

U.S. DEPARTMENT OF EDUCATION  
NATIONAL CENTER FOR EDUCATION STATISTICS

Conducted by:  
U.S. DEPARTMENT OF COMMERCE  
Economics and Statistics Administration  
U.S. CENSUS BUREAU

# TEACHER LISTING FORM FOR PUBLIC AND PRIVATE SCHOOLS SCHOOLS AND STAFFING SURVEY 2007-08 SCHOOL YEAR



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

**SCHOOL**

**GRADE  
RANGE**

**NOTICE**

**Please return this form within 2 weeks in the enclosed envelope.**

**This survey is authorized by Title 1, Part E, Sections 151(b) and 153(a) of Public Law 107-279, the Education Sciences Reform Act of 2002.**

FORM **SASS-16**  
(2-27-2007)

**DEAR PRINCIPAL:**

► **Why does the National Center for Education Statistics (NCES) conduct the Schools and Staffing Survey (SASS)?**

- 🍏 The SASS is designed to measure critical aspects of schooling and teaching, the composition of the principal and teacher work force, and conditions in schools.

► **What do you need from my school?**

- 🍏 A list of all of the full-time and part-time teachers who teach at this school.
- 🍏 Please see the reference card on page 4 for important information about the listing form.
- 🍏 **A removable reference card is printed on the last page of this listing form.**

► **What happens to the information I report?**

- 🍏 A sample of teachers will be selected for the Teacher Survey component of SASS. The selected teachers will receive the Teacher Questionnaire which asks for information on their educational background, work experience, and attitudes toward teaching.

► **Why is my school's participation important?**

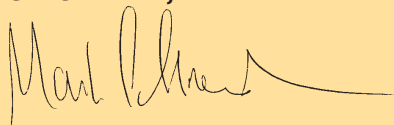
- 🍏 Only a small number of schools is selected to participate in SASS. Therefore, your school represents many other schools.

► **How does NCES protect the confidentiality of the information I provide?**

- 🍏 All survey information collected will be presented as aggregated figures only, with no individually-identifying information.

**THANK YOU FOR YOUR COOPERATION.**

**SINCERELY,**



**MARK SCHNEIDER  
COMMISSIONER FOR EDUCATION STATISTICS  
OFFICE OF THE COMMISSIONER  
NATIONAL CENTER FOR EDUCATION STATISTICS**

**For this survey, a school:**

- Has one or more teachers who provide instruction to students,
- Has students in one or more of grades 1 – 12 (or the equivalent),
- Has its own principal/administrator even if it shares a building with another school or institution,
- Is in operation during the 2007–08 school year, and
- Is NOT primarily a post–secondary or adult basic education institution.

**Is the institution named on the cover page a school?**

☐ No

**If you answered "No," or have questions, it is very important that you call the U.S. Census Bureau toll free at 1-888-262-5934.**

**Is the grade range listed on the cover page correct?**

☐ No

**If you answered "No," enter the correct grade range for your school.**

Low Grade

High Grade

**In case we have questions about any of your responses, please print your name, title, and work telephone number on the lines below.**

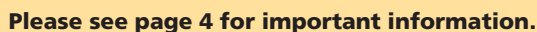
YOUR NAME:


**TITLE:**

WORK TELEPHONE NUMBER

**How much time did it take to complete this form, not counting interruptions?**

## Minutes



**Call  1-888-262-5934 toll free if you need assistance filling out the rest of this form. The office hours are 7:00 AM – 5:00 PM Eastern Time.**

## REFERENCE CARD

***Please read this reference card before continuing.  
A removable reference card is printed on the last page of this booklet.***

### INCLUDE ON THE TEACHER LIST

#### **Regular Classroom Teachers**

- Chemistry, English, math, physical education, history, etc.

#### **Special Education Teachers**

- Teach special education classes to students with disabilities.

#### **General Elementary Teachers**

- Teach self-contained classes in any of grades K–8, i.e., teach the same class of students all or most of the day, unless they teach special education students, in which case see the category above.
- Team-teaching, i.e., two or more teachers collaborate in teaching multiple subjects to the same class of students.
- Include kindergarten teachers.

#### **Vocational/Technical Education Teachers**

- Teach typing, business, agriculture, life skills, home economics as well as any other vocational or technical classes.

#### **Teaching principals, teaching guidance counselors, teaching librarians, teaching school nurses**

- Include any staff members who teach **at least one regularly scheduled class per week.**

For example:

If a librarian teaches a regularly scheduled class in math once a week, include her in the "Math" category, but if she only teaches groups of students library skills or how to use the library, do NOT include her on the form.

#### **Teachers of Ungraded Students**

#### **Itinerant, Co-op, Traveling, and Satellite Teachers**

- Teach at more than one school and may OR may not be supervised by someone at your school.

#### **Current Long-Term Substitute Teachers**

- Currently filling the role of a regular teacher for 4 or more continuous weeks.

#### **Other teachers who teach students in any of grades K–12**

- If a teacher teaches pre-kindergarten and any other grade between K–12, answer the questions **ONLY** for the time the teacher spends teaching any grades K–12.

### OMIT FROM THE TEACHER LIST

#### **Prekindergarten teachers who teach ONLY prekindergarten students**

#### **Adult Education and Postsecondary Teachers**

- If they teach **ONLY** adult education or students beyond grade 12.

#### **Short-term Substitute Teachers**

- Fill the role of a regular teacher for less than 4 continuous weeks.

