

# **National Teacher and Principal Survey**

## **of 2023-24 (NTPS 2023-24)**

**OMB# 1850-0598 v.43**

## **Appendix A**

### **Communication Materials**

**National Center for Education Statistics (NCES)**  
**U.S. Department of Education**

**January 2023**  
**revised April 2023**

## Contents

Contact Materials for NTPS 2023–24 Recruitment and Data Collection.....	4
School and Teacher Letters and E-mails Summary Table.....	4
School-Level Contact Materials.....	4
Initial School Mailout Letter to Coordinator or Principal.....	18
Initial School Mailout Letter to Principal – Without TLF Request.....	20
Initial School Mailout Letter – Login Information for the TLF.....	23
Initial School Mailout Letter – Login Information for the SQ.....	24
Initial School Mailout Letter – Login Information for the PQ.....	25
Initial School E-mail – Login Information for the TLF.....	26
Initial School E-mail – Login Information for the SQ/PQ.....	27
Initial School Mailout Letter for Amish and Mennonite Schools.....	29
Special District Approval Received Insert.....	31
Second School E-mail – Login Information for the TLF.....	32
Field Operation E-mail for Schools Without Publicly Available Teacher Data.....	33
Second School E-mail – Login Information for the SQ/PQ.....	34
Second School Mailout Letter.....	35
Second School Mailout Letter – Login Information for the TLF.....	36
Second School Mailout Letter – Login Information for the SQ/PQ.....	37
Second School Mailout Letter for Amish and Mennonite Schools.....	38
Third School E-mail for Schools with Publicly Available Teacher Data – Login Information for the SQ/PQ.....	39
Third School E-mail for Schools without Publicly Available Teacher Data – Login Information for the SQ/PQ.....	41
Third School E-mail for Schools with Publicly Available Teacher Data – Login Information for the TLF.....	42
Third School Mailout Letter.....	43
Third School Mailout Letter for Amish and Mennonite Schools.....	44
Fourth School E-mail – Login Information for the TLF.....	45
Fourth School E-mail – Login Information for the SQ/PQ.....	46
Fifth School E-mail – Login Information for the SQ/PQ.....	47
Fourth School Mailout Letter.....	48
Fourth School Mailout Letter for Amish and Mennonite Schools.....	49
Sixth School E-mail – Login Information for the SQ.....	50
Sixth School E-mail – Login Information for the PQ.....	52
Fifth School Mailout Letter.....	53
Fifth School Mailout Letter – SQ/PQ.....	54
Fifth School Mailout Letter for Amish and Mennonite Schools.....	55
Seventh School E-mail – SQ/PQ.....	56

Requested Questionnaire(s) Letter.....	57
Initial Teacher E-mail.....	58
Initial Coordinator or Principal E-mail.....	59
Initial Teacher Mailout Letter to Survey Coordinator.....	60
Initial Teacher Mailout Letter with Login for Teacher Questionnaire.....	62
Initial Teacher Mailout Letter for Amish and Mennonite Teachers.....	65
Second Teacher E-mail.....	66
Third Teacher E-mail.....	67
Second Teacher Mailout Letter to Survey Coordinator or School Principal.....	68
Second Teacher Mailout Letter with Login for Teacher Questionnaire.....	69
Second Teacher Mailout Letter for Amish and Mennonite Teachers.....	70
Fourth Teacher E-mail.....	71
Fifth Teacher E-mail.....	72
Second Coordinator E-mail.....	73
Third Teacher Mailout Letter to Survey Coordinator or School Principal.....	74
Third Teacher Mailout Letter with Login for Teacher Questionnaire and Paper Questionnaire.....	75
Third Teacher Mailout Letter for Amish and Mennonite Teachers.....	76
Sixth Teacher E-mail.....	77
Seventh Teacher E-mail.....	78
Fourth Teacher Mailout Letter to Survey Coordinator or School Principal.....	79
Fourth Teacher Mailout Letter with Paper Questionnaire.....	80
Fourth Teacher Mailout Letter for Amish and Mennonite Teachers.....	81
Eighth Teacher E-mail.....	82
Ninth Teacher E-mail.....	83
Fifth Teacher Mailout Letter to Survey Coordinator or School Principal.....	84
Fifth Teacher Mailout Letter with Paper Questionnaire.....	85
Fifth Teacher Mailout Letter for Amish and Mennonite Teachers.....	86
Tenth Teacher E-mail.....	87
Eleventh Teacher E-mail.....	88
Twelfth Teacher E-mail.....	89
Teacher Thank You E-mail.....	90
Teacher Thank You Letter with Promised Monetary Incentive.....	91
Survey Coordinator/Principal Thank You E-mail.....	92
Survey Coordinator/Principal Thank You Letter.....	93
Cash Flyer Insert.....	94
Debit Flyer Insert.....	95

# Contact Materials for NTPS 2023–24 Recruitment and Data Collection

## School and Teacher Letters and E-mails Summary Table

### School-Level Contact Materials

Data Collection Activity/Operation	Correspondence Identifier(s)	Description
<b>Initial School Mailout</b>		
Initial School Mailout Letter to Survey Coordinator or Principal	NTPS-11LC//P(1//2)	<p>This letter introduces the survey and provides instructions for the package contents. The package includes the letter and individual envelopes containing instructions for completing the Teacher Listing Form, School Questionnaire, and Principal Questionnaire online.</p> <p>Four versions (school receives one):</p> <ul style="list-style-type: none"> <li>NTPS-11LC(1) – Sent to public schools where a survey coordinator, who is not the principal, has been established.</li> <li>NTPS-11LC(2) – Sent to private schools where a survey coordinator, who is not the principal, has been established.</li> <li>NTPS-11LP(1) – Sent to public schools where a survey coordinator has not been established or the principal is the coordinator.</li> <li>NTPS-11LP(2) – Sent to private schools where a survey coordinator has not been established or the principal is the coordinator.</li> </ul>
Initial School Mailout Letter to Principal – Without Teacher Listing Form Request	NTPS-11LS	<p>This letter introduces the survey and provides instructions for the package contents to public schools where the Teacher Listing Form is not being requested due to the timing of the package or special district requirements. The package includes the letter and individual envelopes containing instructions for completing the Principal and School Questionnaires online.</p>
Initial School Mailout Letter – Login Information for the Teacher Listing Form	NTPS-11L(TLF1//2)	<p>This letter provides a description of the Teacher Listing Form and the login information for the NTPS Respondent Portal.</p> <p>Two versions (school receives one):</p> <ul style="list-style-type: none"> <li>NTPS-11L(TLF1) – Sent to schools that have a pre-populated TLF.</li> <li>NTPS-11L(TLF2) – Sent to schools that have a blank TLF.</li> </ul>
Initial School Mailout Letter – Login Information for the School Questionnaire	NTPS-11L(1//2SQ)	<p>This letter provides a description of the School Questionnaire and login information to complete it.</p> <p>Two versions (school receives one):</p> <ul style="list-style-type: none"> <li>NTPS-11L(1SQ) – Sent to public schools.</li> <li>NTPS-11L(2SQ) – Sent to private schools.</li> </ul>
Initial School Mailout Letter – Login Information for the Principal Questionnaire	NTPS-11L(PQ)	<p>This letter provides a description of the Principal Questionnaire and login information to complete it.</p>
Initial School E-mail – Login Information for the Teacher Listing Form	NTPS-11E(TLF1//2)	<p>This e-mail introduces the survey and provides login information for the NTPS Respondent Portal so that the survey coordinator or principal can complete the Teacher Listing Form.</p> <p>Two versions (school receives one):</p> <ul style="list-style-type: none"> <li>NTPS-11E(TLF1) – Sent to schools that have a pre-populated TLF.</li> <li>NTPS-11E(TLF2) – Sent to schools that have a blank TLF.</li> </ul>

<b>Data Collection Activity/Operation</b>	<b>Correspondence Identifier(s)</b>	<b>Description</b>
Initial School E-mail – Login Information for the School /Principal Questionnaire	NTPS-11E( <b>1SQ//2SQ//PQ</b> )	<p>These e-mails describe the survey and provide login information to complete it online.</p> <p>Three versions (school receives one of the SQ emails and the PQ email):</p> <ul style="list-style-type: none"> <li>NTPS-11E(1SQ) – Sent to the survey coordinator or principal of public schools and contains the login information for the School Questionnaire.</li> <li>NTPS-11E(2SQ) – Sent to the survey coordinator or principal of private schools and contains the login information for the School Questionnaire.</li> <li>NTPS-11E(PQ) – Sent to the principal and contains the login information for the Principal Questionnaire.</li> </ul>
Initial School Mailout Letter for Amish and Mennonite Schools	NTPS-11L(A)	<p>This letter introduces the survey and provides instructions for the package contents. The package includes the letter, paper questionnaires, and return envelopes.</p>
Special District Approval Received Insert	NTPS-11I	<p>This insert alerts the survey coordinator or principal that NTPS project staff received their district's approval for the survey.</p>
Second School E-mail – Login Information for the Teacher Listing Form	NTPS-12E( <b>TLF1//2</b> )	<p>This e-mail reminds the survey coordinator or principal to log into the NTPS Respondent Portal and complete the Teacher Listing Form.</p> <p>Two versions (school receives one):</p> <ul style="list-style-type: none"> <li>NTPS-12E(TLF1) – Sent to schools that have a pre-populated TLF.</li> <li>NTPS-12E(TLF2) – Sent to schools that have a blank TLF.</li> </ul>
Field Operation E-mail for Schools Without Publicly Available Teacher Data	NTPS-12E(FLD)	<p>This e-mail reminds the survey coordinator or principal to complete any outstanding questionnaires, alerts them that a field representative will be contacting them regarding the survey, provides the field representative's name and contact information, and contains the login information for the Respondent Portal.</p>
Second School E-mail – Login Information for the School/Principal Questionnaire	NTPS-12E( <b>1SQ//2SQ//PQ</b> )	<p>These e-mails remind the survey coordinator or principal to complete the School and Principal Questionnaire online.</p> <p>Three versions (school receives one of the SQ emails and the PQ email):</p> <ul style="list-style-type: none"> <li>NTPS-12E(1SQ) – Sent to the survey coordinator or principal of public schools and contains the login information for the School Questionnaire.</li> <li>NTPS-12E(2SQ) – Sent to the survey coordinator or principal of private schools and contains the login information for the School Questionnaire.</li> <li>NTPS-12E(PQ) – Sent to the principal and contains the login information for the Principal Questionnaire.</li> </ul>
<b>Second School Mailout</b>		
Second School Mailout Letter	NTPS-12L( <b>1//2</b> )	<p>This letter asks the survey coordinator or principal to distribute the enclosed replacement survey invitations and remind school staff to complete their survey online.</p> <p>Two versions (school receives one):</p> <ul style="list-style-type: none"> <li>NTPS-12L(1) – Sent to public schools.</li> <li>NTPS-12L(2) – Sent to private schools.</li> </ul>
Second School Mailout Letter – Login Information for the Teacher Listing Form	NTPS-12L( <b>TLF1//2</b> )	<p>This letter provides the login information for the NTPS Respondent Portal so that the respondent can complete the Teacher Listing Form.</p> <p>Two versions (school receives one):</p> <ul style="list-style-type: none"> <li>NTPS-12L(TLF1) – Sent to schools that have a pre-populated TLF.</li> <li>NTPS-12L(TLF2) – Sent to schools that have a blank TLF.</li> </ul>

<b>Data Collection Activity/Operation</b>	<b>Correspondence Identifier(s)</b>	<b>Description</b>
Second School Mailout Letter – Login Information for the School/Principal Questionnaire	NTPS-12L( <b>1SQ//2SQ//PQ</b> )	<p>These letters provide the login information for the School and Principal Questionnaires.</p> <p>Three versions (school receives one of the SQ letters and the PQ letter):</p> <ul style="list-style-type: none"> <li>    NTPS-12L(1SQ) – Provides the login information for public schools to complete the School Questionnaire.</li> <li>    NTPS-12L(2SQ) – Provides the login information for private schools to complete the School Questionnaire.</li> <li>    NTPS-12L(PQ) – Provides the login information for the Principal Questionnaire.</li> </ul>
Second School Mailout Letter for Amish and Mennonite Schools	NTPS-12L(A)	<p>This letter reminds the school staff member to complete and return the paper questionnaires. The package includes the letter, replacement paper questionnaires, and return envelopes.</p>
Third School E-mail for Schools With Publicly Available Teacher Data – Login Information for the School/Principal Questionnaire	NTPS-13. <b>1//2//3//4//5//6</b> E( <b>1SQ//2SQ//PQ1</b> )	<p>These e-mails remind the appropriate staff member in schools with publicly available teacher data to complete the School or Principal Questionnaire online. The SQ e-mail contains login information for the School Questionnaire and is sent to the survey coordinator or principal. The PQ e-mail contains login information for the Principal Questionnaire and is sent to the principal. The Principal Questionnaire e-mails are part of an experimental treatment and are sent with various subject lines, as described below.</p> <p>Eight versions (school receives appropriate version of the SQ e-mail and is randomly assigned to receive one version of the PQ e-mail):</p> <ul style="list-style-type: none"> <li>    NTPS-13.1E(1SQ) – Sent to public schools.</li> <li>    NTPS-13.1E(2SQ) – Sent to private schools.</li> <li>    NTPS-13.1E(PQ1) – Sent with a descriptive subject line.</li> <li>    NTPS-13.2E(PQ1) – Sent with a descriptive subject line that includes a response date.</li> <li>    NTPS-13.3E(PQ1) – Sent with an altruistic subject line.</li> <li>    NTPS-13.4E(PQ1) – Sent with an altruistic subject line that includes a response date.</li> <li>    NTPS-13.5E(PQ1) – Sent with a persuasive subject line.</li> <li>    NTPS-13.6E(PQ1) – Sent with a persuasive subject line that includes a response date.</li> </ul>

Data Collection Activity/Operation	Correspondence Identifier(s)	Description
Third School E-mail for Schools Without Publicly Available Teacher Data – Login Information for the School/Principal Questionnaire	NTPS-13.1//2//3//4//5//6 E(1SQ//2SQ//PQ2)	<p>These e-mails remind the appropriate staff member in schools without publicly available teacher data to complete the School or Principal Questionnaire online. The SQ e-mail contains login information for the School Questionnaire and is sent to the survey coordinator or the principal. The PQ e-mail contains login information for the Principal Questionnaire and is sent to the principal. The Principal Questionnaire e-mails are part of an experimental treatment and are sent with various subject lines, as described below.</p> <p>Eight versions (school receives appropriate version of the SQ e-mail and is randomly assigned to receive one version of the PQ e-mail):</p> <ul style="list-style-type: none"> <li>NTPS-13.2E(1SQ) – Sent to public schools.</li> <li>NTPS-13.2E(2SQ) – Sent to private schools.</li> <li>NTPS-13.1E(PQ2) – Sent with a descriptive subject line.</li> <li>NTPS-13.2E(PQ2) – Sent with a descriptive subject line that includes a response date.</li> <li>NTPS-13.3E(PQ2) – Sent with an altruistic subject line.</li> <li>NTPS-13.4E(PQ2) – Sent with an altruistic subject line that includes a response date.</li> <li>NTPS-13.5E(PQ2) – Sent with a persuasive subject line.</li> <li>NTPS-13.6E(PQ2) – Sent with a persuasive subject line that includes a response date.</li> </ul>
Third School E-mail for Schools With Publicly Available Teacher Data – Login Information for the Teacher Listing Form	NTPS-13E(TLF1)	This e-mail reminds the survey coordinator or principal to login to the NTPS Respondent Portal and complete the pre-populated TLF.
<b>Third School Mailout</b>		
Third School Mailout Letter	NTPS-13L(1//2)	<p>This letter is sent to the survey coordinator or school principal with paper copies of the outstanding school-level questionnaires (TLF, SQ, and/or PQ). Login information for the web instrument is also included on the questionnaire cover page(s).</p> <p>Two versions (school receives one):</p> <ul style="list-style-type: none"> <li>NTPS-13L(1) – Sent to public schools.</li> <li>NTPS-13L(2) – Sent to private schools.</li> </ul>
Third School Mailout Letter for Amish and Mennonite Schools	NTPS-13L(A)	This letter is sent to the school principal of Amish and Mennonite schools with paper copies of the outstanding school-level questionnaires (TLF, SQ, and/or PQ).
Fourth School E-mail – Login Information for the TLF	NTPS-14E(TLF1//2)	<p>This e-mail is sent to remind the survey coordinator or principal to complete the TLF online.</p> <p>Two versions (school receives one):</p> <ul style="list-style-type: none"> <li>NTPS-14E(TLF1) – Sent to schools that have a pre-populated TLF.</li> <li>NTPS-14E(TLF2) – Sent to schools that have a blank TLF.</li> </ul>
Fourth School E-mail – Login Information for the School/Principal Questionnaire	NTPS-14E(1SQ//2SQ//PQ)	<p>These e-mails remind the survey coordinator or principal to complete the School or Principal Questionnaire online.</p> <p>Three versions (school receives one of the SQ emails and the PQ email):</p> <ul style="list-style-type: none"> <li>NTPS-14E(1SQ) – Sent to the survey coordinator or principal of public schools and contains the login information for the School Questionnaire.</li> <li>NTPS-14E(2SQ) – Sent to the survey coordinator or principal of private schools and contains the login information for the School Questionnaire.</li> <li>NTPS-14E(PQ) – Sent to the principal and contains the login information for the Principal Questionnaire.</li> </ul>

<b>Data Collection Activity/Operation</b>	<b>Correspondence Identifier(s)</b>	<b>Description</b>
Fifth School E-mail – Login Information for the School/Principal Questionnaire	NTPS-15E( <b>1SQ//2SQ//PQ</b> )	<p>These e-mails wish the recipient a happy new year and remind them to complete the School or Principal Questionnaire either online or by completing the paper questionnaire.</p> <p>Three versions (school receives one of the SQ emails and the PQ email):</p> <ul style="list-style-type: none"> <li>NTPS-15E(1SQ) – Sent to the survey coordinator or principal of public schools and contains the login information for the School Questionnaire.</li> <li>NTPS-15E(2SQ) – Sent to the survey coordinator or principal of private schools and contains the login information for the School Questionnaire.</li> <li>NTPS-15E(PQ) – Sent to the principal and contains the login information for the Principal Questionnaire.</li> </ul>
<b>Fourth School Mailout</b>		
Fourth School Mailout Letter	NTPS-14L( <b>1//2</b> )	<p>This letter is sent to the school principal with paper copies of the School and/or Principal Questionnaire. Login information for the web instrument is also included on the questionnaire cover page(s).</p> <p>Two versions (school receives one):</p> <ul style="list-style-type: none"> <li>NTPS-14L(1) – Sent to public schools.</li> <li>NTPS-14L(2) – Sent to private schools.</li> </ul>
Fourth School Mailout Letter for Amish and Mennonite School	NTPS-14L(A)	<p>This letter is sent to the school principal of Amish and Mennonite schools with paper copies of the outstanding school-level questionnaires.</p>
Sixth School E-mail – Login Information for the School Questionnaire	NTPS-16E( <b>1//2SQ</b> )	<p>This e-mail includes data from the 2020–21 NTPS SQ, is tailored by school level, state, and urbanicity using prefilled text, and reminds the survey coordinator or principal to complete the School Questionnaire online.</p> <p>Two versions (school receives one):</p> <ul style="list-style-type: none"> <li>NTPS-16E(1SQ) – Sent to public schools.</li> <li>NTPS-16E(2SQ) – Sent to private schools.</li> </ul>
Sixth School E-mail – Principal Questionnaire	NTPS-16E( <b>1//2PQ</b> )	<p>This e-mail includes data from the 2020–21 NTPS PQ, is tailored by school level, state, and urbanicity using prefilled text, and reminds the principal to complete the Principal Questionnaire online.</p> <p>Two versions (school receives one):</p> <ul style="list-style-type: none"> <li>NTPS-16E(1PQ) – Sent to public schools.</li> <li>NTPS-16E(2PQ) – Sent to private schools.</li> </ul>
<b>Fifth School Mailout</b>		
Fifth School Mailout Letter	NTPS-15L( <b>1//2</b> )	<p>This letter is sent to the school principal with paper copies of the Principal and School Questionnaires. Login information for the web instrument is also included on the questionnaire cover page(s).</p> <p>Two versions (school receives one):</p> <ul style="list-style-type: none"> <li>NTPS-15L(1) – Sent to public schools.</li> <li>NTPS-15L(2) – Sent to private schools.</li> </ul>
Fifth School Mailout Letter – School/Principal Questionnaire	NTPS-15L( <b>1SQ//2SQ SQ//PQ</b> )	<p>This letter is sent to the principal with a paper copy of the outstanding School or Principal Questionnaire. Login information for the web instrument is also included in the letter.</p>

<b>Data Collection Activity/Operation</b>	<b>Correspondence Identifier(s)</b>	<b>Description</b>
		<p>Three versions (school receives one):</p> <ul style="list-style-type: none"> <li>NTPS-15L(1SQ) – Contains the login information for public schools to complete the School Questionnaire.</li> <li>NTPS-15L(2SQ) – Contains the login information for private schools to complete the School Questionnaire.</li> <li>NTPS-15L(PQ) – Contains the login information for the Principal Questionnaire.</li> </ul>
Fifth School Mailout Letter for Amish and Mennonite Schools	NTPS-15L(A)	<p>This letter is sent to the school principal of Amish and Mennonite schools with paper copies of the School and/or Principal Questionnaire.</p>
Seventh School E-mail – School/Principal Questionnaire	NTPS-17E( <b>1SQ//2SQ//PQ</b> )	<p>These e-mails remind the survey coordinator or principal to complete the School or Principal Questionnaire online.</p> <p>Three versions (school receives one of the SQ emails and the PQ email):</p> <ul style="list-style-type: none"> <li>NTPS-17E(1SQ) – Sent to the survey coordinator or principal of public schools and contains the login information for the School Questionnaire.</li> <li>NTPS-17E(2SQ) – Sent to the survey coordinator or principal of private schools and contains the login information for the School Questionnaire.</li> <li>NTPS-17E(PQ) – Sent to the principal and contains the login information for the Principal Questionnaire.</li> </ul>

