



U.S. Department of Education  
Institute of Education Sciences

# Supporting Statement For Common Core of Teacher Compensation Survey

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Lee Hoffman  
National Center for  
Education Statistics

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## Contents

Introduction.....	
Part A. Justification.....	
Part B. Collections of Information Employing Statistical Methods.....	
Part C. CCD Teacher Compensation Survey.....	
F.1. Discussion of Items.....	
F.2. Sample Tables.....	
F.3. Survey Form.....	
F.4. Data Plan.....	
Appendix A. Legislation and Notice Supporting CCD Collections.....	A1
Appendix B. CCD Teacher Compensation Glossary .....	B1

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## List of Tables

- Table 1. Average public school teacher salaries by locale grouping and number of years of experience, school year 2006-07.....
- Table 2. Average number of years of experience by locale grouping and state, school year 2006-07.....

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## Supporting Statement For Common Core Of Data Survey System

### Introduction

This is a request for review and approval of the Common Core of Data (CCD) Teacher Compensation Survey (TCS). The supporting statement for Standard Form 83, "Request for OMB Review," was prepared by the Elementary/Secondary Cooperative System and Institutional Studies Program of the Elementary/Secondary and Longitudinal and Longitudinal Surveys Division within the National Center for Education Statistics (NCES). NCES is requesting a 3-year clearance for the CCD through January 2011. This clearance would apply to the collections for school years 2006–07 through 2009-2010.

The CCD TCS is a new annual collection of some basic information about public school teachers. The information is drawn from the state education agencies' administrative records systems; no additional data are collected from schools or districts.

### Common Core of Data (CCD) Data Collection

We are requesting clearance for the CCD TCS by January 31, 2008 in order to initiate the 2006–07 collection on February 1, 2008.

Six surveys now comprise the CCD survey system. These are:

- State Nonfiscal Survey of Public Elementary and Secondary Education;
- Public Elementary/Secondary Local Education Agency Universe;
- Public Elementary/Secondary School Universe;
- National Public Education Financial Survey (NPEFS);
- Local Education Agency Financial Survey.
- Teacher Compensation Survey (TCS)

The State Nonfiscal Survey of Public Elementary and Secondary Education, Public Elementary/Secondary Local Education Agency Universe, and Public Elementary/Secondary School Universe data will be collected by EDEN.

The Local Education Agency Financial Survey is co-sponsored by the U.S. Census Bureau, Governments Division, which is responsible for securing clearance for that survey. It is discussed in this request only as it relates to the National Public Education Financial Survey.

The clearance for the National Public Education Financial Survey (NPEFS) will be handled in a separate request.

The TCS is a new survey.

Part A of this supporting statement presents the justification for the information collection and an explanation of any statistical methods employed. Part B addresses the collection of information employing statistical methods. Part C describes the TCS survey. Appendix A is legislation supporting CCD collections in general. Appendix B is the TCS glossary.

## **Part A. Justification**

**A.1. Explain the circumstances that make the collection of information necessary. Include identification of any legal or administrative requirements that necessitate the collection. Attach a copy of the appropriate section of each statute and regulation mandating or authorizing the collection of information.**

Legislative Authorization. The TCS is the first attempt to collect salary, benefits, teaching experience, and other data on each public school teacher. Its authorization to collect this information is encompassed by NCES's duty to "collect, report, analyze, and disseminate statistical data related to education in the United States" (P.L. 107-279, Part C, Sec 153). Appendix A includes a copy of this legislation.

Regulations and Program Requirements. Participation in the TCS is voluntary, and we expect less than 15 states to be able to report data in the first collection.

**A.2. Indicate how, by whom, and for what purpose the information is to be used. Except for a new collection, indicate the actual use the agency has made of the information received from the current collection.**

The TCS is designed to collect a little bit of information on each public school teacher. The data from this survey can be used by researchers to study the distribution of teachers across schools. Researchers can also make comparisons of teacher salary and benefits. Administrators can use this data to get a more complete picture of teacher compensation in various jurisdictions as well as information such as the experience and training of teachers, their age, race/ethnic, and gender information. The data can also be used to calculate average teacher salaries at the school and district levels, and for calculating the average total compensation teachers receive.

