U.S. DEPARTMENT OF EDUCATION NATIONAL CENTER FOR EDUCATION STATISTICS OMB No. 1850-0598: Approval Expires XX/XX/2014 Conducted by: U.S. DEPARTMENT OF COMMERCE Economics and Statistics Administration U.S. CENSUS BUREAU

TEACHER LISTING FORM FOR PUBLIC AND PRIVATE SCHOOLS SCHOOLS AND STAFFING SURVEY 2011-12 SCHOOL YEAR

(Please correct any errors in name, address, and ZIP Code.)





Please return this form within 2 weeks in the enclosed envelope.

NOTICE

This survey is authorized by Title I, Part C, Sections 151(b) and 153(a) of Public Law 107-279, the Education Sciences Reform Act of 2002. The results will only be produced as statistical summaries.

FORM **SASS-16** (1-31-2011) Draft 3





DEAR PRINCIPAL:

Why does the National Center for Education Statistics (NCES) conduct the Schools and Staffing Survey (SASS)?

The SASS is designed to measure critical aspects of schooling and teaching, the composition of the principal and teacher work force, and conditions in schools.

What do you need from my school?

- A list of all of the full-time and part-time teachers who teach at this school.
- Please see the reference card on page 4 for important information about the listing form.

•A removable reference card is printed on the last page of this listing form.

What happens to the information I report?

A sample of teachers will be selected for the Teacher Survey component of SASS. The selected teachers will receive the Teacher Questionnaire which asks for information on their educational background, work experience, and attitudes toward teaching.

Why is my school's participation important?

Only a small number of schools is selected to participate in SASS. Therefore, your school represents many other schools.

How does NCES protect the confidentiality of the information I provide?

All survey information collected will be presented as aggregated figures only, with no individually-identifying information.

THANK YOU FOR YOUR COOPERATION.

SINCERELY,

JACK BUCKLEY

COMMISSIONER FOR EDUCATION STATISTICS OFFICE OF THE COMMISSIONER NATIONAL CENTER FOR EDUCATION STATISTICS

1.	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 equivalent), 								
	 Has its own principal/administrator even if it shares a building with another school or institution, 								
	 Is in operation during the 2011-12 school year, and 								
	 Is NOT primarily a post-secondary or adult basic education institution. 								
2.	Is the institution named on the cover page a school?								
-									
	□ No → If you answered "No," or have questions, it is very important that you call the U.S. Census Bureau toll free at 1-866-208-7437.								
•									
3.	Is the grade range listed on the cover page correct?								
Г	Yes								
Ļ	□ No – Enter the correct grade range for your school →								
4.	In case we have questions about any of your responses, please print your name, title,								
	and work telephone number on the lines below.								
	NAME								
	TITLE								
	WORK TELEPHONE NUMBER AREA CODE TELEPHONE NUMBER								
5.	How much time did it take to complete this form, not counting interruptions?								
	Minutes								
	Please see page 4 for important information.								
	Call 1-866-208-7437 toll free if you need assistance filling out the rest of this form. The office hours are 7:00 AM – 5:00 PM Eastern Time.								



REFERENCE CARD

Please read this reference card before continuing. A removable reference card is printed on the last page of this booklet.

INCLUDE ON THE TEACHER LIST

Regular Classroom Teachers

• Chemistry, English, math, physical education, history, etc.

Special Education Teachers

• Teach special education classes to students with disabilities.

General Elementary Teachers

- Teach self-contained classes in any of grades K–8, i.e. teach the same class of students all or most of the day, unless they teach special education students, in which case see the category above.
- Team-teaching, i.e., two or more teachers collaborate in teaching multiple subjects to the same class of students.
- Include kindergarten teachers.

Vocational/Technical Education Teachers

• Teach typing, business, agriculture, life skills, home economics as well as any other vocational or technical classes.

Teaching principals, teaching guidance counselors, teaching librarians, teaching school nurses

• Include any staff members who teach **at least one regularly scheduled class per week.** For example:

If a librarian teaches a regularly scheduled class in math once a week, include her in the "Math" category, but if she only teaches groups of students library skills or how to use the library, do NOT include her on the form.

Teachers of Ungraded Students

Itinerant, Co-op, Traveling, and Satellite Teachers

• Teach at more than one school and may OR may not be supervised by someone at your school.

General Cong-Term Substitute Teachers

• Currently filling the role of a regular teacher for 4 or more continuous weeks.

Other teachers who teach students in any of grades K-12

• If a teacher teaches pre-kindergarten and any other grade between K–12, answer the questions ONLY for the time the teacher spends teaching any grades K–12.

