

Comprehensive Guidance Document



Contents

1. Overview	2
2. Background and Introduction	3
A. Why Did NDE Develop the Exit/Transfer Survey?	3
B. What Does the Exit/Transfer Survey Measure?	3
C. Who Benefits From the Exit/Transfer Survey?	3
D. How Was the Exit/Transfer Survey Developed?	3
E. Who Will Lead the Survey Work?	4
F. How Is Confidentiality Ensured?	4
3. Best Practices and Considerations for Districts and Charters	5
A. Collaboration and Planning	5
B. Additional District/Charter Messaging and Communication	6
C. Survey Logistics	7
4. Survey Data Analysis and Interpretation	8
A. How Will the Survey Data Be Prepared and Shared?	8
B. How Will the Survey Findings Be Reported?	9
C. How Will the Results Be Shared With Policymakers?	9
Appendix A. Nevada Teacher Exit/Transfer Survey	11
Appendix B. Sample Email Communications	30
Survey Invitation From District/Charter to Teacher	30
Survey Invitation From AIR to Teacher	31
Survey Reminder From AIR to Teacher	32
Final Survey Reminder From AIR to Teacher	33
Appendix C. Frequently Asked Questions	34
Welcome to the Nevada Teacher Exit/Transfer Survey!	34
Nevada Teacher Exit/Transfer Survey: Frequently Asked Questions	35

1. Overview

The purpose of the Nevada Teacher Exit/Transfer Survey (Exit/Transfer Survey) is to gather data to inform systemic efforts to drive continuous improvement of district/charter, school, and statewide teacher retention efforts. Teacher exit surveys have been used across the United States to provide information about why teachers leave their positions. This information is useful to help determine the most effective strategies and incentives for improving teacher retention (Pennington & Brand, 2018¹). Nevada's Exit/Transfer Survey will help decision makers gain information to better understand why teachers choose to leave their school, district/charter, state, or profession. Understanding the factors that influence a teacher's reason(s) for leaving an organization or the profession can guide districts/charters and the state in identifying policies, supports, and resources that support successful retention efforts.

The purpose of this document is to provide districts/charters, schools, and the state with guidance on the implementation, delivery, and analysis of the Exit/Transfer Survey.

To ensure data quality and confidentiality, the Nevada Department of Education (NDE) is collaborating with an independent third-party research institution—the [American Institutes for Research](#)[®] (AIR[®])—to administer, analyze, and report on findings from the Exit/Transfer Survey. Nevada districts/charters and schools that want to reduce teacher turnover should (a) partner with AIR to ensure that the Exit/Transfer Survey is offered to all teachers leaving their school, district/charter, state, or profession, and (b) use the survey responses to inform improvement and retention efforts. All teachers of record in Nevada's public education system who have recently left² a teaching position in their school, district/charter, state, or profession—including part-time and full-time teachers teaching students in prekindergarten through Grade 12 (or beyond), fifth-year seniors, and Program Approach to Career Employment (PACE)/Postsecondary Opportunities for Students in Transition (POST)—will have an opportunity to participate in the Exit/Transfer Survey.

The timeline and implementation plans included are merely guidelines for what to expect regarding preparing for, administering, and reporting on this type of survey. The appendices are based on protocols that were field tested during the initial development of the Exit/Transfer Survey in 2023, and the survey will continue to be refined during the Exit/Transfer Survey Pilot from 2023 to 2024.

¹ Pennington, K. and Brand, A. (2018). *Retaining High Performers: Insights from DC Public Schools' Teacher Exit Survey* [PowerPoint slides]. Bellwether Education Partners. https://bellwether.org/wp-content/uploads/2018/05/DCPS-Retention-Deck_5.7.18_FINAL.pdf

² Leaving a position entails formally transferring, resigning, or being dismissed from your school. Sabbaticals and medical leave do not count as leaving your school.

2. Background and Introduction

A. Why Did NDE Develop the Exit/Transfer Survey?

The Statewide Teacher Recruitment and Retention Advisory Task Force (Task Force) identified that improving teaching and learning conditions would help address teacher retention in Nevada. A strategy outlined to address this issue was to provide an Exit/Transfer Survey for districts/charters, schools, and NDE to better understand the conditions that influence teachers to leave their positions and then use this information to drive improvements.

B. What Does the Exit/Transfer Survey Measure?

The Exit/Transfer Survey includes items aligned to four domains:

- Reasons teachers left their school, district/charter, state, or profession
- Future plans
- Professional background
- Demographics

The first section of the Exit/Transfer Survey asks teachers to reflect on the factors that most influenced them to leave. In the second section, the questions address teachers' future employment plans. The third section has questions about teachers' professional backgrounds, such as the position they left, years of experience, education, certification, and licensure experience. The final section captures demographic information. At the conclusion of the Exit/Transfer Survey, respondents will be asked if they would like to participate in an optional follow-up interview with the independent research team to provide more in-depth information about their reason(s) for leaving.

C. Who Benefits From the Exit/Transfer Survey?

Nevada districts/charters and schools that are committed to addressing teacher retention will benefit from the knowledge gained through the Exit/Transfer Survey. Summary results from the survey will be shared with districts/charters and schools and used to inform policies and recommendations to the state on teacher retention, including funding programs to better support teachers on their work assignments. Teachers also will benefit from the Exit/Transfer Survey by having an opportunity to share information about their reason(s) for leaving their school, district/charter, state, or profession with an independent entity in confidence.

D. How Was the Exit/Transfer Survey Developed?

At the request of the Task Force, NDE convened a group of stakeholders to draft a structure for the content and format of the Exit/Transfer Survey based on research about exit questionnaires from within Nevada and other states. The stakeholder group

was comprised of educators, district personnel, association representatives, and survey design and data experts.

To ensure the accuracy, clarity, and user-friendliness of the questions and response options, the survey questions were administered to a small sample of individuals who represented the characteristics of the survey population. The individuals were interviewed by the survey developers as they completed the survey and were asked to provide additional feedback.

