

# **Teacher Follow-up Survey (TFS) and Principal Follow-up Survey (PFS) of 2024–2025**

**OMB# 1850-0617 v.13**

## **Appendix A Contact Materials**

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

**February 2024  
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# Contact Materials for 2024-25 TFS and PFS Special Districts

## District Research Application Cover Letter



U.S. DEPARTMENT OF EDUCATION  
INSTITUTE OF EDUCATION SCIENCES

NATIONAL CENTER FOR EDUCATION STATISTICS

[NAME]  
[POSITION]  
[DISTRICT NAME]  
[ADDRESS 1]  
[ADDRESS 2]

[DATE]

Dear [NAME],

Thank you for your participation in the 2023–24 National Teacher and Principal Survey (NTPS) last school year. Responses from educators in your schools helped make the survey a success, and survey results concerning teachers' and principals' experiences and perspectives have been shared with key policymakers in federal, state, and local government who are responsible for making decisions about education policy and funding.

The National Center for Education Statistics (NCES) of the U.S. Department of Education is reminding you of two NTPS follow-up surveys, the **Teacher Follow-up Survey (TFS)** and the **Principal Follow-up Survey (PFS)**, that will be conducted in some of your district's schools during the upcoming 2024–25 school year.

The TFS and PFS are administered on a recurring basis by the U.S. Census Bureau, on behalf of NCES, to collect data on teacher and principal attrition. Data collected from these surveys are used by researchers, policymakers, and educational leaders to understand the effects of school policies and practices on educators' decisions to remain in or leave the profession, and inform decisions concerning retention in K–12 schools across the U.S. **No student or classroom time is involved in the completion of these surveys.**

At the start of the TFS, the school will be contacted and asked to provide the current occupational status of the educators who were selected for last year's NTPS. A sample of teachers who are still teaching will then receive a brief survey about their experiences and working conditions, while former teachers receive a brief survey about their employment and reasons for career changes. During the PFS, principals who responded to the 2023–24 NTPS will be contacted and asked to provide information about their current occupation status – that is, whether they are still working as a principal at the same school, as a principal at a different school, or if they have left the profession.

Thank you for your consideration of this application and/or renewal request. The enclosed materials describe the purposes, survey topics, sample sizes, and respondent burden for these surveys. The 2024–25 TFS and PFS questionnaires are also included for your reference.

If you have any questions about the TFS or PFS, please contact the district research application team by email at [ntps@census.gov](mailto:ntps@census.gov). You can find additional information about the NTPS and results from prior NTPS administrations, including the TFS and PFS, at <https://nces.ed.gov/surveys/ntps/>.

Sincerely,

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

Enclosures

# 2024-25 TFS Frequently Asked Questions (FAQs)

## 2024-25 TFS Frequently Asked Questions

### ***What is the purpose of this survey?***

The purpose of this survey is to obtain information about the career paths of teachers, including current teachers' experiences and satisfaction, and former teachers' current employment and reasons for leaving the teaching profession. The data are used by Congress, the U.S. Department of Education, state education agencies, public school districts, and education research organizations.

### ***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 1850-0617 and the approval expiration date is 06/30/2027.

### ***Why should I participate in this survey?***

This is a chance for your voice to be heard by education leaders! Policymakers and educational leaders rely on data from this survey to further their understanding of why teachers leave or stay in the profession and inform their decisions concerning K-12 schools. Updating your responses since last year's National Teacher and Principal Survey (NTPS) provides us with vital information about personal and professional factors that affect teacher retention and attrition. This survey provides important insight into the career paths of teachers, and your participation will contribute to the success of this survey. You were specifically chosen as part of this scientific study among teachers who participated in the NTPS last year, and we cannot replace you with anyone else. Your answers will ensure that teachers like yourself, whether you're still teaching or have left the teaching profession, are counted.

### ***Will my responses be kept 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.

### ***How will my information be reported?***

The information you provide will be combined with the information provided by others in statistical reports. No individually-identifiable data will be included in the statistical reports.

# TFS Informed Consent Form

**Example Consent Form – will be used only in districts that require a consent form and will be adjusted based on individual district requirements; the following sentence will not be changed:**

“I fully understand that all of the information I 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).”

## **PARTICIPANT INFORMED CONSENT FORM TEACHER FOLLOW-UP SURVEY (TFS) 2024–25**

You are being asked to participate in the Teacher Follow-up Survey (TFS) for the 2024–25 school year. [DISTRICT NAME] has approved your school’s participation. This form provides you with information about the study, and the Project Director, Julia Merlin, who can be reached at 202-245-8211 or [ntps@census.gov](mailto:ntps@census.gov), is also available to answer your questions. Please read the information below and ask any questions you might have before deciding to participate.

The 2024–25 TFS is an important survey of selected elementary and secondary school teachers who participated in the 2023–24 National Teacher and Principal Survey (NTPS). It is administered on a recurring basis by the U.S. Census Bureau on behalf of the National Center for Education Statistics (NCES) to collect data on teacher retention and attrition, as well as the characteristics and experiences of those who stayed in the teaching profession and those who changed professions or retired. Current teachers who responded to the 2023–24 NTPS will be asked about their experiences and working conditions, while former teachers will be asked about their employment and reasons for career changes. NCES is authorized to conduct this study by the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543).

The TFS is a self-administered survey that is offered to respondents via an online and paper questionnaire. An online questionnaire will be offered to all respondents and a paper questionnaire will be provided upon request, and with select mail contacts. Current and former teachers will be asked to complete the survey and return it directly to the U.S. Census Bureau. School districts and state educational agencies are not involved in the data collection in any way. The TFS also does not involve students or any use of classroom time. The estimated average response time for the survey is approximately 20 minutes.

A security plan for protecting individual respondent data has been developed for the 2024–25 TFS. Under this plan, the 2024–25 TFS will conform to the applicable federal laws and regulations – specifically, the *Privacy Act of 1974* (5 U.S.C. 552a); *Privacy Act Regulations* (34 CFR Part 5b); the *Computer Security Act of 1987*; the *Federal Statistical Confidentiality Order of 1997* (an OMB directive); the *U.S.A. Patriot Act of 2001* (P.L. 107-56); the *Education Sciences Reform Act of 2002* (20 U.S.C. §9573); the *Cybersecurity Enhancement Act of 2015* (6 U.S.C. §151); the *Foundations of Evidence-Based Policymaking Act of 2018, Title III, Part B, Confidential Information Protection; Confidential Information Protection, NCES Restricted-Use Data Procedures Manual*; and the *NCES Statistical Standards*. By law (20 U.S.C. §9573), a violation of the confidentiality restrictions is a felony, punishable by imprisonment of up to 5 years and/or a fine of up to \$250,000. All government or contracted staff working on the TFS study and having access to the data, including TFS field staff, are required to sign an NCES Affidavit of Nondisclosure and have received public-trust security clearance.

The information collected in the 2024–25 TFS will be released in several ways. Many of the estimates will be included in statistical analysis reports published by NCES. In addition, major findings will also be included on the NCES website. NCES allows researchers to access the data through restricted-use licensing for additional analyses. Only users who have official clearance from NCES may have access to the restricted-use data files. TFS publications will be provided for download on the NCES publications page <http://nces.ed.gov/pubsearch/>.

There are no risks involved in participating in this important survey. Your participation is entirely voluntary and you can refuse to participate without any penalty or loss of benefits to you, your school, or [DISTRICT NAME]. If you decide to participate, you are free to withdraw your participation at any time during the study without any adverse consequences from the U.S. Department of Education, the U.S. Census Bureau, or your school or district.

Please check one of the following:

I am willing to participate in the research project.       I am not willing to participate in the research project.

I fully understand that all of the information I 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), and that my signature gives my consent to voluntarily participate in this research project. I understand that, while this study has been reviewed by the [District Name], [District Name] is not conducting the study.

You are making a decision whether or not to participate in this study. Your signature below indicates that you have read and understood the information provided above, have had an opportunity to ask questions, and agree to participate in this research study. If you later decide to withdraw your consent for participation in the study, you should contact the Project Director, Julia Merlin at [ntps@census.gov](mailto:ntps@census.gov). You may discontinue participation at any time. You should keep a copy of this form for your records.

Signature \_\_\_\_\_  
Participant Printed Name Date

-----  
Please return this form to the U.S. Census Bureau via email to [ntps@census.gov](mailto:ntps@census.gov)



# PFS Informed Consent Form

**Example Consent Form – will be used only in districts that require a consent form and will be adjusted based on individual district requirements; the following sentence will not be changed:**

“I fully understand that all of the information I 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).”

## PARTICIPANT INFORMED CONSENT FORM PRINCIPAL FOLLOW-UP SURVEY (PFS) 2024–25

You are being asked to participate in the Principal Follow-up Survey (PFS) for the 2024–25 school year. **[DISTRICT NAME]** has approved your school's participation. This form provides you with information about the study, and the Project Director, Julia Merlin, who can be reached at 202-245-8211 or [ntps@census.gov](mailto:ntps@census.gov), is also available to answer your questions. Please read the information below and ask any questions you might have before deciding to participate.

The 2024–25 PFS is an important survey of selected principals who participated in the 2023–24 National Teacher and Principal Survey (NTPS). It is administered on a recurring basis by the U.S. Census Bureau on behalf of the National Center for Education Statistics (NCES) to collect data on principal retention and attrition. Principals who responded to the 2023–24 NTPS will be asked to indicate whether they are still working as a principal at the same school, working as a principal at a different school, or if they have left the profession. NCES is authorized to conduct this study by the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543).

The PFS is a self-administered survey that is offered to respondents via an online and paper questionnaire. An online questionnaire will be offered to all respondents and a paper questionnaire will be provided upon request, and with select mail contacts. Principals will be asked to complete the survey and return it directly to the U.S. Census Bureau. School districts and state educational agencies are not involved in the data collection in any way. The PFS also does not involve students, teachers, or any use of classroom time. The estimated average response time for the survey is approximately 5 minutes.

A security plan for protecting individual respondent data has been developed for the 2024–25 PFS. Under this plan, the 2024–25 PFS will conform to the applicable federal laws and regulations – specifically, the *Privacy Act of 1974* (5 U.S.C. 552a); *Privacy Act Regulations* (34 CFR Part 5b); the *Computer Security Act of 1987*; the *Federal Statistical Confidentiality Order of 1997* (an OMB directive); the *U.S.A. Patriot Act of 2001* (P.L. 107-56); the *Education Sciences Reform Act of 2002* (20 U.S.C. §9573); the *Cybersecurity Enhancement Act of 2015* (6 U.S.C. §151); the *Foundations of Evidence-Based Policymaking Act of 2018, Title III, Part B, Confidential Information Protection; Confidential Information Protection, NCES Restricted-Use Data Procedures Manual*; and the *NCES Statistical Standards*. By law (20 U.S.C. §9573), a violation of the confidentiality restrictions is a felony, punishable by imprisonment of up to 5 years and/or a fine of up to \$250,000. All government or contracted staff working on the PFS study and having access to the data, including PFS field staff, are required to sign an NCES Affidavit of Nondisclosure and have received public-trust security clearance.

The information collected in the 2024–25 PFS will be released in several ways. Many of the estimates will be included in statistical analysis reports published by NCES. In addition, major findings will also be included on the NCES website. NCES allows researchers to access the data through restricted-use licensing for additional analyses. Only users who have official clearance from NCES may have access to the restricted-use data files. PFS publications will be provided for download on the NCES publications page <http://nces.ed.gov/pubsearch/>.

There are no risks involved in participating in this important survey. Your participation is entirely voluntary and you can refuse to participate without any penalty or loss of benefits to you, your school, or **[DISTRICT NAME]**. If you decide to participate, you are free to withdraw your participation at any time during the study without any adverse consequences from the U.S. Department of Education, the U.S. Census Bureau, or your school or district.

Please check one of the following:

I am willing to participate in the research project.       I am not willing to participate in the research project.

I fully understand that all of the information I 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), and that my signature gives my consent to voluntarily participate in this research project. I understand that, while this study has been reviewed by the **[District Name]**, **[District Name]** is not conducting the study.

You are making a decision whether or not to participate in this study. Your signature below indicates that you have read and

understood the information provided above, have had an opportunity to ask questions, and agree to participate in this research study. If you later decide to withdraw your consent for participation in the study, you should contact the Project Director, Julia Merlin at [ntps@census.gov](mailto:ntps@census.gov). You may discontinue participation at any time. You should keep a copy of this form for your records.

Signature \_\_\_\_\_  
Participant Printed Name Date

-----  
Please return this form to the U.S. Census Bureau via email to [ntps@census.gov](mailto:ntps@census.gov)

# District Approval Form

## Teacher Follow-up Survey (TFS) and Principal Follow-up Survey (PFS) 2024-25 District Approval Form

Please mark one of the boxes below to let us know your district's decision to allow participation in the Teacher Follow-up Survey (TFS) and Principal Follow-up Survey (PFS).

The U.S. Department of Education has permission to administer the Teacher Follow-up Survey (TFS) and Principal Follow-up Survey (PFS) 2024-25 in **[District Name]**.

The U.S. Department of Education does not have permission to administer the Teacher Follow-up Survey (TFS) and Principal Follow-up Survey (PFS) 2024-25 in **[District Name]**.

Printed  
Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

Please return this form to the U.S. Census Bureau via email:

# IRB Exemption

## INSTITUTIONAL REVIEW BOARD (IRB) OR HUMAN SUBJECTS REVIEW Teacher Follow-up Survey (TFS) and Principal Follow-up Survey (PFS)

Under the federal policy for the protection of human subjects, TFS and PFS are exempt from IRB review because they utilize survey procedures and are conducted in established or commonly accepted educational settings, involving normal educational practices. There is no potential for harm to human subjects.

The Department of Education has adopted a common set of regulations known as the *Federal Policy for the Protection of Human Subjects* or "Common Rule." The design of these regulations is based on established, internationally recognized ethical principles. The specific regulation is Title 34, Code of Federal Regulations, Part 97, Protection of Human Subjects, which includes Subpart A, Basic Policy, and Subpart D, Additional Protections for Children. These regulations classify as exempt certain categories of research. Research that is nonexempt is **covered** by the regulations. Research activities in which the only involvement of human subjects will be in one or more of the following categories are exempt [34 CFR 97.101(b)(2)]:

Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior, unless the information identifies the subjects and disclosure could reasonably place the subjects at risk of criminal or civil liability or be damaging to the subjects' financial standing, employability, or reputation. Subpart D amends this exemption, in part: *If the subjects are children, research involving interview or survey procedures and research involving observations of public behavior in which the researcher(s) participate in the activities being observed are **not** exempt. However, research involving the use of educational tests and research involving observations of public behavior in which the researcher(s) do not participate in the activities being observed are exempt.*

For more information, please see <http://www2.ed.gov/policy/fund/guid/humansub/overview.html>.

# Generic Research Application

## 2024–25 TFS and PFS Generic Research Application

### CONTACT

Applicant: Julia Merlin  
Title: Project Director  
Affiliation: National Center for Education Statistics (NCES)  
Institute of Education Sciences (IES)  
United States Department of Education  
Address: PCP, 550 12<sup>th</sup> Street, SW  
4<sup>th</sup> Floor, Room 4035  
Washington, DC 20202  
Phone: (202) 245-8211  
Email: [Julia.Merlin@ed.gov](mailto:Julia.Merlin@ed.gov)

### Research Application Contact:

District Research Application Team  
1-800-221-1204  
[ntps@census.gov](mailto:ntps@census.gov)

### TITLE

Teacher Follow-up Survey (TFS) and Principal Follow-up Survey (PFS), 2024–25

**Anticipated Start Date:** September 2024

**Anticipated End Date:** July 2025

### PURPOSE OF THE STUDY

The Teacher Follow-up Survey (TFS) is a follow-up survey of selected elementary and secondary school teachers who participated in the previous year's National Teacher and Principal Survey (NTPS). It includes both teachers who left teaching and those who remained in the K–12 teaching profession, either in the same school as during the previous (NTPS) year or in a different school. More specifically, the TFS collects data on teacher retention and attrition, as well as the characteristics and experiences of those who stayed in the teaching profession and those who changed professions or retired. Current teachers who responded to the 2023–24 NTPS are asked about their experiences and working conditions, while former teachers are asked about their employment and reasons for career changes.

Similarly, the Principal Follow-up Survey (PFS) is a follow-up survey of selected principals who participated in the previous year's NTPS. It collects data on principal retention and attrition. Principals who responded to the 2023–24 NTPS are asked to indicate whether they are still working as a principal at the same school, as a principal at a different school, or if they have left the profession.

The TFS and PFS are administered on a recurring basis by the U.S. Census Bureau on behalf of the National Center for Education Statistics (NCES). NCES is authorized to conduct these surveys by the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543). Together with the NTPS, TFS and PFS data provide a multitude of opportunities for analysis and reporting on elementary and secondary educational issues. **The TFS and PFS do not involve students, parents, or any use of classroom time.**

Data collected through the NTPS, TFS, and PFS are used by a wide variety of people interested in elementary and secondary education, including legislators, other education policymakers, researchers, teacher professional organizations, education advocacy groups, and journalists.

These surveys provide a unique resource of information on elementary and secondary education by linking data provided by schools with their respective principals and teachers. Data can be analyzed not only within each survey, but also across surveys. This linkage makes NTPS, TFS, and PFS data unique among school surveys and allows researchers to study the complexities of the American education system from multiple perspectives.

### **SIGNIFICANCE OF THE STUDY AND BENEFITS OF PARTICIPATION**

The TFS and PFS help researchers and policymakers learn about our nation's teachers and principals so that they can work to improve education for all students. All districts ultimately benefit when good data help legislators and administrators make good decisions. The ability of NCES to provide this important information is contingent upon the voluntary participation of sampled teachers and principals; participation of staff is dependent upon their districts' approval. Because your district and staff represent yourselves and many others like you, your participation is crucial for producing high quality information. By participating in this survey, you will ensure that information about your district and staff is included in important education decisions. The data you and your staff provide will better inform and help to shape future education policies.

### **HYPOTHESES AND MEASUREMENT**

Congress, the U.S. Department of Education and other Federal agencies, State Departments of Education, education associations, and the education research community will use data from the 2024–25 TFS and PFS to present research on a range of issues related to teacher attrition/retention and principal attrition and mobility. These surveys will provide important insight into the career paths of teachers and principals, as well as basic descriptive information about each respondent.

The major objectives of the TFS and PFS surveys are to:

- Measure the attrition rate for teachers and principals;
- Examine the characteristics of teachers who stayed in the teaching profession and those who changed professions or retired;
- Obtain activity or occupational data for those who left the position of a K–12 teacher;
- Obtain current occupational data for principals;
- Obtain reasons for moving to a new school or leaving the K–12 teaching profession; and
- Collect data on job satisfaction.

### **QUESTIONNAIRES**

Copies of the 2024–25 TFS and PFS questionnaires are enclosed for your reference. Additional information about these surveys, as well as the NTPS, is available at:

<https://nces.ed.gov/surveys/ntps/>.

