National Teacher and Principal Survey of 2023-2024 (NTPS 2023-24)

OMB# 1850-0598 v.43

Appendix C
2023-24 NTPS Online Respondent Portal Instrument Details

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

January 2023

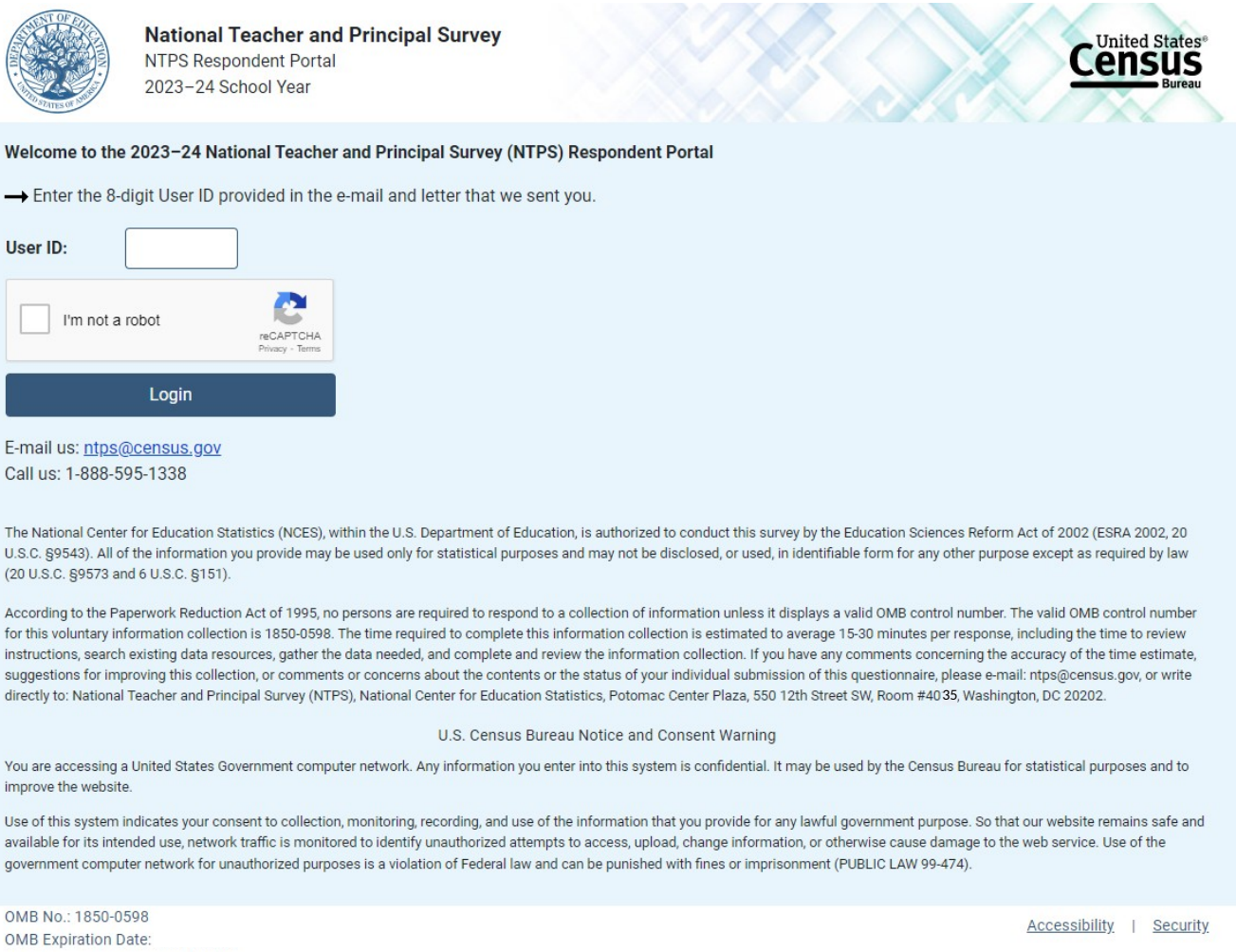
The **NTPS Respondent Portal** is a web-based interface, the purpose of which is to allow schools to:

- Submit their Teacher Listing Form (TLF) electronically, either by verifying a pre-populated list of teachers, uploading an Excel file, or entering teacher information manually;
- Update school contact information, including the principal and survey coordinator's names and e-mail addresses;
- Check the status of each questionnaire assigned to the school;
- Request replacement paper questionnaires; and
- Access a resource center to learn about the NTPS and/or get ideas for how to encourage participation within the school.

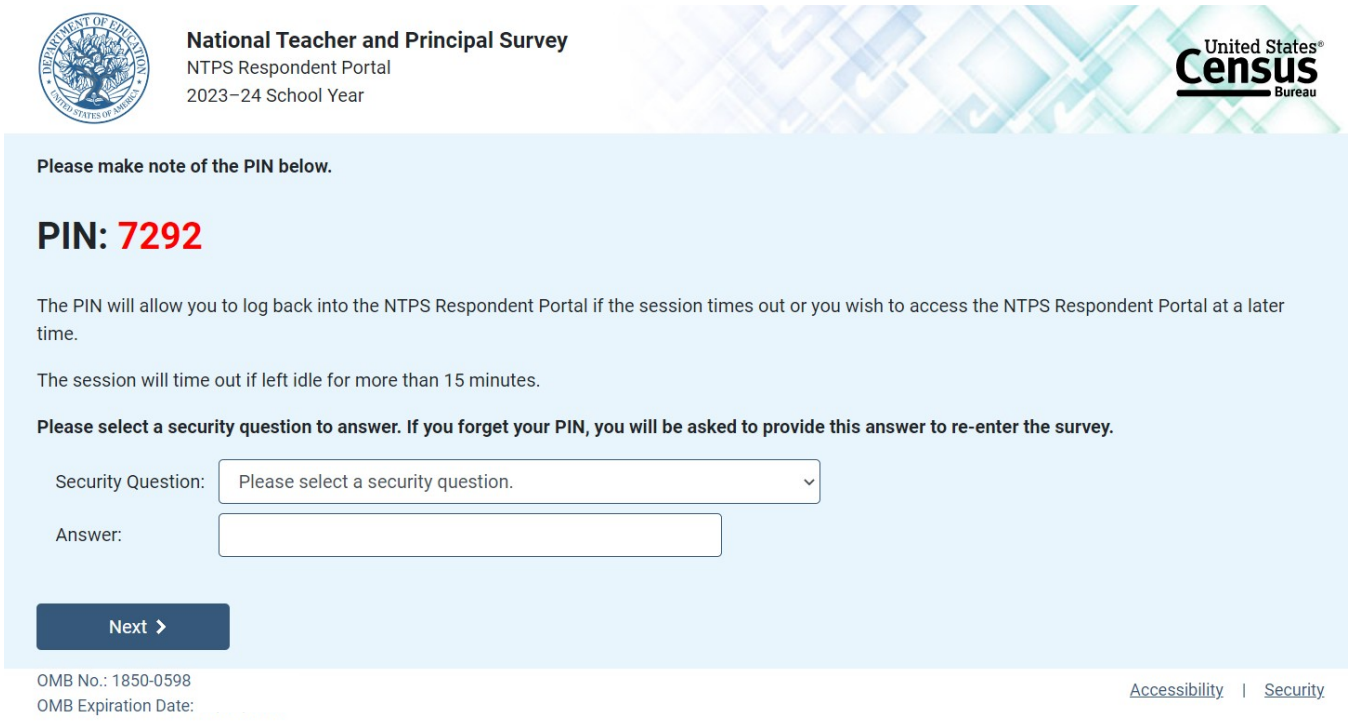
NTPS instrument screenshots are provided as **examples** throughout this document. These screenshots are based on the specifications provided to programmers for the development of the 2023-24 NTPS Respondent Portal.

NTPS Respondent Portal Instrument Pages

Item: Login

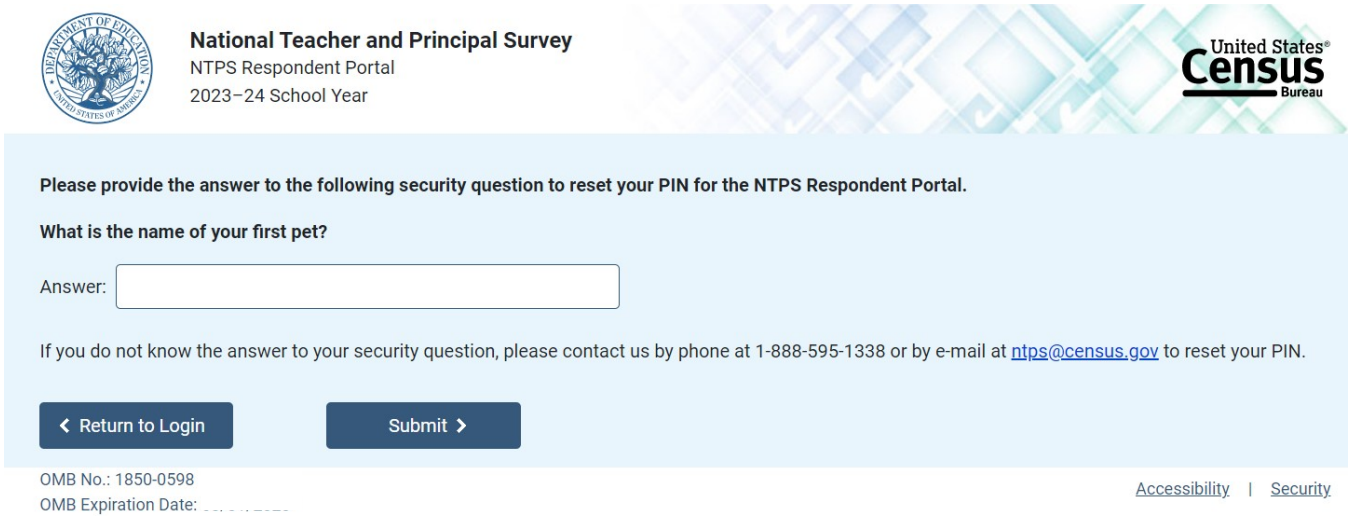


Item: PIN

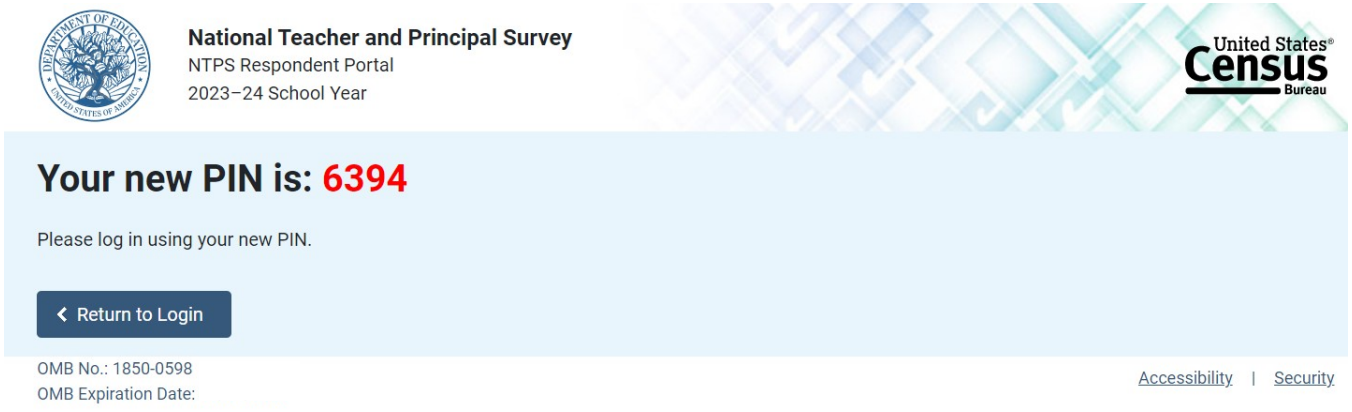


Item: Recovery

If the respondent attempts to re-enter the instrument and does not know their PIN, (s)he may reset the PIN by answering the security question set upon initial login.

