

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



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

**SCHOOL** →

**GRADE RANGE** →

**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.**



**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?

- Yes
- 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?

- Yes
- No – Enter the correct grade range for your school

LOW GRADE	HIGH GRADE
□	□

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.

#### 🍏 **Current Long-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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	<p>Please list all of the full-time and part-time teachers who TEACH at THIS SCHOOL.</p> <p>List each teacher only once.</p> <p>List in the following order: First name, Middle name, Last name, suffix (if applicable).</p> <p>Please see the reference card for important information about itinerant teachers, substitute teachers, librarians, principals, and other staff that may teach at this school.</p> <p>*Line Ex. is an example of a full-time art teacher who is in his first year of teaching.</p>	<p>Enter the numeric code that corresponds to the subject in which the teacher teaches the most classes. If the teacher teaches <b>two or more subjects</b> equally, enter <b>each numeric code that applies</b>.</p> <p>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.</p>	<p>Enter the numeric code which corresponds to the teacher status of each teacher at this school.</p> <p>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 counted as a part-time teacher.</p>	<p>Enter the numeric code which corresponds to each teacher's experience at this and any other school.</p> <p>Please count the current year as 1 year.</p>
	<p>FIRST      MIDDLE      LAST      SUFFIX</p>	<p>1 - Special education                      2 - General elementary                      3 - Math                      4 - Science                      5 - English/Language arts                      6 - Social studies                      7 - Vocational/Technical                      8 - Other (e.g., art, music, etc.)</p>	<p>1 - Full-time                      2 - Part-time</p>	<p>1 - 1st year                      2 - 2-3 years                      3 - 4-19 years                      4 - 20 or more years</p>
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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.

#### 🍏 **Current Long-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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According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1850-0598. The time required to complete this information collection is estimated to average 30 minutes per response, including the time spent 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(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, DC 20202-4651. If you have comments or concerns about the contents of this questionnaire, e-mail: [dsd.education.surveys@census.gov](mailto:dsd.education.surveys@census.gov), or write directly to: Schools and Staffing Survey, National Center for Education Statistics, 1990 K Street, N.W., #9018, Washington, DC 20006.



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1201 East 10 St.  
Jeffersonville, IN 47132-0001**