A Principal and Teacher Status Form (TFS-5A/B) or a Teacher Status Form (TFS-5C) will be mailed directly to schools to request the current occupational status of the educators who were selected for last year's NTPS. Schools with known principal information will receive the TFS-5A/B, while schools without known principal information will receive the TFS-5C. Teacher status data collected on these forms will be used to stratify the teachers for 2024–25 TFS sampling into groups of “stayers” (still teaching at the same school), “movers” (still teaching, but at a different school), or “leavers” (no longer teaching).

Two separate paper questionnaires will be used for the 2024–25 TFS, one for current teachers and one for former teachers. The TFS Questionnaire for Former Teachers (TFS-2) will obtain

information about those sampled persons who left teaching within the year after the NTPS, such as information about their present occupation or activity, reasons for leaving teaching, comparison of current position to teaching, and demographic characteristics that may have changed since the previous year. The TFS Questionnaire for Current Teachers (TFS-3) will obtain information about current teachers, including teachers who continued to teach in the same school as in the previous year and those who changed schools. It will collect information about their current teaching assignment, satisfaction with teaching, reasons for moving to a new school, comparison of current teaching position with last year's position, and demographic characteristics that may have changed since the previous year.

The 2024–25 TFS-2 Questionnaire consists of the following sections:

- Employment Status
- Information on Leaving the Teaching Profession
- Your Impression of Teaching and Your Current Job
- Education Activities and Future Plans
- Background Information
- Contact Information

The 2024–25 TFS-3 Questionnaire consists of the following sections:

- Certification and Assignments at Your Current School
- Your Current School: Conditions and Experiences
- Information about Changes from Last School Year to this School Year
- Education Activities and Future Plans
- General Employment and Background Information
- Contact Information

For the 2024–25 PFS, the PFS-1C (public school) or PFS-1D (private school) questionnaire will be mailed directly to the sampled principal's home address (as collected on the 2023–24 NTPS Principal Questionnaire) to collect occupation status information about the principal. If the principal fails to complete the PFS-1C (public school) or PFS-1D (private school) questionnaire, the PFS-1A (public school) or PFS-1B (private school) questionnaire will be mailed to each sampled principal's 2023–24 NTPS school to gather occupational status information about that principal for the current (2024–25) school year.

## **METHODOLOGY AND SAMPLING**

The U.S. Census Bureau is the collection agent for TFS and PFS data on behalf of NCES. The TFS is a self-administered survey that is offered to respondents through a mail questionnaire and an online survey. The PFS is a self-administered survey that is also offered to respondents through a mail questionnaire and an online survey. As part of an effort to increase survey response rates, and subject to approval, TFS respondents will also receive a cash incentive for their participation.

The TFS and PFS do not require the use of any school personnel for administration, other than the direct time it takes to complete them. **They also do not involve students.** Sampled teachers and principals are requested to record their answers either (a) using the online survey option to send in their responses via a secure server link or (b) on the printed questionnaire and return it by mail to the U.S. Census Bureau. **There is no use of classroom time required for the completion of these questionnaires.**

The 2024–25 TFS sample is a subsample from the 2023–24 NTPS teacher sample. The sampling frame for the 2024–25 TFS consists of traditional public, public charter, and private school teachers who completed a Teacher Questionnaire during the 2023–24 NTPS. Any sampled NTPS teacher who did not complete an interview or was otherwise found to be out of scope for the NTPS is not included in the TFS frame. Nationally, a planned total of 11,263 teachers will be selected to participate.

In the fall of 2024, a Principal and Teacher Status Form (TFS-5A/B) or a Teacher Status Form (TFS-5C) will be mailed to sampled schools in which one or more teachers completed a 2023–24 NTPS Teacher Questionnaire. A knowledgeable person at the school will be asked to provide the current occupational status of the educators who were selected for last year’s NTPS. These data will be used to stratify the teachers for 2024–25 TFS sampling into groups of former teachers (NTPS teachers who have left the teaching profession, or “Leavers”), current teachers (NTPS teachers who have remained in the teaching profession), and teachers who have left their 2023–24 school, but for whom there is no information available (the ‘unknown’ group). The current teachers group will be further stratified into two groups: those who remained in the school they were teaching in 2023–24 (“Stayers”) and those who moved to different schools (“Movers”).

The sampling frame for the 2024–25 PFS consists of all traditional public and public charter school principals who completed a Principal Questionnaire (NTPS-2A), and all private school principals who completed a Private School Principal Questionnaire (NTPS-2B) during the 2023–24 NTPS. Any sampled NTPS principal who did not complete their questionnaire or was otherwise found to be out of scope for NTPS will not be included in the PFS frame. The 2024–25 PFS sample will include approximately 6,700 public and public charter school principals and 1,750 private school principals.

#### **DATA COLLECTION**

The U.S. Census Bureau handles the TFS and PFS data collection for NCES. Follow-up with non-responding principals and teachers will be conducted by mail, email, and telephone. U.S. Census Bureau staff who administer the TFS and PFS receive training in preparation for the survey and have undergone a criminal background check as a condition of employment.

Teachers with a “Mover” or “Leaver” status reported by mid-November 2024 will receive an early email invitation to participate in the 2024–25 TFS in October or December 2024. This email will contain a link to the survey and the teacher’s log in credentials. Data collection for all other teachers will begin in January 2025. Teachers will be sent an email invitation to participate (unless a valid email address is unavailable) with a link to the survey and their log in credentials in early January, followed by an initial contact letter by mail in late January. Nonresponding teachers will be sent a first email reminder in late January, a second contact letter in early February, and a second reminder email in mid-February. A third reminder email and third contact letter will be sent to nonresponding teachers in early March and mid-March, respectively, and a fourth reminder email will be sent in late March. The fourth mailed package will be sent in early April and will include a letter and a paper copy of the TFS questionnaire. A fifth reminder email will be sent to nonresponding teachers in mid-April, and a sixth reminder email will be sent in late April. A fifth mailed package will be sent in mid-May and will include a letter and another paper copy of the TFS, followed by a seventh reminder email in mid-May and an eighth reminder email in early June. Data collection will end in early July 2025.

Data collection for the PFS will also begin in January 2025. Principals with personal contact information will be contacted directly in early January by email. A reminder email or initial



contact letter will be sent to nonresponding principals at their home address (if available) in mid-January, followed by an additional email reminder in late January. A mailed package will be sent to nonresponding principals at their home address (if available) in early February and will include a contact letter and a paper copy of the PFS questionnaire. Nonresponding principals will be contacted at their 2023–24 NTPS school in mid-March with an initial contact letter and email. A second mailed package with another letter and paper copy of the PFS will be sent to nonresponding principals at their NTPS schools in early April, followed by a reminder email in mid-April.

Principals without personal contact information will receive an initial contact letter and email at their NTPS school in early and mid-January 2025. A reminder email will be sent to nonresponding principals at their NTPS school in late January, and a second mailed package with another letter and paper copy of the PFS will be sent in early February. Data collection will end in early July 2025.

The planned data collection schedule is outlined below.

<b>2024–25 TFS and PFS Planned Timetable</b>	<b>Approximate Schedule</b>
Mail Principal and Teacher Status Form (TFS-5A/B) or Teacher Status Form (TFS-5C)	September 2024
Data collection begins for teachers and principals	January 2025
Follow-up activities for teachers and principals	January 2025 - May 2025
Final acceptance of all questionnaires	July 2025

### **RESPONSE BURDEN**

The TFS and PFS rely on the voluntary participation of teachers and principals. The quality of national and state-level estimates is dependent on the level of respondent participation. The data provided by individual staff are combined with the information provided by other staff in statistical reports. Every effort is made to create questionnaires that collect in-depth data without putting an undue burden on the respondent. The estimated average response time for each questionnaire in the 2024–25 TFS and PFS is shown below.

<b>Questionnaire</b>	<b>Estimated average response time per respondent</b>
Principal and Teacher Status Form (TFS-5A/B) or Teacher Status Form (TFS-5C)	5 minutes
Questionnaire for Former Teachers (TFS-2)	19 minutes
Questionnaire for Current Teachers (TFS-3)	20 minutes
Principal Questionnaire (PFS)	5 minutes

The TFS and PFS do not require student or parent participation, and no classroom time is needed for the completion of these questionnaires. All participation is voluntary and there are no penalties for not participating. Respondents can also skip any question they do not want to answer.

### **ANALYSIS AND RELEASE OF INFORMATION**

Once the U.S. Census Bureau receives completed surveys, names, addresses, and other identifying information for schools, principals, and teachers are removed to protect respondents' confidentiality. When the respondents' identifying information is removed from the data files, a school identification number is used to link principal and teacher data from the schools in which they work.

Data are used in statistical summaries only. NCES issues its own reports and allows researchers to access the data through restricted-use licensing for other analyses. Only users who have official clearance from NCES may have access to the restricted-use data files.

TFS and PFS publications will be provided for download on the NCES publications page (<http://nces.ed.gov/pubsearch/>).

### **BENEFIT TO YOUR SCHOOL DISTRICT**

The TFS and PFS provide critical information about retention and attrition rates for teachers and principals in a wide variety of schools across the nation. All districts ultimately benefit when good data help legislators and administrators make good decisions. The ability of NCES to provide this important information is contingent upon the voluntary participation of sampled teachers and principals; participation of staff is dependent upon their districts' approval. Because your district and its staff represent themselves and many others like them, your participation is crucial for producing high quality information. District, state, and federal policymakers will benefit from using this information to further their understanding of topics related to attrition and retention, especially why teachers leave the profession and possible reasons they may return. By participating in this survey, you will ensure that information about your district's teachers and principals is included in important education policy, practice, and funding decisions.

### **CONFIDENTIALITY**

Data security and confidentiality protection procedures have been put in place for the 2024–25 TFS and PFS to ensure that all NCES contractors and agents working on these surveys comply with all privacy requirements including, as applicable: the Inter-agency agreement with NCES for this study; *Privacy Act of 1974* (5 U.S.C. §552a); *Privacy Act Regulations* (34 CFR Part 5b); *Computer Security Act of 1987*; *U.S.A. Patriot Act of 2001* (P.L. 107-56); *Education Sciences Reform Act of 2002* (ESRA 2002, 20 U.S.C. §9543); the *Foundations of Evidence-Based Policymaking Act of 2018, Title III, Part B, Confidential Information Protection*; *Cybersecurity Enhancement Act of 2015* (6 U.S.C. §151); the U.S. Department of Education General Handbook for Information Technology Security General Support Systems and Major Applications Inventory Procedures (March 2005); the U.S. Department of Education Incident Handling Procedures (February 2009); the U.S. Department of Education, ACS Directive OM: 5-101, Contractor Employee Personnel Security Screenings; NCES Statistical Standards; and all new legislation that impacts the data collected through the inter-agency agreement for this study.

The U.S. Census Bureau will collect data under an interagency agreement with NCES, and maintain the individually identifiable questionnaires per the security plan, including:

1. Provisions for data collection in the field;
2. Provisions to protect the data-coding phase required before machine processing;
3. Provisions to safeguard completed survey documents;
4. Authorization procedures to access or obtain files containing identifying information; and
5. Provisions to remove printouts and other outputs that contain teacher identification information from normal operation. Such materials will be maintained in secured storage areas and will be securely destroyed as soon as practical.

By law (20 U.S.C. §9573), a violation of the confidentiality restrictions is a felony, punishable by imprisonment of up to 5 years and/or a fine of up to \$250,000. All government or contracted

staff working on the TFS and PFS studies and having access to the data, including field staff, are required to sign an NCEs Affidavit of Nondisclosure and have received public-trust security clearance.

From the initial contact with the participants through all of the follow-up efforts, potential survey respondents will be informed that (a) the U.S. Census Bureau administers the TFS and PFS on behalf of NCEs; (b) NCEs is authorized to conduct these surveys by the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543); (c) all of the information they 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); and that their participation is voluntary. The following language will be included in respondent contact materials and on data collection instruments:

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 1850-0617. The time required to complete this information collection is estimated to average **xx** 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](mailto:ntps@census.gov), or write to: National Teacher and Principal Survey, National Center for Education Statistics, PCP, 550 12th Street SW, #4035, Washington, DC 20202.

#### **INSTITUTIONAL REVIEW BOARD (IRB) OR HUMAN SUBJECTS REVIEW**

Under the federal policy for the protection of human subjects, the TFS and PFS are exempt from IRB review because they utilize survey procedures and are conducted in established or commonly accepted educational settings, involving normal educational practices. There is no potential for harm to human subjects.

The Department of Education has adopted a common set of regulations known as the *Federal Policy for the Protection of Human Subjects* or "*Common Rule*." The design of these regulations is based on established, internationally recognized ethical principles. The specific regulation is Title 34, Code of Federal Regulations, Part 97, Protection of Human Subjects, which includes Subpart A, Basic Policy, and Subpart D, Additional Protections for Children. These regulations classify as exempt certain categories of research. Research that is nonexempt is covered by the regulations. Research activities in which the only involvement of human subjects will be in one or more of the following categories are exempt [34 CFR 97.101(b)(2)]:

Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior, unless the information identifies the subjects and disclosure could reasonably place the subjects at risk of criminal or civil liability or be damaging to the subjects' financial standing, employability, or reputation. Subpart D amends this exemption, in part: *If the subjects are children, research involving interview or survey procedures and research involving observations of public behavior in which the researcher(s) participate in the activities being observed are not exempt. However,*

*research involving the use of educational tests and research involving observations of public behavior in which the researcher(s) do not participate in the activities being observed are exempt.*

For more information, please see

<http://www2.ed.gov/policy/fund/guid/humansub/overview.html>.

### **INFORMED CONSENT**

The nature of these self-administered, cross-sectional surveys is not considered intrusive, and has been ruled to be exempt under the protection of human subjects' provisions in federal research. There are no individual student data (such as test scores or Social Security numbers) associated with any of the data acquired in these data collections. Since no data are collected about individual students, it is not necessary to obtain active, informed consent from students' parents/guardians.

Participation in the TFS and PFS is completely voluntary, and individual survey items can be left blank, at the discretion of each respondent. On each questionnaire for each respondent, there is a statement indicating that participation is voluntary. A respondent gives implied consent to participate by completing the TFS and/or PFS questionnaire.

## Text Messaging Content

Principal:

Text Treatments	Text Contact	Principal Type	SMS Text or 2-Way Questions
Text Questions Group	Text Contact 1, Welcome Text	Public, Private	Hello, you are receiving this message since you completed the National Teacher and Principal Survey last school year for the U.S. Department of Education and the Census Bureau. We need your help. You may receive up to 2 contacts via text in the next month. Visit <a href="https://nces.ed.gov/surveys/ntps/">nces.ed.gov/surveys/ntps/</a> for more information. Reply STOP to cancel. Message rates may apply.
Text Questions Group	Text Contact 1, Text 1	Public, Private	1. Are you still working as a principal? Reply "1" for YES or "2" for NO. Call 1-866-325-4957 for help or learn more about this survey at <a href="https://nces.ed.gov/surveys/ntps/">nces.ed.gov/surveys/ntps/</a>
Text Questions Group	Text Contact 1, Text(s) 2 - 4	Public, YES to Q1	<p><b>IF YES TO TEXT 1</b></p> <p>2. Are you working at the same school as last year? Reply "1" for YES or "2" for NO.  <b>IF YES:</b> (End) Thank you so much for your time and participation!  <b>IF NO:</b></p> <p>3. Are you working at a public or private school? Reply "1" for PUBLIC or "2" for PRIVATE.  <b>IF PUBLIC:</b></p> <p>4. Are you working in the same school district as last year? Reply "1" for YES or "2" for NO.</p> <ul style="list-style-type: none"> <li>• <b>IF YES:</b> (End) Thank you so much for your time and participation!</li> <li>• <b>IF NO:</b> (End) Thank you so much for your time and participation!</li> <li>• <b>IF PRIVATE:</b> (End) Thank you so much for your time and participation!</li> </ul>
Text Questions Group	Text Contact 1, Text(s) 2 - 8	Public, NO to Q1	<p><b>IF NO TO TEXT 1</b></p> <p>2. Are you working in a school with any of grades K-12? Reply "1" for YES or "2" for NO.</p> <ul style="list-style-type: none"> <li>• <b>IF YES:</b></li> </ul> <p>3. Are you working in the same school as last year? Reply "1" for YES or "2" for NO.</p> <ul style="list-style-type: none"> <li>• <b>IF YES:</b> (End) Thank you so much for your time and participation!</li> <li>• <b>IF NO:</b></li> </ul> <p>4. Are you working at a public or private school? Reply "1" for PUBLIC or "2" for PRIVATE.</p> <ul style="list-style-type: none"> <li>• <b>IF PUBLIC:</b></li> </ul> <p>5. Are you working in the same school district as last year? Reply "1" for YES or "2" for NO.</p> <ul style="list-style-type: none"> <li>• <b>IF YES:</b> (End) Thank you so much for your time and participation!</li> <li>• <b>IF NO:</b> (End) Thank you so much for your time and participation!</li> <li>• <b>IF PRIVATE:</b> (End) Thank you so much for your time and participation!</li> </ul> <p>• <b>IF NO:</b></p>

Text Treatments	Text Contact	Principal Type	SMS Text or 2-Way Questions
			<p>3. Are you still working in K-12 education? Reply "1" for YES or "2" for NO.</p> <ul style="list-style-type: none"> <li>• <b>IF YES:</b></li> </ul> <p>4. Are you working in a district or administrative office? Reply "1" for YES or "2" for NO.</p> <ul style="list-style-type: none"> <li>• <b>IF YES:</b></li> </ul> <p>5. Are you working as a high-level administrator (e.g., superintendent, assistant superintendent)? Reply "1" for YES or "2" for NO.</p> <ul style="list-style-type: none"> <li>• <b>IF YES:</b> (End) Thank you so much for your time and participation!</li> <li>• <b>IF NO:</b> (End) Thank you so much for your time and participation!</li> </ul> <ul style="list-style-type: none"> <li>• <b>IF NO:</b> (End) Thank you so much for your time and participation!</li> </ul> <ul style="list-style-type: none"> <li>• <b>IF NO:</b></li> </ul> <p>4. Are you currently working? Reply "1" for YES or "2" for NO.</p> <ul style="list-style-type: none"> <li>• <b>IF YES:</b> (End) Thank you so much for your time and participation!</li> <li>• <b>IF NO:</b></li> </ul> <p>5. Are you retired? Reply "1" for YES or "2" for NO.</p> <ul style="list-style-type: none"> <li>• <b>IF YES:</b> (End) Thank you so much for your time and participation!</li> <li>• <b>IF NO:</b></li> </ul> <p>6. Are you currently on leave, such as parental, military, or disability? Reply "1" for YES or "2" for NO.</p> <ul style="list-style-type: none"> <li>• <b>IF YES:</b> (End) Thank you so much for your time and participation!</li> <li>• <b>IF NO:</b></li> </ul> <p>7. Are you currently looking for work? Reply "1" for YES or "2" for NO</p> <ul style="list-style-type: none"> <li>• <b>IF YES:</b> (End) Thank you so much for your time and participation!</li> <li>• <b>IF NO:</b></li> </ul> <p>8. Is there anything else you'd like to share?</p> <ul style="list-style-type: none"> <li>• (End) Thank you so much for your time and participation!</li> </ul>
Text Questions Group	Text Contact 1, Text(s) 2 - 3	Private, YES to Q1	<p><b>IF YES TO TEXT 1</b></p> <p>2. Are you working at the same school as last year? Reply "1" for YES or "2" for NO.</p> <p><b>IF YES:</b> (End) Thank you so much for your time and participation!</p> <p><b>IF NO:</b></p> <p>3. Are you working at a public or private school? Reply "1" for PUBLIC or "2" for PRIVATE.</p> <ul style="list-style-type: none"> <li>• <b>IF PUBLIC:</b> (End) Thank you so much for your time and participation!</li> <li>• <b>IF PRIVATE:</b> (End) Thank you so much for your time and participation!</li> </ul>
Text Questions Group	Text Contact 1, Text(s) 2 - 8	Private, NO to Q1	<p><b>IF NO TO TEXT 1</b></p> <p>2. Are you working in a school with any of grades K-12? Reply "1" for YES or "2" for NO.</p> <ul style="list-style-type: none"> <li>• <b>IF YES:</b></li> </ul> <p>3. Are you working in the same school as last year? Reply "1" for YES or "2" for NO.</p>