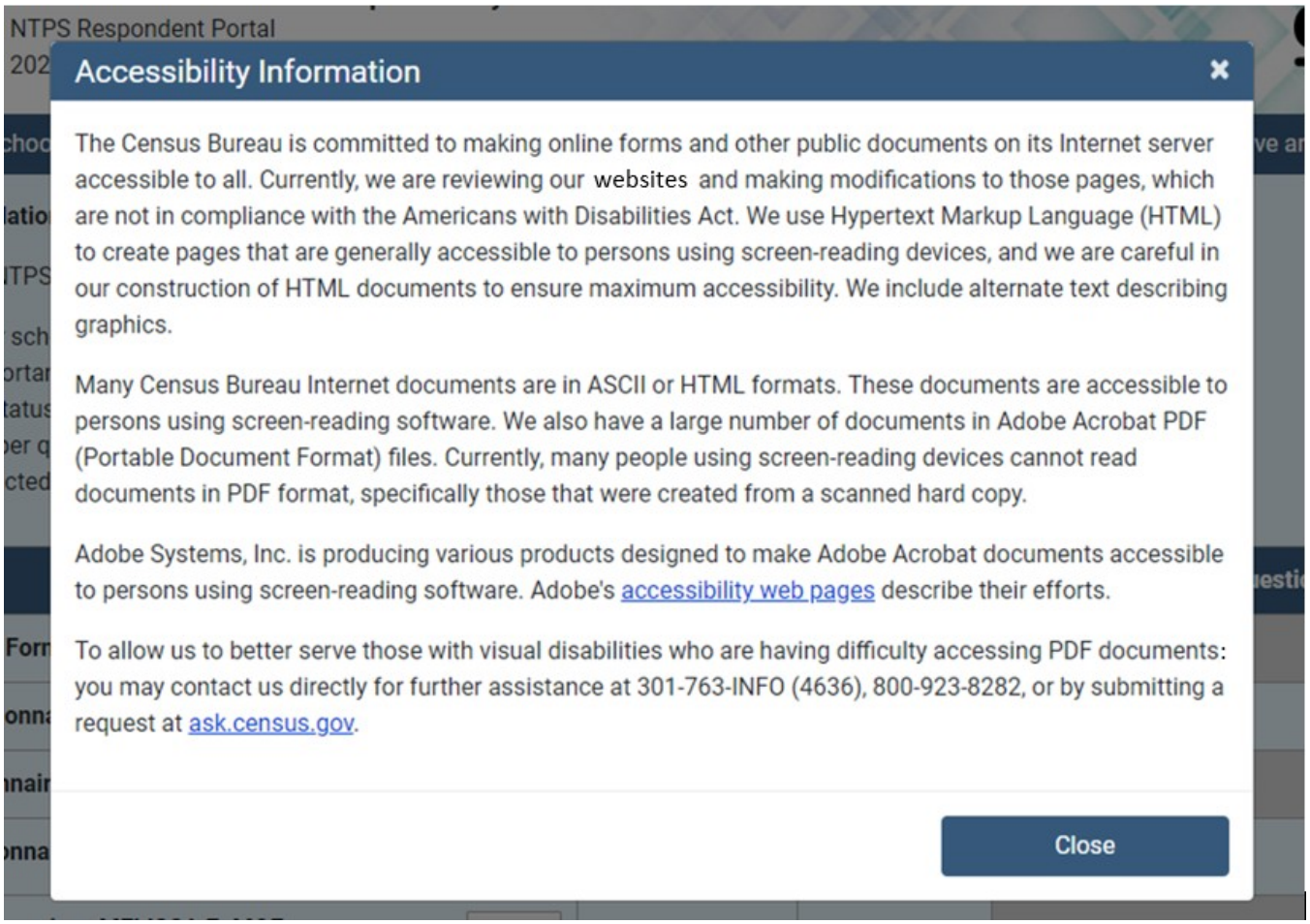


If the respondent answers the security question correctly, (s)he is given a new PIN.

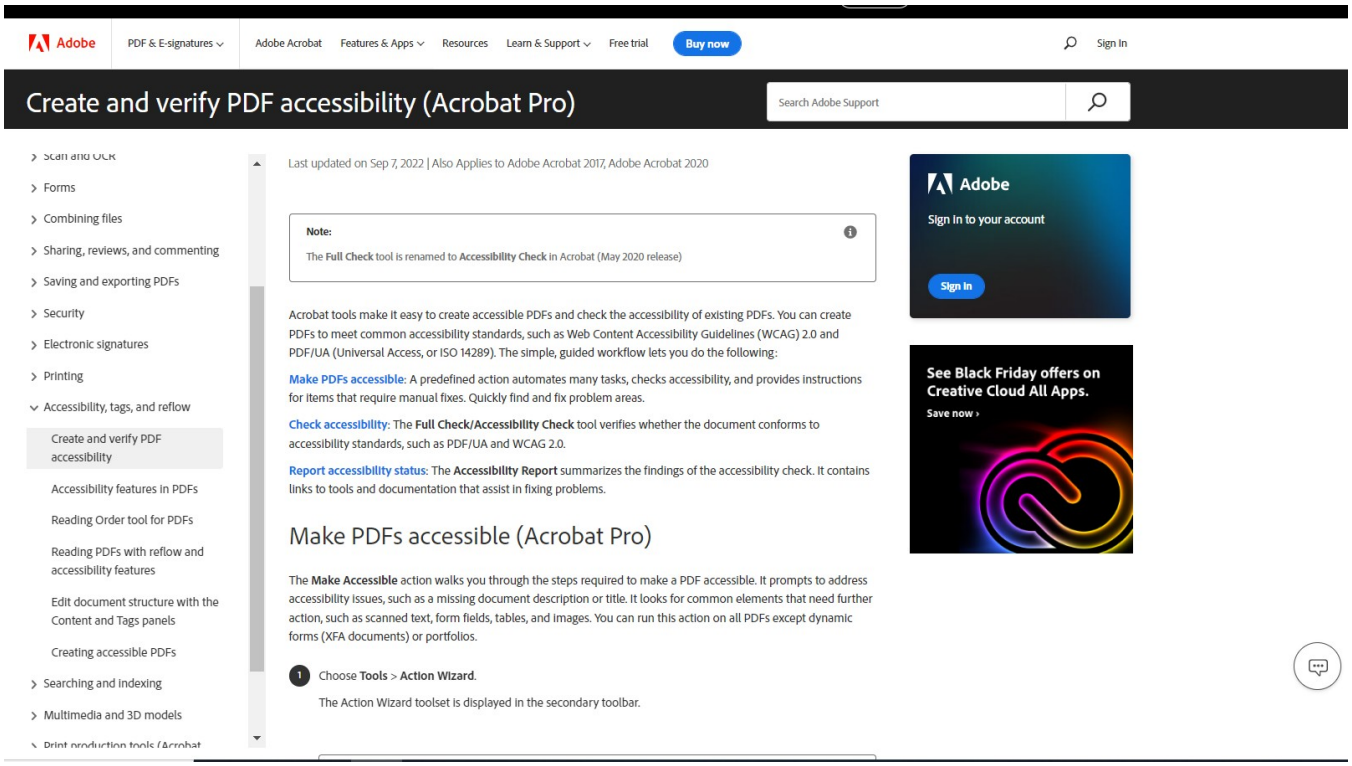


Item: Accessibility

Accessibility is a modal pop-up that will appear over whichever page the respondent was on when (s)he clicked on the "Accessibility" link located on the bottom of the webpage.

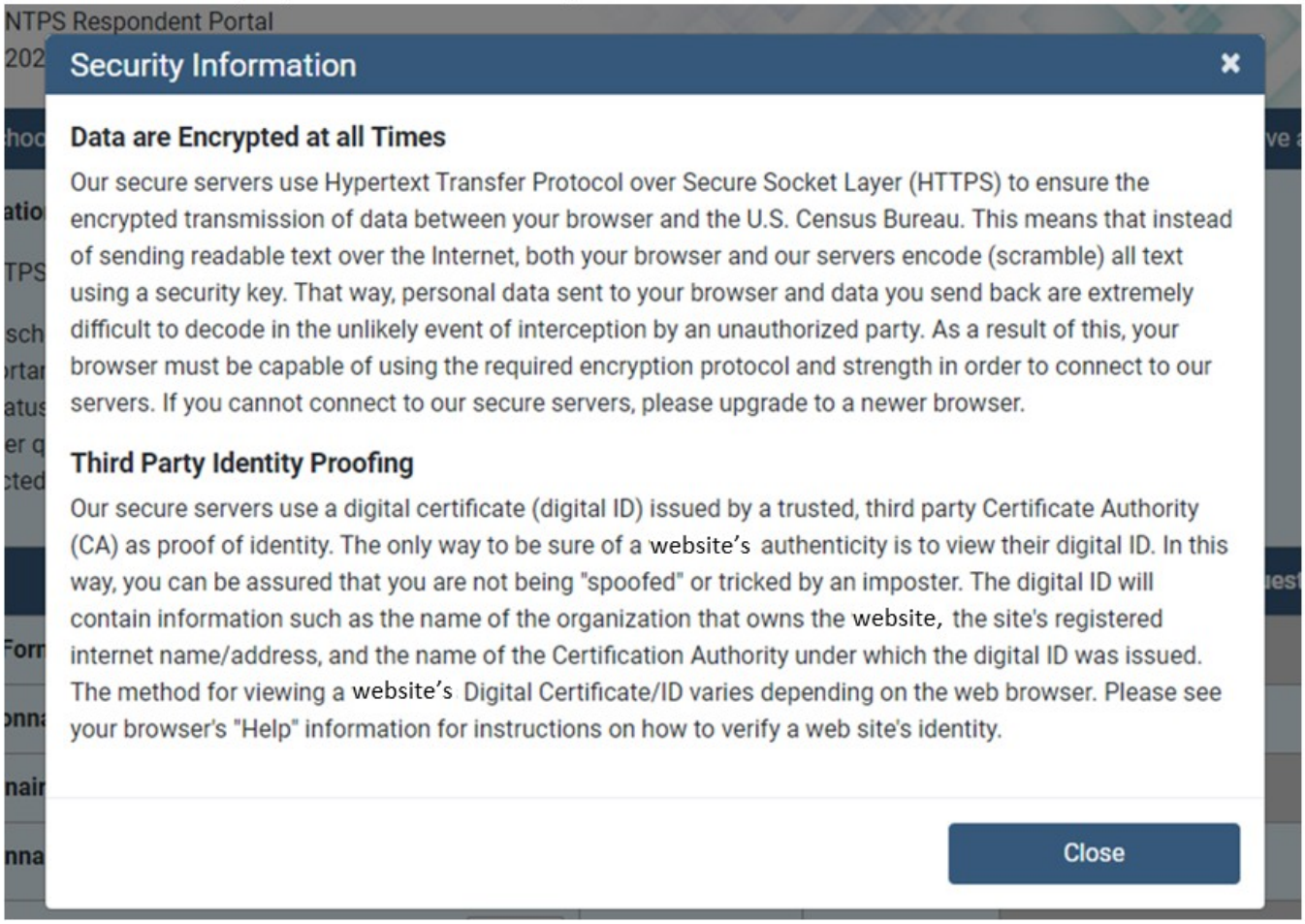


The link (“accessibility web pages”) brings the user to: http://www.adobe.com/accessibility/products/acrobat.html and the user sees this:



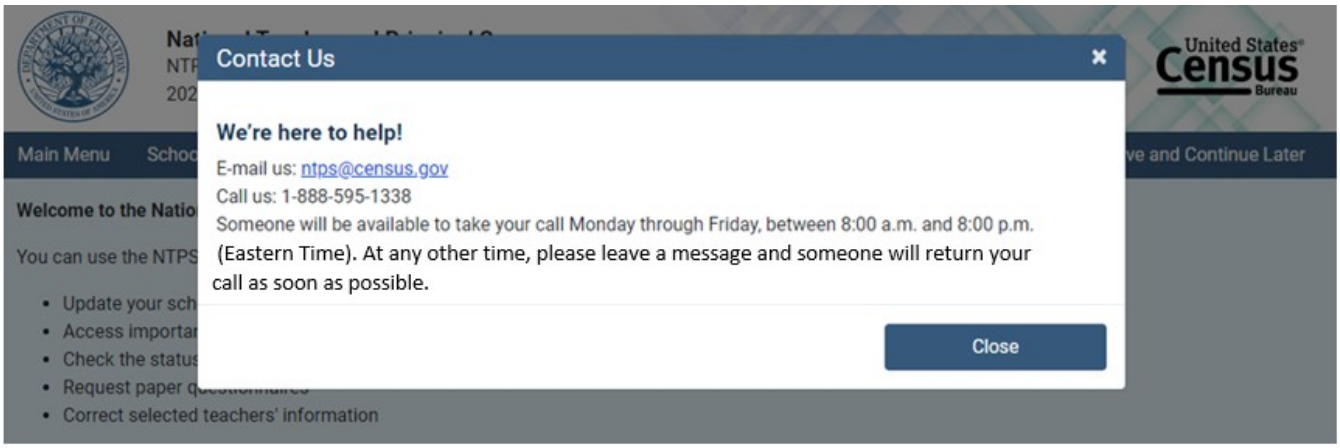
Item: Security

Security is a modal pop-up that will appear over whichever page the respondent was on when (s)he clicked on the “Security” link located on the bottom of the webpage.



Item: Contact Us

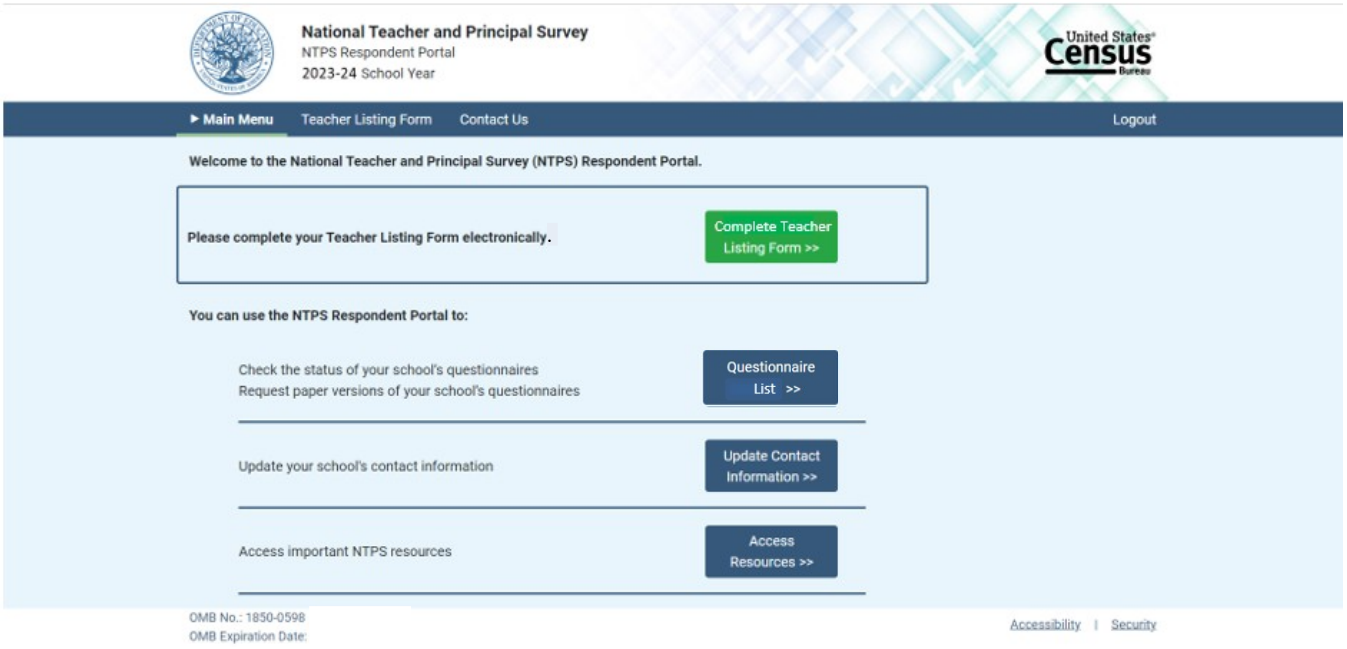
Contact Us is a modal pop-up that will appear over whichever page the respondent was on when (s)he clicked on “Contact Us” in the menu bar.



