

APPENDIX A

MATERIALS FOR TEACHER LIST COLLECTION:

Instructions for Preparing List of Eligible Teachers

Form to Return with List of Eligible Teachers

**INSTRUCTIONS FOR PREPARING LIST OF TEACHERS FOR SURVEY:
TEACHERS' USE OF EDUCATIONAL TECHNOLOGY IN U.S. PUBLIC SCHOOLS
FAST RESPONSE SURVEY SYSTEM**

OMB DRAFT 6/20/2008

This survey is authorized by law (P.L. 103-382). While participation in this survey is voluntary, your cooperation is critical to make the results of this survey comprehensive, accurate, and timely. Your answers may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose unless otherwise compelled by law. (Public Law 107-279, Education Sciences Reform Act, Section 183.)

Instructions for Preparing List of Eligible Teachers

Within 3 weeks, please prepare a list of full-time classroom teachers teaching at least one regularly scheduled class in grades K through 12 (other than physical education), according to these instructions. Please include only the teachers' names.

1. Start with a list of all the teachers (or all staff) in your school.
2. Cross off or delete the following:
 - Administrators, even if they also teach
 - Counselors, advisors, and social workers, even if they also teach
 - Library media specialists that teach only library skills or how to use the library
 - Resource teachers that do not teach any regularly scheduled class
 - Teachers that teach only physical education
 - Preschool teachers
 - Part-time teachers
 - Itinerant teachers that teach at more than one school
 - Substitute teachers
 - Teacher's aides
 - Unpaid volunteers
3. Complete the information requested on the enclosed form and **send the form along with the list of teachers** by either toll-free fax to 1-800-254-0984 or mail in the postage-paid envelope to the name and address in the box below. **Please keep a copy of the list for your records.**

THANK YOU. PLEASE KEEP A COPY OF THIS LIST FOR YOUR RECORDS.

PLEASE RETURN LIST AND FORM TO:	IF YOU HAVE ANY QUESTIONS OR COMMENTS, CONTACT:
Mail: Cindy Gray (8096.15.10) Westat 1650 Research Boulevard Rockville, Maryland 20850-3195	Cindy Gray at Westat 800-937-8281, Ext. 4336 or 301-251-4336 E-mail: Cindygray@westat.com
Fax: 800-254-0984	

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 1850-XXXX. 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 resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate or suggestions for improving this form, please write to: U.S. Department of Education, Washington, DC 20202-4651. If you have any comments or concerns regarding the status of your individual submission of this form, write directly to: National Center for Education Statistics, 1990 K Street, NW, Washington, DC 20006.

Form to Return with List of Eligible Teachers

After you have prepared the list of teachers according to the enclosed instructions, please complete the information requested below and **send this form along with the list of teachers** by either toll-free fax to 1-800-254-0984 or mail in the postage-paid envelope. **Please keep a copy of the list for your records.**

Name of person who can answer questions about this list: _____

Best times to contact: _____

THANK YOU. PLEASE KEEP A COPY OF THIS LIST FOR YOUR RECORDS.

(Label with Westat ID number only)