

Trends in International Mathematics and
Science Study (TIMSS 2027)
Main Study Sampling, Recruitment, and
Data Collection

OMB #1850-0695 v.21

Appendix A
Recruitment Materials

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

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Appendix A

TIMSS 2027 Main Study Recruitment Materials

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Appendix A1 State TIMSS 2027 Letter

<Title First Name Last Name>

<Date>

<National Education Organization Official's Title>

<National Education Organization>

<Address>

<City, State Zip>

Dear <Name>:

The United States is participating in an important international study: Trends in International Mathematics and Science Study 2027 (TIMSS). Over the past 32 years, TIMSS has measured U.S. students' science and mathematics achievement in an international context. TIMSS' high quality, internationally comparative trend data provide critical information to inform education policy discussions within and across countries.

Schools in your state have been selected to participate in TIMSS 2027 which **will occur in the spring of 2027**.

TIMSS data can help identify student misunderstandings of key math and science principles. Findings can also be used to identify attitudes and characteristics of high-performing and especially resilient students.

Please partner with us by learning more about TIMSS and encouraging participation of your states' districts and schools that are selected to represent the U.S. in this study. Your support shows how important this research is and can increase participation and success of the study.

Next steps: Please carefully review the <TIMSS FAQs> to learn more about TIMSS. Help promote TIMSS by providing a letter of support and sharing information about the study with your sampled districts and schools.

We are in contact with your state assessment director and NAEP State Coordinator to keep them informed about TIMSS 2027. You may contact RTI International project staff with questions at 833-870-0485 or TIMSS@rti.org. You may also contact TIMSS Project Officer [NCES Representative] at the National Center for Educational Statistics at [email]@ed.gov.

Thank you for your support of this research and your help to ensure that the United States has a representative sample of participating schools across the country.

Sincerely,

[NCES Representative]

[NCES Representative's Title]

cc: <State assessment director> <NAEP State Coordinator>

The National Center for Education Statistics (NCES) is authorized to conduct this study under the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543), and to collect students' education records from educational agencies or institutions for the purpose of evaluating federally supported education programs under the Family Educational Rights and Privacy Act (FERPA, 34 CFR §§ 99.31(a)(3)(iii) and 99.35). All of the information you provide may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151). In the United States, TIMSS is conducted by NCES, part of the U.S. Department of

Education, and the data are being collected by RTI International. The U.S. Office of Management and Budget has approved the data collection under OMB #1850-0695.

Appendix A2 Endorsement Letter Template

State Department of Education/ National Education Organization Letterhead

<Date>
<State CSSO/Executive Director/CEO Name>
<Title>
<Organization Name>
<Address>
<City, State Zip>

Dear <Organization Members>:

On behalf of the <INSERT STATE EDUCATION AGENCY OR ORGANIZATION> we are pleased to support the **Trends in International Mathematics and Science Study 2027 (TIMSS)** being conducted by the National Center for Education Statistics (NCES) within the Institute of Education Sciences (IES) of the U.S. Department of Education (ED). We understand it is the NCES' goal in conducting this study to provide valuable comparative information about the U.S. population's educational performance, competencies, and skills in an international context.

This study compliments our <vision/mission/goal>
of _____.

TIMSS assesses mathematics and science knowledge and skills at grades 4 and 8 and is designed to align broadly with curricula in the participating countries. The results, therefore, suggest the degree to which students have learned concepts and skills likely to have been taught in school. Data compiled and collected from TIMSS 2027 allows for evidence-based decisions to be made for the purposes of educational improvement.

Collection of these data is not possible without the participation of selected school districts and schools. By participating in the study, you are providing trend information about student achievement in mathematics and science relative to other countries, as well as indicators that show how this achievement relates to educational context.

We strongly encourage your participation in TIMSS 2027. <STATE ED AGENCY: **We are confident that schools in our state will understand the importance of this international study and will accept the invitation to participate if selected.**>
<NATIONAL ED ORGANIZATION: **We are confident that our members and partners, and state and local education leadership will understand the importance of this national study and will accept the invitation to participate if selected.**>

Should you have any questions, please call the TIMSS information number, (833) 870-0485, or send an email to TIMSS@rti.org. You may also contact [NCES Representative] at NCES at [email]@ed.gov for more information.

Thank you for your dedication to education research and your help in making TIMSS 2027 a success.

Sincerely,

<Name>

Education Commissioner/Superintendent/Executive Director

State Education Agency/ Organization Name

The National Center for Education Statistics (NCES) is authorized to conduct this study under the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543), and to collect students' education records from educational agencies or institutions for the purpose of evaluating federally supported education programs under the Family Educational Rights and Privacy Act (FERPA, 34 CFR §§ 99.31(a)(3) (iii) and 99.35). All of the information you provide may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151). In the United States, TIMSS is conducted by NCES, part of the U.S. Department of Education, and the data are being collected by RTI International. The U.S. Office of Management and Budget has approved the data collection under OMB #1850-0695.

Dear Executive Director:

We are writing to request support from your organization for the **Trends in International Mathematics and Science Study 2027 (TIMSS)**, which in the United States is conducted by the National Center for Education Statistics (NCES) within the Institute of Education Sciences (IES) of the U.S. Department of Education (ED).

Over the past 32 years, TIMSS has measured U.S. students' science and mathematics achievement in an international context. TIMSS' high quality, internationally comparative trend data provide critical information to inform education policy discussions within and across countries.

Use of TIMSS data can help identify how students are misunderstanding key math and science principles. Findings can be used to enhance curriculum of foundational items to improve student understanding nationally.

Please partner with us by learning more about TIMSS and encouraging participation of schools that are selected to represent the U.S. in this study. Your support and a letter of endorsement shows how important this research is and can increase participation and success of the study. Without school participation, the validity of national estimates is at risk.

Results from TIMSS will give policymakers, researchers, and educators information they need to chart national progress against international standards and inform national discussions about international competitiveness.

Next steps: Support TIMSS by lending your logo and name, providing a letter of endorsement, and sharing information about the study with your members and partners.

Should you have any questions please call the TIMSS information number, 833-870-0485, or send an email to TIMSS@rti.org. You may also contact [NCES Representative] at

NCES at [email] @ed.gov. Thank you for your support of this research and your partnership in helping us to advance the quality of education for all our students.

Sincerely,

[NCES Representative]

[NCES Representative's Title]

Links: TIMSS Frequently Asked Questions (FAQs) sheet

The National Center for Education Statistics (NCES) is authorized to conduct this study under the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543), and to collect students' education records from educational agencies or institutions for the purpose of evaluating federally supported education programs under the Family Educational Rights and Privacy Act (FERPA, 34 CFR §§ 99.31(a)(3) (iii) and 99.35). All of the information you provide may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151). In the United States, TIMSS is conducted by NCES, part of the U.S. Department of Education, and the data are being collected by RTI International. The U.S. Office of Management and Budget has approved the data collection under OMB #1850-0695.

<Date>
 <DistrictName>
 <Address>
 <CitySTZip>

TIMSS 2027 SNAPSHOT

One time data collection: spring 2027

On average, 2 classrooms per school are selected.

Choice of using school or study-provided equipment for student data collection.

Dear <Superintendent>,

The United States is participating in an important international study: Trends in International Mathematics and Science Study 2027 (TIMSS). Over the past 32 years, TIMSS has measured U.S. students' science and mathematics achievement in an international context. TIMSS' high quality, internationally comparative trend data provide critical information to inform education policy discussions within and across countries.

One or more schools in your <district/diocese> has been selected to represent the United States in TIMSS to occur in **spring 2027 (see below for school list)**.

Benefits of TIMSS 2027 include:

- ❖ Schools will receive <\$200/\$800> or nonmonetary equivalent value
- ❖ If allowed, teachers will receive monetary compensation for completing a web-based survey
- ❖ A certificate of service from the U.S. Department of Education for participating students and staff.

Within a few days study materials will be sent to selected schools in your <district/diocese>, and our contractor RTI International will contact them to participate. <Name>, your NAEP State Coordinator, may contact your staff with additional information.

If you have any questions, please do not hesitate to call 833-870-0485 or send an email to TIMSS@rti.org or the U.S. National Research Coordinator: [\[email\]@ed.gov](mailto:[email]@ed.gov).

Sincerely,

<State CSSO> or
 <[NCES Representative],
 [NCES Representative's Title]>

Links to Study Materials: <TIMSS Frequently Asked Questions (FAQs) sheet, State Letter of Endorsement (if provided)>

The National Center for Education Statistics (NCES) is authorized to conduct this study under the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543), and to collect students' education records from educational agencies or institutions for the purpose of evaluating federally supported education programs under the Family Educational Rights and Privacy Act (FERPA, 34 CFR §§ 99.31(a)(3)(iii) and 99.35). All of the information you provide may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other

purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151). In the United States, TIMSS is conducted by NCES, part of the U.S. Department of Education, and the data are being collected by RTI International. The U.S. Office of Management and Budget has approved the data collection under OMB #1850-0695.

Please partner with us by encouraging participation of your schools that are selected to represent the U.S. in TIMSS. Your support can show the importance of this mission critical research.

Within the next few days, a representative of RTI International will contact the following school or schools in your <district/diocese> that have been selected for TIMSS 2027.

School name	

<IF APPLICABLE: We **may** also contact <LIST REPLACEMENT SCHOOLS HERE>

School name	

Appendix A5 TIMSS 2027 Main Study School Letter

<Principal name> <Date>
<school name>
<address>
<city> <state> <zip>

Dear <Principal Name>,

The United States is participating in an important international study: Trends in International Mathematics and Science Study 2023 (TIMSS). Over the past 32 years, TIMSS has measured U.S. students' science and mathematics achievement in an international context. TIMSS' high quality, internationally comparative, trend data provide critical information to inform education policy discussions within and across countries.

Your school has been randomly selected to represent schools across the United States by participating in TIMSS to occur in **spring 2027**. Please plan for TIMSS to be administered on one day between March and June 2027. TIMSS measures trends in academic achievement at grades 4 and 8 in countries around the world. Students will take the assessment digitally on equipment supplied by the U.S. TIMSS team.

Your district has been notified of your selection. Within the next few weeks, [Name of representative], a representative from TIMSS, will contact you to discuss your participation and obtain the name of your school coordinator (SC).

Next Steps:

- ❖ Review the study materials <TIMSS Frequently Asked Questions (FAQs)>, <State Letter of Endorsement (if provided)>
- ❖ Write down the name and email address of your school coordinator (SC) and be prepared to provide their name and email address.
- ❖ You will receive a call in the next few days to discuss the study and provide the name of your SC.
- ❖ If you prefer to contact us first, we can be reached at 833-870-0485 or TIMSS@rti.org.

Your participation in TIMSS 2027 is very important to its success. To meet the rigorous standard of TIMSS data, we need to ensure that students in schools like yours are represented in our evaluation of assessment items and questionnaires. Thank you for your time and for supporting this important international study.

Sincerely,

<NAEP State Coordinator or [NCES Representative], [NCES Representative's Title]>

cc: <District Test Coordinator>

BENEFITS OF PARTICIPATION

Monetary incentive for school, school coordinator, and teachers (when allowed)

Token of appreciation and certificate of service for students

Interactive webinar for eligible district and school staff on timely topics

School-level report for schools with sufficient participation

The National Center for Education Statistics (NCES) is authorized to conduct this study under the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543), and to collect students' education records from educational agencies or institutions for the purpose of evaluating federally supported education programs under the Family Educational Rights and Privacy Act (FERPA, 34 CFR §§ 99.31(a)(3)(iii) and 99.35). All of the information you provide

may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151). In the United States, TIMSS is conducted by NCES, part of the U.S. Department of Education, and the data are being collected by RTI International. The U.S. Office of Management and Budget has approved the data collection under OMB #1850-0695.

Appendix A6 TIMSS School Reminder Email – Grade 4

Dear Principal:

Earlier this year, <<our team/<NSC> from <SEA>> communicated with you regarding your participation in the Trends in International Mathematics and Science Study (TIMSS) 2027. TIMSS assesses mathematics and science knowledge and skills at grades 4 and 8 and is designed to align broadly with curricula in the participating countries. This is a friendly reminder that RTI International will be contacting you in the coming weeks to coordinate your school's data collection logistics.

