

Fast Response Survey System (FRSS) 109: Teachers' Use of Technology for School and Homework Assignments – Preliminary Activities

Appendix B Teacher List Collection Materials

OMB # 1850-0857 v.4

**National Center for Education Statistics (NCES)
U.S. Department of Education
Institute of Education Sciences
Washington, DC**

November 2017
revised April 2018



U.S. DEPARTMENT OF EDUCATION
INSTITUTE OF EDUCATION SCIENCES

NATIONAL CENTER FOR EDUCATION STATISTICS

August 2018

Dear Principal:

The National Center for Education Statistics (NCES), U.S. Department of Education, is conducting a survey on public school teachers' use of technology for school and homework assignments. Westat, a research firm in Rockville, Maryland, is administering the study on behalf of NCES using the Fast Response Survey System (FRSS). Please take a few minutes to consider this request. The following questions and answers explain why your participation is so important.

- ✍ **Why is NCES conducting the survey?** This study is being conducted in response to a request from Congress. The purpose is to collect information from public school teachers about their use of technology for school and homework assignments, and how their knowledge and beliefs about their students' access to technology outside the classroom affect the assignments they give. The survey will focus on information that can best be provided by teachers from their unique perspective and direct interaction with students. NCES is authorized to conduct this survey by the Education Science Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543).
- ✍ **What do you need from my school?** We need a list of teachers who teach one or more regularly scheduled classes at your school and meet the other criteria in the enclosed instructions. The list is expected to take about 20 minutes to complete. To compile a list of teachers, please refer to the enclosed instruction sheet for important information about preparing the list of teachers. You may either compile a list of teachers or complete the enclosed teacher listing form using the information on the instruction sheet.
- ✍ **What happens with the information I provide?** We will randomly select an average of 2 teachers from each sampled school. In fall 2018, we will ask the selected teachers to complete a three-page questionnaire about their use of technology for school and homework assignments. Teachers' participation is voluntary.
- ✍ **Why is participation by my school important?** Your school is one of a small sample of schools selected for the study. The participation of your school, while voluntary, will help to ensure that the findings include the experience of teachers in your school and in other similar schools in the country. Your cooperation is therefore critical to make the results of the study comprehensive, accurate, and timely.
- ✍ **How does NCES protect the confidentiality of the information that you provide?** All of the provided information 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 (20 U.S.C. §9573 and 6 U.S.C. §151). Your district has been informed about this study, and the federal Office of Management and Budget has approved the survey (OMB No. 1850-0857).
- ✍ **What do we get from the study?** Once the study is completed, NCES will present the findings in a report that will be released on the NCES website. You will be notified when the report is released.
- ✍ **How do we submit the list of teachers?** Lists may be submitted by secure toll-free fax to 1-800-254-0984, by email to XXXXXXXX@westat.com, or by mail in the enclosed postage-paid envelope to the address listed on the front of the Instructions for Preparing a List of Teachers.

We ask that you send the list of teachers to Westat **within 3 weeks**, and that you keep a copy for your files. If you have any questions about this request, please contact Cindy Gray, the Westat survey manager, at 800-937-8281, ext. 4336 (toll-free) or by email at XXXXXXXX@westat.com. You may also call John Ralph, the NCES Project Officer, at 202-245-6152. Thank you for your assistance.

Sincerely,

James L. Woodworth, Ph.D.
Commissioner
National Center for Education Statistics (NCES)

Enclosures

WASHINGTON, D.C. 20006

U.S. DEPARTMENT OF EDUCATION
NATIONAL CENTER FOR EDUCATION STATISTICS
WASHINGTON, D.C. 20006-5651

FORM APPROVED
O.M.B. No.: 1850-0857
EXPIRATION DATE: 03/2021

**INSTRUCTIONS FOR PREPARING A LIST OF TEACHERS FOR
THE SURVEY ON TEACHERS' USE OF TECHNOLOGY FOR
SCHOOL AND HOMEWORK ASSIGNMENTS**

FAST RESPONSE SURVEY SYSTEM

NCES is authorized to conduct this survey by the Education Science Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543). While participation in this survey is voluntary, your cooperation is critical to make the results of this survey comprehensive, accurate, and timely. All of the information you provide 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 (20 U.S.C. §9573 and 6 U.S.C. §151).

