

Appendix G

Student List Worksheet and Instructional Letter

Data List Worksheet and Instructional Letter

The Child Care Survey of Postsecondary Institutions: Steps for Obtaining Data

Sponsored by the U.S. Department of Education
Conducted by Mathematica Policy Research, Inc. (MPR)

Dear Child Care Program Director:

Thank you for assisting us with the Child Care Survey of Postsecondary Institutions for the U.S. Department of Education. The survey has been sent to you, because we believe you are the best person to answer questions about the child care services provided by your institution. There are some survey questions, however, for which you may need to request data from another institutional office. These include questions which require providing the number of Pell Grant recipients among the postsecondary students who use your institution's child care services and then reporting enrollment and graduation data (Section C of the survey) and demographic data (Sections F and K of the survey) for these students. We offer two forms that will help you collect the information you need to respond to these questions. *Please note that **NO** student names or ID numbers will be reported on the survey to the Department of Education. The information provided on the Student List Worksheet will be used by you to determine the number of students to report for different questions in the Child Care Survey.*

1. **Student List Worksheet.** To complete this form, please do the following:

- a. Columns A–D – Enter the names and IDs of postsecondary students who have used child care services since the 2001-2002 academic year.
- b. Columns E–L – In Columns E through J, indicate the academic years from 2001-2002 to 2006-2007 when each student used your institution's child care services. Then, in Columns K and L, indicate if they used on-campus child care centers or off-campus child care centers in the 2006-2007 academic year.
- c. Columns M–T – Complete these columns if you have the information. If not, forward this form (with Columns A through L completed), along with the Request for Data Assistance letter and the Data List Worksheet, to the institutional department that can provide the remaining data.

2. **Data List Worksheet.** We provide this form for child care program directors who may need to request these data from another office at their institution. If another office maintains these data, please forward the Data List Worksheet (along with the Student List Worksheet and the Request for Data Assistance letter) to that office. If your office has the information requested in this form, you can enter the data directly into the survey (in Sections F and K), rather than completing this form.

If you have any questions, please call MPR's toll-free number, 888-535-0283, or email us at ChildCareSurveySupport@mathematica-mpr.com. Thank you very much for helping make these important data available in a timely manner.

Sincerely,



Kirsten Barrett, Ph.D.
Survey Director

The Child Care Survey of Postsecondary Institutions: Student List Worksheet

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Information entered on this worksheet will provide the enrollment and graduation data needed to answer survey questions in Section C and will identify the students for whom demographic data are requested in Sections F and K.

The screenshot shows a Microsoft Excel spreadsheet titled "Student List Formv4.xls". The spreadsheet contains instructions for data entry and a table for recording student information.

Instructions:

- Record the names and IDs of postsecondary students using child care services since 2001-2002 (Columns A thru D).
- Indicate the years from 2001-2002 to 2006-2007 when each student used your institution's child care services (Columns E thru J).
- For each student using your institution's child care services in 2006-2007, indicate if they used on-campus or off-campus child care centers in that academic year (Columns E thru L).
- Complete Columns M - T if you have the information. If not, forward this form, along with the Request for Data Assistance letter and the Data List Form, to the institutional department that can provide the remaining data.

Table Structure:

	POSTSECONDARY STUDENTS USING CHILD CARE SERVICES SINCE 2001-2002			YEARS WHEN STUDENT USED INSTITUTION'S CHILD CARE SERVICES (1=Yes, 0=No)						IN 2006-2007, STUDENT USED...		PELL GRANT RECIPIENT EVER? (1=Yes, 0=No)	ACADEMIC YEARS ENROLLED (1=Yes, 0=No)					YEAR GRADUATED (if applicable) (yyyy)	
	FIRST NAME	MI	LAST NAME	STUDENT ID	2001-2002	2002-2003	2003-2004	2004-2005	2005-2006	2006-2007	On-Campus Child Care Centers		Off-Campus Child Care Centers	2001-2002	2002-2003	2003-2004	2004-2005		2005-2006
7																			
8																			
9																			
10																			
11																			
12																			
13																			
14																			
15																			

The Child Care Survey of Postsecondary Institutions: Request for Data Assistance from Another Institutional Office

Sponsored by the U.S. Department of Education
Conducted by Mathematica Policy Research, Inc. (MPR)

The U.S. Department of Education has asked your institution to participate in the Child Care Survey of Postsecondary Institutions. At most institutions, the child care program director will be able to answer the majority of the survey questions. Some data, however, are not available in the child care program office. That office has forwarded to you this request for assistance to provide a limited amount of data. *Please note that **NO** student names or ID numbers will be reported on the survey to the Department of Education. The information you provide to the child care program office will be aggregated, and only aggregated counts will be reported on the survey.*