If you have already identified who will serve as your School Coordinator (SC), and communicated the information to us, thank you very much. If not, we will ask for this when we contact you. If you haven't already registered to participate, you may click this <Insert web agreement link> to register and provide SC information online, or email TIMSS@rti.org to provide your SC's name and contact information. RTI will do all that we can to minimize the burden on school staff and resources.

We realize your school may be asked to participate in multiple studies during your school year, and we are very aware how this may interrupt schools' plans to deliver meaningful learning experiences. We are reaching out to you now with the expectation that TIMSS will take place on-campus, in classroom settings between March and June 2027. We have multiple ways to conduct the student assessment to be responsive to each school's unique instruction schedule.

Students in about two of your 4th grade math classes will be selected to participate, with TIMSS scheduled to take place on **<Date/on one day in Spring 2027>**. If this date is not convenient for your school, RTI will work with you to find an alternate date. Also, one school administrator and the math teacher(s) of the selected classroom(s) will be asked to complete a web-based questionnaire.

As a token of appreciation for participating in TIMSS, your school will receive <\$200/\$800>. Students who participate in TIMSS will receive a small gift as a token of appreciation. Your school's TIMSS SC, (the staff person you designate to liaise with TIMSS project staff) will receive \$100 for his or her time and effort coordinating TIMSS activities. Selected teachers will receive \$25 for completing a brief questionnaire.

If you have any questions, please do not hesitate to contact the U.S. TIMSS team at 833-870-0485 or email: TIMSS@rti.org. Further information about TIMSS may be found by visiting the TIMSS website at <https://surveys.nces.ed.gov/TIMSS>.

Thank you for your time and for supporting this important international study.

Sincerely,

Debbie Herget
TIMSS 2027 Project Director, RTI International

The National Center for Education Statistics (NCES) is authorized to conduct this study under the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543), and to collect students' education records from educational agencies or institutions for the purpose of evaluating federally supported education programs under the Family Educational Rights and Privacy Act (FERPA, 34 CFR §§ 99.31(a)(3)(iii) and 99.35). All of the information you provide may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151). In the United States, TIMSS is conducted by

NCES, part of the U.S. Department of Education, and the data are being collected by RTI International. The U.S. Office of Management and Budget has approved the data collection under OMB #1850-0695.

Appendix A7 TIMSS School Reminder Email – Grade 8

Dear Principal:

Earlier this year, <<our team/<NSC> from <SEA>> communicated with you regarding your participation in the Trends in International Mathematics and Science Study (TIMSS) 2027. TIMSS assesses mathematics and science knowledge and skills at grades 4 and 8 and is designed to align broadly with curricula in the participating countries. This is a friendly reminder that RTI International will be contacting you in the coming weeks to coordinate your school's data collection logistics.

If you have already identified who will serve as your School Coordinator (SC), and communicated the information to us, thank you very much. If not, we will ask for this when we contact you. If you haven't already registered to participate, you may click this <Insert web agreement link> to register provide SC information online, or email TIMSS@rti.org to provide your school and SC information. RTI will do all that we can to minimize the burden on school staff and resources.

We realize your school may be asked to participate in multiple studies during your school year, and we are very aware how this may interrupt schools' plans to deliver meaningful learning experiences. We are reaching out to you now with the expectation that TIMSS will take place in on-campus classroom settings between March and June 2027. We have multiple ways to conduct the student assessment to be responsive to each school's unique instruction schedule.

Students in about two of your 8th grade math classes will be selected to participate, with TIMSS scheduled to take place on <**Date**>/on a date **Spring 2027**>. If these dates are not convenient for your school, RTI will work with you to find an alternate date. The math teacher(s) of the selected classroom(s) will be asked to complete a web-based questionnaire. One school administrator and science teachers of participating students will also be asked to complete online questionnaires.

As a token of appreciation for participating in TIMSS, your school will receive <\$200/\$800>. Students who participate in TIMSS will receive a small gift as a token of appreciation. Your school's TIMSS SC (the staff person you designate to liaise with TIMSS project staff) will receive \$100 for his or her time and effort coordinating TIMSS activities. Selected teachers will receive \$25 for completing a brief questionnaire.

If you have any questions, please do not hesitate to contact the U.S. TIMSS team at 833-870-0485 or email: TIMSS@rti.org. Further information about TIMSS may be found by visiting the TIMSS website at <https://surveys.nces.ed.gov/TIMSS>.

Thank you for your time and for supporting this important international study.

Sincerely,

Debbie Herget
TIMSS 2027 Project Director, RTI International

The National Center for Education Statistics (NCES) is authorized to conduct this study under the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543), and to collect students' education records from educational agencies or institutions for the purpose of evaluating federally supported education programs under the Family Educational Rights and Privacy Act (FERPA, 34 CFR §§ 99.31(a)(3)(iii) and 99.35). All of the information you provide

may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151). In the United States, TIMSS is conducted by NCES, part of the U.S. Department of Education, and the data are being collected by RTI International. The U.S. Office of Management and Budget has approved the data collection under OMB #1850-0695.

Appendix A8 School Web-Enabled Agreement Emails

Web Enabled Agreement Email 1

Dear Principal,

We hope this email finds you well! Your school was selected to participate in the Trends in International Mathematics and Science Study (TIMSS) 2027 taking place in spring of 2027. We haven't been able to reach you by phone and would like to learn the name of your selected School Coordinator (SC). Please follow this [link](#) to add your SC and we will follow up with them in the next few days.

Incentives are available for your school as a thank you for participating. If you have any questions, please give us a call at 833-870-0485 or email TIMSS@rti.org. We look forward to working with your staff and students!

Sincerely,

The U.S. TIMSS Team

Web Enabled Agreement Email 2

Dear Principal,

Did you know that the U.S. is one of approximately 70 countries participating in the Trends in International Mathematics and Science Study (TIMSS)? TIMSS is a cornerstone assessment for measuring U.S. student achievement in an international context. Your school was selected for TIMSS 2027, taking place in the Spring of 2027.

Please follow this [link](#) below to reserve your space in TIMSS and designate your School Coordinator (SC). Incentives are available to your school as a thank you. If you have any questions, please reach out to us at 833-870-0485 or TIMSS@rti.org.

Thanks again,

The U.S. TIMSS Team

Web Enabled Agreement Email 3

Dear Principal,

The Trends in International Mathematics and Science Study (TIMSS) occurs only once every four years; our continual participation has opened a window into the educational systems of other countries and revealed new possibilities for U.S. education. The participation of your school is *critical* in TIMSS, which is taking place in spring 2027.

Please follow this< [link](#)> to register your school in TIMSS and designate your School Coordinator (SC). Our team will reach out to your SC in the next few days; you may also contact us if you have any questions at 833-870-0485 or TIMSS@rti.org. Thank you for your partnership!

With appreciation,

The U.S. TIMSS Team

Web Enabled Agreement Email 4

Dear Principal,

Thank you for all that you do for students! We know how busy you are, so we are reaching out with a simplified way to communicate with the Trends in International Mathematics and Science Study (TIMSS) Team. As you know, your school was selected to represent the U.S. in TIMSS taking place in spring 2027. Please follow this <link> to designate your School Coordinator (SC).

We will contact your SC in the next few days; if you have any questions, we are available at 833-870-0485 or TIMSS@rti.org. We look forward to working with your staff and students!

With sincere thanks,

The U.S. TIMSS Team

Trends in International Mathematics and Science Study Frequently Asked Questions

TIMSS 2027 will occur in the spring of 2027.

What is TIMSS?

The Trends in International Mathematics and Science Study (TIMSS) is an international assessment and research project designed to measure trends in mathematics and science achievement at the fourth- and eighth-grade levels as well as school and teacher practices related to instruction. Since 1995, TIMSS has been administered every 4 years. TIMSS 2027, the ninth study in the series, will involve students from approximately 70 countries, including the United States. TIMSS 2027 will be administered digitally.

Why was my school selected for participation?

Your school was randomly selected to participate and represent our country in the study. The U.S. sample includes both public and private school representative of the nation at grade 4 and grade 8.

Why should my school and students participate?

TIMSS provides a unique opportunity to compare trends in U.S. students' math and science knowledge and skills at the fourth- and eighth-grade levels with that of their peers in countries around the world. TIMSS complements what we learn from national assessments by providing valuable benchmark information on how U.S. students compare to students around the world and contributing critical information to inform education policy discussions for all students.

Will all our fourth- or eighth-grade students be asked to participate?

In schools with only one or two such classrooms, all students will be asked to participate. In schools with more than two such classrooms, two randomly selected classrooms will typically be asked to participate. If class sizes are small, it's possible that more than two classes are selected. In addition, some students with special needs or limited English proficiency may be excused from the assessment.

Who conducts the TIMSS assessment?

The National Center for Education Statistics (NCES), within the U.S. Department of Education, is authorized to conduct this study under the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543), and approval of the U.S. Office of Management and Budget under OMB# 1850-0695. The entire assessment process will be administered on behalf of NCES by trained staff from RTI International, a research organization under contract with NCES.

How are the school and teacher questionnaires administered?

The teacher and school questionnaires are administered online from a secure website. Teacher questionnaires take about 35 minutes to complete, and ask teachers questions about their experience, available resources, and instructional practices. School questionnaires take about 30 minutes to complete and ask about school practices and resources.

Do schools need to provide computer equipment for TIMSS?

Your school may choose to use your school's computers and internet, or RTI can provide Chromebooks and an internet network for the TIMSS student assessment.

Do teachers need to help administer the assessment?

No, RTI International field staff will visit the school on the day of the assessment, bringing with them all the materials required. These field staff will administer the assessments to students.

When will TIMSS be conducted?

TIMSS 2027 will be conducted in March through June 2027. RTI International will work with each school to identify a convenient assessment date in that time period.

Where will TIMSS be conducted?

The student session will be conducted in the schools that are selected to participate.

How long does the student session take?

The session will take approximately 2 ½ hours to complete. This includes time for directions, the assessment, and a questionnaire that students complete about themselves.

What will happen with the collected data?

All of the information provided by school staff and students 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 study will not identify participating districts, schools, students, or individual staff. Individual responses will be combined with those of other participants to produce summary statistics and reports.

Where can I find more information about TIMSS?

Visit the TIMSS 2027 website at <https://surveys.nces.ed.gov/TIMSS>.

For additional information about TIMSS 2027, contact the TIMSS U.S. home office at 833-870-0485 or email TIMSS@rti.org.

Summary of School Activities: TIMSS 2027				
	August 2026- February 2027	September 2026-May 2027 Prior to assessment day	March-June 2027 Assessment day	Benefits
Principal	Designate a school coordinator		- Support assessment day activities - Encourage students to participate and do their best on the assessment - Complete a brief web-based School Questionnaire on the characteristics of the school, its enrollment, resources, policies, and learning environment. Share the importance of participation in the study with school staff	- Represent other similar U.S. schools - Receive <\$200/\$800> check for the school - Eligible staff may register for a no-cost webinar on timely topics <subjects TBD> - Receive a school-level report (with sufficient participation)
School coordinator	Confirm an assessment date convenient for your school	- Provide class lists and student lists through the TIMSS portal - Arrange/confirm date and location for student session - Notify teachers, selected students, and students' parents of the study and benefit of participating - Work with study staff to identify students with special needs - Coordinate the completion of the school questionnaire and teacher questionnaires (online) - Distribute and track parental permission forms - Collect parental consent forms where required and submit to TIMSS staff	- Confirm space for assessment is problem-free - Ensure all sampled students attend the assessment session - Meet with assessment staff and provide feedback about the assessment process	If permitted, receive a \$100 check or gift card for school supplies
Selected Math & Science Teachers			Complete a brief web-based survey on teacher classroom practices, mathematics and science topics taught, and use of technology	If permitted, receive \$25 or gift card for school supplies
Selected Students			Attend the assessment sessions, complete the assessment and student questionnaire	Receive a small thank-you gift and certificate of appreciation for participation
RTI International assessment staff	- Work with the school to set an assessment date - Help school coordinator with assessment details and logistics - Protect school and student information	- Select classroom sample and notify school of selected classes - Call the school coordinator to discuss assessment day location and student participation - Confirm internet/security set up/access.	- Administer student session - Furnish all equipment - Conduct a brief debriefing interview with the school coordinator at the end of the session - Maintain security of all materials	Ensure quality, uniformity and security of data collected across the United States

For additional information, go to <https://surveys.nces.ed.gov/TIMSS>.