#### **Student Teachers**

#### **Day Care Aides**

#### **Teacher Aides**

#### **Librarians who teach ONLY library skills or how to use the library**

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Line number	(a) <b>Teacher's Name</b>		(b) <b>Subject Matter Taught</b>								(c) <b>Teaching Status at This School</b>	(d) <b>Teaching Experience at This or Any Other School</b>	(e) <b>Teacher Status for Next School Year</b>	
	Please list all of the full-time and part-time teachers who TEACH at THIS SCHOOL.  List each teacher only once.  Please see the reference card for important information about itinerant teachers, substitute teachers, librarians, principals, and other staff that may teach at your school.  *Line Ex. is an example of a full-time art teacher who is in his first year of teaching, and is likely to teach at this school next year.		Mark (X) the column which corresponds to the subject taught <b>most</b> by the teacher. If the teacher teaches <b>two or more subjects equally</b> , mark (X) <b>all of the columns that apply</b> .  Mark the "Other" subject matter column for teachers who teach art, foreign language, music, physical education, English as a second language and any other remaining subjects.								Enter the letter which corresponds to the teaching status of each teacher at this school.  Include as part-time: Itinerant teachers who teach full-time in this or other school districts but part-time in your school.  Teachers who perform other functions in this school in addition to part-time teaching. For example, a teaching guidance counselor should be counted as a part-time teacher.  <b>A</b> – Full time <b>B</b> – Part time	Enter the letter which corresponds to each teacher's experience at this or any other school.  <b>A</b> – 3 years or less <b>B</b> – 4–19 years <b>C</b> – 20 or more years	Do you think it is likely that this teacher will be teaching in THIS school next school year?  <i>Mark (X) in the column that applies.</i>	
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<b>* Ex.</b>	Andrew	Shaffer								X	A	A	X	
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	Please list all of the full-time and part-time teachers who TEACH at THIS SCHOOL.  List each teacher only once.  Please see the reference card for important information about itinerant teachers, substitute teachers, librarians, principals, and other staff that may teach at your school.		Mark (X) the column which corresponds to the subject taught <b>most</b> by the teacher. If the teacher teaches <b>two or more subjects equally</b> , mark (X) <b>all of the columns that apply</b> .  Mark the "Other" subject matter column for teachers who teach art, foreign language, music, physical education, English as a second language and any other remaining subjects.								Enter the letter which corresponds to the teaching status of each teacher at this school.  Include as part-time: Itinerant teachers who teach full-time in this or other school districts but part-time in your school.  Teachers who perform other functions in this school in addition to part-time teaching. For example, a teaching guidance counselor should be counted as a part-time teacher.  <b>A</b> – Full time <b>B</b> – Part time	Enter the letter which corresponds to each teacher's experience at this or any other school.  <b>A</b> – 3 years or less <b>B</b> – 4–19 years <b>C</b> – 20 or more years	Do you think it is likely that this teacher will be teaching in THIS school next school year?  <i>Mark (X) in the column that applies.</i>	
	First	Last	Special education (1)	General elementary (2)	Math (3)	Science (4)	English/Language arts (5)	Social studies (6)	Vocational/Technical (7)	Other (8)			Yes	No
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Please tear off this reference card to use while completing the survey.

## REFERENCE CARD

*Please use this guide when listing teachers.*

### INCLUDE ON THE TEACHER LIST

- **Regular Classroom Teachers**
  - Chemistry, English, math, physical education, history, etc.
- **Special Education Teachers**
  - Teach special education classes to students with disabilities.
- **General Elementary Teachers**
  - Teach self-contained classes in any of grades K-8, i.e., teach the same class of students all or most of the day, unless they teach special education students, in which case see the category above.
  - Team-teaching, i.e., two or more teachers collaborate in teaching multiple subjects to the same class of students.
  - Include kindergarten teachers.
- **Vocational/Technical Education Teachers**
  - Teach typing, business, agriculture, life skills, home economics as well as any other vocational or technical classes.
- **Teaching principals, teaching guidance counselors, teaching librarians, teaching school nurses**
  - Include any staff members who teach at least one regularly scheduled class per week.  
For example:  
If a librarian teaches a regularly scheduled class in math once a week, include her in the "Math" category, but if she only teaches groups of students library skills or how to use the library, do NOT include her on the form.
- **Teachers of Ungraded Students**
- **Itinerant, Co-op, Traveling, and Satellite Teachers**
  - Teach at more than one school and may OR may not be supervised by someone at your school.
- **Current Long-Term Substitute Teachers**
  - Currently filling the role of a regular teacher for 4 or more continuous weeks.
- **Other teachers who teach students in any of grades K-12**
  - If a teacher teaches pre-kindergarten and any other grade between K-12, answer the questions ONLY for the time the teacher spends teaching any grades K-12.

### OMIT FROM THE TEACHER LIST

- **Prekindergarten teachers who teach ONLY prekindergarten students**
- **Adult Education and Postsecondary Teachers**
  - If they teach ONLY adult education or students beyond grade 12.
- **Short-term Substitute Teachers**
  - Fill the role of a regular teacher for less than 4 continuous weeks.
- **Student Teachers**
- **Day Care Aides**
- **Teacher Aides**
- **Librarians who teach ONLY library skills or how to use the library**

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**RETURN COMPLETED  
FORM TO**

**U.S. CENSUS BUREAU  
ATTN: TLF, SMQAB, BLDG 66, RM 323  
1201 East 10 St.  
Jeffersonville, IN 47132-0001**

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