Data Collection Activity/Operation	Correspondence Identifier(s)	Description
<b>Requested Paper Questionnaire</b>		
Requested Questionnaire – School-level Questionnaire/Teacher Questionnaire	NTPS-10//20L	<p>These letters accompany paper questionnaires requested using the NTPS Respondent Portal or during telephone reminder or follow-up operations.</p> <p>Two versions:</p> <ul style="list-style-type: none"> <li>– NTPS-10L – Sent to the survey coordinator or school principal with requested Teacher Listing Form, School Questionnaire, and/or Principal Questionnaire.</li> <li>– NTPS-20L – Sent to the sampled teacher with requested Teacher Questionnaire.</li> </ul>
<b>Teacher Advance E-mail</b>		
Initial Teacher E-mail	NTPS-21.1//2//3//4//5//6E (I//IPS//IPT)	<p>This e-mail introduces the NTPS and asks the teacher to complete the Teacher Questionnaire online using the URL and User ID provided.</p> <p>Four versions of the e-mail body (teacher receives one):</p> <ul style="list-style-type: none"> <li>– NTPS-21E – Teachers who are ineligible to receive an incentive due to district prohibition.</li> <li>– NTPS-21E(I) – Teachers who will receive a prepaid monetary incentive in their initial package.</li> <li>– NTPS-21E(IPS) – Teachers who will receive a prepaid monetary incentive in their initial package and a promised school-level monetary incentive for sufficient teacher response.</li> <li>– NTPS-21E(IPT) – Teachers who will receive a prepaid monetary incentive in their initial package and a promised monetary incentive upon questionnaire completion.</li> </ul> <p>Additionally, the NTPS-21E(I) will be sent in an experimental manner with various subject lines, as described below, to early and mid-sampled teachers who will receive a prepaid monetary incentive in their initial package.</p> <ul style="list-style-type: none"> <li>– NTPS-21.1E(I) – Sent with a descriptive subject line.</li> <li>– NTPS-21.2E(I) – Sent with a persuasive subject line.</li> <li>– NTPS-21.3E(I) – Sent with an alternate persuasive subject line.</li> <li>– NTPS-21.4E(I) – Sent with an altruistic subject line.</li> <li>– NTPS-21.5E(I) – Sent with an expertise subject line.</li> <li>– NTPS-21.6E(I) – Sent with an authoritative subject line.</li> </ul>
<b>Initial Teacher Mailout</b>		
Initial Survey Coordinator or Principal E-mail	NTPS-21EC(PS//I//IPS)	<p>This e-mail alerts the survey coordinator or principal that we sent them a package of Teacher Questionnaire materials and asks them to distribute the envelopes and remind teachers to complete the survey. The e-mail also includes login information (URL &amp; User ID) for the Respondent Portal.</p> <p>Four versions (school receives one):</p> <ul style="list-style-type: none"> <li>– NTPS-21EC – Non-incentivized coordinators/principals in schools that are ineligible for the promised school-level monetary incentive.</li> <li>– NTPS-21EC(PS) – Non-incentivized coordinators/principals in schools that are eligible for the promised school-level monetary incentive for sufficient teacher response.</li> <li>– NTPS-21EC(I) – Coordinators/principals who will receive a prepaid monetary incentive.</li> <li>– NTPS-21EC(IPS) – Coordinators/principals who will receive a prepaid monetary incentive in schools that are eligible for the promised school-level monetary incentive for sufficient teacher response.</li> </ul>

Data Collection Activity/Operation	Correspondence Identifier(s)	Description
Initial Teacher Mailout Letter to Survey Coordinator	NTPS-21LC( <b>PS//I//IPS</b> )	<p>This letter asks the survey coordinator to distribute Teacher Questionnaire invitations and remind teachers to complete the survey. Sampled teachers' name(s) are printed on the back of the letter. The letter also includes the login information (URL &amp; User ID) for the Respondent Portal.</p> <p>Four versions (school receives one):</p> <ul style="list-style-type: none"> <li>• NTPS-21LC – Non-incentivized coordinators/principals in schools that are ineligible for the promised school-level monetary incentive.</li> <li>• NTPS-21LC(PS) – Non-incentivized coordinators/principals in schools that are eligible for the promised school-level monetary incentive for sufficient teacher response.</li> <li>• NTPS-21LC(I) – Coordinators/principals who receive a prepaid monetary incentive.</li> <li>• NTPS-21LC(IPS) – Coordinators/principals who receive a prepaid monetary incentive in schools that are eligible for the promised school-level monetary incentive for sufficient teacher response.</li> </ul>
Initial Teacher Mailout Letter with Login for Teacher Questionnaire	NTPS-21L( <b>I//IPS//IPT</b> )	<p>This letter introduces the NTPS and asks the teacher to complete the Teacher Questionnaire online using the URL and User ID provided.</p> <p>Four versions (teacher receives one):</p> <ul style="list-style-type: none"> <li>• NTPS-21L – Teachers who are ineligible to receive an incentive due to district prohibition.</li> <li>• NTPS-21L(I) – Teachers who receive a prepaid monetary incentive in their initial package.</li> <li>• NTPS-21L(IPS) – Teachers who receive a prepaid monetary incentive in their initial package and a promised school-level monetary incentive for sufficient teacher response.</li> <li>• NTPS-21L(IPT) – Teachers who receive a prepaid monetary incentive in their initial package and a promised monetary incentive upon survey completion.</li> </ul>
Initial Teacher Mailout Letter for Teachers in Amish and Mennonite schools	NTPS-21L(A)	<p>This letter introduces the NTPS and asks the teacher to complete the enclosed paper Teacher Questionnaire.</p>

Data Collection Activity/Operation	Correspondence Identifier(s)	Description
<b>Reminder E-mails</b>		
Second Teacher E-mail	NTPS-22E( <b>I//IC//ICPS//ICPT//IPT</b> )	<p>This e-mail alerts the teacher that we've mailed their survey invitation and asks the teacher to complete the Teacher Questionnaire online using the URL and User ID provided.</p> <p>Six versions (teacher receives one):</p> <ul style="list-style-type: none"> <li>NTPS-22E – Teachers who are ineligible to receive a teacher incentive due to district prohibition, regardless of whether there is a survey coordinator.</li> <li>NTPS-22E(I) – Teachers who receive a prepaid monetary incentive who are in schools without a survey coordinator or proxy coordinator.</li> <li>NTPS-22E(IC) – Teachers who receive a prepaid monetary incentive in their initial package who are in schools with a survey coordinator or proxy coordinator.</li> <li>NTPS-22E(ICPS) – Teachers who receive a prepaid monetary incentive in their initial package and a promised school-level monetary incentive for sufficient teacher response who are in schools with a survey coordinator or proxy coordinator.</li> <li>NTPS-22E(ICPT) – Teachers who receive a prepaid monetary incentive in their initial package and a promised monetary incentive upon survey completion who are in schools with a survey coordinator or proxy coordinator.</li> <li>NTPS-22E(IPT) – Teachers who receive a prepaid monetary incentive in their initial package and a promised monetary incentive upon survey completion who are in schools without a survey coordinator or proxy coordinator.</li> </ul>
Third Teacher E-mail	NTPS-23.1//2E( <b>I//IC//ICPS//ICPT//IPT</b> )	<p>This e-mail reminds the teacher to complete the Teacher Questionnaire online using the URL and User ID provided.</p> <p>Six versions (teacher receives one):</p> <ul style="list-style-type: none"> <li>NTPS-23E – Teachers who are ineligible to receive a teacher incentive due to district prohibition, regardless of whether there is a survey coordinator.</li> <li>NTPS-23E(I) – Teachers who receive a prepaid monetary incentive who are in schools without a survey coordinator or proxy coordinator.</li> <li>NTPS-23E(IC) – Teachers who receive a prepaid monetary incentive in their initial package who are in schools with a survey coordinator or proxy coordinator.</li> <li>NTPS-23E(ICPS) – Teachers who receive a prepaid monetary incentive in their initial package and a promised school-level monetary incentive for sufficient teacher response who are in schools with a survey coordinator or proxy coordinator.</li> <li>NTPS-23E(ICPT) – Teachers who receive a prepaid monetary incentive in their initial package and a promised monetary incentive upon survey completion who are in schools with a survey coordinator or proxy coordinator.</li> <li>Additionally, the third teacher e-mail will be sent in an experimental manner with a subject line that references the promised incentive to a portion of vendor-sampled and beyond teachers.</li> <li>NTPS-23.1E(ICPS) – Sent with a subject line that references the school-level promised incentive.</li> <li>NTPS-23.2E(ICPT) and NTPS-23.2E(IPT) – Sent with a subject line that references the teacher promised incentive.</li> </ul>

<b>Data Collection Activity/Operation</b>	<b>Correspondence Identifier(s)</b>	<b>Description</b>
<b>Second Teacher Mailout</b>		
Second Teacher Mailout Letter to Survey Coordinator or School Principal	NTPS-22LC//P(PS)	<p>This letter asks the survey coordinator to distribute replacement Teacher Questionnaire invitations or alerts the principal that replacement Teacher Questionnaire invitations were mailed to teachers. The letter asks the coordinator or principal to remind teachers to complete the survey and includes the login information (URL &amp; User ID) for the Respondent Portal.</p> <p>Three versions (school receives one):</p> <ul style="list-style-type: none"> <li>NTPS-22LC – Established coordinators (including principals who are serving as the coordinator) in schools that are ineligible for the promised school-level monetary incentive.</li> <li>NTPS-22LC(PS) – Established coordinators (including principals who are serving as the coordinator) in schools that are eligible for the promised school-level monetary incentive for sufficient teacher response.</li> <li>NTPS-22LP(PS) – Principals in schools without an established coordinator that are eligible for the promised school-level monetary incentive for sufficient teacher response.</li> </ul>
Second Teacher Mailout Letter with Login for Teacher Questionnaire	NTPS-22L(OP//PS//PT)	<p>This letter reminds the teacher to complete the Teacher Questionnaire online using the URL and User ID provided.</p> <p>Four versions (teacher receives one):</p> <ul style="list-style-type: none"> <li>NTPS-22L – Teachers who are ineligible to receive a promised school-level or teacher monetary incentive.</li> <li>NTPS-22L(OP) – Pressure-sealed letter with overprinted statistic from the 2020–21 NTPS for select teachers who are ineligible to receive a promised school-level or teacher monetary incentive.</li> <li>NTPS-22L(PS) – Teachers in schools that are eligible for the promised school-level monetary incentive for sufficient teacher response.</li> <li>NTPS-22L(PT) – Teachers who will receive a promised monetary incentive upon survey completion.</li> </ul>
Second Teacher Mailout Letter for Amish and Mennonite Teachers	NTPS-22L(A)	This letter reminds the teacher to complete the enclosed paper Teacher Questionnaire.
<b>Reminder E-mails</b>		
Fourth Teacher E-mail	NTPS-24.1//2E(PS//PT)	<p>This e-mail reminds the teacher to complete the Teacher Questionnaire online using the URL and User ID provided.</p> <p>Three versions (teacher receives one):</p> <ul style="list-style-type: none"> <li>NTPS-24E – Teachers who are ineligible to receive a promised school-level or teacher monetary incentive.</li> <li>NTPS-24E(PS) – Teachers whose school will receive a promised monetary incentive for sufficient teacher response.</li> <li>NTPS-24E(PT) – Teachers who will receive a promised monetary incentive upon survey completion.</li> </ul> <p>Additionally, the NTPS-24E will be sent in an experimental manner with various subject lines, as described below, to select early and mid-sampled teachers.</p> <ul style="list-style-type: none"> <li>NTPS-21.1E(I) – Sent with the standard subject line.</li> <li>NTPS-21.2E(I) – Sent with subject line that includes a response date.</li> </ul>

<b>Data Collection Activity/Operation</b>	<b>Correspondence Identifier(s)</b>	<b>Description</b>
Fifth Teacher E-mail	NTPS-25E( <b>PS//PT</b> )	<p>This e-mail reminds the teacher to complete the Teacher Questionnaire online using the URL and User ID provided.</p> <p>Three versions (teacher receives one):</p> <ul style="list-style-type: none"> <li>NTPS-25E – Teachers who are ineligible to receive a promised school-level or teacher monetary incentive.</li> <li>NTPS-25E(PS) – Teachers whose school will receive a promised monetary incentive for sufficient teacher response.</li> <li>NTPS-25E(PT) – Teachers who will receive a promised monetary incentive upon survey completion.</li> </ul>
<b>Third Teacher Mailout</b>		
Second Survey Coordinator or Principal E-mail	NTPS-23EC( <b>PS</b> )	<p>This e-mail alerts the survey coordinator or principal that we sent them a package of TQ materials and asks them to distribute the envelopes and remind teachers to complete the survey. The e-mail also includes login information (URL &amp; User ID) for the Respondent Portal.</p> <p>Two versions (school receives one):</p> <ul style="list-style-type: none"> <li>NTPS-23EC – Coordinators in schools that are ineligible for the promised school-level monetary incentive.</li> <li>NTPS-23EC(PS) – Coordinators in schools that are eligible for the promised school-level monetary incentive for sufficient teacher response.</li> </ul>
Third Teacher Mailout Letter to Survey Coordinator or School Principal	NTPS-23LC//P( <b>PS</b> )	<p>This letter asks the survey coordinator to distribute Teacher Questionnaire packages or alerts the principal that Teacher Questionnaire packages were mailed to teachers. The letter asks the coordinator or principal to remind teachers to complete the survey and includes the login information (URL &amp; User ID) for the Respondent Portal.</p> <p>Four versions (school receives one):</p> <ul style="list-style-type: none"> <li>NTPS-23LC – Established coordinators (including principals who are serving as the coordinator) in schools that are ineligible for the promised school-level monetary incentive.</li> <li>NTPS-23LC(PS) – Established coordinators (including principals who are serving as the coordinator) in schools that are eligible for the promised school-level monetary incentive for sufficient teacher response.</li> <li>NTPS-23LP – Principals in schools without an established coordinator that are ineligible for the promised school-level monetary incentive.</li> <li>NTPS-23LP(PS) – Principals in schools without an established coordinator that are eligible for the promised school-level monetary incentive for sufficient teacher response.</li> </ul>
Third Teacher Mailout Letter with Login for Teacher Questionnaire and Paper Questionnaire	NTPS-23L( <b>PS//PT</b> )	<p>This letter reminds the teacher to complete the Teacher Questionnaire online either using the URL and User ID provided or by completing the enclosed paper questionnaire.</p> <p>Three versions (teacher receives one):</p> <ul style="list-style-type: none"> <li>NTPS-23L – Teachers who are ineligible to receive a promised school-level or teacher monetary incentive.</li> <li>NTPS-23L(PS) – Teachers in schools that are eligible for the promised school-level monetary incentive for sufficient teacher response.</li> <li>NTPS-23L(PT) – Teachers who will receive a promised monetary incentive upon survey completion.</li> </ul>
Third Teacher Mailout Letter for Amish and Mennonite Teachers	NTPS-23L(A)	This letter reminds the teacher to complete the enclosed paper Teacher Questionnaire.



Data Collection Activity/Operation	Correspondence Identifier(s)	Description
<b>Reminder E-mails</b>		
Sixth Teacher E-mail	NTPS-26E( <b>PS//PT</b> )	<p>This e-mail reminds the teacher to complete the Teacher Questionnaire online using the URL and User ID provided.</p> <p>Three versions (teacher receives one):</p> <ul style="list-style-type: none"> <li>• NTPS-26E – Teachers who are ineligible to receive a promised school-level or teacher monetary incentive.</li> <li>• NTPS-26E(PS) – Teachers whose school will receive a promised monetary incentive for sufficient teacher response.</li> <li>• NTPS-26E(PT) – Teachers who will receive a promised monetary incentive upon survey completion.</li> </ul>
Seventh Teacher E-mail	NTPS-27E( <b>PS//PT</b> )	<p>This e-mail reminds the teacher to complete the Teacher Questionnaire online using the URL and User ID provided.</p> <p>Three versions (teacher receives one):</p> <ul style="list-style-type: none"> <li>• NTPS-27E – Teachers who are ineligible to receive a promised school-level or teacher monetary incentive.</li> <li>• NTPS-27E(PS) – Teachers whose school will receive a promised monetary incentive for sufficient teacher response.</li> <li>• NTPS-27E(PT) – Teachers who will receive a promised monetary incentive upon survey completion.</li> </ul>
<b>Fourth Teacher Mailout</b>		
Fourth Teacher Mailout Letter to Survey Coordinator or School Principal	NTPS-24LP( <b>PS</b> )	<p>This letter alerts the survey coordinator or school principal that replacement Teacher Questionnaire packages were mailed to teachers. The letter asks the coordinator or principal to remind teachers to complete their survey.</p> <p>Two versions (school receives one):</p> <ul style="list-style-type: none"> <li>• NTPS-24LP – Coordinator or principal in schools that are ineligible for the promised school-level monetary incentive.</li> <li>• NTPS-24LP(PS) – Coordinator or principal in schools that are eligible for the promised school-level monetary incentive.</li> </ul>
Fourth Teacher Mailout Letter with Paper Questionnaire	NTPS-24L( <b>PS//PT</b> )	<p>This letter reminds the teacher to complete the paper Teacher Questionnaire.</p> <p>Three versions (teacher receives one):</p> <ul style="list-style-type: none"> <li>• NTPS-24L – Teachers who are ineligible to receive a promised school-level or teacher monetary incentive.</li> <li>• NTPS-24L(PS) – Teachers in schools that are eligible for the promised school-level monetary incentive for sufficient teacher response.</li> <li>• NTPS-24L(PT) – Teachers who will receive a promised monetary incentive upon survey completion.</li> </ul>
Fourth Teacher Mailout Letter for Amish and Mennonite Teachers	NTPS-24L(A)	This letter reminds the teacher to complete the enclosed paper Teacher Questionnaire.
<b>Reminder E-mails</b>		
Eighth Teacher E-mail	NTPS-28E( <b>PS//PT</b> )	<p>This e-mail reminds the teacher to complete the Teacher Questionnaire online using the URL and User ID provided.</p> <p>Three versions (teacher receives one):</p> <ul style="list-style-type: none"> <li>• NTPS-28E – Teachers who are ineligible to receive a promised school-level or teacher monetary incentive.</li> <li>• NTPS-28E(PS) – Teachers whose school will receive a promised monetary incentive for sufficient teacher response.</li> <li>• NTPS-28E(PT) – Teachers who will receive a promised monetary incentive upon survey completion.</li> </ul>

Data Collection Activity/Operation	Correspondence Identifier(s)	Description
Ninth Teacher E-mail	NTPS-29E( <b>PS//PT</b> )	<p>This e-mail reminds the teacher to complete the Teacher Questionnaire online using the URL and User ID provided.</p> <p>Three versions (teacher receives one):</p> <ul style="list-style-type: none"> <li>NTPS-29E – Teachers who are ineligible to receive a promised school-level or teacher monetary incentive.</li> <li>NTPS-29E(PS) – Teachers whose school will receive a promised monetary incentive for sufficient teacher response.</li> <li>NTPS-29E(PT) – Teachers who will receive a promised monetary incentive upon survey completion.</li> </ul>
<b>Fifth Teacher Mailout</b>		
Fifth Teacher Mailout Letter to Survey Coordinator or School Principal	NTPS-25LP( <b>PS</b> )	<p>This letter alerts the survey coordinator or school principal that replacement survey invitations or Teacher Questionnaire packages were mailed to teachers. The letter asks the coordinator or principal to remind teachers to complete their survey.</p> <p>Two versions (school receives one):</p> <ul style="list-style-type: none"> <li>NTPS-25LP – Coordinator or principal in schools that are ineligible for the promised school-level monetary incentive.</li> <li>NTPS-25LP(PS) – Coordinator or principal in schools that are eligible for the promised school-level monetary incentive.</li> </ul>
Fifth Teacher Mailout Letter	NTPS-25L <b>1//2</b> ( <b>PS//PT</b> )	<p>This letter reminds the teacher to complete the Teacher Questionnaire. Six versions (teacher receives one):</p> <ul style="list-style-type: none"> <li>NTPS-25L1 – Teachers who are ineligible to receive a promised school-level or teacher monetary incentive; package includes paper questionnaire.</li> <li>NTPS-25L1(PS) – Teachers in schools that are eligible for the promised school-level monetary incentive for sufficient teacher response; package includes paper questionnaire.</li> <li>NTPS-25L1(PT) – Teachers who will receive a promised monetary incentive upon survey completion; package includes paper questionnaire.</li> <li>NTPS-25L2 – Teachers who are ineligible to receive a promised school-level or teacher monetary incentive; web response only.</li> <li>NTPS-25L2(PS) – Teachers in schools that are eligible for the promised school-level monetary incentive for sufficient teacher response; web response only.</li> <li>NTPS-25L2(PT) – Teachers who will receive a promised monetary incentive upon survey completion; web response only.</li> </ul>
Fifth Teacher Mailout Letter for Amish and Mennonite Teachers	NTPS-25L(A)	This letter reminds the teacher to complete the enclosed paper Teacher Questionnaire.
<b>Reminder E-mails</b>		
Tenth Teacher E-mail	NTPS-30E( <b>PS//PT</b> )	<p>This e-mail reminds the teacher to complete the Teacher Questionnaire online using the URL and User ID provided.</p> <p>Three versions (teacher receives one):</p> <ul style="list-style-type: none"> <li>NTPS-30E – Teachers who are ineligible to receive a promised school-level or teacher monetary incentive.</li> <li>NTPS-30E(PS) – Teachers whose school will receive a promised monetary incentive for sufficient teacher response.</li> <li>NTPS-30E(PT) – Teachers who will receive a promised monetary incentive upon survey completion.</li> </ul>

Data Collection Activity/Operation	Correspondence Identifier(s)	Description
Eleventh Teacher E-mail	NTPS-31E(PS//PT)	<p>This e-mail reminds the teacher to complete the Teacher Questionnaire online using the URL and User ID provided.</p> <p>Three versions (teacher receives one):</p> <ul style="list-style-type: none"> <li>NTPS-31E – Teachers who are ineligible to receive a promised school-level or teacher monetary incentive.</li> <li>NTPS-31E(PS) – Teachers whose school will receive a promised monetary incentive for sufficient teacher response.</li> <li>NTPS-31E(PT) – Teachers who will receive a promised monetary incentive upon survey completion.</li> </ul>
Twelfth Teacher E-mail	NTPS-32E(PS//PT)	<p>This e-mail reminds the teacher to complete the Teacher Questionnaire online using the URL and User ID provided.</p> <p>Three versions (teacher receives one):</p> <ul style="list-style-type: none"> <li>NTPS-32E – Teachers who are ineligible to receive a promised school-level or teacher monetary incentive.</li> <li>NTPS-32E(PS) – Teachers whose school will receive a promised monetary incentive for sufficient teacher response.</li> <li>NTPS-32E(PT) – Teachers who will receive a promised monetary incentive upon survey completion.</li> </ul>
<b>Thank You Letters and E-mails</b>		
Teacher Thank You E-mail	NTPS-35E(IPS//PS//IPT)	<p>This e-mail is sent to responding teachers and thanks them for their participation.</p> <p>Four versions (teacher receives one):</p> <ul style="list-style-type: none"> <li>NTPS-35E – Teachers who were ineligible for a promised school-level or teacher monetary incentive.</li> <li>NTPS-35E(IPS) – Teachers in schools that earned the school-level monetary incentive.</li> <li>NTPS-35E(PS) – Teachers in schools that were eligible for the school-level monetary incentive but did not have sufficient teacher response.</li> <li>NTPS-35L(IPT) – Teachers who earned the teacher-level promised monetary incentive for survey completion.</li> </ul>
Teacher Thank You Letter with Promised Monetary Incentive	NTPS-35L(IPT)	<p>The letter is sent to responding teachers who earned the teacher promised monetary incentive for completing their survey.</p>
Survey Coordinator/Principal Thank You E-mail	NTPS-35EC(IPS//PS)	<p>This e-mail is sent to survey coordinators/principals and thanks them for their assistance.</p> <p>Three versions (school receives one):</p> <ul style="list-style-type: none"> <li>NTPS-35EC – Survey coordinators/principals in schools that were ineligible for a promised school-level monetary incentive where one or more teachers participated.</li> <li>NTPS-35EC(IPS) – Survey coordinators/principals in schools that earned the school-level monetary incentive.</li> <li>NTPS-35EC(PS) – Survey coordinators/principals in schools that were eligible for the school-level monetary incentive but did not have sufficient teacher response.</li> </ul>
Survey Coordinator/Principal Thank You Letter	NTPS-35LC(IPS)	<p>The letter is sent to survey coordinators/principals whose school earned the school-level promised monetary incentive for sufficient teacher response.</p>
<b>Cash Flyer Insert</b>		
Cash Flyer Insert	NTPS-CF	<p>This 1/2 sheet yellow flyer thanks the recipient for their assistance. The monetary incentive will be affixed to the flyer.</p>
<b>Debit Card Flyer Insert</b>		
Debit Card Flyer Insert	NTPS-DF	<p>This flyer provides relevant information about the debit card. The debit card will be affixed to the flyer.</p>

**Notes:**

Yellow highlighting indicates letter and e-mail text that will be customized using information on the input file. In the FAQs, green highlighting indicates information that needs to be updated pending OMB clearance.