Text Treatments	Text Contact	Principal Type	SMS Text or 2-Way Questions
			<ul style="list-style-type: none"> <li>• <b>IF YES:</b> (End) Thank you so much for your time and participation!</li> <li>• <b>IF NO:</b> <ol style="list-style-type: none"> <li>4. Are you working at a public or private school? Reply "1" for PUBLIC or "2" for PRIVATE. <ul style="list-style-type: none"> <li>• <b>IF PUBLIC:</b> (End) Thank you so much for your time and participation!</li> <li>• <b>IF PRIVATE:</b> (End) Thank you so much for your time and participation!</li> </ul> </li> </ol> </li> <li>• <b>IF NO:</b> <ol style="list-style-type: none"> <li>3. Are you still working in K-12 education? Reply "1" for YES or "2" for NO. <ul style="list-style-type: none"> <li>• <b>IF YES:</b> <ol style="list-style-type: none"> <li>4. Are you working in a district or administrative office? Reply "1" for YES or "2" for NO. <ul style="list-style-type: none"> <li>• <b>IF YES:</b> <ol style="list-style-type: none"> <li>5. Are you working as a high-level administrator (e.g., superintendent, assistant superintendent)? Reply "1" for YES or "2" for NO. <ul style="list-style-type: none"> <li>• <b>IF YES:</b> (End) Thank you so much for your time and participation!</li> <li>• <b>IF NO:</b> (End) Thank you so much for your time and participation!</li> </ul> </li> <li>• <b>IF NO:</b> (End) Thank you so much for your time and participation!</li> </ol></li></ul> </li> </ol> </li> </ul> </li> <li>• <b>IF NO:</b> <ol style="list-style-type: none"> <li>4. Are you currently working? Reply "1" for YES or "2" for NO. <ul style="list-style-type: none"> <li>• <b>IF YES:</b> (End) Thank you so much for your time and participation!</li> <li>• <b>IF NO:</b> <ol style="list-style-type: none"> <li>5. Are you retired? Reply "1" for YES or "2" for NO. <ul style="list-style-type: none"> <li>• <b>IF YES:</b> (End) Thank you so much for your time and participation!</li> <li>• <b>IF NO:</b> <ol style="list-style-type: none"> <li>6. Are you currently on leave, such as parental, military, or disability? Reply "1" for YES or "2" for NO. <ul style="list-style-type: none"> <li>• <b>IF YES:</b> (End) Thank you so much for your time and participation!</li> <li>• <b>IF NO:</b> <ol style="list-style-type: none"> <li>7. Are you currently looking for work? Reply "1" for YES or "2" for NO <ul style="list-style-type: none"> <li>• <b>IF YES:</b> (End) Thank you so much for your time and participation!</li> <li>• <b>IF NO:</b> <ol style="list-style-type: none"> <li>8. Is there anything else you'd like to share? <ul style="list-style-type: none"> <li>• (End) Thank you so much for your time and participation!</li> </ul> </li> </ol> </li> </ul> </li> </ol></li></ul> </li> </ol></li></ul> </li> </ol></li></ul> </li> </ol></li></ol></li></ul>
Text Link Group	Text Contact 1, Text 1	Public, Private	Hello, you are receiving this message since you completed the National Teacher and Principal Survey last school year for the U.S. Department of Education and the Census Bureau. We need your help. Please answer questions on your status as a principal at <a href="#">[Qualtrics personalized web link]</a> . Visit <a href="https://nces.ed.gov/surveys/ntps/">nces.ed.gov/surveys/ntps/</a> for more information or call 1-888-595-1338 for help. Reply STOP to cancel. Message rates may apply.

Text Treatments	Text Contact	Principal Type	SMS Text or 2-Way Questions
Text Questions Group	Text Contact 2, Text 1	Public, Private	The U.S. Department of Education and the Census Bureau need your help to understand your experience as a principal. Are you still working as a principal? Reply "1" for YES or "2" for NO.
Text Questions Group	Text Contact 2, Texts 2 - 8	Public, Private	See " Text Contact 1, Text(s) 2 - 8" for public and private schools, above.
Text Link Group	Text Contact 2, Text 1	Public, Private	The U.S. Department of Education and the Census Bureau need your help to understand your experience as a principal. Complete the survey at <a href="#">[Qualtrics personalized web link]</a> . Call 1-888-595-1338 for help.



## Contact Materials for TFS and PFS 2024-25 Teacher and Principal Letters and Emails Summary Table

Data Collection Activity/Operation	Correspondence Identifier(s)	Description
<b>TFS Teacher Status Form</b>		
Initial School Letter	TFS-11L(AB)	This letter introduces the Teacher and Principal Status Form (TFS-5A/5B) and provides login information for the Qualtrics instrument.
Initial School Letter	TFS-11L(C)	This letter introduces the Teacher Status Form (TFS-5C) and provides login information for the Qualtrics instrument.
Initial School Email	TFS-12E(AB)	This email introduces the Teacher and Principal Status Form (TFS-5A/5B) and provides login information for the Qualtrics instrument.
Initial School Email	TFS-12E(C)	This email introduces the Teacher Status Form (TFS-5C) and provides login information for the Qualtrics instrument.
School Reminder Letter	TFS-12L(AB)	This letter reminds schools to complete the Teacher and Principal Status Form (TFS-5A/5B) and provides login information for the Qualtrics instrument.
School Reminder Letter	TFS-12L(C)	This letter reminds schools to complete the Teacher Status Form (TFS-5C) and provides login information for the Qualtrics instrument.
School 1 <sup>st</sup> Reminder Email	TFS-13E(AB)	This email reminds schools to complete Teacher and Principal Status Form (TFS-5A/5B) and provides login information for the Qualtrics instrument.
School 1 <sup>st</sup> Reminder Email	TFS-13E(C)	This email reminds schools to complete Teacher Status Form (TFS-5C) and provides login information for the Qualtrics instrument.
School Paper Form Letter	TFS-13L(AB)	This letter reminds schools to complete the Teacher and Principal Status Form (TFS-5A/5B). It is sent with a paper questionnaire and return envelope.
School Paper Form Letter	TFS-13L(C)	This letter reminds schools to complete the Teacher Status Form (TFS-5C). It is sent with a paper questionnaire and return envelope.
School 2 <sup>nd</sup> Reminder Email	TFS-14E(AB)	This email reminds schools to complete Teacher and Principal Status Form (TFS-5A/5B) and provides login information for the Qualtrics instrument.
School 2 <sup>nd</sup> Reminder Email	TFS-14E(C)	This email reminds schools to complete Teacher Status Form (TFS-5C) and provides login information for the Qualtrics instrument.
<b>TFS First Teacher Mailout/Initial Email</b>		
Early Mover/Leaver Invitation Email	TFS-15E	This email introduces the TFS-2/3 survey to early movers/leavers and provides login information for the TFS instrument. A reference to the promised monetary incentive is included in this email.
Early Mover/Leaver Reminder (Extension) Email	TFS-16E	This email reminds early movers/leavers to complete the TFS-2/3 and provides a one-week extension to earn the promised monetary incentive.
Early Mover/Leaver Thank You Letter	TFS-14L	This letter is sent to responding early movers/leavers who earned the promised monetary incentive. The cash flyer insert with the affixed promised monetary incentive is included with this letter.
Initial Teacher Invitation Email	TFS-17E	This email introduces the TFS-2/3 survey and provides login information for the TFS instrument.
Initial Teacher Invitation Email	TFS-17E(I)	This email introduces the TFS-2/3 survey and provides login information for the TFS instrument. A reference to the monetary incentive that will be sent with the Initial Teacher Letter is included in this email.
Initial Early Mover/Leaver Teacher	TFS-15L	This letter reminds early movers/leavers to complete the

Letter		TFS-2/3 and provides instructions for login. Includes Teacher Letter FAQs. The cash flyer insert with the affixed monetary incentive is also included with this letter.
Initial Teacher Letter	TFS-17L	This letter introduces the TFS-2/3 survey and provides instructions for login. Includes Teacher Letter FAQs. The cash flyer insert with the affixed monetary incentive is also included with this letter.
Initial Teacher Letter	TFS-17L(E)	This letter introduces the TFS-2/3 survey and provides instructions for login. Includes email address and the Teacher Letter FAQs. The cash flyer insert with the affixed monetary incentive is also included with this letter.
Initial Amish and Mennonite Teacher Letter	TFS-17L(A)	This letter introduces the TFS-2/3 and is sent with a paper questionnaire and return envelope. Includes Teacher Letter FAQs.
<b>TFS Second Teacher Mailout/First Reminder Email</b>		
Second Teacher Email (1st Reminder Email)	TFS-18E	This email reminds teachers to complete the TFS-2/3 and provides login information.
Second Teacher Mailout Letter	TFS-18L	This letter reminds teachers to complete the TFS-2/3 and provides login information.
Second Teacher Mailout Letter	TFS-18L(E)	This letter reminds teachers to complete the TFS-2/3 and provides login information. Includes email address.
Second Amish and Mennonite Teacher Letter	TFS-18L(A)	This letter reminds teachers to complete the TFS-2/3 and is sent with a paper questionnaire and return envelope.
<b>TFS Second Reminder Email</b>		
Third Teacher Email (2nd Reminder Email)	TFS-19E1	This email reminds teachers to complete the TFS-2/3 and provides login information.
Third Teacher Email (2nd Reminder Email)	TFS-19E1(I)	This email reminds teachers to complete the TFS-2/3 and provides login information. A reference to the previously mailed monetary incentive is included in this email.
Third Teacher Email (Early Mover/Leaver)	TFS-19E2	This email reminds early movers/leavers to complete the TFS-2/3 and provides login information.
<b>TFS Third Teacher Mailout/Third Reminder Email</b>		
Fourth Teacher Email (3rd Reminder Email)	TFS-20E	This email reminds teachers to complete the TFS-2/3 and provides login information.
Third Teacher Mailout Letter	TFS-19L	This letter reminds teachers to complete the TFS-2/3 and provides login information. Includes Teacher Letter FAQs.
Third Amish and Mennonite Teacher Letter	TFS-19L(A)	This letter reminds teachers to complete the TFS-2/3 and is sent with a paper questionnaire and return envelope. Includes Teacher Letter FAQs.
<b>TFS Fourth Reminder Email</b>		
Fifth Teacher Email (4th Reminder Email)	TFS-21E	This email reminds teachers to complete the TFS-2/3 and provides login information.
<b>TFS Fourth Teacher Mailout/Fifth Reminder Email</b>		
Fourth Teacher Mailout Letter	TFS-20L(1)	This letter reminds teachers to complete the TFS-2/3 and provides login information. It is sent with a paper questionnaire and a return envelope.
Fourth Teacher Mailout Letter	TFS-20L(2)	This letter reminds teachers to complete the TFS-2/3 and provides login information. It is sent with both paper questionnaires and a return envelope.
Fourth Amish and Mennonite Teacher Letter	TFS-20L(A1)	This letter reminds teachers to complete the TFS-2/3 and is sent with a paper questionnaire and return envelope.
Fourth Amish and Mennonite Teacher Letter	TFS-20L(A2)	This letter reminds teachers to complete the TFS-2/3 and is sent with both paper questionnaires and a return envelope.
Sixth Teacher Email (5th Reminder Email)	TFS-22E1	This email reminds teachers to complete the TFS-2/3 and provides login information.
Sixth Teacher Email	TFS-22E1(I)	This email reminds teachers to complete the TFS-2/3 and

(5th Reminder Email)		provides login information. A reference to the promised digital incentive is included in this email.
Sixth Teacher Email (Early Mover/Leaver)	TFS-22E2	This email reminds early movers/leavers to complete the TFS-2/3 and provides login information.
<b>TFS Fifth Teacher Mailout/Sixth Reminder Email</b>		
Seventh Teacher Email (6th Reminder Email)	TFS-23E	This email reminds teachers to complete the TFS-2/3 and provides login information. It will be sent directly from NCES.
Seventh Teacher Email (6th Reminder Email)	TFS-23E(I)	This email reminds teachers to complete the TFS-2/3 and provides login information. It will be sent directly from NCES. A reference to the promised digital incentive is included in this email.
Fifth Teacher Mailout Letter	TFS-21L(1)	This letter reminds teachers to complete the TFS-2/3 and provides login information. It is sent with a paper questionnaire and return envelope. Includes Teacher Letter FAQs.
Fifth Teacher Mailout Letter	TFS-21L(2)	This letter reminds teachers to complete the TFS-2/3 and provides login information. It is sent with both paper questionnaires and a return envelope. Includes Teacher Letter FAQs.
Fifth Teacher Mailout Letter	TFS-21L(D1)	This letter reminds teachers to complete the TFS-2/3 and provides login information. It is sent with a paper questionnaire and a return envelope. Includes Teacher Letter FAQs and a reference to the promised digital incentive.
Fifth Teacher Mailout Letter	TFS-21L(D2)	This letter reminds teachers to complete the TFS-2/3 and provides login information. It is sent with both paper questionnaires and a return envelope. Includes Teacher Letter FAQs and a reference to the promised digital incentive.
Fifth Amish and Mennonite Teacher Letter	TFS-21L(A1)	This letter reminds teachers to complete the TFS-2/3 and is sent with a paper questionnaire and return envelope. Includes Teacher Letter FAQs.
Fifth Amish and Mennonite Teacher Letter	TFS-21L(A2)	This letter reminds teachers to complete the TFS-2/3 and is sent with both paper questionnaires and a return envelope. Includes Teacher Letter FAQs.
<b>TFS Reminder Emails</b>		
Eighth Teacher Email	TFS-24E	This email reminds teachers to complete the TFS-2/3 and provides login information.
Eighth Teacher Email	TFS-24E(I)	This email reminds teachers to complete the TFS-2/3 and provides login information. A reference to the promised digital incentive is included in this email.
Ninth Teacher Email	TFS-25E	This email reminds teachers to complete the TFS-2/3 and provides login information.
Ninth Teacher Email	TFS-25E(I)	This email reminds teachers to complete the TFS-2/3 and provides login information. A reference to the promised digital incentive is included in this email.
Tenth Teacher Email	TFS-26E	This email reminds teachers to complete the TFS-2/3 and provides login information.
Tenth Teacher Email	TFS-26E(I)	This email reminds teachers to complete the TFS-2/3 and provides login information. A reference to the promised digital incentive is included in this email.
<b>TFS Switcher Letter</b>		
Switcher Letter	TFS-27L	This letter is sent to teachers who indicated that a different questionnaire would better reflect their current teaching status. It is sent with a paper form and return envelope.
<b>TFS Partial Complete Letter</b>		

Partial Complete Letter	TFS-28L	This letter is sent to teachers who have started but not fully completed the online questionnaire. Includes Teacher Letter FAQs.
<b>TFS Paper Questionnaire Request Letter</b>		
Paper Questionnaire Request Letter	TFS-29L	This letter is sent to teachers who requested a paper questionnaire. It is sent with a paper questionnaire and return envelope.
<b>TFS Additional Incentive Letter</b>		
Additional Incentive Letter	TFS-30L(D1)	This letter is sent to teachers if the additional incentive is activated and includes a reference to the promised digital incentive. It is sent with a paper questionnaire and return envelope.
Additional Incentive Letter	TFS-30L(D2)	This letter is sent to teachers if the additional incentive is activated and includes a reference to the promised digital incentive. It is sent with both paper questionnaires and a return envelope.
<b>TFS Promised Digital Incentive Delivery Email</b>		
Digital Incentive Delivery Email	TFS-27E	The email is sent to responding teachers who earned the promised digital incentive for completing their survey.
<b>TFS Thank You Email</b>		
Thank You Email	TFS-28E	This email is sent to responding teachers in districts that prohibit incentives to thank them for their participation.
<b>TFS Inserts</b>		
Cash Flyer Insert	TFS-CF	The cash flyer insert is a half-sheet of yellow cardstock with a cash incentive affixed.
Special District Insert	TFS-SD	The special district insert provides confirmation to schools and staff that district approval has been received.
<b>PFS First Principal Mailout/Initial Email</b>		
Initial Principal Invitation Email	PFS-33E	This email introduces the PFS and provides login information for the Qualtrics instrument.
Initial Principal Letter	PFS-33L	This letter introduces the PFS and provides login information for the Qualtrics instrument.
<b>PFS Second Principal Email</b>		
Second Principal Email	PFS-34E	This email reminds principals to complete the PFS and provides login information for the Qualtrics instrument.
<b>PFS Third Principal Email</b>		
Third Principal Email	PFS-35E	This email reminds principals to complete the PFS and provides login information for the Qualtrics instrument.
<b>PFS Paper Principal Mailout</b>		
Paper Principal Letter	PFS-34L	This letter reminds principals to complete the PFS and provides login information for the Qualtrics instrument. It is sent with a paper questionnaire and return envelope.
<b>PFS First School Mailout/Initial Email</b>		
Initial School Letter	PFS-35L	This letter asks principals to complete the PFS and provides login information for the Qualtrics instrument.
Initial School Invitation Email	PFS-36E	This email asks principals to complete the PFS and provides login information for the Qualtrics instrument.
<b>PFS Reminder Principal Letter</b>		
Reminder Principal Letter	PFS-36L	This letter reminds principals to complete the PFS and provides login information for the Qualtrics instrument. It is sent with a paper questionnaire and return envelope.
<b>PFS Reminder Principal Email</b>		
Principal Reminder Email	PFS-37E	This email reminds principals to complete the PFS and provides login information for the Qualtrics instrument.

**Notes:** Yellow highlighting indicates letter and email 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.

# Initial School Letter (TFS-5A/5B)

TFS-11L(AB)

<Date>

<School Name>

<Mailing Address>

<City, State, ZIP Code>

Dear <Coordinator/Principal Name>,

Last year, educators from your school participated in the National Teacher and Principal Survey (NTPS), administered by the U.S. Census Bureau on behalf of the National Center for Education Statistics, the statistical agency of the U.S. Department of Education. I would like to thank you and your staff for your participation.

