

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



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



Welcome to the 2023–24 National Teacher and Principal Survey (NTPS) Respondent Portal

→ Enter the 8-digit User ID provided in the e-mail and letter that we sent you.

User ID:

☐

I'm not a robot



Login

E-mail us: ntps@census.gov

Call us: 1-888-595-1338

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). 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).

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this voluntary information collection is 1850-0598. The time required to complete this information collection is estimated to average 15-30 minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate, suggestions for improving this collection, or comments or concerns about the contents or the status of your individual submission of this questionnaire, please e-mail: ntps@census.gov, or write directly to: National Teacher and Principal Survey (NTPS), National Center for Education Statistics, Potomac Center Plaza, 550 12th Street SW, Room #4035, Washington, DC 20202.

U.S. Census Bureau Notice and Consent Warning

You are accessing a United States Government computer network. Any information you enter into this system is confidential. It may be used by the Census Bureau for statistical purposes and to improve the website.

Use of this system indicates your consent to collection, monitoring, recording, and use of the information that you provide for any lawful government purpose. So that our website remains safe and available for its intended use, network traffic is monitored to identify unauthorized attempts to access, upload, change information, or otherwise cause damage to the web service. Use of the government computer network for unauthorized purposes is a violation of Federal law and can be punished with fines or imprisonment (PUBLIC LAW 99-474).

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[Accessibility](#) | [Security](#)

Item: PIN



Please make note of the PIN below.

PIN: 7292

The PIN will allow you to log back into the NTPS Respondent Portal if the session times out or you wish to access the NTPS Respondent Portal at a later time.

The session will time out if left idle for more than 15 minutes.

Please select a security question to answer. If you forget your PIN, you will be asked to provide this answer to re-enter the survey.

Security Question: ▾

Answer:

Next >

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[Accessibility](#) | [Security](#)

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.



Please provide the answer to the following security question to reset your PIN for the NTPS Respondent Portal.

What is the name of your first pet?

Answer:

If you do not know the answer to your security question, please contact us by phone at 1-888-595-1338 or by e-mail at ntps@census.gov to reset your PIN.

< Return to Login

Submit >

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[Accessibility](#) | [Security](#)

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



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Your new PIN is: 6394

Please log in using your new PIN.

[← Return to Login](#)

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[Accessibility](#) | [Security](#)

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 screenshot shows the NTPS Respondent Portal interface. A modal pop-up titled "Accessibility Information" is displayed over the main content. The modal has a dark blue header with a close button (X) in the top right corner. The main content of the modal is white with black text. It contains three paragraphs of text explaining the Census Bureau's commitment to accessibility, the current review of websites, and the use of HTML and PDF formats. It also mentions Adobe Systems, Inc. and provides a link to "accessibility web pages". The final paragraph provides contact information for further assistance. At the bottom right of the modal, there is a dark blue button labeled "Close".

NTPS Respondent Portal
2023–24 School Year

Accessibility Information

The Census Bureau is committed to making online forms and other public documents on its Internet server accessible to all. Currently, we are reviewing our websites and making modifications to those pages, which are not in compliance with the Americans with Disabilities Act. We use Hypertext Markup Language (HTML) to create pages that are generally accessible to persons using screen-reading devices, and we are careful in our construction of HTML documents to ensure maximum accessibility. We include alternate text describing graphics.

Many Census Bureau Internet documents are in ASCII or HTML formats. These documents are accessible to persons using screen-reading software. We also have a large number of documents in Adobe Acrobat PDF (Portable Document Format) files. Currently, many people using screen-reading devices cannot read documents in PDF format, specifically those that were created from a scanned hard copy.

Adobe Systems, Inc. is producing various products designed to make Adobe Acrobat documents accessible to persons using screen-reading software. Adobe's [accessibility web pages](#) describe their efforts.

To allow us to better serve those with visual disabilities who are having difficulty accessing PDF documents: you may contact us directly for further assistance at 301-763-INFO (4636), 800-923-8282, or by submitting a request at [ask.census.gov](#).

[Close](#)

The link ("[accessibility web pages](http://www.adobe.com/accessibility/products/acrobat.html)") brings the user to:
<http://www.adobe.com/accessibility/products/acrobat.html> and the user sees this:

The screenshot shows the Adobe Acrobat Pro website's accessibility section. The top navigation bar includes the Adobe logo, links for PDF & E-signatures, Adobe Acrobat, Features & Apps, Resources, Learn & Support, Free trial, and a Buy now button. A search bar is located on the right. The main heading is "Create and verify PDF accessibility (Acrobat Pro)". Below this, a left sidebar lists various PDF features, with "Create and verify PDF accessibility" selected. The main content area includes a note about the renaming of the Full Check tool to Accessibility Check, a paragraph explaining the benefits of Acrobat's accessibility tools, and three sub-sections: "Make PDFs accessible", "Check accessibility", and "Report accessibility status". The "Make PDFs accessible" section is expanded, showing a numbered list of steps starting with "Choose Tools > Action Wizard". On the right side, there are two promotional banners: one for signing in to your account and another for Black Friday offers on Creative Cloud All Apps. A chat icon is visible in the bottom right corner.

Adobe

PDF & E-signatures Adobe Acrobat Features & Apps Resources Learn & Support Free trial Buy now Sign in

Create and verify PDF accessibility (Acrobat Pro)

Last updated on Sep 7, 2022 | Also Applies to Adobe Acrobat 2017, Adobe Acrobat 2020

Note:
The Full Check tool is renamed to **Accessibility Check** in Acrobat (May 2020 release)

Acrobat tools make it easy to create accessible PDFs and check the accessibility of existing PDFs. You can create PDFs to meet common accessibility standards, such as Web Content Accessibility Guidelines (WCAG) 2.0 and PDF/UA (Universal Access, or ISO 14289). The simple, guided workflow lets you do the following:

Make PDFs accessible: A predefined action automates many tasks, checks accessibility, and provides instructions for items that require manual fixes. Quickly find and fix problem areas.

Check accessibility: The Full Check/Accessibility Check tool verifies whether the document conforms to accessibility standards, such as PDF/UA and WCAG 2.0.