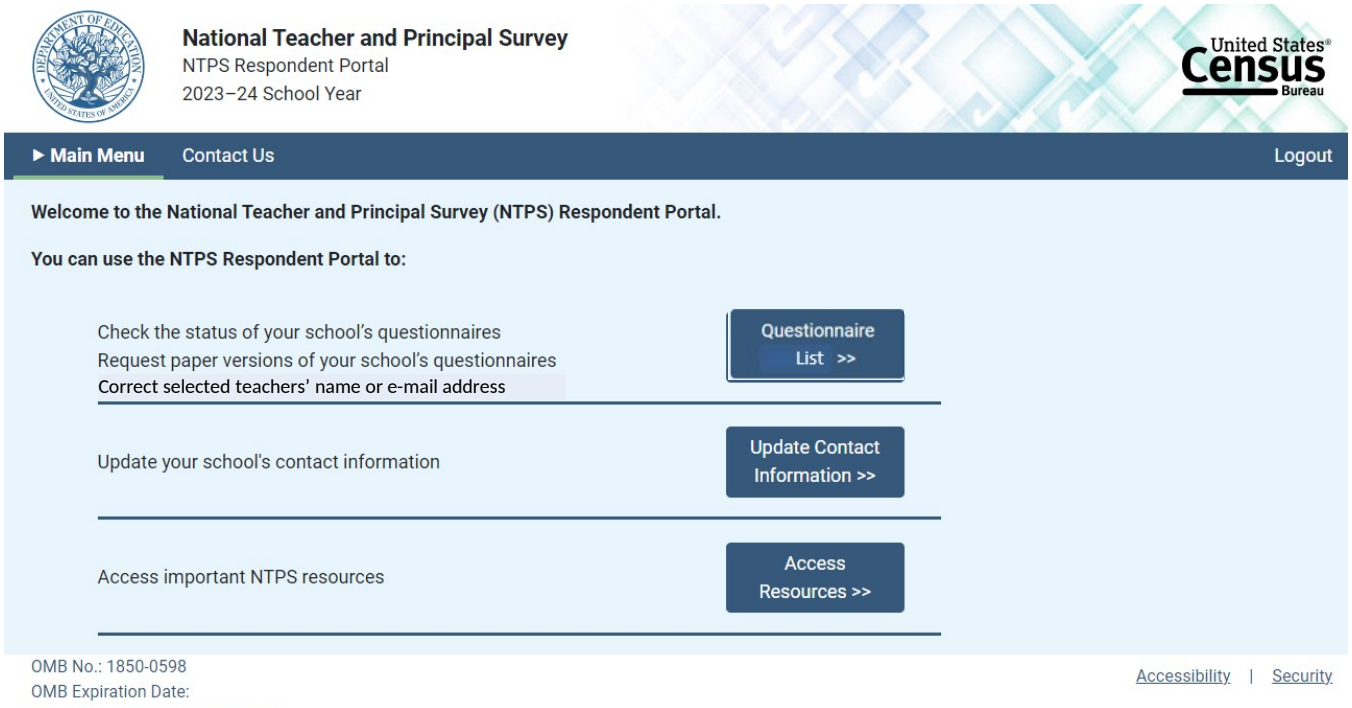
NTPS Respondent Portal

Item: Main Menu

The following image is a mock-up of the Respondent Portal main menu *before* teachers are sampled for the survey.

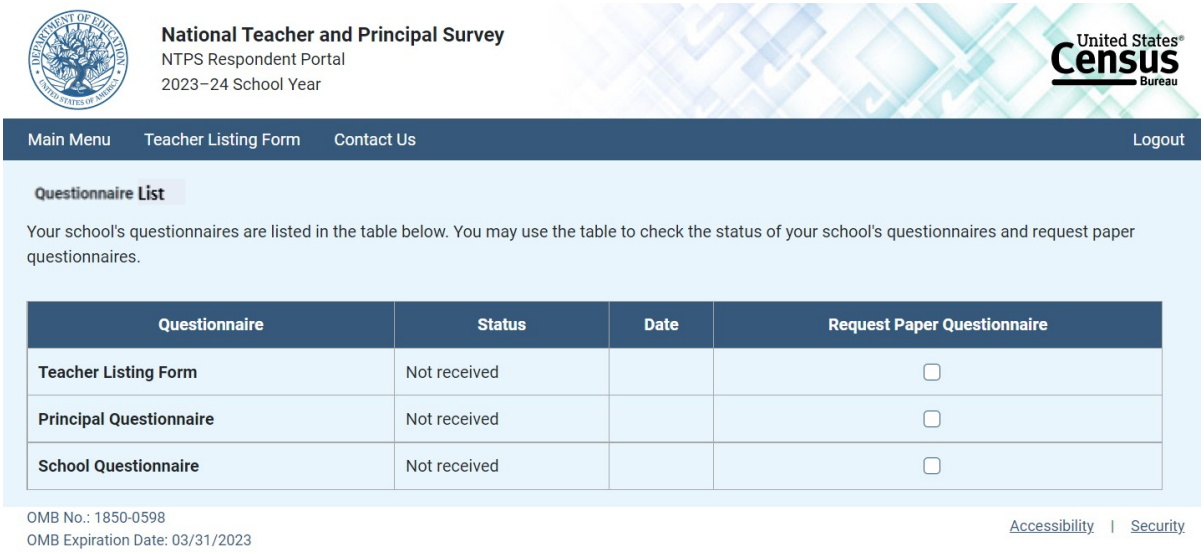


The following image is a mock-up of the Respondent Portal main menu *after* teachers have been sampled for the survey.



Item: Questionnaire Status

The following image is a mock-up of the questionnaire status page *before* the Teacher Listing Form has been completed.



National Teacher and Principal Survey
NTPS Respondent Portal
2023–24 School Year

United States Census Bureau

Main Menu | Teacher Listing Form | Contact Us | Logout

Questionnaire List

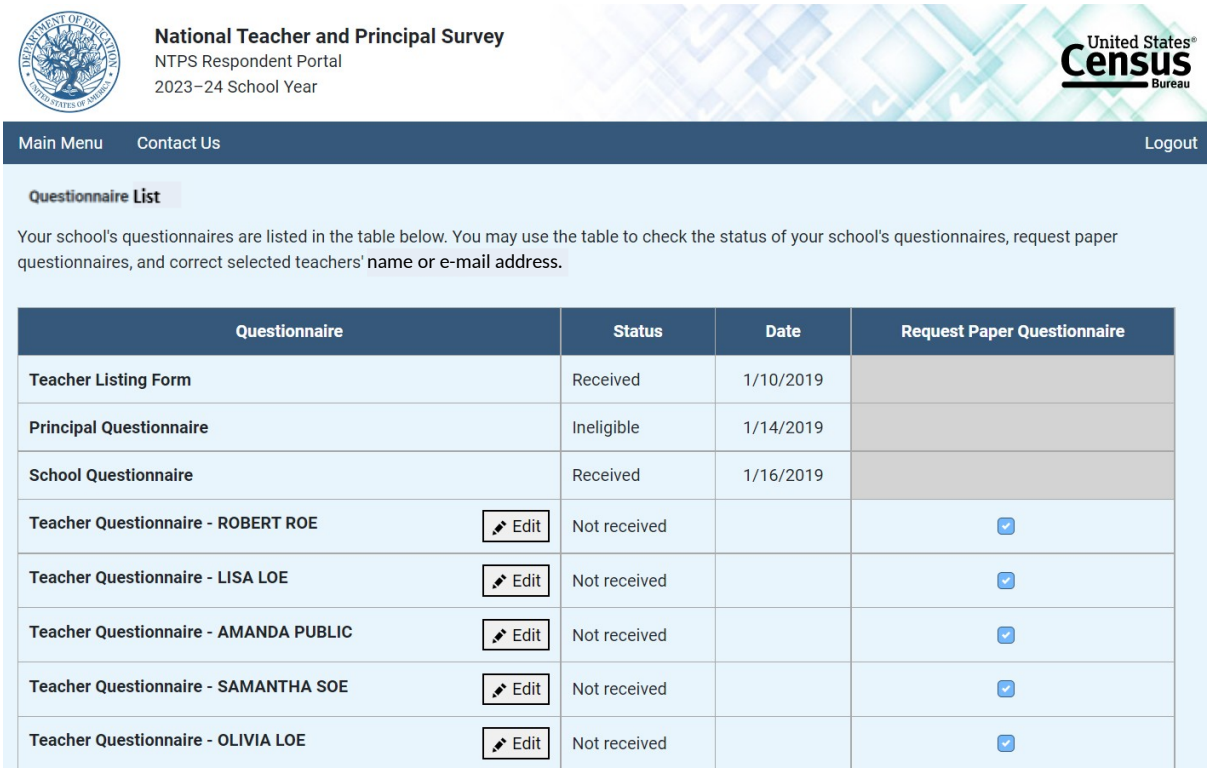
Your school's questionnaires are listed in the table below. You may use the table to check the status of your school's questionnaires and request paper questionnaires.

Questionnaire	Status	Date	Request Paper Questionnaire
Teacher Listing Form	Not received		☐
Principal Questionnaire	Not received		☐
School Questionnaire	Not received		☐

OMB No.: 1850-0598
OMB Expiration Date: 03/31/2023

Accessibility | Security

The following image is a mock-up of the questionnaire status page *after* teachers have been sampled for the survey. The image below is for a school whose teachers are not part of one of the incentive conditions that includes a school-level incentive. Schools whose teachers are part of one of those conditions would also see text here that reminds the school how many teacher responses are needed in order to receive the school-level incentive.



National Teacher and Principal Survey
NTPS Respondent Portal
2023–24 School Year

United States Census Bureau

Main Menu | Contact Us | Logout

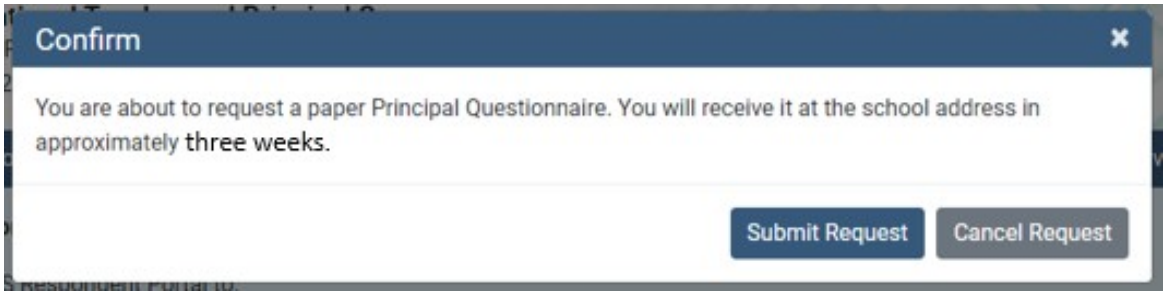
Questionnaire List

Your school's questionnaires are listed in the table below. You may use the table to check the status of your school's questionnaires, request paper questionnaires, and correct selected teachers' name or e-mail address.

Questionnaire	Status	Date	Request Paper Questionnaire
Teacher Listing Form	Received	1/10/2019	
Principal Questionnaire	Ineligible	1/14/2019	
School Questionnaire	Received	1/16/2019	
Teacher Questionnaire - ROBERT ROE ✎ Edit	Not received		☑
Teacher Questionnaire - LISA LOE ✎ Edit	Not received		☑
Teacher Questionnaire - AMANDA PUBLIC ✎ Edit	Not received		☑
Teacher Questionnaire - SAMANTHA SOE ✎ Edit	Not received		☑
Teacher Questionnaire - OLIVIA LOE ✎ Edit	Not received		☑

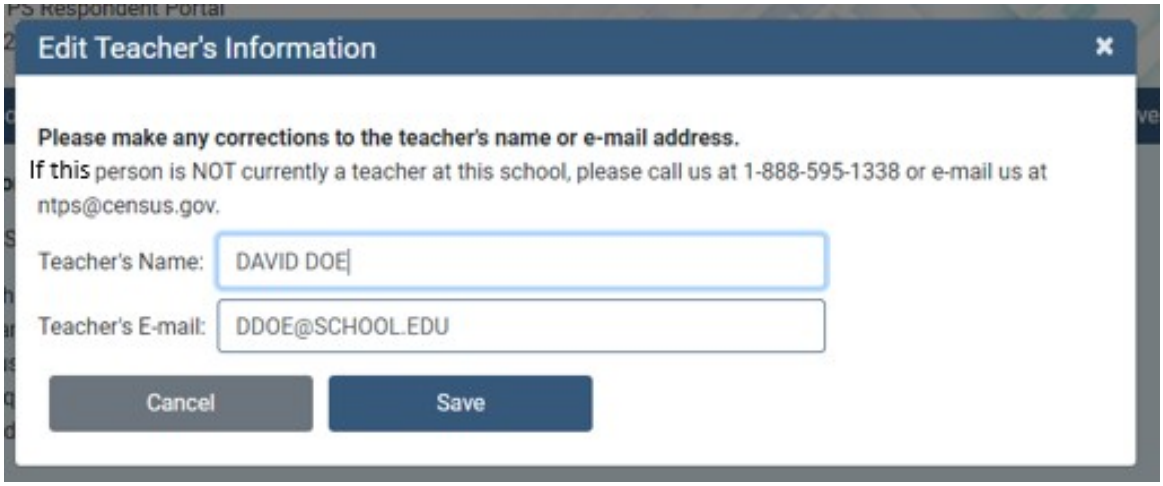
Item: Request Questionnaire

Request Questionnaire is a modal pop-up. The modal text varies based on the questionnaire requested (i.e., the questionnaire name is included in the modal pop-up). The image below is for a Principal Questionnaire request.