In addition, the survey was reviewed throughout its development by survey and data experts to ensure that best practices in survey methodology were followed.

E. Who Will Lead the Survey Work?

To ensure confidentiality (see confidentiality section for more information), the Task Force recommended that NDE contract with an independent third-party research team to develop, implement, and analyze the results from the Exit/Transfer Survey. NDE followed state contract rules and regulations when selecting the third-party independent research team. The independent research team selected for the Statewide Teacher Exit/Transfer Survey contract was AIR. Hiring a third-party independent research team should increase response rates by increasing employee confidence in objectivity and confidentiality.

F. How Is Confidentiality Ensured?

Employees provide more honest answers when their data are held in confidence and when only a summary of the data is shared. To protect teacher privacy, the Exit/Transfer Survey will be confidential. Confidential means that no names, license numbers, or other identifying information will be included in any publications or presentations based on the survey data. When reporting information learned from the Exit/Transfer Survey, AIR will not include data from any groups or subgroups with fewer than 10 respondents (the same suppression standard used for reporting student data). In addition, AIR will **not** share directly identifiable information (e.g., names or license numbers) with anyone outside of the AIR research team working on the project and third-party researchers with legal and data sharing agreements in place with NDE. NDE, districts/charters, and schools will not have access to identifiable information; AIR will only share de-identified respondent-level data with NDE and its stakeholders if there are 10 or more respondents per group or subgroup. AIR will include in their communications that any shared information, including complaints, will not be personally identifiable.

- **Why are teachers asked to supply their license number?** Teachers are asked to provide their Nevada educator license number so that researchers can correlate publicly available data from the state's licensure system (found here: [Nevada](#))

[Educator Look-up](#)) with the Exit/Transfer Survey and data from the Nevada Educator Working Conditions Survey. This information will provide a comprehensive picture of why Nevada teachers are staying and leaving. An anonymous survey would not allow researchers to correlate data across surveys.

- **Who will have access to teachers' license numbers?** Only the third-party survey vendor (AIR) will have access to teachers' license numbers. At NDE's request, AIR may share this information with additional third-party researchers with appropriate legal agreements in place.
- **Who will not have access to Exit/Transfer Survey data linked to teachers' license numbers?** Schools, districts/charters, and the state will not have access to this information, nor will anyone outside AIR, with the exception of any additional third-party researchers that NDE requests to be included in data-sharing agreements.

3. Best Practices and Considerations for Districts and Charters

This section lays out some guidelines that district or school administrators should consider when collaborating with AIR on the administration of the Exit/Transfer Survey, including planning, communication, best practices, and logistics (i.e., who should take the survey, how it will be administered, and when it will be administered).

The survey in its entirety is in [Appendix A](#).

A. Collaboration and Planning

The state would not be able to collect this vital information without the help and support of its districts and charters. Collaboration and planning are crucial steps for ensuring success in administering exit surveys and ensuring the use of the results in the human capital management system. Without a solid implementation plan between AIR and each district/charter, it will be difficult to administer a survey that can be used effectively for improving teacher retention.

Several steps (see Exhibit 1) must be completed before and during the survey's administration to ensure success. These steps include planning tasks, which primarily relate to survey strategy, and administration tasks that address logistical considerations.

Exhibit 1. Planning Steps

Step	Notification system	Messaging/communication
<p>Before survey launch in each district or charter</p>	<ul style="list-style-type: none"> • Districts/charters will determine the best points of contact (POCs) to work with AIR to design the notification process that works best for the district/charter • AIR and district/charter POCs develop a plan that involves the following: <ul style="list-style-type: none"> – Review with AIR each district’s or charter’s employee separation notification system (i.e., capabilities and challenges). – AIR provides suggestions for how each district/charter can notify AIR when a district/charter receives a separation notification. – AIR and each district/charter collaborate to develop a notification plan. 	
<p>During survey collection</p>	<ul style="list-style-type: none"> • AIR and district/charter POCs monitor the notification process, troubleshoot any concerns, and continue to make improvements on the notification system. 	<ul style="list-style-type: none"> • Districts/charters will notify exiting teachers that AIR will be contacting them about a statewide Exit/Transfer Survey and the importance of their participation and feedback. • AIR will follow up to encourage exiting teachers to participate in the statewide Exit/Transfer Survey. • Two times per year, NDE/AIR will share results with districts/charters, and districts/charters will share the results with their schools.

B. Additional District/Charter Messaging and Communication

Communication about the value and purpose of the Exit/Transfer Survey will help improve survey completion rates and let teachers know that their voices are being heard. It is critical that survey participants know and trust the confidentiality of the survey to obtain high-quality data, such that no one from their district/charter, school, or NDE will see their identifiable data. It also is important to convey to teachers that the survey data and results will inform improvements for teachers in the future. Refer to [Appendix B](#) for sample communication materials and [Appendix C](#) for Frequently Asked Questions.

It is important to note that exit surveys may be administered by different entities and used for different purposes. For example, districts/charters may have their own exit survey, which may have content that overlaps with the state survey. If districts/charters choose to continue their own exit surveys, it would be helpful to reiterate that the state's Exit/Transfer Survey as an opportunity to collect the same information from all teachers across the state to help make informed decisions on statewide policies for educators.

Most importantly, exiting employees are more likely to respond if they perceive that their comments will lead to organizational change. Districts, charters, and schools should consider underscoring this point by sharing aggregated results with educators at regular intervals and articulating action steps that address the findings.

C. Survey Logistics

Who Should Take the Survey?

All teachers of record in Nevada's public education system who have recently left a teaching position in their school, district/charter, state, or profession—including part-time and full-time teachers teaching students in prekindergarten through Grade 12 (or beyond), fifth-year seniors, and PACE/POST—will have an opportunity to participate in the Exit/Transfer Survey regardless of the reason for their exit. Leaving a position entails formally transferring, resigning, or being dismissed from a school. Sabbaticals and medical leave do not count as leaving a school.

Principals, school leaders, district personnel, and survey coordinators may not request or require proof of survey completion.