1. For each student listed on the attached Student List Worksheet, please indicate:
 - a. Whether the student was ever a Pell Grant recipient (Column M)
 - b. What years the student was enrolled at your institution (Columns N-S)
 - c. What year the student graduated (if applicable) (Column T)

2. For students on the Student List Worksheet who are both enrolled in your institution in the 2006-07 academic year (Column J) **AND** Pell Grant recipients (Column M), please provide the demographic information requested on the Data List Worksheet.
 - a. Section F of the Data List Worksheet pertains to Pell Grant recipients using on-campus child care centers in 2006-2007.
 - b. Section K of the Data List Worksheet pertains to Pell Grant recipients using off-campus child care centers in 2006-2007.

If you have any questions, please call MPR's toll-free number, 888-535-0283, or email us at ChildCareSurveySupport@mathematica-mpr.com. Thank you very much for helping make these important data available in a timely manner.

Sincerely,



Kirsten Barrett, Ph.D.
Survey Director

The Child Care Survey of Postsecondary Institutions: Data List Worksheet*

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Conducted by Mathematica Policy Research, Inc. (MPR)

F. POSTSECONDARY STUDENTS USING ON-CAMPUS CHILD CARE CENTERS

For **Pell Grant recipients** who used **on-campus child care centers** in the **2006-07 academic year** (that is, for those students on the **Student List Worksheet** for whom **Columns J and K = 1**), please indicate the following:

- F2. a. How many are part-time students (fewer than 12 credits)?..... _____
b. How many are full-time students (12 or more credits)? _____

- F3. a. How many are female?..... _____
b. How many are male? _____

- F4. a. How many are Hispanic or Latino?..... _____
b. How many are not Hispanic or Latino? _____

F5. Count each student in each racial category that applies.

	<i>Female</i>	<i>Male</i>	<i>Total</i>
a. American Indian or Alaska Native.....
b. Asian.....
c. Black or African-American
d. Native Hawaiian or other Pacific Islander.....
e. White.....

- F6. a. How many are between the ages of 18 and 22?..... _____
b. How many are between the ages of 23 and 29? _____
c. How many are between the ages of 30 and 35? _____
d. How many are over 35 years old? _____

- F7. a. How many are freshmen?..... _____
b. How many are sophomores? _____
c. How many are juniors? _____
d. How many are seniors? _____
e. How many are graduate students? _____

f. How many are other (specify)_____....._____

F8. a. How many are single heads of household?....._____

b. How many are married (one partner attending the institution)?_____

c. How many are married couples (both attending the institution)?_____

d. How many are dependent students (still living at home with parents/guardians)? ._____

*Item numbers on this form correspond to the numbers on the Child Care Survey of Postsecondary Institutions.

K. POSTSECONDARY STUDENTS USING OFF-CAMPUS CHILD CARE CENTERS

For **Pell Grant recipients** who used **off-campus child care centers** in the **2006-07 academic year** (that is, for those students on the **Student List Worksheet** for whom **Columns J and L = 1**), please indicate the following:

K2. a. How many are part-time students (fewer than 12 credits)?....._____

b. How many are full-time students (12 or more credits)?_____

K3. a. How many are female?....._____

b. How many are male?_____

K4. a. How many are Hispanic or Latino?....._____

b. How many are not Hispanic or Latino?_____

K5. *Count each student in each racial category that applies.*

	<i>Female</i>	<i>Male</i>	<i>Total</i>
a. American Indian or Alaska Native.....	_____	_____	_____
.....			
b. Asian	_____	_____	_____
.....			
c. Black or African-American.....	_____	_____	_____
d. Native Hawaiian or other Pacific Islander.....	_____	_____	_____
e. White	_____	_____	_____
.....			

- K6. a. How many are between the ages of 18 and 22?..... _____
b. How many are between the ages of 23 and 29? _____
c. How many are between the ages of 30 and 35? _____
d. How many are over 35 years old? _____
- K7. a. How many are freshmen?..... _____
b. How many are sophomores? _____
c. How many are juniors? _____
d. How many are seniors? _____
e. How many are graduate students? _____
f. How many are other (specify)..... _____
- K8. a. How many are single heads of household?..... _____
b. How many are married (one partner attending the institution)? _____
c. How many are married couples (both attending the institution)? _____
d. How many are dependent students (still living at home with parents/guardians)? . _____