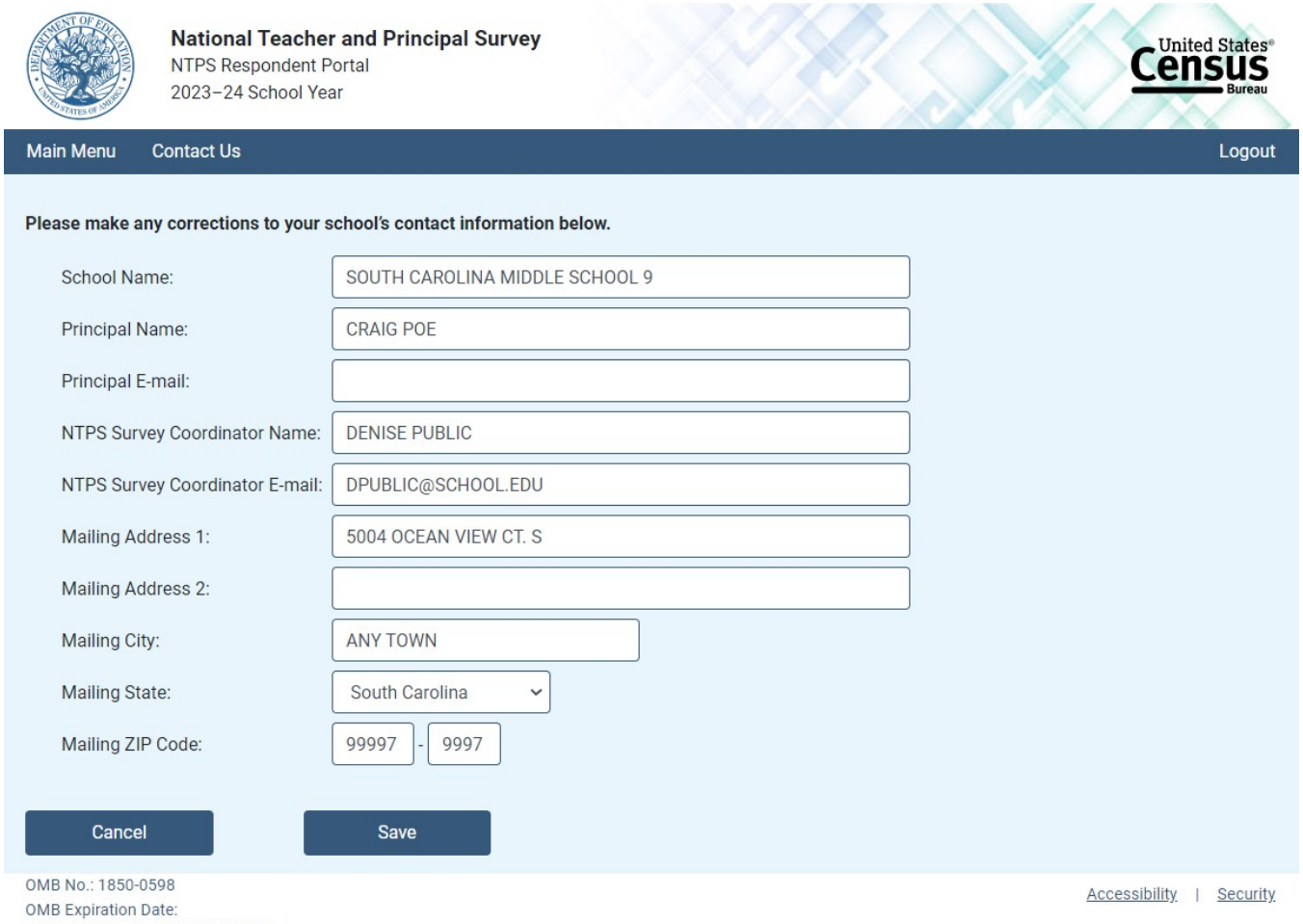


Item: Edit Teacher Information

Edit Teacher Information is a modal pop-up.

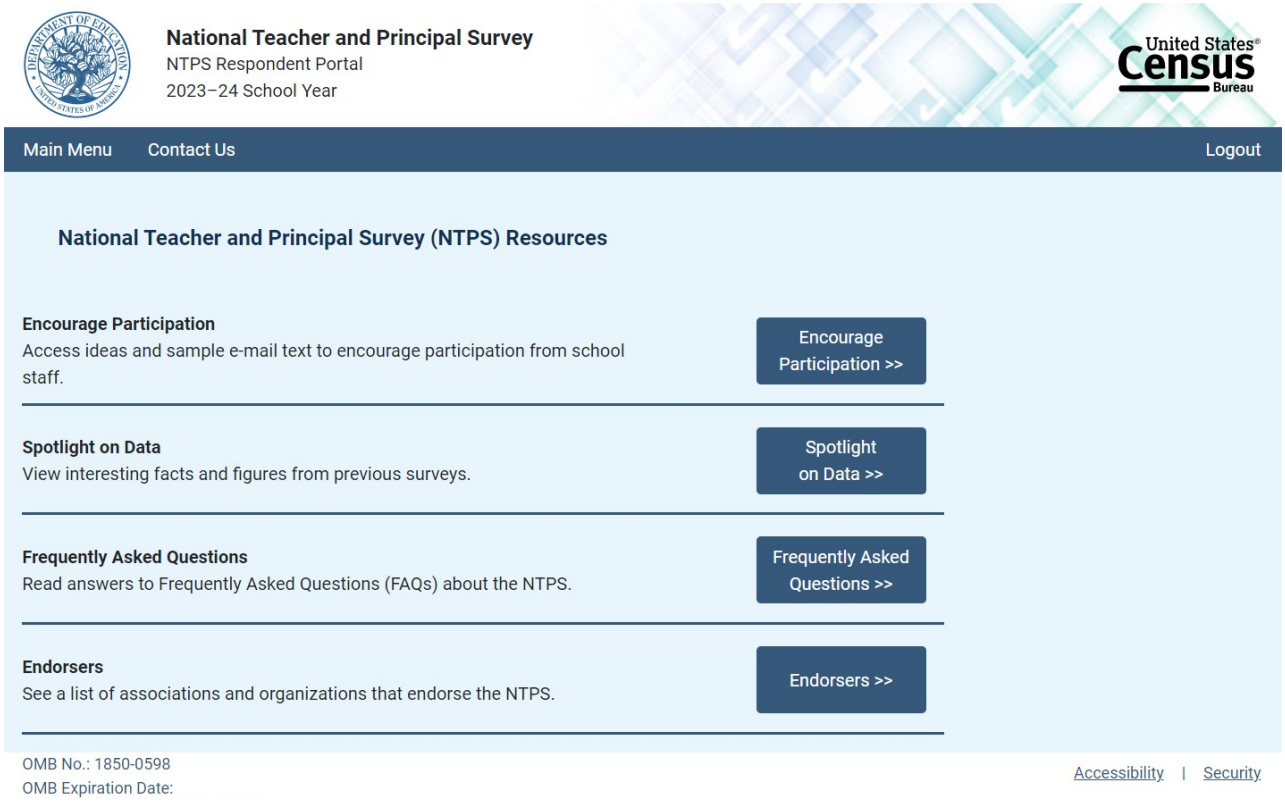


Item: School Contact Information



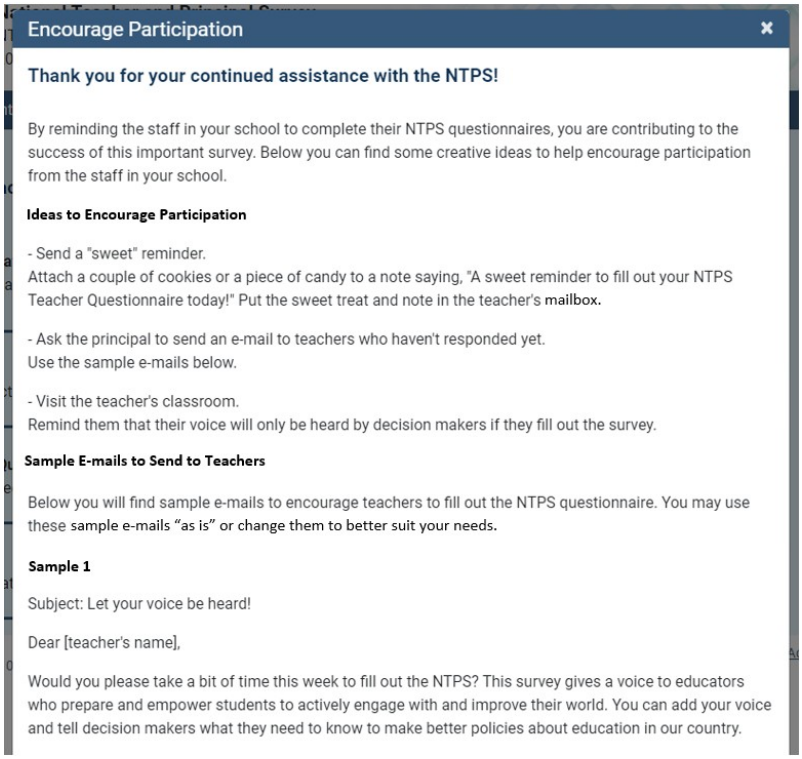
Item: Resources

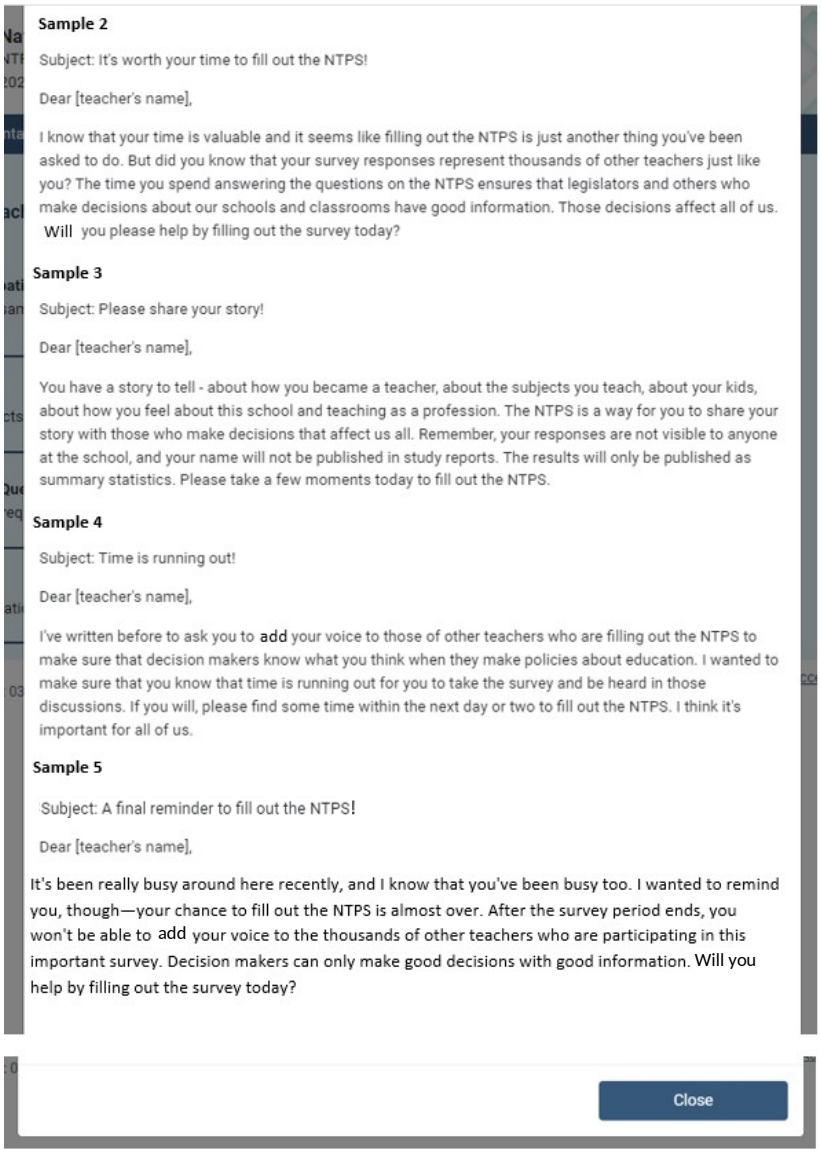
The following image is a mock-up of the Respondent Portal Resources page.



Item: Encourage Participation

Encourage Participation is a modal pop-up that will appear over the Resources page.





