

OMB No. 1850-0960

Exp. Date 04/30/2024

## Impact Evaluation of Teacher Residency Programs District Cost Workbook

### Introduction and Instructions

*Please scroll down to read all instructions.*

The Impact Evaluation of Teacher Residency Programs will examine whether teacher residency programs are a cost-effective approach for districts seeking to fill teacher shortages and improve student achievement. This workbook collects information on the cost of partnering with a teacher residency program.

The time required to complete the entire workbook is estimated to be a total of 2.5 hours, including time to meet with the study team for a 20-minute orientation call, search existing data resources, gather the data needed, complete the workbook, and review the information with a study team member.

### How is the workbook organized?

The workbook is divided into six sections, labeled A through G. Each section appears as a separate worksheet in the workbook. Section A asks general questions about your district. Sections B through G ask about specific types of costs. You can access each section by clicking on the tabs at the bottom of this page. Please complete the questions in all sections. Please save your file after completing each section.

### What time period does the workbook cover?

Please report costs for the most recently completed fiscal year (generally July 1, 2021 – June 30, 2022), or the fiscal year that includes the 2021-2022 school year.

### What information will I need to complete the workbook?

You will need information about the district's expenditures and resource use related to residency program partnerships and teacher hiring and support for graduates of all types of teacher certification programs (including traditional teacher preparation programs and alternative certification programs). Please use actual expenditure records rather than budgets when gathering information to answer workbook questions. Information from budgets does not always represent actual expenditures.

Please include all relevant expenditures, whether they are funded by the state or federal government or private funds.

### Who should complete the workbook?

A person who is familiar with program expenditures and accounting records, such as a financial director, business manager, or whomever oversees the partnership with the residency program(s) in the district should have primary responsibility for completing the workbook. This person may need to consult with other people to gather information required to address some questions.

### How will data be used?

Per the policies and procedures required by the Education Sciences Reform Act of 2002, Title I, Part E, Section 183, responses to this data collection will be used only for research purposes. Information gathered through this workbook will be used to help estimate the costs of activities related to partnering with teacher residency programs across the national sample of districts and residency programs included in the study. The information in this study will be used only in ways that will not reveal who you are or identify your district. Neither you, your district, or your teacher residency program partners will be identified in any publication from this study. The goal of this workbook is to produce a report on an overall estimate of the cost of partnering with teacher residency programs, and we will not report separate district estimates.

### Thank you for your participation in this important study.

This workbook was prepared by Mathematica with support from the Institute of Education Sciences.

Please email your completed workbook to [teacherresidencystudy@mathematica-mpr.com](mailto:teacherresidencystudy@mathematica-mpr.com). We will discuss your responses and any questions in our follow-up interview.

By placing an "X" in the box to the left, I agree that I understand the purpose of this study, including any privacy assurances, and that my participation is completely voluntary.

## SECTION A: YOUR DISTRICT

This section requests basic information about your district and the time period for cost information you provide. Please review the pre-populated information and complete all blank entries.

DISTRICT ID (to be entered by Mathematica staff)

### A1. What is the name and address of your district?

District name:

District address:

### A2. Please provide contact information for the person primarily responsible for completing this workbook.

Name:

Position/Title:

Email:

Telephone:

### A3. Please provide the name(s) and contact information for any additional people who helped complete this workbook.

### A4. What is the period for which you are reporting costs (the "reporting period")? This period should be the 12 months of your district's most recently completed fiscal year (FY), or the FY that includes the 2021-2022 school year.

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### A5. Please list any teacher residency programs that your district partners with and the number of residents hosted by your district in the last fiscal year. Teacher residency programs are typically developed as a partnership between a school district and a local institution of higher education. Residency programs usually have a longer clinical placement than found in most traditional or alternative programs, generally at least a full school year, with residents working under the guidance of an experienced, expert mentor (or cooperating) teacher before they complete the program and become a teacher of record.

Please include all residents the district hosted last year, even if they weren't in the classroom for the full school year (for example, their yearlong residency experience was only one semester, or it began in the spring of one school year and ended in the fall of the following school year).