Report accessibility status: The Accessibility Report summarizes the findings of the accessibility check. It contains links to tools and documentation that assist in fixing problems.

Make PDFs accessible (Acrobat Pro)

The **Make Accessible** action walks you through the steps required to make a PDF accessible. It prompts to address accessibility issues, such as a missing document description or title. It looks for common elements that need further action, such as scanned text, form fields, tables, and images. You can run this action on all PDFs except dynamic forms (XFA documents) or portfolios.

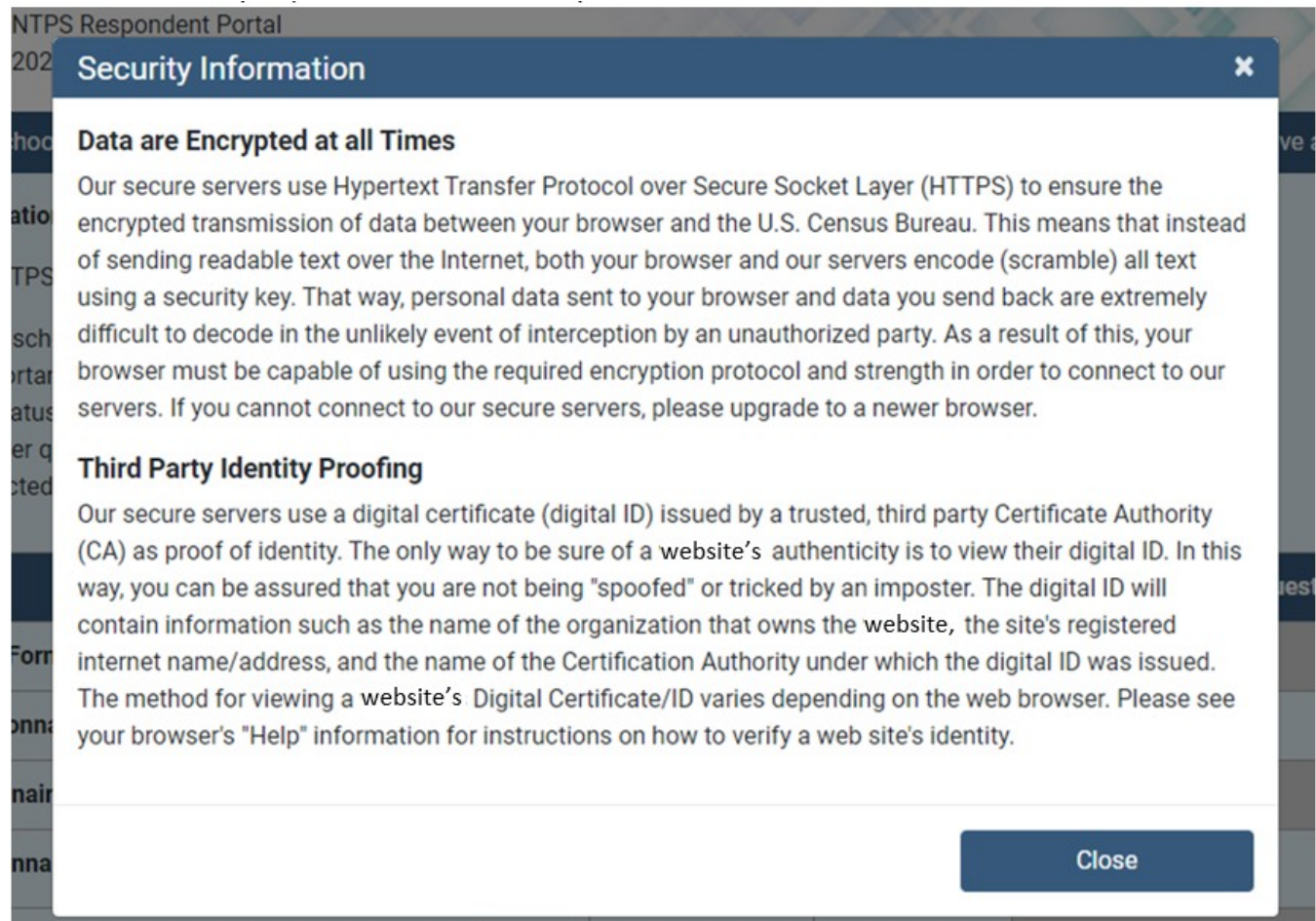
- 1 Choose **Tools > Action Wizard**.
The Action Wizard toolset is displayed in the secondary toolbar.