This year, we are conducting the Teacher Follow-up Survey (TFS), a much shorter survey that should only take about 5 minutes of your time, with a sample of teachers who participated in the NTPS. **The TFS is designed to obtain measures of educator attrition and retention.**

We are asking your school to provide the current occupational status of the educators who were selected for last year's NTPS. This will help us analyze changes in the teacher and principal labor force over time and can help increase understanding of the effects of school policies and practices on educators' decisions to remain in or leave the profession. **Please complete the Teacher and Principal Status Form, using our secure website, within one week of receiving this letter.**

Respond now at <TFS Qualtrics URL>

Log in using this User ID: <USER ID>

If you have questions, need assistance, or would like to complete the survey with a representative, please contact the U.S. Census Bureau at 1-888-595-1338 between 8:00 a.m. and 5:00 p.m. (Eastern Time) Monday through Friday. You can also contact the U.S. Census Bureau via email at: [ntps@census.gov](mailto:ntps@census.gov). You can find more information about the TFS at: <https://nces.ed.gov/surveys/ntps>.

Thank you in advance 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). 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 Letter (TFS-5C)

TFS-11L(C)

<Date>

<School Name>

<Mailing Address>

<City, State, ZIP Code>

Dear <Coordinator/Principal/School Head>,

Last year, teacher(s) from your school participated in the National Teacher and Principal Survey (NTPS), administered by the U.S. Census Bureau on behalf of the National Center for Education Statistics, the statistical agency of the U.S. Department of Education. I would like to thank you and your staff for your participation.

This year, we are conducting the Teacher Follow-up Survey (TFS), a much shorter survey that should only take about 5 minutes of your time, with a sample of teachers who participated in the NTPS. **The TFS is designed to obtain measures of teacher attrition and retention.**

We are asking your school to provide the current occupational status of the educators who were selected for last year's NTPS. This will help us analyze changes in the teacher labor force over time and can help increase understanding of the effects of school policies and practices on teachers' decisions to remain in or leave the profession. **Please complete the Teacher Status Form, using our secure website, within one week of receiving this letter.**

Respond now at <TFS Qualtrics URL>

Log in using this User ID: <USER ID>

If you have questions, need assistance, or would like to complete the survey with a representative, please contact the U.S. Census Bureau at 1-888-595-1338 between 8:00 a.m. and 5:00 p.m. (Eastern Time) Monday through Friday. You can also contact the U.S. Census Bureau via email at: [ntps@census.gov](mailto:ntps@census.gov). You can find more information about the TFS at: <https://nces.ed.gov/surveys/ntps>.

Thank you in advance for your participation in this important survey.

Sincerely,

Chris Chapman  
Associate Commissioner  
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U.S. Department of Education

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## Initial School Email (TFS-5A/5B)

TFS-12E(AB)

Subject: Help the U.S Department of Education and U.S. Census Bureau Understand Teacher Attrition

Body:

Dear <Coordinator/Principal Name>,

Thank you for your participation in last year's National Teacher and Principal Survey (NTPS). Your school's cooperation helped to make this important survey a success!

As an NTPS follow-up study this school year, the U.S. Census Bureau is conducting the Teacher Follow-up Survey (TFS) on behalf of the National Center for Education Statistics, the statistical agency of the U.S. Department of Education, in order to obtain measures of educator attrition and retention. **We need your help to better understand staffing at your school.** Information on staffing and turnover rates is used by federal, state, and local policymakers to inform funding and practice decisions.

At this time, **we are asking you to provide the current occupational status of the educators who were selected for last year's NTPS.** This will only take 5 minutes of your time. Please complete the Teacher and Principal Status Form, using our secure website, within one week.

[Click here to complete the Teacher and Principal Status Form.](#)

Thank you in advance for your participation in this important survey.

Sincerely,

NTPS Follow-up 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) | <https://nces.ed.gov/surveys/ntps>

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## Initial School Email (TFS-5C)

TFS-12E(C)

Subject: Help the U.S Department of Education and U.S. Census Bureau Understand Teacher Attrition

Body:

Dear <Coordinator/Principal/School Head>,

Thank you for your participation in last year's National Teacher and Principal Survey (NTPS). Your school's cooperation helped to make this important survey a success!

As an NTPS follow-up study this school year, the U.S. Census Bureau is conducting the Teacher Follow-up Survey (TFS) on behalf of the National Center for Education Statistics, the statistical agency of the U.S. Department of Education, in order to obtain measures of teacher attrition and retention. **We need your help to better understand staffing at your school.** Information on staffing and turnover rates is used by federal, state, and local policymakers to inform funding and practice decisions.

At this time, **we are asking you to provide the current occupational status of the educators who were selected for last year's NTPS.** This will only take 5 minutes of your time. Please complete the Teacher Status Form, using our secure website, within one week.

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

Thank you in advance for your participation in this important survey.

Sincerely,

NTPS Follow-up Survey Team  
U.S. Census Bureau, on behalf of the  
U.S. Department of Education  
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## School Reminder Letter (TFS-5A/5B)

TFS-12L(AB)

<Date>

<School Name>

<Mailing Address>

<City, State, ZIP Code>

Dear <Principal Name>,

About two weeks ago, the U.S. Census Bureau sent you a letter requesting your assistance with the Teacher and Principal Status Form, a component of the Teacher Follow-up Survey (TFS). Your school is included in the TFS because teacher(s) from your school participated in the National Teacher and Principal Survey (NTPS) last school year.

The TFS addresses important questions that the NTPS cannot answer, such as what proportion of elementary or secondary school educators leave the profession. These data regarding educator attrition and retention are highly valuable to schools, districts, and policymakers. **This will only take 5 minutes of your time.**

We have not yet received your response. **If you recently completed your Teacher and Principal Status Form, thank you!** If you have not yet completed it, please do so, using our secure website, **as soon as possible.**

Respond now at <TFS Qualtrics URL>

Log in using this User ID: <USER ID>

If you have questions, need assistance, or would like to complete the survey with a representative, please contact the U.S. Census Bureau at 1-888-595-1338 between 8:00 a.m. and 5:00 p.m. (Eastern Time) Monday through Friday. You can also contact the U.S. Census Bureau via email at: [ntps@census.gov](mailto:ntps@census.gov). You can find more information about the TFS at: <https://nces.ed.gov/surveys/ntps>.

Thank you in advance for your participation in this important survey.

Sincerely,

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

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# School Reminder Letter (TFS-5C)

TFS-12L(C)

<Date>

<School Name>

<Mailing Address>

<City, State, ZIP Code>

Dear <Principal/School Head>,

About two weeks ago, the U.S. Census Bureau sent you a letter requesting your assistance with the Teacher Status Form, a component of the Teacher Follow-up Survey (TFS). Your school is included in the TFS because teacher(s) from your school participated in the National Teacher and Principal Survey (NTPS) last school year.

The TFS addresses important questions that the NTPS cannot answer, such as what proportion of elementary or secondary school teachers leave classroom teaching. These data regarding teacher attrition and retention are highly valuable to schools, districts, and policymakers. **This will only take 5 minutes of your time.**

We have not yet received your response. **If you recently completed your Teacher Status Form, thank you!** If you have not yet completed it, please do so, using our secure website, **as soon as possible.**

Respond now at <TFS Qualtrics URL>

Log in using this User ID: <USER ID>

If you have questions, need assistance, or would like to complete the survey with a representative, please contact the U.S. Census Bureau at 1-888-595-1338 between 8:00 a.m. and 5:00 p.m. (Eastern Time) Monday through Friday. You can also contact the U.S. Census Bureau via email at: [ntps@census.gov](mailto:ntps@census.gov). You can find more information about the TFS at: <https://nces.ed.gov/surveys/ntps>.

Thank you in advance for your participation in this important survey.

Sincerely,

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

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## School 1<sup>st</sup> Reminder Email (TFS-5A/5B)

TFS-13E(AB)

Subject: Teacher Follow-up Survey (TFS): Complete Your Teacher and Principal Status Form

Body:

Dear <Principal Name>,

We recently sent you the Teacher and Principal Status Form, a component of the Teacher Follow-up Survey (TFS), with a request to provide the current occupational status of the educators who were selected for last year's National Teacher and Principal Survey (NTPS).

Data collected by the TFS will help us analyze changes in the educator labor force over the past year and increase policymakers' and practitioners' overall understanding of the effects of many factors on educators' decisions to remain in or leave the profession.

We have not yet received your response. **If you recently completed your Teacher and Principal Status Form, thank you!** If you have not yet completed it, please do so, using our secure website, **as soon as possible**.

[Click here to complete the Teacher and Principal Status Form.](#)

Thank you in advance for your participation in this important survey.

Sincerely,

NTPS Follow-up 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) | <https://nces.ed.gov/surveys/ntps>

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## School 1<sup>st</sup> Reminder Email (TFS-5C)

TFS-13E(C)

Subject: Teacher Follow-up Survey (TFS): Complete Your Teacher Status Form

Body:

Dear <Principal/School Head>,

We recently sent you the Teacher Status Form, a component of the Teacher Follow-up Survey (TFS), with a request to provide the current occupational status of the educators who were selected for last year's National Teacher and Principal Survey (NTPS).

Data collected by the TFS will help us analyze changes in the teacher labor force over the past year and increase policymakers' and practitioners' overall understanding of the effects of many factors on teachers' decisions to remain in or leave the teaching profession.

We have not yet received your response. **If you recently completed your Teacher Status Form, thank you!** If you have not yet completed it, please do so, using our secure website, **as soon as possible**.

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

Thank you in advance for your participation in this important survey.

Sincerely,

NTPS Follow-up 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) | <https://nces.ed.gov/surveys/ntps>

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# School Paper Teacher and Principal Status Form Letter (TFS-5A/5B)

TFS-13L(AB)

<Date>

<School Name>

<Mailing Address>

<City, State, ZIP Code>

Dear <Principal Name>,

We are following up with you about completion of the Teacher and Principal Status Form, an important component of the Teacher Follow-up Survey (TFS). The TFS provides policymakers and practitioners with valuable information on educator retention and attrition, as well as the characteristics and experiences of those who stayed in the teaching profession and those who changed professions or retired.

We still need your school to provide the current occupational status of the educators who were selected for last year's National Teacher and Principal Survey (NTPS). This will only take 5 minutes of your time.

If you recently completed your Teacher and Principal Status Form using our secure website, thank you. If you have not yet completed it, **please complete the enclosed Teacher and Principal Status Form and mail it back using the postage-paid return envelope as soon as possible.**

If you have questions, need assistance, or would like to complete the survey with a representative, please contact the U.S. Census Bureau at 1-888-595-1338 between 8:00 a.m. and 5:00 p.m. (Eastern Time) Monday through Friday. You can also contact the U.S. Census Bureau via email at: [ntps@census.gov](mailto:ntps@census.gov). You can find more information about the TFS at: <https://nces.ed.gov/surveys/ntps>.

Thank you in advance for your participation in this important survey.

Sincerely,

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

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## School Paper Teacher Status Form Letter (TFS-5C)

TFS-13L(C)

<Date>

<School Name>

<Mailing Address>

<City, State, ZIP Code>

Dear <Principal/School Head>,

We are following up with you about completion of the Teacher Status Form, an important component of the Teacher Follow-up Survey (TFS). The TFS provides policymakers and practitioners with valuable information on teacher retention and attrition, as well as the characteristics and experiences of those who stayed in the teaching profession and those who changed professions or retired.

We still need your school to provide the current occupational status of the educators who were selected for last year's National Teacher and Principal Survey (NTPS). This will only take 5 minutes of your time.

If you recently completed your Teacher Status Form using our secure website, thank you. If you have not yet completed it, **please complete the enclosed Teacher Status Form and mail it back using the postage-paid return envelope as soon as possible.**

If you have questions, need assistance, or would like to complete the survey with a representative, please contact the U.S. Census Bureau at 1-888-595-1338 between 8:00 a.m. and 5:00 p.m. (Eastern Time) Monday through Friday. You can also contact the U.S. Census Bureau via email at: [ntps@census.gov](mailto:ntps@census.gov). You can find more information about the TFS at: <https://nces.ed.gov/surveys/ntps>.

Thank you in advance for your participation in this important survey.

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

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## School 2<sup>nd</sup> Reminder Email (TFS-5A/5B)

TFS-14E(AB)

Subject: Teacher and Principal Status Form for the U.S. Department of Education

Body:

Dear <Principal Name>,

We recently mailed your school a paper Teacher and Principal Status Form to collect the current occupational status of the educators who were selected for last year's National Teacher and Principal Survey (NTPS). We need this information to select teachers for participation in the Teacher Follow-up Survey (TFS), a shorter survey that provides important data on educator attrition and retention.

Completing this form will only take a few minutes of your time. You can assist us in ONE of two ways:

- You can complete the Teacher and Principal Status Form using our secure website:

[Click here to complete the Teacher and Principal Status Form.](#)

OR

- You can complete the Teacher and Principal Status Form that was mailed to your school in late September and mail it back using the postage-paid return envelope that was included with your form.

Thank you in advance for your participation in this important survey.

Sincerely,

NTPS Follow-up 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) | <https://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.*

## School 2<sup>nd</sup> Reminder Email (TFS-5C)

TFS-14E(C)

Subject: Teacher Status Form for the U.S. Department of Education

Body:

Dear <Principal/School Head>,

We recently mailed your school a paper Teacher Status Form to collect the current occupational status of the educators who were selected for last year's National Teacher and Principal Survey (NTPS). We need this information to select teachers for participation in the Teacher Follow-up Survey (TFS), a shorter survey that provides important data on teacher attrition and retention.

Completing this form will only take a few minutes of your time. You can assist us in ONE of two ways:

- You can complete the Teacher Status Form using our secure website:

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

OR

- You can complete the Teacher Status Forms that was mailed to your school in late September and mail it back using the postage-paid return envelope that was included with your form.

Thank you in advance for your participation in this important survey.

Sincerely,

NTPS Follow-up 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) | <https://nces.ed.gov/surveys/ntps>

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# Early Mover/Leaver Invitation Email

TFS-15E

Subject: Teacher Survey from the U.S Department of Education and U.S. Census Bureau

Body:

Dear <Teacher Name>,

The National Center for Education Statistics (NCES) and the U.S. Census Bureau would like to thank you for participating in the 2023–24 National Teacher and Principal Survey (NTPS) and making it a success! Thanks to respondents like you, we were able to share critical information about teachers' experiences at their schools and in the profession with policymakers and practitioners across the country.

We are now following up to learn about any changes in your career since last school year.

The Teacher Follow-up Survey (TFS) is a short survey focusing on how personal life and work experiences impact career-related decisions. It provides federal, state, and local decision-makers with valuable information on teacher retention and attrition, as well as the characteristics and experiences of those who stayed in the teaching profession and those who changed professions or retired. Whether you are currently teaching at the same school, have left your school from last year, or have exited the profession entirely, policymakers at all levels will benefit from learning how your experiences informed your decision. In comparison to the NTPS, the TFS will also take **less time to complete**.

Your responses to this survey will be collected through a secure website. **If you respond by <DATE>, we will mail you \$20 to the address you provide as a token of our appreciation for your participation in the TFS.**

[Click here to complete the Teacher Follow-up Survey.](#)

Log in using this user ID: <USER ID>

For more information about the NTPS and TFS, and to read reports from previous surveys, please visit our website at: <https://nces.ed.gov/surveys/ntps>.

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, or between 11:00 a.m. and 9:00 p.m. (Eastern Time) Saturday and Sunday. You can also contact the U.S. Census Bureau via email at: [ntps@census.gov](mailto:ntps@census.gov).

Thank you in advance for your participation in this important survey.

Sincerely,

Teacher Follow-up 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) | <https://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.*

## Early Mover/Leaver Reminder (Extension) Email

TFS-16E

Subject: REMINDER: Teacher Survey from the U.S Department of Education and U.S. Census Bureau

Body:

Dear <Teacher Name>,

We recently sent you an email invitation to complete the Teacher Follow-up Survey (TFS), a follow-up study to the 2023–24 National Teacher and Principal Survey (NTPS). The TFS is your chance to give policymakers your opinions about the teaching profession and, if you have recently left the teaching profession or changed schools, to tell us why.

Your responses are extremely valuable because they help us better understand the challenges facing educators today and ensure that we can describe the job conditions and experiences of all U.S teachers, including former teachers who have left the profession, to federal, state, and local decision-makers who will inform education policy and practice.

In your invitation email, we requested your response by tomorrow. However, due to the importance of the data collected on the TFS, we are extending this deadline by one week. **If you complete this survey by <DATE>, we will mail \$20 to the address you provide as a token of our appreciation for your participation in the TFS.**

[Click here to complete the Teacher Follow-up Survey.](#)

Log in using this user ID: <USER ID>

For more information about the NTPS and TFS, and to read reports from previous surveys, please visit our website at: <https://nces.ed.gov/surveys/ntps>.

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, or between 11:00 a.m. and 9:00 p.m. (Eastern Time) Saturday and Sunday. You can also contact the U.S. Census Bureau via email at: [ntps@census.gov](mailto:ntps@census.gov).

Thank you in advance for your participation in this important survey.

Sincerely,

Teacher Follow-up 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) | <https://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.*

## Early Mover/Leaver Thank you Letter

TFS-14L

<Date>

Dear <Teacher Name>,

We appreciate your contributions to the field of education and your participation in the Teacher Follow-up Survey (TFS)! We have enclosed \$20 for you to say thank you. Because of respondents like you, we will better understand teacher retention and attrition, as well as the challenges facing educators today.

We will be releasing findings from the 2024–25 TFS next year. These findings, as well as reports based on previous administrations of the TFS, will be posted to the NCES website at <https://nces.ed.gov/surveys/ntps> upon release. You can also subscribe to our e-mail alerts at <https://ies.ed.gov/newsflash/#nces> to be kept up to date on data releases from the TFS and other educational surveys.

If you have any further questions about the TFS, 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, or between 11:00 a.m. and 9:00 p.m. (Eastern Time) Saturday and Sunday. You can also contact the U.S. Census Bureau via email at: [ntps@census.gov](mailto:ntps@census.gov).

Thank you, 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.*

## Initial Teacher Invitation Email (without Incentive)

TFS-17E

Subject: Teacher Survey from the U.S Department of Education and U.S. Census Bureau

Body:

Dear <Teacher Name>,

Thank you for participating in the 2023–24 National Teacher and Principal Survey (NTPS) last school year and making it a success! Thanks to respondents like you, we were able to share critical information about teachers' experiences at their schools and in the profession with policymakers and practitioners across the country who will use it to inform vital decisions about education policy, practice, and funding.

We are following up with you to learn about any changes in your career since last school year. In the coming weeks, you will receive a letter inviting your participation in the Teacher Follow-up Survey (TFS). In comparison to the NTPS, the TFS will take **less time to complete**. It will also focus on understanding how personal life and work experiences impact career-related decisions.

We encourage you to complete this survey online.

[Click here to complete the Teacher Follow-up Survey.](#)

Log in using this user ID: <USER ID>

Your responses will be collected on a secure website, and we estimate that this survey will take about 20 minutes to complete. Your response is vital to ensure that we have an inclusive picture of today's teachers.

For more information about the NTPS and TFS, and to read reports from previous surveys, please visit our website at: <https://nces.ed.gov/surveys/ntps>.

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, or between 11:00 a.m. and 9:00 p.m. (Eastern Time) Saturday and Sunday. You can also contact the U.S. Census Bureau via email at: [ntps@census.gov](mailto:ntps@census.gov).