Instructions for Preparing a List of Teachers

Please prepare a list of teachers who teach at least one regularly scheduled class in **any grade 3 through 12** at your school, using the criteria below.

To prepare a list of teachers, you may either compile a list OR complete the enclosed/attached form, following the instructions below.

INCLUDE ON THE TEACHER LIST

Teachers, principals, or administrators **who teach** at least one regularly scheduled class **and who meet both of the following criteria:**

1. Teach grade 3 or above, **and**
2. Teach **either:**
 - a. a self-contained class (teaching multiple subjects to the same class of students all or most of the day, unless they teach only special education students) **OR**
 - b. departmentalized classes (teaching the same subject to multiple classes of students) in one or more of the **core subjects of English/language arts, social studies/social science, math, or science.**

EXCLUDE FROM THE TEACHER LIST

- Preschool through grade 2 teachers
- Special education teachers, even if they teach a self-contained class
- Resource teachers
- Bilingual education or English as a second language (ESL) teachers
- Student teachers
- Teachers' aides
- Itinerant teachers who teach at more than one school
- Substitute teachers (including short-term and long-term)
- Administrators who do **not** teach regularly **scheduled** classes
- Counselors, advisors, and social workers
- Library media specialists or librarians who teach **only** library skills or how to use the library
- Unpaid volunteers
- Adult education and postsecondary education teachers

Please keep a copy of the list for your records. See information below for returning the completed list via one of the following: toll-free fax, email, or by mail in the enclosed postage-paid envelope. Thank you for your help.

PLEASE RETURN COMPLETED LIST TO:

IF YOU HAVE ANY QUESTIONS OR COMMENTS, CONTACT:

Mail: Cindy Gray (6197.04.01.02)
Westat, RB3103
1600 Research Boulevard
Rockville, Maryland 20850-3129

Cindy Gray at Westat
800-937-8281, ext. 4336 or 301-251-4336
Email: XXXXXX@westat.com

Secure Fax: 800-254-0984

Email: XXXXXXXX@westat.com

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 1850-0857. The time required to complete this information collection is estimated to average 20 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, suggestions for improving this form, or any comments or concerns regarding the status of your individual submission of this form, please write directly to: Quick Response Information System (QRIS), National Center for Education Statistics (NCES), PCP, 550 12th Street, SW, 4th floor, Washington, DC 20202.

[INSERT: SCHOOL NAME, GRADE RANGE, AND STATE]

List of Teachers Who Teach at the School Named Above and Meet the Criteria on Enclosed Instruction Sheet

NOTE: If you choose to use this form to prepare the list of teachers, please refer to the attached/enclosed **INSTRUCTION SHEET** for important information.

- List each teacher only once, and include first name, middle name (if applicable), and last name.

	First	Middle (optional)	Last
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RESPONDENT INFORMATION SHEET (RIS)
Teacher List Collection (from public schools)
FRSS 109 – Teachers’ Use of Technology for School and Homework Assignments

[LABEL WITH SCHOOL CONTACT INFORMATION]

I. SCHOOL CONTACT

Hello, my name is [GIVE NAME]. I'm calling from Westat on behalf of the U.S. Department of Education. Have I reached [GIVE NAME OF SCHOOL]?

We are calling to follow up on a packet that we recently sent to your principal. May I please have your principal's name? **(RECORD NAME IN SPACE BELOW)** Also, is there a direct line at which we could reach him/her? **(IF YES, RECORD NUMBER IN SPACE BELOW.)**

PRINCIPAL'S NAME: _____

PRINCIPAL'S NUMBER: _____

Is he/she available?

YES (GO TO B ON PAGE 2)

NO (GO TO A ON PAGE 2)

A. PRINCIPAL NOT AVAILABLE

The packet we mailed to your principal contained a (INSERT)-colored form from the U.S. Department of Education with instructions for preparing a list of teachers for a survey on teachers' use of technology for school and homework assignments. It is designed to be completed by the principal or his/her designee. Do you know to whom the principal would have given it?