When Will the Survey Be Available?

The timeline for the Exit/Transfer Survey is in Exhibit 2. The Exit/Transfer Survey data will be collected as it comes in, but it will be compiled and analyzed twice per year: (a) midyear in January to prepare for the legislative session and (b) late summer in July/August to give districts/charters time to review the results before the next school year.

Exhibit 2. Exit/Transfer Survey Timeline

Time frame	Task
August 2023	<ul style="list-style-type: none"> Finalize draft of comprehensive guidance document and survey questions.
Fall 2023	<ul style="list-style-type: none"> Develop notification systems with districts and charters for teacher transfer/leave/separation. Organize and prepare survey materials. Launch survey on a flow basis (as possible based on the setup of district/charter notification systems).
Ongoing	<ul style="list-style-type: none"> Continue collaborating with districts and charters on their notification systems. Administer survey on a flow basis as separation notifications are received from districts/charters.
January–August 2024	<ul style="list-style-type: none"> Assemble the data collected (to date) for analysis. Analyze data. Create reports. Share with stakeholders and district/charter/school personnel.

How Will the Survey Be Administered?

AIR will extend invitations to exiting teachers to complete the survey through a web-based survey tool as determined in the Exit/Transfer Survey implementation plan. The AIR survey team will provide respondents with a support desk telephone number and an email address to contact the survey team directly for questions and concerns. The team also will provide feedback to NDE to improve survey implementation.

Each district/charter should have a system to notify the AIR survey team when a notice of separation occurs, so that AIR can offer the Exit/Transfer Survey in a timely manner. The AIR survey team will work with each district/charter individually to develop such a notification system to reduce burden on district/charter staff. Once the AIR survey team receives notification of a separation, they will send an email (with a link to the survey) to the exiting teacher at the email address provided by the district/charter.

The survey will be available 24 hours per day from any internet-enabled device.

4. Survey Data Analysis and Interpretation

A. How Will the Survey Data Be Prepared and Shared?

AIR will share only de-identified respondent-level data with 10 or more respondents per group or subgroup with NDE and districts/charters by request so that additional analyses can be done at the state or district/charter levels. The collected data may also be posted on the Exit/Transfer Survey data dashboard in a manner that maintains

confidentiality. Aggregate data may further be shared with district programs and policy stakeholders, such as school boards and the Nevada Legislature.

Two times per year, AIR will descriptively analyze the data collected from the Exit/Transfer Survey (and any optional interviews as applicable) and provide NDE with the results in a format determined by NDE and AIR (e.g., report, memo). The findings will be presented overall at the state level and disaggregated by region and/or district/charter based on confidentiality and sample size requirements. The results are intended to form the foundation of conversations focused on meaningful changes that make Nevada's classrooms more appealing to current and future employees.

In addition, AIR will adhere to confidentiality and sample size requirements in producing dissemination products that will include a (a) brief, high-level overview of the findings in infographic format intended for a broad audience, and (b) searchable database of findings by school, local education agency, region, and state.

B. How Will the Survey Findings Be Reported?

The AIR survey team will provide descriptive summary results. All data reporting will adhere to the following best practices:

- Require a minimum sample size of at least 10 teachers for any teacher subgroup report or any school-, district-, charter-, or state-level report.
- Aggregate data as necessary to report meaningful information (e.g., combine rural districts/charters by region if sufficient data are not available to meet reporting requirements at the individual district/charter level).
- Present survey results at both the topic level and the item level.
- Include outcomes and recommendations for improvement based on the survey data whenever possible.

C. How Will the Results Be Shared With Policymakers?

AIR will analyze the survey results by district/charter, by school, and (where possible) by pertinent teacher subgroups, such as teacher experience, teacher race, and gender. AIR also will analyze the survey to determine how the different components of the Exit/Transfer Survey relate to each another. For example, how do teachers' future employment decisions relate to the factors that were most important to their turnover?

AIR will report findings to NDE semiannually. NDE will share information with districts/charters in accordance with the confidentiality parameters. NDE and districts/charters could use these data to evaluate current programming, support strategic planning, develop new initiatives, or advocate for legislative changes. AIR

seeks to be responsive to NDE and will conduct additional analyses that are analytically appropriate and valid.

AIR will present the results to the Task Force annually. The Task Force could use the information to support draft bill requests for the following year as well as current bills already in the legislative pipeline.

AIR also will create legislative training sessions for legislators' staff as well as NDE staff members to promote survey awareness and use of the survey results.

Appendix A. Nevada Teacher Exit/Transfer Survey

BELOW IS A COPY OF ALL SURVEY QUESTIONS IN THE NEVADA TEACHER EXIT/TRANSFER SURVEY. BASED ON SKIP LOGIC, NOT ALL QUESTIONS WILL GO TO ALL TEACHERS.

Thank you for taking the time to complete this statewide survey. Your feedback is valuable to support the Nevada Department of Education's (NDE) efforts to improve teacher retention and working conditions.

- The survey should take no more than **10 minutes** to complete.
- After submitting the survey, you will receive a **\$50 e-gift card** in appreciation of your time and honesty.
- Your participation in this survey is completely **voluntary**. You may decline to take the survey at any time without consequence.
- Your principals, school leaders, district personnel, and survey coordinators may **not** request or require proof of survey completion.

Please note that the survey will ask for your [publicly available educator license number](#) so that [American Institutes for Research](#) (AIR) can correlate data from the state's licensure system with the Exit/Transfer Survey and the Nevada Educator Working Conditions Survey. The AIR research team will collect and securely store your data and **will not share names, license numbers, or other identifying information** with NDE, your district/charter, or your school in any survey data, publications, or presentations. AIR will group the results and only report data that represents groups of respondents.

Click "**Next**" to begin the survey.

Did you recently (within the last 3 months) give a notice of leave or receive a notice of separation for a PreK–12+ teaching position?*

Notice of leave/separation entails formally transferring, resigning, or being dismissed from your school. Sabbaticals and medical leave do not count as leaving your school.