Text in brackets, in red font, shows the wording that differs between versions of the letter or e-mail. The letter version is provided at the top of the letter, where applicable. Versions are indicated in brackets by black letters and are separated by double slashes //.

## Initial School Mailout Letter to Coordinator or Principal

NTPS-11LC//P(1//2) (C = Coordinator letter; P = Principal letter; 1 = Public schools; 2 = Private schools) (Includes School Mailout FAQs)

<Date>  
<Coordinator or Principal Name>  
<School Name>  
<Mailing Address>  
<City, State ZIP Code>

Dear <Coordinator or Principal Name>,

Your school has been selected to participate in the 2023–24 **National Teacher and Principal Survey** (NTPS). [2: **Participation in the NTPS will replace your school’s participation in the 2023–24 Private School Survey (PSS) and will ensure your school is listed on the NCES website with your NCES ID.**] [C: **Your school’s principal has indicated that you will serve as your school’s NTPS survey coordinator.**] Only a small percentage of schools and teachers are selected to participate; therefore, your school’s participation is vital to ensuring that we can provide policymakers and researchers with reliable, nationally representative data on teachers’ professional backgrounds, teaching fields, workloads, and working conditions.

The NTPS is a nationwide sample survey of elementary and secondary schools and the principals and teachers who staff them. It is a primary source of information about what is happening in K–12 schools across the United States. The survey is administered by the U.S. Census Bureau on behalf of the National Center for Education Statistics (NCES), the statistical agency within the U.S. Department of Education.

**[C: As survey coordinator, we//P: We] request your assistance with the following tasks:**

**1. Complete or ensure the online completion of the Teacher Listing Form (TLF) using the enclosure labeled “Instructions for completing the Teacher Listing Form.”**

You can complete the TLF or give it to the staff member who can best provide information about the teachers at your school, including each teacher’s name, e-mail address, and subject matter taught.

**2. Complete or ensure the online completion of the School Questionnaire using the enclosure labeled “Instructions for completing the School Questionnaire.”**

You can complete the School Questionnaire or give it to the staff member who can best answer questions about enrollment, instructional time, and programs and services offered at your school.

**3.[C: Give the enclosure labeled “Instructions for completing the Principal Questionnaire” to the principal or administrator at your school.//P: Use the enclosure labeled “Instructions for completing the Principal Questionnaire” to complete the Principal Questionnaire online.]**

**Please ensure that the Teacher Listing Form, School Questionnaire, and Principal Questionnaire are completed within two weeks.** Thank you in advance for your help to ensure your school is represented in this important survey.

Sincerely,

Chris Chapman  
Associate Commissioner  
National Center for Education Statistics (NCES)  
U.S. Department of Education

NCES is authorized to conduct this survey by the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543). [1: **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.//2: Basic school information such as school name, contact information, school type or program emphasis, religious orientation or affiliation of the school, association membership, grades taught and the number of students by grade, number of students by race/ethnicity, and the number of full-time-equivalent teachers is published on <http://nces.ed.gov/surveys/pss/private-school-search/>. The remaining information is 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).]*

## Initial School Mailout Letter to Principal – Without TLF Request

NTPS-11LS

<Principal Name>  
<School Name>  
<Mailing Address>  
<City, State ZIP Code>

Dear <Principal Name>,

Your school has been selected to participate in the 2023–24 **National Teacher and Principal Survey** (NTPS). Only a small percentage of schools and teachers are selected to participate; therefore, your school’s participation is vital to ensuring that we can provide policymakers and researchers with reliable, nationally representative data on teachers’ professional backgrounds, teaching fields, workloads, and working conditions.

The NTPS is a nationwide sample survey of elementary and secondary schools and the principals and teachers who staff them. It is a primary source of information about what is happening in K–12 schools across the United States. The survey is administered by the U.S. Census Bureau on behalf of the National Center for Education Statistics (NCES), the statistical agency within the U.S. Department of Education.

**We request your assistance with the following tasks:**

**1. Complete or ensure the online completion of the School Questionnaire using the enclosure labeled “Instructions for completing the School Questionnaire.”**

You can complete the School Questionnaire or give it to the staff member who can best answer questions about enrollment, instructional time, and programs and services offered at your school.

**2. Use the enclosure labeled “Instructions for completing the Principal Questionnaire” to complete the Principal Questionnaire online.**

**Please ensure that the School Questionnaire and Principal Questionnaire are completed within two weeks.** Thank you in advance for your help to ensure your school is represented in this important survey.

Sincerely,

Chris Chapman  
Associate Commissioner  
National Center for Education Statistics (NCES)  
U.S. Department of Education

*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 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.*

(School Mailout FAQs, 1 = Public schools; 2 = Private schools)

### Frequently Asked Questions

#### **What is the purpose of the National Teacher and Principal Survey (NTPS)?**

The purpose of the NTPS is to provide policymakers and researchers with relevant and timely data on the characteristics and conditions of America's public, charter, and private K–12 schools and the professionals who work in them. The data collected permit detailed analyses of the characteristics of schools, principals, teachers, and students. The data also link NTPS findings across questionnaires, including the follow-up questionnaires, which enable researchers to examine the relationships among multiple elements of the education system. For example, researchers can study the relationship between principal years of experience and teacher job satisfaction or teacher attrition and school climate.

The NTPS has been designed with input from state and local education agencies, school administrators, teachers, education policymakers, and researchers through the numerous organizations representing these various data providers and data users. For more information about the NTPS, please visit our website at <https://nces.ed.gov/surveys/ntps>.

#### **Why is my school's participation important?**

The NTPS is a primary source of information about what is happening in K–12 schools across the United States from the perspective of administrators and teachers. Only a small percentage of schools are selected to participate; therefore, your school is important for the success of this survey.

[2: Participation in the NTPS will replace your school's participation in the 2023–24 Private School Survey (PSS). The PSS 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 website.]

#### **How are the NTPS data used?**

The data from the NTPS are used by Congress, the U.S. Department of Education, state education agencies, public school districts, and education research organizations to:

1. Evaluate the effects of school workplace conditions, salaries, and training opportunities on the educational workforce;
2. Assess school staffing practices and personnel policies;
3. Aid in the U.S. Department of Education's program planning in the areas of teacher shortage, teaching policies, and teacher education;
4. Measure teacher and principal attrition and retention through follow-up surveys.

#### **How long does it take to complete a NTPS questionnaire?**

While the surveys will vary in length, each questionnaire will take approximately 15 to 40 minutes to complete.

#### **Will my school's and individual staff members' data remain confidential?**

Yes, both the U.S. Department of Education and the U.S. Census Bureau follow strict procedures to protect the confidentiality of study participants. [1: 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). In addition, your responses to the survey questions will not be shared with any of your school staff or administration. Participation is voluntary, but responses are necessary to make the results of this study accurate and timely.//2: Basic school information such as school name, contact information, school type or program emphasis, religious orientation or affiliation of the school, association membership, grades taught and the number of students by grade, number of students by race/ethnicity, and the number of full-time-equivalent teachers is published on <http://nces.ed.gov/surveys/pss/private-school-search/>. The remaining information is 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).]

#### **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 administers this survey on behalf of the NCES. The Office of Management and Budget (OMB) approved this survey. The OMB control number is 1850-0598 and the approval expiration date is **XX/XX/2026**.

**Who can answer general questions regarding this survey?**

The U.S. Census Bureau can answer any questions you have about the survey. Staff can be reached by phone at 1-888-595-1338, Monday through Friday, between 8:00 a.m. and 8:00 p.m. (Eastern Time). At any other time, please leave a message and someone will return your call as soon as possible. The U.S. Census Bureau is also available to answer your questions via e-mail at [ntps@census.gov](mailto:ntps@census.gov).

## Initial School Mailout Letter – Login Information for the TLF

NTPS-11L(TLF1//2) (1 = Pre-populated TLF; 2 = Blank TLF)

*Displayed through a windowed-envelope or overprinted on an envelope:*

### Instructions for completing the Teacher Listing Form

Please complete the Teacher Listing Form for the National Teacher and Principal Survey. Completing the Teacher Listing Form will allow teachers in your school to have their voice heard.

*Text:*

Dear School Staff Member,

The **National Teacher and Principal Survey** (NTPS) provides an opportunity for teachers to tell policymakers about their experiences in the teaching profession. In order to select teachers for this important national survey, we need a list of all the teachers in your school.

You have been identified as the staff member who is the most knowledgeable about your school's teachers and as being the best person to provide the required information. The Teacher Listing Form collects the name, e-mail address, and subject matter taught for each teacher in your school. [1: **To make it easier for you, we obtained a list of your school's teachers from a publicly available source. We need your help to ensure that this list is up-to-date and only includes staff currently working as teachers in your school. It will take approximately 15 minutes to complete and verify this list.**]

Please complete [1: **and verify**] your school's Teacher Listing Form using the information below.

Respond <by date/within two weeks> at <https://respond.census.gov/ntpsportal>

Log in using this User ID: <USER ID>

Please be assured that both the U.S. Department of Education and the U.S. Census Bureau follow strict procedures to protect the confidentiality of study participants.

If you have any questions about the survey or need assistance, please contact the U.S. Census Bureau at 1-888-595-1338 between 8:00 a.m. and 8:00 p.m. (Eastern Time) Monday through Friday. The U.S. Census Bureau is also available to answer your questions via e-mail at [ntps@census.gov](mailto:ntps@census.gov).

Thank you for completing this survey promptly.

Sincerely,

Chris Chapman  
Associate Commissioner  
National Center for Education Statistics (NCES)  
U.S. Department of Education

*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 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.*

## Initial School Mailout Letter – Login Information for the SQ

NTPS-11L(1//2SQ) (1 = Public schools; 2 = Private schools)

*Displayed through a windowed envelope or overprinted on an envelope:*

### Instructions for completing the School Questionnaire

Please complete the School Questionnaire for the National Teacher and Principal Survey. The School Questionnaire includes items about enrollment, instructional time, and programs and services offered at your school.

*Text:*

Dear School Staff Member,

The 2023–24 **National Teacher and Principal Survey** (NTPS) is your school’s opportunity to tell policymakers about your school’s enrollment, instructional time, student and classroom organization, and the programs and services offered to your students. You have been identified as the staff member who is the most knowledgeable about your school and the best person to provide the required information on the NTPS School Questionnaire.

Respond <by date/within two weeks> at <https://respond.census.gov/ntpssq>

Log in using this User ID: <USER ID>

[1: **Your responses to the survey questions will not be shared with any of your school staff or administration.** Both the U.S. Department of Education and the U.S. Census Bureau follow strict procedures to protect the confidentiality of study participants.//2: **Participation in the NTPS will replace your school’s participation in the 2023–24 Private School Survey (PSS).** The PSS 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 website.]

If you have any questions about the survey or need assistance, please contact the U.S. Census Bureau at 1-888-595-1338 between 8:00 a.m. and 8:00 p.m. (Eastern Time) Monday through Friday. The U.S. Census Bureau is also available to answer your questions via e-mail at [ntps@census.gov](mailto:ntps@census.gov).

Thank you for completing this survey promptly.

Sincerely,

Chris Chapman  
Associate Commissioner  
National Center for Education Statistics (NCES)  
U.S. Department of Education

NCES is authorized to conduct this survey by the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543). [1: 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.//2: Basic school information such as school name, contact information, school type or program emphasis, religious orientation or affiliation of the school, association membership, grades taught and the number of students by grade, number of students by race/ethnicity, and the number of full-time-equivalent teachers is published on <http://nces.ed.gov/surveys/pss/private-school-search/>. The remaining

*information is 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).]*

# Initial School Mailout Letter – Login Information for the PQ

NTPS-11L(PQ)

*Displayed through a windowed-envelope or overprinted on an envelope:*

## Instructions for completing the Principal Questionnaire

Please complete the Principal Questionnaire for the National Teacher and Principal Survey.

*Text:*

Dear <Principal Name> or School Principal,

The 2023–24 **National Teacher and Principal Survey** (NTPS) is your opportunity to tell policymakers about your school and your experiences as a principal. The data produced by the NTPS allow you to compare:

- Your influence on your school's curriculum, discipline policy, and budget to that of other principals.
- Your experience and training to that of other <school type> school principals.
- Your school's performance evaluation process and professional development for both principals and teachers to that of other schools.
- Your annual salary to the salaries of other <level> school principals.

The success of this national survey depends on your participation. Only a small percentage of schools and principals are selected to participate. We cannot substitute another principal for you. With your participation, we can provide data on the characteristics and conditions of America's schools and the professionals who work in them.

Respond <by date/within two weeks> at <https://respond.census.gov/ntpspq>

Log in using this User ID: <USER ID>

**Your responses to the survey questions will not be shared with any of your school staff or administration.** Both the U.S. Department of Education and the U.S. Census Bureau follow strict procedures to protect the confidentiality of study participants.

If you have any questions about the survey or need assistance, please contact the U.S. Census Bureau at 1-888-595-1338 between 8:00 a.m. and 8:00 p.m. (Eastern Time) Monday through Friday. The U.S. Census Bureau is also available to answer your questions via e-mail at [ntps@census.gov](mailto:ntps@census.gov).

Thank you for completing this survey promptly.

Sincerely,

Chris Chapman  
Associate Commissioner  
National Center for Education Statistics (NCES)  
U.S. Department of Education

*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 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.*

## Initial School E-mail – Login Information for the TLF

NTPS-11E(TLF1//2) (1 = Pre-populated TLF; 2 = Blank TLF) (Select text will differ by whether a coordinator, who is not the principal, has been established: C = coordinator; NC = no coordinator.)

Subject: Teacher List for the U.S. Department of Education

Body:

Dear <Coordinator or Principal Name>,

You will soon receive an invitation to participate in the 2023–24 **National Teacher and Principal Survey** (NTPS) via <mail method>. The NTPS is a nationwide sample survey of elementary and secondary schools and the principals and teachers who staff them. It is a primary source of information about what is happening in K–12 schools across the United States. The NTPS includes a School Questionnaire, Principal Questionnaire, and Teacher Questionnaire. The Teacher Questionnaire provides an opportunity for teachers to tell policymakers about their experiences in the teaching profession.

In order to select teachers for this important national survey, we need a list of all the teachers in your school.

The Teacher Listing Form collects the name, e-mail address, and subject matter taught for each teacher in your school. [1: To make it easier for you, we obtained a list of your teachers from a publicly available source. We need your help to ensure that this list is up-to-date and only includes staff currently working as teachers in your school.]

**Please complete [1: and verify] your school's Teacher Listing Form or forward this e-mail to the person who can best provide this information.**

[\*\*Click here to complete the Teacher Listing Form.\*\*](#)

**Log in using this User ID: <USER ID>**

We will send you login information for the School Questionnaire [C: in a separate e-mail. We will send the login information for the Principal Questionnaire to the school principal//NC: and Principal Questionnaire in separate e-mails].

Thank you for completing this survey promptly.

Sincerely,

National Teacher and Principal Survey Team  
U.S. Census Bureau, on behalf of the  
U.S. Department of Education  
National Center for Education Statistics (NCES)  
1-888-595-1338 | [ntps@census.gov](mailto:ntps@census.gov) | <http://nces.ed.gov/surveys/ntps>

*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 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.*

## Initial School E-mail – Login Information for the SQ/PQ

NTPS-11E(1SQ//2SQ//PQ) (SQ = School Questionnaire Login Information; PQ = Principal Questionnaire Login Information; 1 = Public schools; 2 = Private schools; Select text will differ by whether a coordinator, who is not the principal, has been established: C = coordinator; NC = no coordinator.)

Subject: [SQ: School//PQ: Principal] Survey for the U.S. Department of Education

Body:

Dear <Coordinator or Principal Name>,

[1SQ//2SQ: Your school has been selected to participate in the National Teacher and Principal Survey (NTPS). The 2023–24 NTPS is your school’s opportunity to tell policymakers about your school’s enrollment, student and classroom organization, instructional time, and the programs and services offered to your students. With your participation, we can provide these and other important data to the U.S. Department of Education, Congress, state education agencies,//1SQ: public school districts,//1SQ//2SQ: and education research organizations to help inform education policies and practices.//2SQ: **Participation in the NTPS will replace your school’s participation in the 2023–24 Private School Survey (PSS).** The PSS 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 website.]

[1SQ//2SQ: **Please complete the School Questionnaire or forward this e-mail to the person who can best provide this information.**]

[PQ: The 2023–24 National Teacher and Principal Survey (NTPS) is your opportunity to tell policymakers about your school and your experiences as a principal. The success of this national survey depends on your participation. Only a small percentage of schools and principals are selected to participate. We cannot substitute another principal for you. With your participation, we can provide data on the characteristics and conditions of America’s schools and the professionals who work in them.]

[\*\*Click here to complete the \[SQ: School//PQ: Principal\] Questionnaire.\*\*](#)

**Log in using this User ID: <USER ID>**

The NTPS also includes a Teacher Listing Form (TLF) and [PQ: School Questionnaire//SQ: Principal Questionnaire]. We will e-mail login information for [PQ//SQ, NC: **these to you separately**//PQ, C: **these to your school’s NTPS survey coordinator, <Coordinator Name>, separately**//SQ, C: **the TLF to you separately, and we will e-mail login information for the Principal Questionnaire to <Principal Name>**].

[1SQ//PQ: **Your responses to the survey questions will not be shared with any of your school staff or administration. Both the U.S. Department of Education and the U.S. Census Bureau follow strict procedures to protect the confidentiality of study participants.**]

Thank you for completing this survey promptly.

Sincerely,

National Teacher and Principal Survey Team  
U.S. Census Bureau, on behalf of the  
U.S. Department of Education  
National Center for Education Statistics (NCES)  
1-888-595-1338 | [ntps@census.gov](mailto:ntps@census.gov) | <http://nces.ed.gov/surveys/ntps>

NCES is authorized to conduct this survey by the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543). [1SQ//PQ:*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.*//2SQ:*Basic school information such as school name, contact information, school type or program emphasis, religious orientation or affiliation of the school, association membership, grades taught and the number of students by grade, number of students by race/ethnicity, and the number of full-time-equivalent teachers is published on <http://nces.ed.gov/surveys/pss/privateschoolsearch/>. The remaining information is 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).*]

## Initial School Mailout Letter for Amish and Mennonite Schools

NTPS-11L(A) (Includes School Mailout FAQs)

<Date>  
<School Name>  
<Mailing Address>  
<City, State, ZIP Code>

Dear School Head/Principal,

Your school has been selected to participate in the 2023–24 **National Teacher and Principal Survey** (NTPS). Only a small percentage of schools and teachers are selected to participate; therefore, your school’s participation is important to ensure that we can provide policymakers and researchers with reliable, nationally representative data on teachers’ professional backgrounds, teaching fields, workloads, and working conditions.

The NTPS is a nationwide sample survey of elementary and secondary schools and the principals and teachers who staff them. The survey is a primary source of information about what is happening in K–12 schools across the United States. The survey is administered by the U.S. Census Bureau on behalf of the National Center for Education Statistics (NCES), the statistical agency within the U.S. Department of Education. **Participation in the NTPS will replace your school’s participation in the 2023–24 Private School Survey (PSS).** The PSS 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.

We request your assistance in ensuring the completion of the following enclosed NTPS questionnaires:

- Complete the **Teacher Listing Form** or give it to the staff member who can best provide information about the teachers at your school.
- Complete the **Private School Questionnaire** or give it to the staff member who can best answer questions about enrollment, instructional time, and programs and services offered at your school.
- Complete the **Private School Principal Questionnaire**. This questionnaire asks about the background and experiences of the school head or principal.

Please ensure the completion of the questionnaires within two weeks.

If you have any questions about the survey, please contact the U.S. Census Bureau at 1-888-595-1338 between 8:00 a.m. and 8:00 p.m. (Eastern Time) Monday through Friday. Alternatively, you can write to:

National Teacher and Principal Survey  
National Center for Education Statistics (NCES)  
Potomac Center Plaza  
550 12<sup>th</sup> Street, SW, Room 4035  
Washington, DC 20202

Thank you for in advance for your school’s participation in this important survey.