Sample 2

Subject: It's worth your time to fill out the NTPS!

Dear [teacher's name],

I know that your time is valuable and it seems like filling out the NTPS is just another thing you've been asked to do. But did you know that your survey responses represent thousands of other teachers just like you? The time you spend answering the questions on the NTPS ensures that legislators and others who make decisions about our schools and classrooms have good information. Those decisions affect all of us. Will you please help by filling out the survey today?

Sample 3

Subject: Please share your story!

Dear [teacher's name],

You have a story to tell - about how you became a teacher, about the subjects you teach, about your kids, about how you feel about this school and teaching as a profession. The NTPS is a way for you to share your story with those who make decisions that affect us all. Remember, your responses are not visible to anyone at the school, and your name will not be published in study reports. The results will only be published as summary statistics. Please take a few moments today to fill out the NTPS.

Sample 4

Subject: Time is running out!

Dear [teacher's name],

I've written before to ask you to add your voice to those of other teachers who are filling out the NTPS to make sure that decision makers know what you think when they make policies about education. I wanted to make sure that you know that time is running out for you to take the survey and be heard in those discussions. If you will, please find some time within the next day or two to fill out the NTPS. I think it's important for all of us.

Sample 5

Subject: A final reminder to fill out the NTPS!

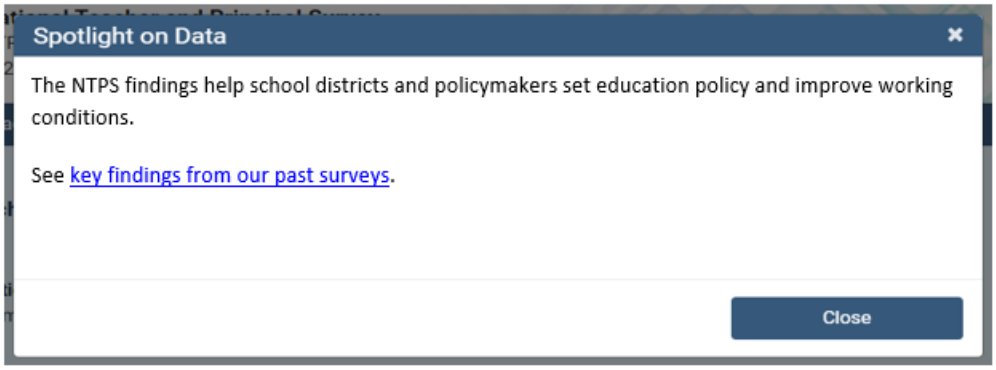
Dear [teacher's name],

It's been really busy around here recently, and I know that you've been busy too. I wanted to remind you, though—your chance to fill out the NTPS is almost over. After the survey period ends, you won't be able to add your voice to the thousands of other teachers who are participating in this important survey. Decision makers can only make good decisions with good information. Will you help by filling out the survey today?

Close

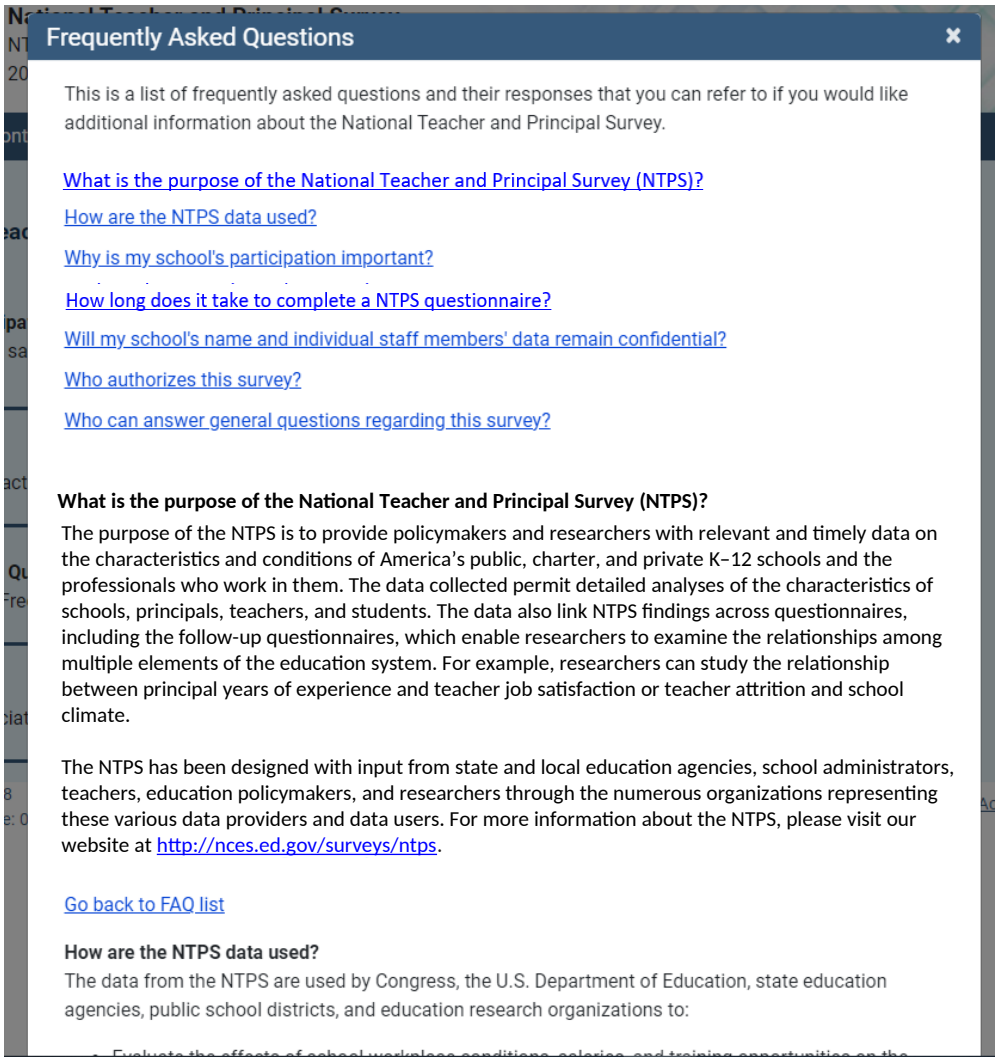
Item: Spotlight on Data

Spotlight on Data is a modal pop-up that will appear over the Resources page.



Item: Frequently Asked Questions

Frequently Asked Questions is a modal pop-up that will appear over the Resources page. The complete text for the Frequently Asked Questions modal is provided below the image. A "Go back to FAQ list" link is provided below the response to each question; this link returns the respondent to the top of the modal.



Text:

This is a list of frequently asked questions and their responses that you can refer to if you would like additional information about the National Teacher and Principal Survey.

What is the purpose of the National Teacher and Principal Survey (NTPS)?
How are the NTPS data used?
Why is my school's participation important?
How long does it take to complete a NTPS questionnaire?
Will my school's and individual staff members' data remain confidential?
Who authorizes this survey?
Who can answer general questions regarding this survey?

What is the purpose of the 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 http://nces.ed.gov/surveys/ntps.

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 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.

Why is my participation important?
This survey 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.

How long will 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. 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.

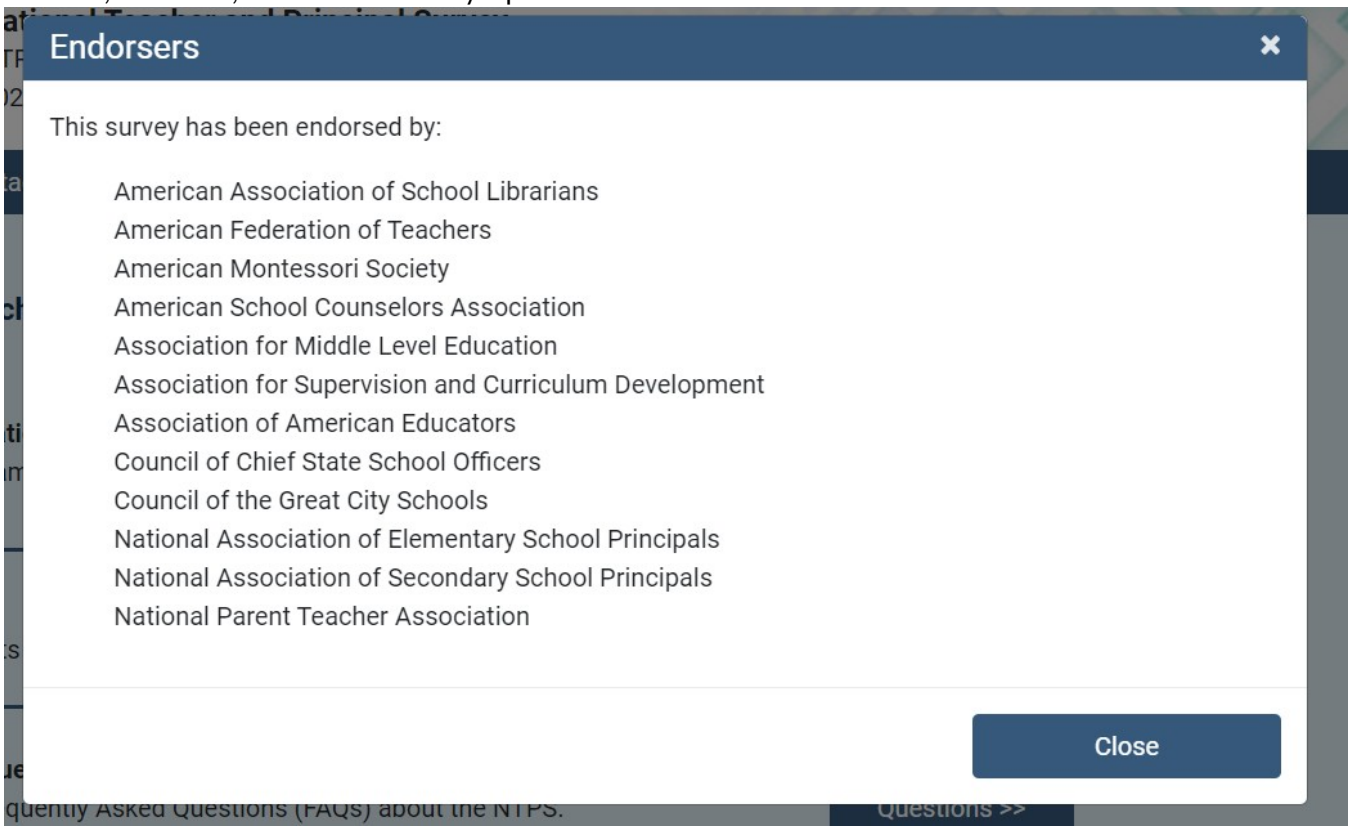
Who authorizes this survey?
The National Center for Education Statistics (NCES), within the U.S. Department of Education, is authorized to conduct this survey by the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543). The U.S. Census Bureau will administer this survey on behalf of the NCES. 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 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.

[Close button]

Item: Endorsers

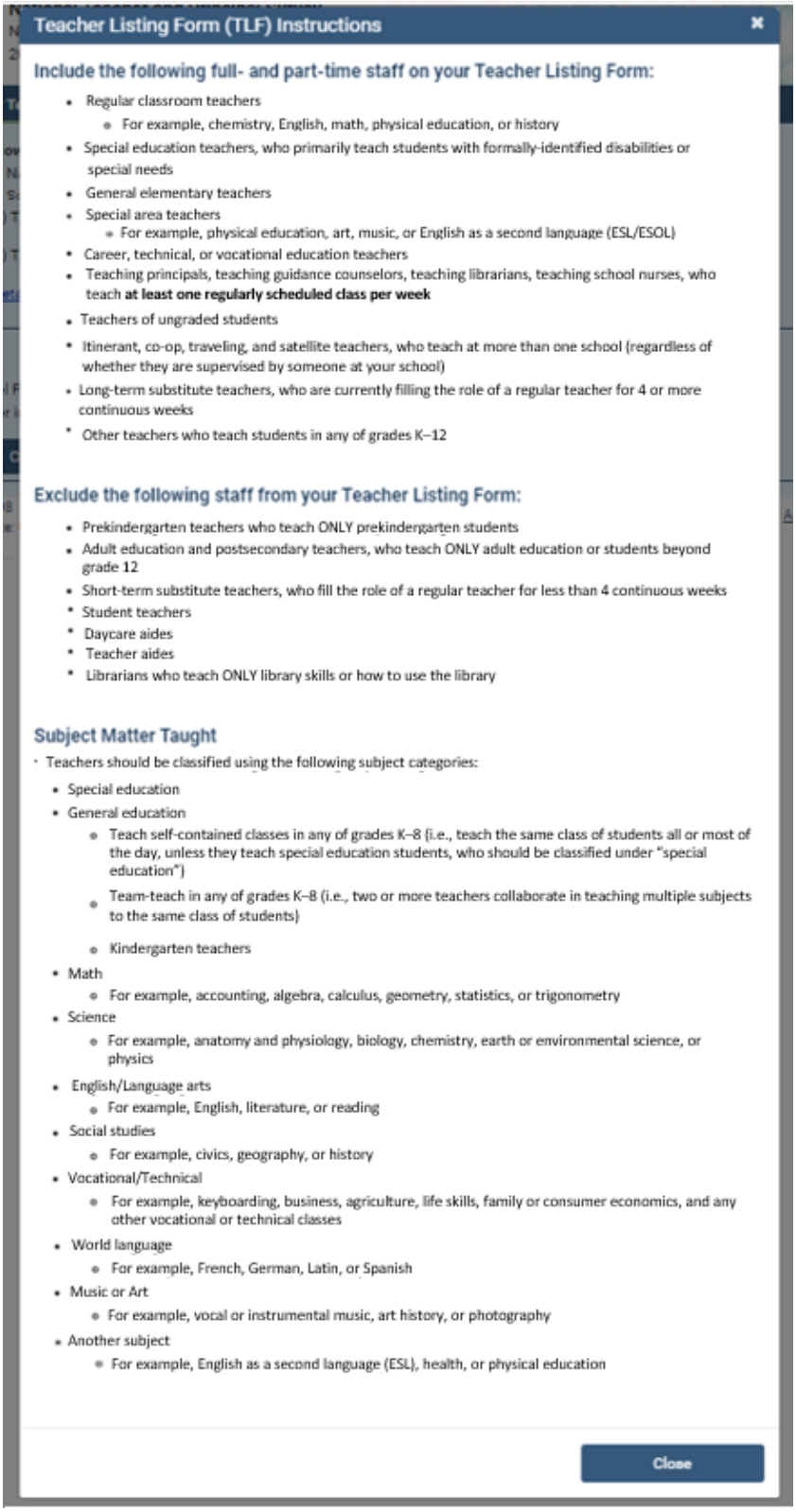
Endorsers is a modal pop-up that will appear over the Resources page. Endorsements have not yet been solicited; therefore, the text is currently a place-holder.