A **PreK–12+ teaching position** is any student-facing instructional position for prekindergarten through Grade 12 (and beyond), fifth-year seniors, and Program Approach to Career Employment (PACE)/Postsecondary Opportunities for Students in Transition (POST) and includes part-time and full-time teachers of record.

- Yes
- No

When is/was your last day of employment in this PreK–12+ teaching position?

- Month
- Year

How many total years have you been employed with [DISTRICT/CHARTER]?

That is, excluding time spent on long-term leave or sabbatical, how many school years have you worked, either full-time or part-time, in [DISTRICT/CHARTER]?

Note: School years include the current school year. Please report years to the nearest whole number, not fractions or months.

_____ school year(s)

How many years have you been in this PreK–12+ teaching position?

That is, excluding time spent on long-term leave or sabbatical, how many school years have you taught, either full-time or part-time, in this position?

_____ school year(s)

Are you leaving this PreK–12+ teaching position voluntarily or involuntarily?*

- Voluntarily (e.g., personal reasons, dissatisfaction, retirement, seeking other opportunities)
- Involuntarily (e.g., contract not renewed, laid off, school closed or merged)

Would you consider working for [SCHOOL] again in the future?

- Yes
- No
- Maybe

Please use the space below to tell us why you would or would not return to [SCHOOL] (optional). [open response]

Which of the following best describes why you left or will be leaving the PreK–12+ teaching position involuntarily? Select one.

- Reduction in force (e.g., laid off)
- Involuntary transfer (e.g., surplus)
- End of contract (e.g., contract nonrenewal)
- Position no longer funded (e.g., grant funds discontinued)
- Reduced pupil enrollment
- School merger or closure
- License invalidated or expired
- Other reason (describe below)

Please describe “other reason”: [open response]

Using the categories provided, please indicate the level of importance each of the following reasons played in your decision to leave this position.

		Not a reason for leaving	Slightly important reason	Somewhat important reason	Very important reason
Personal Reasons	Personal life reasons (e.g., health, pregnancy, childcare, caring for family)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Nevada Statewide Teacher Exit/Transfer Survey Comprehensive Guidance Document

		Not a reason for leaving	Slightly important reason	Somewhat important reason	Very important reason
	Commute was too far	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Relocation (within Nevada)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Relocation (outside Nevada)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Retirement	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Salary and Benefits	Salary	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Benefits	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Need to pay off student debt	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Career Factors	Dissatisfaction with teaching as a career	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Not enough opportunities for leadership roles or professional advancement (e.g., lead teacher, instructional coach, administrator, facilitator)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Preparation	Did not feel my educator preparation program prepared me for my job assignment (e.g., responsibilities, grade level, subject area)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Assignment and Classroom Factors	Dissatisfaction with my job assignment (e.g., responsibilities, grade level, subject area)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

		Not a reason for leaving	Slightly important reason	Somewhat important reason	Very important reason
	Not enough autonomy over my classroom (e.g., materials, discipline, curriculum)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Dissatisfaction with the number of students I taught (i.e., classroom size)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Insufficient instructional time to meet the needs of all students	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
School Climate	Inadequate induction, onboarding, or mentoring	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Unethical treatment of staff	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	District culture	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	School culture	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Lack of staff collegiality	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Experiences of bias from other school staff based on your identity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Lack of influence over school policies and practices	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working Conditions	Inadequate materials, resources, and/or supplies	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Issues with physical work environment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

		Not a reason for leaving	Slightly important reason	Somewhat important reason	Very important reason
	School safety concerns	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Workload/expectations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Student discipline or behavior concerns	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Lack of <i>relevant</i> professional development	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Lack of <i>effective</i> professional development	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Administrative Support	Dissatisfaction with administrative leadership	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Administrators' actions did not support teaching staff	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Poor communication between administration and teachers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Lack of support from supervisor or school administration	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Poor relationship with supervisor	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Supervisor ineffectiveness	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Lack of shared leadership	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

		Not a reason for leaving	Slightly important reason	Somewhat important reason	Very important reason
Policies	Testing and accountability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Performance evaluations				
	Other issues with school, district/charter, state, or federal policies or mandates				
	Please describe "other issues": [open response]				
Community	Lack of acceptance from families and/or community	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Lack of support from families and/or community	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Pressure from students' families	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Pressure from influential community members	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Are there other reasons that played in your decision to leave this position? [open response]

[If experienced bias] Regarding your experiences of bias from other school staff, which aspect(s) of your identity do you feel was/were not fully accepted? Select all that apply.

- Age
- Country of origin/culture
- Dialect
- Disability/ability
- Gender/gender identity
- Language of origin

- Race/ethnicity
- Religion
- Sexual orientation
- Size
- Other: _____

From the following list, please select the **top three factors** that might have encouraged you to remain in the position you just left or plan to leave. If none exists, please select “None of the above”.

- Access to affordable childcare
- Access to affordable housing
- Access to professional development
- Better facilities
- Better mentoring or coaching program
- Different teaching assignment
- Different school administrator
- Fewer student discipline problems
- Health care coverage/access
- More time to plan or prepare
- More autonomy in instruction
- More autonomy in discipline
- More recognition
- Opportunities for leadership roles or professional advancement
- Opportunities for collaboration with colleagues
- Pay increase
- Safer school environment
- Smaller classes
- Larger classes
- Other: _____

- None of the above

In the space below, please drag and drop the items you marked above and rank them in order of importance from most important (1) to least important (3). [List factors 1-3 from above]

Use the space below to elaborate on any of the factors selected above or address factors not listed above: [open response]

Future Plans

Which of the following best describes your future employment plans (include any part-time or full-time employment)?*

- Accepted another PreK–12+ teaching position
 - Accepted a postsecondary/higher education teaching position
 - Accepted a nonteaching position in the field of education
 - Accepted a position outside the field of education
 - Have not accepted employment elsewhere
 - Enrolled in continuing education courses/program in the field of education
 - Enrolled in continuing education courses/ program outside the field of education
 - Prefer not to answer
 - Other: _____
-

Where is your new PreK–12+ teaching position located?

