

APPENDIX C-1

**FRSS ARTS EDUCATION
MATERIALS FOR TEACHER LIST COLLECTION**

Instructions for Preparing List of Teachers For
Arts Education Surveys in Elementary Schools

Form to Return with List of Eligible Teachers

**INSTRUCTIONS FOR PREPARING LIST OF TEACHERS FOR:
ARTS EDUCATION SURVEYS IN ELEMENTARY SCHOOLS
FAST RESPONSE SURVEY SYSTEM**

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

1. Start with an existing list of all the teachers for the school named on the label below. Please include only the teachers' names.
 2. Identify all music and visual arts specialists that teach in your school, even if they are part time or teach in multiple schools. Mark the list as follows:
 - Circle the names of all **music** specialists and write "**M**" next to each name.
 - Circle the names of all **visual arts** specialists and write "**VA**" next to each name.
 3. From the list of remaining teachers, **cross off or delete** the following:
 - Preschool teachers
 - Special education teachers
 - Bilingual education or English as a second language (ESL) teachers
 - Teacher's aides
 - Anyone who is not a full-time classroom teacher (see examples below).
 - o Part-time or itinerant teachers that do not teach music or visual arts
 - o Substitute teachers (including long-term substitutes)
 - o Administrators (e.g., principals, assistant principals, and other support staff)
 - o Counselors, advisors, and social workers
 - o Library media specialists
 - o Unpaid volunteers
- DO NOT cross off the names of music specialists and visual arts specialists even if they are part time.**
4. Complete the information requested on the enclosed Return Form for List of Eligible Teachers and **send the form along with the list of teachers within 3 weeks** 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 for your help.

PLEASE RETURN LIST AND FORM TO:

Mail: Basmat Parsad (8599.02.08.10)
Westat
1650 Research Boulevard
Rockville, Maryland 20850-3195
Fax: 800-254-0984

IF YOU HAVE ANY QUESTIONS OR COMMENTS, CONTACT:

Basmat Parsad at Westat
800-937-8281, Ext. 8222 or 301-251-8222
Email: basmatparsad@westat.com

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 20 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.

{ID number that identifies school only to Westat staff}

Return Form for 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: _____

Title: _____

Best times to contact: _____

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