<b>Program 1 name</b>	[Enter program name]
<b>Program 2 name</b>	[Enter program name or delete this text if not applicable]
<b>Program 3 name</b>	[Enter program name or delete this text if not applicable]

<b>Residents hosted last FY</b>	[Enter number]
<b>Residents hosted last FY</b>	[Enter number]
<b>Residents hosted last FY</b>	[Enter number]

**A6. If any unusual circumstances affected costs during the reporting period you indicated (for example, unusually high mentor teacher turnover or major changes in district or residency program operations), please use the space below to describe them.**

[Click here and start typing.]

**PLEASE SAVE AND CONTINUE TO THE NEXT SECTION.**

**SECTION B: FEES DISTRICT PAID TO RESIDENCY PROGRAM(S) IN THE LAST FISCAL YEAR**

This section asks about the annual fees districts paid to residency programs in the last fiscal year.

**B1. Please list annual fees districts paid to residency program(s) in the last fiscal year.**

This might include a per-person or headhunter fee instead of direct contributions for particular costs (such as residents' stipends). Please do not include direct contributions for specific costs (such as residents' stipends), as that information will be collected later in this workbook. You may report the amount paid per resident or the total amount paid for all residents combined -- just indicate your choice in the column to the right. If your district did not pay any fees directly to a residency program in the last fiscal year, please enter "\$0".

	[Enter program name]	[Enter program name or delete this text if not applicable]	[Enter program name or delete this text if not applicable]	Per resident or All residents combined
Fees district paid to program	[Enter dollar amount]	[Enter dollar amount]	[Enter dollar amount]	[Click here, then click arrow on bottom right to select Per resident or All residents combined]
Description of what the fees cover	[Click here and start typing]	[Click here and start typing]	[Click here and start typing]	

**SECTION C: STIPEND AND BENEFITS DISTRICT PAID TO RESIDENTS IN THE LAST FISCAL YEAR**

This section asks about any monetary compensation and benefits that the district paid directly to residents in the last fiscal year. Do not include any stipends or benefits that the residency program paid.

Please scroll down to answer questions.

**C1. Direct monetary compensation (if any) district paid to residents in the last fiscal year**

Direct monetary compensation might include a stipend or salary that the district paid directly to residents during their residency, or a bonus paid to residency graduates when they are hired as a teacher of record. You may report the amount paid per resident or the total amount paid for all residents combined -- just indicate your choice in the column to the right. If your district did not directly provide monetary compensation to residents in the last fiscal year, please enter "\$0". If the residency program pays a stipend to residents from its own budget, please do **not** include that. If a resident is employed by the district while they are completing the residency, but for a separate job (e.g. bus driver, cafeteria worker, secretary, etc.), do **not** count the non-residency salary either.

	[Enter program name]	[Enter program name or delete this text if not applicable]	[Enter program name or delete this text if not applicable]	Select Per resident or All residents combined
Monetary compensation district paid directly to residents <u>during their residency</u>	[Enter dollar amount]	[Enter dollar amount]	[Enter dollar amount]	<i>[Click here, then click arrow on bottom right to select Per resident or All residents combined]</i>
Monetary bonus district paid to residency graduates <u>when they are hired as a teacher of record</u>	[Enter dollar amount]	[Enter dollar amount]	[Enter dollar amount]	<i>[Click here, then click arrow on bottom right to select Per resident or All residents combined]</i>

**SECTION D: SUPERVISED TEACHING AND COURSEWORK FOR RESIDENCY PROGRAMS IN THE LAST FISCAL YEAR**

This section asks about the mentor teacher component of the teacher residency program. The mentor or cooperating teacher maintains ultimate responsibility for the classroom of the resident. A mentor or cooperating teacher has teaching experience or expertise and typically provides information, advice, support, coaching, and feedback to residents. This section also asks if any district staff are involved in contributing to the residency program's coursework.

Please scroll down to answer questions.