Sincerely,

Chris Chapman  
Associate Commissioner  
National Center for Education Statistics (NCES)  
U.S. Department of Education

*NCES is authorized to conduct this survey by the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543). Basic school information such as school name, contact information, school type or program emphasis, religious orientation or affiliation of the school, association membership, grades taught and the number of students by grade, number of students by race/ethnicity, and the number of full-time-equivalent teachers is published on <http://nces.ed.gov/surveys/pss/private-school-search/>. The remaining information is 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).*

## **Special District Approval Received Insert**

NTPS-11I

**Your district has approved  
your school's participation in the  
National Teacher and Principal Survey!**

We know that your school district requires researchers to obtain approval to conduct surveys. The National Center for Education Statistics (NCES) of the U.S. Department of Education completed the application process and received permission to conduct the National Teacher and Principal Survey (NTPS) in your district. If you have any questions, please contact your district or the U.S. Census Bureau, the survey collection agency, at 1-800-221-1204 or [ntps@census.gov](mailto:ntps@census.gov).

## Second School E-mail – Login Information for the TLF

NTPS-12E(TLF1//2) (1 = Pre-populated TLF; 2 = Blank TLF. Select text will differ by whether a coordinator, who is not the principal, has been established: C = coordinator; NC = no coordinator.)

Subject: U.S. Department of Education Survey Reminder

Body:

Dear <Coordinator or Principal Name>,

We recently sent you a package of materials via <mail method> for the National Teacher and Principal Survey (NTPS). The package contained login instructions to complete a Teacher Listing Form, School Questionnaire, and Principal Questionnaire. According to our records, your school's Teacher Listing Form has not yet been completed. If you have recently responded, thank you. If you have not yet provided a teacher list, please do so **as soon as possible**. This information is needed so that we can select teachers to share their experiences.

We need the name, e-mail address, and subject matter taught for each teacher in your school. [1: **To make it easier for you, we obtained a list of your teachers from a publicly available source. We need your help to ensure that this list is up-to-date and only includes staff currently working as teachers in your school.**] **Please complete [1: and verify] your school's Teacher Listing Form or forward this e-mail to the person who can best provide this information.**

[\*\*Click here to complete the Teacher Listing Form.\*\*](#)

**Log in using this User ID: <USER ID>**

[1, NC: **If the School Questionnaire or Principal Questionnaire have not yet been completed, we will e-mail login information for these to you separately.** //1, C: **If the School Questionnaire has not yet been completed, we will e-mail login information for it to you separately. If the Principal Questionnaire has not yet been completed, we will e-mail login information for it to <Principal Name>.**] [

Thank you in advance for your assistance.

Sincerely,

National Teacher and Principal Survey Team  
U.S. Census Bureau, on behalf of the  
U.S. Department of Education  
National Center for Education Statistics (NCES)  
1-888-595-1338 | [ntps@census.gov](mailto:ntps@census.gov) | <http://nces.ed.gov/surveys/ntps>

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.

## Field Operation E-mail for Schools Without Publicly Available Teacher Data

NTPS-12E(FLD)

Subject: Please help the U.S. Department of Education with this important study

Body:

Dear <Coordinator or Principal Name>,

We recently contacted you regarding the National Teacher and Principal Survey (NTPS). According to our records, one or more of your school's questionnaires have not been completed. If you have recently responded, thank you. If not, a local U.S. Census Bureau field representative will be contacting you in the coming weeks to collect your school's Teacher Listing Form, provide you with important survey information, and answer any questions you may have about the NTPS. Your local field representative, <FR's name>, may be reached at <phone number>.

You can log into the NTPS Respondent Portal to complete your school's Teacher Listing Form, check the completion status of your school's questionnaires, view interesting facts and figures from previous surveys, read answers to Frequently Asked Questions, and see a list of associations and organizations that endorse the NTPS.

[Click here to access the NTPS Respondent Portal](#)

**Log in using this User ID: <USER ID>**

Thank you in advance for your assistance.

Sincerely,

National Teacher and Principal Survey Team  
U.S. Census Bureau, on behalf of the  
U.S. Department of Education  
National Center for Education Statistics (NCES)  
1-888-595-1338 | ntps@census.gov | <http://nces.ed.gov/surveys/ntps>

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 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.

## Second School E-mail – Login Information for the SQ/PQ

NTPS-12E(1SQ//2SQ//PQ) (SQ = School Questionnaire Login Information; PQ = Principal Questionnaire Login Information; 1 = Public schools; 2 = Private schools. Select text will differ by whether a coordinator, who is not the principal, has been established: C = coordinator; NC = no coordinator.)

Subject: [SQ: School//PQ: Principal] Questionnaire Survey Reminder for U.S. Department of Education Survey

Body:

Dear <SQ: Coordinator or Principal Name//PQ: Principal Name>,

We recently sent you a package of materials via <mail method> for the National Teacher and Principal Survey (NTPS). The package contained login instructions to complete a Teacher Listing Form, School Questionnaire, and Principal Questionnaire. According to our records, your school's [SQ: School Questionnaire//PQ: Principal Questionnaire] has not yet been completed. If you have recently responded, thank you.

If you have not yet responded, [SQ: **please complete the School Questionnaire or forward this e-mail to the appropriate person.**//PQ: **please do so as soon as possible.**] The NTPS has been informing policymakers and researchers on the condition of education since the 1980s. [2SQ: **Participation in the NTPS will replace your school's participation in the 2023–24 Private School Survey (PSS).** The PSS 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 website.]//1SQ//PQ: **We need your help to continue to provide relevant and reliable data to Congress, the U.S. Department of Education, and state and local education agencies!**]

[\*\*Click here to complete the \[SQ: School//PQ: Principal\] Questionnaire.\*\*](#)

**Log in using this User ID: <USER ID>**

[SQ, C: If the Teacher Listing Form has not yet been completed, we will e-mail login information for it to you separately. If the Principal Questionnaire has not yet been completed, we will e-mail login information for it to <Principal Name>.]//SQ, NC: If the Teacher Listing Form or Principal Questionnaire have not yet been completed, we will e-mail login information for these to you separately.]//PQ, NC: If the Teacher Listing Form or School Questionnaire have not yet been completed, we will e-mail login information for these to you separately.]//PQ, C: If the Teacher Listing Form or School Questionnaire have not yet been completed, we will e-mail login information for these to your school's NTPS coordinator, <Coordinator Name>, separately.]

Thank you in advance for helping to ensure that your school's responses are included with those from schools around the country.

Sincerely,

National Teacher and Principal Survey Team  
U.S. Census Bureau, on behalf of the  
U.S. Department of Education  
National Center for Education Statistics (NCES)  
1-888-595-1338 | [ntps@census.gov](mailto:ntps@census.gov) | <http://nces.ed.gov/surveys/ntps>

NCES is authorized to conduct this survey by the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543). [1SQ//PQ: **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.//2SQ: Basic school information such as school name, contact information, school type or program emphasis, religious orientation or affiliation of the school, association membership, grades taught and the number of students by grade, number of students by race/ethnicity, and the number of full-time-equivalent teachers is published on <http://nces.ed.gov/surveys/pss/private-school-search/>. The remaining information is 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).]

## Second School Mailout Letter

NTPS-12L(1//2) (1 = Public schools; 2 = Private schools)

*NOTE: The letter will be addressed to the survey coordinator if one has been established. If there is not a coordinator, the letter will be addressed to “<Principal Name> or School Principal.”*

<Date>  
<Principal or Coordinator Name>  
<School Name>  
<Mailing Address>  
<City, State, ZIP Code>

Dear <Principal or Coordinator Name>,

Earlier this school year, we sent you a package of invitations to complete the 2023–24 National Teacher and Principal Survey (NTPS) questionnaires online. According to our records, one or more of your school’s questionnaires have not yet been completed. **If these questionnaire(s) were recently completed online, thank you.** If not, please complete them or help us by distributing the enclosed replacement invitation(s) to the appropriate staff and asking them to complete their survey online **as soon as possible**.

The NTPS is a primary source of information about what is happening in K–12 schools across the United States. Each response is vital to achieve reliable, nationally representative data, so your school’s participation is important for the success of the survey. [2: **Participation in the NTPS will replace your school’s participation in the 2023–24 Private School Survey (PSS).** The PSS 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 website.]

You can log into the NTPS Respondent Portal to check the completion status of your school’s questionnaires, view interesting facts and figures from previous surveys, read answers to Frequently Asked Questions, and see a list of associations and organizations that endorse the NTPS.

- Access the NTPS Respondent Portal at <https://respond.census.gov/ntpsportal>
- Log in using this User ID: <USER ID>

If you have any questions about the survey, please contact the U.S. Census Bureau at 1-888-595-1338 between 8:00 a.m. and 8:00 p.m. (Eastern Time) Monday through Friday. You can also contact the U.S. Census Bureau via e-mail at [ntps@census.gov](mailto:ntps@census.gov).

Thank you in advance for your school’s participation in this important survey.

Sincerely,

Chris Chapman  
Associate Commissioner  
National Center for Education Statistics (NCES)  
U.S. Department of Education

NCES is authorized to conduct this survey by the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543). [1: 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.] [2: Basic school information such as school name, contact information, school type or program emphasis, religious orientation or affiliation of the school, association membership, grades taught and the number of students by grade, number of students by race/ethnicity, and the number of full-time-equivalent teachers is published on <http://nces.ed.gov/surveys/pss/private-school-search/>. The remaining information is 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).]

## Second School Mailout Letter – Login Information for the TLF

NTPS-12L(TLF1//2) (1 = Pre-populated TLF; 2 = Blank TLF)

Dear School Staff Member,

We previously requested a list of your school's teachers. According to our records, we have not received a list from your school. **If you have recently responded, thank you.** If you have not yet provided a teacher list, please do so **as soon as possible**. This information is needed to select the teachers whose voices will represent their colleagues.

We need the name, e-mail address, and subject matter taught for each teacher in your school. [1: To help you with this request, we were able to partially complete your school's list of teachers by using a publicly available source. We need your help to ensure that this list is up-to-date and only includes staff currently working as teachers in your school.] Use the information in the box below to [1: access and] complete your school's Teacher Listing Form. [1: It will take approximately 15 minutes to complete this list.]

Respond by <date> at <https://respond.census.gov/ntpsportal>

Log in using this User ID: <USER ID>

Please be assured that both the U.S. Department of Education and the U.S. Census Bureau follow strict procedures to protect the confidentiality of study participants.

If you have any questions about the survey or need assistance, please contact the U.S. Census Bureau at 1-888-595-1338 or by e-mail at [ntps@census.gov](mailto:ntps@census.gov).

Thank you in advance for your assistance.

Sincerely,

Chris Chapman  
Associate Commissioner  
National Center for Education Statistics (NCES)  
U.S. Department of Education

*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 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.*

## Second School Mailout Letter – Login Information for the SQ/PQ

NTPS-12L(1SQ//2SQ//PQ) (SQ = School Questionnaire Login Information; PQ = Principal Questionnaire Login Information; 1 = Public schools; 2 = Private schools)

Dear [SQ: School Staff Member] [PQ: <Principal Name> or School Principal],

We previously sent you instructions on how to complete the National Teacher and Principal Survey (NTPS) [SQ: School //PQ: Principal] Questionnaire online. [PQ: We also sent you an e-mail if we had your e-mail address on file.] The NTPS has been informing policymakers and researchers on the condition of education since the 1980s. **We need your help to continue to provide relevant and reliable data to Congress, the U.S. Department of Education, and state and local education agencies!**

According to our records, the [SQ: School //PQ: Principal] Questionnaire has not yet been completed. If you have recently responded, thank you; you may disregard this letter.

Please respond by <date> at <https://respond.census.gov/ntpsxx>

Log in using this User ID: <USER ID>

[1SQ//PQ: Your responses to the survey questions will not be shared with any of your school staff or administration. Please be assured that both the U.S. Department of Education and the U.S. Census Bureau follow strict procedures to protect the confidentiality of study participants.//2SQ: **Participation in the NTPS will replace your school's participation in the 2023–24 Private School Survey (PSS).** The PSS 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 website.]

If you have any questions about the survey or need assistance, please contact the U.S. Census Bureau at 1-888-595-1338 or by e-mail at [ntps@census.gov](mailto:ntps@census.gov).

Thank you in advance for helping to ensure that your school's responses are included with those from schools around the country.

Sincerely,

Chris Chapman  
Associate Commissioner  
National Center for Education Statistics (NCES)  
U.S. Department of Education

NCES is authorized to conduct this survey by the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543). [1SQ//PQ: 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.//2SQ: Basic school information such as school name, contact information, school type or program emphasis, religious orientation or affiliation of the school, association membership, grades taught and the number of students by grade, number of students by race/ethnicity, and the number of full-time-equivalent teachers is published on <http://nces.ed.gov/surveys/pss/privateschoolsearch/>. The

## Second School Mailout Letter for Amish and Mennonite Schools

NTPS-12L(A)

<Date>  
<School Name>  
<Mailing Address>  
<City, State, ZIP Code>

Dear School Head/Principal,

Last month, we sent you a package of the 2023–24 National Teacher and Principal Survey (NTPS) questionnaires. According to our records, one or more of your school’s questionnaires have not yet been returned. **If any of these questionnaires were recently mailed to us, thank you.** If not, please complete, or have the appropriate staff complete, and return the enclosed replacement questionnaires **as soon as possible.**

The NTPS is a primary source of information about what is happening in K–12 schools across the United States. Each response is vital to achieve reliable, nationally representative data, so your school’s participation is important for the success of the survey. **Participation in the NTPS will replace your school’s participation in the 2023–24 Private School Survey (PSS).** The PSS 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.

If you have any questions about the survey, please contact the U.S. Census Bureau at 1-888-595-1338 between 8:00 a.m. and 8:00 p.m. (Eastern Time) Monday through Friday. You can also write to:

National Teacher and Principal Survey  
National Center for Education Statistics (NCES)  
Potomac Center Plaza  
550 12<sup>th</sup> Street, SW, Room 4035  
Washington, DC 20202

Thank you in advance for your school’s participation in this important survey.

Sincerely,

Chris Chapman  
Associate Commissioner  
National Center for Education Statistics (NCES)  
U.S. Department of Education

*number of students by grade, number of students by race/ethnicity, and the number of full-time-equivalent teachers is published on <http://nces.ed.gov/surveys/pss/privateSchoolSearch/>. The remaining information is 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).*

## Third School E-mail for Schools with Publicly Available Teacher Data – Login Information for the SQ/PQ

NTPS-13.1//2//3//4//5//6E(1SQ//2SQ//PQ1) (1 through 6 indicate the subject line for the Principal E-mail Subject Test; 1SQ = School Questionnaire Login Information for public schools; 2SQ = School Questionnaire Login Information for private schools; PQ = Principal Questionnaire Login Information. Select text will differ by whether a coordinator, who is not the principal, has been established: C = coordinator; NC = no coordinator.)

Subject: [SQ: U.S. Department of Education school survey reminder//2E(PQ1)//4E(PQ1)//6E(PQ1): Respond by **<date>**//1E(PQ1)//2E(PQ1): U.S. Department of Education principal survey reminder//3E(PQ1)//4E(PQ1): Please help the U.S. Department of Education with this important principal study//5E(PQ1)//6E(PQ1): Voice your needs to state and federal policymakers via this important principal study]

Body:

Dear <Principal or Coordinator Name>,

Earlier this school year, we invited your school to participate in the 2023–24 National Teacher and Principal Survey (NTPS) by completing the [SQ: **School** //PQ: **Principal**] Questionnaire online. The NTPS is an important source of information about schools across the United States, and we need your help to make this survey a success! All schools, school staff, and students ultimately benefit when good data help legislators and administrators make good decisions.

According to our records, the [SQ: **School** //PQ: **Principal**] Questionnaire has not been completed. If this questionnaire was recently completed, thank you. **If not, [SQ: please complete the School Questionnaire or forward this e-mail to the person who can best provide this information//PQ: please complete the Principal Questionnaire].**

[\*\*Click here to complete the \[SQ: School//PQ: Principal\] Questionnaire.\*\*](#)

**Log in using this User ID: <USER ID>**

[2SQ: **As a reminder, participation in the NTPS will replace your school's participation in the 2023–24 Private School Survey (PSS).** The PSS 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 website.]

The NTPS also includes a Teacher Listing Form and [SQ: **Principal** //PQ: **School**] Questionnaire. [SQ//PQ, NC: **If these have not yet been completed, we will e-mail login information for them to you separately.**//SQ, C: **If the Teacher Listing Form has not yet been completed, we will e-mail login information for it to you separately.** **If the Principal Questionnaire has not yet been completed, we will e-mail login information for it to <Principal Name>.**//PQ, C: **If these have not yet been completed, we will e-mail login information for them to your school's NTPS coordinator, <Coordinator Name>, separately.**]

Thank you for your support of this crucial survey.

Sincerely,

National Teacher and Principal Survey Team  
U.S. Census Bureau, on behalf of the  
U.S. Department of Education  
National Center for Education Statistics (NCES)  
1-888-595-1338 | [ntps@census.gov](mailto:ntps@census.gov) | <http://nces.ed.gov/surveys/ntps>

NCES is authorized to conduct this survey by the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543). [1SQ//PQ: 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.]//2SQ: Basic school information such as school name, contact information, school type or program emphasis, religious orientation or affiliation of the school, association membership, grades taught and the number of students by grade, number of students by race/ethnicity, and the number of full-time-equivalent teachers is published on <http://nces.ed.gov/surveys/pss/privateschoolsearch/>. The remaining information is 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).]

## Third School E-mail for Schools without Publicly Available Teacher Data – Login Information for the SQ/PQ

NTPS-13.1//2//3//4//5//6E(1SQ//2SQ//PQ2) (1 through 6 indicate the subject line for the Principal E-mail Subject Test; 1SQ = School Questionnaire Login Information for public schools; 2SQ = School Questionnaire Login Information for private schools; PQ = Principal Questionnaire Login Information. Select text will differ by whether a coordinator, who is not the principal, has been established: C = coordinator; NC = no coordinator.)

Subject: [SQ: U.S. Department of Education school survey reminder//2E(PQ1)//4E(PQ1)//6E(PQ1): Respond by **<date>**//1E(PQ1)//2E(PQ1): U.S. Department of Education principal survey reminder//3E(PQ1)//4E(PQ1): Please help the U.S. Department of Education with this important principal study//5E(PQ1)//6E(PQ1): Voice your needs to state and federal policymakers via this important principal study]

Body:

Dear <Principal or Coordinator Name>,

Last month, we invited your school to participate in the 2023–24 National Teacher and Principal Survey (NTPS) by completing the [SQ: **School** //PQ: **Principal**] **Questionnaire**. A local U.S. Census Bureau field representative may have also recently contacted you. The NTPS is an important source of information about schools across the United States, and we need your help to make this survey a success! All schools, school staff, and students ultimately benefit when good data help legislators and administrators make good decisions.

According to our records, the [SQ: **School** //PQ: **Principal**] Questionnaire has not been completed. If this questionnaire was recently completed, thank you. **If not, [SQ: please complete the School Questionnaire or forward this e-mail to the person who can best provide this information//PQ: please complete the Principal Questionnaire].**

[\*\*Click here to complete the \[SQ: School//PQ: Principal\] Questionnaire.\*\*](#)

**Log in using this User ID: <USER ID>**

[2SQ: **As a reminder, participation in the NTPS will replace your school's participation in the 2023–24 Private School Survey (PSS).** The PSS 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 website.]

The NTPS also includes a [SQ: **Principal**//PQ: **School**] Questionnaire. If the [SQ: **Principal**//PQ: **School**] Questionnaire has not yet been completed, we will e-mail login information for it to [PQ/SQ, NC: **you separately**//PQ, C: **your school's NTPS coordinator, <Coordinator Name>, separately**//SQ, C: **<Principal Name>**].

Thank you for your support of this crucial survey.

Sincerely,

National Teacher and Principal Survey Team  
U.S. Census Bureau, on behalf of the  
U.S. Department of Education  
National Center for Education Statistics (NCES)  
1-888-595-1338 | [ntps@census.gov](mailto:ntps@census.gov) | <http://nces.ed.gov/surveys/ntps/>

NCES is authorized to conduct this survey by the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543). [1SQ//PQ: **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.]//2SQ: **Basic school information such as school name, contact information, school type or program emphasis, religious orientation or affiliation of the school, association membership, grades taught and the number of students by grade, number of students by race/ethnicity, and the number of full-time-equivalent teachers is published on <http://nces.ed.gov/surveys/pss/private-school-search/>. The**

## Third School E-mail for Schools with Publicly Available Teacher Data – Login Information for the TLF

NTPS-13E(TLF1) (Select text will differ by whether a coordinator, who is not the principal, has been established: C = coordinator; NC = no coordinator.)

Subject: Teacher List Reminder for U.S. Department of Education Survey

Body:

Dear <Coordinator or Principal Name>,

We wanted to remind you about your school's selection for the National Teacher and Principal Survey (NTPS). The NTPS is an important source of information about schools and teachers across the United States. In order to select teachers to share their experiences, we need to ensure that the publicly available list of teachers that we have for your school is up-to-date. The list only includes each teacher's name, e-mail address, and subject matter taught; verification should take approximately 15 minutes.

**Please verify your school's Teacher Listing Form as soon as possible.**

**[Click here to complete the Teacher Listing Form.](#)**

**Log in using this User ID: <USER ID>**

The NTPS also includes a School Questionnaire and a Principal Questionnaire. [NC: If the School Questionnaire or Principal Questionnaire have not yet been completed, we will e-mail login information for these to you separately.//C: If the School Questionnaire has not yet been completed, we will e-mail login information for it to you separately. If the Principal Questionnaire has not yet been completed, we will e-mail login information for it to <Principal's Name>.]

Thank you in advance for your assistance.

Sincerely,

National Teacher and Principal Survey Team  
U.S. Census Bureau, on behalf of the  
U.S. Department of Education  
National Center for Education Statistics (NCES)  
1-888-595-1338 | [ntps@census.gov](mailto:ntps@census.gov) | <http://nces.ed.gov/surveys/ntps>

*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 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.*

## Third School Mailout Letter

NTPS-13L(1//2) (1 = Public schools; 2 = Private schools)

NOTE: The letter will be addressed to the survey coordinator if one has been established. If there is not a coordinator, the letter will be addressed to “<Principal Name> or School Principal.”