Thank you in advance for your participation in this important survey.

Sincerely,

Teacher Follow-up 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) | <https://nces.ed.gov/surveys/ntps>

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## Initial Teacher Invitation Email (with Incentive)

TFS-17E(I)

Subject: Teacher Survey from the U.S Department of Education and U.S. Census Bureau

Body:

Dear <Teacher Name>,

Thank you for participating in the 2023–24 National Teacher and Principal Survey (NTPS) last school year and making it a success! Thanks to respondents like you, we were able to share critical information about teachers' experiences at their schools and in the profession with policymakers and practitioners across the country who will use it to inform vital decisions about education policy, practice, and funding.

We are following up with you to learn about any changes in your career since last school year. In the coming weeks, you will receive a letter inviting your participation in the Teacher Follow-up Survey (TFS) along with \$10 as a token of our appreciation for your time. In comparison to the NTPS, the TFS will take **less time to complete**. It will also focus on understanding how personal life and work experiences impact career-related decisions.

We encourage you to complete this survey online.

[Click here to complete the Teacher Follow-up Survey.](#)

Log in using this user ID: <USER ID>

Your responses will be collected on a secure website, and we estimate that this survey will take about 20 minutes to complete. Your response is vital to ensure that we have an inclusive picture of today's teachers.

For more information about the NTPS and TFS, and to read reports from previous surveys, please visit our website at: <https://nces.ed.gov/surveys/ntps>.

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, or between 11:00 a.m. and 9:00 p.m. (Eastern Time) Saturday and Sunday. You can also contact the U.S. Census Bureau via email at: [ntps@census.gov](mailto:ntps@census.gov).

Thank you in advance for your participation in this important survey.

Sincerely,

Teacher Follow-up 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) | <https://nces.ed.gov/surveys/ntps>

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# Initial Early Mover/Leaver Teacher Letter

TFS-15L (Includes Teacher Letter FAQs)

<Date>

Dear <Teacher Name>,

We have contacted you via email to share your insight into the teaching profession by completing the Teacher Follow-up Survey (TFS), a follow-up study to the 2023–24 National Teacher and Principal Survey (NTPS). We rely on professionals like you to tell us the effects of school policies and practices on teachers' decisions to remain in or leave the teaching profession.

This information not only informs vital decisions about education policy, practice, and funding, but it also provides decision-makers with a better understanding of the experiences of current and former teachers so that they may work to address important education issues, such as increasing teacher shortages and vacancies across the nation.

We still need your response. Please participate in this important survey! It will take approximately 20 minutes to complete. **Please complete the survey within one week of receiving this letter.**

For your convenience, we have sent you the survey link and your login information via email at the following address: <email address>.

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

Log in using this user ID: <USER ID>

We have enclosed \$10 as a token of our appreciation for your participation in the TFS.

If you have questions, need assistance, or would like to complete the survey with a representative, 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, or between 11:00 a.m. and 9:00 p.m. (Eastern Time) Saturday and Sunday. You can also contact the U.S. Census Bureau via email at: [ntps@census.gov](mailto:ntps@census.gov). You can find more information about the TFS on the back of this letter or at: <https://nces.ed.gov/surveys/ntps>.

Thank you in advance for your participation in this important survey.

Sincerely,

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

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## Initial Teacher Letter (without Email Address)

TFS-17L (Includes Teacher Letter FAQs)

<Date>

Dear <Teacher Name>,

The National Center for Education Statistics (NCES) and the U.S. Census Bureau would like to thank you for participating in the 2023–24 National Teacher and Principal Survey (NTPS)! We are following up with some additional questions to learn about any changes in your career since last year.

The Teacher Follow-up Survey (TFS) is a short survey focusing on how changes in your career and life may affect your work. Your responses will help policymakers and practitioners at all levels of the government measure teacher retention and attrition, as well as understand the effects of school policies and practices on teachers' decisions to remain in or leave the profession.

From the 2021–22 TFS, for example, we learned that among teachers who were working but no longer teaching in the 2021–22 school year, 66 percent indicated that the ability to balance personal life and work was better in their current position than in teaching. Decision-makers at all levels will use this and similar data to inform their decisions on education policy and funding.

Please participate in this important survey! Your responses will be collected on a secure website. The survey will take approximately 20 minutes to complete. **Please complete the survey within one week of receiving this letter.**

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

Log in using this user ID: <USER ID>

We have enclosed \$10 as a token of our appreciation for your participation in the TFS.

If you have questions, need assistance, or would like to complete the survey with a representative, 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, or between 11:00 a.m. and 9:00 p.m. (Eastern Time) Saturday and Sunday. You can also contact the U.S. Census Bureau via email at: [ntps@census.gov](mailto:ntps@census.gov). You can find more information about the TFS on the back of this letter or at: <https://nces.ed.gov/surveys/ntps>.

Thank you in advance for your participation in this important survey.

Sincerely,

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

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# Initial Teacher Letter (with Email Address)

TFS-17L(E) (Includes Teacher Letter FAQs)

<Date>

Dear <Teacher Name>,

The National Center for Education Statistics (NCES) and the U.S. Census Bureau would like to thank you for participating in the 2023–24 National Teacher and Principal Survey (NTPS)! We are following up with some additional questions to learn about any changes in your career since last year.

The Teacher Follow-up Survey (TFS) is a short survey focusing on how changes in your career and life may affect your work. Your responses will help policymakers and practitioners at all levels of the government measure teacher retention and attrition, as well as understand the effects of school policies and practices on teachers' decisions to remain in or leave the profession.

From the 2021–22 TFS, for example, we learned that among teachers who were working but no longer teaching in the 2021–22 school year, 66 percent indicated that the ability to balance personal life and work was better in their current position than in teaching. Decision-makers at all levels will use this and similar data to inform their decisions on education policy and funding.

Please participate in this important survey! Your responses will be collected on a secure website. The survey will take approximately 20 minutes to complete. **Please complete the survey within one week of receiving this letter.**

For your convenience, we have sent you the survey link and your login information via email at the following address: <email address>.

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

Log in using this user ID: <USER ID>

We have enclosed \$10 as a token of our appreciation for your participation in the TFS.

If you have questions, need assistance, or would like to complete the survey with a representative, 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, or between 11:00 a.m. and 9:00 p.m. (Eastern Time) Saturday and Sunday. You can also contact the U.S. Census Bureau via email at: [ntps@census.gov](mailto:ntps@census.gov). You can find more information about the TFS on the back of this letter or at: <https://nces.ed.gov/surveys/ntps>.

Thank you in advance 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). 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 Amish and Mennonite Teacher Letter

TFS-17L(A) (Includes Teacher Letter FAQs)

<Date>

Dear <Teacher Name>,

The National Center for Education Statistics (NCES) and the U.S. Census Bureau would like to thank you for participating in the 2023–24 National Teacher and Principal Survey (NTPS)! We are following up with some additional questions to learn about any changes in your career since last year.

The Teacher Follow-up Survey (TFS) is a short survey focusing on how changes in your career and life may affect your work. Your responses will help policymakers and practitioners at all levels of the government measure teacher retention and attrition, as well as understand the effects of school policies and practices on teachers' decisions to remain in or leave the profession.

**Please complete the enclosed questionnaire within one week of receiving this letter and return it to the U.S. Census Bureau using the postage-paid envelope.** The survey will take approximately 20 minutes to complete.

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, or between 11:00 a.m. and 9:00 p.m. (Eastern Time) Saturday and Sunday. 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 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). 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.*

**What is the purpose of this survey?**

The purpose of this survey is to obtain information about the career paths of teachers, including current teachers' experiences and satisfaction, and former teachers' current employment and reasons for leaving the teaching profession. The data are used by Congress, the U.S. Department of Education, state education agencies, public school districts, and education research organizations.

**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 is administering this survey on behalf of the NCES. The Office of Management and Budget (OMB) approved this survey. The OMB control number is 1850-0617 and the approval expiration date is 06/30/2027.

**Why should I participate in this survey?**

This is a chance for your voice to be heard by education leaders! Policymakers and educational leaders rely on data from this survey to further their understanding of why teachers leave or stay in the profession and inform their decisions concerning K–12 schools. Updating your responses since last year's National Teacher and Principal Survey (NTPS) provides us with vital information about personal and professional factors that affect teacher retention and attrition. This survey provides important insight into the career paths of teachers, and your participation will contribute to the success of this survey. You were specifically chosen as part of this scientific study among teachers who participated in the NTPS last year, and we cannot replace you with anyone else. Your answers will ensure that teachers like yourself, whether you're still teaching or have left the teaching profession, are counted.

**Will my responses be kept 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.

**How will my information be reported?**

The information you provide will be combined with the information provided by others in statistical reports. No individually-identifiable data will be included in the statistical reports.

## Second Teacher Email

TFS-18E

Subject: REMINDER: Teacher Survey from the U.S Department of Education and U.S. Census Bureau

Body:

Dear <Teacher Name>,

We recently sent you an email and a letter inviting you to share your insight into the teaching profession by completing the Teacher Follow-up Survey (TFS), a follow-up study to the 2023–24 National Teacher and Principal Survey (NTPS). We rely on professionals like you to tell us the effects of school policies and practices on teachers' decisions to remain in or leave the teaching profession. This information not only informs vital decisions about education policy, practice, and funding, but by better understanding the experiences of current and former teachers, it also helps decision-makers address important education issues like teacher shortages and vacancies across the nation.

If you have already completed the survey, thank you for your assistance and please disregard this email. If you have not had the opportunity to participate yet, **we encourage you to complete the survey!**

[Click here to complete the Teacher Follow-up Survey.](#)

Log in using this user ID: <USER ID>

For more information about the NTPS and TFS, and to read reports from previous surveys, please visit our website at: <https://nces.ed.gov/surveys/ntps>.

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, or between 11:00 a.m. and 9:00 p.m. (Eastern Time) Saturday and Sunday. You can also contact the U.S. Census Bureau via email at: [ntps@census.gov](mailto:ntps@census.gov).

Thank you in advance for your participation in this important survey.

Sincerely,

Teacher Follow-up 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) | <https://nces.ed.gov/surveys/ntps>

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## Second Teacher Letter (without Email Address)

TFS-18L

<Date>

Dear <Teacher Name>,

We recently invited you to share your insight into the teaching profession by completing the Teacher Follow-up Survey (TFS) online. The TFS is a follow-up study to the 2023–24 National Teacher and Principal Survey (NTPS). We also sent you \$10 as a token of our appreciation for completing this important survey.

If you have already completed the survey, thank you for your assistance and please disregard this letter. If you have not had the opportunity to participate yet, we encourage you to complete the survey **as soon as possible**.

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

Log in using this user ID: <USER ID>

We rely on professionals like you to help us understand the effects of school policies and practices on teachers' decisions to remain in or leave the teaching profession. Responses you provide on teacher working conditions, job satisfaction, and perceptions and attitudes are combined with those of other teachers from all over the country to provide federal, state, and local policymakers with an overall picture of today's teachers. This information not only informs vital decisions about education policy, practice, and funding, but by better understanding the experiences of current and former teachers, it also helps decision-makers address important education issues like teacher shortages and vacancies across the nation.

If you have questions, need assistance, or would like to complete the survey with a representative, 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, or between 11:00 a.m. and 9:00 p.m. (Eastern Time) Saturday and Sunday. You can also contact the U.S. Census Bureau via email at: [ntps@census.gov](mailto:ntps@census.gov). You can find more information about the TFS at: <https://nces.ed.gov/surveys/ntps>.

Thank you in advance for your participation in this important survey.

Sincerely,

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

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## Second Teacher Letter (with Email Address)

TFS-18L(E)

<Date>

Dear <Teacher Name>,

We recently invited you to share your insight into the teaching profession by completing the Teacher Follow-up Survey (TFS) online. The TFS is a follow-up study to the 2023–24 National Teacher and Principal Survey (NTPS). We also sent you \$10 as a token of our appreciation for completing this important survey.

If you have already completed the survey, thank you for your assistance and please disregard this letter. If you have not had the opportunity to participate yet, we encourage you to complete the survey **as soon as possible**.

For your convenience, the Internet link to the survey and your login information have been sent to you via email at the following address: <email address>.

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

Log in using this user ID: <USER ID>

We rely on professionals like you to help us understand the effects of school policies and practices on teachers' decisions to remain in or leave the teaching profession. Responses you provide on teacher working conditions, job satisfaction, and perceptions and attitudes are combined with those of other teachers from all over the country to provide federal, state, and local policymakers with an overall picture of today's teachers. This information not only informs vital decisions about education policy, practice, and funding, but by better understanding the experiences of current and former teachers, it also helps decision-makers address important education issues like teacher shortages and vacancies across the nation.

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Thank you in advance for your participation in this important survey.

Sincerely,

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

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## Second Amish and Mennonite Teacher Letter

TFS-18L(A)

<Date>

Dear <Teacher Name>,

We recently invited you to share your insight into the teaching profession by completing the Teacher Follow-up Survey (TFS). The TFS is a follow-up study to the 2023–24 National Teacher and Principal Survey (NTPS).

We rely on professionals like you to help us understand the effects of school policies and practices on teachers' decisions to remain in or leave the teaching profession. Responses you provide on teacher working conditions, job satisfaction, and perceptions and attitudes are combined with those of other teachers from all over the country to provide federal, state, and local policymakers with an overall picture of today's teachers. This information not only informs vital decisions about education policy, practice, and funding, but by better understanding the experiences of current and former teachers, it also helps decision-makers address important education issues like teacher shortages and vacancies across the nation.

If you have recently responded, thank you and please disregard this letter. If you have not had the opportunity to participate yet, please complete the enclosed questionnaire **as soon as possible** and return it to the U.S. Census Bureau using the postage-paid envelope.

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, or between 11:00 a.m. and 9:00 p.m. (Eastern Time) Saturday and Sunday. 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 your participation in this important survey.

Sincerely,

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

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## Third Teacher Email (without Incentive)

TFS-19E1

Subject: The U.S Department of Education needs your opinion!

Body:

Dear <Teacher Name>,

Last month, we sent you an invitation to complete the Teacher Follow-up Survey (TFS), a follow-up study to the 2023–24 National Teacher and Principal Survey (NTPS). We are interested in learning about any changes in your career since last school year. Data collected from this important survey help researchers and policymakers better understand what affects teacher retention and attrition, as well as the teaching profession more generally. It's important that decision-makers hear from educators themselves, and this is an opportunity for your voice to be heard, whether you've left the profession or are still a teacher.

For example, from the 2021–22 TFS we learned:

- About 34.6 percent of teachers who left the profession between the 2020–21 and 2021–22 school years said that an increase in salary would be “very or extremely important” in influencing their decision to return to the position of a K–12 teacher.
- As you know, many teachers work another job during the school year to earn additional income. About **STAT1** percent of **TYPE** school teachers who left the profession, **STAT2** percent of teachers who changed schools but stayed in the classroom, and **STAT3** percent of teachers who stayed at the same school between the 2020–21 and 2021–22 school years worked a second job outside of the school system during the 2020–21 school year.

**We need your help to continue to provide policymakers with relevant and reliable teacher data!**

If you have already completed the survey, thank you, and please disregard this email. If you have not had the opportunity to complete the survey yet, we encourage you to participate.

[Click here to complete the Teacher Follow-up Survey.](#)

Log in using this user ID: <USER ID>

For more information about the NTPS and TFS, and to read reports from previous surveys, please visit our website at: <https://nces.ed.gov/surveys/ntps>.

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, or between 11:00 a.m. and 9:00 p.m. (Eastern Time) Saturday and Sunday. You can also contact the U.S. Census Bureau via email at: [ntps@census.gov](mailto:ntps@census.gov).

Thank you in advance for your participation.

Sincerely,

Teacher Follow-up 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) | <https://nces.ed.gov/surveys/ntps>

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## Third Teacher Email (with Incentive)

TFS-19E1(I)

Subject: The U.S Department of Education needs your opinion!

Body:

Dear <Teacher Name>,

Last month, we sent you an invitation to complete the Teacher Follow-up Survey (TFS) online along with \$10 to thank you for participating. The TFS is a follow-up study to the 2023–24 National Teacher and Principal Survey (NTPS). We are interested in learning about any changes in your career since last school year. Data collected from this important survey help researchers and policymakers better understand what affects teacher retention and attrition, as well as the teaching profession more generally. It's important that decision-makers hear from educators themselves, and this is an opportunity for your voice to be heard, whether you've left the profession or are still a teacher.

For example, from the 2021–22 TFS we learned:

- About 34.6 percent of teachers who left the profession between the 2020–21 and 2021–22 school years said that an increase in salary would be “very or extremely important” in influencing their decision to return to the position of a K–12 teacher.
- As you know, many teachers work another job during the school year to earn additional income. About **STAT1** percent of **TYPE** school teachers who left the profession, **STAT2** percent of teachers who changed schools but stayed in the classroom, and **STAT3** percent of teachers who stayed at the same school between the 2020–21 and 2021–22 school years worked a second job outside of the school system during the 2020–21 school year.

**We need your help to continue to provide policymakers relevant and reliable teacher data!**

If you have already completed the survey, thank you, and please disregard this email. If you have not had the opportunity to complete the survey yet, we encourage you to participate.

[Click here to complete the Teacher Follow-up Survey.](#)

Log in using this user ID: <USER ID>

For more information about the NTPS and TFS, and to read reports from previous surveys, please visit our website at: <https://nces.ed.gov/surveys/ntps>.

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, or between 11:00 a.m. and 9:00 p.m. (Eastern Time) Saturday and Sunday. You can also contact the U.S. Census Bureau via email at: [ntps@census.gov](mailto:ntps@census.gov).

Thank you in advance for your participation.

Sincerely,

Teacher Follow-up 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) | <https://nces.ed.gov/surveys/ntps>

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# Third Teacher Email (Early Mover/Leaver Non-Responders)

TFS-19E2

Subject: The U.S Department of Education still needs your opinion!

Body:

Dear <Teacher Name>,

Last fall, we invited you to complete the Teacher Follow-up Survey (TFS) and tell us about any changes in your career since the 2023–24 school year. The TFS is a follow-up study to the 2023–24 National Teacher and Principal Survey (NTPS) and focuses on understanding how personal life and work experiences impact career-related decisions. Data collected from this important survey not only help researchers and policymakers better understand what affects teacher retention and attrition, but also the teaching profession more generally. It's important that decision-makers hear from educators themselves, and this is an opportunity for your voice to be heard, whether you've left the profession or are still a teacher.

For example, from the 2021–22 TFS we learned:

- About 34.6 percent of teachers who left the profession between the 2020–21 and 2021–22 school years said that an increase in salary would be “very or extremely important” in influencing their decision to return to the position of a K–12 teacher.
- As you know, many teachers work another job during the school year to earn additional income. About STAT1 percent of TYPE school teachers who left the profession and STAT2 percent of teachers who changed schools but stayed in the classroom between the 2020–21 and 2021–22 school years worked a second job outside of the school system during the 2020–21 school year.

**We still need your response!** Please help us continue to provide policymakers with relevant and reliable teacher data. This survey will only take about 20 minutes to complete.

[Click here to complete the Teacher Follow-up Survey.](#)

Log in using this user ID: <USER ID>

In the coming weeks, you will also receive a letter inviting your participation in the TFS along with \$10 as a token of our appreciation for your time.