**D1. Background information on mentor teachers**

	[Enter program name]	[Enter program name or delete this text if not applicable]	[Enter program name or delete this text if not applicable]
Number of teachers who served as mentor teachers for residency programs in the last fiscal year:	[Enter number]	[Enter number]	[Enter number]
Number of residents assigned to each mentor, on average:	[Enter number]	[Enter number]	[Enter number]
Number of months residents spent with their mentor teacher in the last school year (on average):	[Enter number]	[Enter number]	[Enter number]

**D2. Hours spent recruiting and selecting mentor teachers by district staff type in the last fiscal year**

Please list the total number of hours that all staff of each type spent recruiting and selecting mentor teachers for residency programs.

In this section, you have two options for how you would like to report this information. In **option 1**, you can report the amount of hours spent by staff type for each partner teacher residency program. In **option 2**, you can report on the total hours spent by staff type across all programs.

*In the example in the first row, the respondent has selected to report using option 1. Last fiscal year, 10 district principals (who fall in the administrator category) spent 2 hours per year (or 20 hours total across all 10 of them) recruiting and selecting mentor teachers for the first residency program, and 1 hour per year (or 10 hours total across all 10 of them) recruiting and selecting mentor teachers for the second residency program.*

For descriptions of staff and residency program types, please scroll to the bottom of this sheet.

Staff type	Option 1: Report hours by program			Option 2: Report total hours
	Hours spent recruiting and selecting mentor teachers in [Enter program name]	Hours spent recruiting and selecting mentor teachers in [Enter program name or delete this text if not applicable]	Hours spent recruiting and selecting mentor teachers in [Enter program name or delete this text if not applicable]	Total hours spent recruiting and selecting teachers across all teacher residency programs
<b>EXAMPLE: Administrator</b>	20.00	10.00	0.00	
[Click here, then click arrow and select]				
[Click here, then click arrow and select]				
[Click here, then click arrow and select]				
[Click here, then click arrow and select]				
[Click here, then click arrow and select]				
[Click here, then click arrow and select]				

**D3. Hours spent training mentor teachers by district staff type in the last fiscal year**

Please list the total number of hours that all staff of each type spent training mentor teachers for residency programs.

In this section, you have two options for how you would like to report this information. In **option 1**, you can report the amount of hours spent by staff type for each partner teacher residency program. In **option 2**, you can report on the total hours spent by staff type across all programs.

*In the example in the first row, the respondent has selected to report using option 2. Last fiscal year, 10 district principals (who fall in the administrator category) offered a 2-hour training for mentor teachers in two different residency programs.*

For descriptions of staff and residency program types, please scroll to the bottom of this sheet.

Staff type	Option 1: Report hours by program			Option 2: Report total hours
	Hours spent conducting mentor teacher training [Enter program name]	Hours spent conducting mentor teacher training [Enter program name or delete this text if not applicable]	Hours spent conducting mentor teacher training [Enter program name or delete this text if not applicable]	Total hours spent conducting mentor teacher training across all teacher residency programs
<b>EXAMPLE: Administrator</b>				20.00
[Click here, then click arrow and select]				
[Click here, then click arrow and select]				
[Click here, then click arrow and select]				
[Click here, then click arrow and select]				
[Click here, then click arrow and select]				

[Click here, then click arrow and select]

**D4. Please use the table below to provide information on your district's expenditures on training mentor teachers for residency programs during the last fiscal year.**

Fees paid for training mentor teachers might include:

- Fees paid for training workshops
- Fees paid to training consultants or providers
- Fees for professional training provided by state or local agencies
- Purchases of training curricula and other materials
- Payments or subsidies for courses that staff take for educational credit (for example, college or university courses)

If the residency program pays fees or travel allowances to mentor teachers from its own budget, please do **not** include those.

You may report the amount paid per mentor teacher or the total amount paid for all mentor teachers combined -- just indicate your choice in the column to the right.

Item/expense	[Enter program name]	[Enter program name or delete this text if not applicable]	[Enter program name or delete this text if not applicable]	Select Per teacher or All teachers combined
Fees	[Enter dollar amount]	[Enter dollar amount]	[Enter dollar amount]	[Click here, then click arrow on bottom right to select Per teacher or All teachers combined]
Staff travel allowances	[Enter dollar amount]	[Enter dollar amount]	[Enter dollar amount]	[Click here, then click arrow on bottom right to select Per teacher or All teachers combined]

**D5. Compensation for mentor teachers in the last fiscal year, per mentor teacher**

Please list the total value of any monetary compensation and benefits provided to mentor teachers. This might include monetary compensation, payments for continuing education credits, hours of teaching relieved from in exchange for mentoring, payments for additional time spent mentoring outside the instructional day, or other benefits. If the residency program pays benefits to mentor teachers from its own budget, please do **not** include those. If your district did not provide any of these types of benefits in the last fiscal year, please enter "\$0".