**A.3. Describe whether, and to what extent, the collection of information involves the use of automated, electronic, mechanical or other technological collection techniques or forms of information technology.**

The TCS data are collected electronically from state education agencies. A record layout is sent to states, which create a file and then upload the file through a secure web site. Passwords are used to limit access to the data. The Census Bureau maintains a crosswalk of state teacher IDs and NCES Teacher IDs. Census assigns the NCES teacher ID based on the state teacher ID. The state teacher ID is considered sensitive information in some states.

**A.4. Describe efforts to identify duplication.**

There are no other surveys collecting data on teacher salaries on every teacher. Salary data are included in the CCD School District Finance Survey and National Public Education Financial Survey, but they are totals at the district and state levels, and do not include benefits data. The NCES Schools and Staffing Survey collect similar data for a sample of teachers every 3 or 4 years. The Bureau of Labor Statistics collects salary and benefits data on teachers at the state and labor market area. They do not differentiate between public school teachers and private school teachers. The most commonly reported teacher salary data come from the National Education Association. The NEA data is at the state level only.

**A-5. If the collection of information involves small businesses or other small entities, describe the methods used to minimize burden.**

All of the TCS data are reported to NCES by state education agencies. NCES does not specify how these data are collected. The responding agencies draw upon their existing administrative records to provide the data. No small businesses or other small entities are surveyed in the TCS collection.

**A.6. Describe the consequences to Federal program or policy activities if the collections not conducted, or is conducted less frequently, as well as any technical or legal obstacles to reducing burden.**

Consequences if not collected. The elimination of the TCS survey would not have any consequences on Federal programs or policy activities.

The state administrative record systems that supply this data collect the information annually or more often for the states own purposes. There would therefore be minimal reduction in burden if the CCD were not an annual collection.

**A.7. Explain any special circumstances that require the collection to be collected in a manner (list of conditions follows).**

There are no circumstances that would require the TCS survey to be reported in a way that would occasion one of the listed conditions.

**A.8. If applicable, provide a copy and identify the date and page number of publications in the Federal Register... describe efforts to consult with persons outside the agency to obtain their views on the availability of data, the clarity of instructions and record keeping, disclosure or reporting format (if any), and on the data elements to be recorded, disclosed, or reported.**

Not applicable.

**A.9. Explain any decision to provide any payment or gift to respondents, other than remuneration of contractors or grantees.**

No payments or gifts are offered.

**A.10. Describe any assurance of confidentiality provided to respondents and the basis of the assurance in statute, regulation, or agency policy.**

Though these data are available to the public in many states, there are some states that do not make teacher-level data available to the public. Given the confidential nature of these data in some states, NCES will collect all of the teacher salary and benefits data in this collection under section 183 of the 2002 Education Sciences Reform Act. In keeping with the confidentiality provisions of that Act, NCES will offer assurances that the data collected will be considered confidential, and protected from disclosure to the fullest extent allowable under law. We will use passwords and secure file transfer protocols in order to limit access to the files. NCES will only make detailed, teacher-level data available to licensed users through a restricted-use data file. NCES does plan to release school-level and district-level summaries of the data. We will employ appropriate disclosure avoidance techniques, such as whole case suppression, and/or multiple case suppression, in order to protect the salary and benefit data from disclosure to the fullest extent possible.

**A.11. Provide additional justification for any questions of a sensitive nature, such as sexual behavior and attitudes, religious beliefs, and other matters that are commonly considered private.**

The TCS will collect data on salaries and year of birth of teachers. Some state education agencies make these data available to the public, but many do not. Regardless of how other government agencies treat the data, NCES will treat the data as confidential.

**A.12. Provide estimates of the hour burden of the collection of information.**

The information reported on the TCS survey has already been collected by the reporting agencies for the state's own uses. The added burden for the CCD is limited to the state education agency's effort taken in extracting data from files, transferring them to NCES, and responding to edit reports.

Method for estimating costs. The estimated hours of burden to the states are based upon estimates provided by the state education agency in a pilot collection of TCS data from 7 states, in June-July of 2007.

The costs were in turn derived from information about the actual cost of employing an SEA staff person to work with NCES testing programs. These staff persons are comparable in knowledge and experience to the technical staff who report the CCD data. Across 51 states, the average hourly rate estimated for technical staff reporting CCD data is estimated to be \$39.63. It was decided, arbitrarily, that 20 percent of the time spent with the CCD collections is contributed by managers, who are estimated to be paid at double the rate of technicians, or \$79.26 per hour.