Sign in to your account

See Black Friday offers on Creative Cloud All Apps. Save now >

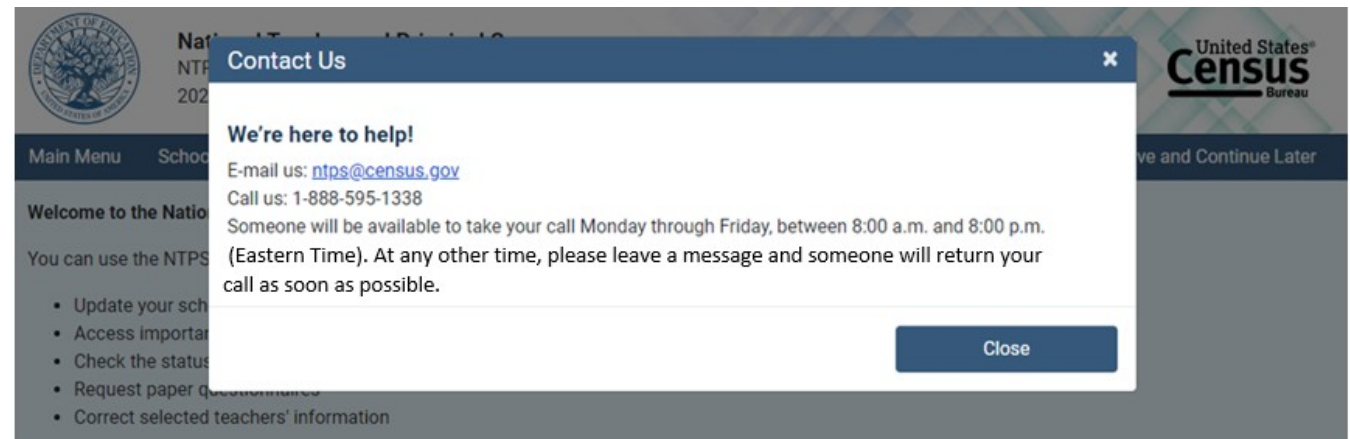
Item: Security

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 mock-up shows the NTPS Respondent Portal interface. At the top, there is a header with the Department of Education logo, the text "National Teacher and Principal Survey NTPS Respondent Portal 2023-24 School Year", and the United States Census Bureau logo. Below the header is a navigation bar with links: "Main Menu" (highlighted), "Teacher Listing Form", "Contact Us", and "Logout". The main content area starts with a welcome message: "Welcome to the National Teacher and Principal Survey (NTPS) Respondent Portal." Below this is a box containing the text "Please complete your Teacher Listing Form electronically." and a green button labeled "Complete Teacher Listing Form >>". Further down, a section titled "You can use the NTPS Respondent Portal to:" lists three options, each with a corresponding button: "Check the status of your school's questionnaires / Request paper versions of your school's questionnaires" with a "Questionnaire List >>" button; "Update your school's contact information" with an "Update Contact Information >>" button; and "Access important NTPS resources" with an "Access Resources >>" button. At the bottom, there is a footer with "OMB No.: 1850-0598", "OMB Expiration Date:", and links for "Accessibility" and "Security".

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

This mock-up shows the NTPS Respondent Portal interface after teachers have been sampled. The header and navigation bar are identical to the previous version. The main content area starts with the same welcome message. Below it, the "You can use the NTPS Respondent Portal to:" section now includes an additional option: "Check the status of your school's questionnaires / Request paper versions of your school's questionnaires / Correct selected teachers' name or e-mail address" with a "Questionnaire List >>" button. The other two options and their buttons remain the same. The footer is also identical, showing "OMB No.: 1850-0598", "OMB Expiration Date:", and links for "Accessibility" and "Security".

Item: Questionnaire Status

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

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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		☐

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[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.

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Main Menu Contact Us Logout

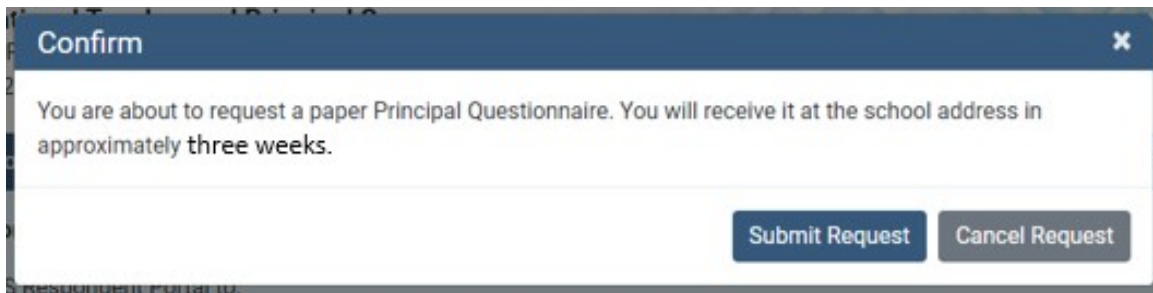
Questionnaire List

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

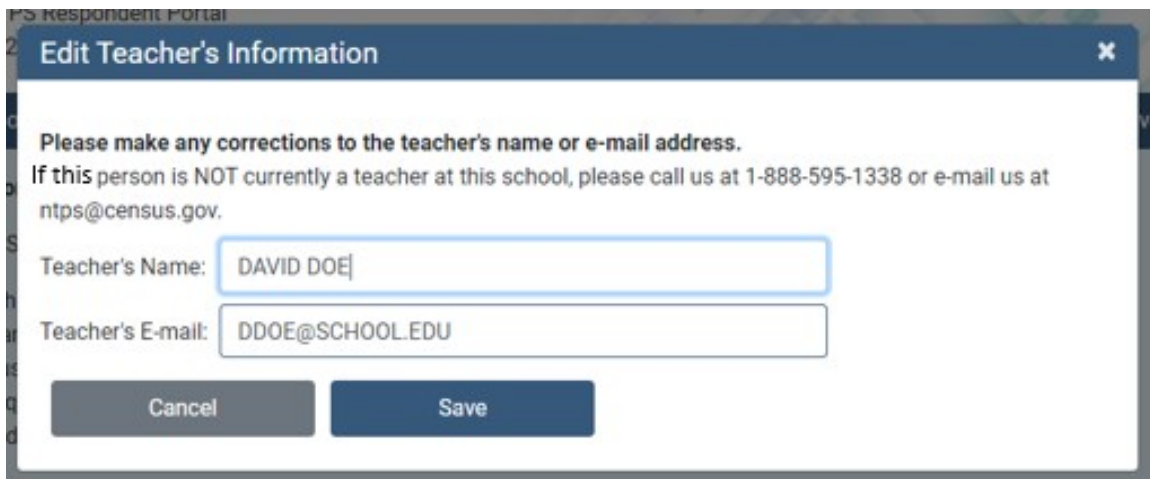
Request Questionnaire is a modal pop-up. The modal text varies based on the questionnaire requested (i.e., the questionnaire name is included in the modal pop-up). The image below is for a Principal Questionnaire request.



A modal window titled "Confirm" with a close button (X) in the top right corner. The text inside reads: "You are about to request a paper Principal Questionnaire. You will receive it at the school address in approximately three weeks." At the bottom right, there are two buttons: "Submit Request" and "Cancel Request".

Item: Edit Teacher Information

Edit Teacher Information is a modal pop-up.



A modal window titled "Edit Teacher's Information" with a close button (X) in the top right corner. The text inside reads: "Please make any corrections to the teacher's name or e-mail address. If this person is NOT currently a teacher at this school, please call us at 1-888-595-1338 or e-mail us at ntps@census.gov." Below the text are two input fields: "Teacher's Name:" with the value "DAVID DOE" and "Teacher's E-mail:" with the value "DDOE@SCHOOL.EDU". At the bottom, there are two buttons: "Cancel" and "Save".