- At a traditional public school in the same district
- At a traditional public school in another Nevada district

- At a charter school in the same district
- At a charter school in another Nevada district
- At a private school in Nevada
- At a school outside Nevada
- Online teaching

[If charter school is selected] Select the charter school you will be teaching in next.
[dropdown list]

If not listed, please type the unlisted charter school name below: _____

Will you be primarily teaching a different subject(s) in your new PreK–12+ teaching position?

- Yes, I will be teaching a different subject area.
- No, I will be teaching the same subject area.
- I don't know.
- Other: _____

What is the primary subject of your new teaching position?

- Elementary: all subjects
- English/language arts/reading
- English as a second language
- Career and technical education
- Gifted education
- Health, physical education, and/or driver education
- History and/or social studies
- Library/media
- Mathematics
- Science
- Special education
- Visual and/or performing arts
- World languages

Other: _____

Will you be primarily teaching a different grade level(s) in your new PreK–12+ teaching position?

Yes, I will be teaching a different grade level.

No, I will be teaching the same grade level.

I don't know.

Other: _____

Where is your new position in education located?

At a traditional public school in the same district

At a traditional public school in another Nevada district

At a charter school in the same district

At a charter school in another Nevada district

At a private school in Nevada

At a school outside Nevada

District-level position in the same district

District-level position in another Nevada district

District-level position outside Nevada

State-level position in Nevada

State-level position outside Nevada

Other: _____

[If charter school is selected] Select the charter school you will be working in next.
[dropdown list]

If not listed, please type the unlisted charter school name below: _____

Is your new position a promotion (e.g., more responsibility, more money, more prestige, better title, etc.)?

Yes

No

Other: _____

Where is your new position located?

- Within the same county
 - Within another county in Nevada
 - Outside Nevada
 - Remote/online
-

Would you consider working for [DISTRICT/CHARTER] again in the future?

- Yes
- No
- Maybe

Please use the space below to tell us why you would or would not return to [DISTRICT/CHARTER] (optional). [open response]

Is there anything else you would like to share regarding your transfer/leave/separation? [open response]

Last Teaching Position

Below are questions about the **teaching position you just left or will be leaving.**

How would you classify your last teaching position?

If you had more than one role in your last position, please select your primary role.

- General education
- Special education, self-contained setting
- Special education, push-in/pull-out or collaborative team-teaching model
- Itinerant teacher (teach in more than one school)
- Other: _____

Which of the following grades did you teach at your last teaching position? Select all that apply.

- Prekindergarten
- Kindergarten
- 1st
- 2nd
- 3rd
- 4th
- 5th
- 6th
- 7th
- 8th
- 9th
- 10th
- 11th
- 12th
- Other (Including 12+, adult, PACE/POST)

Please describe other grades taught: [open response]

What was/were your area(s) of assignment at your last teaching position? Select all that apply.

- Elementary: all subjects
- English/language arts/reading
- English as a second language
- Career and technical education
- Gifted education
- Health, physical education, and/or driver education
- History and/or social studies
- Library/media
- Mathematics
- Science
- Special education
- Visual and/or performing arts
- World languages
- Other: _____

Teaching Background and Preparation

What is your Nevada Educator License Number?*

To look up your license number, please visit <https://online.nvdoe.org/#/VerifyLicense>

As you may know, teacher license numbers and assignments are publicly available information (found here: [Nevada Educator Look-up](#)). The Exit/Transfer Survey asks teachers to provide their Nevada educator license number so that third-party researchers like AIR can correlate the Exit/Transfer Survey data and data from the Nevada Educator Working Conditions Survey. The license number and personal information will remain confidential. **No names, license numbers, or other personally identifying information will be included in any survey data, publications, or presentations shared with districts/charters, schools, or the state.**

How many total years of teaching experience do you have?

That is, excluding time spent on long-term leave or sabbatical, how many school years have you worked, either full-time or part-time, in a teaching position within a PreK–12+ public or private school system?

Note: School years include the current school year. Please report years to the nearest whole number, not fractions or months.

_____ school year(s)

Select your highest degree attained.

- High school diploma/GED
- Associate's or 2-year college degree
- Bachelor's or 4-year college degree
- Master's degree
- Master's degree +16
- Master's degree +32
- Doctoral degree
- Choose not to answer
- Other: _____

What was your route to initial teacher licensure in Nevada? Select all that apply.*

Note: An alternative route to licensure program is a program offered by an approved provider that was designed to expedite the transition of nonteachers to a teaching career.

- Nevada college or university traditional teacher preparation program
- Nevada alternative route, accelerated provisional license
- Out-of-state college or university traditional teacher preparation program
- Reciprocity from another state (i.e., entered with a current, valid license from another state)

- Foreign Educator License (J-1 Visa)
- Online college or university teacher preparation program
- Other: _____

Select your Nevada teacher preparation program from the following list. If it is not listed, please select “Other” and describe below. Select all that apply.

Career and Technical Education Teaching and Training Pathway (high school dual enrollment)

Clark County School District	Alternative
Grand Canyon University	Alternative
Great Basin College	Traditional
Great Basin College	Alternative
iteachNEVADA	Alternative
National University	Traditional
Nevada State College	Traditional
Nevada Teacher Corps	Alternative
Nevada Teachers of Tomorrow	Alternative
Sierra Nevada University	Traditional
Sierra Nevada University/University of Nevada–Reno	Alternative
Touro University–Nevada	Traditional
University of Nevada–Las Vegas	Traditional
University of Nevada–Las Vegas	Alternative
University of Nevada–Reno	Traditional
University of Nevada–Reno	Alternative
University of Phoenix–Nevada Campus	Traditional
Washoe County School District	Alternative
Western Governors University	Traditional
Western Governors University	Alternative

Other (write-in): _____

[Out of state] What was the name of your teacher preparation program (college/university/ARL program) outside of Nevada?