You may report the amount paid per mentor teacher or the total amount paid for all mentor teachers combined -- just indicate your choice in the column to the right.

	[Enter program name]	[Enter program name or delete this text if not applicable]	[Enter program name or delete this text if not applicable]	Select Per teacher or All teachers combined
Total value of monetary compensation and benefits provided to mentor teachers	[Enter dollar amount]	[Enter dollar amount]	[Enter dollar amount]	[Click here, then click arrow on bottom right to select Per teacher or All teachers combined]
If you listed a total benefit value, which benefits were included in the total amount?	[Click here and start typing]	[Click here and start typing]	[Click here and start typing]	

**D6. Hours spent contributing to residency program coursework by district staff type in the last fiscal year**

By contributing to program coursework, we mean identifying coursework needs or designing or delivering coursework at the residency program's partner college or university. This should exclude any time that staff spend mentoring residents as part of the supervised teaching and mentorship experience.

Please list the total number of hours that **all** staff of each type spend on contributing to residency program coursework.

In this section, you have two options for how you would like to report this information. In **option 1**, you can report the amount of hours spent by staff type for each partner teacher residency program. In **option 2**, you can report on the total hours spent by staff type across all programs. If you are using option 1, the total will automatically be calculated for option 2.

*In the example in the first row, the respondent selected option 1 and reported that 2 teachers spent 25 hours per year each (or 50 hours total) contributing to program coursework for one residency program.*

For descriptions of staff types, please scroll to the bottom of this sheet.

	Option 1: Report hours by program			Option 2: Report total hours
Staff type	Hours spent contributing to program coursework for [Enter program name]	Hours spent contributing to program coursework for [Enter program name or delete this text if not applicable]	Hours spent contributing to program coursework for [Enter program name or delete this text if not applicable]	Total hours spent contributing to program coursework across all teacher residency programs

<b>EXAMPLE: Teaching staff</b>	<b>50.00</b>	<b>0.00</b>	<b>0.00</b>	
<i>[Click here, then click arrow and select]</i>				
<i>[Click here, then click arrow and select]</i>				
<i>[Click here, then click arrow and select]</i>				
<i>[Click here, then click arrow and select]</i>				
<i>[Click here, then click arrow and select]</i>				
<i>[Click here, then click arrow and select]</i>				

PLEASE SAVE AND CONTINUE TO THE NEXT SECTION.



**SECTION E: RECRUITING CANDIDATES FOR RESIDENCY PROGRAMS AND HIRING TEACHERS OF RECORD IN THE LAST FISCAL YEAR**

This section asks about district staff time spent to recruit and select teacher candidates into residency programs. We also ask about any difference in the amount of time spent hiring candidates from different teacher certification programs as teachers of record in the district.

Please scroll down to answer questions.

**E1. Hours spent recruiting and selecting candidates for residency programs by district staff type in the last fiscal year**

By recruiting and selecting, we mean any and all time spent identifying district recruiting goals for the program, helping to recruit candidates into the programs, monitoring programs' progress toward recruiting goals, or screening and interviewing candidates for the programs. If district staff had no involvement in recruiting and selecting candidates into residency programs, please enter zeroes. Please list the total number of hours that all staff of each type spent on recruiting and selecting residency graduates.

In this section, you have two options for how you would like to report this information. In **option 1**, you can report the amount of hours spent by staff type for each partner teacher residency program. In **option 2**, you can report on the total hours spent by staff type across all programs.

*In the example in the first row, the respondent reported using option 1 that 8 human resources specialists (who fall in the administrator category) spent 50 hours per year (or 400 hours total across all 8 of them) recruiting and selecting candidates for the first residency program. They did not work with any other residency programs.*

For descriptions of staff types, please scroll to the bottom of this sheet.