Item: School Contact Information



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[Main Menu](#) [Contact Us](#)

[Logout](#)

Please make any corrections to your school's contact information below.

School Name:	SOUTH CAROLINA MIDDLE SCHOOL 9
Principal Name:	CRAIG POE
Principal E-mail:	
NTPS Survey Coordinator Name:	DENISE PUBLIC
NTPS Survey Coordinator E-mail:	DPUBLIC@SCHOOL.EDU
Mailing Address 1:	5004 OCEAN VIEW CT. S
Mailing Address 2:	
Mailing City:	ANY TOWN
Mailing State:	South Carolina
Mailing ZIP Code:	99997 - 9997

[Cancel](#)

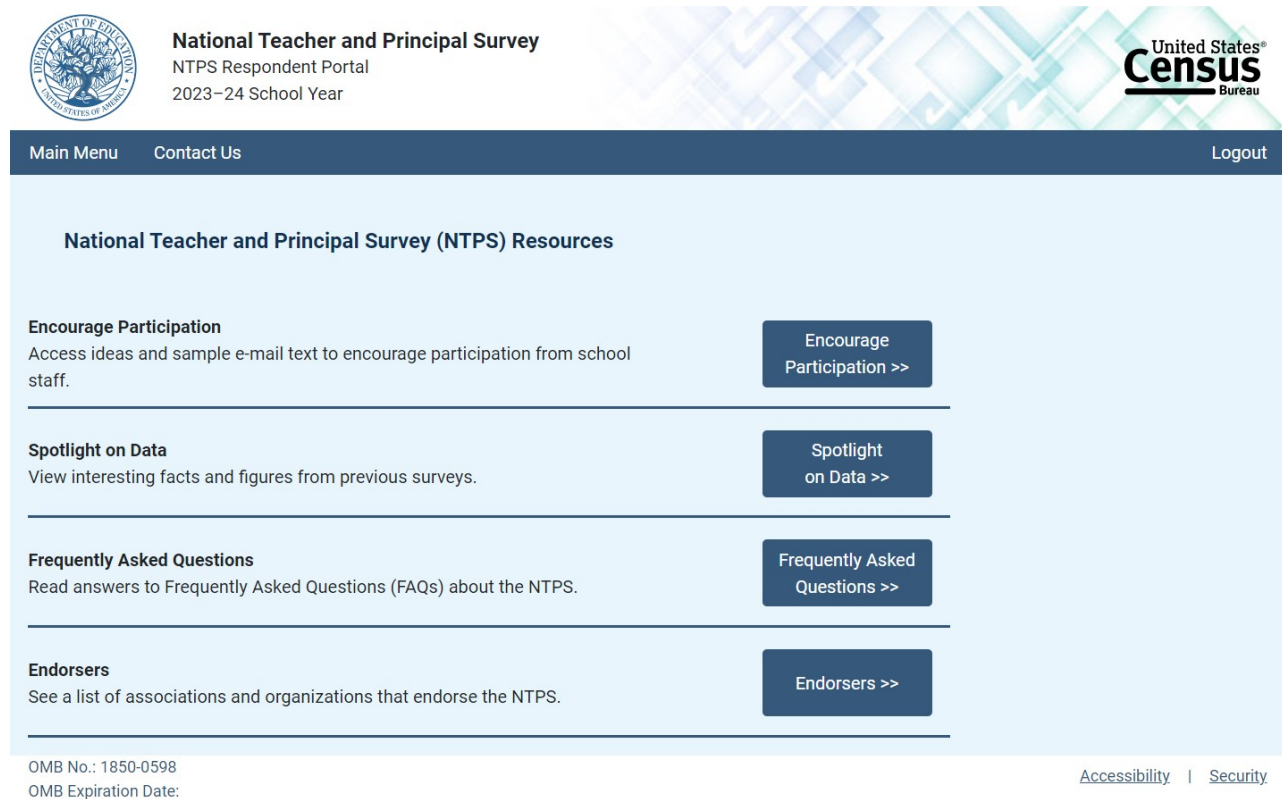
[Save](#)

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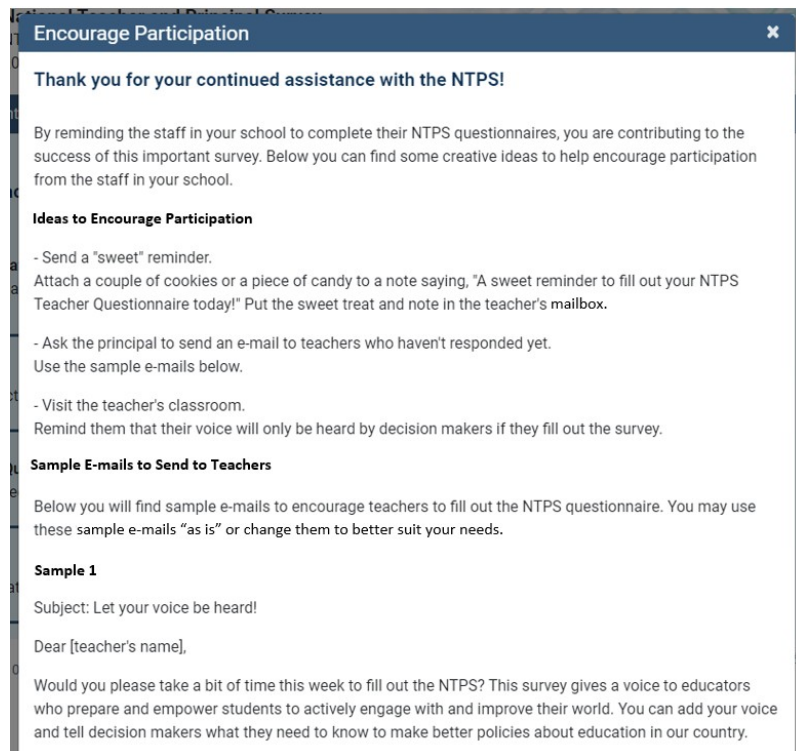
Item: Resources

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!

