

District ID	
Unique Principal ID	
District Name	
School Name	
School Phone	
School State	

Appendix C

Principal's Script

CALL NOTES/DISPOSITION

DATE	TIME	DISPOSITION CODE	CALL NOTES

DISPOSITION TABLE

<i>Disp Code</i>	<i>Disp label</i>
1	No answer
2	Message – school or secretary
3	Message – principal
4	Faxed/e-mail information sheet
5	Received information sheet – fax/e-mail
6	Received information – Phone

Hi,

My name is <Insert name> and I'm calling from the National Opinion Research Center at the University of Chicago. Could I please speak to the principal of the school?

Yes—GO TO WHEN SPEAKING TO PRINCIPAL (Page 2)

No, transferred to voicemail—GO TO IF DIRECTED TO VOICEMAIL

No, no voicemail option— “Could you please tell me the principal’s full name and if there is a better time I can call back?”

Name: _____

Time to call back: _____

Thanks so much. Would it be possible to leave my name and phone number with you to pass on to the principal as well? Give name and (773) 256-6097.

“Thanks again for your time, and I’ll call back <repeat call back info from above>”

IF DIRECTED TO VOICEMAIL

“Hi my name is <Insert name> from the National Opinion Research Center at the University of Chicago. I’m calling regarding a letter we sent you a week ago about the National Survey of Algebra Teachers. I had a few questions to ask you about your Algebra I staff. If you could please give me a call back at <toll free number>, I would really appreciate it. If receive voicemail, please leave the name of your school, your full name, and the best time to call you back at. Thanks so much and have a great day. Hang up.

WHEN SPEAKING TO PRINCIPAL

Hi, my name is <Insert name> and I'm calling from the National Opinion Research Center at the University of Chicago. I'm calling in regards to a letter we mailed you a few weeks ago about the National Survey of Algebra Teachers. Did you receive that letter?

Yes—GO TO PRINCIPAL AND TEACHER QUESTIONS

No—I can send another letter to you, but to summarize, your school has been selected as part of a nationally-representative sample to participate in the National Survey of Algebra Teachers (NSAT). This study is being conducted by the National Opinion Research Center (NORC) at the University of Chicago for the National Mathematics Advisory Panel of the U.S. Department of Education. We would like to include in the survey all teachers currently teaching one or more classes of algebra I in your school. The survey will collect information only from the algebra I teachers and will not include you or other members of your school. The survey will take about 25 minutes to complete and we will provide a check for \$20 to each teacher as a token of our appreciation for their participation. Your district superintendent has already been notified of this study.

PRINCIPAL AND TEACHER QUESTIONS

Would you have just a couple of minutes to answer a few questions?

Can I please have your full name: _____

Your email address: _____

Your preferred phone number: _____

Your school address: _____

School closing date for summer break: _____

How many Algebra I teachers do you have at your school? _____

If principal indicates they use an integrated math system: "Since this is a survey of only Algebra I teachers we will not be able to include your school in our sample. Thank you so much for your time and cooperation." END CALL

What is their:	Email address	How many Algebra I classes is he/she currently teaching?
Teacher 1:		
Teacher 2:		
Teacher 3:		

Teacher 4:		
Teacher 5:		
Teacher 6:		
Teacher 7:		
Teacher 8:		
Teacher 9:		
Teacher 10:		

Can you please email or fax us a copy of your math department's schedule or provide us the names of any other classes that your Algebra I teachers teach?

Teacher 1:	
Teacher 2:	
Teacher 3:	
Teacher 4:	
Teacher 5:	
Teacher 6:	
Teacher 7:	
Teacher 8:	
Teacher 9:	
Teacher 10:	

Thanks so much for your help. We'll be mailing your Algebra I teachers a short questionnaire to fill out in the next few weeks. If you have any questions or concerns feel free to call us at 1-866-696-4580. Thanks so much for your participation.