For more information about the NTPS and TFS, and to read reports from previous surveys, please visit our website at: <https://nces.ed.gov/surveys/ntps>.

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, or between 11:00 a.m. and 9:00 p.m. (Eastern Time) Saturday and Sunday. You can also contact the U.S. Census Bureau via email at: [ntps@census.gov](mailto:ntps@census.gov).

Thank you in advance for your participation.

Sincerely,

Teacher Follow-up 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) | <https://nces.ed.gov/surveys/ntps>

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## Fourth Teacher Email

TFS-20E

Subject: Teacher Follow-up Survey: The U.S Department of Education Needs Your Help!

Body:

Dear <Teacher Name>,

We know that you are really busy, but we need your help.

We have been trying to reach you about the Teacher Follow-up Survey (TFS), a follow-up study to the 2023–24 National Teacher and Principal Survey (NTPS). Your participation provides decision-makers at all levels of the government with valuable information used to inform education policies and practices.

If you have already completed the survey, thank you for your assistance, and please disregard this email. If you have not had the opportunity to complete the survey yet, **we encourage you to log in and respond now.**

[Click here to complete the Teacher Follow-up Survey.](#)

Log in using this user ID: <USER ID>

For more information about the NTPS and TFS, and to read reports from previous surveys, please visit our website at: <https://nces.ed.gov/surveys/ntps>.

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, or between 11:00 a.m. and 9:00 p.m. (Eastern Time) Saturday and Sunday. You can also contact the U.S. Census Bureau via email at: [ntps@census.gov](mailto:ntps@census.gov).

Thank you in advance for your participation.

Sincerely,

Teacher Follow-up 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) | <https://nces.ed.gov/surveys/ntps>

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## Third Teacher Letter

TFS-19L (Includes Teacher Letter FAQs)

<Date>

Dear <Teacher Name>,

We are writing once again to encourage you to take the time to complete the Teacher Follow-up Survey (TFS) online. The TFS is a follow-up study to the 2023–24 National Teacher and Principal Survey (NTPS). We know you're busy and that this survey will take time out of your day, but please be assured that your time will be well spent. The TFS is an important national study that collects information about current teachers' experiences and job satisfaction, as well as former teachers' reasons for leaving the teaching profession, to help policymakers and practitioners better understand the challenges facing educators today.

If you have recently completed the survey, thank you! If you have not had the opportunity to participate yet, we encourage you to complete the survey **as soon as possible**.

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

Log in using this user ID: <USER ID>

Responses you provide about your working conditions and job satisfaction are combined with information from other teachers all over the country. Your participation is greatly appreciated and helps provide a complete picture of today's teachers.

If you have questions, need assistance, or would like to complete the survey with a representative, 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, or between 11:00 a.m. and 9:00 p.m. (Eastern Time) Saturday and Sunday. You can also contact the U.S. Census Bureau via email at: [ntps@census.gov](mailto:ntps@census.gov). You can find more information about the TFS on the back of this letter or at: <https://nces.ed.gov/surveys/ntps>.

Thank you in advance for your participation in this important survey.

Sincerely,

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

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## Third Amish and Mennonite Teacher Letter

TFS-19L(A) (Includes Teacher Letter FAQs)

<Date>

Dear <Teacher Name>,

We are writing once again to encourage you to take the time to complete the Teacher Follow-up Survey (TFS). The TFS is a follow-up study to the 2023–24 National Teacher and Principal Survey (NTPS) that collects information about current teachers' experiences and job satisfaction, as well as former teachers' reasons for leaving the teaching profession.

If you have recently completed the survey, thank you! If you have not had the opportunity to participate yet, we encourage you to complete the enclosed questionnaire **as soon as possible** and return it to the U.S. Census Bureau using the postage-paid envelope.

Responses you provide about your working conditions and job satisfaction are combined with information from other teachers all over the country. Your participation is greatly appreciated and helps provide a complete picture of today's teachers.

If you have questions, need assistance, or would like to complete the survey with a representative, 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, or between 11:00 a.m. and 9:00 p.m. (Eastern Time) Saturday and Sunday. 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 your participation in this important survey.

Sincerely,

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

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**What is the purpose of this survey?**

The purpose of this survey is to obtain information about the career paths of teachers, including current teachers' experiences and satisfaction, and former teachers' current employment and reasons for leaving the teaching profession. The data are used by Congress, the U.S. Department of Education, state education agencies, public school districts, and education research organizations.

**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 is administering this survey on behalf of the NCES. The Office of Management and Budget (OMB) approved this survey. The OMB control number is 1850-0617 and the approval expiration date is 06/30/2027.

**Why should I participate in this survey?**

This is a chance for your voice to be heard by education leaders! Policymakers and educational leaders rely on data from this survey to further their understanding of why teachers leave or stay in the profession and inform their decisions concerning K-12 schools. Updating your responses since last year's National Teacher and Principal Survey (NTPS) provides us with vital information about personal and professional factors that affect teacher retention and attrition. This survey provides important insight into the career paths of teachers, and your participation will contribute to the success of this survey. You were specifically chosen as part of this scientific study among teachers who participated in the NTPS last year, and we cannot replace you with anyone else. Your answers will ensure that teachers like yourself, whether you're still teaching or have left the teaching profession, are counted.

**Will my responses be kept 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.

**How will my information be reported?**

The information you provide will be combined with the information provided by others in statistical reports. No individually-identifiable data will be included in the statistical reports.

## Fifth Teacher Email

TFS-21E

Subject: Please Respond to the Teacher Follow-up Survey!

Body:

Dear <Teacher Name>,

Cross the Teacher Follow-up Survey (TFS) off your to-do list by participating today!

The TFS is a follow-up study to the 2023–24 National Teacher and Principal Survey (NTPS). Your responses are extremely valuable to us because they ensure that we can describe the job conditions and experiences of all U.S. teachers, including former teachers who left the profession, to federal, state, and local decision-makers who will inform education policy and practice. Your responses are essential regardless of whether you are still teaching. Don't miss your opportunity to have your experiences and perspectives included!

If you have already completed the survey, thank you for your assistance, and please disregard this email.

If you have not taken the survey yet, we encourage you to participate:

[Click here to complete the Teacher Follow-up Survey.](#)

Log in using this user ID: <USER ID>

For more information about the NTPS and TFS, and to read reports from previous surveys, please visit our website at: <https://nces.ed.gov/surveys/ntps>.

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, or between 11:00 a.m. and 9:00 p.m. (Eastern Time) Saturday and Sunday. You can also contact the U.S. Census Bureau via email at: [ntps@census.gov](mailto:ntps@census.gov).

Thank you in advance for your participation.

Sincerely,

Teacher Follow-up 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) | <https://nces.ed.gov/surveys/ntps>

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## Fourth Teacher Letter (TFS-2 or TFS-3)

TFS-20L(1)

<Date>

Dear <Teacher Name>,

We are following up with you as we have not yet received your response to the Teacher Follow-up Survey (TFS), a follow-up study to the 2023–24 National Teacher and Principal Survey (NTPS). A few months ago, we sent you an invitation to complete the TFS via the internet and we are now sending you a paper version of the questionnaire. We also sent you \$10 as a token of our appreciation for your participation.

The TFS is your chance to give state and national policymakers your opinions about the teaching profession. If you have recently left the teaching profession, now is your chance to tell us why. Your participation will help us create an accurate picture of working conditions for teachers in this country that federal, state, and local policymakers rely on when making decisions about education policy and practices.

If you have recently completed the survey, thank you! **If you have not yet completed the survey, please respond using ONE of the following options:**

- Respond online at <https://respond.census.gov/tfs> using this user ID: <USER ID>
- OR
- Complete the enclosed questionnaire and mail it back using the enclosed postage-paid envelope. If the enclosed questionnaire does not apply to you, please notify the U.S. Census Bureau by telephone or email.

The questionnaire will take approximately 20 minutes to complete.

If you have questions, need assistance, or would like to complete the survey with a representative, 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, or between 11:00 a.m. and 9:00 p.m. (Eastern Time) Saturday and Sunday. You can also contact the U.S. Census Bureau via email at: [ntps@census.gov](mailto:ntps@census.gov). You can find more information about the TFS at: <https://nces.ed.gov/surveys/ntps>.

Thank you for your participation in this important survey.

Sincerely,

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

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## Fourth Teacher Letter (TFS-2 and TFS-3)

TFS-20L(2)

<Date>

Dear <Teacher Name>,

We are following up with you as we have not yet received your response to the Teacher Follow-up Survey (TFS), a follow-up study to the 2023–24 National Teacher and Principal Survey (NTPS). A few months ago, we sent you an invitation to complete the TFS via the internet and we are now sending you a paper version of the questionnaire. We also sent you \$10 as a token of our appreciation for your participation.

The TFS is your chance to give state and national policymakers your opinions about the teaching profession. If you have recently left the teaching profession, now is your chance to tell us why. Your participation will help us create an accurate picture of working conditions for teachers in this country.

If you have recently completed the survey, thank you! **If you have not yet completed the survey, please respond using ONE of the following options:**

- Respond online at <https://respond.census.gov/tfs> using this user ID: <USER ID>

OR

- Complete a paper questionnaire and return it in the postage-paid return envelope.

Two questionnaires have been enclosed, please complete **ONLY the questionnaire that best matches** your current teaching status:

- The Questionnaire for Former Teachers (TFS-2) is **GREEN** and intended for persons who **left** teaching within the year after the 2023–24 NTPS.
- The Questionnaire for Current Teachers (TFS-3) is **PINK** and intended for teachers who **continue** to teach, either in the same school as in the previous year or in a different school.

The questionnaire will take approximately 20 minutes to complete.

If you have questions, need assistance, or would like to complete the survey with a representative, 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, or between 11:00 a.m. and 9:00 p.m. (Eastern Time) Saturday and Sunday. You can also contact the U.S. Census Bureau via email at: [ntps@census.gov](mailto:ntps@census.gov). You can find more information about the TFS at: <https://nces.ed.gov/surveys/ntps>.

Thank you for your participation in this important survey.

Sincerely,

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

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## Fourth Amish and Mennonite Teacher Letter (TFS-2 or TFS-3)

TFS-20L(A1)

<Date>

Dear <Teacher Name>,

We are following up with you as we have not yet received your response to the Teacher Follow-up Survey (TFS). The TFS is a follow-up study to the 2023–24 National Teacher and Principal Survey (NTPS).

We previously sent you an invitation to complete the TFS. The TFS is your chance to give state and national policymakers your opinions about the teaching profession. If you have recently left the teaching profession, now is your chance to tell us why. Your participation will help us create an accurate picture of working conditions for teachers in this country.

If you have recently completed the survey, thank you! **If you have not yet completed the survey, please complete the enclosed questionnaire as soon as possible** and return it to the U.S. Census Bureau using the postage-paid envelope. If the enclosed questionnaire does not apply to you, please notify the U.S. Census Bureau by telephone or at the address below. The questionnaire will take approximately 20 minutes to complete.

If you have questions, need assistance, or would like to complete the survey with a representative, 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, or between 11:00 a.m. and 9:00 p.m. (Eastern Time) Saturday and Sunday. 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 participation in this important survey.

Sincerely,

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

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## Fourth Amish and Mennonite Teacher Letter (TFS-2 and TFS-3)

TFS-20L(A2)

<Date>

Dear <Teacher Name>,

We are following up with you as we have not yet received your response to the Teacher Follow-up Survey (TFS). The TFS is a follow-up study to the 2023–24 National Teacher and Principal Survey (NTPS).

We previously sent you an invitation to complete the TFS. The TFS is your chance to give state and national policymakers your opinions about the teaching profession. If you have recently left the teaching profession, now is your chance to tell us why. Your participation will help us create an accurate picture of working conditions for teachers in this country.

If you have recently completed the survey, thank you! **If you have not yet completed the survey, please complete ONE of the enclosed paper questionnaires and return it to the U.S. Census Bureau using the postage-paid return envelope.** The questionnaire will take approximately 20 minutes to complete.

Two questionnaires have been enclosed, please complete **ONLY the questionnaire that best matches** your current teaching status:

- The Questionnaire for Former Teachers (TFS-2) is **GREEN** and intended for persons who **left** teaching within the year after the 2023–24 NTPS.
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## Sixth Teacher Email (Sampled Teacher Non-Responders)

TFS-22E1

Subject: Let the U.S. Department of Education know what you think: Take our survey today

Body:

Dear <Teacher Name>,

Over the past few months, we have sent you invitations to complete your Teacher Follow-up Survey (TFS) online. In addition, we recently mailed you a paper version of the TFS. The TFS is a follow-up study to the 2023–24 National Teacher and Principal Survey (NTPS). We need your help to continue to provide critical decision-makers with an accurate view of the teaching profession in schools across the country. Policymakers at the state, federal, and local levels use these data to set education policy and improve teacher working conditions. **This is your chance to voice your opinion!**

If you have recently completed the survey, thank you! If not, please complete the questionnaire we mailed to you and return it to us in the postage-paid envelope. Alternatively, you may complete your survey online using the following login information.

[Click here to complete the Teacher Follow-up Survey.](#)

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.

For more information about the NTPS and TFS, and to read reports from previous surveys, please visit our website at: <https://nces.ed.gov/surveys/ntps>.

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, or between 11:00 a.m. and 9:00 p.m. (Eastern Time) Saturday and Sunday. You can also contact the U.S. Census Bureau via email at: [ntps@census.gov](mailto:ntps@census.gov).

Thank you for your contribution to this important survey.

Sincerely,

Teacher Follow-up 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) | <https://nces.ed.gov/surveys/ntps>

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## Sixth Teacher Email (Sampled Teacher Non-Responders with Incentive Text)

TFS-22E1(I)

Subject: Let the U.S. Department of Education know what you think: Take our survey today

Body:

Dear <Teacher Name>,

Over the past few months, we have sent you invitations to complete your Teacher Follow-up Survey (TFS) online. In addition, we recently mailed you a paper version of the TFS. The TFS is a follow-up study to the 2023–24 National Teacher and Principal Survey (NTPS). We need your help to continue to provide critical decision-makers with an accurate view of the teaching profession in schools across the country. Policymakers at the state, federal, and local levels use these data to set education policy and improve teacher working conditions. **This is your chance to voice your opinion!**

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[Click here to complete the Teacher Follow-up Survey.](#)

Log in using this user ID: <USER ID>

**After you complete your survey, we will email you a \$10 digital gift card as a token of our appreciation. The gift card will be sent to the email address that you provide at the end of the survey and can be redeemed at a retailer of your choice.**

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

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Thank you for your contribution to this important survey.

Sincerely,

Teacher Follow-up 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) | <https://nces.ed.gov/surveys/ntps>

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# Sixth Teacher Email (Early Mover/Leaver Non-Responders)

TFS-22E2

Subject: Let the U.S. Department of Education know what you think: Take our survey today

Body:

Dear <Teacher Name>,

Over the past few months, we have sent you invitations to complete your Teacher Follow-up Survey (TFS) online. The TFS is a follow-up study to the 2023–24 National Teacher and Principal Survey (NTPS). We need your help to continue to provide critical decision-makers with an accurate view of the teaching profession in schools across the country. Policymakers at the state, federal, and local levels use these data to set education policy and improve teacher working conditions. **This is your chance to voice your opinion!**

If you have recently completed the survey, thank you! If not, please complete your survey online using the following login information.

[Click here to complete the Teacher Follow-up Survey.](#)

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.

For more information about the NTPS and TFS, and to read reports from previous surveys, please visit our website at: <https://nces.ed.gov/surveys/ntps>.

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, or between 11:00 a.m. and 9:00 p.m. (Eastern Time) Saturday and Sunday. You can also contact the U.S. Census Bureau via email at: [ntps@census.gov](mailto:ntps@census.gov).

Thank you for your contribution to this important survey.

Sincerely,

Teacher Follow-up 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) | <https://nces.ed.gov/surveys/ntps>

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## Seventh Teacher Email (TFS Personalized Email to Sampled Teacher Non-Responders and Early Mover/Leaver Non-Responders)

TFS-23E

Subject: We need your help to understand what's changed: Please consider participating in the Teacher Follow-up Survey!

Body:

Dear <Teacher Name>,

We urgently need your help to understand what has happened to current and former teachers in the last year.

Your Teacher Follow-up Survey (TFS) responses will help us better understand how school policies and practices, as well as personal life and work experiences, influence teachers' decisions to remain in or leave the profession. As you may be aware, decision-makers are anxiously trying to understand and address increasing teacher shortages and vacancies across the nation. But in order to do so, **they need nationally representative attrition data from the Department of Education to truly capture the experiences of current and former teachers.**

The TFS provides this information and helps highlight the challenges teachers face, as well as why they choose to leave the profession. By responding to this short survey, you can help ensure that we have the data needed to address this issue and inform amelioration strategies. **Add your voice to the room where decisions are made!**

This survey will only take about 20 minutes to complete. To respond online, please visit the link below and enter your User ID:

[Click here to complete the Teacher Follow-up Survey.](#)

Log in using this user ID: <USER ID>

To learn more about the NTPS and TFS, and to read reports from previous surveys, please visit our website at: <https://nces.ed.gov/surveys/ntps>.

If you have any questions or would like to complete the survey with a representative, please contact us at 1-888-595-1338 between 8:00 a.m. and 8:00 p.m. (Eastern Time) Monday through Friday, or between 11:00 a.m. and 9:00 p.m. (Eastern Time) Saturday and Sunday. You can also contact me directly at [Julia.merlin@ed.gov](mailto:Julia.merlin@ed.gov).

Sincerely,

Julia Merlin  
Study Director, Teacher Follow-up Survey and Principal Follow-up Survey  
National Center for Education Statistics

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## Seventh Teacher Email (TFS Personalized Email to Sampled Teacher Non-Responders with Incentive Text)

TFS-23E(I)

Subject: We need your help to understand what's changed: Please consider participating in the Teacher Follow-up Survey!

Body:

Dear <Teacher Name>,

We urgently need your help to understand what has happened to current and former teachers in the last year.

Your Teacher Follow-up Survey (TFS) responses will help us better understand how school policies and practices, as well as personal life and work experiences, influence teachers' decisions to remain in or leave the profession. As you may be aware, decision-makers are anxiously trying to understand and address increasing teacher shortages and vacancies across the nation. But in order to do so, **they need nationally representative attrition data from the Department of Education to truly capture the experiences of current and former teachers.**

The TFS provides this information and helps highlight the challenges teachers face, as well as why they choose to leave the profession. By responding to this short survey, you can help ensure that we have the data needed to address this issue and inform amelioration strategies. **Add your voice to the room where decisions are made!**

This survey will only take about 20 minutes to complete. To respond online, please visit the link below and enter your User ID:

[Click here to complete the Teacher Follow-up Survey.](#)

Log in using this user ID: <USER ID>

**After you complete your survey, we will email you a \$10 digital gift card as a token of our appreciation. The gift card will be sent to the email address that you provide at the end of the survey and can be redeemed at a retailer of your choice.**

To learn more about the NTPS and TFS, and to read reports from previous surveys, please visit our website at: <https://nces.ed.gov/surveys/ntps>.

