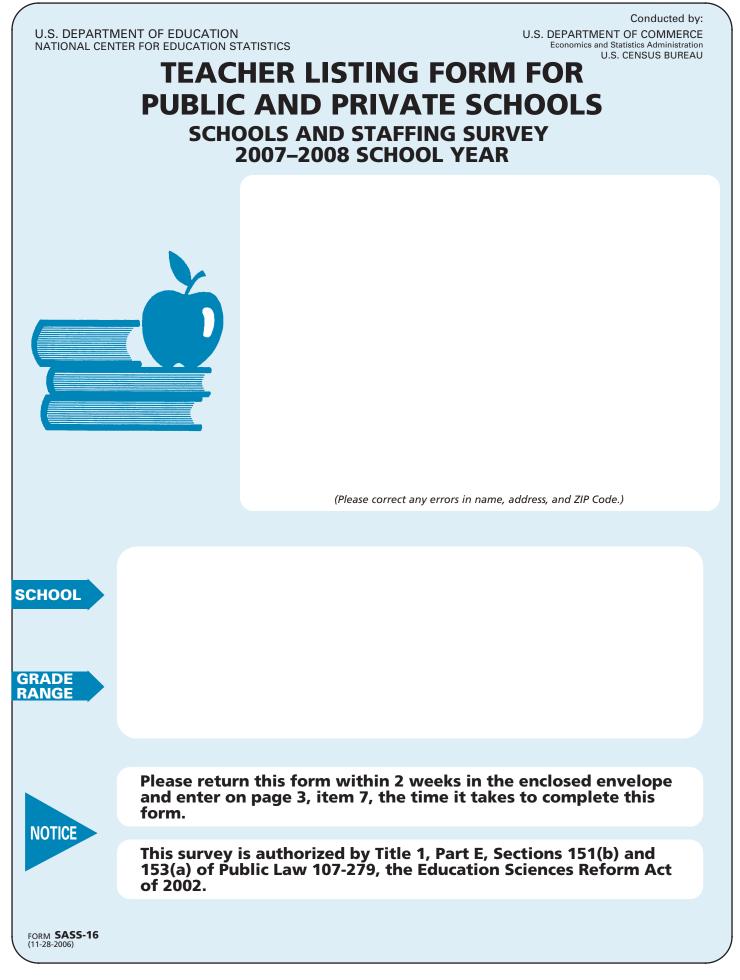
OMB No. XXXX-XXXX: Approval Expires XX/XX/XXXX



DEAR PRINCIPAL:

Why does the National Center for Education Statistics (NCES) conduct the Schools and Staffing Survey (SASS)?

The SASS is designed to measure critical aspects of schooling and teaching, the composition of the principal and teacher work force, and conditions in schools.

What do you need from my school?

- A list of all of the full-time and part-time teachers who teach at this school.
- Please see the reference card on page 4 for important information about the listing form.

A removable reference card is printed on the last page of this listing form.

What happens to the information I report?

A sample of teachers will be selected for the Teacher Survey component of SASS. The selected teachers will receive the Teacher Questionnaire which asks for information on their educational background, work experience, and attitudes toward teaching.

Why is my school's participation important?

Only a small number of schools is selected to participate in SASS. Therefore, your school represents many other schools.

How does NCES protect the confidentiality of the information I provide?

All survey information collected will be presented as aggregated figures only, with no individually-identifying information.

THANK YOU FOR YOUR COOPERATION.

SINCERELY

MARK SCHNEIDER COMMISSIONER FOR EDUCATIONAL STATISTICS OFFICE OF THE COMMISSIONER NATIONAL CENTER FOR EDUCATION STATISTICS

Page 2

FORM SASS-16 (11-28-2006)

