

1. **Hello, this is _____ from the U.S. Census Bureau. Have I reached (school name)?**

- _ Yes → GO TO item 2.
- _ Different school name → Probe for name if necessary and correct the name in the address area above. If the difference is significant, record the change in the Notes section. Try to confirm the name change (e.g., respondent says, "We used to be Jefferson School but are now Washington School."). GO TO item 2.
- _ No → Verify that you dialed correctly.
 - _ Correct number dialed → Probe for the respondent's name, location, and whether the person or organization reached is related to the school in any way. Record information in the Notes section. Thank respondent and end call.
 - _ Wrong number dialed → Dial correct number. GO TO item 1 above.
- _ School closed → Probe for the respondent's name, former position, and the closing date. Record information in the Notes section. Thank respondent and end call.
- _ School merged → Probe for the name of the merged schools and the date of the merge. Record information in the Notes section. GO TO item 2. Refer case to supervisor following the call.

2. **This call may be monitored to evaluate my performance and should only take a few minutes.**

During the upcoming school year we will be conducting the Schools and Staffing Survey (SASS) for the U.S. Department of Education.

The SASS is a series of integrated questionnaires that provide data on education to Federal, state, and local policymakers as well as education researchers.

This voluntary survey is authorized by law (Title 1, Part E, Sections 151 (b) and 153 (a) of Public Law 107-279, the Education Sciences Reform Act of 2002). The Office of Management and Budget approval number for this study is 1850-0598. The data provided by the school and staff may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (P.L. 107-279, Title I, Part E, Sec. 183).

3. **I need to verify the number of schools in your district. I have one school listed. Is that correct?**

If necessary: **For this survey, a school -**

- **has one or more teachers who provide instruction to students,**
- **has students in one or more of grades 1-12 (or the ungraded equivalent),**
- **has its own principal/administrator even if it shares a building with another school or institution,**
- **will be in operation during the 2011-12 school year, and**
- **is NOT primarily a post-secondary or adult basic education institution.**

- _ Yes → Go to item 4.
- _ No → Go to item 6.

4. **I would like to verify your mailing address. Is the following address correct?**

Read address from label on cover page. Make any necessary corrections on the label. Then GO TO item 5.

5. **To reduce the burden on the principal, we would like to contact him or her by email in an attempt to minimize the number of phone calls we place to the school. Can you provide the principal's name and email address for the 2011-12 school year?**

_____ (principal's name)

_____@_____ (principal's email address)

Thank respondent and end call. Mark the box indicating that it is a one-school district on the cover page.

6. **How many schools are in your district?**

_____ Schools. Go to item 7.

7. **I need the following information for each school: name, address, phone number, grade range, number of students, number of teachers, principal's name and principal's email address. Can you provide this now?**

_ Yes → Record the information for each school in the chart on the next page. If necessary, remind the respondent what information is needed.

_ No → Ask if anyone else at their office can answer this question. If not, set an appointment to call back when the respondent has this information. Record appointment on the call record on page 1.

	School name	Address	Telephone number	Grade range	Number of students	Number of teachers	Principal's name	Principal's email address
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

Go to item 8.

8. **As part of the SASS, we will be sending a questionnaire to your district office. The questionnaire covers topics including student enrollment, staff professional development and teacher hiring.**

Can you tell me the name of the person most appropriate to receive this questionnaire?

If necessary: This is often the superintendent or head of the research office.

_ Yes → Record contact name, title, phone number and email address below. Go to item 9.

_ No → Set an appointment to call back when the respondent has this information. Record appointment on the call record on page 1.

_____ (contact name)
_____ (contact title)
(____) _____ - _____ (contact phone number)
_____ (contact email address)

9. **What is the name, address and telephone number of your district office?**

_____ (district name)
_____ (district address)
_____ (district address)
(____) _____ - _____ (district phone number)

Thank respondent and end call. Mark the box indicating that there are multiple schools in the district on the cover page.