NTPS Respondent Portal – Teacher Listing Form (TLF)

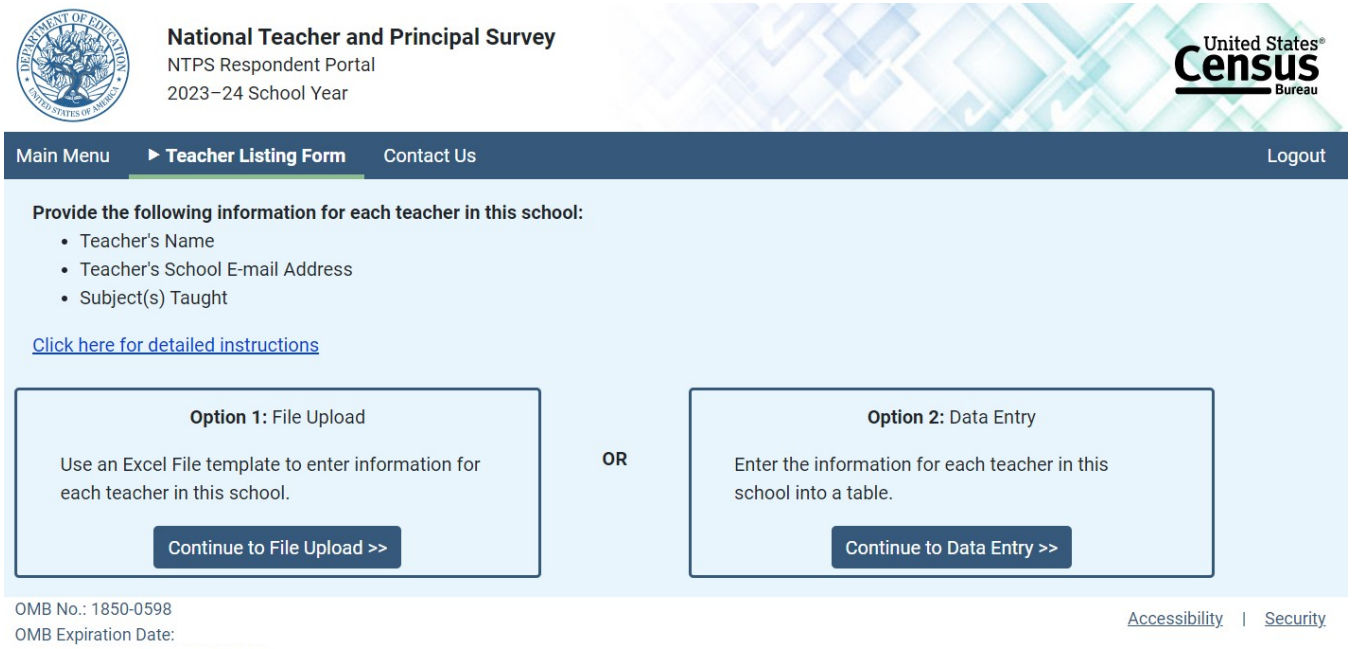
TLF Page: Teacher Listing Form Instructions

The Teacher Listing Form Instructions are accessible by clicking “Click here for detailed instructions” on the Upload page or by clicking “Click here for important information about the other staff that may teach at this school…” on the Summary page.



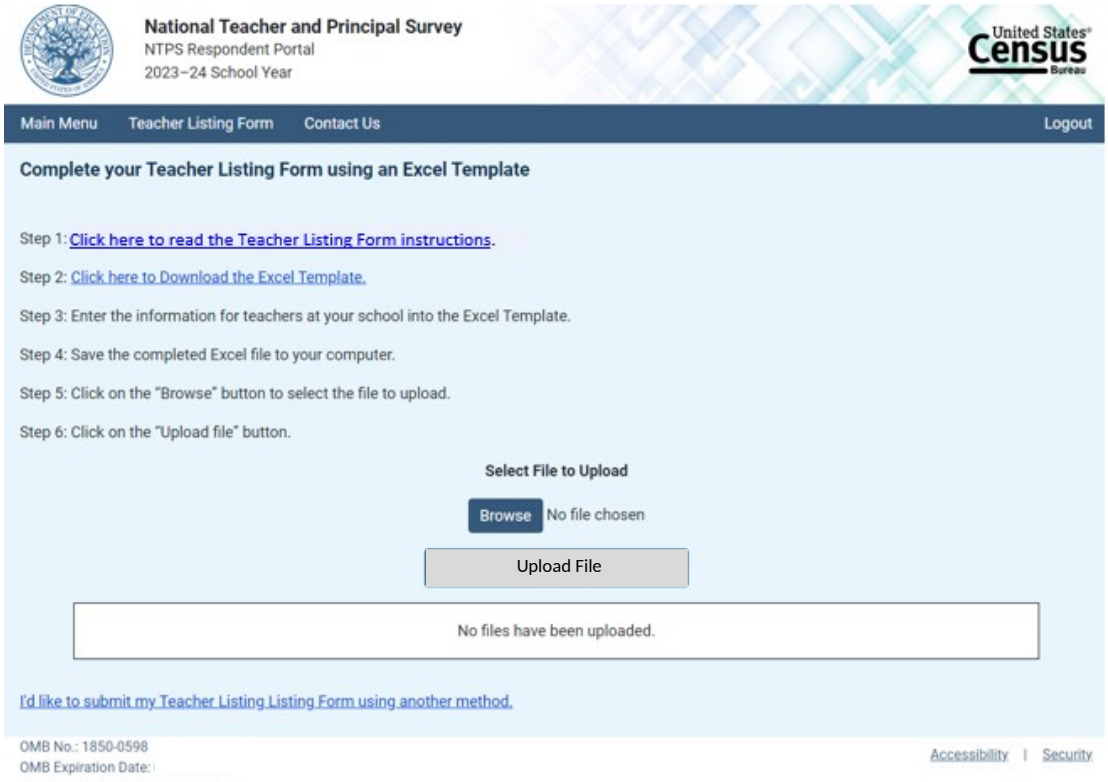
TLF Page: Provide a TLF

Respondents in schools that do not have a pre-populated Teacher Listing Form are given two options to complete their Teacher Listing Form, as shown below.



When the respondent clicks “Click here for detailed instructions,” the Teacher Listing Form instructions modal pop-up opens on the screen. When the respondent clicks the button for “Option 1: File Upload”, (s)he is directed to the File Upload page. When the respondent clicks the button for “Option 2: Data Entry”, (s)he is directed to the Summary page.

TLF Page: File Upload



When the respondent clicks "Click here to Download the Excel Template," the Excel template is as follows:

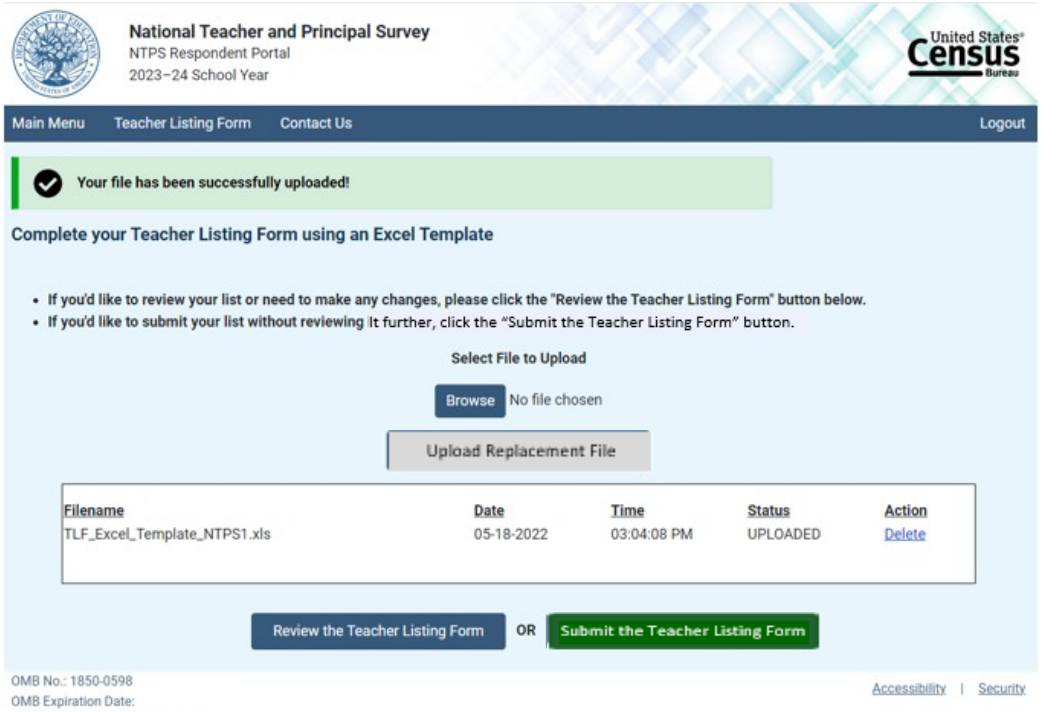
NTPS TEACHER LISTING FORM FOR THE 2023–24 SCHOOL YEAR

Please refer to the "Teacher Listing Form Instructions" link for instructions on compiling your list.

Teacher's Name				Teacher's E-mail Address	Subject Matter Taught	Second Subject Matter Taught
					Please enter the numeric code for the appropriate response.	
					1: Special education	1: Special education
					2: General elementary	2: General elementary
					3: Math	3: Math
					4: Science	4: Science
					5: English/Language arts	5: English/Language arts
					6: Social studies	6: Social studies
					7: Vocational/Technical	7: Vocational/Technical
					8: World Language	8: World Language
					9: Music or Art	9: Music or Art
First	Middle Initial	Last	Suffix		10: Another subject (e.g., phys. ed., ESL)	10: Another subject (e.g., phys. ed., ESL)
Example: *John*	*R*	*Smith*	*Jr.*	*john.smith@example.com*	*2*	*8*
teacher`		teacher		email@email.com	1	

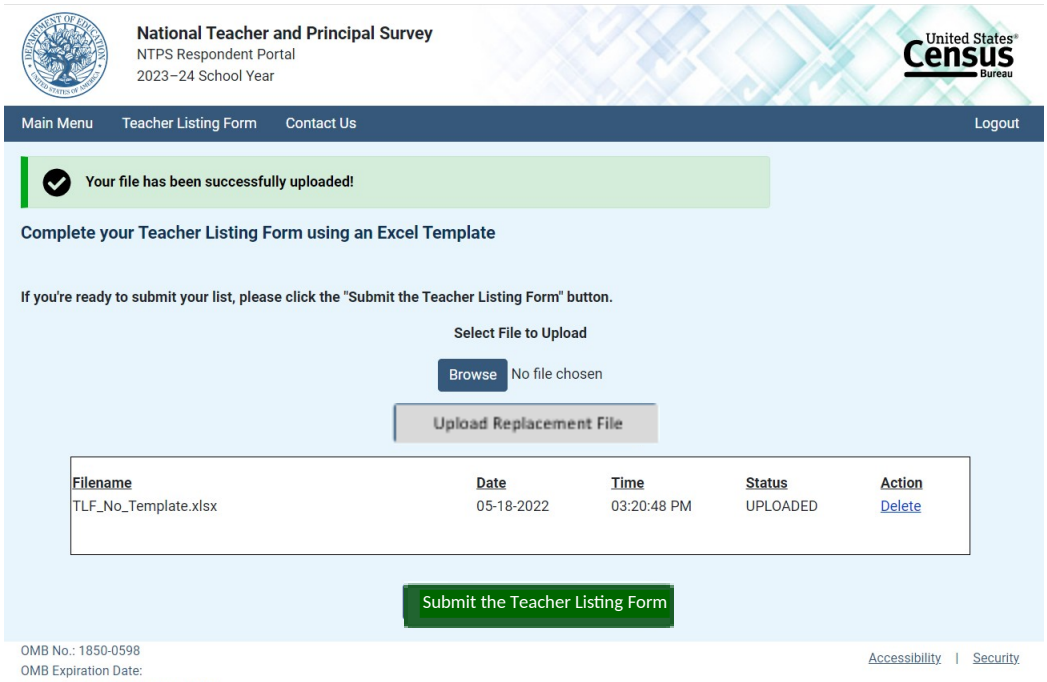
Once the respondent has uploaded a file using the "Browse" and "Upload file" buttons, the file is listed in the box on the page, as shown below. Respondents who use the template may either review or submit their Teacher Listing Form from this page. Respondents who click "Review the Teacher Listing Form" are directed to the Summary page.