If you have any questions or would like to complete the survey with a representative, please contact us at 1-888-595-1338 between 8:00 a.m. and 8:00 p.m. (Eastern Time) Monday through Friday, or between 11:00 a.m. and 9:00 p.m. (Eastern Time) Saturday and Sunday. You can also contact me directly at [Julia.merlin@ed.gov](mailto:Julia.merlin@ed.gov).

Sincerely,

Julia Merlin  
Study Director, Teacher Follow-up Survey and Principal Follow-up Survey  
National Center for Education Statistics

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## Fifth Teacher Letter (TFS-2 or TFS-3)

TFS-21L(1) (Includes Teacher Letter FAQs)

<Date>

Dear <Teacher Name>,

Don't miss your opportunity to inform national policy on teachers and the teaching profession!

The Teacher Follow-up Survey (TFS) needs your response to portray an accurate picture of today's teachers. The TFS is a follow-up study to the 2023–24 National Teacher and Principal Survey (NTPS) and provides policymakers and practitioners with valuable data about current teachers' experience, job satisfaction, and working conditions, and about former teachers' current employment and reasons for leaving the teaching profession.

If you have recently completed the survey, thank you! **If you have not yet completed the TFS, please respond in ONE of two ways:**

- Respond online at <https://respond.census.gov/tfs> using this user ID: <USER ID>

OR

- Complete the enclosed questionnaire and mail it back using the enclosed postage-paid envelope. If the enclosed questionnaire does not apply to you, please notify the U.S. Census Bureau by telephone or email.

If you have any questions, need assistance, or would like to complete the survey with a representative, 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, or between 11:00 a.m. and 9:00 p.m. (Eastern Time) Saturday and Sunday. You can also contact the U.S. Census Bureau via email at: [ntps@census.gov](mailto:ntps@census.gov).

For additional information about the TFS, please see the reverse side of this letter or visit: <https://nces.ed.gov/surveys/ntps>.

Thank you in advance for your participation in this important survey.

Sincerely,

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

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## Fifth Teacher Letter (TFS-2 and TFS-3)

TFS-21L(2) (Includes Teacher Letter FAQs)



<Date>

Dear <Teacher Name>,

Don't miss your opportunity to inform national policy on teachers and the teaching profession!

The Teacher Follow-up Survey (TFS) needs your response to portray an accurate picture of today's teachers. The TFS is a follow-up study to the 2023–24 National Teacher and Principal Survey (NTPS) and provides policymakers and practitioners with valuable data about current teachers' experience, job satisfaction, and working conditions, and about former teachers' current employment and reasons for leaving the teaching profession.

If you have recently completed the survey, thank you! **If you have not yet completed the TFS, please respond in ONE of two ways:**

- Respond online at <https://respond.census.gov/tfs> using this user ID: <USER ID>

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Two questionnaires have been enclosed, please complete **ONLY the questionnaire that best matches** your current teaching status:

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## Fifth Teacher Letter (TFS-2 or TFS-3 with Incentive Text)

TFS-21L(D1) (Includes Teacher Letter FAQs)

<Date>

Dear <Teacher Name>,

Don't miss your opportunity to inform national policy on teachers and the teaching profession!

The Teacher Follow-up Survey (TFS) needs your response to portray an accurate picture of today's teachers. The TFS is a follow-up study to the 2023-24 National Teacher and Principal Survey (NTPS) and provides policymakers and practitioners with valuable data about current teachers' experience, job satisfaction, and working conditions, and about former teachers' current employment and reasons for leaving the teaching profession.

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Sincerely,

Chris Chapman  
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National Center for Education Statistics (NCES)  
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## Fifth Teacher Letter (TFS-2 and TFS-3 with Incentive Text)

TFS-21L(D2) (Includes Teacher Letter FAQs)

<Date>

Dear <Teacher Name>,

Don't miss your opportunity to inform national policy on teachers and the teaching profession!

The Teacher Follow-up Survey (TFS) needs your response to portray an accurate picture of today's teachers. The TFS is a follow-up study to the 2023–24 National Teacher and Principal Survey (NTPS) and provides policymakers and practitioners with valuable data about current teachers' experience, job satisfaction, and working conditions, and about former teachers' current employment and reasons for leaving the teaching profession.

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## Fifth Amish and Mennonite Teacher Letter (TFS-2 or TFS-3)

TFS-21L(A1) (Includes Teacher Letter FAQs)

<Date>

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Don't miss your opportunity to inform national policy on teachers and the teaching profession!

The Teacher Follow-up Survey (TFS) needs your response to portray an accurate picture of today's teachers. The TFS is a follow-up study to the 2023–24 National Teacher and Principal Survey (NTPS) and provides valuable data about current teachers' experience, job satisfaction, and working conditions, and about former teachers' current employment and reasons for leaving the teaching profession.

If you have recently completed the survey, thank you! **If you have not yet completed the TFS, please complete the enclosed questionnaire as soon as possible and return it to the U.S. Census Bureau using the postage-paid envelope.** If the enclosed questionnaire does not apply to you, please notify the U.S. Census Bureau by telephone or at the address below.

If you have any questions, need assistance, or would like to complete the survey with a representative, 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, or between 11:00 a.m. and 9:00 p.m. (Eastern Time) Saturday and Sunday. 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 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). 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 Amish and Mennonite Teacher Letter (TFS-2 and TFS-3)

TFS-21L(A2) (Includes Teacher Letter FAQs)

<Date>

Dear <Teacher Name>,

Don't miss your opportunity to inform national policy on teachers and the teaching profession!

The Teacher Follow-up Survey (TFS) needs your response to portray an accurate picture of today's teachers. The TFS is a follow-up study to the 2023–24 National Teacher and Principal Survey (NTPS) and provides valuable data about current teachers' experience, job satisfaction, and working conditions, and about former teachers' current employment and reasons for leaving the teaching profession.

If you have recently completed the survey, thank you! **If you have not yet completed the TFS, please complete ONE of the enclosed paper questionnaires and return it to the U.S. Census Bureau using the postage-paid return envelope.**

Two questionnaires have been enclosed, please complete **ONLY the questionnaire that best matches** your current teaching status:

- The Questionnaire for Former Teachers (TFS-2) is **GREEN** and intended for persons who **left** teaching within the year after the 2023–24 NTPS.
- The Questionnaire for Current Teachers (TFS-3) is **PINK** and intended for teachers who **continue** to teach, either in the same school as in the previous year or in a different school.

If you have any questions, need assistance, or would like to complete the survey with a representative, 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, or between 11:00 a.m. and 9:00 p.m. (Eastern Time) Saturday and Sunday. You can also write to:

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Thank you in advance for your participation in this important survey.

Sincerely,

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U.S. Department of Education

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*staff. Individual responses will be combined with those from other participants to produce summary statistics and reports.*

**What is the purpose of this survey?**

The purpose of this survey is to obtain information about the career paths of teachers, including current teachers' experiences and satisfaction, and former teachers' current employment and reasons for leaving the teaching profession. The data are used by Congress, the U.S. Department of Education, state education agencies, public school districts, and education research organizations.

**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 1850-0617 and the approval expiration date is 06/30/2027.

**Why should I participate in this survey?**

This is a chance for your voice to be heard by education leaders! Policymakers and educational leaders rely on data from this survey to further their understanding of why teachers leave or stay in the profession and inform their decisions concerning K-12 schools. Updating your responses since last year's National Teacher and Principal Survey (NTPS) provides us with vital information about personal and professional factors that affect teacher retention and attrition. This survey provides important insight into the career paths of teachers, and your participation will contribute to the success of this survey. You were specifically chosen as part of this scientific study among teachers who participated in the NTPS last year, and we cannot replace you with anyone else. Your answers will ensure that teachers like yourself, whether you're still teaching or have left the teaching profession, are counted.

**Will my responses be kept 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.

**How will my information be reported?**

The information you provide will be combined with the information provided by others in statistical reports. No individually-identifiable data will be included in the statistical reports.

## Eighth Teacher Email (All Non-Responders)

TFS-24E

Subject: Teacher Follow-up Survey: We need you!

Body:

Dear <Teacher Name>,

We appreciate your contributions to the field of education and your past participation in the National Teacher and Principal Survey (NTPS).

Whether you are still teaching or not, your continued participation in the Teacher Follow-up Survey (TFS) will help to improve the teaching profession. Policymakers at all levels of the government rely on this information to make informed decisions about education policy and practice. It will only take a small amount of your time to complete and will help make sure that decision-makers in education learn from your experiences and perspective!

If you have already completed the survey, thank you for your assistance, and please disregard this email. If you have not completed it yet, we encourage you to participate in **ONE of two ways**:

- Complete the survey using our secure website and the login information provided below:

[Click here to complete the Teacher Follow-up Survey.](#)

Log in using this User ID: <USER ID>

OR

- Complete the paper questionnaire that was mailed to you and send it back in the postage-paid envelope.

For more information about the NTPS and TFS, and to read reports from previous surveys, please visit our website at: <https://nces.ed.gov/surveys/ntps>.

If you have any questions about the survey or would like to complete the survey with a representative, please contact us, toll-free, at 1-888-595-1338 between 8:00 a.m. and 8:00 p.m. (Eastern Time) Monday through Friday, or between 11:00 a.m. and 9:00 p.m. (Eastern Time) Saturday and Sunday. You can also contact us via email at: [ntps@census.gov](mailto:ntps@census.gov).

Thank you in advance for your participation.

Sincerely,

Teacher Follow-up Survey Team  
U.S. Census Bureau, on behalf of the  
U.S. Department of Education  
National Center for Education Statistics (NCES)  
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## Eighth Teacher Email (All Non-Responders with Incentive Text)

TFS-24E(I)

Subject: Teacher Follow-up Survey: We need you!

Body:

Dear <Teacher Name>,

We appreciate your contributions to the field of education and your past participation in the National Teacher and Principal Survey (NTPS).

Whether you are still teaching or not, your continued participation in the Teacher Follow-up Survey (TFS) will help to improve the teaching profession. Policymakers at all levels of the government rely on this information to make informed decisions about education policy and practice. It will only take a small amount of your time to complete and will help make sure that decision-makers in education learn from your experiences and perspective!

If you have already completed the survey, thank you for your assistance, and please disregard this email. If you have not completed it yet, we encourage you to participate in **ONE of two ways**:

- Complete the survey using our secure website and the login information provided below:

[Click here to complete the Teacher Follow-up Survey.](#)

Log in using this User ID: <USER ID>

OR

- Complete the paper questionnaire that was mailed to you and send it back in the postage-paid envelope.

**After you complete your survey, we will email you a \$10 digital gift card as a token of our appreciation. The gift card will be sent to the email address that you provide at the end of the survey and can be redeemed at a retailer of your choice.**

For more information about the NTPS and TFS, and to read reports from previous surveys, please visit our website at: <https://nces.ed.gov/surveys/ntps>.

If you have any questions about the survey or would like to complete the survey with a representative, please contact us, toll-free, at 1-888-595-1338 between 8:00 a.m. and 8:00 p.m. (Eastern Time) Monday through Friday, or between 11:00 a.m. and 9:00 p.m. (Eastern Time) Saturday and Sunday. You can also contact us via email at: [ntps@census.gov](mailto:ntps@census.gov).

Thank you in advance for your participation.

Sincerely,

Teacher Follow-up Survey Team  
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## Ninth Teacher Email (All Non-Responders)

TFS-25E

Subject: Please participate in this important education survey

Body:

Dear <Teacher Name>,

Time is running out to complete the Teacher Follow-up Survey (TFS). The TFS is a follow-up study to the 2023–24 National Teacher and Principal Survey (NTPS). Your participation is important and will help ensure that policymakers and researchers have the data needed to better understand teachers and the teaching profession. Help us provide meaningful results from this survey and voice your opinion today.

If you have already completed the survey, thank you for your assistance, and please disregard this email. If you have not completed the survey, there are two ways you can participate:

- **The survey will be available until <DATE>**. Complete the survey using our secure website and the login information provided below:

[Click here to complete the Teacher Follow-up Survey.](#)

Log in using this User ID: <USER ID>

OR

- If you would prefer to complete a paper questionnaire, please complete and return the questionnaire you recently received by <DATE>.

For more information about the NTPS and TFS, and to read reports from previous surveys, please visit our website at: <https://nces.ed.gov/surveys/ntps>.

If you need assistance, our telephone representatives are available through 06/30/2025 at 1-888-595-1338 between 8:00 a.m. and 8:00 p.m. (Eastern Time) Monday through Friday, or between 11:00 a.m. and 9:00 p.m. (Eastern Time) Saturday and Sunday. After that date, you may continue to contact us by email at: [ntps@census.gov](mailto:ntps@census.gov).

Thank you very much for your prompt response!

Sincerely,

Teacher Follow-up Survey Team  
U.S. Census Bureau, on behalf of the  
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# Ninth Teacher Email (All Non-Responders with Incentive Text)

TFS-25E(I)

Subject: Please participate in this important education survey

Body:

Dear <Teacher Name>,

Time is running out to complete the Teacher Follow-up Survey (TFS). The TFS is a follow-up study to the 2023–24 National Teacher and Principal Survey (NTPS). Your participation is important and will help ensure that policymakers and researchers have the data needed to better understand teachers and the teaching profession. Help us provide meaningful results from this survey and voice your opinion today.

If you have already completed the survey, thank you for your assistance, and please disregard this email. If you have not completed the survey, there are two ways you can participate:

- **The survey will be available until <DATE>**. Complete the survey using our secure website and the login information provided below:

[Click here to complete the Teacher Follow-up Survey.](#)

Log in using this User ID: <USER ID>

OR

- If you would prefer to complete a paper questionnaire, please complete and return the questionnaire you recently received by <DATE>.

**After you complete your survey, we will email you a \$10 digital gift card as a token of our appreciation. The gift card will be sent to the email address that you provide at the end of the survey and can be redeemed at a retailer of your choice.**

For more information about the NTPS and TFS, and to read reports from previous surveys, please visit our website at: <https://nces.ed.gov/surveys/ntps>.

If you need assistance, our telephone representatives are available through 06/30/2025 at 1-888-595-1338 between 8:00 a.m. and 8:00 p.m. (Eastern Time) Monday through Friday, or between 11:00 a.m. and 9:00 p.m. (Eastern Time) Saturday and Sunday. After that date, you may continue to contact us by email at: [ntps@census.gov](mailto:ntps@census.gov).

Thank you very much for your prompt response!

Sincerely,

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U.S. Census Bureau, on behalf of the  
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## Tenth Teacher Email (All Non-Responders)

TFS-26E

Subject: We need your help: Please participate in the Teacher Follow-up Survey!

Body:

Dear <Teacher Name>,

We still need your response to the Teacher Follow-up Survey (TFS), a follow-up study to the 2023–24 National Teacher and Principal Survey (NTPS). Your participation in this survey is important to help policymakers and practitioners better understand the challenges facing educators today! Whether you are currently teaching at the same school, have left your school from last year, or have exited the profession entirely, policymakers at all levels will benefit from learning how your experiences informed your decision so they can make better decisions on behalf of educators.

If you have already completed the survey, thank you and please disregard this email. If you have not completed the survey, please participate in **ONE of two ways**:

- Complete the survey online using our secure website and the login information provided below by <DATE>:

[Click here to complete the Teacher Follow-up Survey.](#)

Log in using this User ID: <USER ID>

OR

- Complete and return the paper questionnaire you recently received by <DATE>.

For more information about the NTPS and TFS, and to read reports from previous surveys, please visit our website at: <https://nces.ed.gov/surveys/ntps>.

If you need assistance, our telephone representatives are available through 06/30/2025 at 1-888-595-1338 between 8:00 a.m. and 8:00 p.m. (Eastern Time) Monday through Friday, or between 11:00 a.m. and 9:00 p.m. (Eastern Time) Saturday and Sunday. After that date, you may continue to contact us by email at: [ntps@census.gov](mailto:ntps@census.gov).

Thank you very much for your prompt response!

Sincerely,

Teacher Follow-up 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) | <https://nces.ed.gov/surveys/ntps>

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# Tenth Teacher Email (All Non-Responders with Incentive Text)

TFS-26E(I)

Subject: We need your help: Please participate in the Teacher Follow-up Survey!

Body:

Dear <Teacher Name>,

We still need your response to the Teacher Follow-up Survey (TFS), a follow-up study to the 2023–24 National Teacher and Principal Survey (NTPS). Your participation in this survey is important to help policymakers and practitioners better understand the challenges facing educators today! Whether you are currently teaching at the same school, have left your school from last year, or have exited the profession entirely, policymakers at all levels will benefit from learning how your experiences informed your decision so they can make better decisions on behalf of educators.

If you have already completed the survey, thank you and please disregard this email. If you have not completed the survey, please participate in **ONE of two ways**:

- Complete the survey online using our secure website and the login information provided below by <DATE>:

[Click here to complete the Teacher Follow-up Survey.](#)

Log in using this User ID: <USER ID>

OR

- Complete and return the paper questionnaire you recently received by <DATE>.

**After you complete your survey, we will email you a \$10 digital gift card as a token of our appreciation. The gift card will be sent to the email address that you provide at the end of the survey and can be redeemed at a retailer of your choice.**

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Thank you very much for your prompt response!

Sincerely,

Teacher Follow-up Survey Team  
U.S. Census Bureau, on behalf of the  
U.S. Department of Education  
National Center for Education Statistics (NCES)  
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## Switcher Letter

TFS-27L

<Date>

Dear <Teacher Name>,

The National Teacher and Principal Survey (NTPS) and Teacher Follow-up Survey (TFS) team appreciates your willingness to complete the TFS. We received your message and see that you require a different questionnaire that better reflects your current teaching status. We have enclosed this new questionnaire.

Please complete and return this questionnaire in the postage-paid return envelope **as soon as possible**. Alternatively, you may also respond online using the following login information.

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

Log in using this user ID: <USER ID>

If you have questions, need assistance, or would like to complete the survey with a representative, 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, or between 11:00 a.m. and 9:00 p.m. (Eastern Time) Saturday and Sunday. You can also contact the U.S. Census Bureau via email at: [ntps@census.gov](mailto:ntps@census.gov).

Thank you again for your participation in this important survey.

Sincerely,

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

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*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.*

## Partial Complete Letter

TFS-28L (Includes Teacher Letter FAQs)

<Date>

Dear <Teacher Name>,

The National Teacher and Principal Survey (NTPS) and Teacher Follow-up Survey (TFS) team appreciates your willingness to complete the TFS. We noticed that your online questionnaire for this survey is not fully complete. We realize your time is valuable, but we need to ask for a bit more information in order to better understand your experiences and perspectives as an educator.

If you have recently finished your TFS, thank you! **If you have not yet completed the TFS, we encourage you to do so as soon as possible.**

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

Log in using this user ID: <USER ID>

If you have questions, need assistance, or would like to complete the survey with a representative, 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, or between 11:00 a.m. and 9:00 p.m. (Eastern Time) Saturday and Sunday. You can also contact the U.S. Census Bureau via email at: [ntps@census.gov](mailto:ntps@census.gov).

For additional information about the TFS, please see the reverse side of this letter.

Thank you again for your participation in this important survey.