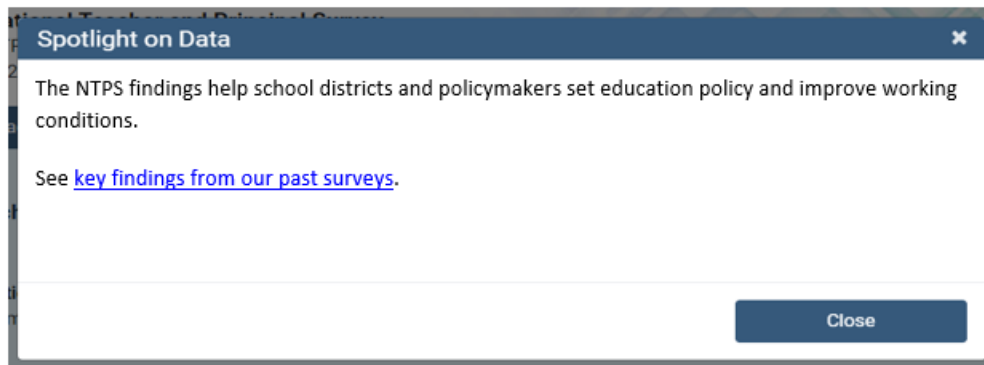
Dear [teacher's name],

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

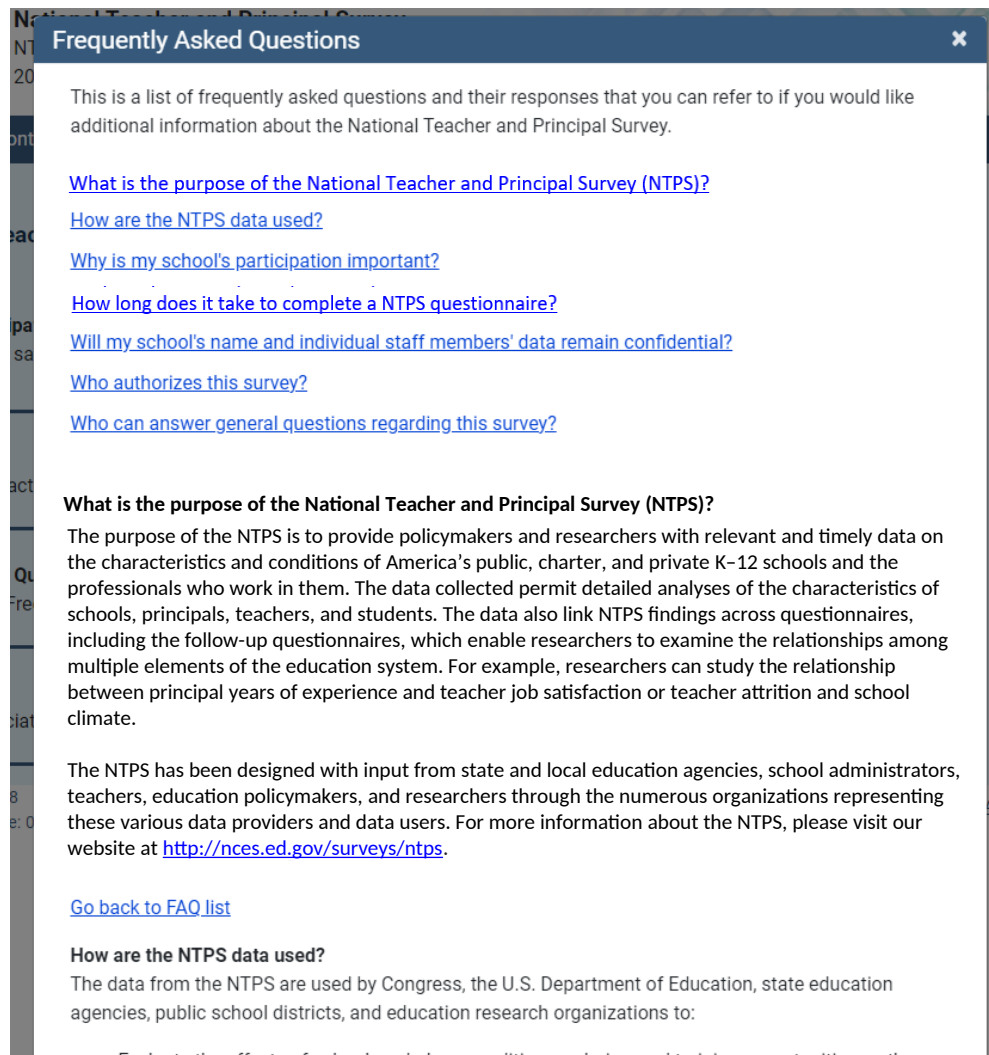
Item: Spotlight on Data

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 https@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.

Endorsers

This survey has been endorsed by:

American Association of School Librarians

American Federation of Teachers

American Montessori Society

American School Counselors Association

Association for Middle Level Education

Association for Supervision and Curriculum Development

Association of American Educators

Council of Chief State School Officers

Council of the Great City Schools

National Association of Elementary School Principals

National Association of Secondary School Principals

National Parent Teacher Association

Close

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.

