Appendix A

Classroom Roster Request Form

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| --- | --- |
| Impact Evaluation of Teacher Residency Programs  **Request Form for Assigning Students to Classes**  **School Year [2021-2022/2022-2023]** |  |

In order for Mathematica to assign students to classrooms for fall [2021/2022], please do the following:

1. Complete this form (one new form for each classroom match). *A classroom match is a group of classes of the same grade and subject, between which students are to be assigned.*
2. Prepare the list/roster of students. Include each student’s first name, last name, student ID, and any student characteristics (such as gender or academic ability) you would like us to balance across classrooms. Please include student gender if there are no other characteristics you would like us to balance across classrooms.
3. Return this form and the list/roster of students using the link and instructions provided for the study’s secure file transfer site.

A. This form and the attached roster of students are for:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **School Name:** |  | | | | | | | | |
|  |  | | | | | | | | |
| **District Name:** |  | | | | | | | | |
|  |  | | | | | | | | |
| **State:** |  | | | | | | | | |
| **Class Type:** | □ **General**  (*may contain some special education or English learner students*)  □Self-contained **English learner class**  □Self-contained **bilingual class**  □ **Other (specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | **Subject(s):** | | □ English language arts  □ Math  □ Both English language arts and  math | |
|  | | | | | | | | | |
| **Grade:** *Please mark grade below. Select one only.* | | | | | | | | | |
| GRADE 3 | | GRADE 4 | | GRADE 5 | GRADE 6 | | GRADE 7 | | GRADE 8 |
| □ 3 | | □ 4 | | □ 5 | □ 6 | | □ 7 | | □ 8 |
|  | | | | | | | | | |
| **Day/Block/Family (if applicable):** | | |  | | | | | | |
|  | | |  | | | | | | |
| **Period/Time (if applicable):** | | |  | | | | | | |

B. Date classroom assignment lists should be sent back to the school: \_\_\_\_\_\_/\_\_\_\_ / 20\_\_\_\_

***month day year***

C. The attached list(s) of \_\_\_\_\_\_ students is to be divided into \_\_\_\_\_\_ classes.

***number******number***

D. Please list first and last names of lead teachers expected to teach these classes.

*Write “Unknown” if you do not know who the lead teacher will be or whether the lead teacher graduated from a teacher residency program.*

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Teacher First Name** | **Teacher Last Name** | **Residency Program Graduate? (Y/N)** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
| 6. |  |  |  |

E. ***Assignment Criteria (optional):*** Indicate up to 3 criteria (such as gender or academic ability) that must be taken into account when assigning students to classrooms. *Note: Because we are assigning students randomly, the classrooms will be automatically balanced on most criteria.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Number** | **Criterion** | **Codes Used** | **Code Meaning** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

F. ***Exceptions (optional):*** Describe any necessary exceptions to assignment lottery (*for example, students who must be assigned to different classrooms or to a particular teacher*). Such requests should not exceed 10 percent of students per class. Please clearly specify the names of the students and the assignment requests:

|  |  |
| --- | --- |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |

|  |  |  |
| --- | --- | --- |
| Impact Evaluation of Teacher Residency Programs  **Request Form for Assigning Students to Classes**  **School Year [2021-2022/2022-2023]** | ***EXAMPLE*** |  |

In order for Mathematica to assign students to classrooms for fall [2021/2022], please do the following:

1. Complete this form (one new form for each classroom match). *A classroom match is a group of classes of the same grade and subject, between which students are to be assigned.*
2. Prepare the list/roster of students. Include each student’s first name, last name, student ID, and any student characteristics (such as gender or academic ability) you would like us to balance across classrooms. Please include student gender if there are no other characteristics you would like us to balance across classrooms.
3. Return this form and the list/roster of students using the link and instructions provided for the study’s secure file transfer site.