Appendix A11 Email reminders to districts and schools

District and School Engagement Email 1

Did you know that changes in TIMSS evolve gradually? More than half the items are maintained in common from cycle to cycle to monitor trends in students' achievement, but no items are kept for more than three assessments, so that the entire assessment is being refreshed continually¹. Visit the TIMSS 2027 Frameworks <insert URL> to see what's new.

Be sure to check current U.S. participation status for TIMSS 2027 on the study website (<https://surveys.nces.ed.gov/TIMSS>). We look forward to working with your students and will be in touch with you soon!

The U.S. TIMSS Team

833-870-0485

TIMSS@rti.org

The National Center for Education Statistics (NCES) is authorized to conduct this study under the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543), and to collect students' education records from educational agencies or institutions for the purpose of evaluating federally supported education programs under the Family Educational Rights and Privacy Act (FERPA, 34 CFR §§ 99.31(a)(3)(iii) and 99.35). All of the information you provide may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151). In the United States, TIMSS is conducted by NCES, part of the U.S. Department of Education, and the data are being collected by RTI International. The U.S. Office of Management and Budget has approved the data collection under OMB #1850-0695.

¹ <http://timssandpirls.bc.edu/timss2015/international-results/timss2015/wp-content/uploads/2016/T15-20-years-of-TIMSS.pdf>

District and School Engagement Email 2 (Grade 4)

We are writing to say **THANK YOU!** By participating in research studies like the Trends in International Mathematics and Science Study (TIMSS) you are contributing information that will help our country understand how students are learning to apply math and science. This knowledge will inform policymakers, researchers, and educators at all levels to improve outcomes for youth today and for years to come.



Did you know...

U.S. fourth graders' average mathematics score was 18 points lower in 2023 than in 2019, but was not significantly different from the score in 1995 (when TIMSS was first administered.)²

Here are some math resources you may be interested in. Check out <https://ies.ed.gov/ncee/wwc/Math/>

The U.S. TIMSS Team
833-870-0485
TIMSS@rti.org

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² <https://nces.ed.gov/timss/results23/index.asp#/math/trends>

District and School Engagement Email 3 (Grade 8)

We are writing to say **THANK YOU!** By participating in research studies like the Trends in International Mathematics and Science Study (TIMSS) you are contributing information that will help our country understand how students are learning to apply math and science. This knowledge will inform policymakers, researchers, and educators at all levels to improve outcomes for youth today and for years to come.



Did you know...

At the eighth grade, U.S. students' average TIMSS mathematics score in 2023 was 27 points lower than in 2019 but was not measurably different from the score in 1995.

Here are some math resources you may be interested in. Check out <https://ies.ed.gov/ncee/wwc/Math/>.

The U.S. TIMSS Team
833-870-0485
TIMSS@rti.org

The National Center for Education Statistics (NCES) is authorized to conduct this study under the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543), and to collect students' education records from educational agencies or institutions for the purpose of evaluating federally supported education programs under the Family Educational Rights and Privacy Act (FERPA, 34 CFR §§ 99.31(a)(3)(iii) and 99.35). All of the information you provide may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151). In the United States, TIMSS is conducted by NCES, part of the U.S. Department of Education, and the data are being collected by RTI International. The U.S. Office of Management and Budget has approved the data collection under OMB #1850-0695.

District and School Engagement Email 4

This is just a quick email to say THANK YOU! By participating in research like the Trends in International Mathematics and Science Study (TIMSS) in the spring of 2027, you are helping to improve the condition of education for students today and years to come. To learn more about the current condition of education, check out the link below.

Here is "The Report on the Condition of Education" 2024 report:

nces.ed.gov/pubs2024/2024144.pdf



We look forward to talking with you again soon!

The U.S. TIMSS Team

833-870-0485

TIMSS@rti.org

The National Center for Education Statistics (NCES) is authorized to conduct this study under the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543), and to collect students' education records from educational agencies or institutions for the purpose of evaluating federally supported education programs under the Family Educational Rights and Privacy Act (FERPA, 34 CFR §§ 99.31(a)(3)(iii) and 99.35). All of the information you provide may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151). In the United States, TIMSS is conducted by NCES, part of the U.S. Department of Education, and the data are being collected by RTI International. The U.S. Office of Management and Budget has approved the data collection under OMB #1850-0695.

District and School Engagement Email 5

We are writing to say **THANK YOU!** By participating in international research like the Trends in International Mathematics and Science (TIMSS), our country can continue to take part and learn about emerging issues in content and the contexts for learning.

Be sure to check current U.S. participation status on the study website <https://surveys.nces.ed.gov/TIMSS>. We look forward to working with your students in spring of 2027.

Thank you for your time and contribution.

The U.S. TIMSS Team
833-870-0485
TIMSS@rti.org

The National Center for Education Statistics (NCES) is authorized to conduct this study under the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543), and to collect students' education records from educational agencies or institutions for the purpose of evaluating federally supported education programs under the Family Educational Rights and Privacy Act (FERPA, 34 CFR §§ 99.31(a)(3)(iii) and 99.35). All of the information you provide may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151). In the United States, TIMSS is conducted by NCES, part of the U.S. Department of Education, and the data are being collected by RTI International. The U.S. Office of Management and Budget has approved the data collection under OMB #1850-0695.

Appendix A12a TIMSS 2027 Website Main Page

(TIMSS 2027 Login page screenshot)

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

IES Institute of Education Sciences | TIMSS 2023

About TIMSS Resources Newsletters & Reports Endorsements Contact us

xxx-xxx-xxxx | TIMSS@rti.org

TIMSS 2023

Since 1995, the Trends in International Mathematics and Science Study (TIMSS) compares the math and science performance of students in grades 4 and 8 across about 65 countries. This website is dedicated to TIMSS 2023.

Login:

User ID

User ID

Continue

[Forgot ID](#)

Data collected by RTI International

The National Center for Education Statistics (NCES) is authorized to conduct this study under the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543), and to collect students' education records from educational agencies or institutions for the purpose of evaluating federally supported education programs under the Family Educational Rights and Privacy Act (FERPA, 34 CFR §§ 99.31(a)(3)(iii) and 99.35). All of the information you provide may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151). In the United States, TIMSS is conducted by NCES, part of the U.S. Department of Education, and the data are being collected by RTI International. The U.S. Office of Management and Budget has approved the data collection under OMB #1850-0695.

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this voluntary information collection is 1850-0695. The time required to complete this information collection and participate in study activities is estimated to average 30 minutes per school administrator, 35 minutes per teacher, and 240 minutes per school coordinator, 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 or concerns regarding the accuracy of the time estimate(s), suggestions for improving the form, or questions about the status of your individual submission of this form, write directly to: Trends in International Mathematics and Science Study (TIMSS), National Center for Education Statistics, Potomac Center Plaza, 550

Appendix A12b TIMSS 2027 Website: Resources, Newsletters & Reports, and Contact Us Pages

Resources: (Screen shot of the planned resources available on the public facing TIMSS 2027 website. The website, and its screenshots, currently reflect TIMSS 2023. For TIMSS 2027, TIMSS 2019 reports will be replaced with TIMSS 2023 reports and references to the field test will be removed. The NAEP letter from 2022 will be updated, if applicable.)

 Institute of Education Sciences | TIMSS 2023

[Login](#)
[About TIMSS](#) [Resources](#) [Newsletters & Reports](#) [Contact us](#)
(833)-870-0485 | TIMSS@rti.org

Resources

TIMSS Brochure



Download the Brochure (PDF)

Materials for Districts and Schools

[District Introduction Letter](#)
[School Introduction Letter](#)
[Summary of School Activities](#)
[2022 Chief Letter from NAEP](#)

Parent Notification Letters

Grade 4 facts for parents about TIMSS 2023
Field Test: [Letter 1](#)

Grade 8 facts for parents about TIMSS 2023
Field Test: [Letter 2](#)

Newsletters & Reports

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(833)-870-0485 | TIMSS@rti.org

Newsletters & Reports

Newsletters

Newsletters will be released periodically to provide updates on the projects' progress.

[TIMSS Community Newsletter, April 2021](#)

Reports

View results from TIMSS 2019:
<https://nces.ed.gov/timss/results19/index.asp#/math/trends>

Check back later for more related reports!

Contact us Page:

IES



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Education Sciences

TIMSS 2023

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Newsletters & Reports

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Contact us

xxx-xxx-xxxx | TIMSS@rti.org

Contact Us



TIMSS@rti.org



+(xxx)-xxx-xxxx

Questions or Comments? Use this form.

Full name *

Email address *

Full Name

email

Tell us your role *

-- Select Your Role (required) --

Message *

Write your message here

Send Message

29

Appendix A12c TIMSS 2027 Website: Online Questionnaire Login Screen Text

(for the Principal, Teachers, and Students)

TIMSS 2027 - English (United States)

You are not logged in.

Welcome to the IEA - DPC SurveySystem
Online Questionnaires

Please enter your user ID and password (Checksum).

User ID:

Password:

The National Center for Education Statistics (NCES) is authorized to conduct this study under the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543), and to collect students' education records from educational agencies or institutions for the purpose of evaluating federally supported education programs under the Family Educational Rights and Privacy Act (FERPA, 34 CFR §§ 99.31(a)(3)(iii) and 99.35). All of the information you provide may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151). In the United States, TIMSS is conducted by NCES, part of the U.S. Department of Education, and the data are being collected by RTI International. The U.S. Office of Management and Budget has approved the data collection under OMB #1850-0695.

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this voluntary information collection is 1850-0695. The time required to complete this information collection is estimated to average 30 minutes per principal, 35 minutes per teacher, and 30 minutes per student, 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 or concerns regarding the accuracy of the time estimate(s), suggestions for improving the form, or questions about the status of your individual submission of this form, write directly to: Trends in International Mathematics and Science Study (TIMSS), National Center for Education Statistics, Potomac Center Plaza (PCP), 550 12th St., SW, 4th floor, Washington, DC 20202.

OMB No. 1850-0695, Approval Expires xx/xx/xxxx.

© IEA Online SurveySystem <<20XX>> - Help

Appendix A13. School Coordinator (SC) Email to Provide School Information

Dear <School Coordinator Name>,

We hope that this finds you well and enjoying another terrific school year! We are following up with you to remind you to put the *Trends in International Mathematics and Science Study (TIMSS) 2027* assessment date on your school calendar at <school name>. We appreciate your commitment to TIMSS, and we know your students will be excited and proud to represent U.S. students in this important international assessment. The U.S. TIMSS team looks forward to working with you to coordinate TIMSS in your school.

A sample of your grade <4/8> classes will be taking TIMSS. In most schools, TIMSS will randomly select about two <IF GRADE 8: math> classes to participate in the assessment.

We ask that you complete several activities critical to making TIMSS a success.

- The Summary of School Activities <link> lists your responsibilities and timelines.
- The TIMSS website (<https://surveys.nces.ed.gov/TIMSS>) will assist you with these responsibilities and provide information about the assessment.
- Finally, the TIMSS Registration and Provide School Information (PSI) Guide <link> will assist you through the immediate next steps.

A complete <School Coordinator Manual link> with TIMSS Standard Operating Procedures is also available for your use.

Your user ID to login is: <SCHOOL_ID> The first time you login an email will be sent to you to create your password.

Once you have logged in, please make sure to complete the **Provide School Information** section of the Task Menu.

The timeline below provides an overview of these activities:

- **Today** – Login to TIMSS and complete tasks labeled **'Input Needed'** on the task menu page.
- **August through April of 2027** –
 - Prepare and provide a list of classes on the Submit Class List page in the TIMSS portal, or by phone (833-870-0485) or email (TIMSS@rti.org). Once classes are submitted, TIMSS staff will inform you of the selected classes and will email you to submit the list of students in selected classes on the Student-Teacher Linkage Form page of TIMSS. The U.S. TIMSS team will contact you in at the beginning of the 2026/2027 school year with directions for submitting the class and Student-Teacher Linkage Forms.
- **January through April of 2027** –
 - Receive a packet of TIMSS materials, including a TIMSS Parent FAQ and sample parent/guardian notification letters. These materials will also be available on the TIMSS portal.
 - Review lists of students and teachers.
 - An assigned TIMSS representative will contact you to discuss assessment logistics and accommodations for students with disabilities or English language learners.
 - Notify parents/guardians that their children have been selected for the assessment. A sample parent/guardian notification letter will be available on the TIMSS portal for you to customize and print on your school letterhead.

