

Task Order 27

Study of Digital Learning Resources for Instructing English Learner Students

Task 4.4 (Part 6) Teacher Roster for Completion by Subsample School

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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

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

Dear School Administrator,

Thank you for your participation in this important *National Study of Digital Learning Resources (DLRs) for English Learner Students*. We will use this Teacher Roster to identify up to two teachers in your school: one general education teacher of English learner (EL) students, and one “EL-specialist” teacher who provides instructional services specifically designed to address EL student needs. (The teacher(s) each will be asked to complete a survey on their use of DLRs, and will receive an incentive of \$25 for completing the survey.)

Your school’s participation in this process will help to ensure that the findings include the experience of teachers in your school and in other similar schools in the country. The study will inform the U.S. Department of Education and the field about key areas related to use of DLRs in instructing EL students. The findings also will inform the content of two guides, one for educators and one for DLR developers to assist them in meeting the needs of educators who instruct EL students.

Participation is voluntary and the study team will protect or maintain the confidentiality of your responses except as may be required by law. By completing this Teacher Roster form you will provide the information needed to identify according to our study requirements one mainstream/general education teacher who instructs at least one EL student, and one EL-specialist teacher (whether school staff or an itinerant teacher). Note that we also need to know the total number of teachers in your school, and the roster requests that information as well.

Please complete the roster by following these steps:

- **Confirm** that the label below correctly identifies your school. If not, contact us at: 1-800-xxx-xxxx.
- **Review** the instructions (*next page*) on how to prepare the list of eligible teachers **before** completing the Teacher Roster. The instructions describe which teachers should be included in the list and which should be excluded. They also describe how to indicate each teacher’s instructional role.
- **List** the eligible teachers in your school, referring to the instructions. **Be sure to include any itinerant teachers** who are assigned to your school who meet the criteria.
- **Return** the completed form electronically to: DLRS-ELS@westat.com.
- If you have any questions: Contact us at: 1-800-XXX-XXXX.

STUDY SCHOOL ID AND NAME OF SAMPLED SCHOOL HERE

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

PLEASE RETURN COMPLETED FORM TO: DLRS-ELS@westat.com

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 xxx-xxxx. The time required to complete this information collection is estimated to average 40 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

TEACHER ROSTER INSTRUCTIONS

1. Compile a list of teachers who teach kindergarten through grade 12 at this school. Include *all* teachers in the school who meet the following criteria:

 **Include on this teacher list all teachers who are:**

- Classroom teachers of one or more grade levels
- Teachers of departmentalized content area classes
- Teachers of specialized services for English learner (EL) students (see definition below)
- Itinerant teachers of specialized services for EL students assigned to your school (see definition below)

 **Do not include teachers who are:**

- Resource teachers (such as Title I or reading specialist teachers)
- Special education teachers
- Teachers who instruct only prekindergarten
- Short-term substitute teachers
- Teachers' aides or volunteers aides
- Student teachers

2. For each of the teachers on your list, use the numeric code to indicate the teacher's responsibility, using the following categories:

(1)	General education/ mainstream teachers	Provides instruction in grade-level classrooms or academic content area classes that is provided as the mainstream instruction for the school's student population, and is not instruction that fits within any of the categories 2-4.
(2)	ESL/ELD teachers	Provides English as a second language (ESL) instruction or English language development (ELD) instruction. <i>Note that the teacher can be based at the school or can be an itinerant teacher who is assigned to the school.</i>
(3)	Bilingual program teachers	Provides instruction using the students' native language; this may be in a bilingual program or dual-language program presented in grade-level classes or departmentalized content area classes.
(4)	Sheltered content instruction teachers	Provides a program of all-English sheltered instruction including content area instruction that is specifically designed to support English learner students (such as Sheltered Instruction Observation Protocol (SIOP), structured immersion, and specially designed academic instruction in English (SDAIE) programs).
(5)	Other	(Specify: _____)

3. For each teacher on your list, please indicate the total number of students identified as English learners that he/she teaches. Enter "0" for teachers who do not instruct at least one EL student.

DEFINITIONS:

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.*

Specialized services for EL students refers to instruction that is designed and provided specifically to meet the needs of EL students. These include, for example, English as a Second Language, bilingual, dual language, and sheltered instruction, as described in categories 2-4 above.

THANK YOU. PLEASE KEEP A COPY OF THE COMPLETED SCHOOL FORM FOR YOUR RECORDS!

Study of Digital Learning Resources (DLRs) for Instructing English Learners

Teacher Roster – List of Teachers Eligible for the Study

School name: _____

Study School ID: _____

STEP 1: Please note the *total number of teachers* on the staff in your school here: _____

STEP 2: Please list below the teachers in your school who meet the criteria indicated in the instructions.

****Refer to the INSTRUCTIONS (prior page) for important information before completing this list!****

	Teachers' Names			Type of teacher*	How many English Learner students does this teacher currently teach?
	First	Middle	Last	1. General education 2. ESL/ELD 3. Bilingual/Dual language 4. All-English Sheltered 5. Other (specify)	
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					

* Enter the numeric code that corresponds to the type of teacher.

(1) General education: Provides instruction in grade-level classrooms or academic content area classes provided as the mainstream instruction for the school's student population.

(2) ESL/ELD teachers: Provides English as a second language (ESL) instruction or English language development (ELD) instruction. *Note that the teacher can be based at the school or can be an itinerant English learner specialist who is assigned to the school.*

(3) Bilingual program teachers: Provides instruction in a bilingual program or dual-language program in either self-contained classrooms or content area classes.

(4) Sheltered content instruction teachers: Provides a program of all-English sheltered instruction including content area instruction that is specifically designed to support English learner students (such as Sheltered Instruction Observation Protocol (SIOP), structured immersion, and specially designed academic instruction in English (SDAIE) programs).

(5) Other (specify)

	Teachers' Names			Type of teacher*	How many English Learner students does this teacher currently teach?
	First	Middle	Last	1. General education 2. ESL/ELD 3. Bilingual/Dual language 4. All-English Sheltered 5. Other (specify)	
21.					
22.					
23.					
24.					
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50.					

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(5) Other (specify)

	Teachers' Names			Type of teacher*	How many English Learner students does this teacher currently teach?
	First	Middle	Last	1. General education 2. ESL/ELD 3. Bilingual/Dual language 4. All-English Sheltered 5. Other (specify)	
51.					
52.					
53.					
54.					
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80.					

* Enter the numeric code that corresponds to the type of teacher.

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(5) Other (specify)