	To assure that we have sent this form to a school, rather than to a school district or an administrative unit within a school district, please read and answer the questions below.
	Is the institution named on the cover page a school?
	If you answered "No," it is very important that you call the U.S. Census Bureau toll free at 1–888–262–5934.
	Does the school named on the cover page include any grades from kindergarten through grade 12 (or comparable ungraded classes)?
	If you answered "No," it is very important that you call the U.S. Census Bureau toll free at 1–888–262–5934.
	Is the grade range listed on the cover page correct?
	If you answered "No," enter the correct grade range for your school.
>	Low Grade High Grade What month and date will this school close for students at the end of the 2007–2008 school year?
	2008
	Month Date Year
>	In case we have questions about any of your responses, please print your name, title, and work telephone number on the lines below. YOUR NAME:
	TITLE:
	WORK TELEPHONE NUMBER
	How much time did it take to complete this form, not counting interruptions?
	Please turn to the next page. See the back of this page for important information.
	Call 1-888-262-5934 if you need assistance filling out the rest of this form.
	Call T-000-202-5954 II you need assistance filling out the rest of this form.

Page 3

REFERENCE CARD

Please read this reference card before continuing. A removable reference card is printed on the last page of this booklet.

INCLUDE ON THE TEACHER LIST

Regular Classroom Teachers

• Chemistry, English, math, physical education, history, etc.

Special Education Teachers

• Teach special education classes to students with disabilities.

General Elementary Teachers

- Teach self-contained classes in any of grades K–8, i.e., teach the same class of students all or most of the day, unless they teach special education students, in which case see the category above.
- Team-teaching, i.e., two or more teachers collaborate in teaching multiple subjects to the same class of students.
- Include kindergarten teachers.

Vocational/Technical Education Teachers

 Teach typing, business, agriculture, life skills, home economics as well as any other vocational or technical classes.

Teaching principals, teaching guidance counselors, teaching librarians, teaching school nurses

• Include any staff members who teach **at least one regularly scheduled class per week**. For example:

If a librarian teaches a regularly scheduled class in math once a week, include her in the "Math" category, but if she only teaches groups of students library skills or how to use the library, do NOT include her on the form.

Teachers of Ungraded Students

Itinerant, Co-op, Traveling, and Satellite Teachers

• Teach at more than one school and may OR may not be supervised by someone at your school

Current Long-Term Substitute Teachers

- Currently filling the role of a regular teacher for 4 or more continuous weeks.
- Other teachers who teach students in any of grades K-12
 - If a teacher teaches pre-kindergarten and any other grade between K–12, answer the questions ONLY for the time the teacher spends teaching any grades K–12.

OMIT FROM THE TEACHER LIST

Prekindergarten teachers who teach ONLY prekindergarten students

- Adult Education and Postsecondary Teachers
 - If they teach ONLY adult education or students beyond grade 12.
- Short-term Substitute Teachers
 - Fill the role of a regular teacher for less than 4 continuous weeks.
- Student Teachers
- 🍯 Day Care Aides
- Teacher Aides
- Librarians who teach ONLY library skills or how to use the library

Page 4

FORM SASS-16 (11-28-2006)

	PLEASE READ THE RE (A removable reference ca			-	-				-				
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31 Page 6	PLEAS										FORMS	ASS-16 (11-28-200

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Page 1	4 PLEA	SE C	ONT	INU	E ON	I NE	XT	PAG	È		FORM SAS	SS-16 (11	-28-2006