Review or Submit



Respondents who do not use the template or whose data in the template were not able to be parsed are able to submit their Teacher Listing Form by clicking on "Submit the Teacher Listing Form", but cannot review it.

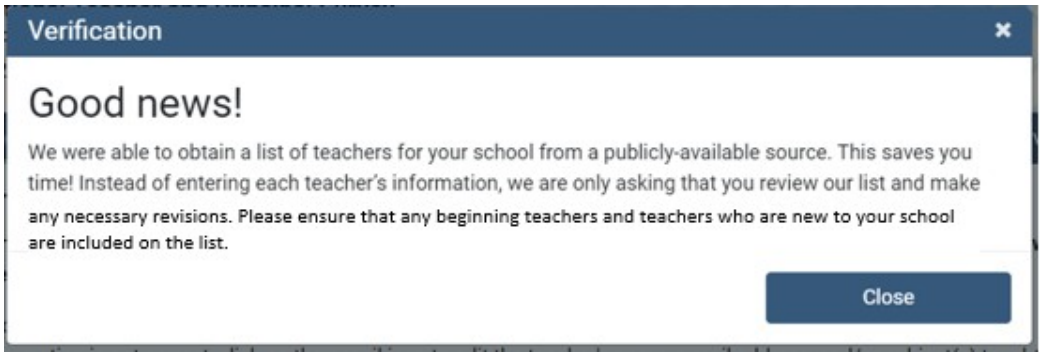
Submit Only



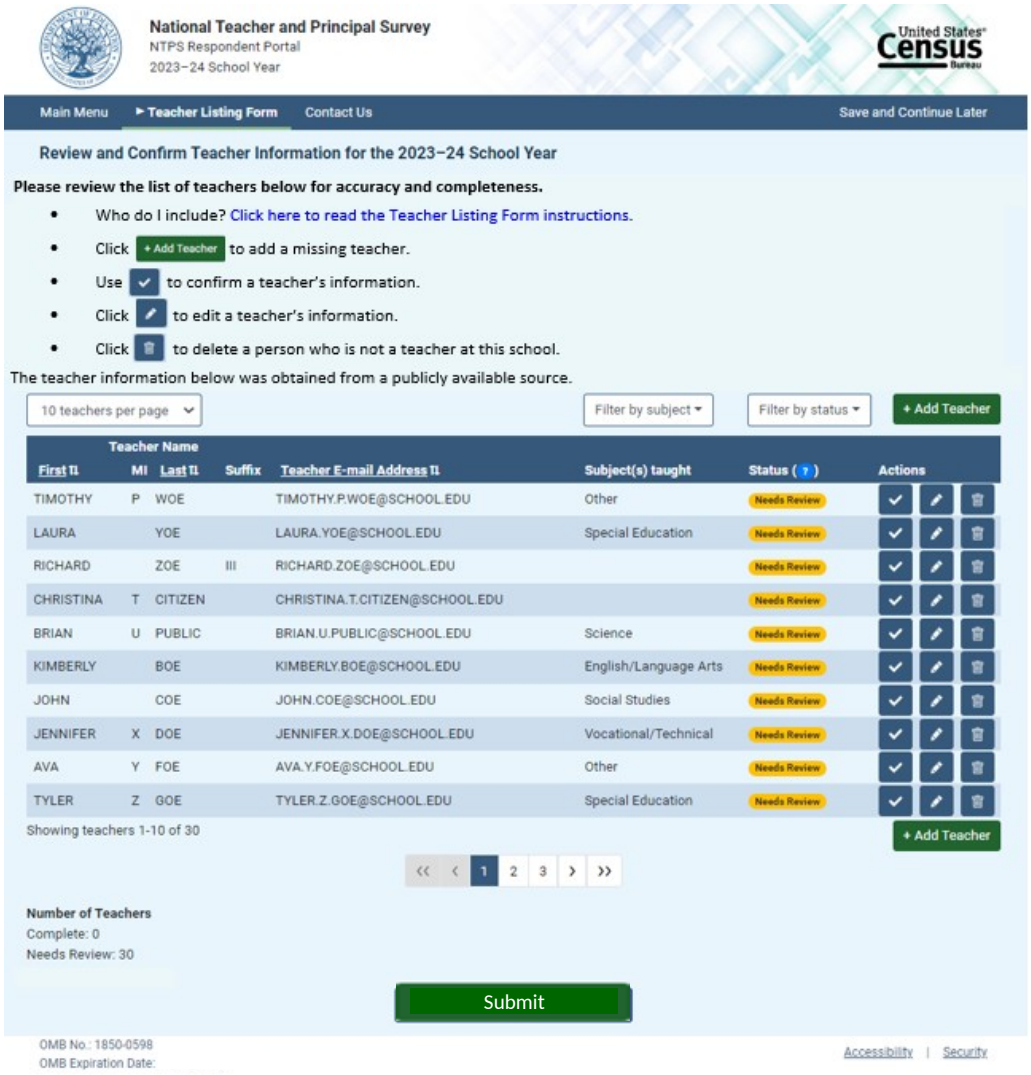
Clicking on "I'd like to submit my Teacher Listing Form using another method" directs the respondent to the Summary page.

TLF Page: Summary

Respondents in schools with a pre-populated Teacher Listing Form are asked to review and confirm the pre-populated list. When they enter the Summary page, they receive the following modal pop-up over the Summary page shown below:

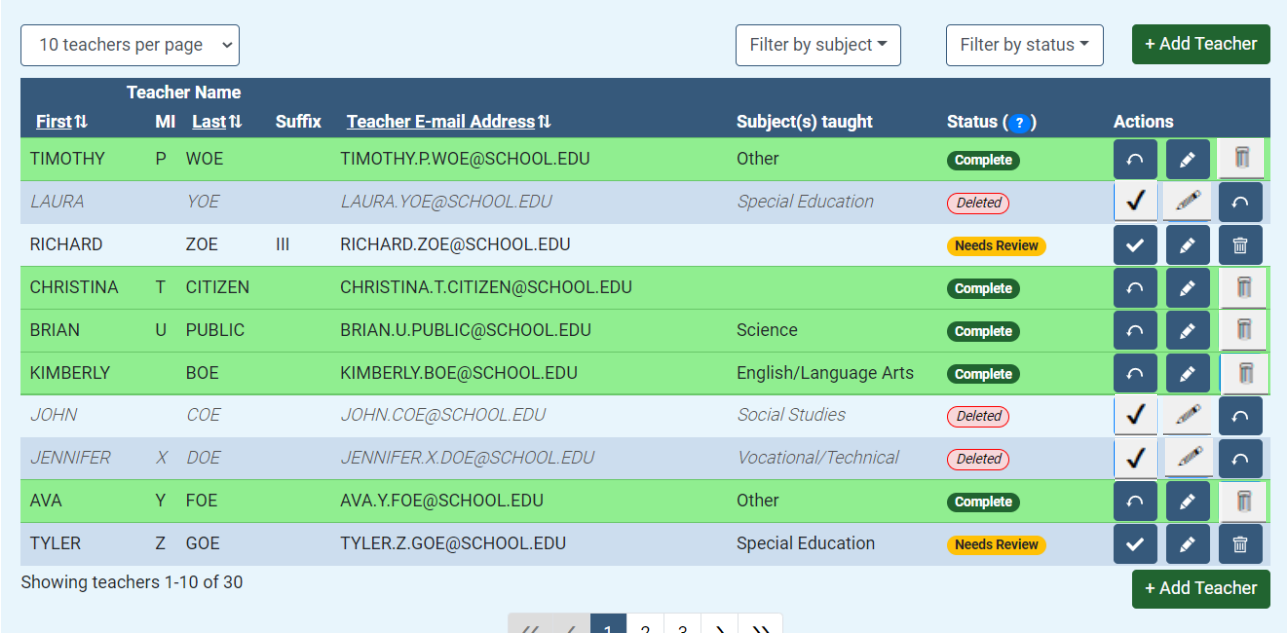


Respondents in schools with a pre-populated Teacher Listing Form or who successfully upload teachers using the Excel template will see a list of their entered teachers on the Summary page:

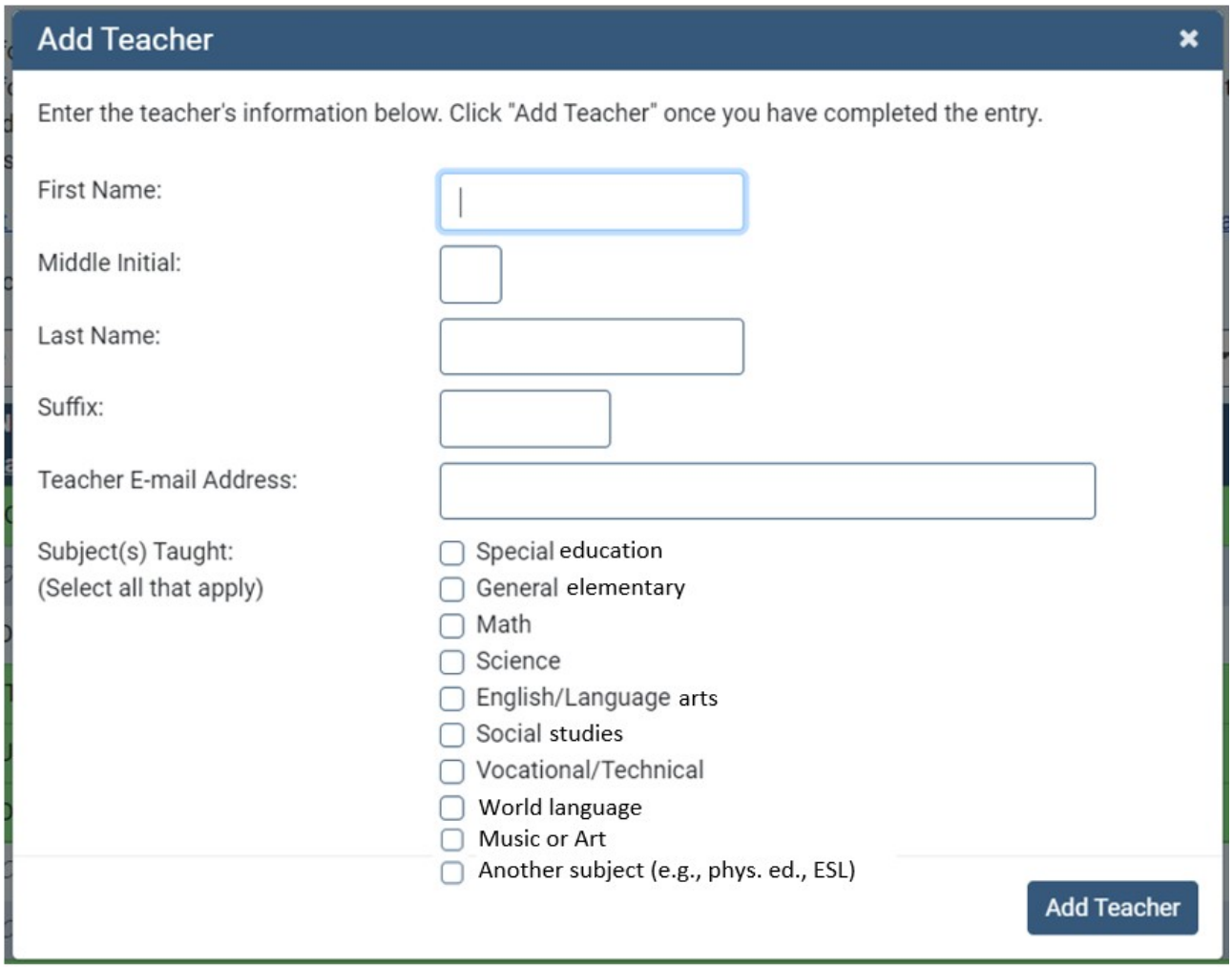


When the respondent clicks "Click here to read the Teacher Listing Form instructions," the Teacher Listing Form instructions modal pop-up opens on the screen.