Staff type	Option 1: Report hours by program			Option 2: Report total hours
	Hours spent working with [Enter program name] to recruit and select candidates for the program	Hours spent working with [Enter program name or delete this text if not applicable] to recruit and select candidates for the program	Hours spent working with [Enter program name or delete this text if not applicable] to recruit and select candidates for the program	Total hours spent recruiting and selecting teachers across all teacher residency programs
<i>EXAMPLE: Administrator</i>	400.00	0.00	0.00	
<i>[Click here, then click arrow and select]</i>				
<i>[Click here, then click arrow and select]</i>				
<i>[Click here, then click arrow and select]</i>				
<i>[Click here, then click arrow and select]</i>				
<i>[Click here, then click arrow and select]</i>				

**E2. Number of teachers hired as teachers of record from teacher residency programs in the last fiscal year**

If you did not hire any teachers of record for a certain certification program in the last fiscal year, please put "0" for that column. Additionally, if you are partnering with a new teacher residency program that has not graduated any residents yet, please put "0." If an existing teacher of record completed a residency program (for example, they were uncertified previously but completed a residency to become certified), please do not count them as a new hire; however, if a previous teacher of record left the district to attend a residency program and then was rehired back into the district, please do count them.

For the definition of teacher certification program types, please scroll to the bottom of this sheet.

	[Enter program name]	[Enter program name or delete this text if not applicable]	[Enter program name or delete this text if not applicable]
Total teachers of record hired from residency programs in the last fiscal year	[Enter number here]	[Enter number here]	[Enter number here]

**E3. Number of teachers hired as teachers of record from traditional and alternative certification programs in the last fiscal year (excluding residency graduates)**

If you did not hire any teachers of record for a certain certification program in the last fiscal year, please put "0" for that column.

In this section, you have two options for how you would like to report this information. Please use **Option 1** if you are able to differentiate between the number of teachers hired from traditional teacher preparation programs and alternative certification programs. Please use **Option 2** if you are unable to differentiate between hires from different programs. Do not include teacher residency graduates in these counts.

For the definition of teacher certification program types, please scroll to the bottom of this sheet.

	Option 1: Report hires by certification type (excluding residency grads)		Option 2: Report total hires (excluding residency grads)
	Traditional teacher preparation programs	Alternative certification programs	Traditional and alternative certification programs
Total teachers of record hired from in the last fiscal year	[Enter number here]	[Enter number here]	[Enter number here]

**E4. Variation in hours spent hiring teachers of record from different types of teacher certification programs in the last fiscal year, per teacher**

On average per each teacher hired, was the total amount of staff time spent on hiring candidates from teacher residency programs higher, lower, or the same as the amount of time that these staff spent on hiring teachers of record from traditional certification programs?	[Click here, then click arrow on bottom right to select answer]
On average per each teacher hired, was the total amount of staff time spent on hiring candidates from teacher residency programs higher, lower, or the same as the amount of time that these staff spent on hiring teachers of record from alternative certification programs?	[Click here, then click arrow on bottom right to select answer]

PLEASE SAVE AND CONTINUE TO THE NEXT SECTION.

**SECTION F. PROFESSIONAL DEVELOPMENT PROVIDED TO TEACHERS OF RECORD HIRED FROM RESIDENCY PROGRAMS AND OTHER TEACHER PREPARATION PROGRAMS IN THE LAST FISCAL YEAR**

This section asks about differences in professional development (PD) provided to teachers from different teacher certification programs and experience levels. By professional development, we mean formal mentoring or coaching, group trainings, professional learning community meetings, and the like.

**F1. Differences in mandatory PD for teachers of record based on their teacher certification program type**  
For the following questions, please report on mandatory, district-level PD.

*For the definition of teacher certification program types, please scroll to the bottom of this sheet.*

Are there any differences in the amount of <u>mandatory</u> PD that your district provides to residency graduates versus teachers who graduated from other teacher certification programs?	[Click here, then click arrow on bottom right to select answer]
If so, are there differences in the amount of <u>mandatory</u> PD that the district provides to residency graduates versus other teachers in their <u>first two years of teaching</u> as a teacher of record?	[Click here, then click arrow on bottom right to select answer]
If so, are there differences in the amount of <u>mandatory</u> PD that the district provides to residency graduates versus other teachers in their <u>third year of teaching</u> as a teacher of record or beyond ?	[Click here, then click arrow on bottom right to select answer]

**F2. Differences in voluntary PD for teachers of record based on their teacher certification program type**  
For the following questions, please report on voluntary, district-level PD.