- **One week before the session** – <IF GRADE 8: Distribute student appointment cards mailed to you prior to the session and> notify teachers in advance so they know when to release students and remind them to complete an online TIMSS Teacher Questionnaire, which should have been emailed to them by the U.S. TIMSS team. Request that the school principal complete the TIMSS School Questionnaire as well.

Thank you in advance for your cooperation and effort in helping to coordinate this important study. As a reminder, you will receive \$100 at the end of the study as a thank you for your time. If you have any questions, please feel free to contact the TIMSS information hotline at 833-870-0483 or TIMSS@rti.org. You may also get more information about this study by visiting the TIMSS website at <https://surveys.nces.ed.gov/TIMSS>.

Sincerely,

<Debbie Herget, TIMSS 2027 Project Director, RTI International/ or NAEP State Coordinator>

The National Center for Education Statistics (NCES) is authorized to conduct this study under the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543), and to collect students' education records from educational agencies or institutions for the purpose of evaluating federally supported education programs under the Family Educational Rights and Privacy Act (FERPA, 34 CFR §§ 99.31(a)(3)(iii) and 99.35). All of the information you provide may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151). In the United States, TIMSS is conducted by NCES, part of the U.S. Department of Education, and the data are being collected by RTI International. The U.S. Office of Management and Budget has approved the data collection under OMB #1850-0695.

Appendix A14 Login instructions to create a TIMSS Account

Dear TIMSS Participant,

Welcome to *Trends in International Mathematics and Science Study (TIMSS) 2027*. We are excited to work with you and your school in this very important study.

Below are instructions/credentials to log into the TIMSS portal and create your personal account. (Instructions with screen shots are located here: <link to Instructions on Pub Images Appendix. A15.>

Instructions for logging in for the FIRST TIME/Creating account:

1. Go to the TIMSS Website: <https://surveys.nces.ed.gov/TIMSS>
2. To access the portal, type in your User ID: [User ID here] into the User ID Login field, press Continue.
3. You will receive a message that a code has been sent to your email. This is your two-factor security authentication. (**Please note, this code may take a few minutes to arrive; thank you for your patience*).
4. Go to your email inbox, find the email sent from no-reply@ed.gov – Subject: TIMSS Data Portal website security code. (Sometimes these messages are routed to spam or junk folders, so please check there if you don't see the email in your inbox.)
5. Copy/paste or type the code that you received in the email into the Code field.
6. Set up your password for the first time. This is the password you will use each time you log into the TIMSS portal. Please follow the password convention rules listed on the page. **If any of the fields have data in them, you must CLEAR the data and enter your unique User ID provided in the Current User field.**
7. Create your unique password in the New Password field, then re-enter the same password in the Confirm New Password field.
8. Click on the CREATE PASSWORD link and you will see the Website Welcome Screen. **Congratulations!**

Instructions for logging in each time after you have created your account:

1. Go to the TIMSS Website: <https://surveys.nces.ed.gov/TIMSS>
2. To access the portal, enter your User ID. This is the same ID that you will use every time you log in.
3. Input the password you created the first time you logged in.
4. You will receive a message that a code has been sent to your email. **This two-factor authentication code, required to maintain data security in the portal, is unique and will be regenerated each log in attempt.**
5. Last, enter in the code that is sent to your email.
6. You will see the welcome screen and you are in the portal. Congratulations!

If you have questions or problems logging in, please contact the TIMSS Help Desk at TIMSS@rti.org / 833-870-0485.

Appendix A15 Login Instructions/Screenshots to Create TIMSS Account

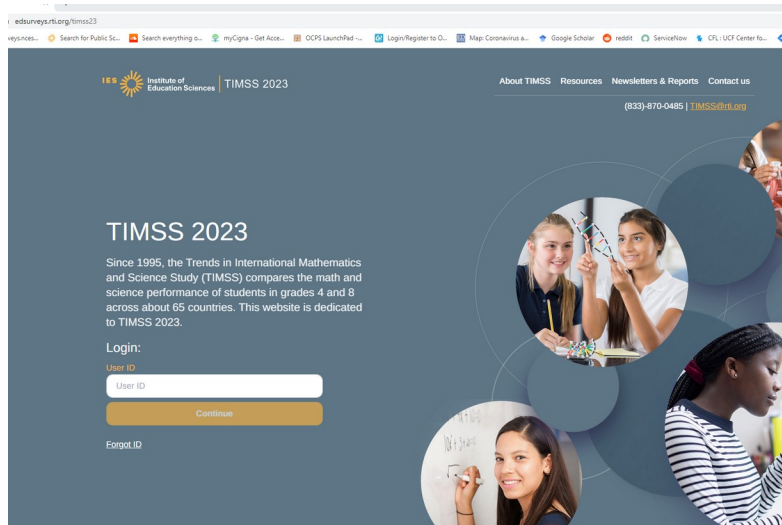
TIMSS Portal Login Instructions

TIMSS Website: <https://surveys.nces.ed.gov/timss>

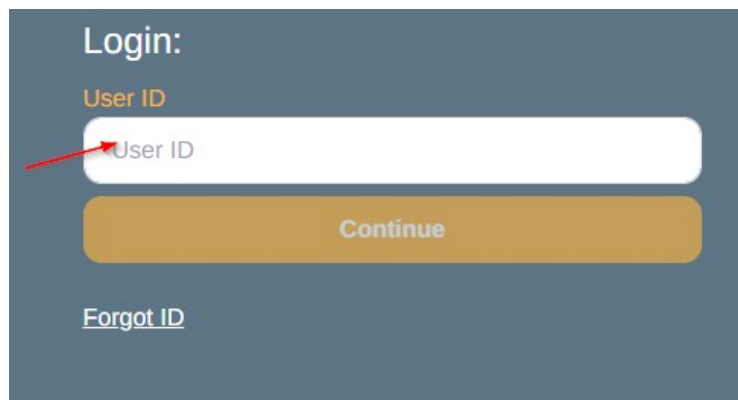
Your User ID: <UserID>

[First time log in instructions](#)

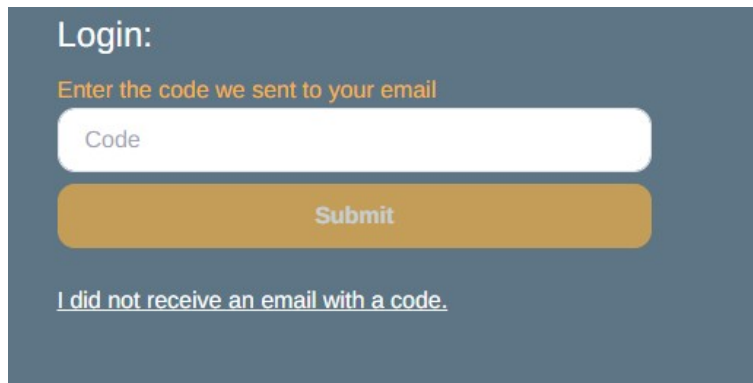
Go to the TIMSS Website URL Above and you will see the login screen for the portal:



Type in your unique user ID:



You will receive a message that a code has been sent to your email. This is your two-factor authentication.

A login form with a dark blue background. At the top, it says "Login:". Below that, in orange text, it says "Enter the code we sent to your email". There is a white input field with the placeholder text "Code". Below the input field is a large orange button with the text "Submit". At the bottom, there is a link in white text that says "I did not receive an email with a code." data-bbox="264 47 725 228"/>

Go to your email and copy the code that you received and paste it into the portal. The email will be sent from no-reply@ed.gov. PLEASE NOTE- THE CODE CAN TAKE SEVERAL SECONDS OR A FEW MINUTES TO ARRIVE IN YOUR INBOX. PATIENCE IS REQUESTED BEFORE CONTACTING THE HELP DESKS FOR ASSISTANCE.

Sometimes these messages are routed to spam or junk folders, so please check there if you don't see the email in your inbox.

TIMSS Data Portal Website Security Code

-----Original Message-----

From: no-reply@ed.gov <no-reply@ed.gov>

Sent: {DAY, MONTH, YEAR TIME}

To: YOUR EMAIL

Subject: TIMSS Data Portal website security code

EXTERNAL: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Thank you for beginning the log-in process at the NCES TIMSS Portal. Please enter the 6-digit security code shown below on the website to finish logging in. The code expires in 30 minutes.

<A 6-digit code will appear here.>

NCES TIMSS Portal

TIMSS@rti.org

Note: The email address this was sent from cannot accept replies. If you encounter any difficulty, please call 1-(833)-870-0485 or email TIMSS@rti.org.

Here you set up your password for the first time. Please note the password convention rules.

PLEASE NOTE- if any of the fields are preloaded, please clear what is in the fields and ENTER YOUR unique ID given to you in the Current User ID field, create your unique password in the New Password field, and confirm New Password, enter the same password.

Create Password

Your new password:

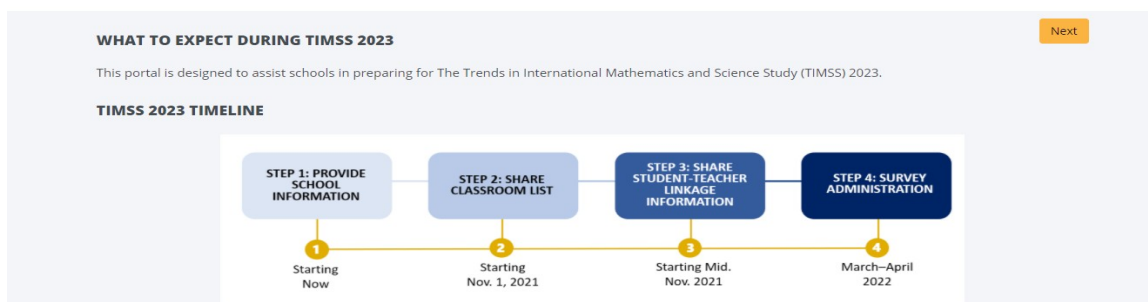
- must contain at least eight characters, but no more than 14 characters
- must contain at least one English upper case character (A, B, C, ...Z)
- must contain at least one English lower case character (a, b, c, ...z)
- must contain at least one Westernized Arabic numeral (1, 2, 3, ...9)
- must contain at least one of the following non-alphanumeric ("special characters"): ~, !, #, \$, %, ^, &, *, ?,
- must differ from current password
- cannot contain spaces
- cannot contain your User ID

Current User ID		
New Password		Required
Confirm New Password		Required
CREATE PASSWORD		

Your password will expire in 60 days. At that time you will be required to create a new one.

Once you click the 'create password' box, you will be logged in to the Website and at the welcome screen.

WELCOME TO TIMSS!



STEP 1: PROVIDE SCHOOL INFORMATION - *Starting Now*

During this step, schools can provide the name and contact information of who we should coordinate with (the school coordinator, SC) and select your preferred date of assessment.

STEP 2: SHARE CLASSROOM LISTS - *Starting November 1, 2022*

In order to select students to participate in TIMSS, we will request a list of your 4th and/or 8th grade math teachers and the number of students in each class. You can use this portal to share that list or contact TIMSS staff to provide the list over the phone toll-free: (833)-870-0485 or via email TIMSS@rti.org.

STEP 3: SHARE STUDENT-TEACHER LINKAGE INFORMATION - *Starting Mid November, 2022*

Two classes in your 4th and/or 8th grade will be selected to participate. If class sizes are small, we may select more than two. Once the classes are selected, we will request a list of students from each class, and the names of their math and science teacher(s).

STEP 4: SURVEY ADMINISTRATION - *April & May, 2023*

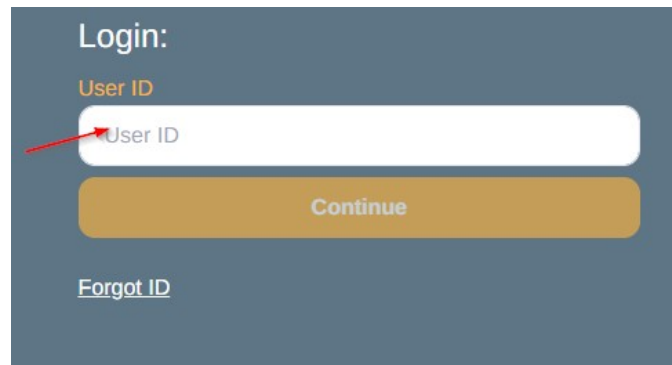
Survey will be administered by TIMSS staff on the date agreed upon by school and TIMSS staff.