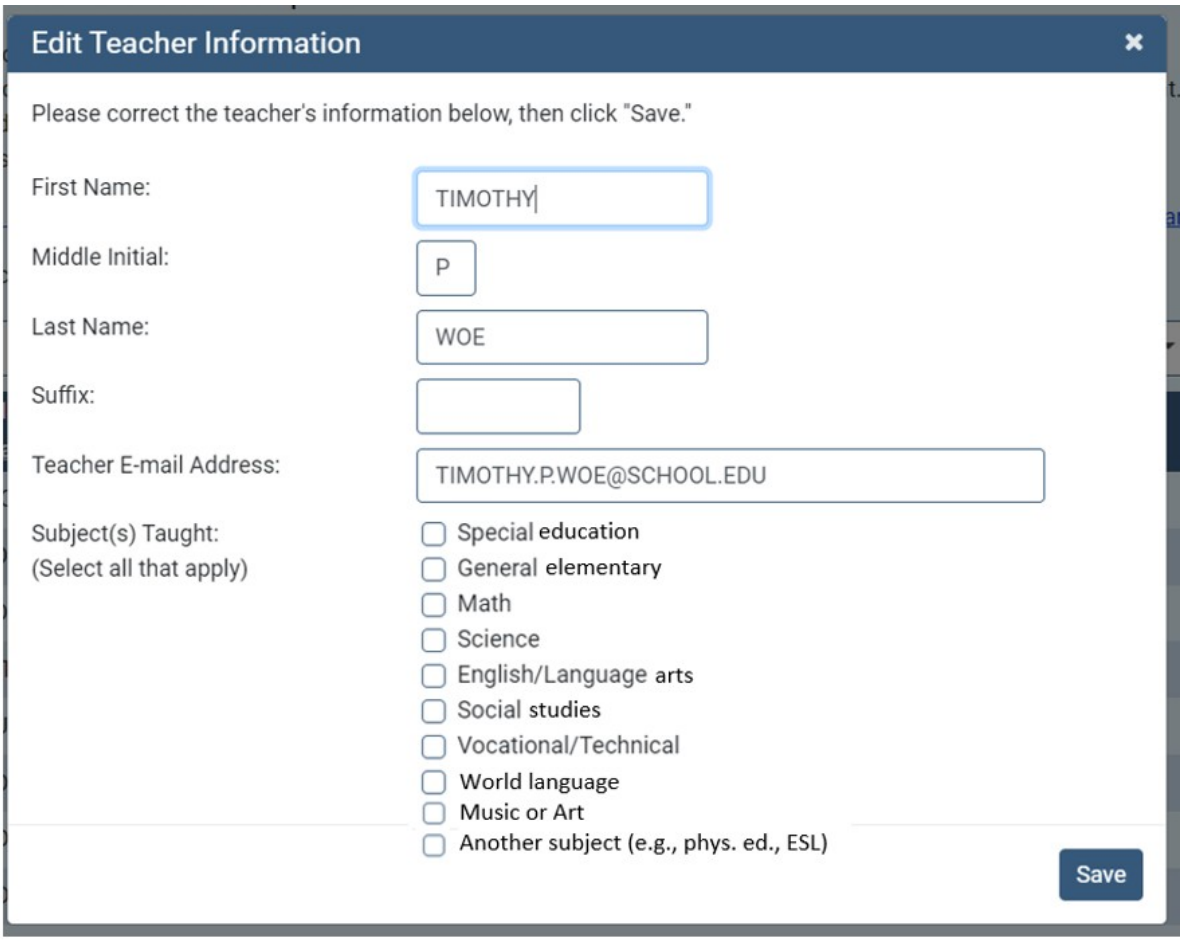
The formatting of the teacher rows changes as the respondent confirms or deletes teachers, as shown below:



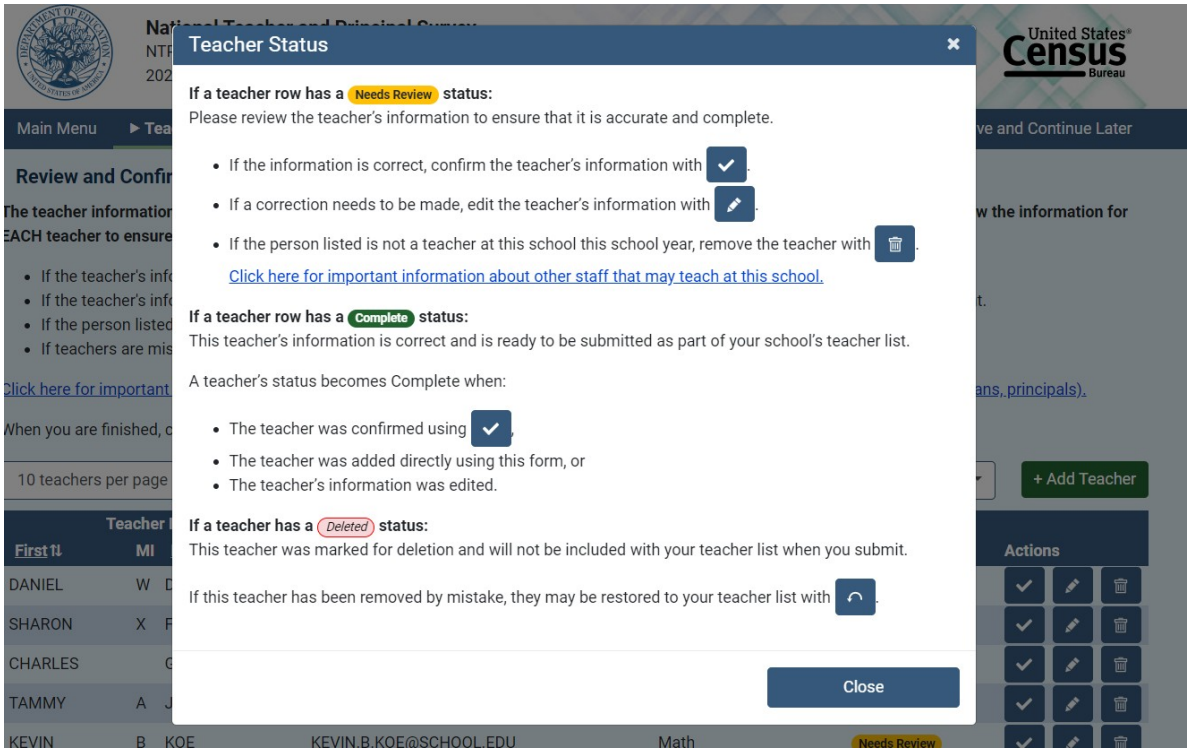
Clicking on the “Add Teacher” button opens the following modal pop-up:



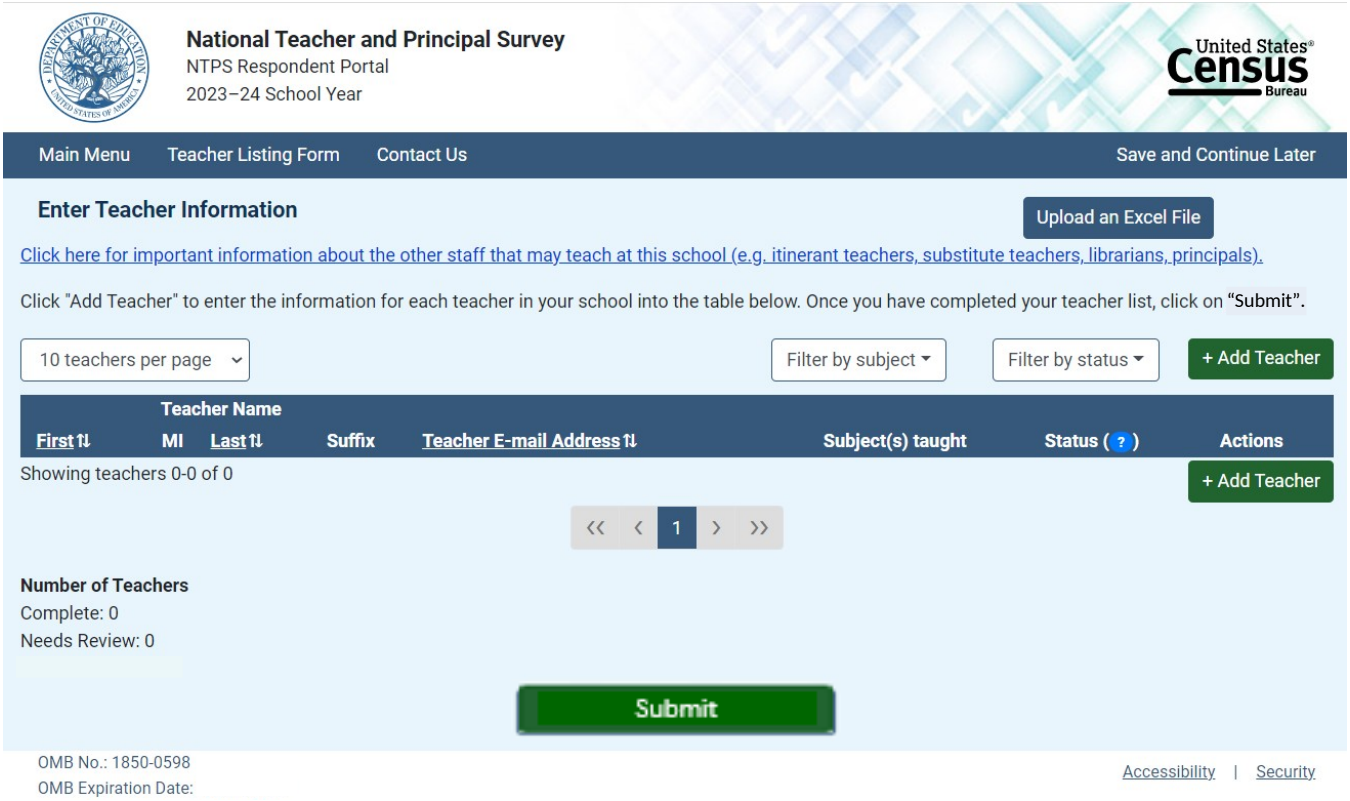
Clicking on the pencil icon (“Edit Teacher”) opens the following modal pop-up:



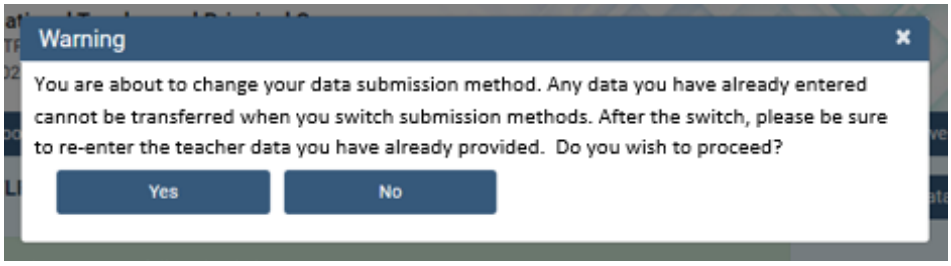
Clicking on the “?” next to Status in the table header opens the following modal pop-up:



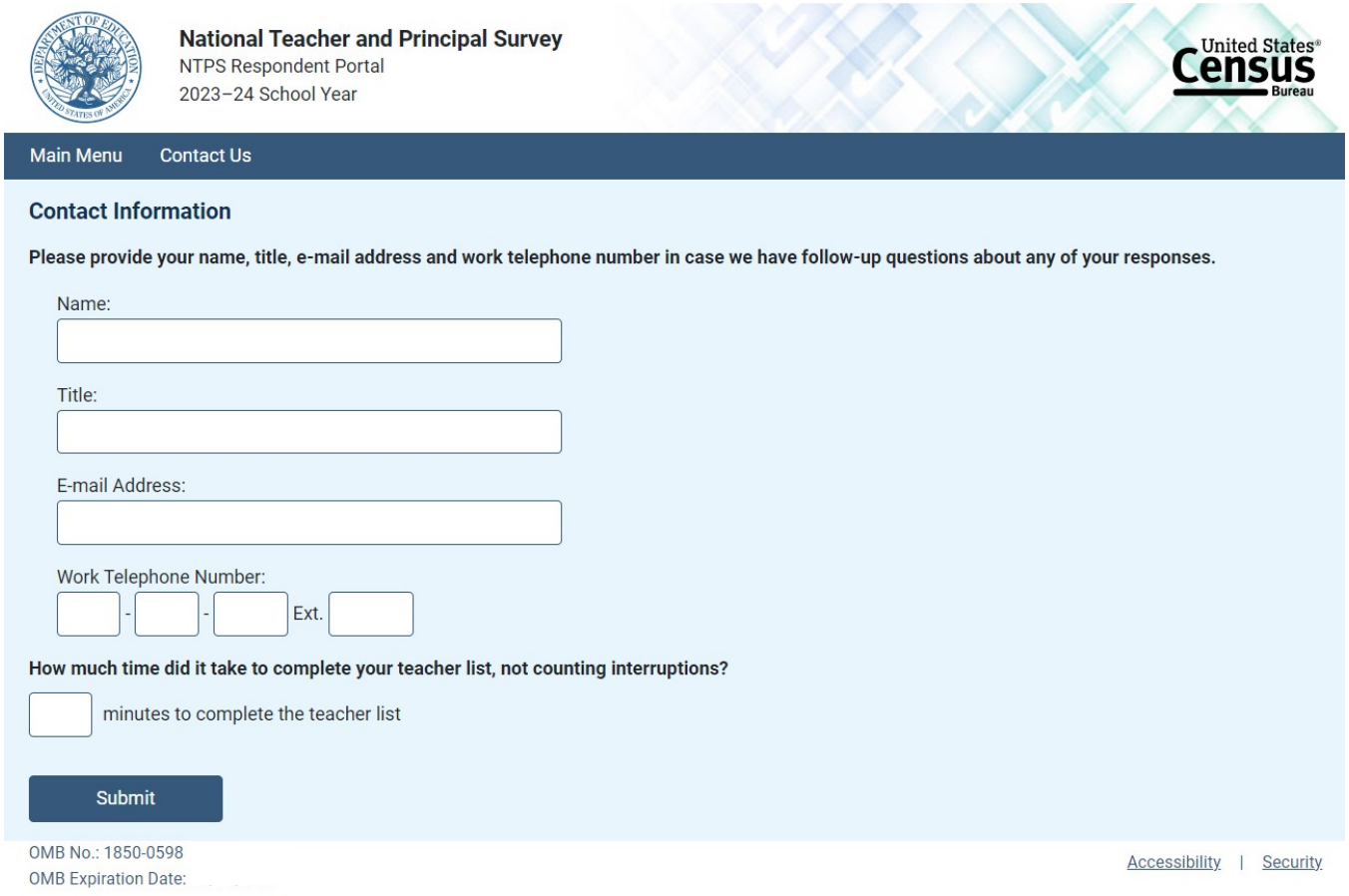
Respondents in schools without a pre-populated list are able to enter their teacher information onto the Summary page:



Clicking on the "Upload an Excel File" directs the respondent to the Upload File page. If they have entered teacher information, they receive the following warning message:



TLF Page: TLF Contact



TLF Page: Thank You