<Date>  
<Principal or Coordinator Name>  
<School Name>  
<Mailing Address>  
<City, State, ZIP Code>

Dear <Principal or Coordinator Name>,

Earlier this school year, we invited your school to participate in the 2023–24 National Teacher and Principal Survey (NTPS) by completing a Teacher Listing Form, School Questionnaire, and Principal Questionnaire online. The NTPS is an important source of information about schools across the United States, and we need your help to make this survey a success! All schools, school staff, and students ultimately benefit when good data help legislators and administrators make good decisions. [2: **Participation in the NTPS will replace your school's participation in the 2023–24 Private School Survey (PSS) and will maintain your school's valid NCES ID on our website.**]

According to our records, one or more of your school's questionnaires have not been completed. **If these questionnaire(s) were recently completed online, thank you.** If not, please distribute the enclosed paper questionnaire(s), along with the postage paid return envelope, to the appropriate staff. Ask the staff to complete and mail the form(s) to us **as soon as possible**. Alternatively, the survey(s) may be completed online using the URL and User ID provided on the questionnaire cover. The U.S. Census Bureau will call you in the coming weeks regarding missing questionnaires.

As a reminder, you can log into the NTPS Respondent Portal to check the completion status of your school's questionnaires. The NTPS Respondent Portal contains additional information about the NTPS, including data results from previous surveys and ideas to encourage your school staff's participation.

- Access the NTPS Respondent Portal at <https://respond.census.gov/ntpsportal>
- Log in using this User ID: <USER ID>

If you have any questions about the survey, please contact the U.S. Census Bureau at 1-888-595-1338 or by e-mail at [ntps@census.gov](mailto:ntps@census.gov).

Thank you for your support of this crucial survey.

Sincerely,

Chris Chapman  
Associate Commissioner  
National Center for Education Statistics (NCES)  
U.S. Department of Education

NCES is authorized to conduct this survey by the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543). [1: *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.] [2: *Basic school information such as school name, contact information, school type or program emphasis, religious orientation or affiliation of the school, association membership, grades taught and the number of students by grade, number of students by race/ethnicity, and the number of full-time-equivalent teachers is published on <http://nces.ed.gov/surveys/pss/privateschoolsearch/>. The remaining*

## Third School Mailout Letter for Amish and Mennonite Schools

NTPS-13L(A)

<Date>  
<School Name>  
<Mailing Address>  
<City, State, ZIP Code>

Dear School Head/Principal,

Earlier this school year, we sent your school a package of the 2023–24 National Teacher and Principal Survey (NTPS) questionnaires. The NTPS is an important source of information about schools across the United States, and we need your help to make this survey a success! All schools, school staff, and students ultimately benefit when good data help legislators and administrators make good decisions. **Participation in the NTPS will replace your school's participation in the 2023–24 Private School Survey (PSS) and will maintain your school's valid NCES ID.**

According to our records, one or more of your school's questionnaires have not been completed. **If these questionnaire(s) were recently returned, thank you.** If not, please complete, or have the appropriate staff complete, and return the enclosed questionnaires **as soon as possible.**

If you have any questions about the survey, please contact the U.S. Census Bureau at 1-888-595-1338 between 8:00 a.m. and 8:00 p.m. (Eastern Time) Monday through Friday. You can also write to:

National Teacher and Principal Survey  
National Center for Education Statistics (NCES)  
Potomac Center Plaza  
550 12<sup>th</sup> Street, SW, Room 4035  
Washington, DC 20202

Thank you for your support of this crucial survey.

Sincerely,

Chris Chapman  
Associate Commissioner  
National Center for Education Statistics (NCES)  
U.S. Department of Education

## Fourth School E-mail – Login Information for the TLF

NTPS-14E(TLF1//2) (1 = Pre-populated TLF; 2 = Blank TLF. Select text will differ by whether a coordinator, who is not the principal, has been established: C = coordinator; NC = no coordinator.)

Subject: Respond by <date> – Teacher List for an important U.S. Department of Education survey

Body:

Dear <Coordinator or Principal Name>,

We've contacted you throughout the school year to request a list of your school's teachers for the 2023–24 National Teacher and Principal Survey (NTPS). The NTPS is administered by the U.S. Census Bureau on behalf of the National Center for Education Statistics (NCES), the statistical agency within the U.S. Department of Education, and **it has been endorsed by <AGENCY> as well as many other organizations.**

We need your list of teachers so that we may sample teachers to take part in the teacher survey. Only a small percentage of schools and teachers are selected to participate; therefore, your school's participation is important to ensure that we can provide policymakers and researchers with reliable, nationally representative data on teachers' professional backgrounds, teaching fields, workloads, and working conditions.

The Teacher Listing Form collects the name, e-mail address, and subject matter taught for each teacher in your school. [1: To assist with this request, we were able to partially complete your school's list of teachers using a publicly available source. We need your help to ensure that this list is up-to-date and only includes staff currently working as teachers in your school.] Please complete your school's Teacher Listing Form or forward this e-mail to the person who can best provide this information.

[Click here to complete the Teacher Listing Form.](#)

Log in using this User ID: <USER ID>

The NTPS also includes a School Questionnaire and a Principal Questionnaire. [NC: If these have not yet been completed, we will e-mail login information for them to you separately.//C: If the School Questionnaire has not yet been completed, we will e-mail login information for it to you separately. If the Principal Questionnaire has not yet been completed, we will e-mail login information for it to <Principal's Name>.]

Thank you for completing this survey promptly.

Sincerely,

National Teacher and Principal Survey Team  
U.S. Census Bureau, on behalf of the  
U.S. Department of Education  
National Center for Education Statistics (NCES)  
1-888-595-1338 | ntps@census.gov | <http://nces.ed.gov/surveys/ntps>

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 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.

## Fourth School E-mail – Login Information for the SQ/PQ

NTPS-14E(1SQ//2SQ//PQ) (SQ = School Questionnaire; PQ = Principal Questionnaire; 1 = Public schools; 2 = Private schools. Select text will differ by whether a coordinator, who is not the principal, has been established: C = coordinator; NC = no coordinator.)

Subject: [SQ: Tell the U.S. Department of Education about your school//PQ: Share your experience – complete your Principal Survey for the U.S. Department of Education]

Body:

Dear [SQ: <Coordinator or Principal Name>//PQ: <Principal Name>],

Throughout the fall, we've sent you several invitations to complete the 2023–24 National Teacher and Principal Survey (NTPS) [SQ: **School**//PQ: **Principal**] **Questionnaire**. The NTPS is a primary source of information about what is happening in K–12 schools across the United States. This is your [SQ: **school's**] chance to tell policymakers about your [SQ: **school's enrollment, staffing, and the programs and services offered to your students**//PQ: **experience and training, goals, and working conditions**]. The NTPS has been endorsed by <AGENCY> as well as many other organizations.

The success of this national survey depends on your participation. Only a small percentage of schools and principals are selected to participate. We cannot substitute another school [PQ: **principal**] for you.

[\*\*Click here to complete the \[SQ: School//PQ: Principal\] Questionnaire.\*\*](#)

**Log in using this User ID:** <USER ID>

[2SQ: **As a reminder, participation in the NTPS will replace your school's participation in the 2023–24 Private School Survey (PSS)**. The PSS 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 website.]

The NTPS also includes a Teacher Listing Form and [PQ: **School Questionnaire//SQ: Principal Questionnaire**]. [SQ//PQ, NC: **If these have not yet been completed, we will e-mail login information for them to you separately.**//SQ, C: **If the Teacher Listing Form has not yet been completed, we will e-mail login information for it to you separately.** If the Principal Questionnaire has not yet been completed, we will e-mail login information for it to <Principal's Name> //PQ, C: **If these have not yet been completed, we will e-mail login information for them to your school's NTPS coordinator, <Coordinator Name>, separately.**]

Thank you very much for your contribution to this important effort.

Sincerely,

National Teacher and Principal Survey Team  
U.S. Census Bureau, on behalf of the  
U.S. Department of Education  
National Center for Education Statistics (NCES)  
1-888-595-1338 | [ntps@census.gov](mailto:ntps@census.gov) | <http://nces.ed.gov/surveys/ntps>

NCES is authorized to conduct this survey by the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543). [1SQ//PQ: 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.]//2SQ: Basic school information such as school name, contact information, school type or program emphasis, religious orientation or affiliation of the school, association membership, grades taught and the number of students by grade, number of students by race/ethnicity, and the number of full-time-equivalent teachers is published on <http://nces.ed.gov/surveys/pss/private-school-search/>. The remaining information is 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).]

## Fifth School E-mail – Login Information for the SQ/PQ

NTPS-15E(1SQ//2SQ//PQ) (SQ = School Questionnaire; PQ = Principal Questionnaire; 1 = Public schools; 2 = Private schools. Select text will differ by whether a coordinator, who is not the principal, has been established: C = coordinator; NC = no coordinator.)

Subject: Start the new year by completing your [SQ: School//PQ: Principal] Survey for the U.S. Department of Education

Dear [SQ: <Principal or Coordinator Name>//PQ: <Principal Name>],

**Happy New Year!** We hope you enjoyed the winter break and are recharged for the second half of the school year. We are contacting you to remind you to complete the 2023–24 National Teacher and Principal Survey (NTPS) [SQ: School Questionnaire//PQ: Principal Questionnaire] as soon as possible. [1SQ//PQ: The success of the NTPS depends on you. Let your voice be heard! With your help, this survey can provide policymakers and researchers with reliable data on principals and schools from across the nation. Your participation in this effort is greatly appreciated.]//2SQ: Your school's participation is critical to the success of this survey and ensures that your school is represented in important national data on private schools. **Participation in the NTPS will replace your school's participation in the 2023–24 Private School Survey (PSS) and will maintain your school's valid NCES ID on our website.**]

If you have recently completed the survey, thank you very much. If not, **please complete the [SQ: School Questionnaire//PQ: Principal Questionnaire] online using the login information provided below.** Alternatively, you may complete and return the paper questionnaire we previously mailed you.

**Click here to complete the [SQ: School//PQ: Principal] Questionnaire.**

**Log in using this User ID: <USER ID>**

The NTPS also includes a [SQ: Principal//PQ: School] Questionnaire. If the [SQ: Principal//PQ: School] Questionnaire has not yet been completed, we will e-mail login information for it to [PQ/SQ, NC: **you separately**//PQ, C: **your school's NTPS coordinator, <Coordinator Name>, separately**//SQ, C: <Principal Name>].

Thank you in advance for responding to this important survey.

Sincerely,

National Teacher and Principal Survey Team  
U.S. Census Bureau, on behalf of the  
U.S. Department of Education  
National Center for Education Statistics (NCES)  
1-888-595-1338 | [ntps@census.gov](mailto:ntps@census.gov) | <http://nces.ed.gov/surveys/ntps>

NCES is authorized to conduct this survey by the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543). [1SQ//PQ: 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.]//2SQ: Basic school information such as school name, contact information, school type or program emphasis, religious orientation or affiliation of the school, association membership, grades taught and the number of students by grade, number of students by race/ethnicity, and the number of full-time-equivalent teachers is published on <http://nces.ed.gov/surveys/pss/private-school-search/>. The remaining information is 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).]

*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.//2: Basic school information such as school name, contact information, school type or program emphasis, religious orientation or affiliation of the school, association membership, grades taught and the number of students by grade, number of students by race/ethnicity, and the number of full-time-equivalent teachers is published on <http://nces.ed.gov/surveys/pss/privateschoolsearch/>. The remaining information is 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).]*

## Fourth School Mailout Letter

NTPS-14L(1//2) (1 = Public schools; 2 = Private schools)

<Date>  
<Principal Name> or School Principal  
<School Name>  
<Mailing Address>  
<City, State, ZIP Code>

Dear <Principal Name> or School Principal,

Throughout this school year, we've been contacting your school regarding the 2023–24 National Teacher and Principal Survey (NTPS). According to our records, one or more of your school's questionnaires have not been completed. Your response is vital to ensuring that we collect reliable data for <school type: public, private, charter> <level> schools [1: both] across the [1: nation and in the <state of STATE/District of Columbia> //2: nation]. [2: **Participation in the NTPS will replace your school's participation in the 2023–24 Private School Survey (PSS) and will maintain your school's valid NCES ID on our website.**]

The data from the NTPS are critically important to the U.S. Department of Education. The data are also used by Congress, state education agencies, public school districts, and education research organizations to develop education policies to improve working conditions for principals and teachers. The NTPS is the only national survey that provides this kind of information.

Replacement questionnaires are enclosed. **Please help us by completing, or asking the appropriate staff to complete, the enclosed questionnaire(s) as soon as possible.** Alternatively, the survey(s) may be completed online using the URL and User ID provided on the cover page. If these questionnaire(s) were recently completed, thank you. The U.S. Census Bureau will contact you in the coming weeks regarding missing questionnaires.

If you have any questions about the survey, please contact the U.S. Census Bureau at 1-888-595-1338 or by e-mail at [ntps@census.gov](mailto:ntps@census.gov).

We greatly appreciate your school's participation in this important survey.

Sincerely,

Chris Chapman  
Associate Commissioner  
National Center for Education Statistics (NCES)  
U.S. Department of Education

NCES is authorized to conduct this survey by the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543). [1: *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.] [2: *Basic school information such as school name, contact information, school type or program emphasis, religious orientation or affiliation of the school, association membership, grades taught and the number of students by grade, number of students by race/ethnicity, and the number of full-time-equivalent teachers is published on <http://nces.ed.gov/surveys/pss/privateschoolsearch/>. The remaining information is 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).*]

## Fourth School Mailout Letter for Amish and Mennonite Schools

NTPS-14L(A)

<Date>  
<School Name>  
<Mailing Address>  
<City, State, ZIP Code>

Dear School Head/Principal,

Throughout this school year, we've been contacting your school regarding the 2023–24 National Teacher and Principal Survey (NTPS). The data from the NTPS are critically important to the U.S. Department of Education. The data are also used by Congress, state education agencies, and education research organizations to develop education policies to improve working conditions for principals and teachers. The NTPS is the only national survey that provides this kind of information. **Participation in the NTPS will replace your school's participation in the 2023–24 Private School Survey (PSS) and will maintain your school's valid NCES ID.**

According to our records, one or more of your school's questionnaires have not been completed. **If these questionnaire(s) were recently returned, thank you.** If not, please complete, or have the appropriate staff complete, and return the enclosed questionnaires **as soon as possible.**

If you have any questions about the survey, please contact the U.S. Census Bureau at 1-888-595-1338 between 8:00 a.m. and 8:00 p.m. (Eastern Time) Monday through Friday. You can also write to:

National Teacher and Principal Survey  
National Center for Education Statistics (NCES)  
Potomac Center Plaza  
550 12<sup>th</sup> Street, SW, Room 4035  
Washington, DC 20202

Thank you for your support of this crucial survey.

Sincerely,

Chris Chapman  
Associate Commissioner  
National Center for Education Statistics (NCES)  
U.S. Department of Education

NCES is authorized to conduct this survey by the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543). Basic school information such as school name, contact information, school type or program emphasis, religious orientation or affiliation of the school, association membership, grades taught and the number of students by grade, number of students by race/ethnicity, and the number of full-time-equivalent teachers is published on <http://nces.ed.gov/surveys/pss/privateschoolsearch/>. The remaining information is 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).

## Sixth School E-mail – Login Information for the SQ

NTPS-16E(1//2SQ) (1 = Public Schools; 2 = Private Schools. Select text will differ by whether a coordinator, who is not the principal, has been established: C = coordinator; NC = no coordinator.)

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

*NOTE: The second bullet point will only be included for public schools in states with state-level data and private Catholic schools.*

Body:

Dear <Coordinator or Principal Name>,

Throughout this school year, we've been contacting your school regarding the **School Questionnaire** for the 2023–24 National Teacher and Principal Survey (NTPS). The NTPS informs policymakers and researchers on the condition of education. The 2020–21 NTPS included findings such as:

- Overall, [1: XX//2: XX] percent of [1: public//2: private] schools offered instruction beyond the normal school day for students who need academic assistance, and [1: XX//2: XX] percent of [1: public//2: private] schools offered it for students who seek academic advancement or enrichment.
- [1:<In STATE>//2: <Of Catholic schools>], <XX> percent [1: of public schools] offered instruction beyond the normal school day for students who need academic assistance, and <XX> percent [1: of public schools] offered it for students who seek academic advancement or enrichment.

**We need your help to continue to provide relevant and reliable data to Congress, the U.S. Department of Education, and state and local education agencies!**

According to our records, your school's School Questionnaire has not yet been completed. If you have recently responded, thank you. If you have not yet responded, please do so **as soon as possible**.

[\*\*Click here to complete the School Questionnaire.\*\*](#)

**Log in using this User ID: <USER ID>**

[2: **As a reminder, participation in the NTPS will replace your school's participation in the 2023–24 Private School Survey (PSS).** The PSS 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 website.]

The NTPS also includes a Principal Questionnaire. If this questionnaire has not yet been completed, we will e-mail login information to [C: <Principal Name>//NC: you] separately.

Thank you in advance for helping to ensure that your school's responses are included with those from [1: schools in <STATE> and //2:<Catholic/private> schools] around the country.

Sincerely,

National Teacher and Principal Survey Team

U.S. Census Bureau, on behalf of the  
U.S. Department of Education  
National Center for Education Statistics (NCES)  
1-888-595-1338 | [ntps@census.gov](mailto:ntps@census.gov) | <http://nces.ed.gov/surveys/ntps>

NCES is authorized to conduct this survey by the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543). [1: *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.*//2: *Basic school information such as school name, contact information, school type or program emphasis, religious orientation or affiliation of the school, association membership, grades taught and the number of students by grade, number of students by race/ethnicity, and the number of full-time-equivalent teachers is published on <http://nces.ed.gov/surveys/pss/privateschoolsearch/>. The remaining information is 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).*]

## Sixth School E-mail – Login Information for the PQ

NTPS-16E(1//2PQ) (1 = Public Schools; 2 = Private Schools. Select text will differ by whether a coordinator, who is not the principal, has been established: C = coordinator; NC = no coordinator.)

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

Body:

Dear <Principal Name>,

Throughout this school year, we've been contacting you regarding the **Principal Questionnaire** for the 2023–24 National Teacher and Principal Survey (NTPS). The NTPS informs policymakers and researchers on the condition of education. The 2020-21 NTPS included findings such as:

- [1: Public//2: Private] school principals [1: <in State>/2: <in Catholic schools>] reported having an average of <X.X> years of experience as a principal, of which an average of <X.X> years was spent in their current school.
- [1: Public//2: Private] school principals [1: <in State>/2: <in Catholic schools>] reported an average salary of <\$XX,X00>. Principals with less than 3 years of experience reported an average salary of <\$XX,X00>, while those with 3 to 9 years of experience and 10 years of experience or more reported average salaries of <\$XX,X00> and <\$XX,X00>, respectively.

**We need your help to continue to provide relevant and reliable data to Congress, the U.S. Department of Education, and state and local education agencies!**

According to our records, your school's Principal Questionnaire has not yet been completed. If you have recently responded, thank you. If you have not yet responded, please do so **as soon as possible**.

[\*\*Click here to complete the Principal Questionnaire.\*\*](#)

**Log in using this User ID: <USER ID>**

The NTPS also includes a School Questionnaire. If this questionnaire has not yet been completed, we will e-mail login information to [NC: **you**//C: **your school's NTPS survey coordinator**, <Coordinator Name>] separately.

Thank you in advance for helping to ensure that your school's responses are included with those from [1: **schools** <in State and> //2:<Catholic> schools] around the country.

Sincerely,

National Teacher and Principal Survey Team  
U.S. Census Bureau, on behalf of the  
U.S. Department of Education  
National Center for Education Statistics (NCES)  
1-888-595-1338 | [ntps@census.gov](mailto:ntps@census.gov) | <http://nces.ed.gov/surveys/ntps>

*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 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.*

## Fifth School Mailout Letter

NTPS-15L(1//2) (1 = Public schools; 2 = Private schools)

<Date>  
<Principal Name> or School Principal  
<School Name>  
<Mailing Address>  
<City, State, ZIP Code>

Dear <Principal Name> or School Principal,

We have contacted you throughout this school year regarding the 2023–24 National Teacher and Principal Survey (NTPS). According to our records, one or more of your school's questionnaires have not yet been completed. Time is running out to participate in this important survey and to let your voice be heard! With your help, we can continue to provide policymakers and researchers with reliable data on our nation's schools and principals.

If these questionnaire(s) were recently completed, thank you. If not, **please complete the enclosed paper questionnaire(s) as soon as possible and return them to us in the postage-paid envelope**. These questionnaire(s) may also be completed online using the URL and User ID provided on the cover page. **In the coming weeks, a U.S. Census Bureau representative will call or visit your school to help you complete any outstanding questionnaires.**

[2: **As a reminder, participation in the NTPS will replace your school's participation in the 2023–24 Private School Survey (PSS).** The PSS 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 website.]

If you have any questions about the survey, please contact the U.S. Census Bureau at 1-888-595-1338 or by e-mail at [ntps@census.gov](mailto:ntps@census.gov).

We greatly appreciate your school's participation in this important survey.

Sincerely,

Chris Chapman  
Associate Commissioner  
National Center for Education Statistics (NCES)  
U.S. Department of Education

NCES is authorized to conduct this survey by the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543). [1: *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.*//2: *Basic school information such as school name, contact information, school type or program emphasis, religious orientation or affiliation of the school, association membership, grades taught and the number of students by grade, number of students by race/ethnicity, and the number of full-time-equivalent teachers is published on <http://nces.ed.gov/surveys/pss/privateschoolsearch/>. The remaining information is 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).*]

## Fifth School Mailout Letter – SQ/PQ

NTPS-15L(1SQ//2SQ//PQ) (SQ = School Questionnaire; PQ = Principal Questionnaire; 1 = Public schools; 2 = Private schools)

<Date>  
<Principal Name> or School Principal  
<School Name>  
<Mailing Address>  
<City, State, ZIP Code>

Dear [SQ: School Staff Member] [PQ: <Principal Name> or School Principal],

We have contacted you throughout this school year regarding the 2023–24 National Teacher and Principal Survey (NTPS) [SQ: School //PQ: Principal] Questionnaire. Time is running out to participate in this important survey and to let your voice be heard! With your help, we can continue to provide policymakers and researchers with the most comprehensive and reliable data available on our nation’s [SQ: schools //PQ: schools and principals].

