

**DATE:** April 10, 2024  
**TO:** Beverly Pratt, OMB  
**THROUGH:** Carrie Clarady, NCES  
**FROM:** Maura Spiegelman, NCES  
**SUBJECT:** 2023-24 National Teacher and Principal Survey (NTPS 2023-24) Senior Staff Communications Materials Change Request Memo (OMB# 1850-0598 v.46)

The National Teacher and Principal Survey (NTPS), conducted every three years by the National Center for Education Statistics (NCES), is a system of related questionnaires that provides descriptive data on the context of elementary and secondary education. Redesigned from the Schools and Staffing Survey (SASS) with a focus on flexibility, timeliness, and integration with other ED data, the NTPS system allows for school, principal, and teacher characteristics to be analyzed in relation to one another. NTPS is an in-depth, nationally representative survey of first through twelfth grade public and private school teachers, principals, and schools. Kindergarten teachers in schools with at least a first grade are also surveyed. NTPS utilizes core content and a series of rotating modules to allow timely collection of important education trends as well as trend analysis. Topics covered include characteristics of teachers, principals, schools, teacher training opportunities, retention, retirement, hiring, and shortages.

The NTPS 2023-24 preliminary activities were approved in December 2022 (OMB# 1850-0598 v.41-42). OMB approved the main study for 2023-24 in June 2023 (OMB# 1850-0598 v.43), with a change request (v.44) approved in January 2024 and a 30D revision (v.45) approved in April 2024.

This request adds an additional e-mail and letter to principals whose schools has an outstanding Principal Questionnaire or School Questionnaire, as well as an additional e-mail and letter to teachers with an outstanding Teacher Questionnaire. We anticipate sending both e-mail and letter version of this letter; the email is scheduled to be delivered to principals and teachers on April 24. A printed letter will follow for principals and teachers who have not yet responded by late May. While our current letters are signed by NCES staff, for example, the NTPS Study Director or the Associate Commissioner who oversees the project, these individuals may not carry weight with sampled principals and teachers. These additional materials are signed by Cindy Marten, Deputy Secretary. They ask/convey the importance of the study, which we hope will encourage sampled school staff to complete the 2023-24 NTPS.

These new materials are included in Appendix A (see pp. 90-92) and added to this memo.



**UNITED STATES DEPARTMENT OF EDUCATION**

THE DEPUTY SECRETARY

[Insert Date]

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

Dear <Principal Name>:

Thank you for the great work that you are doing providing students with opportunities to thrive. The job of school principal is critical for our country’s growth, and from my own personal experience, I know the role has many demands for your time and presence. In addition to your many daily demands, I am writing to ask you to be a part of an important study that informs the U.S. Department of Education (Department) on the state of K-12 education in America.

The Department is committed to collecting critical information about what is happening in our nation’s K-12 schools from the perspectives of the principals and teachers who lead them. The Department’s National Center for Education Statistics (NCES) is currently conducting the National Teacher and Principal Survey (NTPS). Only a small percentage of principals are randomly selected to participate in the NTPS, and we cannot substitute another principal for you in this study because doing so would make the data unrepresentative of principals like yourself.

The NTPS collects information that can only be obtained from principals about your education priorities, influence, challenges your school may be facing, and principal attrition. We also ask teachers about their experiences in the classroom, workloads, autonomy, and challenges. This study has been conducted for more than 30 years, allowing us to understand changes in staff demographics, working conditions, and job satisfaction. The survey is an opportunity to share your voice in Washington, D.C.!

[NOTE: Only include the following bracketed text below in the email version of this letter. If a school has not completed any form, include both links. If a school has only completed the School Questionnaire, include only the link to the Principal Questionnaire. If a school has only completed the Principal Questionnaire, include only the link to the School Questionnaire.

You will be receiving an invitation in the mail soon. To complete the Principal Questionnaire now, please [click on this link](#) and log in using this user ID: < fill>

To complete the School Questionnaire now, please [click on this link](#) and log in using this user ID: < fill>]

Thank you for your participation in this important data collection. We believe all students in our education system deserve the best education possible, and we appreciate the critical role school principals play in this work. Your voice matters. If you have any questions, please contact Maura Spiegelman at [maura.spiegelman@ed.gov](mailto:maura.spiegelman@ed.gov).

Sincerely,

Cindy Marten

Deputy Secretary



**UNITED STATES DEPARTMENT OF EDUCATION**

THE DEPUTY SECRETARY

[Insert Date]

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

Dear <Teacher Name>:

Thank you for the great work you are doing providing students with opportunities to thrive. I know from my own personal experience as a classroom teacher for 17 years that your role has many demands for your time and presence. The work you do every day for your students is critical to their academic and personal success. Today, I am writing to ask you to be a part of an important study that informs the U.S. Department of Education (Department) on the state of K-12 education in America.

The Department is committed to collecting critical information about what is happening in our nation’s K-12 schools from the perspectives of the teachers and principals who lead them. The Department’s National Center for Education Statistics (NCES) is currently conducting the National Teacher and Principal Survey (NTPS). Only a small percentage of teachers are randomly selected to participate in the NTPS, and we cannot substitute another teacher for you in this study because doing so would make the data unrepresentative of teachers like yourself.

The NTPS collects information that can only be obtained from teachers about your experiences in the classroom, workload, autonomy, and challenges. We also ask principals about their education priorities, influence, the challenges your school may be facing, and principal attrition. This study has been conducted for more than 30 years, allowing us to understand changes in staff demographics, working conditions, and job satisfaction. The survey is an opportunity to share your voice in Washington, D.C.!

[NOTE: Only include the following bracketed text below in the email version of this letter:

You will be receiving an invitation in the mail soon. To take the survey now, [please click on this link](#) and log in using this user ID: <fill>]

Thank you for considering participating in this important data collection. We believe all students in our education system deserve the best education possible, and we appreciate the important role teachers play in this work. Your voice matters. If you have any questions, please contact Maura Spiegelman at [maura.spiegelman@ed.gov](mailto:maura.spiegelman@ed.gov).

Cindy Marten  
Deputy Secretary