

**PAPERWORK REDUCTION ACT
CHANGE WORKSHEET**

2023-24 National Teacher and Principal Survey (NTPS 2023-24)
Senior Staff Communications Materials Change Request

Agency/Subagency U.S. Department of Education, Institute of Education Sciences		OMB Control Number 1850-0598 v.46
<i>Enter only items that change</i>		
	Current Record	New Record
Agency form number(s)	NA	NA
Annual reporting and record keeping hour burden		
Number of respondent	108,478	108,478
Total annual responses	108,478	108,478
Percent of these responses collected electronically	75%	75%
Total annual hours	52,092	52,757
Difference		0
Explanation of difference		
Program change		0
Adjustment		0
Annual reporting and record keeping cost burden (in thousands of dollars)		
Total annualized capital/startup costs	NA	NA
Total annual costs (O&M)	NA	NA
Total annualized cost requested	NA	NA
Difference		NA
Explanation of difference		
Program change		NA
Adjustment		NA
Othechange** The National Teacher and Principal Survey (NTPS), conducted every two to 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 changes do not affect the cost to the government or participant burden.		
Signature of Senior Official or designee: <i>Carrie K. Clarady</i>	Date: April 10, 2024	For OIRA Use _____

**This form cannot be used to extend an expiration date
OMB 83-C