OMIT FROM THE TEACHER LIST

• Prekindergarten teachers who teach ONLY prekindergarten students

Adult Education and Postsecondary Teachers

• If they teach ONLY adult education or students beyond grade 12.

Short-term Substitute Teachers

• Fill the role of a regular teacher for less than 4 continuous weeks.

Student Teachers

- **•** Day Care Aides
- Teacher Aides
- Librarians who teach ONLY library skills or how to use the library



Line Number		Teacher's N	lame		Subject Matter Taught	Teaching Status at the Selected School	Teaching Experience at This and Any Other School	
		l of the full-tim TEACH at T			Enter the numeric code that corresponds to the subject in which the teacher teaches the most classes. If the teacher teaches two or	Enter the numeric code which corresponds to the teacher status of	Enter the numeric code which corresponds to each	
		cher only onc			more subjects equally, enter each numeric code that applies.	each teacher at this school.	teacher's experience at this and any other	
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		an example of b is in his first			 Special education General elementary Math 	perform other functions in this school in addition to part-time teaching.		
					4 - Science	For example, a teaching guidance		
					5 - English/Language arts	counselor should be	1 - 1st year	
					6 - Social studies	counted as a part- time teacher.	2 - 2-3 years	
					7 - Vocational/Technical	1 - Full-time	3 - 4-19 years	
	FIRST	MIDDLE	LAST	SUFFIX	8 - Other (e.g., art, music, etc.)	2 - Part-time	4 - 20 or more years	
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Line Number		Teacher's	Name		Subject Matter Taught	Teaching Status at the Selected School	Teaching Experience at This and Any Other School
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					6 - Social studies	counted as a part- time teacher.	2 - 2-3 years
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	teachers who TE	ase list all of the full-time and part-time chers who TEACH at THIS SCHOOL. t each teacher only once. Enter the numeric code that corresponds to the subject in which the teacher teaches two or more subjects equally, enter each numeric code that applies. Enter the numeric code that corresponds to the teacher teaches two or more subjects equally, enter each numeric school.					Enter the numeric code which corresponds to each teacher's experience at this and any other
	List in the following order: First name, Middle name, Last name, suffix (if applicable). Please see the reference card for important information about itinerant teachers,				Enter the code for "Other" subject matter for teachers who teach art, foreign language, music, physical education, English as a second language, and any other remaining subjects.	Include as part-time: Itinerant teachers who teach part-time in this school, regardless of other positions held in this or other districts. Teachers who	school. Please count the current year as 1 year.
	*Line Ex. is an example of a full-time art teacher who is in his first year of teaching.				 Special education General elementary Math 	perform other functions in this school in addition to part-time teaching. For example, a	
					 4 - Science 5 - English/Language arts 6 - Social studies 7 - Vocational/Technical 	teaching guidance counselor should be counted as a part- time teacher. 1 - Full-time	 1 st year 2 - 2-3 years 3 - 4-19 years
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Line Number		Teacher's			Subject Matter Taught	Teaching Status at the Selected School	Teaching Experience at This and Any Other School	
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					 5 - English/Language arts 6 - Social studies 7 - Vocational/Technical 	teaching guidance counselor should be counted as a part- time teacher. 1 - Full-time	 1 st year 2 - 2-3 years 3 - 4-19 years 	
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Line Number	Teacher's	s Name		Subject Matter Taught	Teaching Status at the Selected School	Teaching Experience at This and Any Other School
	teachers who TEACH at THIS SCHOOL. List each teacher only once.			Enter the numeric code that corresponds to the subject in which the teacher teaches the most classes. If the teacher teaches two or more subjects equally, enter each numeric code that applies .	Enter the numeric code which corresponds to the teacher status of each teacher at this school.	Enter the numeric code which corresponds to each teacher's experience at this and any other
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	*Line Ex. is an example teacher who is in his fir			 Special education General elementary Math 	perform other functions in this school in addition to part-time teaching.	
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Line Number		Teacher's	Name		Subject Matter Taught	Teaching Status at the Selected School	Teaching Experience at This and Any Other School
	teachers who TEACH at THIS SCHOOL. List each teacher only once. List in the following order: First name, Middle name, Last name, suffix (if applicable). Please see the reference card for important information about itinerant teachers,			OOL. pplicable). nportant pals,	Enter the numeric code that corresponds to the subject in which the teacher teaches the most classes. If the teacher teaches two or more subjects equally, enter each numeric code that applies . Enter the code for "Other" subject matter for teachers who teach art, foreign language, music, physical education, English as a second language, and any other remaining subjects.	Enter the numeric code which corresponds to the teacher status of each teacher at this school. Include as part-time: Itinerant teachers who teach part-time in this school, regardless of other positions held in this or other districts. Teachers who	Enter the numeric code which corresponds to each teacher's experience at this and any other school. Please count the current year as 1 year.
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FORM SASS-16