[Out of state] From which U.S. state/jurisdiction was your teacher preparation program outside of Nevada? If not a U.S. state/jurisdiction, please select "Other" and describe below.

During your educator preparation program, how long did your student teaching last?

If you student taught in more than one classroom, report the total amount of time spent student teaching across all assignments.

- 4 weeks or less
- 5–7 weeks
- 8–11 weeks
- 12 weeks or more

How well did your teacher preparation program prepare you for your first year of teaching?

- Not well
- Somewhat well
- Well
- Very well

Demographic Information

The Nevada Department of Education requests demographic information to inform our ongoing commitment to promote diversity, equity, inclusion, and representation across all our work. This information supports our capacity to equitably implement policies and programs, interpret data in meaningful ways, create an inclusive and culturally responsive educational ecosystem, and serve the diverse needs of our communities.

Your responses to the demographic questions are optional; if you decline to respond, you may choose “prefer not to answer.” **Responses will remain confidential;** AIR and NDE will release only aggregated information with at least 10 respondents per group.

What is your gender identity?

- Female
- Male
- Nonbinary or nonconforming
- Prefer to self-identify: _____
- Prefer not to answer

What is your age?

_____ years

Are you a veteran or a military dependent?

- Yes
- No
- Prefer not to answer

Please select all race/ethnicity options that reflect the way you identify:

- African American/Black
- Alaska Native
- Asian
- Caucasian/White
- Hispanic/Latino/a
- Middle Eastern/Northern African
- Native American/American Indian
- Native Hawaiian or Pacific Islander
- Prefer to self-identify: _____
- Prefer not to answer

If you identify as a Native American or American Indian, you may also select your heritage tribe(s) (optional):

- Washoe
- Northern Paiute
- Southern Paiute
- Western Shoshone
- Prefer to self-identify: _____
- None of the above

Sign Up for Follow-up Interview

If you are interested in participating in a follow-up interview with AIR, please provide your contact information below. All information provided will remain confidential. If selected, you will be given a \$100 e-gift card in appreciation for your time.

Name:

Email:

Phone:

Receive Your Gift Card

Please provide a preferred email address where AIR can send you a \$50 e-gift card for completing the survey. You will receive an email from AIR's e-gift card vendor, [Tango](#), to select a gift card of your choice.

Email:

Stay Informed

If you would like to receive updates about this study from the AIR research team, please provide an email address below.

Email:

Thank you for your time in providing this valuable information. If you have any questions or feedback on the survey, please contact the AIR research team at neducatorsurvey@air.org or (866) 261-2295, option 6.

Appendix B. Sample Email Communications

Survey Invitation From District/Charter to Teacher

Subject: Check Your Inbox for an NDE/AIR Teacher Exit/Transfer Survey

Dear Educator,

The Nevada Department of Education (NDE) is interested in improving educator retention across the state. They are partnering with an independent research institution—the [American Institutes for Research](#) (AIR)—to administer a Teacher Exit/Transfer Survey to all teachers leaving their school, district/charter, state, or profession. You will be receiving an email with a survey invitation from AIR (neducatorsurvey@air.org) in the next few business days. Please check your spam/junk folder to ensure that you receive the email.

We highly encourage your participation as the data from the state's survey will be used to inform policies and practices related to educator mobility, attrition, and working conditions. AIR will provide a \$50 e-gift card for your time and effort.

For more information, please review the [<Survey Comprehensive Guidance Document>](#) and the [<Frequently Asked Questions>](#). If you have any questions about the survey, please reach out to the AIR research team at neducatorsurvey@air.org or (866) 261-2295, option 6.

Thank you,
[District HR Office]

Survey Invitation From AIR to Teacher

Subject: Teacher Exit/Transfer Survey: We want to hear from you!

Dear Educator,

Thank you for your time and service to the students of [DISTRICT/SCHOOL NAME].

We were recently informed by your district or charter of a change/leave/separation from your teaching position. The Nevada Department of Education (NDE) is interested in improving educator retention and creating environments in which teachers can thrive. They want to hear from you regarding your reasons for leaving, as well as collect information about your teaching and personal backgrounds and your future career plans.

NDE has partnered with the [American Institutes for Research](#) (AIR), an independent research institution, to administer an Exit/Transfer Survey for all teachers leaving their school, district/charter, state, or profession. Your feedback will be used to better improve educator policies and funding across the state and would be greatly appreciated. The survey will take no more than 10 minutes to complete, and you will receive a \$50 e-gift card upon your submission of the survey.

To access your unique survey link, please go to [URL].

The AIR research team will collect and securely store your data; no one outside of the third-party research team will have access to your identifiable information. No names or identifying information will be included in any publications or presentations based on the survey data.

For more information, please review the [Survey Comprehensive Guidance Document](#) and the [Frequently Asked Questions](#). If you have any questions about the survey, please reach out to the AIR research team at neducatorsurvey@air.org or (866) 261-2295, option 6.

Sincerely,

Nevada Teacher Exit/Transfer Survey

(P) 866.261.2295, option 6

(E) neducatorsurvey@air.org

Survey Reminder From AIR to Teacher

Subject: Reminder to Complete the Teacher Exit/Transfer Survey

Hello,

This is a reminder to complete the Teacher Exit/Transfer Survey as soon as possible. It is important to capture your reasons for leaving while they are still fresh in your mind.

Your feedback will greatly help the Nevada Department of Education and your district or charter better understand teacher turnover, and the data will be used to inform policies and practices related to educator mobility, attrition, and working conditions across the state.

The survey should take no more than 10 minutes to complete, and you will receive a \$50 e-gift card upon submission of the survey.

You can access your survey here: [URL].

For more information, please review the <[Survey Comprehensive Guidance Document](#)> and the <[Frequently Asked Questions](#)>. If you have any questions about the survey, please reach out to the AIR research team at neducatorsurvey@air.org or (866) 261-2295, option 6.

