

# SCHOOL QUESTIONNAIRE

## SCHOOLS AND STAFFING SURVEY

### 2003-04 SCHOOL YEAR



[Empty box for school information]

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

**THIS SURVEY HAS BEEN ENDORSED BY:**

- American Counseling Association
- American Federation of Teachers
- Council of Chief State School Officers
- Council of Great City Schools
- National Association of Elementary School Principals
- National Association of Secondary School Principals
- National Center for Improving Science Education
- National Education Association
- National Middle School Association



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



**DEAR PRINCIPAL:**

The Schools and Staffing Survey is the largest sample survey of America's elementary and secondary schools. Your participation is important. Below are answers to some general questions.

**WHAT IS THE PURPOSE OF THIS SURVEY?**

The purpose of this survey is to obtain information about schools, such as staffing patterns, student characteristics, and programs and services offered.

**WHO IS CONDUCTING THIS SURVEY?**

The U.S. Census Bureau is conducting this survey for the National Center for Education Statistics (NCES) of the U.S. Department of Education.

**WHY SHOULD YOU PARTICIPATE IN THIS SURVEY?**

Policymakers and educational leaders rely on data from this survey to inform their decisions concerning K-12 schools. Because it is a sample survey, your responses represent the responses of many. Higher response rates give us confidence that the findings are accurate.

**WILL YOUR RESPONSES BE KEPT CONFIDENTIAL?**

Your responses are protected from disclosure by federal statute (P.L. 107-279, Title I, Part E, Sec. 183). All responses that relate to or describe identifiable characteristics of individuals may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose, unless otherwise compelled by law.

**HOW WILL YOUR INFORMATION BE REPORTED?**

The information you provide will be combined with the information provided by others in statistical reports. No individual data that links your name, address, or telephone number with your responses will be included in the statistical reports.

**WHERE SHOULD YOU RETURN YOUR COMPLETED QUESTIONNAIRE?**

Please place your completed questionnaire in the enclosed envelope and follow the return instructions provided by your Census Bureau field representative.

**WE HOPE YOU WILL PARTICIPATE IN THIS VOLUNTARY SURVEY.**

**SINCERELY,**



**JEFFREY A. OWINGS  
ASSOCIATE COMMISSIONER  
NATIONAL CENTER FOR EDUCATION STATISTICS  
ELEMENTARY/SECONDARY AND LIBRARY STUDIES DIVISION**



## INSTRUCTIONS

- a. Please use black ink to complete this questionnaire. Do not write any comments near the answer spaces.
- b. If you are unsure about how to answer a question, please give the best answer you can rather than leave it blank.
- c. If you have any questions, call the Census Bureau at 1-800-221-1204. Someone will be available to take your call Monday through Friday, between 8:30 a.m. and 5:00 p.m. (Eastern Time). The Census Bureau is also available to answer your questions via e-mail at: [dsd.sass@census.gov](mailto:dsd.sass@census.gov).
- d. **At the end of the survey, you will be asked how long it took to complete this questionnaire. Please record the time you begin.**

:  Time started

YOUR COMMENTS

### Paperwork Burden Statement

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1850-0598. The time required to complete this information collection is estimated to average 55 minutes per response, including the time spent to review instructions, search existing data sources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time 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 regarding the status of your individual submission of this form, e-mail: [dsd.sass@census.gov](mailto: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.



## GENERAL INFORMATION ABOUT THIS SCHOOL

### 1. Which of the following grades are offered in this school?

 Mark (X) all that apply.

0400 1  Kindergarten

0407 1  7th

0401 1  1st

0408 1  8th

0402 1  2nd

0409 1  9th

0403 1  3rd

0410 1  10th

0404 1  4th

0411 1  11th

0405 1  5th

0412 1  12th

0406 1  6th

0413 1  Ungraded

### 2. Around the first of October, how many students in grades K-12 and comparable ungraded levels were enrolled in this school (i.e., in the grades marked above in item 1)?

 Do NOT include prekindergarten, postsecondary, or adult education students.

0414 ,  Students

### 3. Around the first of October, how many MIGRANT students in grades K-12 and comparable ungraded levels were enrolled in this school?

(Migrant students are those who move from school to school because they are children of migrant agricultural workers, including migratory dairy workers and migratory fishers.)

 Do NOT include prekindergarten, postsecondary, or adult education students. If none, please mark (X) the box.

0  None

0415 ,  Migrant students

### 4. Around the first of October, how many MALE students in grades K-12 and comparable ungraded levels were enrolled in this school?