Line Number	Teacher's Name		Subject Matter Taught	Teaching Status at the Selected School	Teaching Experience at This and Any Other School
	Please list all of the full-time and part-time teachers who TEACH at THIS SCHOOL.		Enter the numeric code that corresponds to the subject in which the teacher teaches the most classes. If the teacher teaches two or	Enter the numeric code which corresponds to the teacher status of	Enter the numeric code which corresponds to each
	List each teacher only once.		more subjects equally, enter each numeric code that applies.	each teacher at this school.	teacher's experience at this and any other
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	*Line Ex. is an example of a full- teacher who is in his first year o		 Special education General elementary Mark 	perform other functions in this school in addition to part-time teaching.	
			 3 - Math 4 - Science 5 - English/Language arts 	For example, a teaching guidance counselor should be	1 - 1st year
			6 - Social studies	counted as a part- time teacher.	2 - 2-3 years
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Line Number	Te	acher's N	lame		Subject Matter Taught	Teaching Status at the Selected School	Teaching Experience at This and
					Enter the numeric code that corresponds to the subject in which the teacher teaches the most classes. If the teacher teaches two or more subjects equally, enter each numeric code that applies . Enter the code for "Other" subject matter for teachers who teach art, foreign language, music, physical education, English as a second language, and any other remaining subjects. 1 - Special education 2 - General elementary 3 - Math 4 - Science 5 - English/Language arts	Enter the numeric code which corresponds to the teacher status of each teacher at this school. Include as part-time: Itinerant teachers who teach part-time in this school, regardless of other positions held in this or other districts. Teachers who perform other functions in this school in addition to part-time teaching. For example, a teaching guidance counselor should be	Any Other School Enter the numeric code which corresponds to each teacher's experience at this and any other school. Please count the current year as 1 year.
					6 - Social studies	counted as a part- time teacher.	2 - 2-3 years
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Line Number	Teacher's N	Name	Subject Matter Taught	Teaching Status at the Selected School	Teaching Experience at This and Any Other School
	Please list all of the full-tim teachers who TEACH at T	HIS SCHOOL.	Enter the numeric code that corresponds to the subject in which the teacher teaches the most classes. If the teacher teaches two or	Enter the numeric code which corresponds to the teacher status of	Enter the numeric code which corresponds to each
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	*Line Ex. is an example of teacher who is in his first		 Special education General elementary Math 	perform other functions in this school in addition to part-time teaching.	
			4 - Science5 - English/Language arts	For example, a teaching guidance counselor should be	1 - 1st year
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			7 - Vocational/Technical	1 - Full-time	3 - 4-19 years
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Line Number		Teacher's	Name		Subject Matter Taught	Teaching Status at the Selected School	Teaching Experience at This and
	Please see the reference card for important information about itinerant teachers, substitute teachers, librarians, principals, and other staff that may teach at this school. *Line Ex. is an example of a full-time art teacher who is in his first year of teaching.				 the subject in which the teacher teaches the most classes. If the teacher teaches two or more subjects equally, enter each numeric code that applies. the subject in which the teacher teaches two or more subjects equally, enter each numeric code that applies. Enter the code for "Other" subject matter for teachers who teach art, foreign language, music, physical education, English as a second language, and any other remaining subjects. Ex. is an example of a full-time art the subject in which the teacher teaches the most classes. If the teacher teaches two or more subjects equally, enter each numeric code that applies. Enter the code for "Other" subject matter for teachers who teach art, foreign language, music, physical education, English as a second language, and any other remaining subjects. Ex. is an example of a full-time art 		Any Other School Enter the numeric code which corresponds to each teacher's experience at this and any other school. Please count the current year as 1 year.
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Line Number		Teacher's	Name		Subject Matter Taught	Teaching Status at the Selected School	Teaching Experience at This and Any Other School
	List each teacher only once. List in the following order: First name, Middle name, Last name, suffix (if applicable). Please see the reference card for important				 who TEACH at THIS SCHOOL. the subject in which the teacher teaches the most classes. If the teacher teaches two or more subjects equally, enter each numeric code that applies. the reference card for important on about itinerant teachers, et tachers, librarians, principals, or staff that may teach at this school. the subject in which the teacher teaches two or more subjects equally, enter each numeric code that applies. Enter the code for "Other" subject matter for teachers who teach art, foreign language, music, physical education, English as a second language, and any other remaining subjects. 		Enter the numeric code which corresponds to each teacher's experience at this and any other school. Please count the current year as 1 year.
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	List in the following ord Middle name, Last nar Please see the referer information about itine substitute teachers, lib and other staff that ma	ne, suffix (if a nce card for ir rant teachers rarians, princ	applicable). mportant , ipals,	code that applies. Enter the code for "Other" subject matter for teachers who teach art, foreign language, music, physical education, English as a second language, and any other remaining subjects.	school. Include as part-time: Itinerant teachers who teach part-time in this school, regardless of other positions held in this or other districts. Teachers who	at this and any other school. Please count the current year as 1 year.
	*Line Ex. is an exampl teacher who is in his			 Special education General elementary Math 	perform other functions in this school in addition to part-time teaching. For example, a	
				 4 - Science 5 - English/Language arts 6 - Social studies 7 - Vocational/Technical 	teaching guidance counselor should be counted as a part- time teacher. 1 - Full-time	1 - 1st year 2 - 2-3 years 3 - 4-19 years
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Line	Teeshar	o Nome	Topphing Status -1	Toophing Experies		
Line Number		Teacher's Name		Subject Matter Taught	Teaching Status at the Selected School	Teaching Experience at This and Any Other School
	teachers who TEACH at THIS SCHOOL.			Enter the numeric code that corresponds to the subject in which the teacher teaches the	Enter the numeric code which corresponds to	Enter the numeric code which
				most classes. If the teacher teaches two or more subjects equally, enter each numeric code that applies .	the teacher status of each teacher at this school.	corresponds to each teacher's experience at this and any other
	List in the following ord Middle name, Last nam	der: First nam	1e, Innlicable)	Enter the code for "Other" subject matter for	Include as part-time:	school.
	Please see the referen information about itiner substitute teachers, libr and other staff that ma	ce card for ir ant teachers rarians, princ	nportant , ipals,	teachers who teach art, foreign language, music, physical education, English as a second language, and any other remaining subjects.	Itinerant teachers who teach part-time in this school, regardless of other positions held in this or other districts.	Please count the current year as 1 year.
	*Line Ex. is an example	-		1 Created education	Teachers who perform other	
	teacher who is in his f			 Special education General elementary 	functions in this school in addition to	
				3 - Math	part-time teaching.	
				4 - Science	For example, a teaching guidance	
				5 - English/Language arts	counselor should be counted as a part-	1 - 1st year
				6 - Social studies	time teacher.	2 - 2-3 years
		LACT		7 - Vocational/Technical	1 - Full-time	3 - 4-19 years
200	FIRST MIDDLE	LAST	SUFFIX	8 - Other (e.g., art, music, etc.)	2 - Part-time	4 - 20 or more years
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REFERENCE CARD