Sincerely,

Nevada Teacher Exit/Transfer Survey

(P) 866.261.2295, option 6

(E) neducatorsurvey@air.org

Final Survey Reminder From AIR to Teacher

Subject: Last Chance to Complete the Teacher Exit/Transfer Survey

Hello,

This is a final reminder to complete the Teacher Exit/Transfer Survey to share feedback about your reasons for leaving your teaching position. Your feedback will help your district or charter and the Nevada Department of Education understand the factors that influence teachers' reasons for leaving their school, district/charter, state, or profession. The survey should take no more than 10 minutes to complete.

Complete your survey here: [URL].

Thank you for your time and service. If you have any questions about the survey, please reach out to the AIR research team at neducatorsurvey@air.org or (866) 261-2295, option 6.

Sincerely,

Nevada Teacher Exit/Transfer Survey

(P) 866.261.2295, option 6

(E) neducatorsurvey@air.org

Appendix C. Frequently Asked Questions

Welcome to the Nevada Teacher Exit/Transfer Survey!

The Nevada Department of Education (NDE) created the Nevada Teacher Exit/Transfer Survey (Exit/Transfer Survey) to hear from teachers leaving their school, district/charter, state, or profession about the reason(s) they left. The Exit/Transfer Survey is an important opportunity for teachers to provide feedback will be useful in developing strategies to improve teacher retention in Nevada. Specifically, Nevada policymakers and education stakeholders want to gather information about the conditions influencing teachers' reasons for leaving.

NDE is partnering with an independent research institution—the [American Institutes for Research](#) (AIR)—to collect data to inform systemic efforts to drive continuous improvement of district/charter, school, and statewide educator retention efforts. Having that knowledge can help identify working conditions that can be improved to reduce future educator turnover. By responding to this survey, you will help NDE better understand and address teacher mobility and reduce attrition.

The survey will take no more than 10 minutes, and AIR will send you a \$50 e-gift card upon completion of the survey as a thank you for your time and honesty.

Your participation in this survey is completely voluntary. You may decline to take the survey at any time without consequence. The AIR research team will collect and securely store your data; no one outside of AIR (or other third-party researchers with legal and data sharing agreements in place with NDE) will have access to your identifiable information. No names, license numbers, or other identifying information will be included in any publications or presentations based on the survey data. AIR will group the results and only report data that represents groups of 10 or more respondents.

In addition, your principals, school leaders, district personnel, and survey coordinators may not request or require proof of survey completion.

More information on the survey can be found in the Frequently Asked Questions section and the [Survey Comprehensive Guidance Document](#). If you have any questions or concerns, please contact the AIR research team at nveducatorsurvey@air.org or (866) 261-2295, option 6.

Thank you for your participation!

Nevada Teacher Exit/Transfer Survey: Frequently Asked Questions

The following questions and answers address survey background, survey administration, technical support, confidentiality and data security, and reporting and sharing.

Survey Background

<p>What is the purpose of the Exit/Transfer Survey?</p>	<p>The purpose of the Nevada Teacher Exit/Transfer Survey is to gather data to inform systemic efforts to drive continuous improvement of school, district, and statewide educator retention efforts.</p> <p>We will accomplish this purpose by:</p> <ol style="list-style-type: none"> 1. Enabling district/charter administrators and policymakers to better understand and respond to the factors influencing teacher recruitment and retention. 2. Collecting important uniform statewide evidence to better advocate for resources and/or policy changes. 3. Informing policies and recommendations on teacher recruitment and retention, including funding programs to better support teachers.
<p>Why is Nevada implementing an Exit/Transfer Survey?</p>	<p>The Nevada Department of Education (NDE) is implementing the Exit/Transfer Survey to understand why teachers choose to leave their school, district/charter, state, or profession. NDE is looking for trends and issues that may be addressed and improved to increase teacher retention and recruitment in Nevada.</p>
<p>What is the Exit/Transfer Survey?</p>	<p>The Exit/Transfer Survey asks teachers questions about the teaching positions they have left/exited. Topics include reasons for leaving, future career plans, teaching background, and demographics. The survey will capture teachers' experiences in the school assignment they have recently left and the factors that influenced them to leave.</p>
<p>How was the Exit/Transfer Survey developed?</p>	<p>At the request of the Statewide Teacher Recruitment and Retention Advisory Task Force, NDE convened a group of stakeholders to conduct research about exit questionnaires from within Nevada and other states and develop a draft structure for the content and format of the Exit/Transfer Survey. The stakeholder group included educators, district personnel, association representatives, and survey design and data experts.</p>

<p>How was the Exit/Transfer Survey tested?</p>	<p>To ensure the accuracy, clarity, and user-friendliness of the questions and response options, the survey questions were administered to a small sample of individuals who represented the characteristics of the survey population. The individuals were interviewed as they completed the survey and provided feedback. In addition, the survey was reviewed by survey and data experts throughout its development to ensure that best practices in survey methodology were followed.</p>
<p>Can I request to speak to someone about my survey responses?</p>	<p>Yes. At the end of the survey, participants will be asked if they are interested in participating in an optional interview conducted by the American Institutes for Research. This optional follow-up interview will be used to solicit more in-depth and contextual information from teachers who are choosing to leave their position.</p>
<p>How is the state survey different from my district's exit survey?</p>	<p>Exit surveys may be administered by different entities and are used for different purposes. District Human Resources departments may have their own exit survey, which may have content that overlaps with the state survey. The state survey collects the same information from teachers across the state to help make informed decisions on statewide policies for educators.</p>

Survey Administration

<p>Who is administering the survey?</p>	<p>The Nevada Department of Education (NDE) is partnering with an independent research institution—the American Institutes for Research (AIR)—to collect teacher feedback. It is important for NDE to receive honest feedback and ensure that all data are confidential. AIR is a not-for-profit, nonpartisan behavioral and social science research institution.</p>
<p>Who should take the survey?</p>	<p>All teachers of record in Nevada's public education system who have recently left a teaching position in their school, district/charter, state, or profession—part-time and full-time teachers teaching students in prekindergarten through Grade 12 (or beyond), fifth-year seniors, and Program Approach to Career Employment (PACE)/Postsecondary Opportunities for Students in Transition (POST)—will have an opportunity to participate in the Nevada Teacher Exit/Transfer Survey (Exit/Transfer Survey). Leaving a position entails formally transferring, resigning, or being dismissed from a school. Sabbaticals and medical leave do not count.</p>