**Estimated Annual Burden and Cost in Reporting CCD NPEFS Data**

Survey	Average Hours	Respondents	Total Hours	Total Cost
<b>State Fiscal Survey</b>		56		
Technician (\$39.63)	69		3864	\$153,130
Manager (\$79.26)	17		952	\$ 75,456
<b>Total</b>			4,816	\$228,586

Estimated cost to state respondents. Burden hours are estimated to be 70 hours per state. The burden for the 15 states we expect to participate in the 2008 collection would total 1,050 a year. If 25 states participate in the data collection of 2010, the total burden is expected to be 1,750. The total estimated cost to all state respondents is \$228,586.

**A.13. Provide an estimate of the total annual cost burden to the respondents or record keepers resulting from the collection of information. (Do not include the cost of any hour burden shown in items 12 and 14.)**

There are no additional record keeping costs to the responding state education agencies. All information collected on the TCS is from administrative record systems and is already collected by the state for its own purposes.

**A.14. Provide estimates of annualized cost to the Federal government. Also, provide a description of the method used to estimate cost.**

Method for estimating costs. Annual costs are based on current costs for the CCD. The costs include a 22 percent load on salaries for Department of Education staff. Contractor hours are also loaded costs.

**Estimated Annual Cost of CCD to Federal Government**

Cost Type	2006-07
Dept ED Staff	\$113,874
Census (IAD)	\$766,500
Contracted Staff	\$112,875
Training	\$161,700
Total	\$1,154,949

Cost. Department of Education staff assigned to the CCD NPEFS include 60% of one FTE GS/14 staff. One-sixth FTE of the program manager's time is included; this person is a GS/15. One full-

time research assistants are employed through the Education Statistical Services Institute, a contractor to NCES.

Costs reported for the Bureau of the Census include staffing and other charges. The cost was estimated by assuming a 5 percent increase from 2006-07. The cost includes the full cost of salary, benefits, overhead, and fee.

Training costs reflect the cost of general training and professional development for all CCD Fiscal Coordinators at NCES’s Summer Data Conference and the cost of the Management Information Systems Conference. These costs also include all-day training sessions at NCES for new TCS Coordinators. Training is separate for each group, and each group averages 10 new Coordinators a year.

**A.15. Explain the reasons for any program changes or adjustments reported in items 13 or 14 of OMB 83-1.**

Burden to respondents. This is a new data collection.

Federal costs. This is a new data collection.

**A.16. For collections of information whose results will be published, outline plans for tabulation and publication. Address any complex analytical techniques that will be used. Provide the time schedule for the entire project, including beginning and ending dates of the collection of information, completion of reports, publication dates, and other actions.**

Products. NCES will publish Research & Development reports from the data. These publications will present analytical findings based on summaries of the data. NCES also plans to release data files that aggregate the data at the school and school district levels. We will employ whole case suppression, and/or multiple case suppression, in order to protect salary and benefit data to the fullest extent possible. A file of the teacher level data will be made available to licensed users through a restricted-use file. Eventually, after study of these initial years’ results, NCES would like to make some of the public use TCS data aggregated to the district level, available on the NCES data tools such as ‘Build-a-Table’ and the Peer Search. (These web tools allow users to create their own lists, counts or cross-tabulations.) Section C presents tables that illustrate how the TCS data will be presented as simple cross-tabulations.

Complex analytical techniques are not used with the TCS.

Timeline. The TCS is an annual collection, and the schedule is shown below. Note that the files cannot be closed until the last state is able to report all requested data.

<b>TCS Survey Collection, Processing, Publication</b>	
February	Mail instructions to respondents, open website to receive data.
March	First reporting date. Training for new TCS Coordinators.
September	Close TCS file on Tuesday following Labor Day.
March	NCES review of files, file documentation, short reports.
May	An R&D report and data files will be released.

July

Training for all CCD and TCS Coordinators.

**A.17. If seeking approval not to display the expiration date for OMB approval of the information collection, explain the reasons that display would be inappropriate.**

NCES displays the OMB expiration date on the instruction manual sent to the state CCD Coordinators and on the data collection web site.

**A.18. Explain each exception to the certification statement identified in Item 19, “Certification for Paperwork Reduction Act Submissions,” of OMB Form 83-1.**

There are no exceptions to the items in that certification.