- YES
May I have the name, title, and contact information for that person? (**GO TO DESIGNATED RESPONDENT CONTACT INFORMATION ON PAGE 5 AND RECORD INFORMATION, INCLUDING BEST AVAILABLE TIMES.**)
- NO (**CONTINUE BELOW**)

Would you please leave a message for the principal mentioning that I called about the request to prepare a list of teachers for the U.S. Department of Education survey on teachers' use of technology for school and homework assignments? When is a good time to call back?

Callback Date/Time: _____
Thank you for your time, I will call back.

B. PRINCIPAL CONTACT

Hello, my name is (YOUR NAME) and I am calling from Westat on behalf of the U.S. Department of Education regarding a packet that we recently mailed to your attention. The packet contained a (INSERT)-colored form from the U.S. Department of Education with instructions for preparing a list of teachers for a survey on teachers' use of technology for school and homework assignments. The packet also included a cover letter from the U.S. Department of Education explaining the purpose of the study, and requesting that the list of teachers be prepared. Did you receive the request for the list of teachers?

- Yes, teacher list request received (**CONTINUE WITH C BELOW**)
- No, teacher list request not received (**GO TO E ON PAGE 4**)

C. TEACHER LIST REQUEST RECEIVED

Will you prepare the teacher list yourself or have you given it to someone else?

- Yes, principal responsible (**GO TO 1 BELOW**)
- No, someone else responsible (**GO TO 2 ON PAGE 3**)

1. Have you had a chance to complete the list of teachers? (**CHECK ON**)

- Teacher list completed and returned to Westat
DATE RETURNED: _____
MODE (Mail/email/fax): _____
Thank you very much for preparing the list of teachers. We will look for your teacher list. If we do not receive it soon, we will call back to let you know.
- Still working on teacher list
We would like to have all teacher lists completed as soon as possible. Can you give us an idea of when we can expect your list of teachers?
EXPECTED DATE OF COMPLETION: _____

(CONTINUE ON PAGE 3)

Please remember that you can return the teacher list by email to XXXXXXX@westat.com, by secure fax, using our toll free fax number, 1-800-254-0984, or by mail. **Please keep a copy for your records.** We will look for your list of teachers; if we do not receive it, we will call back to let you know. What is the best time to reach you?

RECORD TIME: _____

Thank you for your time.

2. May I please have the name of the person who has been designated to complete the list of teachers, his/her title, and the best times to reach that person?

YES (GO TO DESIGNATED RESPONDENT CONTACT INFORMATION ON PAGE 5)

NO (CONTINUE WITH D BELOW)

D. REFUSED DIRECT CONTACT WITH RESPONDENT

Do you know the status of the list of teachers? (CHECK ONE)

Teacher list completed and returned to Westat
DATE RETURNED: _____
MODE (Mail/email/fax): _____

Thank you very much for completing the list of teachers. We will look for your teacher list. If we do not receive it soon, we will call back to let you know. Thank you for your time.

Respondent still working on the teacher list
We are trying to have all teacher lists completed as quickly as possible. Can you give us an idea of when we can expect your list of teachers?
EXPECTED DATE OF COMPLETION: _____

{**INTERVIEWER:** Please remind the respondent that he/she can return the teacher list by email to XXXXXXX@westat.com, by secure fax, using our toll free fax number, 1-800-254-0984, or by mail. **Also, remind him/her to keep a copy of the completed teacher list for their records.**}

We will look for your teacher list; if we do not receive it, I will call back to let you know. What is the best time to reach you?

BEST TIME: _____

Thank you for your time.

Status unknown
Will you please check on the status of the list of teachers? I will call you back to check on the status. When would be a convenient time for me to call back?

CALLBACK TIME: _____

E. TEACHER LIST REQUEST NOT RECEIVED

The survey is being conducted on behalf of the U.S. Department of Education to collect nationally representative information about public school teachers' use of technology for school and homework assignments. At this time, we need a list of teachers at your school who meet various criteria. This list of teachers will be used to select an average of two teachers per school to complete the survey. The list of teachers can be prepared by the principal or his/her designee.