Teacher Listing Form (TLF) Instructions

Include the following full- and part-time staff on your Teacher Listing Form:

- Regular classroom teachers
 - For example, chemistry, English, math, physical education, or history
- Special education teachers, who primarily teach students with formally-identified disabilities or special needs
- General elementary teachers
- Special area teachers
 - For example, physical education, art, music, or English as a second language (ESL/ESOL)
- Career, technical, or vocational education teachers
- Teaching principals, teaching guidance counselors, teaching librarians, teaching school nurses, who teach **at least one regularly scheduled class per week**
- Teachers of ungraded students
- Itinerant, co-op, traveling, and satellite teachers, who teach at more than one school (regardless of whether they are supervised by someone at your school)
- Long-term substitute teachers, who are currently filling the role of a regular teacher for 4 or more continuous weeks
- Other teachers who teach students in any of grades K–12

Exclude the following staff from your Teacher Listing Form:

- Prekindergarten teachers who teach **ONLY** prekindergarten students
- Adult education and postsecondary teachers, who teach **ONLY** adult education or students beyond grade 12
- Short-term substitute teachers, who fill the role of a regular teacher for less than 4 continuous weeks
- Student teachers
- Daycare aides
- Teacher aides
- Librarians who teach **ONLY** library skills or how to use the library

Subject Matter Taught

Teachers should be classified using the following subject categories:

- Special education
- General education
 - Teach self-contained classes in any of grades K–8 (i.e., teach the same class of students all or most of the day, unless they teach special education students, who should be classified under “special education”)
 - Team-teach in any of grades K–8 (i.e., two or more teachers collaborate in teaching multiple subjects to the same class of students)
 - Kindergarten teachers
- Math
 - For example, accounting, algebra, calculus, geometry, statistics, or trigonometry
- Science
 - For example, anatomy and physiology, biology, chemistry, earth or environmental science, or physics
- English/Language arts
 - For example, English, literature, or reading
- Social studies
 - For example, civics, geography, or history
- Vocational/Technical
 - For example, keyboarding, business, agriculture, life skills, family or consumer economics, and any other vocational or technical classes
- World language
 - For example, French, German, Latin, or Spanish
- Music or Art
 - For example, vocal or instrumental music, art history, or photography
- Another subject
 - For example, English as a second language (ESL), health, or physical education

Close

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.

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Main Menu ▶ **Teacher Listing Form** Contact Us Logout

Provide the following information for each teacher in this school:

- Teacher's Name
- Teacher's School E-mail Address
- Subject(s) Taught

[Click here for detailed instructions](#)

Option 1: File Upload

Use an Excel File template to enter information for each teacher in this school.

[Continue to File Upload >>](#)

OR

Option 2: Data Entry

Enter the information for each teacher in this school into a table.

[Continue to Data Entry >>](#)

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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.

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Logout

Step 6: Click on the "Upload file" button.

Browse No file chosen

Upload File

No files have been uploaded.

[I'd like to submit my Teacher Listing Listing Form using another method.](#)

Accessibility | Security

OMB Expiration Date:

When the respondent clicks “[Click here to Download the Excel Template](#),” the Excel template is as follows:

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



National Teacher and Principal Survey
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[Main Menu](#) [Teacher Listing Form](#) [Contact Us](#) [Logout](#)

 **Your file has been successfully uploaded!**

Complete your Teacher Listing Form using an Excel Template

- If you'd like to review your list or need to make any changes, please click the "Review the Teacher Listing Form" button below.
- If you'd like to submit your list without reviewing it further, click the "Submit the Teacher Listing Form" button.

Select File to Upload

Browse

No file chosen

Upload Replacement File

Filename	Date	Time	Status	Action
TLF_Excel_Template_NTPS1.xls	05-18-2022	03:04:08 PM	UPLOADED	Delete

Review the Teacher Listing Form

 OR

Submit the Teacher Listing Form

OMB No.: 1850-0598
OMB Expiration Date:

[Accessibility](#) | [Security](#)

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



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



[Main Menu](#) [Teacher Listing Form](#) [Contact Us](#) [Logout](#)

 **Your file has been successfully uploaded!**

Complete your Teacher Listing Form using an Excel Template

If you're ready to submit your list, please click the "Submit the Teacher Listing Form" button.

Select File to Upload

Browse

No file chosen

Upload Replacement File

Filename	Date	Time	Status	Action
TLF_No_Template.xlsx	05-18-2022	03:20:48 PM	UPLOADED	Delete

Submit the Teacher Listing Form

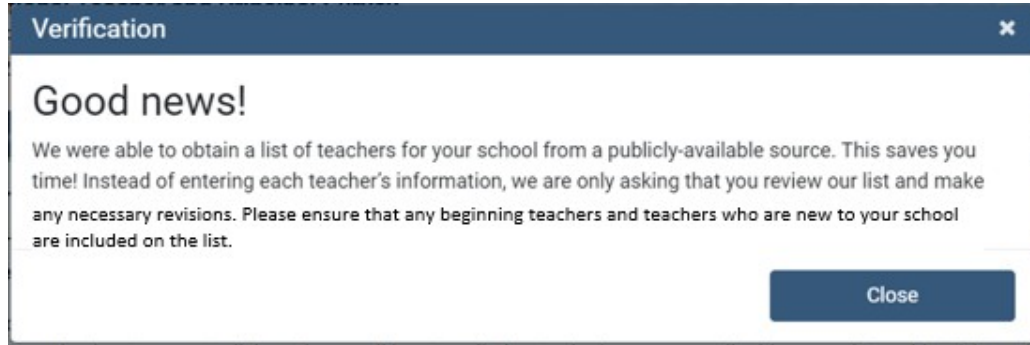
OMB No.: 1850-0598
OMB Expiration Date:

[Accessibility](#) | [Security](#)

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:

The screenshot shows the NTPS Respondent Portal. At the top, there are logos for the Department of Education, the National Teacher and Principal Survey, and the United States Census Bureau. The navigation bar includes "Main Menu", "Teacher Listing Form", and "Contact Us". The main heading is "Review and Confirm Teacher Information for the 2023-24 School Year". Below this, instructions are provided: "Please review the list of teachers below for accuracy and completeness." and a list of actions: "Who do I include?", "Click + Add Teacher to add a missing teacher.", "Use [checkmark] to confirm a teacher's information.", "Click [pencil] to edit a teacher's information.", and "Click [trash] to delete a person who is not a teacher at this school." A note states: "The teacher information below was obtained from a publicly available source." Below the note are filters for "10 teachers per page", "Filter by subject", and "Filter by status", along with a "+ Add Teacher" button. A table lists 10 teachers with columns for First TI, MI, Last TI, Suffix, Teacher E-mail Address TI, Subject(s) taught, Status (Needs Review), and Actions (confirm, edit, delete). The table shows teachers like TIMOTHY P. WOE, LAURA YOE, RICHARD ZOE III, CHRISTINA T. CITIZEN, BRIAN U. PUBLIC, KIMBERLY BOE, JOHN COE, JENNIFER X. DOE, AVA Y. FOE, and TYLER Z. GOE. At the bottom, there is a "Submit" button, a "Number of Teachers" summary (Complete: 0, Needs Review: 30), and footer information including OMB No. 1850-0598 and Accessibility/Security links.