Sincerely,

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

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**What is the purpose of this survey?**

The purpose of this survey is to obtain information about the career paths of teachers, including current teachers' experiences and satisfaction, and former teachers' current employment and reasons for leaving the teaching profession. The data are used by Congress, the U.S. Department of Education, state education agencies, public school districts, and education research organizations.

**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 1850-0617 and the approval expiration date is 06/30/2027.

**Why should I participate in this survey?**

This is a chance for your voice to be heard by education leaders! Policymakers and educational leaders rely on data from this survey to further their understanding of why teachers leave or stay in the profession and inform their decisions concerning K-12 schools. Updating your responses since last year's National Teacher and Principal Survey (NTPS) provides us with vital information about personal and professional factors that affect teacher retention and attrition. This survey provides important insight into the career paths of teachers, and your participation will contribute to the success of this survey. You were specifically chosen as part of this scientific study among teachers who participated in the NTPS last year, and we cannot replace you with anyone else. Your answers will ensure that teachers like yourself, whether you're still teaching or have left the teaching profession, are counted.

**Will my responses be kept 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.

**How will my information be reported?**

The information you provide will be combined with the information provided by others in statistical reports. No individually-identifiable data will be included in the statistical reports.

## Paper Questionnaire Request Letter

TFS-29L

<Date>

Dear <Teacher Name>,

The National Teacher and Principal Survey (NTPS) and Teacher Follow-up Survey (TFS) team appreciates your willingness to complete the TFS. The paper questionnaire you requested is enclosed.

Please complete and return your questionnaire in the 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 between 8:00 a.m. and 8:00 p.m. (Eastern Time) Monday through Friday, or between 11:00 a.m. and 9:00 p.m. (Eastern Time) Saturday and Sunday. You can also contact the U.S. Census Bureau via email at: [ntps@census.gov](mailto:ntps@census.gov).

For additional information about the TFS, please see the last page of your questionnaire.

Thank you again for your participation in this important survey.

Sincerely,

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

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## Additional Incentive Letter (TFS-2 or TFS-3)

TFS-30L(D1)

<Date>

Dear <Teacher Name>,

We have been contacting you throughout the school year to request your response to the Teacher Follow-up Survey (TFS). The TFS is a follow-up study to the 2023–24 National Teacher and Principal Survey (NTPS). By completing this survey, you will help ensure that policymakers and researchers have the data needed to better understand teachers and the teaching profession, why some teachers choose to stay in the classroom, and why others leave the profession.

Please respond using ONE of the following options:

- Respond online at <https://respond.census.gov/tfs> using this user ID: <USER ID>
- OR
- Complete the enclosed questionnaire and mail it back using the enclosed postage-paid envelope. If the enclosed questionnaire does not apply to you, please notify the U.S. Census Bureau by telephone or email.

**After you complete your survey, we will email you a \$10 digital gift card as a token of our appreciation. The gift card will be sent to the email address that you provide at the end of the survey and can be redeemed at a retailer of your choice.**

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, or between 11:00 a.m. and 9:00 p.m. (Eastern Time) Saturday and Sunday. You can also contact the U.S. Census Bureau via email 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

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## Additional Incentive Letter (TFS-2 and TFS-3)

TFS-30L(D2)

<Date>

Dear <Teacher Name>,

We have been contacting you throughout the school year to request your response to the Teacher Follow-up Survey (TFS). The TFS is a follow-up study to the 2023–24 National Teacher and Principal Survey (NTPS). By completing this survey, you will help ensure that policymakers and researchers have the data needed to better understand teachers and the teaching profession, why some teachers choose to stay in the classroom, and why others leave the profession.

Please respond using ONE of the following options:

- Respond online at <https://respond.census.gov/tfs> using this user ID: <USER ID>

OR

- Complete a paper questionnaire and return it in the postage-paid return envelope.

Two questionnaires have been enclosed, please complete **ONLY the questionnaire that best matches** your current teaching status:

- The Questionnaire for Former Teachers (TFS-2) is **GREEN** and intended for persons who **left** teaching within the year after the 2023–24 NTPS.
- The Questionnaire for Current Teachers (TFS-3) is **PINK** and intended for teachers who **continue** to teach, either in the same school as in the previous year or in a different school.

**After you complete your survey, we will email you a \$10 digital gift card as a token of our appreciation. The gift card will be sent to the email address that you provide at the end of the survey and can be redeemed at a retailer of your choice.**

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, or between 11:00 a.m. and 9:00 p.m. (Eastern Time) Saturday and Sunday. You can also contact the U.S. Census Bureau via email 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

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# Digital Incentive Delivery Email

TFS-27E

Subject: Thank You from the U.S. Department of Education and U.S. Census Bureau

Body:

Dear <Teacher Name>,

Thank you for completing the Teacher Follow-up Survey! Below is a \$10 digital gift card as a token of our appreciation for your response to this important study. This digital gift card can be redeemed at a retailer of your choice.

\$10  
Your Choice

**[Access Gift Card Here (TOKEN - hyperlinked)]**  
**Available until [EXP\_DATE]**

**[FAQs (URL - hyperlinked (<https://censuschp-g0cnbefrdxgegacf.centralus-01.azurewebsites.net/faq/>))]**

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, or between 11:00 a.m. and 9:00 p.m. (Eastern Time) Saturday and Sunday. You can also contact the U.S. Census Bureau via email at: [ntps@census.gov](mailto:ntps@census.gov).

Thanks, again, for your participation.

Sincerely,

Teacher Follow-up 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) | <https://nces.ed.gov/surveys/ntps>

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# Thank You Email

TFS-28E

Subject: Thank you for your participation

Body:

Dear <Teacher Name>,

We appreciate your contributions to the field of education and your participation in the Teacher Follow-up Survey (TFS). We would like to thank you for making this survey a success!

We will be releasing findings from the 2023–24 National Teacher and Principal Survey (NTPS) later this year. Findings from the 2024–25 TFS will be released next year. These findings, as well as reports based on previous administrations of the NTPS and TFS, will be posted to the NCES website at <http://www.nces.ed.gov/surveys/ntps> upon release. You can also subscribe to our email alerts at <https://ies.ed.gov/newsflash/> to be kept up to date on data releases from the NTPS, TFS, and other educational surveys.

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, or between 11:00 a.m. and 9:00 p.m. (Eastern Time) Saturday and Sunday. You can also contact the U.S. Census Bureau via email at: [ntps@census.gov](mailto:ntps@census.gov).

Thanks, again, for your participation.

Sincerely,

Teacher Follow-up 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) | <https://nces.ed.gov/surveys/ntps>

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## Cash Flyer Insert

TFS-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 help with providing information about changes in your career since last school year. Your responses on the Teacher Follow-up Survey (TFS) will help to measure teacher retention and attrition, as well as understand the effects of school policies and practices on teachers' decisions to remain in or leave the profession.

## Special District Insert

TFS-SD

**Your district has approved  
your school's participation in the  
National Teacher and Principal Survey and  
the Teacher Follow-up 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) and the Teacher Follow-up Survey (TFS) 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).

**Initial Principal Invitation Email (No Personal  
Email/Personal Email/Text Groups)**

PFS-33E



Subject: Principal Follow-up Survey

Body:

Dear <Principal Name>,

Thanks to your school's participation, the 2023–24 National Teacher and Principal Survey (NTPS) was a success! Because of principals like you, we better understand principals' working conditions, career pathways, and experiences in their schools.

One area of research that cannot be addressed with the NTPS data already collected is the attrition and retention rates of principals like you. To address this, we are asking you to complete the **one question** Principal Follow-up Survey (PFS) regarding your current occupational status using our secure website.

[Click here to complete the Principal Follow-up Survey.](#)

Log in using this User ID: <USER ID>

For more information about the NTPS and PFS, and to read reports from previous surveys, please visit our website at: <https://nces.ed.gov/surveys/ntps>.

If you have any questions, please contact the U.S. Census Bureau, toll-free, at 1-866-325-4957 or by email at: [ntps@census.gov](mailto:ntps@census.gov). Someone will be available to take your call Monday through Friday, between 8:00 a.m. and 8:00 p.m. (Eastern Time).

Thank you in advance for your contribution to this important survey effort.

Sincerely,

Principal Follow-up Survey Team  
U.S. Census Bureau, on behalf of the  
U.S. Department of Education  
National Center for Education Statistics (NCES)  
1-866-325-4957 | [ntps@census.gov](mailto:ntps@census.gov) | <https://nces.ed.gov/surveys/ntps>

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**Initial Principal Invitation Letter (No Personal Email/Text Groups)**

PFS-33L

<Date>

Dear <Principal Name>,

Last year, you and your school participated in the National Teacher and Principal Survey (NTPS), sponsored by the National Center for Education Statistics (NCES) at the U.S. Department of Education. To better understand principal career paths, we are conducting the Principal Follow-up Survey (PFS), a **one question** survey regarding your current occupational status.

Please complete the PFS online using our secure website. This survey will only take about 5 minutes to complete.

Respond now at <PFS Qualtrics URL>

Log in using this User ID: <USER ID>

Your responses are protected from disclosure by federal statute (20 U.S.C., §9573). Your participation is important in order to analyze changes in the principal labor force; however, your participation is voluntary.

For more information about the NTPS and PFS, and to read reports from previous surveys, please visit our website at: <https://nces.ed.gov/surveys/ntps>.

If you have any questions, please contact the U.S. Census Bureau, toll-free, at 1-866-325-4957 or by email at: [ntps@census.gov](mailto:ntps@census.gov). Someone will be available to take your call Monday through Friday, between 8:00 a.m. and 8:00 p.m. (Eastern Time).

Thank you in advance for your participation in this important survey effort.

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 Principal Email (No Personal Email/Personal Email/Text Groups)

PFS-34E

Subject: Principal Follow-up Survey Reminder

Body:

Dear <Principal Name>,

We recently sent you an invitation to complete the one question Principal Follow-up Survey (PFS) and share your current occupational status. We rely on professionals like you to help policymakers and practitioners understand the effects of school policies and practices on principals' decisions to remain in or leave their profession.

If you have already completed the form, thank you for your assistance, and please disregard this email. If you have not had the opportunity to participate yet, we encourage you to complete the PFS online using our secure website.

[Click here to complete the Principal Follow-up Survey.](#)

Log in using this User ID: <USER ID>

For more information about the NTPS and PFS, and to read reports from previous surveys, please visit our website at: <https://nces.ed.gov/surveys/ntps>.

If you have any questions, please contact the U.S. Census Bureau, toll-free, at 1-866-325-4957 or by email at: [ntps@census.gov](mailto:ntps@census.gov). Someone will be available to take your call Monday through Friday, between 8:00 a.m. and 8:00 p.m. (Eastern Time).

Thank you, in advance, for your participation.

Sincerely,

Principal Follow-up Survey Team  
U.S. Census Bureau, on behalf of the  
U.S. Department of Education  
National Center for Education Statistics (NCES)  
1-866-325-4957 | [ntps@census.gov](mailto:ntps@census.gov) | <https://nces.ed.gov/surveys/ntps>

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## Third Principal Email (Personal Email Group)

PFS-35E

Subject: Please Complete the Principal Status Form

Body:

Dear <Principal Name>,

We are following up with you as we have not yet received your response to the Principal Follow-up Survey (PFS). By providing your current occupational status on this **one question** survey, we will be better able to understand principal career paths, including attrition and retention in the profession. Policymakers at all levels of the government rely on this information to make informed decisions about education policy and funding.

If you have already completed your PFS, thank you for your assistance, and please disregard this email. If you have not had the opportunity to participate yet, we encourage you to complete the PFS using our secure website. This survey will only take about 5 minutes to complete.

[Click here to complete the Principal Follow-up Survey.](#)

Log in using this User ID: <USER ID>

For more information about the National Teacher and Principal Survey NTPS and PFS, and to read reports from previous surveys, please visit our website at: <https://nces.ed.gov/surveys/ntps>.

If you have any questions, please contact the U.S. Census Bureau, toll-free, at 1-866-325-4957 or by email at: [ntps@census.gov](mailto:ntps@census.gov). Someone will be available to take your call Monday through Friday, between 8:00 a.m. and 8:00 p.m. (Eastern Time).

Thank you, in advance, for your participation.

Sincerely,

Principal Follow-up Survey Team  
U.S. Census Bureau, on behalf of the  
U.S. Department of Education  
National Center for Education Statistics (NCES)  
1-866-325-4957 | [ntps@census.gov](mailto:ntps@census.gov) | <https://nces.ed.gov/surveys/ntps>

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## Principal Letter with Paper (No Personal Email/Personal Email/Text Groups)

PFS-34L

<Date>

Dear <Principal Name>,

The National Center for Education Statistics of the U.S. Department of Education and the U.S. Census Bureau recently sent you an invitation to complete the **one-question** Principal Follow-up Survey (PFS) to collect information about your current occupational status. We rely on professionals like you to help us understand attrition and retention in the profession, and your responses will help provide an inclusive picture of today's principals.

If you have already completed the PFS, thank you for your assistance, and please disregard this letter. If you have not had the opportunity to participate yet, we encourage you to respond in ONE of two ways:

- Respond now at <PFS Qualtrics URL>  
Log in using this User ID: <USER ID>

OR

- Complete the enclosed questionnaire and mail it back using the enclosed postage-paid envelope.

Your responses are protected from disclosure by federal statute (20 U.S.C., §9573). Your participation is important in order to analyze changes in the principal labor force; however, your participation is voluntary.

For more information about the NTPS and PFS, and to read reports from previous surveys, please visit our website at: <https://nces.ed.gov/surveys/ntps>.

If you have any questions, please contact the U.S. Census Bureau, toll-free, at 1-866-325-4957 or by email at: [ntps@census.gov](mailto:ntps@census.gov). Someone will be available to take your call Monday through Friday, between 8:00 a.m. and 8:00 p.m. (Eastern Time).

Thank you in advance for your participation in this important survey effort.

Sincerely,

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

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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 Invitation Letter

PFS-35L

<Date>

<School Name>

<Mailing Address>

<City, State, ZIP Code>

Dear <Principal Name>,

Last year, your school participated in the National Teacher and Principal Survey (NTPS), sponsored by the National Center for Education Statistics (NCES) at the U.S. Department of Education. To better understand principal career paths, we have **one follow-up question** for you. Please complete the Principal Follow-up Survey (PFS), using our secure website, within one week of receiving this letter.

This survey will only take about 5 minutes to complete.

Respond now at <PFS Qualtrics URL>

Log in using this User ID: <USER ID>

Your responses are protected from disclosure by federal statute (20 U.S.C., §9573). Your participation is important in order to analyze changes in the principal labor force; however, your participation is voluntary.

For more information about the NTPS and PFS, and to read reports from previous surveys, please visit our website at: <https://nces.ed.gov/surveys/ntps>.

If you have any questions, please contact the U.S. Census Bureau, toll-free, at 1-866-325-4957 or by email at: [ntps@census.gov](mailto:ntps@census.gov). Someone will be available to take your call Monday through Friday, between 8:00 a.m. and 8:00 p.m. (Eastern Time).

Thank you in advance for your participation in this important survey effort.

Sincerely,

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

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## Initial School Invitation Email

PFS-36E

Subject: Principal Survey from the U.S. Department of Education and U.S. Census Bureau

Body:

Dear <Principal Name>,

We wanted to thank you and your school for participating in the 2023–24 National Teacher and Principal Survey (NTPS) last school year. In order to better understand principal career paths and changes in the labor force, we have **one follow-up question** for you. Please complete the Principal Follow-up Survey (PFS) using our secure website within one week.

This survey will only take about 5 minutes to complete.

[Click here to complete the Principal Follow-up Survey.](#)

Log in using this User ID: <USER ID>

For more information about the NTPS and PFS, and to read reports from previous surveys, please visit our website at: <https://nces.ed.gov/surveys/ntps>.

If you have any questions, please contact the U.S. Census Bureau, toll-free, at 1–866–325–4957 or by email at: [ntps@census.gov](mailto:ntps@census.gov). Someone will be available to take your call Monday through Friday, between 8:00 a.m. and 8:00 p.m. (Eastern Time).

Thank you in advance for your participation in this important survey effort.

Sincerely,

Principal Follow-up Survey Team  
U.S. Census Bureau, on behalf of the  
U.S. Department of Education  
National Center for Education Statistics (NCES)  
1-888-325-4957 | [ntps@census.gov](mailto:ntps@census.gov) | <https://nces.ed.gov/surveys/ntps>

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# Reminder School Letter

PFS-36L

<Date>

<School Name>

<Mailing Address>

<City, State, ZIP Code>

Dear <Principal Name>,

Recently, the U.S. Department of Education and the U.S. Census Bureau sent you an invitation to complete the Principal Follow-up Survey (PFS) – a **one-question** form that collects information about the person who was principal of this school during the 2023–24 school year. We rely on professionals like you to help us understand attrition and retention in the profession, and your responses will help provide an inclusive picture of today’s principals.

If you have already completed the PFS, thank you for your assistance, and please disregard this letter. If you have not had the opportunity to participate yet, we encourage you to respond in ONE of two ways:

- Respond now at <PFS Qualtrics URL>  
Log in using this User ID: <USER ID>
- OR
- Complete the enclosed questionnaire and mail it back using the enclosed postage-paid envelope.

This should only take five minutes of your time. Your participation is important in order to analyze changes in the principal labor force; however, your participation is voluntary.

For more information about the National Teacher and Principal Survey NTPS and PFS, and to read reports from previous surveys, please visit our website at: <https://nces.ed.gov/surveys/ntps>.

If you have any questions, please contact the U.S. Census Bureau, toll-free, at 1–866–325–4957 or by email at: [ntps@census.gov](mailto:ntps@census.gov). Someone will be available to take your call Monday through Friday, between 8:00 a.m. and 8:00 p.m. (Eastern Time).

Thank you in advance for your participation in this important survey effort.

Sincerely,

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

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## Reminder School Email

PFS-37E

Subject: Help the U.S Department of Education and U.S. Census Bureau Understand Principal Attrition

Body:

Dear <Principal Name>,

A few weeks ago, we sent you a letter asking you to complete the one-question Principal Follow-up Survey (PFS) and share your current occupational status. We rely on professionals like you to help us understand the effects of school policies and practices on principals' decisions to remain in or leave their profession.

If you have already completed the PFS, thank you for your assistance, and please disregard this email. If you have not had the opportunity to participate yet, we encourage you to complete the PFS online. **This should only take five minutes of your time.**

[Click here to complete the Principal Follow-up Survey.](#)

Log in using this User ID: <USER ID>

For more information about the National Teacher and Principal Survey NTPS and PFS, and to read reports from previous surveys, please visit our website at: <https://nces.ed.gov/surveys/ntps>.

If you have any questions, please contact the U.S. Census Bureau, toll-free, at 1-866-325-4957 or by email at: [ntps@census.gov](mailto:ntps@census.gov). Someone will be available to take your call Monday through Friday, between 8:00 a.m. and 8:00 p.m. (Eastern Time).

Thank you, in advance, for your participation.

Sincerely,

Principal Follow-up Survey Team  
U.S. Census Bureau, on behalf of the  
U.S. Department of Education  
National Center for Education Statistics (NCES)  
1-888-325-4957 | [ntps@census.gov](mailto:ntps@census.gov) | <https://nces.ed.gov/surveys/ntps>

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