Would it be possible to send the form with instructions for preparing a list of teachers directly to the person who will be preparing the teacher list? **(CHECK ONE BOX BELOW AND FOLLOW INSTRUCTIONS.)**

- NO. Send to principal **(CONTINUE BELOW; VERIFY/RECORD NAME, TITLE, AND ADDRESS ON LABEL. REQUEST FAX NUMBER OR EMAIL ADDRESS IF NEEDED. COMPLETE A REMAIL, FAX, OR EMAIL REQUEST FORM.)**

- YES. Send to designated respondent **(RECORD NAME, TITLE, ADDRESS, PHONE AND FAX NUMBERS, AND EMAIL ADDRESS IN PART II PAGE 5, DESIGNATED RESPONDENT CONTACT INFORMATION. COMPLETE A REMAIL, FAX, OR EMAIL REQUEST FORM FOR DESIGNATED RESPONDENT.)**

I will mail/fax/email the form with instructions for preparing a list of teachers out today. We are trying to obtain all completed teacher lists as soon as possible because the lists are urgently needed for sampling teachers. **(CONTINUE BELOW. BASED ON PREFERENCE, ADJUST THE SENTENCE.)**

May I please confirm your mailing address/get your fax number/get your email address? **(VERIFY OR UPDATE ADDRESS AND OBTAIN FAX NUMBER AND/OR EMAIL ADDRESS.)**

The teacher list can be returned by email to XXXXXXX@westat.com, by secure fax, using our toll free fax number, 1-800-254-0984, or by mail. When can we expect your completed list of teachers?

EXPECTED COMPLETION DATE: _____

Thank you for your time. We will look for your teacher list. **Please remember to keep a copy of the completed list for your records.**

II. DESIGNATED RESPONDENT CONTACT INFORMATION

NAME: _____

TITLE: _____

Phone #: _____
FAX #: _____
Address: _____

Time	M	T	W	TH	F
Available time					
Other time					

Comments

III. RESPONDENT CONTACT

Hello, my name is (YOUR NAME). I'm calling from Westat on behalf of the U.S. Department of Education. Your principal (GIVE NAME) referred me to you regarding the (INSERT)-colored form from the U.S. Department of Education with instructions for preparing a list of teachers for a survey on teachers' use of technology for school and homework assignments. Did you receive the request for the list of teachers?

YES (CONTINUE WITH A BELOW)

NO (GO TO B ON PAGE 7)

A. RESPONDENT RECEIVED TEACHER LIST REQUEST

Have you had a chance to complete the list of teachers?

Teacher list completed and returned to Westat
DATE RETURNED: _____
MODE (Mail/email/fax): _____

Thank you very much for completing the list of teachers. We will look for your teacher list. If we do not receive it soon, we will call back to let you know. What is the best time to reach you?

BEST TIME: _____

Thank you for your time.

Still working on teacher list
We would like to have all lists of teachers completed and returned as soon as possible. Can you give us an idea of when we can expect your teacher list?
EXPECTED DATE OF COMPLETION: _____

Please remember that you can return the teacher list by email to XXXXXXXX@westat.com, by secure fax, using our toll free fax number, 1-800-254-0984, or by mail. **Please keep a copy for your records.** We will look for your list of teachers; if we do not receive it, we will call back to let you know. What is the best time to reach you?

BEST TIME: _____

Thank you for your time.

B. TEACHER LIST REQUEST NOT RECEIVED

The survey is being conducted on behalf of the U.S. Department of Education to collect nationally representative information about public school teachers' use of technology for school and homework assignments. At this time, we need a list of teachers at your school who meet various criteria. This list of teachers will be used to select an average of two teachers per school to complete the survey. The list of teachers can be prepared by the principal or his/her designee.

I will mail/fax/email the form with instructions for preparing a list of teachers out today. We are trying to obtain all completed teacher lists as soon as possible because the lists are urgently needed for sampling teachers. **(CONTINUE BELOW. BASED ON PREFERENCE, ADJUST THE SENTENCE.)**

May I please confirm your mailing address/get your fax number/get your email address? **(VERIFY OR UPDATE ADDRESS AND OBTAIN FAX NUMBER AND/OR EMAIL ADDRESS.)**

The teacher list can be returned by email to XXXXXXXX@westat.com, by secure fax, using our toll free fax number, 1-800-254-0984, or by mail. When can we expect your completed list of teachers?

EXPECTED

COMPLETION

DATE:

Thank you for your time. We will look for your teacher list. **Please remember to keep a copy of the completed list for your records.**