☐ Skip this page in the future

Instructions for logging in after the first time

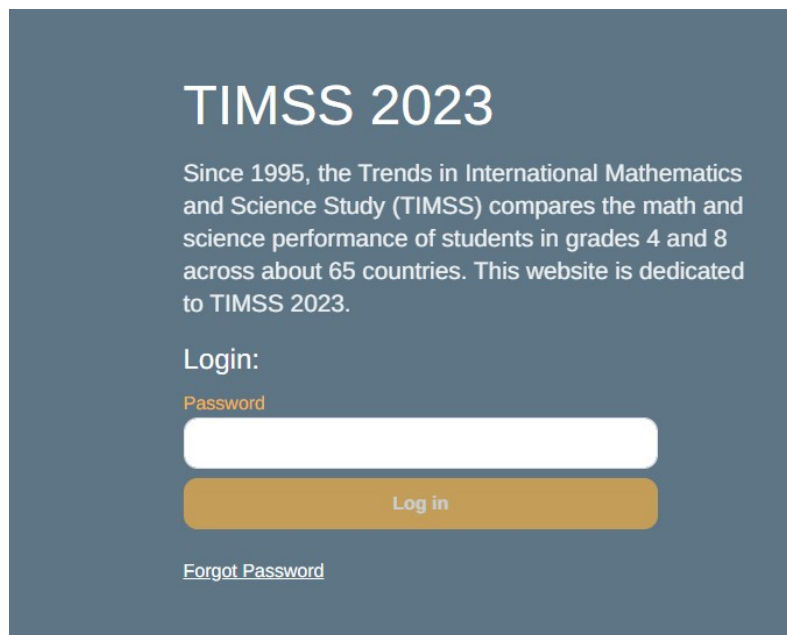
When you return to the portal, you will need your User ID and the password you created. The login will be slightly different.

First you will enter in your User ID. This is the same ID that you will use every time you log in.



A login form on a dark blue background. At the top, it says "Login:". Below that, the text "User ID" is displayed in orange. A white input field contains the text "User ID", with a red arrow pointing to it from the left. Below the input field is a wide, rounded orange button with the word "Continue" in white. At the bottom, there is a link that says "Forgot ID" in white.

Next you will input the password you created the first time you logged in.



A login form on a dark blue background. At the top, it says "TIMSS 2023" in large white letters. Below that, a paragraph of white text reads: "Since 1995, the Trends in International Mathematics and Science Study (TIMSS) compares the math and science performance of students in grades 4 and 8 across about 65 countries. This website is dedicated to TIMSS 2023." Below the text, it says "Login:". Then, the text "Password" is displayed in orange. A white input field is empty. Below the input field is a wide, rounded orange button with the words "Log in" in white. At the bottom, there is a link that says "Forgot Password" in white.

Last, enter in the code that is sent to your email. This two-factor authentication code, required to maintain data security in the Websites, is unique and will be regenerated each log in attempt. The email with the security code will look the same as the email you received the first time you logged in.

Login:

Enter the code we sent to your email

Code

Submit

[I did not receive an email with a code.](#)

Once you successfully enter the code, you will see the welcome screen and you are in the portal. Congratulations!

WELCOME TO TIMSS!

WHAT TO EXPECT DURING TIMSS 2023

This portal is designed to assist schools in preparing for The Trends in International Mathematics and Science Study (TIMSS) 2023.

TIMSS 2023 TIMELINE

STEP 1: PROVIDE SCHOOL INFORMATION

1

Starting Now

STEP 2: SHARE CLASSROOM LIST

2

Starting Nov. 1, 2021

STEP 3: SHARE STUDENT-TEACHER LINKAGE INFORMATION

3

Starting Mid. Nov. 2021

STEP 4: SURVEY ADMINISTRATION

4

March–April 2022

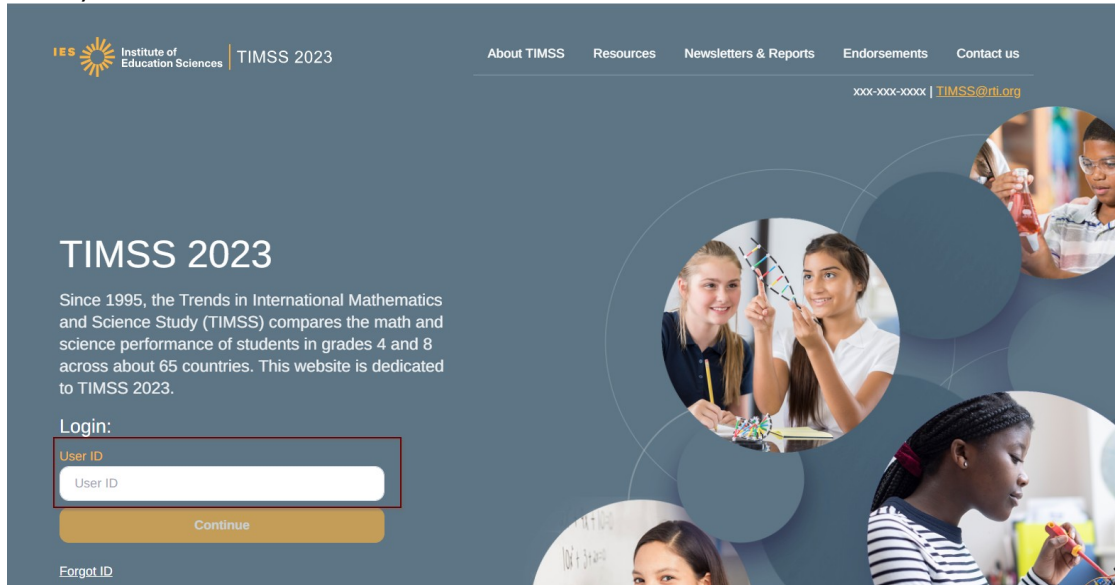
Next

Appendix A16 TIMSS 2027 Login and Provide School Information Guide

To prepare for TIMSS in grades 4 or 8, log in to the TIMSS portal available on the TIMSS website: (<https://surveys.nces.ed.gov/TIMSS>).

If you have never logged in to the website and cannot find the User ID number provided to you by your NAEP state coordinator or TIMSS Staff, please contact your state coordinator or the TIMSS hotline at TIMSS@rti.org / 833-870-0485.

1. Once you have your User ID, go to the TIMSS website (<https://surveys.nces.ed.gov/TIMSS>)
2. Enter your User ID and click “Continue.”



3. You will then receive an email with instructions on creating a password. After your initial login you will not need to do this step again.
4. On your first login you will see the ‘what to expect page’ which gives a brief overview of the TIMSS 2027 process, then click next.

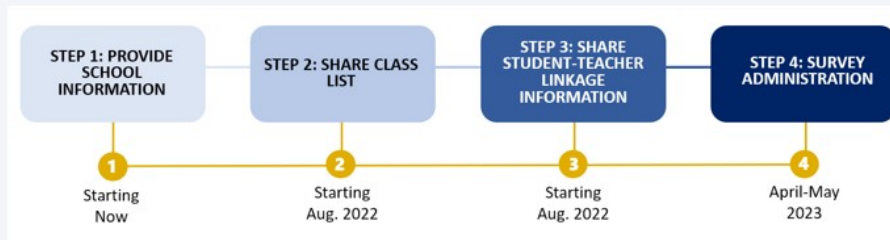
WHAT TO EXPECT

Task Menu / What to Expect

WHAT TO EXPECT DURING TIMSS 2023

This portal is designed to assist schools in preparing for The Trends in International Mathematics and Science Study (TIMSS) 2023.

TIMSS 2023 TIMELINE



STEP 1: PROVIDE SCHOOL INFORMATION - Starting now

During this step, schools can provide the name and contact information of who we should coordinate with (the school coordinator, SC) and select your preferred date of assessment.

STEP 2: SHARE CLASS LIST - Starting August 2022- December 10, 2022

In order to select students to participate in TIMSS, we will request a list of your 4th and/or 8th grade math teachers and the number of students in each class. You can use this portal to share that list or contact TIMSS staff to provide the list over the phone toll-free: (833)-870-0485 or via email TIMSS@rti.org.

STEP 3: SHARE STUDENT-TEACHER LINKAGE INFORMATION - Starting August 2022- February 2023

During this step, schools can provide the name and contact information of who we should coordinate with (the school coordinator, SC) and select your preferred date of assessment.

STEP 4: SURVEY ADMINISTRATION - April 2023- June 2, 2023

Survey will be administered by TIMSS staff on the date agreed upon by school and TIMSS staff.

5. You will then be taken to the task menu page, that will show you the tasks you can complete (labeled as 'In Progress'). Make sure to confirm the district and school name shown at the top of the page are correct.

Then click on the 'initial step' and complete the necessary information.

Active: 700006 - Aims Middle School | User: 700006_TGBEB | Logout

IES Institute of Education Sciences | TIMSS 2023 | NATIONAL CENTER FOR EDUCATION STATISTICS | INSTITUTE OF EDUCATION SCIENCES

ABOUT | RESOURCES | NEWSLETTERS & REPORTS | ENDORSEMENTS | CONTACT | TASK MENU

TIMSS DATA PORTAL TASK MENU

Welcome back! Please complete the steps below.

Task Menu: Aims Middle School

	Provide school Information	In progress
	Provide Classroom List	Not started
	Provide Student Teacher Linkage Form	Not started
	Review Other Information	Not started

ANNOUNCEMENTS

WHAT TO EXPECT
Review TIMSS 2023 Timeline

TIMSS 2023 FAQs
Questions About TIMSS 2023

CONTACT MATERIALS
Download Mailing Packets

RESOURCES
View Instructions and Video Tutorials

CHANGE MY PASSWORD

Provide School Information (PSI)

The first step in TIMSS is to complete the **Provide School Information** (PSI) Task. Click the **Provide School Information** link, which is the first option on the Task Menu.

On the PSI page, there are multiple sections for which you will need to either confirm the information or enter current information available for your school. Please make updates in these sections: School Address, School Principal, School Coordinator, School Assessment Date, and other Key Dates. Be sure to click submit once you fill in information for each section.

Note: You will see status: **Input Needed** until all required fields are filled out completely:

EXPAND ALL

SCHOOL ADDRESS

(click to expand/collapse)

STATUS: Input Needed

SCHOOL PRINCIPAL

(click to expand/collapse)

STATUS: Input Needed

SCHOOL COORDINATOR

(click to expand/collapse)

STATUS: Input Needed

SCHOOL ASSESSMENT DATE

(click to expand/collapse)

STATUS: Input Needed

KEY DATES

(click to expand/collapse)

STATUS: Input Needed

In the fall of 2026, we will email you instructions for submitting class lists and Student-Teacher Linkage Forms.

Thank you for your school's participation in TIMSS 2027!

The U.S. TIMSS Team
833-870-0485
TIMSS@rti.org

Appendix A17 Automated Email for all TIMSS 2027 registrants

Thank you for creating an account in the Trends in International Mathematics and Science Study 2027 (TIMSS) portal. To access TIMSS, go to <https://surveys.nces.ed.gov/TIMSS> and enter your USER_ID and password.

User ID: <USER_ID>

Password information: You created your own password the first time you logged in. Use the "**Forgot Password**" links on TIMSS login page if needed. You will be prompted to change your password after 120 days.

TIMSS is a secure site that contains confidential information, so it is important to remember your User ID and password.

If you have questions or need help accessing the website, please contact the TIMSS hotline at TIMSS@rti.org or at 833-870-0485 Monday through Friday between 9 a.m. and 5:00 p.m. ET.