According to our records, the [SQ: School //PQ: Principal] Questionnaire has not yet been completed. If you have recently completed this survey, thank you. If not, **please complete the enclosed paper questionnaire as soon as possible and return it to us in the postage-paid envelope**. You may also complete the questionnaire online using the URL and User ID provided below. **In the coming weeks, a U.S. Census Bureau representative will call or visit your school to help you complete any outstanding questionnaires.**

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

Log in using this User ID: <USER ID>

[2SQ: **As a reminder, participation in the NTPS will replace your school’s participation in the 2023–24 Private School Survey (PSS).** The PSS 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 website.]

If you have any questions about the survey, please contact the U.S. Census Bureau at 1-888-595-1338 or by e-mail at [ntps@census.gov](mailto:ntps@census.gov).

We greatly appreciate your school’s participation in this important survey.

Sincerely,

Chris Chapman  
Associate Commissioner  
National Center for Education Statistics (NCES)  
U.S. Department of Education

NCES is authorized to conduct this survey by the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543). [1: *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.*//2: *Basic school information such as school name, contact information, school type or program emphasis, religious orientation or affiliation of the school, association membership, grades taught and the number of students by grade, number of*

*students by race/ethnicity, and the number of full-time-equivalent teachers is published on <http://nces.ed.gov/surveys/pss/privateSchoolSearch/>. The remaining information is 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).]*

## Fifth School Mailout Letter for Amish and Mennonite Schools

NTPS-15L(A)

<Date>

School Head/Principal

<School Name>

<Mailing Address>

<City, State, ZIP Code>

Dear School Head/Principal,

We have contacted you throughout this school year regarding the 2023–24 National Teacher and Principal Survey (NTPS). Time is running out to participate in this important survey and to let your voice be heard! With your help, we can continue to provide policymakers and researchers with reliable data on our nation’s schools and principals.

**Participation in the NTPS will replace your school's participation in the 2023–24 Private School Survey (PSS) and will maintain your school's valid NCES ID.**

According to our records, one or more of your school’s questionnaires have not yet been completed. If you have recently returned these questionnaire(s), thank you. If not, **please complete the enclosed paper questionnaire(s) as soon as possible and return them to us in the postage-paid envelope. In the coming weeks, a local U.S. Census Bureau representative may visit your school to help you complete any outstanding questionnaires.**

If you have any questions about the survey, please contact the U.S. Census Bureau at 1-888-595-1338 between 8:00 a.m. and 8:00 p.m. (Eastern Time) Monday through Friday. You can also write to:

National Teacher and Principal Survey  
National Center for Education Statistics (NCES)  
Potomac Center Plaza  
550 12<sup>th</sup> Street, SW, Room 4035  
Washington, DC 20202

Thank you for your support of this crucial survey.

Sincerely,

Chris Chapman  
Associate Commissioner  
National Center for Education Statistics (NCES)  
U.S. Department of Education

*NCES is authorized to conduct this survey by the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543). Basic school information such as school name, contact information, school type or program emphasis, religious orientation or affiliation of the school, association membership, grades taught and the number of students by grade, number of students by race/ethnicity, and the number of full-time-equivalent teachers is published on <http://nces.ed.gov/surveys/pss/private-school-search/>. The remaining information is 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).*

## Seventh School E-mail – SQ/PQ

NTPS-17E(1SQ//2SQ//PQ) (SQ = School Questionnaire; PQ = Principal Questionnaire; 1 = Public schools; 2 = Private schools. Select text will differ by whether a coordinator, who is not the principal, has been established: C = coordinator; NC = no coordinator.)

Subject: Time is running out – complete your [SQ: School//PQ: Principal] Survey today for the U.S. Department of Education

Dear [SQ: <Coordinator or Principal Name>//PQ: <Principal Name>],

We've contacted you throughout the school year regarding the 2023–24 National Teacher and Principal Survey (NTPS). We wanted to take an opportunity to share newly released data with you from the 2020–21 NTPS. You can view the data at <https://nces.ed.gov/blogs/nces/post/<title>>

We need your help to produce representative data for this school year. Policymakers at the state, federal, and local levels use these data to set education policy and improve teacher and principal working conditions. **Time is running out to participate and let your voice be heard.**

Please complete the [SQ: School//PQ: Principal] Questionnaire using the login information provided below. Alternatively, you may complete and return the paper questionnaire we sent you <mail method and timeframe>.

[\*\*Click here to complete the \[SQ: School//PQ: Principal\] Questionnaire.\*\*](#)

**Log in using this User ID: <USER ID>**

[2SQ: **As a reminder, participation in the NTPS will replace your school's participation in the 2023–24 Private School Survey (PSS).** The PSS 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 website.]

The NTPS also includes a [SQ: Principal//PQ: School] Questionnaire. If the [SQ: Principal//PQ: School] Questionnaire has not yet been completed, we will e-mail login information for it to [PQ/SQ, NC: **you separately**//PQ, C: **your school's NTPS coordinator, <Coordinator Name>, separately**//SQ, C: <Principal Name>].

Thank you in advance for your help to ensure your school is represented in this survey.

Sincerely,

National Teacher and Principal Survey Team  
U.S. Census Bureau, on behalf of the  
U.S. Department of Education  
National Center for Education Statistics (NCES)  
1-888-595-1338 | [ntps@census.gov](mailto:ntps@census.gov) | <http://nces.ed.gov/surveys/ntps>

NCES is authorized to conduct this survey by the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543). [1SQ//PQ: **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.]//2SQ: **Basic school information such as school name, contact information, school type or program emphasis, religious orientation or affiliation of the school, association membership, grades taught and the number of students by grade, number of students by race/ethnicity, and the number of full-time-equivalent teachers is published on <http://nces.ed.gov/surveys/pss/private-school-search/>. The remaining information is 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).**]

## Requested Questionnaire(s) Letter

NTPS-10//20L (10 = *School-level questionnaire(s)*; 20 = *Teacher questionnaire*)

<Date>  
[10: <Principal or Coordinator Name>//20 = <Teacher Name>]  
<School Name>  
<Mailing Address>  
<City, State, ZIP Code>

Dear [10: <Principal or Coordinator Name>//20: <Teacher Name>],

[10: Thank you for your assistance in the 2023–24 National Teacher and Principal Survey (NTPS). We have enclosed the paper questionnaire(s) that you requested, or that another staff member requested on your behalf.

Please complete the enclosed questionnaire(s) or distribute these questionnaire(s) and the postage-paid return envelope(s) to the appropriate staff. Please help ensure these questionnaires are completed **as soon as possible** and returned to us in the enclosed postage-paid return envelope(s).]

[20: We recently invited you to participate in the 2023–24 National Teacher and Principal Survey (NTPS) by completing the Teacher Questionnaire online. We have enclosed the paper Teacher Questionnaire that you requested, or that was requested on your behalf.

Please return your completed questionnaire in the enclosed postage-paid return envelope **as soon as possible.**]

If you have any questions about the survey, please contact the U.S. Census Bureau at 1-888-595-1338 or by e-mail at [ntps@census.gov](mailto:ntps@census.gov). For more information about the NTPS and how your responses will inform our understanding of U.S. schools, visit our website at <http://nces.ed.gov/surveys/ntps>.

Thank you again [10: for your help with//20: for your participation in] this important survey.

Sincerely,

Chris Chapman  
Associate Commissioner  
National Center for Education Statistics (NCES)  
U.S. Department of Education

*NCES is authorized to conduct this survey by the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543). [20: 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.]*

## Initial Teacher E-mail

NTPS-21.1//2//3//4//5//6E(I//IPS//IPT) (1 through 6 indicate the subject line for the Teacher E-mail Subject Test. I = prepaid monetary incentive; IPS = prepaid monetary incentive and promised school-level monetary incentive; IPT = prepaid monetary incentive and promised teacher monetary incentive)

Subject: [1: U.S. Department of Education teacher survey//2//IPS//IPT: Share your experience – U.S. Department of Education teacher survey//3: Voice your needs to state and federal policymakers//4: Please help the U.S. Department of Education with this important teacher study//5: The U.S. Department of Education wants to hear from teachers like you//6: Complete your U.S. Department of Education teacher survey]

Body:

Dear <Teacher Name>,

The National Center for Education Statistics (NCES) and the U.S. Census Bureau are dedicated to providing policymakers and researchers with the most comprehensive data available on our country's schools and teachers. To accomplish this, **we need your help.**

You will soon receive a letter at your school's address inviting you to participate in the National Teacher and Principal Survey (NTPS). The NTPS will occur in two phases over the next two school years. For the first phase of the survey, please complete the 2023–24 NTPS Teacher Questionnaire. [I/IPS//IPT: **The survey invitation package will include \$<X> for you as a token of our appreciation for your participation in the 2023–24 NTPS.**] [IPS: **In addition, if <all/most> of the teachers selected to represent your school respond, we will send your school \$<XXX> for use to benefit your school, fellow teachers, or students.**//IPT: **Upon receiving your response, we will mail you an additional \$20.**]

[\*\*Click here to complete the Teacher Questionnaire.\*\*](#)

**Log in using this User ID: <USER ID>**

**This is your opportunity to tell policymakers about your experiences and express your opinions as a teacher in your school.** The success of this national survey depends on your participation. Only a small percentage of teachers are selected to participate. You were chosen based on numerous factors, including your geographical location, the makeup of the school population you serve, and the subject(s) that you teach. We cannot substitute another teacher for you.

Please be assured that your responses to the survey questions will not be shared with your school administration. The U.S. Department of Education and the U.S. Census Bureau follow strict procedures to protect the confidentiality of study participants.

Thank you in advance for responding to this important survey.

Sincerely,

National Teacher and Principal Survey Team  
U.S. Census Bureau, on behalf of the  
U.S. Department of Education  
National Center for Education Statistics (NCES)  
1-888-595-1338 | [ntps@census.gov](mailto:ntps@census.gov) | <http://nces.ed.gov/surveys/ntps>

*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 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.*

## Initial Coordinator or Principal E-mail

NTPS-21EC(PS//I//IPS) (PS = promised school-level monetary incentive; I = prepaid coordinator monetary incentive; IPS = prepaid coordinator monetary incentive and promised school-level monetary incentive)

Subject: We mailed U.S. Department of Education survey invitations to you

Body:

Dear <Coordinator Name>,

We greatly appreciate your assistance so far with the 2023–24 National Teacher and Principal Survey (NTPS). You will soon receive a package of materials for teachers at your school address. [I//IPS: **We've included \$<X> for you in the package as a token of our appreciation for your assistance with the NTPS.**] The package [I//IPS: also] contains individually sealed invitations for the selected teacher(s) at your school to complete the Teacher Questionnaire online.

The NTPS gives teachers an opportunity to tell policymakers about their experiences in the teaching profession. Each selected teacher's participation is important to ensure that we can provide policymakers and researchers with reliable, nationally representative data on teachers' professional backgrounds, teaching fields, workloads, and working conditions.

**Please distribute an invitation to each teacher that was selected to participate in the NTPS and ask them to complete their questionnaire within one week.** [C/I: In addition, please follow up with each teacher in a few days to remind them to complete their questionnaire. //PS//IPS: **We selected <SAMPLE SIZE> teachers to represent your school. If <RESPONSES NEEDED> teachers respond, then we will send your school \$<XXX> to use as you wish to benefit your school, teachers, or students.**]

You may use the Respondent Portal to check which teachers have completed their questionnaire, to request paper Teacher Questionnaire(s) for any teachers who would prefer to complete a paper version, and to make any necessary corrections to the selected teachers' names or e-mail addresses. For their convenience, we will e-mail survey invitations to each selected teacher's school e-mail address if their e-mail address is available.

[\*\*Click here to access the Respondent Portal.\*\*](#)

Log in using this User ID: <USER ID>

Please reassure the selected teachers their responses will not be shared with any school staff. The U.S. Department of Education and the U.S. Census Bureau follow strict procedures to protect the confidentiality of study participants.

Thank you for your continued help with this important survey.

Sincerely,

National Teacher and Principal Survey Team  
U.S. Census Bureau, on behalf of the  
U.S. Department of Education  
National Center for Education Statistics (NCES)  
1-888-595-1338 | [ntps@census.gov](mailto:ntps@census.gov) | <http://nces.ed.gov/surveys/ntps>

*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 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.*

## Initial Teacher Mailout Letter to Survey Coordinator

NTPS-21LC(PS//I//IPS) (PS = promised school-level monetary incentive; I = prepaid coordinator monetary incentive; IPS = prepaid coordinator monetary incentive and promised school-level monetary incentive) Includes list of teachers on the back of the page.

<Date>

Dear <Coordinator Name>,

We greatly appreciate your school's participation in the 2023–24 National Teacher and Principal Survey (NTPS). We need your help to ensure the NTPS Teacher Questionnaire invitations are distributed, and the questionnaires are completed in a timely manner. [I//IPS: We've included \$<X> for you in this package as a token of our appreciation for your assistance.] This survey gives teachers an opportunity to tell policymakers about their experiences in the teaching profession. Each selected teacher's participation is important to ensure that we can provide policymakers and researchers with reliable, nationally representative data on teachers' professional backgrounds, teaching fields, workloads, and working conditions.

This package contains individual invitation(s) for the selected teacher(s) at your school to complete the Teacher Questionnaire online. **Please distribute an invitation to each teacher and ask them to complete their questionnaire within one week.** [PS//IPS: We selected <SAMPLE SIZE> teachers to represent your school. If <RESPONSES NEEDED> teachers respond, then we will send your school \$<XXX> to use as you wish to benefit your school, teachers, or students.]

Please follow-up with each teacher in a few days to remind them to complete their questionnaire. For your convenience, the name of each selected teacher is listed on the back of this letter. You may use the Respondent Portal to check which teachers have completed their questionnaire, to request paper Teacher Questionnaire(s) for any teacher who would prefer to complete a paper version, and to make any necessary corrections to the selected teachers' names or e-mail addresses. We will also follow-up with each teacher by e-mail if their e-mail address is available.

- Go to the NTPS Respondent Portal at <https://respond.census.gov/ntpsportal>
- Log in using this User ID: <USER ID>

Please reassure the selected teachers that their responses will not be shared with any school staff. The U.S. Department of Education and the U.S. Census Bureau follow strict procedures to protect the confidentiality of study participants.

If you have any questions about the survey, please contact the U.S. Census Bureau at 1-888-595-1338 or by e-mail at [ntps@census.gov](mailto:ntps@census.gov).

Thank you for your continued help with this important survey.

Sincerely,

Chris Chapman  
Associate Commissioner  
National Center for Education Statistics (NCES)  
U.S. Department of Education

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 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(s) Selected for the NTPS**

<Teacher Name 1>

<Teacher Name 2>

<Etc.>

## Initial Teacher Mailout Letter with Login for Teacher Questionnaire

NTPS-21L(I//IPS//IPT) (I = prepaid monetary incentive; IPS = prepaid monetary incentive and promised school-level monetary incentive; IPT = prepaid monetary incentive and promised teacher monetary incentive) Includes FAQs on the back of the page.

<Date>  
<Teacher Name>  
<School Name>  
<School Street Address>  
<School City, State, ZIP Code>

Dear <Teacher Name>,

The National Center for Education Statistics (NCES) and the U.S. Census Bureau are dedicated to providing policymakers and researchers with the most comprehensive data available on our country's schools and teachers. To accomplish this, **we need your help.**

You've been selected to complete the National Teacher and Principal Survey (NTPS). The NTPS will occur in two phases over the next two school years. For the first phase of the survey, please complete the 2023–24 NTPS Teacher Questionnaire. **This is your opportunity to tell policymakers about your experiences and express your opinions as a teacher in your school.**

The success of this national survey depends on your participation, which helps us provide data that accurately represent the experiences of teachers across the United States. Only a small percentage of teachers are selected to participate, so your response will also represent the voices of your colleagues. You were chosen based on numerous factors, including your geographical location, the makeup of the school population you serve, and the subject(s) that you teach. We cannot substitute another teacher for you.

[I//IPS//IPT: Please accept the enclosed \$<X> as a token of our appreciation for your participation in the NTPS.//IPS: **In addition, if <all/most> of the teachers selected to represent your school respond, we will send your school \$<XXX> for use to benefit your school, fellow teachers, or students.**//IPT: **Upon receiving your response, we will mail you an additional \$20.**]

Please respond by <date> at <https://respond.census.gov/ntpstq>

Log in using this User ID: <USER ID>

For your convenience, we have also sent the survey invitation to your school e-mail address, if it was available.

**Your responses to the survey questions will not be shared with your school administration.** The U.S. Department of Education, state and local education agencies, and researchers use the NTPS data to understand the professional background, teaching field, workload, and working conditions of teachers in the United States. In addition, the reports produced allow you to compare your experiences as a teacher, including your salary, workload, and attitudes toward teaching, with other [<teachers nationally and in your state>//<private school teachers>]. We will also reach back out to a small number of survey participants next year to learn more about teacher attrition and retention.

Thank you in advance for responding to this important survey.

Sincerely,

Chris Chapman  
Associate Commissioner  
National Center for Education Statistics (NCES)  
U.S. Department of Education

*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 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.*

## Frequently Asked Questions

For more information about the NTPS, please visit our website at <http://nces.ed.gov/surveys/ntps>.

### **What is the purpose of the National Teacher and Principal Survey (NTPS)?**

The purpose of the NTPS is to provide policymakers and researchers with relevant and timely data on the characteristics and conditions of America's public, charter, and private K–12 schools and the professionals who work in them. The NTPS has been designed with input from state and local education agencies, school administrators, teachers, education policymakers, and researchers through the numerous organizations representing these various data providers and data users.

### **Why is my participation in the NTPS important?**

The NTPS is a primary source of information about what is happening in K–12 schools in the United States from the perspective of administrators and teachers. Only a small percentage of teachers are selected to participate; therefore, your participation is important for the success of this survey. You were chosen for this survey based on numerous factors, including your geographical location, the makeup of the school population you serve, and the subject(s) that you teach. We cannot substitute another teacher for you.

### **How are the NTPS data used?**

The data from the NTPS are used by Congress, the U.S. Department of Education, state education agencies, public school districts, and education research organizations to:

1. Evaluate the effects of school workplace conditions, salaries, and training opportunities on the educational workforce;
2. Assess school staffing practices and personnel policies;
3. Aid in the U.S. Department of Education's program planning in the areas of teacher shortage, teaching policies, and teacher education; and
4. Measure teacher and principal attrition and retention through follow-up surveys.

### **How long does it take to complete the NTPS Teacher Questionnaire?**

The Teacher Questionnaire takes approximately 40 minutes to complete. However, your work does not need to be completed in one sitting as you can save it and return to it later.

The NTPS also includes a second phase, which will take place next year. Based on your responses to the Teacher Questionnaire, you may be selected for a much shorter follow-up survey to help us learn about any changes in your career and the experiences that may have affected your decisions.

### **Will my data remain confidential?**

Yes, both the U.S. Department of Education and the U.S. Census Bureau follow strict procedures to protect the confidentiality of study participants. Your responses to the survey questions will not be shared with your school administration. 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). Participation is voluntary, but responses are necessary to make the results of this study accurate and timely.

### **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 administers this survey on behalf of the NCES. The Office of Management and Budget (OMB) approved this survey. The OMB control number is 1850-0598 and the approval expiration date is **XX/XX/XXXX**.

### **Who should I contact if I have questions about this survey?**

The U.S. Census Bureau can answer any questions you have about the survey. Staff can be reached by phone at 1-888-595-1338, Monday through Friday, between 8:00 a.m. and 8:00 p.m. (Eastern Time). At any other time, please leave a message and someone will return your call as soon as possible. The U.S. Census Bureau is also available to answer your questions via e-mail at [ntps@census.gov](mailto:ntps@census.gov).

## Initial Teacher Mailout Letter for Amish and Mennonite Teachers

NTPS-21L(A) Includes FAQs (see previous page) on the back of the page.

<Date>  
<Teacher Name>  
<School Name>  
<School Street Address>  
<School City, State, ZIP Code>

Dear <Teacher Name>,

The National Center for Education Statistics (NCES) and the U.S. Census Bureau are dedicated to providing policymakers and researchers with the most comprehensive data available on our country's schools and teachers. To accomplish this, **we need your help.**

You've been selected to complete the National Teacher and Principal Survey (NTPS). The NTPS will occur in two phases over the next two school years. For the first phase of the survey, please complete the 2023–24 NTPS Teacher Questionnaire. **This is your opportunity to tell policymakers about your experiences and express your opinions as a teacher in your school.**

The success of this national survey depends on your participation, which helps us provide data that accurately represent the experiences of teachers across the United States. Only a small percentage of teachers are selected to participate, so your response will also represent the voices of your colleagues.

**Please complete the enclosed questionnaire within one week and return it to the U.S. Census Bureau using the enclosed postage-paid envelope.** Your responses to the survey questions will not be shared with your school administration.

The U.S. Department of Education, state and local education agencies, and researchers use the NTPS data to understand the professional background, teaching field, workload, and working conditions of teachers in the United States. In addition, the reports produced from this survey allow you to compare your experiences as a teacher, including your salary, workload, and attitudes toward teaching, with other private school teachers. We will also reach back out to a small number of survey participants next year to learn more about teacher attrition and retention.

If you have any questions about the survey, please contact the U.S. Census Bureau at 1-888-595-1338 between 8:00 a.m. and 8:00 p.m. (Eastern Time) Monday through Friday. Alternatively, you can write to:

National Teacher and Principal Survey  
National Center for Education Statistics (NCES)  
Potomac Center Plaza  
550 12<sup>th</sup> Street, SW, Room 4035  
Washington, DC 20202

Thank you in advance for responding to this important survey.

Sincerely,

Chris Chapman  
Associate Commissioner  
National Center for Education Statistics (NCES)  
U.S. Department of Education

*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 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.*

## Second Teacher E-mail

NTPS-22E(I//IC//ICPS//ICPT//IPT) (I = prepaid monetary incentive; IC = prepaid monetary incentive, with package mailed to a coordinator; ICPS = prepaid monetary incentive and promised school-level monetary incentive, with package mailed to a coordinator; ICPT = prepaid monetary incentive and promised teacher monetary incentive, with package mailed to a coordinator; IPT = prepaid monetary incentive and promised teacher monetary incentive)

Subject: We mailed your U.S. Department of Education Teacher Survey invitation to your school

Body:

Dear <Teacher Name>,

We recently sent you an e-mail requesting your participation in the National Teacher and Principal Survey (NTPS). The NTPS is a nationwide sample survey of the teaching and working conditions in schools across the United States. It is administered by the U.S. Census Bureau on behalf of the National Center for Education Statistics (NCES), the statistical agency within the U.S. Department of Education, and **it has been endorsed by <AGENCY> as well as many other organizations.**

Today, we mailed your survey invitation to your school's address. [IC//ICPS//ICPT: **It was sent as part of a larger survey package that was addressed to your school's NTPS Survey Coordinator, <Coordinator or Principal Name>, and included instructions for distributing your survey invitation directly to you.**] [I//IC//ICPS//ICPT//IPT: **The survey invitation package includes \$<X> for you as a token of our appreciation for your participation in the 2023–24 NTPS.**] [ICPS: **In addition, if <all/most> of the teachers selected to represent your school respond, we will send your school \$<XXX> for use to benefit your school, fellow teachers, or students.**] //ICPT//IPT: **Upon receiving your response, we will mail you an additional \$20.**]

The NTPS will occur in two phases over the next two school years. For the first phase of the survey, please complete the 2023–24 NTPS Teacher Questionnaire within one week.