First TI	MI	Last TI	Suffix	Teacher E-mail Address TI	Subject(s) taught	Status ()	Actions
TIMOTHY	P	WOE		TIMOTHY.P.WOE@SCHOOL.EDU	Other	Needs Review	[checkmark] [pencil] [trash]
LAURA		YOE		LAURA.YOE@SCHOOL.EDU	Special Education	Needs Review	[checkmark] [pencil] [trash]
RICHARD		ZOE	III	RICHARD.ZOE@SCHOOL.EDU		Needs Review	[checkmark] [pencil] [trash]
CHRISTINA	T	CITIZEN		CHRISTINA.T.CITIZEN@SCHOOL.EDU		Needs Review	[checkmark] [pencil] [trash]
BRIAN	U	PUBLIC		BRIAN.U.PUBLIC@SCHOOL.EDU	Science	Needs Review	[checkmark] [pencil] [trash]
KIMBERLY		BOE		KIMBERLY.BOE@SCHOOL.EDU	English/Language Arts	Needs Review	[checkmark] [pencil] [trash]
JOHN		COE		JOHN.COE@SCHOOL.EDU	Social Studies	Needs Review	[checkmark] [pencil] [trash]
JENNIFER	X	DOE		JENNIFER.X.DOE@SCHOOL.EDU	Vocational/Technical	Needs Review	[checkmark] [pencil] [trash]
AVA	Y	FOE		AVA.Y.FOE@SCHOOL.EDU	Other	Needs Review	[checkmark] [pencil] [trash]
TYLER	Z	GOE		TYLER.Z.GOE@SCHOOL.EDU	Special Education	Needs Review	[checkmark] [pencil] [trash]

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:

10 teachers per page ▾

Filter by subject ▾

Filter by status ▾

+ Add Teacher

Teacher Name				Teacher E-mail Address	Subject(s) taught	Status (?)	Actions
First	MI	Last	Suffix				
TIMOTHY	P	WOE		TIMOTHY.P.WOE@SCHOOL.EDU	Other	Complete	  
LAURA		YOE		LAURA.YOE@SCHOOL.EDU	Special Education	Deleted	  
RICHARD		ZOE	III	RICHARD.ZOE@SCHOOL.EDU		Needs Review	  
CHRISTINA	T	CITIZEN		CHRISTINA.T.CITIZEN@SCHOOL.EDU		Complete	  
BRIAN	U	PUBLIC		BRIAN.U.PUBLIC@SCHOOL.EDU	Science	Complete	  
KIMBERLY		BOE		KIMBERLY.BOE@SCHOOL.EDU	English/Language Arts	Complete	  
JOHN		COE		JOHN.COE@SCHOOL.EDU	Social Studies	Deleted	  
JENNIFER	X	DOE		JENNIFER.X.DOE@SCHOOL.EDU	Vocational/Technical	Deleted	  
AVA	Y	FOE		AVA.Y.FOE@SCHOOL.EDU	Other	Complete	  
TYLER	Z	GOE		TYLER.Z.GOE@SCHOOL.EDU	Special Education	Needs Review	  

Showing teachers 1-10 of 30

+ Add Teacher

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

Add Teacher
✕

Enter the teacher's information below. Click "Add Teacher" once you have completed the entry.

First Name:

Middle Initial:

Last Name:

Suffix:

Teacher E-mail Address:

Subject(s) Taught:
(Select all that apply)

☐ Special education

☐ General elementary

☐ Math

☐ Science

☐ English/Language arts

☐ Social studies

☐ Vocational/Technical

☐ World language

☐ Music or Art

☐ Another subject (e.g., phys. ed., ESL)

Add Teacher

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

Edit Teacher Information

Please correct the teacher's information below, then click "Save."

First Name:

TIMOTHY

Middle Initial:

P

Last Name:

WOE

Suffix:

Teacher E-mail Address:

TIMOTHY.P.WOE@SCHOOL.EDU

Subject(s) Taught:
(Select all that apply)

☐ Special education

☐ General elementary

☐ Math

☐ Science

☐ English/Language arts

☐ Social studies

☐ Vocational/Technical

☐ World language

☐ Music or Art

☐ Another subject (e.g., phys. ed., ESL)

Save

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

United States Census Bureau

Teacher Status

If a teacher row has a **Needs Review** status:

Please review the teacher's information to ensure that it is accurate and complete.

• If the information is correct, confirm the teacher's information with

• If a correction needs to be made, edit the teacher's information with

• If the person listed is not a teacher at this school this school year, remove the teacher with

[Click here for important information about other staff that may teach at this school.](#)

If a teacher row has a **Complete** status:

This teacher's information is correct and is ready to be submitted as part of your school's teacher list.

A teacher's status becomes Complete when:

• The teacher was confirmed using

• The teacher was added directly using this form, or

• The teacher's information was edited.

If a teacher has a **Deleted** status:

This teacher was marked for deletion and will not be included with your teacher list when you submit.

