about PSS, visit <https://www.nces.ed.gov/surveys/pss>. Thank you in advance for your cooperation in this important national data collection effort!

Sincerely,

Private School Survey Team
U.S. Census Bureau, on behalf of
Peggy Carr, Commissioner
National Center for Education Statistics (NCES)
U.S. Department of Education

Paperwork Burden Statement

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 1850-0641. The time required to complete this information collection is estimated to average 20 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: pss@census.gov, or write directly to: Private School Universe Survey (PSS), National Center for Education Statistics, Potomac Center Plaza, 550 12th Street SW, Room #4012, Washington, DC 20202.

**C12. Reminder Email #4
Final Email to Schools**

Subject line: U.S. Dept. of Education Survey FINAL NOTICE

Dear <ADMINISTRATOR>:

This is your school's last chance to participate in the 2023-24 Private School Survey (PSS). If you have already completed and returned your questionnaire, thank you!

If not, **we must receive your completed response as soon as possible**. The Private School Survey is used to generate an NCES ID number for your school which many private and federal grants require as part of their application process. Your response to this survey ensures your school retains this NCES ID and is listed on the NCES [private school search tool](#). Your response also helps provide a complete picture of private education in the United States.

It is critical that you respond now by clicking on the secure link below and logging in with your personalized User ID.

Respond now at <https://respond.census.gov/pss>

Log in using this User ID: <USERID>

Census Bureau representatives are currently visiting schools to provide the opportunity to respond on a paper questionnaire. However, you can still respond online using the secure website above without the need for survey staff to visit your school in person.

If you have any questions, please contact the U.S. Census Bureau at 1-888-329-5890 or by email at pss@census.gov. Staff will be available to take your call or answer your email from Monday through Friday between 8:00 am and 8:00 pm (Eastern Time).

To learn more about PSS, visit <https://www.nces.ed.gov/surveys/pss>.

Sincerely,

Private School Survey Team
U.S. Census Bureau, on behalf of
Peggy Carr, Commissioner
National Center for Education Statistics (NCES)
U.S. Department of Education

Paperwork Burden Statement

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 1850-0641. The time required to complete this information collection is estimated to average 20 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: pss@census.gov, or write directly to: Private School Universe Survey (PSS), National Center for Education Statistics, Potomac Center Plaza, 550 12th Street SW, Room #4012, Washington, DC 20202.

C13. Non-Internet Thank You Postcard

U.S. DEPARTMENT OF COMMERCE
c/o U.S. Census Bureau
1201 E 10th St
Jeffersonville IN 47132-0001

OFFICIAL BUSINESS
Penalty for Private Use \$300

0949-PC (05-02-2023)

PRESORTED
FIRST-CLASS MAIL
POSTAGE & FEES PAID
U.S. Census Bureau
Permit No. G-58

U.S. DEPARTMENT OF COMMERCE
c/o U.S. Census Bureau
1201 E 10th St
Jeffersonville IN 47132-0001

OFFICIAL BUSINESS
Penalty for Private Use \$300

0949-PC (05-02-2023)

PRESORTED
FIRST-CLASS MAIL
POSTAGE & FEES PAID
U.S. Census Bureau
Permit No. G-58

THANK YOU

Thank you for your participation in this year's Private School Survey (PSS). Your response ensures that your school is represented in important national data on private schools and helps to provide a complete picture of private education in the United States.

We look forward to your continued participation in the PSS, which will be administered in the fall of 2025. If you have any questions about the current or future survey, please contact the U.S. Census Bureau at 1-800-221-1204. Staff will be available to take your call Monday through Friday between 8:00 a.m. and 5:00 p.m. (Eastern Time).

0948-PC(A) (5-2023)

THANK YOU

Thank you for your participation in this year's Private School Survey (PSS). Your response ensures that your school is represented in important national data on private schools and helps to provide a complete picture of private education in the United States.

We look forward to your continued participation in the PSS, which will be administered in the fall of 2025. If you have any questions about the current or future survey, please contact the U.S. Census Bureau at 1-800-221-1204. Staff will be available to take your call Monday through Friday between 8:00 a.m. and 5:00 p.m. (Eastern Time).

0948-PC(A) (5-2023)

C14. Reminder Postcard #2



0948-PS
(05-2023)

U.S. DEPARTMENT OF EDUCATION
INSTITUTE OF EDUCATION SCIENCES

NATIONAL CENTER FOR EDUCATION STATISTICS

JUST A REMINDER

We recently contacted you about the 2023-24 Private School Survey (PSS). If you have not yet had time to complete the survey, please do so as soon as possible. The link to the secure survey website and your personalized User ID are listed below.

Please complete the survey online within two weeks.

Respond now at <https://respond.census.gov/pss>

Log in using this User ID:

Completing the PSS will also ensure that your school's National Center for Education Statistics (NCES) ID number and information stay current on our website. This ID is required for many private and federal grant application processes. Without the most current information based on your survey response, your school's NCES ID cannot remain active and will no longer be listed on the NCES site.

If you have any questions about this voluntary survey, please contact the U.S. Census Bureau at 1-888-329-5890. Staff will be available to take your call Monday through Friday between 8:00 a.m. and 8:00 p.m. (Eastern Time).

Thank You.

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

Paperwork Burden Statement

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U.S. DEPARTMENT OF COMMERCE

c/o U.S. Census Bureau
1201 E 10th St
Jeffersonville IN 47132-0001

OFFICIAL BUSINESS
Penalty for Private Use \$300

0948-PS (5-2023)

PRESORTED
FIRST-CLASS MAIL
POSTAGE & FEES PAID
U.S. Census Bureau
Permit No. G-58

C15. Initial Email to Schools

Subject line: U.S. Department of Education Survey

Dear <ADMINISTRATOR>:

The National Center for Education Statistics (NCES) within the U.S. Department of Education requests your participation in the 2023-24 Private School Survey (PSS), a national data collection effort administered every two years that is invaluable to private schools across the country.

We encourage you to participate in this voluntary 20-minute survey, which includes questions about school characteristics including the number of students and teachers. The secure link to the website and your personalized User ID are below.

Respond now at <https://respond.census.gov/pss>

Log in using this User ID: <USERID>

We are collecting data from all private elementary and secondary schools. The Private School Survey is used to generate an NCES ID number for your school which many private and federal grants require as part of their application process. Your response to this survey ensures that your school retains this NCES ID and is listed on the NCES site.

If you have any questions, please contact the U.S. Census Bureau at 1-888-329-5890 or by email at pss@census.gov. Staff will be available to take your call or answer your email from Monday through Friday between 8:00 am and 8:00 pm (Eastern Time).

To learn more about the PSS, please go to <https://nces.ed.gov/surveys/pss/>. Thank you in advance for your assistance with this national survey recognizing the importance of private education in the United States.

Sincerely,

Private School Survey Team
U.S. Census Bureau, on behalf of
Peggy Carr, Commissioner
National Center for Education Statistics (NCES)
U.S. Department of Education

Paperwork Burden Statement

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 1850-0641. The time required to complete this information collection is estimated to average 20 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: pss@census.gov, or write directly to: Private School Universe Survey (PSS), National Center for Education Statistics, Potomac Center Plaza, 550 12th Street SW, Room #4010, Washington, DC 20202.