 Do NOT include prekindergarten, postsecondary, or adult education students. If none, please mark (X) the box.

0  None

0416 ,  Male students

YOUR COMMENTS



**5. Around the first of October, how many students enrolled in grades K–12 and comparable ungraded levels were –**

 Do NOT include prekindergarten, postsecondary, or adult education students. If none, please mark (X) the box.

**a. Hispanic, regardless of race?**

0  None

0417 ,  Students

---

**b. White, not of Hispanic origin?**

0  None

0418 ,  Students

---

**c. Black, not of Hispanic origin?**

0  None

0419 ,  Students

---

**d. Asian or Pacific Islander?**

0  None

0420 ,  Students

---

**e. American Indian or Alaska Native?**

0  None

0421 ,  Students

---

**f. Total students** (sum of entries in items 5a–e)

0422 ,  Total students

**NOTE:** Sum of entries in items 5a–e should be equal to entry in item 2 on page 4.

**6. For this school year (2003–04), what is the Average Daily Attendance (ADA) at this school?**

 Round to the nearest whole percent.

0423  Percent

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**7. How long is the school day for students in this school?**

 Report BOTH hours and minutes, e.g., 6 hours and 0 minutes, 5 hours and 45 minutes, etc. If the length of day varies by grade level, record the longest day.

0424  Hours

AND

0425  Minutes



**8a. Does this school have a kindergarten?**

Please include regular kindergarten as well as transitional kindergarten and transitional first grade, if offered.

0426 1  Yes

2  No → **GO TO item 9 below.**

**b. How long is the school day for a kindergarten student?**

Mark (X) only one box.

0427 1  Full day (4 hours or more per day)

2  Half day (less than 4 hours per day)

3  Both offered

**c. How many days per week does a kindergarten student attend?**

If the number of days per week varies (e.g., some students attend 3 days per week and some attend 5 days per week), record the most days that a student would attend in a week.

0428  Days per week

**9. What is the current capacity of this school's building(s)?**

Do not count the capacity of temporary buildings.

0429 ,  Students

**10a. Does this school have one or more temporary buildings?**

0430 1  Yes

2  No → **GO TO item 11 below.**

**b. What is the capacity of the temporary building(s)?**

0431 ,  Students

**11. Does this school ROUTINELY use common areas such as the cafeteria, gymnasium, or other nonacademic areas for instructional purposes to accommodate for an overflow of students?**

0432 1  Yes

2  No

**12. Do you have any teachers who do not have their own classrooms due to a lack of space?**

0433 1  Yes

2  No

**13. Does this school have a library or library media center?**

(A library media center is an organized collection of printed and/or audiovisual and/or computer resources which is administered as a unit, is located in a designated place or places, and makes resources and services available to students, teachers, and administrators.)

(A library media center may be called a library, media center, resource center, information center, instructional materials center, learning resource center, or some other name.)

0434 1  Yes

2  No





## ADMISSIONS, PROGRAMS AND PERFORMANCE

### 14. Which of the following best describes this school?

Mark (X) only one box.

- 0441 1  REGULAR elementary or secondary
- 3  Elementary or secondary with a SPECIAL PROGRAM EMPHASIS (such as a science/math school, performing arts school, talented/gifted school, foreign language immersion school, etc.)
- 4  SPECIAL EDUCATION school – primarily serves students with disabilities
- 5  VOCATIONAL/TECHNICAL school – primarily serves students being trained for occupations
- 6  ALTERNATIVE – offers a curriculum designed to provide alternative or nontraditional education; does not specifically fall into the categories of regular, special program, special education, or vocational school –*Please describe.* ↗

5441

### 15. Is this school operated by a private organization or company that also manages other schools?

- 0442 1  Yes → **What is the name of the organization or company?** ↗

5442

- 2  No

### 16. Is this ENTIRE SCHOOL specifically for students who have been suspended or expelled, who have dropped out, or who have been referred for behavioral or adjustment problems?

- 0443 1  Yes
- 2  No

### 17a. Does this school have a magnet program?

(A magnet program offers enhancements such as special curricular themes or methods of instruction to attract students from outside their normal attendance area.)

- 0444 1  Yes
- 2  No →

**GO TO item 18a on page 8.**

### b. Is this a school-wide magnet program in which all students in this school participate in the program?

- 0445 1  Yes
- 2  No

### c. Is this magnet program intended to encourage students of different racial or ethnic backgrounds to enroll in this school for the purpose of creating racial balance or reducing racial isolation?