A. This form and the attached roster of students are for:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **School Name:** | Best Elementary School | | | | | | | | |
|  |  | | | | | | | | |
| **District Name:** | Middleton District | | | | | | | | |
|  |  | | | | | | | | |
| **State:** | NJ | | | | | | | | |
| **Class Type:** | ⌧ **General**  (*may contain some special education or English learner students*)  □Self-contained **English learner class**  □Self-contained **bilingual class**  □ **Other (specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | **Subject(s):** | | □ English language arts  □ Math  ⌧ Both English language arts and  math | |
|  | | | | | | | | | |
| **Grade:** *Please mark grade below. Select one only.* | | | | | | | | | |
| GRADE 3 | | GRADE 4 | | GRADE 5 | GRADE 6 | | GRADE 7 | | GRADE 8 |
| □ 3 | | □ 4 | | ⌧ 5 | □ 6 | | □ 7 | | □ 8 |
|  | | | | | | | | | |
| **Day/Block/Family (if applicable):** | | | Tuesday-Thursday, Block 2 (10:00-11:30 AM) | | | | | | |
|  | | |  | | | | | | |
| Period/Time (If applicable): | | | 10:00-11:30 AM | | | | | | |

B. Date classroom assignment lists should be sent back to the school: **06 / 30** / **2021**

*month day year*

C. The attached list(s) of **60** students is to be divided into **3** classes.

***number******number***

D. Please list first and last names of lead teachers expected to teach these classes.

*Write “Unknown” if you do not know who the lead teacher will be or whether the lead teacher graduated from a teacher residency program.*

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Teacher First Name** | **Teacher Last Name** | **Residency Program Graduate? (Y/N)** |
| 1. | William | Shakespeare | Y |
| 2. | Jane | Austen | N |
| 3. | Alice | Walker | N |
| 4. |  |  |  |
| 5. |  |  |  |

E. ***Assignment Criteria (optional):*** Indicate up to 3 criteria (such as gender or academic ability) that must be taken into account when assigning students to classrooms. *Note: Because we are assigning students randomly, the classrooms will be balanced on most criteria automatically.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Number** | **Criterion** | **Codes Used** | **Code Meaning** |
| 1 | Gender | F | Female |
|  |  | M | Male |
| 2 | English Language Learner | Y | Yes |
|  |  | N | No |
|  |  |  |  |

F. ***Exceptions (optional):*** Describe any necessary exceptions to assignment lottery (*for example, students who must be assigned to different classrooms or to a particular teacher*). Such requests should not exceed 10 percent of students per class. Please clearly specify the names of the students and the assignment requests:

|  |  |
| --- | --- |
| 1 | **Langston Hughes** and **George Orwell** must be in separate classrooms |
| 2 | **John Steinbeck** must be placed in Mr. Shakespeare’s classroom |
| 3 | **Toni Morrison** and **Richard Wright**must NOT be separated |
| 4 |  |
| 5 |  |

***EXAMPLE EXAMPLE***

**STUDENT LIST / ROSTER** *(fictitious names listed below)*

**SCHOOL NAME:** Best Elementary School, Middleton District

**TOTAL NUMBER OF STUDENTS: 57**

**GRADE: GRADES 5**

**SUBJECT: ENGLISH LANGUAGE ARTS AND MATH Lead** Teachers are: Shakespeare, Austen, and Walker

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  |  |  |  | **Assignment Criteria** | | |  | **First name** | **Last name** | **Student ID** | **Gender  (criterion #1)** | **EL  (criterion #2)** | | 1 | Virginia | Woolf | 1000351 | F | N | | 2 | Richard | Wright | 1000452 | M | N | | 3 | Charles | Dickens | 1000600 | M | N | | 4 | Maya | Angelou | 1000601 | F | N | | 5 | George | Orwell | 1000502 | M | Y | | 6 | Alex | Haley | 1000503 | M | N | | 7 | John | Steinbeck | 1000901 | M | Y | | 8 | Phillis | Wheatley | 1000111 | F | N | | 9 | Langston | Hughes | 1000250 | M | N | | 10 | Agatha | Christie | 1000605 | F | N | | 11 | W.E.B. | Du Bois | 1000559 | M | N | | 12 | Toni | Morrison | 1000669 | F | N | | 13 | Octavia | Butler | 1000999 | F | N | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | | 51 | Lorraine | Hansberry | 1000667 | F | Y | | 52 | Zora Neale | Hurston | 1000553 | F | Y | | 53 | Ernest | Hemmingway | 1000523 | M | N | | 54 | James | Joyce | 2000783 | M | N | | 55 | August | Wilson | 9000900 | M | N | | 56 | James | Baldwin | 2000352 | M | N | | 57 | Kurt | Vonnegut | 3000651 | M | N | |