

Task Order 27

Study of Digital Learning Resources for Instructing English Learner Students

Task 4.4 (Part 5) School Roster for Completion by Subsample District

July 11, 2016

Submitted to:
U.S. Department of Education
Office of Planning, Evaluation and Policy Development

Submitted by:
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Study of Digital Learning Resources for Instructing English Learner Students

Task 4.4 (Part 5) School Roster for Completion by Subsample District

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Study of Digital Learning Resources (DLRs) for Instructing English Learner Students
School Roster: List of Schools in the District

Dear District Administrator,

Thank you for your participation in this important national *Study of Digital Learning Resources (DLRs) for Instructing English Learner Students*. Your participation is voluntary, and your district's contributions will help to ensure that the findings accurately reflect the experience of districts across the country in using DLRs for instruction of EL students.

The study requests the participation of **one school** from your district. We will select the school based on this School Roster form, and will coordinate with the school to identify two teachers according to our study requirements who will be asked to complete a teacher survey on their use of DLRs. All responses will be protected to maintain confidentiality except as may be required by law.

In responding to this request, please do the following:

- 1) **Confirm** that this form is labeled correctly with your district name below.
- 2) **Refer** to the instruction sheet *before* completing the list of schools.
- 3) **Review, update and complete** the pre-filled list of schools:
 - Indicate the total number of K–12 schools in your district (Step 1)
 - Delete or cross-through schools that are no longer active in the current school year
 - Add new schools that are now active in the current school year
 - Indicate the total number of teachers (full-time and part-time) in each school, including any itinerant teachers assigned to the school.
 - Indicate the number of English learner (EL) students enrolled in each school as of fall 2016.

If there are no EL students enrolled in a school, enter "0".

****NOTE: Please be sure to indicate even one EL student or very small numbers of EL students enrolled in a school. Approximately 70 percent of districts in the U.S. have small numbers of EL students and it is important to ensure that their perspectives are included in this study's findings.***

- 4) **PLEASE RETURN THIS COMPLETED FORM TO:** DLRS-ELS@westat.com

STUDY DISTRICT ID AND NAME OF SAMPLED DISTRICT HERE

Thank you. Please keep a copy of the completed list of schools for your records.

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such a collection displays a valid OMB control number. The valid OMB control number for this information collection is xxxx-xxxx. The time required to complete this information collection is estimated to average 30 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 the survey, please write: U.S. Department of Education, Washington D.C. 20202-4651. If you have comments or concerns regarding the contents or the status of your individual survey, write directly to: Study of Digital Learning Resources (DLRs) for Instructing EL Students, Policy and Program Studies Service, Office of Planning, Evaluation and Policy Development, 400 Maryland Ave, SW, Washington DC 20202.

CONFIDENTIALITY

We will not present any personally identifiable information in any report or publication resulting from the study; we will not identify your school or district in any study report or publication; and no responses will be linked with any identifying information in any final data files created for the study. All responses will be aggregated and summarized across respondents. The study team will protect or maintain the confidentiality of your responses except as may be required by law. No individuals other than research staff will see any individually identifying data (for example, names or addresses). Your participation is voluntary; however, your district's participation is very important to providing policymakers with accurate and complete information. Data collection is being conducted in only a sample of districts throughout the nation. This greatly increases the importance of your response since it represents many other districts.

If you have any questions about the study, please call 855-241-7535. If you have questions about your rights as a study participant, please call the Westat Human Subjects Protections office at 1-888-920-7631. Please leave a message with your full name, the name of the study (*Study of DLRs for Instructing English Learner Students*), and a phone number beginning with the area code. A research office staff person will return your call as soon as possible.

Study of Digital Learning Resources (DLRs) for Instructing English Learner Students

LIST OF SCHOOLS IN THE DISTRICT- INSTRUCTION SHEET

1. Please review the list of K–12 schools below in your district. Do not include schools serving only pre-school students.


 If any K–12 schools are missing, please add the school's name.

 If any K–12 schools have closed, please delete the school from the list.

 Confirm that the total number of K–12 schools listed is accurate.

 Please confirm that the correct grade levels are listed for each school.

2. For each of the schools on your list, please provide the total number of teachers serving at that school.

 *Include both full-time and part-time teachers, and include any itinerant teachers assigned to the school.*

3. For each of the schools on your list, please provide the number of English Learner students at that school.

4. DEFINITION:

English learner (EL) refers to students who are individuals not born in the United States or whose native language is other than English, and individuals who come from non-English dominant environments, whose skills in English are so limited that they derive little benefit from regular school instruction. “English learner” also refers to students who have no proficiency in English. *Note: If your district has an operational definition for English learner students, then use your district’s definition in responding.*

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

**Study of Digital Learning Resources (DLRs) for Instructing English Learner Students
List of Schools in the District**

District name: _____

District ID: _____

STEP 1: Please note the *total number of schools* in your district here: _____

STEP 2: Please complete the list of schools below as indicated in the instructions.

NOTE: Please refer to the INSTRUCTION SHEET for important information before completing this form.

	K–12 schools within district (if inaccurate, please correct)	Grade levels taught by school (if inaccurate, please correct)														Number of teachers (see instructions)	Number of English learner (EL) students (Specify "0" if none)		
		K	Gr. 1	Gr. 2	Gr. 3	Gr. 4	Gr. 5	Gr. 6	Gr. 7	Gr. 8	Gr. 9	Gr. 10	Gr. 11	Gr. 12	Ungraded				
1.	POPULATE NAMES AND GRADES PRIOR TO SENDING																		
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	K-12 schools within district (if inaccurate, please correct)	Grade levels taught by school (if inaccurate, please correct)														Number of teachers (see instructions)	Number of English learner (EL) students (Specify "0" if none)	
		K	Gr. 1	Gr. 2	Gr. 3	Gr. 4	Gr. 5	Gr. 6	Gr. 7	Gr. 8	Gr. 9	Gr. 10	Gr. 11	Gr. 12	Ungraded			
21.	POPULATE NAMES AND GRADES PRIOR TO SENDING																	
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