If this teacher has been removed by mistake, they may be restored to your teacher list with

Close

Teacher

First Name

MI

DANIEL

W

SHARON

X

CHARLES

C

TAMMY

A

KEVIN

B

KOE

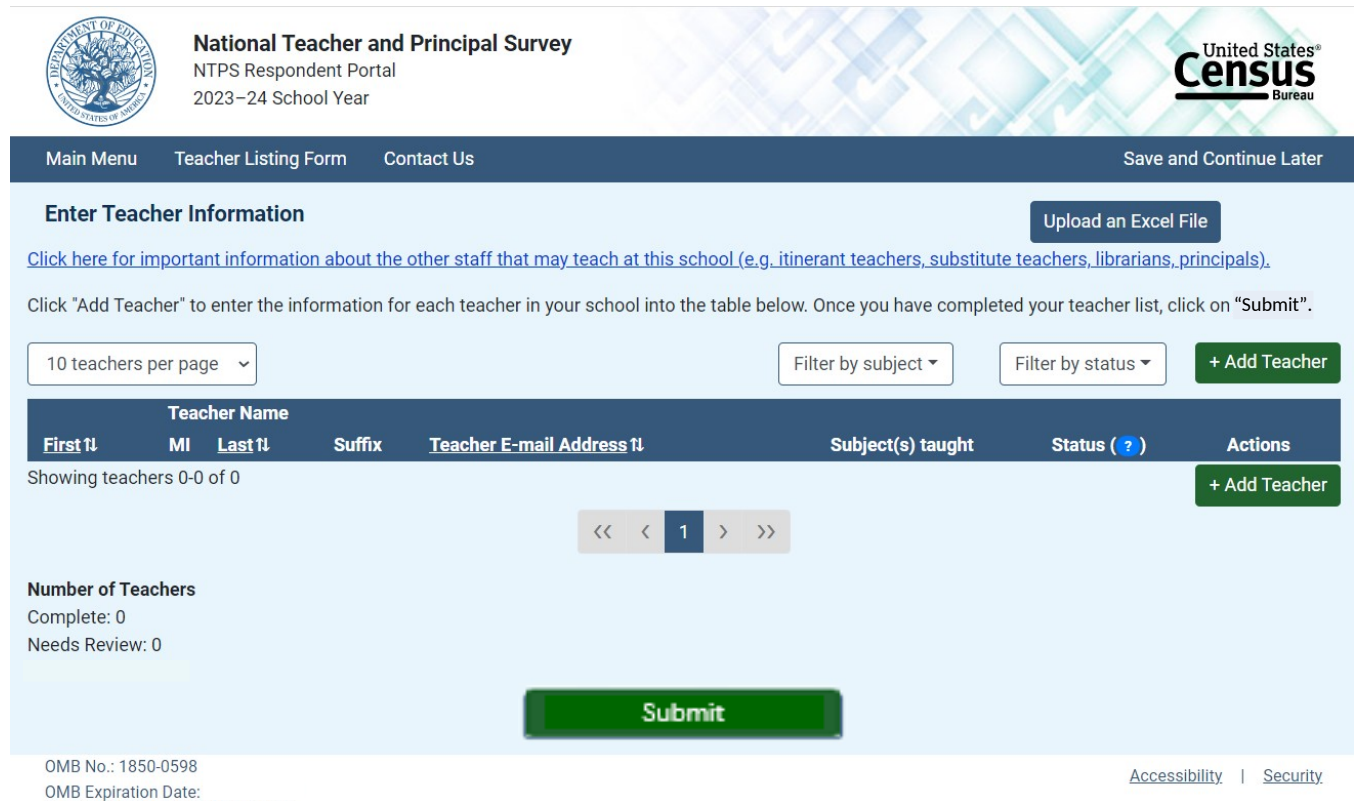
KEVIN.B.KOE@SCHOOL.EDU

Math

Needs Review

22

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



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

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Census
Bureau

Main Menu Teacher Listing Form Contact Us Save and Continue Later

Enter Teacher Information [Upload an Excel File](#)

[Click here for important information about the other staff that may teach at this school \(e.g. itinerant teachers, substitute teachers, librarians, principals\).](#)

Click "Add Teacher" to enter the information for each teacher in your school into the table below. Once you have completed your teacher list, click on "Submit".

10 teachers per page Filter by subject Filter by status + Add Teacher

Teacher Name		Suffix	Teacher E-mail Address	Subject(s) taught	Status	Actions
First	Last					
Showing teachers 0-0 of 0						

<< < 1 > >>

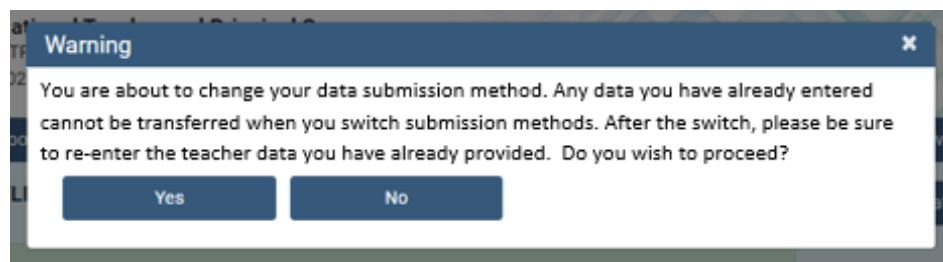
Number of Teachers
Complete: 0
Needs Review: 0

Submit

OMB No.: 1850-0598
OMB Expiration Date:

[Accessibility](#) | [Security](#)

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:



Warning

You are about to change your data submission method. Any data you have already entered cannot be transferred when you switch submission methods. After the switch, please be sure to re-enter the teacher data you have already provided. Do you wish to proceed?

Yes No

TLF Page: TLF Contact



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[Main Menu](#) [Contact Us](#)

Contact Information

Please provide your name, title, e-mail address and work telephone number in case we have follow-up questions about any of your responses.

Name:

Title:

E-mail Address:

Work Telephone Number:

 - - Ext.

How much time did it take to complete your teacher list, not counting interruptions?

minutes to complete the teacher list

Submit

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TLF Page: Thank You



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NTPS Respondent Portal
2023–24 School Year

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[Logout](#)

Thank you for your participation!

This is official confirmation that as of Thursday, May 19, 2022, 18:01:09, your teacher information has been received by the U.S. Census Bureau. This information will be used to select a sample of teachers to complete the NTPS Teacher Questionnaire. Survey invitations for the selected teachers will be mailed to your school in **four to six weeks**. The survey invitation will also be e-mailed to selected teachers for whom an e-mail address was provided.

You may check the status of your school's questionnaires on the Main Menu. Please remind the appropriate staff to complete the Principal Questionnaire and the School Questionnaire, if necessary.

Main Menu

Logout

OMB No.: 1850-0598

OMB Expiration Date: _____

[Accessibility](#) | [Security](#)