

APPENDIX C-2

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

Instructions for Preparing List of Teachers For
Music and Visual Arts Specialist Survey

Form to Return with List of Eligible Teachers

U.S. DEPARTMENT OF EDUCATION
NATIONAL CENTER FOR EDUCATION STATISTICS
WASHINGTON, D.C. 20006-5651

FORM APPROVED
O.M.B. No.:
EXPIRATION DATE:

**INSTRUCTIONS FOR PREPARING LIST OF TEACHERS FOR:
MUSIC AND VISUAL ARTS SPECIALISTS SURVEY
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 Music and Visual Arts Specialists

Prepare a list of the music and visual arts specialists that teach in the school named on the label below.

1. Using the enclosed return form, record the names of (a) music specialists that teach in your school; and (b) visual arts specialists that teach in your school. Include all music and visual arts specialists even if they are part time or teach in multiple schools. Please include only the teachers' names.
2. Complete the information requested on the enclosed Return Form for List of Eligible Teachers and **send it 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 10 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.

Return Form for List of Eligible Teachers

Please prepare a list of the music and visual arts specialists that teach in your school, as requested below. Please include only the teachers' names.

- A. **Music Specialists** – print the names (or attach a list) of all **music** specialists that teach in your school, even if they are part time or teach in multiple schools.

Print first and last names below (if more than six music teachers, attach a list):

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

- B. **Visual Arts Specialists** – print the names (or attach a list) of all **visual arts** specialists that teach in your school, even if they are part time or teach in multiple schools.

Print first and last names below (if more than six visual arts teachers, attach a list):

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

- C. Complete the information requested below and **send this list of teachers within 3 weeks**, 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 FOR YOUR HELP.