Please use this guide when listing teachers.

INCLUDE ON THE TEACHER LIST

Regular Classroom Teachers

• Chemistry, English, math, physical education, history, etc.

Special Education Teachers

• Teach special education classes to students with disabilities.

General Elementary Teachers

- Teach self-contained classes in any of grades K–8, i.e. teach the same class of students all or most of the day, unless they teach special education students, in which case see the category above.
- Team-teaching, i.e., two or more teachers collaborate in teaching multiple subjects to the same class of students.
- Include kindergarten teachers.

Vocational/Technical Education Teachers

• Teach typing, business, agriculture, life skills, home economics as well as any other vocational or technical classes.

Teaching principals, teaching guidance counselors, teaching librarians, teaching school nurses

• Include any staff members who teach **at least one regularly scheduled class per week.** For example:

If a librarian teaches a regularly scheduled class in math once a week, include her in the "Math" category, but if she only teaches groups of students library skills or how to use the library, do NOT include her on the form.

Teachers of Ungraded Students

Itinerant, Co-op, Traveling, and Satellite Teachers

• Teach at more than one school and may OR may not be supervised by someone at your school.

General Cong-Term Substitute Teachers

• Currently filling the role of a regular teacher for 4 or more continuous weeks.

• Other teachers who teach students in any of grades K-12

• If a teacher teaches pre-kindergarten and any other grade between K–12, answer the questions ONLY for the time the teacher spends teaching any grades K–12.

OMIT FROM THE TEACHER LIST

• Prekindergarten teachers who teach ONLY prekindergarten students

Adult Education and Postsecondary Teachers

• If they teach ONLY adult education or students beyond grade 12.

Short-term Substitute Teachers

• Fill the role of a regular teacher for less than 4 continuous weeks.

• Student Teachers

- Day Care Aides
- Teacher Aides
- Librarians who teach ONLY library skills or how to use the library



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