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



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

Page 2

FORM SASS-16 (2-27-2007)

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? ■ Yes ☐ 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? Yes ☐ No If you answered "No," enter the correct grade range for your school. High Grade Low 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?

FORM SASS-16 (2-27-2007)

Call 1-888-262-5934 toll free if you need assistance filling out the rest of this form.

Minutes

Please see page 4 for important information.

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

Page 4 FORM SASS-16 (2-27-2007)

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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.	t s	Mark (corres most eaches subject of the Mark to column art, for onlysic secon	(X) the ponds by the rects continued the "Continued the "Continued the reign called and danger the continued the ponds and the continued the c	e colus to the teaches to the teache	mn we subcher. two clly, no sthat subjects what age, in and	which bject to the bject the bject mark (at apple to team the bject mainly bject to bject to bject the bject the bject to bject the bject	augh ore (X) al ply. atter ach c, as a		Status at This School 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.	Teaching Experience at This or Any Other School Enter the letter which corresponds to each teacher's experience at this or any other school. A - 3 years or less B - 4-19	Statu Ne Sch	ely is er will ching S I next I year? (X) in
Line number	First Last	(1) Special education	® General elementary	© Math	(4) Science	டு English/Language arts	Social studies	S Vocational/Technical	® Other	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. A – Full time B – Part time	years C - 20 or more years	Yes	No
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	Teacher's Name 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.	Subject Matter Taught Mark (X) the column which corresponds to the subject taught most by the teacher. If the teacher teaches two or more subjects equally, mark (X) all of the columns that apply. 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.								Teaching Status at This School 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.	Teaching Experience at This or Any Other School Enter the letter which corresponds to each teacher's experience at this or any other school. A - 3 years or less B - 4-19	Teacher	
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Line number	First Last	(1) Special education	© General elementary	© Math	(4) Science	டு English/Language arts	Social studies	S Vocational/Technical	® Other		years C - 20 or more years	Yes No	
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estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, DC 20202-4651. If you have comments or concerns about the contents of this control number for this information collection is 1850-0598. The time required to complete this information collection is estimated to average 30 minutes per response, including the time to review instructions, search existing data sources, gather the data needed, and complete and review the information collection. If are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB questionnaire, e-mail dsd.sass@census.gov, or write directly to: Schools and Staffing Survey, National Center for Education Statistics, 1990 K Street, N.W., #9018, Washington, DC 20006. According to the Paperwork Reduction Act of 1995, no persons you have any comments concerning the accuracy of the time

Please tear off this reference card to use while completing the survey.

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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
- 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

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

Page 19

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1201 East 10 St.
Jeffersonville, IN 47132-0001

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