Sincerely,

The U.S. TIMSS Team

The National Center for Education Statistics (NCES) is authorized to conduct this study under the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543), and to collect students' education records from educational agencies or institutions for the purpose of evaluating federally supported education programs under the Family Educational Rights and Privacy Act (FERPA, 34 CFR §§ 99.31(a)(3)(iii) and 99.35). All of the information you provide may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151). In the United States, TIMSS is conducted by NCES, part of the U.S. Department of Education, and the data are being collected by RTI International. The U.S. Office of Management and Budget has approved the data collection under OMB #1850-0695.

Appendix A18 Automated Email for TIMSS 2027 School Coordinator registrant

Dear <school coordinator>,

Thank you for creating an account on the Trends in International Mathematics and Science Study (TIMSS) portal. The TIMSS website provides access to a secure portal for sharing information and files related to your school's participation in TIMSS 2027. The portal's "**What To Expect**" page will guide you through the upcoming TIMSS activities and "Task Menu" will show what information you can provide.

The first step is to complete the **Provide School Information** page. If you have not already done so, please go to <https://surveys.nces.ed.gov/TIMSS>, and click on the Task Menu to view activities that need to be completed at this time.

Before data collection begins, we will ask you to provide a complete and current list of **all of your school's <fourth-grade classes/eighth-grade mathematics classes> on the Class Listing Form-(CLF)** for the TIMSS team to randomly select a minimum of two classes to participate in the TIMSS 2027.

Once you are notified of the sampled classes, you will then be asked to submit the following information on a **Student Teacher Linkage Form (STLF)**:

1. Student Names, DOB, sex, (exclusion status if applicable) of **all students in the selected classes**
2. **Grade 4:** Confirm names of the sampled class math teacher and science teacher if different than the math teacher.
3. **Grade 8:** For each sampled student confirm math teacher name selected and course name and provide the science teachers and course names for students in that class.
4. Provide teacher email address and phone numbers for all those teachers listed.

We will email you in the fall with instructions about how to submit the Class Listing Form (CLF), Student-Teacher Linkage Form (STLF) through data portal on the TIMSS Website: <https://surveys.nces.ed.gov/TIMSS>.

Please use the link to the :<Summary of School Activities> for a complete list of activities associated with your school's participation in TIMSS 2027.

Thank you very much for participating in TIMSS, and for playing a key role in making the assessment a success at <school name>!

Sincerely,

The U.S. TIMSS Team

The National Center for Education Statistics (NCES) is authorized to conduct this study under the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543), and to collect students' education records from educational agencies or institutions for the purpose of evaluating federally supported education programs under the Family Educational Rights and Privacy Act (FERPA, 34 CFR §§ 99.31(a)(3)(iii) and 99.35). All of the information you provide may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151). In the United States, TIMSS is conducted by NCES, part of the U.S. Department of Education, and the data are being collected by RTI International. The U.S. Office of Management and Budget has approved the data collection under OMB #1850-0695.

Appendix A19a TIMSS 2027 Portal: Home Page

Welcome to TIMSS 2027!

This portal is designed to assist schools in preparing for the Trends in International Mathematics and Science Study (TIMSS) 2027.

TIMSS 2027 TIMELINE

STEP 1: PROVIDE SCHOOL INFORMATION: Starting Now

During this step, schools can provide the name and contact information of who we should coordinate with (the school coordinator, SC) and select your preferred date of assessment.

STEP 2: PROVIDE CLASS LIST- Starting Fall 2026- through April 2027

We will request a list of your <4th grade classrooms/8th grade math classes> and the number of students in each class. You may provide this via the portal or contact us to provide the list by phone 833-870-0485 or email TIMSS@rti.org.

STEP 3: PROVIDE STUDENT-TEACHER LINKAGE INFORMATION- Starting August 2027- through April 2027

Two classes in your 4th and/or 8th grade will be selected to participate. If class sizes are small, we may select more than two. Once the classes are selected, we will ask that you complete the student-teacher linkage form for each class, which collects information on the students in each class and their math and science teachers.

STEP 4: SURVEY ADMINISTRATION- March through June 2027

Survey will be administered by TIMSS staff on the date agreed upon by school and TIMSS staff.

Main Study screen shot:

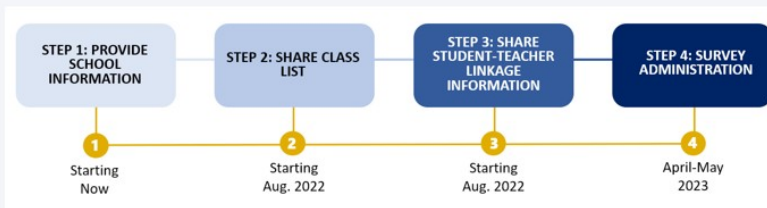
WHAT TO EXPECT

Task Menu / What to Expect

WHAT TO EXPECT DURING TIMSS 2023

This portal is designed to assist schools in preparing for The Trends in International Mathematics and Science Study (TIMSS) 2023.

TIMSS 2023 TIMELINE



STEP 1: PROVIDE SCHOOL INFORMATION- Starting now

During this step, schools can provide the name and contact information of who we should coordinate with (the school coordinator, SC) and select your preferred date of assessment.

STEP 2: SHARE CLASS LIST Starting August 2022- December 10, 2022

In order to select students to participate in TIMSS, we will request a list of your 4th and/or 8th grade math teachers and the number of students in each class. You can use this portal to share that list or contact TIMSS staff to provide the list over the phone toll-free: (833)-870-0485 or via email TIMSS@rti.org.

STEP 3: SHARE STUDENT-TEACHER LINKAGE INFORMATION - Starting August 2022- February 2023

During this step, schools can provide the name and contact information of who we should coordinate with (the school coordinator, SC) and select your preferred date of assessment.

STEP 4: SURVEY ADMINISTRATION - April 2023- June 2, 2023

Survey will be administered by TIMSS staff on the date agreed upon by school and TIMSS staff.

Appendix A19b TIMSS 2027 Portal: Provide School Information Page
(screenshot)

SCHOOL ADDRESS (click to expand/collapse)

STATUS: Input Needed

CURRENT INFORMATION

School Name: Aims Middle School

School Address: 1245 Schoolhouse Rd.

School Address (cont.):

School City: Bolder

School State: CO

School Zip: 80219

CONFIRM INFORMATION

Is the school address information correct?

Yes, the information is correct

No, the information needs to be updated

SUBMIT

SCHOOL PRINCIPAL (click to expand/collapse)

STATUS: Input Needed

School Phone#:

Principal's First Name:

Principal's Last Name:

Principal's Email:

SUBMIT

SCHOOL COORDINATOR (click to expand/collapse)

STATUS: Input Needed

CURRENT INFORMATION

First Name: Jane

Last Name: Doe

Coordinator's Email: jdoe@domain.net

CONFIRM INFORMATION

Is the school contact information correct?

Yes, the information is correct

No, the information needs to be updated

SUBMIT

CURRENT INFORMATION

Assessment Date: 08/26/2021

CONFIRM INFORMATION

Is the school contact information correct?

- ☐ Yes, the information is correct
- ☐ No, the information needs to be updated

SUBMIT

PARTICIPATION CONFIRMATION

Welcome to TIMSS:2023

Your School Name:

☒ I would like to confirm my school's participation in the TIMSS:2023 study.

School Coordinator Information

Coordinator Name:

Coordinator E-mail address:

Assessment Date

Date of School Assessment:

Provider Information

Your Name:

Your E-mail address:

SUBMIT

General TIMSS Information

Brochure

Frequently Asked Questions (FAQ)

TIMSS Login and Provide School Information Guide

Parent FAQ

List of Endorsing Agencies

District and School Letters

Letter sent to District Superintendents

Letter sent to School Principals

Letter sent to School Coordinators

Parent Notification Letters

Sample Parent/Guardian Notification Letter

Sample Parent/Guardian Notification Letter (Spanish)

Class List and Student-Teacher Linkage Forms

Email to SC for providing class list (4th & 8th grade)

Instructions for providing class list (4th & 8th grade)

Class List Template

Email to SC for providing STLF (4th & 8th grade)

Instructions for TIMSS 2027 Student Tracking Form (4th & 8th grade)

STLF template

(Grade 4 example below)

Submit Class and Student Lists

[Grade 4 Submit Student List Template 1](#)

[Grade 4 Submit Student List Template 2](#)

[Grade 4 Submit Class List Instructions](#)

[Grade 4 Submit Student List Instructions](#)

[Student Tracking Form \(STF\) Review Instructions](#)

Appendix A20 Email to School Coordinator to Submit the Class Listing Form– Grade 4

Dear <School Coordinator>,

You have been designated as the TIMSS 2027 School Coordinator. We look forward to working with you and appreciate your assistance.

We ask that you complete a Class Listing Form (SLF) to provide a list of your school's 4th-grade classrooms. The CLF is used to randomly sample classes to participate in the TIMSS student session. Typically, two classes are sampled in each school, and all students in the selected classes will be asked to participate in TIMSS. If your class sizes are small, we may select more than 2 classes.

To complete the CLF, first log in to the TIMSS portal at <https://surveys.nces.ed.gov/TIMSS>. Download the CLF, save it to your computer, and fill out the form. Please save it so you will have a copy.

We have 3 options for you to provide this information:

1. Log back into the portal and upload the completed form. *(If you have forgotten your User ID please contact the TIMSS helpdesk at TIMSS@rti.org or 1-833-870-0485. If you have forgotten your password, you can request a new password on the login page.);*
2. Email your class list to TIMSS@rti.org; or
3. Call your assigned school liaison or the TIMSS help desk at 833-870-0485 to provide the information by phone.

Click <here> or visit the **Documents** section of <https://surveys.nces.ed.gov/TIMSS> to access the CLF and instructions for submitting the form. PLEASE DO NOT PUT STUDENT NAMES OR STUDENT INFORMATION ON THE CLASS LISTING FORM. We are only collecting class-level information at this time. Once the CLF is received, the TIMSS team will enter the information into the TIMSS sampling software which will randomly select classrooms for participation. We will then contact you to request information about the students in the selected classrooms.

Please provide your class list within 5 working days. We will process your submission and select the fourth-grade classes for TIMSS. You will be informed of the classes selected within a few weeks of submitting your lists, at which time we will request information about the students enrolled in the selected classrooms and their teachers. If you have any questions about submitting your list, please email the TIMSS Help Desk at TIMSS@rti.org or call: 1-833-870-0485

Thank you very much for participating in TIMSS, and for submitting your school's CLF!

Sincerely,

The U.S. TIMSS Team

The National Center for Education Statistics (NCES) is authorized to conduct this study under the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543), and to collect students' education records from educational agencies or institutions for the purpose of evaluating federally supported education programs under the Family Educational Rights and Privacy Act (FERPA, 34 CFR §§ 99.31(a)(3)(iii) and 99.35). All of the information you provide may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151). In the United States, TIMSS is conducted by NCES, part of the U.S. Department of Education, and the data are being collected by RTI International. The U.S. Office of Management and Budget has approved the data collection under OMB #1850-0695.

Appendix A21 Instructions for Submitting Class Lists – Grade 4

TIMSS 2027: Instructions for Grade 4 Submit Class List

This document provides instructions to prepare and submit a complete and current list of your school's fourth-grade classes, from which two classes will be selected to participate in TIMSS. All students in the selected classes will be asked to participate. If your class sizes are small, we may select more than 2 classes.

To complete the Class Listing Form (CLF), first log in to the TIMSS portal at <https://surveys.nces.ed.gov/TIMSS>. Download the CLF, save it to your computer, and fill out the form. Please save it so you will have a copy.

We have 3 options for you to provide this information:

1. Log back into the portal and upload the completed form. *(If you have forgotten your User ID please contact the TIMSS helpdesk at TIMSS@rti.org or 1-833-870-0485. If you have forgotten your password, you can request a new password on the login page.);*
2. Email your class list to TIMSS@rti.org or
3. Call your assigned school liaison or the TIMSS help desk at 833-870-0485 to provide the information by phone.