Why should I take this survey?	Your voice matters. State education leaders value your opinions and want to ensure that informed decisions are made concerning teacher recruitment and retention efforts. This survey is also an opportunity for you to help drive improvements for current and future teachers in Nevada.
How did AIR get my contact information?	Districts or charters work directly with AIR to provide notification of separation and contact information so that AIR can invite all exiting teachers to complete the survey.
Is participation mandatory?	No. Participation is voluntary, and all responses will be confidential and the survey can be stopped at any time.
Is there an incentive?	AIR will send participants a \$50 e-gift card upon completion of the survey. An additional incentive (\$100) will be provided for teachers who complete a follow-up interview.
How long will the survey take?	The survey takes no more than 10 minutes to complete.
How can I access the survey?	The survey can be accessed from anywhere, via any internet-enabled device, using a unique survey link provided by AIR. No paper copies of the survey will be provided.
I recently left a teaching position at a school but did not receive an invitation to the Exit/Transfer Survey. Who do I contact to take the survey?	<p>Upon notification of separation, teachers will receive an email from AIR with a link to the survey. The email will be sent by AIR to the email address provided by the teacher's district.</p> <p>If you think you are eligible to participate but have not received an invitation email from AIR, please contact the AIR research team at neducatorsurvey@air.org or (866) 261-2295, option 6.</p>

Technical Support

Are there any technical requirements to access the survey online?	The Nevada Teacher Exit/Transfer Survey will be available 24 hours per day from any internet-enabled device (e.g., computer, tablet, mobile device). The survey is compatible with most internet browsers.
Does everyone get the same questions?	Survey questions will vary depending on the participant's responses to select questions.

<p>Can I save my survey and come back to complete it?</p>	<p>Yes. The survey link is unique, and participants may return to it at any time before submitting.</p>
<p>Will my responses be recorded if I do not finish the entire survey?</p>	<p>Yes. The survey tool will save participant responses.</p>
<p>Where can I get help if I have problems taking the survey? Who should I contact if I have questions about the survey?</p>	<p>Please contact the AIR research team at neducatorsurvey@air.org or (866) 261-2295, option 6.</p>

Confidentiality and Data Security

<p>Is the survey anonymous?</p>	<p>No; the Nevada Teacher Exit/Transfer Survey is not anonymous, but it is confidential. The survey is not anonymous because there are questions in the survey that can identify participants; however, the survey is confidential because AIR or third-party researchers with legal and data sharing agreements in place with NDE will be the only entities with access to identifiable information. AIR will follow strict data storing and sharing protocols to prevent anyone outside the project from connecting individuals with their responses.</p>
<p>Will NDE, districts/charters, or schools have access to identifiable information?</p>	<p>No; NDE, districts/charters, and schools will not have access to identifiable data.</p>
<p>What does confidential mean?</p>	<p>Confidential means that no names or identifying information will be included in any survey data, publications, or presentations shared with districts/charters, schools, and the state. For more information, please read the “Reporting and Sharing” section.</p>

<p>How do you ensure that my responses are confidential?</p>	<p>AIR creates a random study ID for each participant and will track these study IDs and identifiable information in a crosswalk file. AIR or third-party researchers with legal and data sharing agreements in place with NDE will be the only ones with access to the crosswalk file. All identifiable information will be removed from data files prior to sharing any response data with NDE and stakeholders. Identifiable information will be used only when third-party researchers need to correlate data from other surveys or data sources.</p>
<p>What kind of identifiable information will be collected? Why does the survey ask for identifiable information?</p>	<p>AIR will receive teachers’ name and contact information from District’s Human Resources department and send an email to the provided email address with a link to the Exit/Transfer Survey.</p> <p>The survey asks teachers to provide their Nevada educator license number so that third-party researchers like AIR can correlate data that is publicly available in the state’s licensure system (found here: Nevada Educator Look-up) with the Exit/Transfer Survey and data from the Nevada Educator Working Conditions Survey. This information will provide a comprehensive picture of why Nevada teachers are staying and leaving. An anonymous survey would not allow researchers to correlate data across surveys.</p> <p>At the end of the survey, teachers will be asked to share the email address to which the \$50 e-gift card should be sent and to share their contact information if they would like to participate in a follow-up interview with AIR.</p>
<p>How and where will my data be stored?</p>	<p>AIR follows strict data security practices in its handling and storage of confidential data. Participant directly identifiable information is accessible only to third-party researchers working on the project and have legal and data sharing agreements in place with NDE.</p>

Reporting and Sharing

<p>How might districts/charters and schools benefit from the results?</p>	<p>The Nevada Teacher Exit/Transfer Survey is designed to help districts/charters, schools, and state decision makers better understand why teachers leave their school, district/charter, state, or profession. Understanding the factors that influence teachers to leave can guide districts/charters, schools, and the state in identifying policies, supports, and resources that support successful retention efforts.</p>
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<p>Is there a minimum number of teachers needed to report data?</p>	<p>Yes. To maintain confidentiality, data will not be reported for groups with fewer than 10 respondents (the same suppression standard used for reporting student data).</p>
<p>What happens when fewer than 10 teachers in a group provide a response?</p>	<p>Data for that group will not be reported.</p>
<p>Will my district, charter, or school see my data?</p>	<p>Identifiable information will not be shared with districts, charters, or schools. Only de-identified responses and aggregated data (with 10 or more respondents) will be shared with districts, charters, or schools.</p>
<p>Can I see the results of the survey?</p>	<p>The Nevada Department of Education will make the findings from the survey available two times per year (typically in January and July or August). We will update this document with a link to the survey results when available.</p>