[\*\*Click here to complete the Teacher Questionnaire.\*\*](#)

**Log in using this User ID: <USER ID>**

**This is your opportunity to tell policymakers about your experiences and express your opinions as a teacher in your school.** Please be assured that your responses to the survey questions will not be shared with your school administration. The U.S. Department of Education and the U.S. Census Bureau follow strict procedures to protect the confidentiality of study participants.

Thank you in advance for responding to this important survey.

Sincerely,

National Teacher and Principal Survey Team  
U.S. Census Bureau, on behalf of the  
U.S. Department of Education  
National Center for Education Statistics (NCES)  
1-888-595-1338 | [ntps@census.gov](mailto:ntps@census.gov) | <http://nces.ed.gov/surveys/ntps>

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 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.

## Third Teacher E-mail

NTPS-23.1//2E(I//IC//ICPS//ICPT//IPT) (1 and 2 indicate the subject line for the Teacher E-mail Subject Test. I = prepaid monetary incentive; IC = prepaid monetary incentive, with package mailed to a coordinator; ICPS = prepaid monetary incentive and promised school-level monetary incentive, with package mailed to a coordinator; ICPT = prepaid monetary incentive and promised teacher monetary incentive, with package mailed to a coordinator; IPT = prepaid monetary incentive and promised teacher monetary incentive)

Subject:[1: **Earn \$20**//2: **Help earn \$200 for your school**:] Complete your U.S. Department of Education teacher survey

Body:

Dear <Teacher Name>,

We recently mailed you a survey invitation requesting that you participate in the National Teacher and Principal Survey (NTPS) by completing the 2023–24 Teacher Questionnaire online. [IC//ICPS//ICPT: **It was sent as part of a larger survey package that was addressed to your school's NTPS Survey Coordinator, <Coordinator or Principal Name>, and included instructions for distributing your survey invitation directly to you** [I/IC//ICPS//ICPT//IPT: **The survey invitation package includes \$<X> for you as a token of our appreciation for your participation in the 2023–24 NTPS.**] [ICPS: **In addition, if <all/most> of the teachers selected to represent your school respond, we will send your school \$<XXX> for use to benefit your school, fellow teachers, or students.** //ICPT//IPT: **Upon receiving your response, we will mail you an additional \$20.**]

The NTPS will occur in two phases over the next two school years. Only a few <school type: public, private, charter> <level> teachers are asked to share their experiences by completing the NTPS. Your response is important because it ensures that teachers like you are heard by Congress, the U.S. Department of Education, state education agencies, and others who will use the data to inform funding and other education sector decisions. We will also reach back out to a small number of survey participants next year to learn more about teacher attrition and retention.

Please complete the Teacher Questionnaire online **this week**.

[\*\*Click here to complete the Teacher Questionnaire.\*\*](#)

**Log in using this User ID: <USER ID>**

As a reminder, we are strictly prohibited from sharing any of your responses to the survey questions with your school administration.

Thank you for your prompt response.

Sincerely,

National Teacher and Principal Survey Team  
U.S. Census Bureau, on behalf of the  
U.S. Department of Education  
National Center for Education Statistics (NCES)  
1-888-595-1338 | [ntps@census.gov](mailto:ntps@census.gov) | <http://nces.ed.gov/surveys/ntps>

*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 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.*

## Second Teacher Mailout Letter to Survey Coordinator or School Principal

NTPS-22LC//P(PS) (C = coordinator; P = principal; PS = promised school-level monetary incentive)

<Date>

Dear <Coordinator/Principal Name>,

We recently sent a letter asking you to distribute instructions to teachers in your school who have been selected to complete the 2023–24 National Teacher and Principal Survey (NTPS) Teacher Questionnaire. The NTPS has been informing policymakers and researchers on the condition of education since the 1980s. **We need your help to continue to provide relevant and reliable data to Congress, the U.S. Department of Education, and state and local education agencies!**

[C: This package contains reminder letters for//P: We recently mailed reminder letters to] selected teacher(s) at your school who, according to our records, have not yet completed the survey online. [C: **Please distribute each letter to the teacher named on the label//P: Please verify that the selected teachers received their letter**] and ask them to complete their survey as soon as possible. [PS: If <all/most> of these teachers respond, then we will send your school \$<XXX> to use as you wish to benefit your school, teachers, or students.] If any of these teacher(s) have already completed the survey, please thank them on our behalf.

As a reminder, you can view the status of each teacher's questionnaire and access resources to assist you in encouraging participation from the selected teachers by logging into the Respondent Portal.

- Go to the NTPS Respondent Portal at <https://respondent.census.gov/ntpsportal>
- Log in using this User ID: <USER ID>

Please follow up with each teacher in a few days to remind them to complete their survey. We will also remind each teacher by e-mail, if their e-mail address is available.

If you have any questions about the survey, please contact the U.S. Census Bureau at 1-888-595-1338 or by e-mail at [ntps@census.gov](mailto:ntps@census.gov).

Thank you for helping ensure that we receive all responses from your school.

Sincerely,

Chris Chapman  
Associate Commissioner  
National Center for Education Statistics (NCES)  
U.S. Department of Education

*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 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.*

## Second Teacher Mailout Letter with Login for Teacher Questionnaire

NTPS-22L(**OP//PS//PT**) (*OP = pressure-sealed letter with overprinted statistic; PS = promised school-level monetary incentive; PT = promised teacher monetary incentive*)

[OP, Outside:

[During the 2019–20 school year, XX percent of <school type: public/private> school teachers spent their own money on classroom supplies without reimbursement.

Teachers, Tell Us About YOUR Experience!]

<Date>

Dear <Teacher Name>,

We recently sent you an invitation to complete the National Teacher and Principal Survey (NTPS) Teacher Questionnaire online. Your participation is important for helping us to obtain an accurate view of the characteristics and opinions of teachers in K–12 schools across the United States. The NTPS has been informing policymakers and researchers on the condition of education since the 1980s. **We need your help to continue to provide relevant and reliable data to Congress, the U.S. Department of Education, and state and local education agencies!**

If you have recently responded, thank you. If you have not yet done so, please complete the Teacher Questionnaire online **as soon as possible** by following the login instructions below. You will be able to save your answers and return to complete the survey later if you get interrupted while responding. [PS: **If <all/most> of the teachers selected to represent your school respond, we will send your school \$<XXX> for use to benefit your school, fellow teachers, or students.** //PT: **Upon survey completion, we will mail you \$20 as a token of our appreciation for your participation.**]

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

Log in using this User ID: <USERID>

For your convenience, we have also sent the survey invitation to your school e-mail address, if it was available.

We are strictly prohibited from sharing any of your responses to the survey questions with your school administration. If you have any questions about the survey or need assistance, please contact the U.S. Census Bureau at 1-888-595-1338 or by e-mail at [ntps@census.gov](mailto:ntps@census.gov).

Thank you for your prompt response.

Sincerely,

Chris Chapman  
Associate Commissioner  
National Center for Education Statistics (NCES)  
U.S. Department of Education

*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 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.*

## Second Teacher Mailout Letter for Amish and Mennonite Teachers

NTPS-22L(A)

<Date>

Dear <Teacher Name>,

We recently mailed you the National Teacher and Principal Survey (NTPS) Teacher Questionnaire. Your participation is important for helping us to obtain an accurate view of the characteristics and opinions of teachers in K-12 schools across the United States. The NTPS has been informing policymakers and researchers on the condition of education since the 1980s. **We need your help to continue to provide relevant and reliable data to Congress, the U.S. Department of Education, and state and local education agencies!**

If you have recently responded, thank you. If you have not yet done so, please complete and return the enclosed Teacher Questionnaire **as soon as possible**.

We are strictly prohibited from sharing any of your responses to the survey questions with your school administration. If you have any questions about the survey or need assistance, please contact the U.S. Census Bureau at 1-888-595-1338. Alternatively, you can write to:

National Teacher and Principal Survey  
National Center for Education Statistics (NCES)  
Potomac Center Plaza  
550 12<sup>th</sup> Street, SW, Room 4035  
Washington, DC 20202

Thank you for your prompt response.

Sincerely,

Chris Chapman  
Associate Commissioner  
National Center for Education Statistics (NCES)  
U.S. Department of Education

*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 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.*

## Fourth Teacher E-mail

NTPS-24.1//2E(PS//PT) (1 and 2 indicate the subject line for the Teacher E-mail Subject Test. PS = promised school-level monetary incentive; PT = promised teacher monetary incentive)

Subject: [2: Respond by <DATE>://1//2: Help the U.S. Department of Education understand your experiences as a teacher]

Body:

Dear <Teacher Name>,

We recently asked you to share your experiences as an educator by completing our Teacher Questionnaire for the 2023–24 National Teacher and Principal Survey (NTPS). **By completing the survey, you will join other teachers to have your voices heard.** Only a small percentage of teachers are selected to participate, so your response will also represent the voices of your colleagues.

Please help us provide an accurate view of teachers across the country by completing the survey. You will be able to save your answers and return to complete the survey later if you get interrupted while responding. [PS: **If <all/most> of the teachers selected to represent your school respond, we will send your school \$<XXX> for use to benefit your school, fellow teachers, or students.** //PT: **As a reminder, we will mail you \$20 as a token of our appreciation for your participation.**]

[Click here to complete the Teacher Questionnaire.](#)

**Log in using this User ID: <USER ID>**

We are strictly prohibited from sharing any of your responses to the survey questions with your school administration.

Thank you for your prompt response.

Sincerely,

National Teacher and Principal Survey Team  
U.S. Census Bureau, on behalf of the  
U.S. Department of Education  
National Center for Education Statistics (NCES)  
1-888-595-1338 | [ntps@census.gov](mailto:ntps@census.gov) | <http://nces.ed.gov/surveys/ntps>

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 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.

## Fifth Teacher E-mail

NTPS-25E(PS//PT) (PS = promised school-level monetary incentive; PT = promised teacher monetary incentive)

Subject: Please help the U.S. Department of Education by completing your survey

Body:

Dear <Teacher Name>,

We recently mailed you a second invitation to complete the National Teacher and Principal Survey (NTPS) Teacher Questionnaire online. Your participation is important for helping us to obtain an accurate view of the characteristics and opinions of teachers in K-12 schools across the United States. The NTPS has been informing policymakers and researchers on the condition of education since the 1980s. **We need your help to continue to provide relevant and reliable data to Congress, the U.S. Department of Education, and state and local education agencies!**

If you have recently responded, thank you. If you have not yet done so, please complete the Teacher Questionnaire online **as soon as possible**. [PS: **If <all/most> of the teachers selected to represent your school respond, we will send your school \$<XXX> for use to benefit your school, fellow teachers, or students.**//PT: **As a reminder, we will mail you \$20 as a token of our appreciation for your completion of this important survey.**]

[\*\*Click here to complete the Teacher Questionnaire.\*\*](#)

**Log in using this User ID: <USER ID>**

As a reminder, we are strictly prohibited from sharing any of your responses to the survey questions with your school administration.

Thank you for your prompt response.

Sincerely,

National Teacher and Principal Survey Team  
U.S. Census Bureau, on behalf of the  
U.S. Department of Education  
National Center for Education Statistics (NCES)  
1-888-595-1338 | [ntps@census.gov](mailto:ntps@census.gov) | <http://nces.ed.gov/surveys/ntps>

*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 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.*

## Second Coordinator E-mail

NTPS-23EC(PS) (PS = promised school-level monetary incentive)

Subject: Teacher Questionnaires for the U.S. Department of Education

Body:

<Date>

Dear <Coordinator Name>,

Thank you for your continued assistance with the 2023–24 National Teacher and Principal Survey (NTPS). According to our records, one or more of the teachers selected to represent your school have not yet completed their questionnaire. You will soon receive a package of envelopes containing a reminder letter and paper Teacher Questionnaire for each non-responding teacher. **Please distribute each envelope to the teacher named on the label and ask them to complete their survey as soon as possible.** [PS, if responses received < responses needed: Our records suggest that <RESPONSES RECEIVED> teachers have responded. **As a reminder, if <RESPONSES NEEDED> teachers respond, then we will send your school \$<XXX> to use as you wish to benefit your school, teachers, or students.**] If any of these teacher(s) have already completed the survey, please thank them on our behalf.

You can view the status of each teacher's questionnaire and access resources to assist you in encouraging participation from the selected teachers by logging into the Respondent Portal.

- Go to the NTPS Respondent Portal at <https://respondent.census.gov/ntpsportal>
- Log in using this User ID: <USER ID>

Please follow up with each teacher in a few days to remind them to complete their survey. We will also remind each teacher by e-mail if their e-mail address is available.

If you have any questions about the survey, please contact the U.S. Census Bureau at 1-888-595-1338 or by e-mail at [ntps@census.gov](mailto:ntps@census.gov).

Thank you for helping ensure that we receive all responses from your school.

Sincerely,

National Teacher and Principal Survey Team  
U.S. Census Bureau, on behalf of the  
U.S. Department of Education  
National Center for Education Statistics (NCES)  
1-888-595-1338 | [ntps@census.gov](mailto:ntps@census.gov) | <http://nces.ed.gov/surveys/ntps>

*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 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.*

## Third Teacher Mailout Letter to Survey Coordinator or School Principal

NTPS-23LC//P(PS) (C = coordinator; P = principal; PS = promised school-level monetary incentive)

<Date>

Dear <Coordinator/Principal Name>,

Thank you for your continued assistance with the 2023–24 National Teacher and Principal Survey (NTPS). According to our records, one or more of the teachers selected to represent your school have not yet completed their questionnaire.

[C: This package contains an envelope for//P: We recently mailed a paper Teacher Questionnaire to] each selected teacher at your school who, according to our records, has not yet completed the survey online. Please [C: **distribute each envelope to the teacher named on the label//P: verify that the selected teachers who have not yet completed their survey received their package**] and ask them to complete their survey as soon as possible. [PS: If <all/most> of the teachers selected to represent your school respond, then we will send your school \$<XXX> to use as you wish to benefit your school, teachers, or students.] If any of these teacher(s) have already completed the survey, please thank them on our behalf.

You can [C//P: **view the status of each teacher's questionnaire//PS: monitor your school's progress toward earning \$<XXX>**] and access resources to assist you in encouraging participation from the selected teachers by logging into the Respondent Portal.

- Go to the NTPS Respondent Portal at <https://respondent.census.gov/ntpsportal>
- Log in using this User ID: <USER ID>

Please follow up with each teacher in a few days to remind them to complete their survey. We will also remind each teacher by e-mail if their e-mail address is available.

If you have any questions about the survey, please contact the U.S. Census Bureau at 1-888-595-1338 or by e-mail at [ntps@census.gov](mailto:ntps@census.gov).

Thank you for helping ensure that we receive all responses from your school.

Sincerely,

Chris Chapman  
Associate Commissioner  
National Center for Education Statistics (NCES)  
U.S. Department of Education

*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 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.*

## Third Teacher Mailout Letter with Login for Teacher Questionnaire and Paper Questionnaire

NTPS-23L(**PS//PT**) (*PS = promised school-level monetary incentive; PT = promised teacher monetary incentive*)  
**<Date>**

Dear **<Teacher Name>**,

A few weeks ago, we sent you a second invitation to complete the Teacher Questionnaire online for the 2023–24 National Teacher and Principal Survey (NTPS), a nationwide survey of elementary and secondary schools and the teachers and principals who staff them. We wanted to take an opportunity to share selected findings from the 2020–21 NTPS:

- On average, teachers in traditional public schools had **XX** years of teaching experience. Private and charter school teachers had an average of **XX** and **XX** years of teaching experience, respectively.
- Overall, **XX** percent of teachers like the way things are run at their school. This includes **XX** percent of public school teachers, **XX** percent of private school teachers, and **XX** percent of charter school teachers.

For this first phase of the NTPS, please complete the Teacher Questionnaire. We need your help to continue to provide an accurate view of teachers in schools across the country. Policymakers at the state, federal, and local levels use these data to set education policy and improve teacher and principal working conditions. Next school year, we will collect data on teacher attrition and retention from a small number of survey participants.

According to our records, you have not yet completed the survey. If you have recently completed the survey online, thank you. If not, **please complete the survey online using the login information provided below, or complete the enclosed paper questionnaire and return it to us in the postage-paid envelope as soon as possible.** [PS: If **<all/most>** of the teachers selected to represent your school respond, we will send your school \$**<XXX>** for use to benefit your school, fellow teachers, or students.] //PT: Upon receiving your questionnaire, we will mail you \$20 to thank you for your participation.]

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

Log in using this User ID: **<USERID>**

Please be assured that your responses to the survey will not be shared with anyone at your school.

If you have any questions about the survey, please contact the U.S. Census Bureau at 1-888-595-1338 between 8:00 a.m. and 8:00 p.m. (Eastern Time) Monday through Friday. You can also contact the U.S. Census Bureau via e-mail at [ntps@census.gov](mailto:ntps@census.gov).

Thank you for your contribution to this important survey.

Sincerely,

Chris Chapman  
Associate Commissioner  
National Center for Education Statistics (NCES)  
U.S. Department of Education

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 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.

## Third Teacher Mailout Letter for Amish and Mennonite Teachers

NTPS-23L(A)

<Date>

Dear <Teacher Name>,

A few weeks ago, we sent you a second invitation to complete the Teacher Questionnaire for the 2023–24 National Teacher and Principal Survey (NTPS), a nationwide survey of elementary and secondary schools and the teachers and principals who staff them. The NTPS will occur in two phases over the next two school years. For the first phase of the survey, please complete the 2023–24 NTPS Teacher Questionnaire.

We know that your time is valuable, but we need your help to continue to provide an accurate view of teachers in schools across the country. Policymakers at the state, federal, and local levels use these data to set education policy and improve teacher and principal working conditions. Next school year, we will collect data on teacher attrition and retention from a small number of survey participants.

According to our records, you have not yet completed the survey. If you have recently completed the survey, we want to thank you. If not, **please complete the enclosed paper questionnaire and return it to us in the postage-paid envelope as soon as possible.** Please be assured that your responses to the survey will not be shared with anyone at your school.

If you have any questions about the survey, please contact the U.S. Census Bureau at 1-888-595-1338 between 8:00 a.m. and 8:00 p.m. (Eastern Time) Monday through Friday. Alternatively, you can write to:

National Teacher and Principal Survey  
National Center for Education Statistics (NCES)  
Potomac Center Plaza  
550 12<sup>th</sup> Street, SW, Room 4035  
Washington, DC 20202

Thank you for your contribution to this important survey.

Sincerely,

Chris Chapman  
Associate Commissioner  
National Center for Education Statistics (NCES)  
U.S. Department of Education

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 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.

## Sixth Teacher E-mail

NTPS-26E(PS//PT) (PS = promised school-level monetary incentive; PT = promised teacher monetary incentive)

Subject: Please help us with this important U.S. Department of Education study

Body:

Dear <Teacher Name>,

We recently asked you to help the U.S. Department of Education by completing your Teacher Questionnaire for the 2023–24 National Teacher and Principal Survey (NTPS). We wanted to take an opportunity to share selected findings from previous surveys:

- On average, regular full-time teachers in <ST\_TYPE> schools earned a base teaching salary of \$<SALARY1> for the 2020–21 school year.
- On average, <PERCENT1> percent of regular full-time teachers in <ST\_TYPE> schools held a job outside the school system during the 2020–21 school year, earning an average of \$<SALARY2>.

We need your help to produce representative data for <ST\_TYPE> school teachers this year. Policymakers at the state, federal, and local levels use these data to set education policy and improve teacher and principal working conditions. This is your chance to let your voice be heard!

If you have recently completed the survey, thank you. If not, please complete the survey online as soon as possible. You will soon receive a paper Teacher Questionnaire at your school address in case you would prefer to complete a paper form. [PS: If <all/most> of the teachers selected to represent your school respond, we will send your school \$<XXX> for use to benefit your school, fellow teachers, or students.//PT: Upon receiving your response, we will mail you \$20 to thank you for your participation.]

[Click here to complete the Teacher Questionnaire.](#)

**Log in using this User ID: <USERID>**

Please be assured that your responses to the survey will not be shared with anyone at your school.

Thank you for your contribution to this survey.

Sincerely,

National Teacher and Principal Survey Team  
U.S. Census Bureau, on behalf of the  
U.S. Department of Education  
National Center for Education Statistics (NCES)  
1-888-595-1338 | [ntps@census.gov](mailto:ntps@census.gov) | <http://nces.ed.gov/surveys/ntps>

*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 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.*

## Seventh Teacher E-mail

NTPS-27E(PS//PT) (PS = promised school-level monetary incentive; PT = promised teacher monetary incentive)

Subject: U.S. Department of Education Survey Reminder

Body:

Dear <Teacher Name>,

Over the past two months, we have asked you to share your experiences as an educator by completing our Teacher Questionnaire for the 2023–24 National Teacher and Principal Survey (NTPS). Most recently, we mailed a paper Teacher Questionnaire to you at your school address. We know that your time is valuable, but we need your help to continue to provide an accurate view of teachers in schools across the country. Policymakers at the state, federal, and local levels use these data to set education policy and improve teacher and principal working conditions. Without your response, there may not be enough <STATE or SCHOOL TYPE> <SCHOOL LEVEL> teachers represented in the data which means policymakers and researchers will not learn as much about them.

If you have recently responded to the survey, thank you. If you have not yet done so, please respond online or by mail as soon as possible. [PS: If <all/most> of the teachers selected to represent your school respond, we will send your school \$<XXX> for use to benefit your school, fellow teachers, or students.//PT: Upon receiving your response, we will mail you \$20 to thank you for your participation.]

[Click here to complete the Teacher Questionnaire.](#)

**Log in using this User ID: <USER ID>**

Thank you in advance for responding to this important survey.