*For the definition of teacher certification program types, please scroll to the bottom of this sheet.*

Are there any differences in the amount of <u>voluntary</u> PD that your district provides to residency graduates versus teachers who graduated from other teacher certification programs?	[Click here, then click arrow on bottom right to select answer]
If so, are there differences in the amount of <u>voluntary</u> PD that the district provides to residency graduates versus other teachers in their <u>first two years of teaching</u> as a teacher of record?	[Click here, then click arrow on bottom right to select answer]
If so, are there differences in the amount of <u>voluntary</u> PD that the district provides to residency graduates versus other teachers in their <u>third year of teaching</u> as a teacher of record or beyond ?	[Click here, then click arrow on bottom right to select answer]

**F3. Differences in PD for teachers of record based on their effectiveness rating**

Do teachers receive different amounts of PD based on their effectiveness?	[Click here, then click arrow on bottom right to select answer]
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**SECTION G: OTHER COSTS IN THE LAST FISCAL YEAR**

This section asks about any other costs associated with hiring residency program graduates in the last fiscal year not covered elsewhere in this workbook.

**G1. Please list any other costs associated with hiring residency program graduates.**

Please do not include direct contributions for specific costs (such as residents' stipends) that were covered elsewhere in this workbook or that the residency program pays. Other costs might include a residency program graduation ceremony funded by the district or costs that the district pays to reimburse residency graduates for attending out-of-town PD. If you did not have any other costs, please enter "\$0".

You may report the amount paid per teacher, or the total amount paid for all teachers combined -- just indicate your choice in the column to the right.

For the definition of teacher certification program types, please scroll to the bottom of this sheet.

	[Enter program name]	[Enter program name or delete this text if not applicable]	[Enter program name or delete this text if not applicable]	Select Per teacher or All teachers combined
Other costs 1 - Specify below	[Enter dollar amount]	[Enter dollar amount]	[Enter dollar amount]	[Click here, then click arrow on bottom right to select Per teacher or All teachers combined]
Other costs 2 - Specify below	[Enter dollar amount]	[Enter dollar amount]	[Enter dollar amount]	[Click here, then click arrow on bottom right to select Per teacher or All teachers combined]
Other costs 3 - Specify below	[Enter dollar amount]	[Enter dollar amount]	[Enter dollar amount]	[Click here, then click arrow on bottom right to select Per teacher or All teachers combined]

**If you listed another cost, please specify:**

If you listed Other 1, please specify:	[Click here and start typing]
If you listed Other 2, please specify:	[Click here and start typing]
If you listed Other 3, please specify:	[Click here and start typing]

**G2. Please list any other costs associated with hiring program graduates from other certification programs**

Please do not include direct contributions for specific costs that were covered elsewhere in this workbook. If you did not have any other costs, please enter "\$0".

You may report the amount paid per teacher, or the total amount paid for all teachers combined -- just indicate your choice in the column to the right.

For the definition of teacher certification program types, please scroll to the bottom of this sheet.

	Traditional teacher preparation programs	Alternative certification preparation programs	Select Per teacher or All teachers combined
Other costs 1 - Specify below	[Enter dollar amount]	[Enter dollar amount]	[Click here, then click arrow on bottom right to select Per teacher or All teachers combined]
Other costs 2 - Specify below	[Enter dollar amount]	[Enter dollar amount]	[Click here, then click arrow on bottom right to select Per teacher or All teachers combined]
Other costs 3 - Specify below	[Enter dollar amount]	[Enter dollar amount]	[Click here, then click arrow on bottom right to select Per teacher or All teachers combined]

**If you listed another cost, please specify:**

If you listed Other 1, please specify:	[Click here and start typing]
If you listed Other 2, please specify:	[Click here and start typing]
If you listed Other 3, please specify:	[Click here and start typing]