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Line number	First Last	(1) Special education	ତ General elementary	© Math	(F) Science	ල English/Language arts	 Social studies 	S Vocational/Technical	© Other	Teachers who perform other functions in this school in addition to part-time teaching. For example, a teaching guidance counselor should be counted as a part-time teacher. A – Full time B – Part time	years C – 20 or more years	Yes	No
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	Teacher's Name Please list all of the full-time and part-time teachers who TEACH at THIS SCHOOL. List each teacher only once. Please see the reference card for important information about itinerant teachers, substitute teachers, librarians, principals, and other staff that may teach at your school.		Mark (corres nost eache subje of the Mark t colum art, for ohysic secon	(X) the ponds by the ects of column che "Column the "Column the "Column the "Column the "Column the column the	t Mat e colu s to th e tead ches t equa umns Other" teache langu ucatio guage ubjec	mn w be sub cher. two o lly, n s tha subje ers wl age, n n, En and	which oject t If the or monark (ot ap ect ma ho tea music glish	augh ore (X) al ply. atter ach c, as a		(c) Teaching Status at This School Enter the letter which corresponds to the teaching status of each teacher at this school. Include as part-time: Itinerant teachers who teach full-time in this or other school districts but part-time in your school. Teachers who perform other functions in this school in addition to part-time teaching. For example, a teaching guidance counselor should be counted as a part-time teacher. A – Full time B – Part time	Teaching Experience at This or Any Other School Enter the letter which corresponds to each teacher's experience at this or any	Teacher	
Line number		Special education	g General elementary	è Math	Science	ົກ English/Language arts	Social studies	<pre>J Vocational/Technical</pre>	© Other				
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	Teacher's Name	Subject Matter Taught						ht		Teaching	Teaching		cher
	Please list all of the full-time and part-time teachers who TEACH at THIS SCHOOL.	teacher teaches two or more subjects equally, mark (X) all							t	Status at This School Enter the letter which corresponds to the teaching status of each teacher at this	Experience at This or Any Other	Status for Next School Year Do you think it is likely that this	
	List each teacher only once.										School Enter the		
	Please see the reference card for important								I		letter which corresponds		
	information about itinerant teachers, substitute teachers, librarians, principals, and other staff that may teach at your school.	Mark the "Other" subject matter column for teachers who teach								school. Include as part-time:	to each teacher's experience	teacher will be teaching in THIS	
	*Line Ex. is an example of a full-time art	art, foreign language, music, physical education, English as a second language and any other remaining subjects.								Itinerant teachers who teach full-time	at this or any other school.	school next school year? Mark (X) in the column that applies.	
	teacher who is in his first year of teaching, and is likely to teach at this school next year.									in this or other school districts but	A – 3 years		
										part-time in your school.	or less		
										Teachers who perform other	B – 4–19 years		
			≥			arts		cal	1	functions in this school in addition to	C – 20 or		
		Special education	elementary			English/Language	(0	Vocational/Technical		part-time teaching. For example, a	more years		
-		educa	elem			-angı	Social studies	lal/T€		teaching guidance counselor should be			
nmbe		scial	General (Ę	Science	lish/l	ial st	ation	er	counted as a part-time teacher.			
Line number		_ ``		Math		_		- T	Other	A – Full time B – Part time			
 192	First Last	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)			Yes	No
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	(a)				(b				pug	(c)	(d)	(e)
	Teacher's Name	Subject Matter Taught								Teaching Status at This	Teaching Experience		cher us for
	Please list all of the full-time and part-time teachers who TEACH at THIS SCHOOL.	teacher teaches two or more							t	School Enter the letter which corresponds to the teaching	at This or Any Other School Enter the	Next School Year	
	List each teacher only once.											Do yo	u think
	Please see the reference card for important information about itinerant teachers, substitute teachers, librarians, principals, and other staff that may teach at your school. *Line Ex. is an example of a full-time art teacher who is in his first year of teaching, and is likely to teach at this school next year.		of the Mark 1 colum art, for ohysic secon	e col the "C n for t reign cal ed d lang	equa umns teache langu ucatio guage ubjec	s tha subje ers wi age, i n, En and	ect ma ho tea music iglish	ply. atter ach c, as a		status of each teacher at this school. Include as part-time: Itinerant teachers who teach full-time in this or other school districts but part-time in your school. Teachers who	other school. A – 3 years or less B – 4–19	it is likely that this teacher will be teaching in THIS school next school year? <i>Mark (X) in</i> <i>the column</i> <i>that applies.</i>	
Line number		Special education	General elementary	Math	Science	English/Language arts	Social studies	Vocational/Technical	Other	perform other functions in this school in addition to part-time teaching. For example, a teaching guidance counselor should be counted as a part-time teacher. A – Full time	years C – 20 or more years		
Line	First Last	(1)	(2)	(3)	(4)	ш (5)	(6)	> (7)	(8)	B – Part time		Yes	No
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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 information collection is 1850-0598. The time required to complete this information collection is estimated to average 30 minutes per response, including the time to review instructions, search existing data sources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, DC 20202-4651. If you have comments or concerns about the contents of this questionnaire, e-mail dsd.sass@census.gov, or write directly to: Schools and Staffing Survey, National Center for Education Statistics, 1990 K Street, N.W., #9018, Washington, DC 20006.