Sincerely,

National Teacher and Principal Survey Team  
U.S. Census Bureau, on behalf of the  
U.S. Department of Education  
National Center for Education Statistics (NCES)  
1-888-595-1338 | [ntps@census.gov](mailto:ntps@census.gov) | <http://nces.ed.gov/surveys/ntps>

*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 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.*

## Fourth Teacher Mailout Letter to Survey Coordinator or School Principal

NTPS-24LP(**PS**) (*PS = promised school-level monetary incentive*)

<Date>

Dear <Coordinator/Principal Name>,

We have been contacting you throughout the school year to ask you to encourage selected teachers to share their experiences as educators by completing our Teacher Questionnaire for the 2023–24 National Teacher and Principal Survey (NTPS). With your help, we can obtain an accurate view of teachers' professional backgrounds and working conditions across the U.S. Your assistance and your teachers' participation in this effort are greatly appreciated.

We recently mailed a paper Teacher Questionnaire to each selected teacher at your school who, according to our records, has not yet completed the survey online. If any of these teacher(s) have already completed the survey, please thank them on our behalf.

You can view the status of each teacher's questionnaire and access resources to assist you in encouraging participation from the selected teachers by logging into the Respondent Portal.

- Go to the NTPS Respondent Portal at <https://respondent.census.gov/ntpsportal>
- Log in using this User ID: <USER ID>

Please remind each teacher to complete their survey. [PS: **If <all/most> of the teachers selected to represent your school respond, then we will send your school \$<XXX> to use as you wish to benefit your school, teachers, or students.**]

If you have any questions about the survey, please contact the U.S. Census Bureau at 1-888-595-1338 or by e-mail at [ntps@census.gov](mailto:ntps@census.gov).

Thank you for helping ensure that we receive all responses from your school.

Sincerely,

Chris Chapman  
Associate Commissioner  
National Center for Education Statistics (NCES)  
U.S. Department of Education

*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 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.*

## Fourth Teacher Mailout Letter with Paper Questionnaire

NTPS-24L(PS//PT) (PS = promised school-level monetary incentive; PT = promised teacher monetary incentive)

<Date>

Dear <Teacher Name>,

We have been contacting you throughout the school year to ask you to share your experiences as an educator by completing our Teacher Questionnaire for the 2023–24 National Teacher and Principal Survey (NTPS). **By completing the survey, you will join other teachers to have your voices heard.** With your help, we can obtain an accurate view of teachers’ professional backgrounds and working conditions across the U.S. Your participation in this effort is greatly appreciated.

If you have recently completed the questionnaire, thank you very much. If you have not had time to respond yet, **please complete the enclosed questionnaire as soon as possible and return it to us in the postage-paid envelope.** [PS: **If <all/most> of the teachers selected to represent your school respond, we will send your school \$<XXX> for use to benefit your school, fellow teachers, or students.** //PT: **Upon receiving your response, we will mail you \$20 to thank you for your participation.**]

Please be assured that we are prohibited from sharing your responses to any survey questions with your school administration. If you have any questions about the survey, please contact the U.S. Census Bureau at 1-888-595-1338 or by e-mail at [ntps@census.gov](mailto:ntps@census.gov).

Thank you for your time and consideration.

Sincerely,

Chris Chapman  
Associate Commissioner  
National Center for Education Statistics (NCES)  
U.S. Department of Education

*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 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.*

## Fourth Teacher Mailout Letter for Amish and Mennonite Teachers

NTPS-24L(A)

<Date>

Dear <Teacher Name>,

We have been contacting you throughout the school year to ask you to share your experiences as an educator by completing our Teacher Questionnaire for the 2023–24 National Teacher and Principal Survey (NTPS). **By completing the survey, you will join other teachers to have your voices heard.** With your help, we can obtain an accurate view of teachers’ professional backgrounds and working conditions across the U.S. Your participation in this effort is greatly appreciated.

If you have recently completed the questionnaire, thank you very much. If you have not had time to respond yet, **please complete the enclosed questionnaire as soon as possible and return it to us in the postage-paid envelope.**

Please be assured that we are prohibited from sharing your responses to any survey questions with your school administration. If you have any questions about the survey, please contact the U.S. Census Bureau at 1-888-595-1338. Alternatively, you can write to:

National Teacher and Principal Survey  
National Center for Education Statistics (NCES)  
Potomac Center Plaza  
550 12<sup>th</sup> Street, SW, Room 4035  
Washington, DC 20202

Thank you for your time and consideration.

Sincerely,

Chris Chapman  
Associate Commissioner  
National Center for Education Statistics (NCES)  
U.S. Department of Education

*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 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.*

## Eighth Teacher E-mail

NTPS-28E(PS//PT) (PS = promised school-level monetary incentive; PT = promised teacher monetary incentive)

Subject: [PS: Help earn \$<XXX> for your school://PT: Receive a \$20 Incentive:] U.S. Department of Education Survey Reminder

Body:

Dear <Teacher Name>,

We have been contacting you throughout the school year to ask you to share your experiences as an educator by completing our Teacher Questionnaire for the 2023–24 National Teacher and Principal Survey (NTPS). **By completing the survey, you will join other teachers to have your voices heard.**

Your participation in this effort is greatly appreciated. [PS: **Therefore, if <all/most> of the teachers selected to represent your school respond, we will send your school \$<XXX> for use to benefit your school, fellow teachers, or students.**//PT: **Therefore, we will mail you \$20 upon survey completion to thank you for your participation.**] Please respond as soon as possible. You will be able to save your answers and return to complete the survey later if you get interrupted while responding.

[\*\*Click here to complete the Teacher Questionnaire.\*\*](#)

**Log in using this User ID: <USER ID>**

Thank you in advance for responding to this important survey.

Sincerely,

National Teacher and Principal Survey Team  
U.S. Census Bureau, on behalf of the  
U.S. Department of Education  
National Center for Education Statistics (NCES)  
1-888-595-1338 | [ntps@census.gov](mailto:ntps@census.gov) | <http://nces.ed.gov/surveys/ntps>

*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 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.*

## Ninth Teacher E-mail

NTPS-29E(PS//PT) (PS = promised school-level monetary incentive; PT = promised teacher monetary incentive)

Subject: Respond Today: Teacher Survey for the U.S. Department of Education

Body:

Dear <Teacher Name>,

The success of the National Teacher and Principal Survey (NTPS) depends on your participation. NTPS data are used by Congress, state education agencies, public school districts, and education research organizations to develop education policies to improve working conditions for principals and teachers across the U.S. The NTPS is the only national survey that provides this kind of information. **Let your voice be heard** and help us continue to provide relevant and reliable data by responding to the 2023–24 NTPS Teacher Questionnaire now.

If you have recently responded to the survey, thank you. If you have not yet done so, please respond online or by completing the paper questionnaire we recently mailed you as soon as possible. [PS: **As a reminder, we will send your school \$<XXX> for use to benefit your school, fellow teachers, or students if <all/most> of the teachers selected to represent your school respond.**//PT: **As a reminder, we will mail you \$20 upon survey completion to thank you for your participation.**]

[\*\*Click here to complete the Teacher Questionnaire.\*\*](#)

**Log in using this User ID: <USER ID>**

Do you want to see the results of the survey? 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 NTPS and other educational surveys. You can find additional information about the NTPS at <http://nces.ed.gov/surveys/ntps>.

Thank you in advance for responding to this important survey.

Sincerely,

National Teacher and Principal Survey Team  
U.S. Census Bureau, on behalf of the  
U.S. Department of Education  
National Center for Education Statistics (NCES)  
1-888-595-1338 | [ntps@census.gov](mailto:ntps@census.gov) | <http://nces.ed.gov/surveys/ntps>

*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 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.*

## Fifth Teacher Mailout Letter to Survey Coordinator or School Principal

NTPS-25LP(PS) (PS = promised school-level monetary incentive)

<Date>

Dear <Coordinator/Principal Name>,

We have been contacting you throughout the school year to ask you to encourage selected teachers to share their experiences as educators by completing our Teacher Questionnaire for the 2023–24 National Teacher and Principal Survey (NTPS). **Time is running out for your school's teachers to participate in this important survey and tell policymakers about their experiences in the teaching profession.** With your help, we can obtain an accurate view of teachers' professional backgrounds and working conditions across the U.S.

We recently mailed <package details> to each selected teacher at your school who, according to our records, has not yet completed the survey online. If any of these teacher(s) have already completed the survey, please thank them on our behalf.

You can view the status of each teacher's questionnaire and access resources to assist you in encouraging participation from the selected teachers by logging into the Respondent Portal.

- Go to the NTPS Respondent Portal at <https://respondent.census.gov/ntpsportal>
- Log in using this User ID: <USER ID>

Please follow up with each teacher to remind them to complete their survey. [PS: **If <all/most> of the teachers selected to represent your school respond, then we will send your school \$<XXX> to use as you wish to benefit your school, teachers, or students.**]

If you have any questions about the survey, please contact the U.S. Census Bureau at 1-888-595-1338 or by e-mail at [ntps@census.gov](mailto:ntps@census.gov).

Thank you for helping ensure that we receive all responses from your school.

Sincerely,

Chris Chapman  
Associate Commissioner  
National Center for Education Statistics (NCES)  
U.S. Department of Education

*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 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.*

## Fifth Teacher Mailout Letter with Paper Questionnaire

NTPS-25L1//2(PS//PT) (1 = with paper questionnaire; 2 = web only; PS = promised school-level monetary incentive; PT = promised teacher monetary incentive)

<Date>

Dear <Teacher Name>,

We have contacted you throughout the school year regarding the 2023–24 National Teacher and Principal Survey (NTPS) Teacher Questionnaire. **Time is running out to participate in this important survey and tell policymakers about your experiences in the teaching profession.** With your help, we can obtain an accurate view of teachers' professional backgrounds and working conditions across the U.S.

Your participation in this effort is greatly appreciated. [PS: **As a reminder, we will send your school \$<XXX> for use to benefit your school, fellow teachers, or students if <all/most> of the teachers selected to represent your school respond.**//PT: **As a reminder, we will mail you \$20 upon survey completion to thank you for your participation.**]

According to our records, you have not yet completed the survey. If you have recently completed the survey, we want to thank you. If not, **please complete the survey online using the login information provided [1: below, or complete the enclosed paper questionnaire and return it to us in the postage-paid envelope//2: below] as soon as possible.**

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

Log in using this User ID: <USERID>

Please be assured that your responses to the survey will not be shared with anyone at your school.

If you have any questions about the survey or need assistance, please contact the U.S. Census Bureau at 1-888-595-1338 or by e-mail at [ntps@census.gov](mailto:ntps@census.gov).

Thank you for your contribution to this important survey.

Sincerely,

Chris Chapman  
Associate Commissioner  
National Center for Education Statistics (NCES)  
U.S. Department of Education

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 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.

## Fifth Teacher Mailout Letter for Amish and Mennonite Teachers

NTPS-25L(A)

<Date>

Dear <Teacher Name>,

We have contacted you throughout the school year regarding the 2023–24 National Teacher and Principal Survey (NTPS) Teacher Questionnaire. **Time is running out to participate in this important survey and tell policymakers about your experiences in the teaching profession.** With your help, we can obtain an accurate view of teachers' professional backgrounds and working conditions across the U.S.

Your participation in this effort is greatly appreciated. According to our records, you have not yet completed the survey. If you have recently completed the survey, we want to thank you. If not, **please complete the enclosed paper questionnaire and return it to us in the postage-paid envelope as soon as possible.**

Please be assured that your responses to the survey will not be shared with anyone at your school.

If you have any questions about the survey or need assistance, please contact the U.S. Census Bureau at 1-888-595-1338. Alternatively, you can write to:

National Teacher and Principal Survey  
National Center for Education Statistics (NCES)  
Potomac Center Plaza  
550 12<sup>th</sup> Street, SW, Room 4035  
Washington, DC 20202

Thank you for your contribution to this important survey.

Sincerely,

Chris Chapman  
Associate Commissioner  
National Center for Education Statistics (NCES)  
U.S. Department of Education

*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 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.*

## Tenth Teacher E-mail

NTPS-30E(PS//PT) (PS = promised school-level monetary incentive; PT = promised teacher monetary incentive)

Subject: Help make the NTPS a success: Complete your Teacher Questionnaire today for the U.S. Department of Education

Body:

Dear <Teacher Name>,

We have been contacting you throughout this school year to request your participation in the 2023–24 National Teacher and Principal Survey (NTPS). The NTPS provides important data to help researchers and policymakers learn about our nation’s schools, principals, and teachers. You can find information from the 2020–21 NTPS, including state level statistics and an interactive teacher salary map, at: <example URL: <https://nces.ed.gov/surveys/ntps/ntpsdashboard/map/2>>. Help us continue to provide relevant and reliable data by responding to the Teacher Questionnaire today.

If you have recently completed the survey, thank you very much. If not, **please complete the survey online using the login information provided below.** [PS: **As a reminder, we will send your school \$<XXX> for use to benefit your school, fellow teachers, or students if <all/most> of the teachers selected to represent your school respond.**//PT: **As a reminder, we will mail you \$20 upon survey completion to thank you for your participation.**]

[Click here to complete the Teacher Questionnaire.](#)

**Log in using this User ID: <USER ID>**

Please be assured that your responses to the survey will not be shared with anyone at your school.

Thank you for your contribution to this important survey.

Sincerely,

National Teacher and Principal Survey Team  
U.S. Census Bureau, on behalf of the  
U.S. Department of Education  
National Center for Education Statistics (NCES)  
1-888-595-1338 | [ntps@census.gov](mailto:ntps@census.gov) | <http://nces.ed.gov/surveys/ntps>

*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 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.*

## Eleventh Teacher E-mail

NTPS-31E(PS//PT) (PS = promised school-level monetary incentive; PT = promised teacher monetary incentive)

Subject: Time is running out – complete your Teacher Survey today for the U.S. Department of Education

Body:

Dear <Teacher Name>,

We have been contacting you throughout the school year regarding the 2023–24 National Teacher and Principal Survey (NTPS) Teacher Questionnaire. **Time is running out to participate in this important survey and tell policymakers about your experiences in the teaching profession.** With your help, we can obtain an accurate view of teachers' professional backgrounds and working conditions across the U.S. The NTPS is the only survey that collects information directly from teachers and principals to provide a picture of education in the United States from their perspective. None of the NTPS facts and findings would be possible without the participation of teachers like you.

If you have recently responded, thank you. If you have not yet completed the survey, please respond as soon as possible. [PS: **As a reminder, we will send your school \$<XXX> for use to benefit your school, fellow teachers, or students if <all/most> of the teachers selected to represent your school respond.**//PT: **As a reminder, we will mail you \$20 upon survey completion to thank you for your participation.**]

[\*\*Click here to complete the Teacher Questionnaire.\*\*](#)

**Log in using this User ID: <USER ID>**

Please be assured that your responses to the survey will not be shared with anyone at your school.

Thank you for your contribution to this important survey.

Sincerely,

National Teacher and Principal Survey Team  
U.S. Census Bureau, on behalf of the  
U.S. Department of Education  
National Center for Education Statistics (NCES)  
1-888-595-1338 | [ntps@census.gov](mailto:ntps@census.gov) | <http://nces.ed.gov/surveys/ntps>

*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 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.*

## Twelfth Teacher E-mail

NTPS-32E(PS//PT) (PS = promised school-level monetary incentive; PT = promised teacher monetary incentive)

Subject: Last chance to participate [PS: **and help your school earn \$XXX//PT: and receive a \$20 incentive**]

Body:

Dear <Teacher Name>:

The school year is coming to an end, and this is your last chance to participate in the 2023–24 National Teacher and Principal Survey (NTPS) by completing your Teacher Questionnaire. Policymakers rely on these data to make informed decisions. **<AGENCY 1> and <AGENCY 2>, as well as many other organizations, have endorsed the survey.**

Only a small percentage of teachers are selected to participate, so your response will also represent the voices of your colleagues. You were chosen based on numerous factors, including your geographical location, the makeup of the school population you serve, and the subject(s) that you teach. **We cannot substitute another teacher for you.**

If you have recently responded, thank you. If you have not yet completed the survey, **please respond by <date>.** [PS: **As a reminder, we will send your school \$<XXX> for use to benefit your school, fellow teachers, or students if <all/most> of the teachers selected to represent your school respond.**//PT: **As a reminder, we will mail you \$20 upon survey completion to thank you for your participation.**]

**[Click here to complete the Teacher Questionnaire.](#)**

**Log in using this User ID: <USER ID>**

Please be assured that your responses to the survey will not be shared with anyone at your school.

Thank you for your contribution to this important survey.

Sincerely,

National Teacher and Principal Survey Team  
U.S. Census Bureau, on behalf of the  
U.S. Department of Education  
National Center for Education Statistics (NCES)  
1-888-595-1338 | [ntps@census.gov](mailto:ntps@census.gov) | <http://nces.ed.gov/surveys/ntps>

*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 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 Thank You E-mail

NTPS-35E(IPS//PS//IPT) (IPS = *earned promised school-level monetary incentive*; PS = *eligible for promise school-level monetary incentive but did not have sufficient response*; IPT = *earned promised teacher monetary incentive*)

Subject: Thank you for your participation

Body:

Dear <Teacher Name>,

We appreciate your contributions to the field of education and your participation in the National Teacher and Principal Survey (NTPS). We would like to thank you for making the first phase of the NTPS a success! [IPS: **With your participation, your school earned \$<XXX> for use to benefit your school, fellow teachers, or students. These funds will soon be mailed to your school's survey coordinator.**//PS: **Unfortunately, we did not receive enough responses from your school for your school to receive the monetary incentive. However, your response has helped us to provide an accurate view of teachers across the country.**//PT: **We have mailed \$20 to you at <address description: your school address (when home address not available from TQ)/the home address you provided (when home address available from TQ)> as a token of our appreciation for your participation.**]

We will reach back out to a small number of survey participants next year to learn more about teacher attrition and retention. We will also be releasing findings from the 2023–24 NTPS next year. These findings, as well as reports based on previous administrations of the 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 NTPS 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 8:00 a.m. and 8:00 p.m. (Eastern Time) Monday through Friday. You can also contact us via e-mail at [ntps@census.gov](mailto:ntps@census.gov).

Thanks, again, for your participation.

Sincerely,

National Teacher and Principal Survey Team  
U.S. Census Bureau, on behalf of the  
U.S. Department of Education  
National Center for Education Statistics (NCES)  
1-888-595-1338 | [ntps@census.gov](mailto:ntps@census.gov) | <http://nces.ed.gov/surveys/ntps>

*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 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 Thank You Letter with Promised Monetary Incentive

NTPS-35L(IPT)

<Date>  
<Teacher Name>  
<School Name>  
<School Street Address>  
<School City, State, ZIP Code>

Dear <Teacher Name>,

We appreciate your contributions to the field of education and your participation in the National Teacher and Principal Survey (NTPS). We would like to thank you for making the first phase of the NTPS a success! We have enclosed \$20 for you as a token of our appreciation for your participation.

We will reach back out to a small number of survey participants next year to learn more about teacher attrition and retention. We will also be releasing findings from the 2023–24 NTPS next year. These findings, as well as reports based on previous administrations of the 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 NTPS 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 8:00 a.m. and 8:00 p.m. (Eastern Time) Monday through Friday. You can also contact us via e-mail at [ntps@census.gov](mailto:ntps@census.gov).

Thanks, again, for your participation.

Sincerely,

Chris Chapman  
Associate Commissioner  
National Center for Education Statistics (NCES)  
U.S. Department of Education

*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 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.*

## Survey Coordinator/Principal Thank You E-mail

NTPS-35EC(IPS//PS) (IPS = *earned school-level monetary incentive*; PS = *eligible for promise school-level monetary incentive but did not have sufficient response*)

Subject: Thank you for your assistance

Body:

Dear <Coordinator or Principal Name>,

We appreciate your assistance and your school's participation in the National Teacher and Principal Survey (NTPS). We would like to thank you for making the 2023–24 NTPS a success! [IPS: *With your assistance, your school earned \$<XXX> that you may use to benefit your school, teachers, or students. These funds will soon be mailed to you at your school's address.*//PS: *Unfortunately, we did not receive enough responses from your school for your school to receive the monetary incentive. However, your assistance has still helped us to provide an accurate view of teachers across the country.*]

We will be releasing findings from the 2023–24 NTPS next year. These findings, as well as reports based on previous administrations of the 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 NTPS 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 8:00 a.m. and 8:00 p.m. (Eastern Time) Monday through Friday. You can also contact us via e-mail at [ntps@census.gov](mailto:ntps@census.gov).

Thanks, again, for your participation.

Sincerely,

National Teacher and Principal Survey Team  
U.S. Census Bureau, on behalf of the  
U.S. Department of Education  
National Center for Education Statistics (NCES)  
1-888-595-1338 | [ntps@census.gov](mailto:ntps@census.gov) | <http://nces.ed.gov/surveys/ntps>

*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 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.*

## Survey Coordinator/Principal Thank You Letter

NTPS-35LC(IPS)

<Date>  
<Coordinator or Principal Name>  
<School Name>  
<School Street Address>  
<School City, State, ZIP Code>

Dear <Coordinator or Principal Name>,

We appreciate your assistance and your school's participation in the National Teacher and Principal Survey (NTPS). We would like to thank you for making the 2023–24 NTPS a success! We have enclosed <\$XXX> for you to use to benefit your school, teachers, or students.

We will be releasing findings from the 2023–24 NTPS next year. These findings, as well as reports based on previous administrations of the 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 NTPS 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 8:00 a.m. and 8:00 p.m. (Eastern Time) Monday through Friday. You can also contact us via e-mail at [ntps@census.gov](mailto:ntps@census.gov).

Thanks, again, for your participation.

Sincerely,

Chris Chapman  
Associate Commissioner  
National Center for Education Statistics (NCES)  
U.S. Department of Education

*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 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.*

## **Cash Flyer Insert**

NTPS-CF will be printed on a half-sheet of yellow cardstock; cash incentive will be affixed between the last line of text and the logos.

# **Thank You**

We greatly appreciate your assistance with the National Teacher and Principal Survey. Your school's responses on the NTPS Teacher Questionnaire will help policymakers at the state, federal, and local levels set education policy and improve teachers' working conditions.

We have enclosed a small token of appreciation for your assistance.

[ED logo]

[Census logo]

## Debit Flyer Insert

NTPS-DF

This is a place-holder for the debit card flyer. This flyer will be like a standard debit or credit card mailer. Content will be added once debit card requirements are determined.