

FORM **SASS-16**
9-15-97)

U.S. Department of Education
National Center for Education Statistics

**TEACHER LISTING FORM
FOR
PUBLIC AND PRIVATE SCHOOLS
SCHOOLS AND STAFFING SURVEY
1997-98**

Conducted by:
U.S. Department of Commerce
Bureau of the Census

NOTICE – This report is authorized by law (20 U.S. Code 1221e). Your answers will be kept confidential and will be used only for statistical purposes.

(Please correct any errors in name, address, and ZIP Code.)

Note: If this school's grade range differs from the grade range printed above, please call the Census Bureau toll free at 1-800-579-8520.



Remarks

1. Is the institution named on the cover page a school that has ONLY prekindergarten, kindergarten, and/or postsecondary students?

Yes No

2. Is the institution named on the cover page a school district?

Yes No

3. Is the institution named on the cover page an administrative (and not a school) unit within a school district?

Yes No

If you answered "Yes" to any of the above questions, call 1-800-579-8520.

4. Your name

Title

Telephone number

Please record the current date

Read ALL instructions before listing teachers.

If you need assistance, please call the Census Bureau toll free at 1-800-579-8520. Please return this form within 2 weeks in the enclosed envelope.

1. HOW ARE COLUMNS (f)-(o) COMPLETED?

Mark (X) in only ONE of columns (f)-(o) to indicate the school level and subject taught by the teacher.

If a teacher teaches only students in grade 7 or above, mark the appropriate subject column under "Secondary."

If a teacher teaches only students in grade 6 or below, mark the appropriate subject column under "Elementary."

If a teacher teaches both elementary and secondary students at this school, mark (X) in the appropriate column under the level (Elementary or Secondary) at which the teacher teaches the greater number of classes.

If an elementary teacher teaches a departmental class, e.g., music, art, reading, math or science, mark (X) in column (h) ("Other") under "Elementary." Mark "General elementary" only for elementary teachers who teach in self-contained classes (i.e., teach the same class of students all day or most of the day).

If a secondary teacher teaches a self-contained class, mark (X) in column (o) ("Other") under "Secondary."

If a secondary teacher teaches two or more subjects equally, mark the column for the subject the teacher is most qualified to teach.

2. Starting on page 5, list the teachers at this school who teach students **in the grade range** shown on the cover page.

INCLUDE ON THE LIST

- Full-time teachers
- Part-time teachers (including those who may teach only one class each week)
- Persons **who teach** a regularly scheduled class but whose main assignment is:
 - Principal or vice principal
 - Guidance counselor
 - Speech therapist
 - Librarian
 - Psychologist
 - School nurse
- Special education teachers
- Art teachers
- Physical education teachers
- Music teachers
- Vocational/technical education teachers
- Itinerant teachers (who teach at more than one school)
- Co-op, traveling and satellite teachers
- Long-term substitute teachers (fill the role of a regular teacher for 4 weeks or more)

OMIT FROM THE LIST

- Persons **who do not teach** any regularly scheduled classes and whose main assignment is:
 - Principal or vice principal
 - Guidance counselor
 - Speech therapist
 - Librarian
 - Psychologist
 - School nurse
- Teacher aides
- Prekindergarten teachers who teach **only** prekindergarten students
- Postsecondary and adult education teachers who teach **only** postsecondary and adult education students
- Short-term substitute teachers
- Student teachers
- Day care aides

Enter the month (April, May, or June) and day this school will close at the end of the 1997-1998 school year. →

Month Day

1

2

Line number (a)	Name of teacher – Last, first name (b)	Race/Ethnicity 1–American Indian or Alaska Native 2–Asian or Pacific Islander 3–Hispanic (can be any race) 4–Black (non-Hispanic) 5–White (non-Hispanic) Enter a code for each teacher. (c)	New Enter an "N" if the teacher's total years in the teaching profession at all schools and school districts (not just their current school/district) is less than 3 years, not counting this school year. (d)	Bilingual/ESL/ESOL Mark (X) if applicable. Bilingual teachers use native language to instruct students with limited English proficiency. English as a Second Language (ESL) and English for Speakers of Other Languages (ESOL) teachers provide intensive instruction in English to students who have limited English proficiency. Note: Do not include regular foreign language teachers as Bilingual, ESL, or ESOL teachers. (e)	Mark (X) in ONLY ONE of columns (f) through (o).															
					ELEMENTARY K-6			SECONDARY 7-12												
					General elementary (f)	Special education (g)	Other (h)	Math (i)	Science (j)	English (k)	Social studies (l)	Vocational education (m)	Special education (n)	Other (o)						
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