Please use this guide when listing teachers.

INCLUDE ON THE TEACHER LIST

Regular Classroom Teachers

- Chemistry, English, math, physical education, history, etc.
- Special Education Teachers
- Teach special education classes to students with disabilities.

General Elementary Teachers

- above.
- class of students.

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Include kindergarten teachers.

Vocational/Technical Education Teachers

- technical classes.
- teaching school nurses
- For example:

If a librarian teaches a regularly scheduled class in math once a week, include her in the "Math" category, but if she only teaches groups of students library skills or how to use the library, do NOT include her on the form.

Teachers of Ungraded Students

- Itinerant, Co-op, Traveling, and Satellite Teachers
- Current Long-Term Substitute Teachers

Other teachers who teach students in any of grades K-12

ONLY for the time the teacher spends teaching any grades K-12.

OMIT FROM THE TEACHER LIST

- Adult Education and Postsecondary Teachers If they teach ONLY adult education or students beyond grade 12.
- Short-term Substitute Teachers
- Student Teachers
- Day Care Aides
- Teacher Aides

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REFERENCE CARD

• Teach self-contained classes in any of grades K-8, i.e., teach the same class of students all or most of the day, unless they teach special education students, in which case see the category

• Team-teaching, i.e., two or more teachers collaborate in teaching multiple subjects to the same

• Teach typing, business, agriculture, life skills, home economics as well as any other vocational or

Teaching principals, teaching guidance counselors, teaching librarians,

Include any staff members who teach at least one regularly scheduled class per week.

Teach at more than one school and may OR may not be supervised by someone at your school

• Currently filling the role of a regular teacher for 4 or more continuous weeks.

• If a teacher teaches pre-kindergarten and any other grade between K-12, answer the questions

Prekindergarten teachers who teach ONLY prekindergarten students

• Fill the role of a regular teacher for less than 4 continuous weeks.

Librarians who teach ONLY library skills or how to use the library

REFERENCE CARD

Please use this guide when listing teachers.

INCLUDE ON THE TEACHER LIST

Regular Classroom Teachers

• Chemistry, English, math, physical education, history, etc.

Special Education Teachers

• Teach special education classes to students with disabilities.

General Elementary Teachers

- Teach self-contained classes in any of grades K-8, i.e., teach the same class of students all or most of the day, unless they teach special education students, in which case see the category above.
- Team-teaching, i.e., two or more teachers collaborate in teaching multiple subjects to the same class of students.
- Include kindergarten teachers.

Vocational/Technical Education Teachers

- Teach typing, business, agriculture, life skills, home economics as well as any other vocational or technical classes.
- Teaching principals, teaching guidance counselors, teaching librarians, teaching school nurses
- Include any staff members who teach at least one regularly scheduled class per week. For example:

If a librarian teaches a regularly scheduled class in math once a week, include her in the "Math" category, but if she only teaches groups of students library skills or how to use the library, do NOT include her on the form.

Teachers of Ungraded Students

Itinerant, Co-op, Traveling, and Satellite Teachers

- Teach at more than one school and may OR may not be supervised by someone at your school
- Current Long-Term Substitute Teachers
- Currently filling the role of a regular teacher for 4 or more continuous weeks.

Other teachers who teach students in any of grades K-12

• If a teacher teaches pre-kindergarten and any other grade between K-12, answer the questions ONLY for the time the teacher spends teaching any grades K-12.

OMIT FROM THE TEACHER LIST

Short-term Substitute Teachers

- Prekindergarten teachers who teach ONLY prekindergarten students
- Adult Education and Postsecondary Teachers
- If they teach ONLY adult education or students beyond grade 12.
- Fill the role of a regular teacher for less than 4 continuous weeks.
- **Student Teachers**
- **Day Care Aides**
- Teacher Aides
- Librarians who teach ONLY library skills or how to use the library

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