TIMSS DATA PORTAL TASK MENU

Task Menu: Excellence Test Academy [Test]

Provide School Information

Provide Classroom List

Provide Student Teacher Linkage Form

Review Other Information

Website CLASS List Form (CLF) Grade 4 Example:

TIMSS 2023 - Class Listing Form-Grade 4

School Name	Example School Name
TIMSS School ID	1234
School Coordinator Name	Minnie Mouse
Phone Number	123-456-7890
Email	mmouse@school.edu

Click [here](#) for instructions on filling out the form

1	2	3	4	5	6	7
Class Name	Grade	Class Group	Number of Students	Class Exclusion Status	Name of Mathematics Teacher	Name of Science Teacher (Fill for 4th Grade Only)
Mickey Mouse	4		22		Mickey Mouse	Daisy Duck
Daisy Duck	4		21		Mickey Mouse	Daisy Duck
Peter Pan	4		19		Peter Pan	Peter Pan

Data elements needed for submission:

1. Class Name or Homeroom Teacher Name (Each class must have a unique name)

2. Grade (4)
3. Class group (Low, Average, High)
4. Number of 4th grade students in the class
5. Class Exclusion Status*
 - a. 1= all students in class have functional disabilities
 - b. 2= students with intellectual disability
 - c. 3= non-native language class
6. Name of Math Teacher for that class (*May be the same as class name/homeroom teacher*)
7. Name of Science Teacher for that class (*May be the same as class name/homeroom teacher*)

Example: Table format to email or call in to the U.S. TIMSS team:

Class Name or Homeroom Teacher	Grade	Class Group	Number of 4 th grade students in that class	Class Exclusion Status*	Name of Math Teacher for that class (may be the same as the class name/homeroom teacher)	Name of Science Teacher for that class (may be the same as the class name/homeroom teacher)
Mickey Mouse	4		22		Mickey Mouse	Daisy Duck
Daisy Duck	4		21		Mickey Mouse	Daisy Duck
Peter Pan	4		19		Peter Pan	Peter Pan

Additional tips for submitting information about your fourth-grade classes:

After you have entered information for each class,

- Refer to the important definitions on the form provided.
- Record the Class Name that is typically used by your school to refer to the class.
- For classes with students from more than one grade level, include in *Number of Students* only those students in grade 4. For example, if the class has 5 third-graders, 6 fourth-graders, and 4 fifth-graders, enter “6” as the *Number of Students* in this class.
- Use the most current enrollment information.
- Include all classes, even if they typically are excluded from your state testing program, or all students take alternate assessments. You can indicate information about the class in *Class Exclusion Status*.
- Name of 4th grade mathematics teacher and name of 4th grade science teacher may be the same.
- Keep a list of the classes you included for your future reference.

If you need assistance, email TIMSS@rti.org or call 833-870-0485.

Appendix A22 Email to School Coordinator to Submit Student-Teacher Linkage Form (STLF) – Grade 4

Dear <School Coordinator>,

Thank you for providing the complete list of 4th grade classrooms on your TIMSS Class Listing Form (CLF); we appreciate your time. We have sampled <fill number of classrooms> of your school's 4th grade classrooms.

Sampled Classrooms

- <fill classroom 1>
- <fill classroom 3>
- <fill classroom 5>

We will now need the Student-Teacher Linkage Form (STLF) for these sampled classrooms. On this form, you will provide the student and teacher information for the selected classes.

To ensure data security, this information needs to be submitted through our secure portal.

Log in to <https://surveys.nces.ed.gov/TIMSS> to complete and submit your 4th grade STLF. If you have forgotten your login USER ID please contact the TIMSS helpdesk at TIMSS@rti.org or 1-833-870-0485. If you have forgotten your password, you can request a new password on the TIMSS login page.

Instructions for completing and submitting the STLF are <HERE: LINK>. These instruction sheets and templates can also be found in the **Documents** section of <https://surveys.nces.ed.gov/TIMSS>.

If you have any questions about submitting your list, please email the TIMSS Help Desk at TIMSS@rti.org OR call 1-833-870-0485.

Please provide your STLF within 5 working days. TIMSS will process your submission and will be in touch to finalize any outstanding logistics for your student session.

Thank you very much for participating in TIMSS, and for submitting your school's STLFs!

Sincerely,

The U.S. TIMSS Team

NCES is authorized to conduct this study under 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). The National Center for Education Statistics (NCES) is authorized to conduct this study under the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543), and to collect students' education records from educational agencies or institutions for the purpose of evaluating federally supported education programs under the Family Educational Rights and Privacy Act (FERPA, 34 CFR §§ 99.31(a)(3)(iii) and 99.35). All of the information you provide may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151). In the United States, TIMSS is conducted by NCES, part of the U.S. Department of Education, and the data are being collected by RTI International. The U.S. Office of Management and Budget has approved the data collection under OMB #1850-0695.

Appendix A23 Instructions for Submitting Student-Teacher Linkage Forms – Grade 4 –

TIMSS 2027: Instructions for Grade 4 - Submit Student-Teacher Linkage Form

Dear [NAME]

Thank you for providing the Class Listing Form (CLF) for your school. We appreciate your time and support. We have sampled [# CLASSROOMS] of your school's classrooms.

Sampled Classrooms

<CLASS NAMES: SAMPLED CLASSES>

This document provides instructions to complete and submit the Student-Teacher Linkage Form (STLF) for these sampled classrooms. To ensure data security and protect student PII, this information needs to be submitted through our secure portal. Additional instructions can also be found in the School Coordinator manual (link): (https://edsurveys.rti.org/pubimages/TIMSS/SupportDocs/TIMSS_2027_School_Coordinator_Manual.pdf)

To complete the STLF,

1. Log into the TIMSS portal, available from the TIMSS website: <https://surveys.nces.ed.gov/TIMSS>. Your user ID is [UserID].
2. Navigate to the 'PROVIDE STUDENT TEACHER LINKAGE FORM' page from the task menu. **** YOU MUST REVIEW THE EXAMPLE FORM IN STEP 1, BEFORE YOU CAN ACCESS THE TEMPLATE. **** Once you open & review the example form, on the top of the form, please select the **Green link** that states: " I HAVE CAREFULLY REVIEWED THIS TEMPLATE." This will open the remaining steps to complete the STLFs.
3. Download the STLF template files for each selected class by clicking the download button for each form. There is one file for each sampled class.
4. Save the templates to your desktop and fill in the requested information.
 - Please note- the names of each student's Math & Science teachers need to be entered on this form. IF THE MATH TEACHER IS ALSO THE SCIENCE TEACHER- THE NAME WILL APPEAR ONE TIME ONLY. Indicate with an 'X' in each student's row if they take the math class whose name is preloaded AND if there is a different science teacher, provide science teacher information and mark with an 'X' in each student's row for any/all science classes they take. Place science teacher information in the columns next to the preloaded Math teacher information.
5. Once the teacher's name, course name and subject code is provided, a second tab will automatically populate next to the completed STLF. This tab will have the information for each teacher prefilled and there will be a blank column for you to enter each teacher's email address. The email addresses will be used to prompt each teacher to complete their online teacher survey.

TIMSS_STLF_FORM	Teacher_Email_Phone_Info
-----------------	--------------------------

Optional information requested: teacher's personal cell phone numbers. When it comes to prompting teachers to complete their surveys, we can help reduce that burden from you by sending periodic text reminders. If you would like us to text teachers in addition to sending email with information about the teacher survey, please provide teachers' cell phone number in the column next to the email address to use for this purpose. ***This is optional, and teachers would have the ability to opt out of text reminders if desired.***

- Once you have filled out the forms, please add 'complete' to the end of the file name so you know which ones to upload back to the portal. (This is to help prevent you from uploading the blank templates back to us)
- Once you saved the completed STLF; log back into the portal and navigate to 'Provide Student Teacher Linkage Form'.
- Upload the completed STLFs using the 'select file/upload file' buttons in the 'Step 2: Upload File' section. After you upload your completed files: Please hit the SUBMIT button at bottom of page to transmit the files back to us for review.

Option 2: You may provide a file in a different format from your system with the same information. If you cannot submit your student data with this information in the TIMSS file format or upload your own file, please call or email the TIMSS Help Desk at TIMSS@rti.org or 1-833-870-0485.

If you need assistance, please contact the TIMSS Help Desk at TIMSS@rti.org or 1-833-870-0485.

4th grade STLF Example 1: School with the same Mathematics and Science Teacher for each class

TIMSS 2023 Student-Teacher Linkage Form - Grade 4																
School Name:				TIMSS Participant Country:												
City Public School				United States of America												
		[a]	[b]	[c]	[d]											
		School ID	Class ID	Class Name	Grade											
		1234	123401	4th_Green	4											
Student Name or Number		Sequence Number	Date of Birth	Sex	Exclusion Status	Teacher Information										
		DD	MM	YYYY		Teacher's Name: Class (Course) Name:	Teacher's Name: Subject Code:	Teacher's Name: Class (Course) Subject Code:	Teacher's Name: Class (Course) Subject Code:	Teacher's Name: Class (Course) Subject Code:	Teacher's Name: Class (Course) Subject Code:	Teacher's Name: Class (Course) Subject Code:	Teacher's Name: Class (Course) Subject Code:	Teacher's Name: Class (Course) Subject Code:	No Mathematics Teacher	No Science Teacher
Donald Duck	1	14	12	2009	2	Linda Green	4th_Green	7								
Daisy Duck	2	05	02	2009	1											
Dalia Duck	3	06	09	2009	1											
Mary Poppins	4	08	07	2009	1											
Snow White	5	01	01	2009	1											
Sleeping Beauty	6	15	01	2009	1											
Roger Rabbit	7	22	02	2009	2											
Tarzan Jungle	8	11	03	2009	2											
Prince Charming	9	08	04	2009	2											
Elsa Oldenburg	10	19	05	2009	1											
Anna Oldenberg	11	12	06	2009	1											
Buzz Lightyear	12	22	07	2009	1											
Lilo Pelekai	13	12	12	2008	1											
Cruella DeVille	14	24	12	2008	1											
Mike Wazowski	15	11	11	2008	2											
Scooby Doo	16	01	11	2008	2											
Charlie Brown	17	02	03	2009	2											
Bugs Bunny	18	14	04	2009	2											
Sponge Bob	19	15	05	2009	2											

4th grade STLF Example 2: School with different Mathematics and Science Teacher

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA		
TIMSS 2023																												
Student-Teacher Linkage Form GRADE 4																												
School Name:						TIMSS Participant Country:																						
Jessie P. Miller Elementary School						United States of America																						
[a]	[b]									[c]									[d]									
School ID							Class ID							Class Name							Grade							
1138							113802							Jenny Dominis							4							
①	②	③	④	⑤	⑥																							⑦
Teacher Information																												
Student Name or Number		Sequence Number	Date of Birth DD MM YYYY	Sex	Exclusion Status																							
						Math Teacher's Name: Jenny Dominis																						
						Math Class (Course) Name: Jenny Dominis																						
						Subject Code: 1																						
						Science Teacher's Name: Elizabeth Simms																						
						Science Class (Course) Name: Elizabeth Simms Science																						
						Subject Code: 6																						
						Science Teacher's Name:																						
						Science Class (Course) Name:																						
						Subject Code:																						
						Science Teacher's Name:																						
						Science Class (Course) Name:																						
						Subject Code:																						
						Science Teacher's Name:																						
						Science Class (Course) Name:																						
						Subject Code:																						
						Science Teacher's Name:																						
						Science Class (Course) Name:																						
						Subject Code:																						
						Science Teacher's Name:																						
						Science Class (Course) Name:																						
						Subject Code:																						
						No Mathematics Teacher																						
						No Science Teacher																						

Donald Duck	1	12	01	2009	2		x									
Daisy Duck	2	23	12	2009	1		x									
Mary Poppins	3	14	02	2009	1		x									
Snow White	4	21	11	2009	1		x									
Sleeping Beauty	5	19	03	2009	1			x								
Roger Rabbit	6	06	10	2009	2			x								
Walt Disney	7	01	04	2009	2		x									
Prince Charming	8	22	09	2009	2		x									
Buzz Lightyear	9	14	05	2009	2			x								
Cruella Deville	10	05	08	2009	1			x								
Scooby Doo	11	16	06	2009	2			x								
Charlie Brown	12	08	07	2009	2			x								
Bugs Bunny	13	11	12	2009	2		x									
Sponge Bob	14	12	11	2009	2		x									
Jessica Rabbit	15	10	09	2009	1			x								

Appendix A24 Email to School Coordinator to Submit the Class Listing Form – Grade 8

Dear <School Coordinator>,

You have been designated as the TIMSS 2027 School Coordinator. We look forward to working with you and appreciate your assistance.

We ask that you complete a Class Listing Form (SLF) to provide a list of your school's 8th-grade mathematics classes. The CLF is used to randomly sample classes to participate in the TIMSS student session. Typically, two classes are sampled in each school, and all students in the selected classes will be asked to participate in TIMSS. If your class sizes are small, we may select more than 2 classes.

To complete the CLF, first log in to the TIMSS portal at <https://surveys.nces.ed.gov/TIMSS>. Download the CLF, save it to your computer, and fill out the form. Please save it so you will have a copy.

We have 3 options for you to provide this information:

1. Log back into the portal and upload the completed form. (If you have forgotten your User ID please contact the TIMSS helpdesk at TIMSS@rti.org or 1-833-870-0485. If you have forgotten your password, you can request a new password on the login page.);
2. Email your class list to TIMSS@rti.org; or
3. Call your assigned school liaison or the TIMSS help desk at 833-870-0485 to provide the information by phone.

Click <here> or visit the **Documents** section of <https://surveys.nces.ed.gov/TIMSS> to access the CLF and instructions for submitting the form. PLEASE DO NOT PUT STUDENT NAMES OR STUDENT INFORMATION ON THE CLASS LISTING FORM. We are only collecting class-level information at this time. Once the CLF is received, the U.S. TIMSS team will enter the information into the TIMSS sampling software which will randomly select classrooms for participation. We will then contact you to request information about the students in the selected classrooms.

Please provide your class list within 5 working days. We will process your submission and select the eighth-grade classes for TIMSS. You will be informed of the classes selected within a few weeks of submitting your lists, at which time we will request information about the students enrolled in the selected classrooms and their teachers. If you have any questions about submitting your list, please email the TIMSS Help Desk at TIMSS@rti.org or call: 1-833-870-0485

Thank you very much for participating in TIMSS, and for submitting your school's CLF!

Sincerely,

The U.S. TIMSS Team

The National Center for Education Statistics (NCES) is authorized to conduct this study under the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543), and to collect students' education records from educational agencies or institutions for the purpose of evaluating federally supported education programs under the Family Educational Rights and Privacy Act (FERPA, 34 CFR §§ 99.31(a)(3)(iii) and 99.35). All of the information you provide may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151). In the United States, TIMSS is conducted by NCES, part of the U.S. Department of Education, and the data are being collected by RTI International. The U.S. Office of Management and Budget has approved the data collection under OMB #1850-0695.

Appendix A25 Instructions for Submitting Class Lists – Grade 8

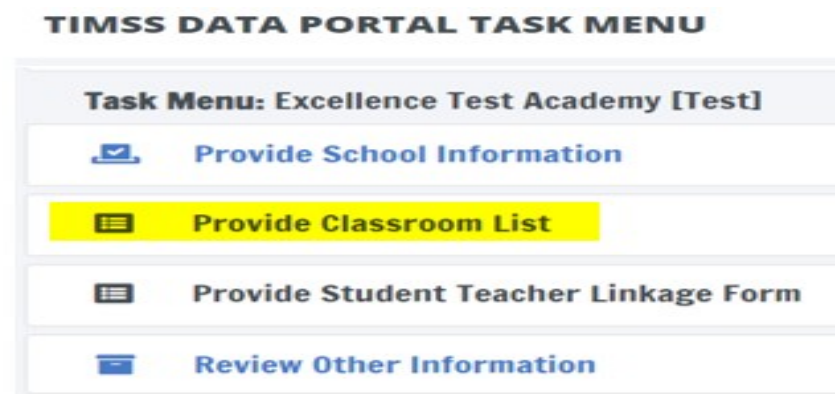
TIMSS 2027: Instructions for Grade 8 Submit Class List

This document provides instructions to prepare and submit a complete and current list of your school’s eighth-grade mathematics classes, from which two classes will be selected to participate in TIMSS. All students in the selected classes will be asked to participate. If your class sizes are small, we may select more than 2 classes.

To complete the CLF, first log in to the TIMSS portal at <https://surveys.nces.ed.gov/TIMSS>. Download the CLF, save it to your computer, and fill out the form. Please save it so you will have a copy.

We have 3 options for you to provide this information:

- 1. Log back into the portal and upload the completed form. *(If you have forgotten your User ID please contact the TIMSS helpdesk at TIMSS@rti.org or 1-833-870-0485. If you have forgotten your password, you can request a new password on the login page.);*
- 2. Email your class list to TIMSS@rti.org or
- 3. Call your assigned school liaison or the TIMSS help desk at 833-870-0485 to provide the information by phone.



TIMSS 2023 - Class Listing Form - Grade 8

TIMSS Participant Country	<Name of the country>
School Name	City Public School
School ID	1002
School Coordinator Name	Charles Parker
Phone Number	+12 345 6789
Email	charles.parker@school.net

1	2	3	4	5	6
Class Name	Grade	Class Group	Number of Students	Class Exclusion Status	Name of Mathematics Teacher
8a	8		12		Jack Nolte
8b	8		15		Jack Nolte
8c	8		16		Linada Green

Data elements needed for submission:

1. Class Name (Each class must have a unique name)
2. Grade (8)
3. Class group (Low, Average, High)
4. # of 8th grade students in that class
5. Class Exclusion Status*
 - a. 1= all students in class have functional disabilities
 - b. 2= students with intellectual disability
 - c. 3= non-native language class
6. Name of Math Teacher for that class

Example: Table format to email or call into the U.S. TIMSS team:

Class Name/Homeroom Teacher	Grade	Class group	Number of 8 th grade students in that class	Class Exclusion Status*	Name of Math Teacher for that class (may be the same as the class name/homeroom teacher)
Math 1	8		32		Alexander Hamilton
Business Math	8		27		Ben Franklin
Math 2	8		29		James Madison
Intro to Algebra	8		30		Betsy Ross
Early Numeracy	8		10	2	Clara Barton

(*Class exclusions Status: 1- all students in class have functional disabilities, 2- students with intellectual disability, and 3-non-native language class.)

If you need assistance, email TIMSS@rti.org or call 1-833-870-0485.

Appendix A26 Email to School Coordinator to Submit Student-Teacher Linkage Form – Grade 8

Dear <<School Coordinator>>,

Thank you for providing the complete list of 8th grade mathematics classrooms on your TIMSS Class Listing Form (CLF); we appreciate your time. We have sampled <fill number of classrooms> of your school's 8th grade classrooms.

Sampled Classrooms

- <fill classroom 1>
- <fill classroom 3>
- <fill classroom 5>

We will now need the Student-Teacher Linkage Form (STLF) for these sampled classrooms. On this form, you will provide the student and teacher information for the selected classes.

To ensure data security, this information needs to be submitted through our secure portal.

Log in to <https://surveys.nces.ed.gov/TIMSS> to complete and submit your 8th grade STLF. If you have forgotten your login USER ID please contact the TIMSS helpdesk at TIMSS@rti.org or 1-833-870-0485. If you have forgotten your password, you can request a new password on the TIMSS login page.

Instructions for completing and submitting the STLF are <HERE: LINK>. These instruction sheets and templates can also be found in the **Documents** section of <https://surveys.nces.ed.gov/TIMSS>.

If you have any questions about submitting your list, please email the TIMSS Help Desk at TIMSS@rti.org OR call 1-833-870-0485.

Please provide your STLF within 5 working days. TIMSS will process your submission and will be in touch to finalize any outstanding logistics for your student session.

Thank you very much for participating in TIMSS, and for submitting your school's STLFs!

Sincerely,

The U.S. TIMSS Team

NCES is authorized to conduct this study under 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). The National Center for Education Statistics (NCES) is authorized to conduct this study under the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543), and to collect students' education records from educational agencies or institutions for the purpose of evaluating federally supported education programs under the Family Educational Rights and Privacy Act (FERPA, 34 CFR §§ 99.31(a)(3)(iii) and 99.35). All of the information you provide may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151). In the United States, TIMSS is conducted by NCES, part of the U.S. Department of Education, and the data are being collected by RTI International. The U.S. Office of Management and Budget has approved the data collection under OMB #1850-0695.

TIMSS 2027: Instructions for Grade 8 Submit Student-Teacher Linkage Form

Thank you for providing the Class Listing Form (CLF) for your school. We appreciate your time and support. We have sampled [# CLASSROOMS] of your school's classrooms.

Sampled Classrooms

<CLASS NAMES: SAMPLED CLASSES>

This document provides instructions to complete and submit the Student-Teacher Linkage Form (STLF) for these sampled classrooms. To ensure data security and protect student PII, this information needs to be submitted through our secure portal. Additional instructions can also be found in the School Coordinator manual (link): (https://edsurveys.rti.org/pubimages/TIMSS/SupportDocs/TIMSS_2027_School_Coordinator_Manual.pdf)

To complete the STLF,

1. Log into the TIMSS portal, available from the TIMSS website: <https://surveys.nces.ed.gov/TIMSS>. Your user ID is [UserID].
2. Navigate to the 'PROVIDE STUDENT TEACHER LINKAGE FORM' page from the task menu. **** YOU MUST REVIEW THE EXAMPLE FORM IN STEP 1, BEFORE YOU CAN ACCESS THE TEMPLATE. **** Once you open & review the example form, on the top of the form, please select the **Green link** that states: " I HAVE CAREFULLY REVIEWED THIS TEMPLATE." This will open the remaining steps to complete the STLFs.
3. Download the STLF template files for each selected class by clicking the download button for each form. There is one file for each sampled class.
4. The first teacher's name and class information will be the MATH teacher PRE-FILLED from your Class listing form.
5. In columns 1-5 on the form, please provide student information for each student enrolled in that class:
 - a. Column (1) Last name, First name
 - b. Column (2) is pre-loaded with a sequence #
 - c. Column (3) is Date of Birth for the student
 - d. Column (4) is student sex (1=Female, 2= Male)
 - e. Column (5) is exclusion status. The three possible exclusion statuses are below and described in the SC manual. If ALL students in a class belong to one of the 3 exclusion status categories AND they ALL do not participate in standardized testing, the class may be given an exclusion code. Here you will record exclusion codes for students and your Test Administrator will discuss whether we can provide accommodations so that the student may participate.
 - 1 students with functional disabilities;
 - 2 students with intellectual disabilities;
 - 3 non-native language speakers.
6. While the math teacher names are prefilled, the science teacher names, course names and subject codes are not. In all the columns after the Pre-filled Math Teacher information, you will enter SCIENCE TEACHER NAMES, COURSE NAMES AND SUBJECT CODES for each student. (Refer to your TIMSS:2027 SC manual for subject codes). The completed Student-Teacher Linkage Forms also should include all teachers teaching mathematics and/or

science to all or some students in the selected class. The linkage between the students and teachers will be indicated by placing an 'X' in the corresponding cells showing that a student is taught by a particular teacher.

7. Once the teacher's name, course name and subject code is provided, a second tab will automatically populate next to the completed STLF. This tab will have the information for each teacher prefilled and there will be a blank column for you to enter each teacher's email address. The email addresses will be used to prompt each teacher to complete their online teacher survey.

TIMSS_STLF_FORM	Teacher_Email_Phone_Info
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Optional information requested: teacher's personal cell phone numbers. When it comes to prompting teachers to complete their surveys, we can help reduce that burden from you by sending periodic text reminders. If you would like us to text teachers in addition to sending email with information about the teacher survey, please provide teachers' cell phone number in the column next to the email address to use for this purpose. ***This is optional, and teachers would have the ability to opt out of text reminders if desired.***

8. Once you have filled out the forms, please add 'complete' to the end of the file name so you know which ones to upload back to the portal. (This is to help prevent you from uploading the blank templates back to us)
9. Once you saved the completed STLF; log back into the portal and navigate to 'Provide Student Teacher Linkage Form'.
10. Upload the completed STLFs using the 'select file/upload file' buttons in the 'Step 2: Upload File' section of this page. After you upload your completed files: Please hit the SUBMIT button at bottom of page to transmit the files back to us for review.
11. Once you have submitted the forms back through TIMSS Portal, they will be reviewed and the U.S. TIMSS team will reach back out to you if there are any questions.

Trends in International Mathematics and
Science Study (TIMSS)

STUDENTS REPRESENTING THE U.S.:

SESSION IN PROGRESS



Trends in International Mathematics and Science
Study (TIMSS)

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