- 0446 1  Yes
- 2  No



**18a. Does this school have any special requirements for admission other than proof of immunization, age, or residence?**

0447 1  Yes

2  No → **GO TO item 19 below.**

**b. Does this school use the following requirements for admission?**

**(1) Admission test**

0448 1  Yes

2  No

**(2) Standardized achievement test**

0449 1  Yes

2  No

**(3) Academic record**

0450 1  Yes

2  No

**(4) Special student needs** (e.g., students "at risk" or with disabilities)

0451 1  Yes

2  No

**(5) Special student aptitudes, skills, or talents**

0452 1  Yes

2  No

**(6) Personal interview**

0453 1  Yes

2  No

**(7) Recommendations**

0454 1  Yes

2  No

**19. Does this school receive performance reports from the district that cover such things as students' scores on achievement tests or graduation rates?**

0455 1  Yes → **GO TO item 21 on page 9.**

2  No

**20. Regardless of source, does this school have performance reports?**

0456 1  Yes

2  No → **GO TO item 22 on page 9.**



**21. Does this school use these performance reports to –**  
**a. Evaluate the progress of students in this school?**

- 0457 1  Yes  
2  No
- 

**b. Determine the next year's instructional focus?**

- 0458 1  Yes  
2  No
- 

**c. Realign the curriculum, such as with content standards and/or other indicator criteria?**

- 0459 1  Yes  
2  No
- 

**d. Inform parents and the community of the school's progress?**

- 0460 1  Yes  
2  No
- 

**e. Prompt school-level initiatives for improvement?**

- 0461 1  Yes  
2  No
- 

**22. Does this school offer the following programs?**

**a. Programs with special instructional approaches**

(e.g., Montessori, self-paced instruction, open education, ungraded classrooms, etc.)

- 0462 1  Yes  
2  No
- 

**b. Talented/Gifted program or honors courses**

(Designed for students with specifically identified talents or exceptional academic achievement)

- 0463 1  Yes  
2  No
- 

**c. A program in which at least half of the core subjects are taught in a foreign language**

(A foreign language immersion program)

- 0464 1  Yes  
2  No
- 

**d. Advanced placement (AP) courses for college credit**

- 0465 1  Yes  
2  No
- 



**22.** Continued –  
**Does this school offer the following programs?**

**e. International Baccalaureate (IB)**

(An international curriculum certified by the International Baccalaureate Organization)

- 0466 1  Yes  
2  No
- 

**f. Specialized career academy**

(Multi-year curriculum that integrates academic and vocational courses, organized around broad career areas)

- 0467 1  Yes  
2  No
- 

**g. Distance learning course(s)**

(Taught primarily via television, satellite, Internet or e-mail)

- 0468 1  Yes  
2  No
- 

**23a. Does this school offer any course(s) on American Indian or Alaska Native topics?**

- 0469 1  Yes  
2  No → *GO TO item 24 on page 11.*
- 

**b. Are the following courses offered at this school?**

**(1) American Indian or Alaska Native history**

- 0470 1  Yes  
2  No
- 

**(2) American Indian or Alaska Native language**

- 0471 1  Yes  
2  No
- 

**(3) American Indian or Alaska Native culture**

- 0472 1  Yes  
2  No
- 

**(4) American Indian or Alaska Native arts and crafts**

- 0473 1  Yes  
2  No
- 

**(5) American Indian tribal government or Alaska Native village government**

- 0474 1  Yes  
2  No
- 



**24. Are the following programs or services currently available AT THIS SCHOOL for students in any of grades K-12 or comparable ungraded levels, regardless of funding source?**

**a. A separate, self-contained program for students with discipline or adjustment problems**

- 0475 1  Yes  
2  No
- 

**b. Medical health care services beyond those provided by a school nurse**

(Services to diagnose and/or treat health problems of students)

- 0476 1  Yes  
2  No
- 

**c. Extended day program providing instruction beyond the normal school day for students who need academic assistance**

- 0477 1  Yes  
2  No
- 

**d. Before-school or after-school day care programs**

- 0478 1  Yes  
2  No
- 

**25a. LAST summer (2003) or LAST school year (2002-03), were summer school activities or academic intersessions provided for students enrolled in this school who needed academic assistance?**

- 0479 1  Yes  
2  No → GO TO item 26a below.
- 

**b. Where were these activities provided for students enrolled in this school?**

 Mark (X) only one box.

- 0480 1  At this school  
2  At another location  
3  Both at this school and at another location
- 

**26a. LAST summer (2003) or LAST school year (2002-03), were summer school activities or academic intersessions provided for students enrolled in this school who sought academic advancement or enrichment?**

- 0481 1  Yes  
2  No → GO TO item 27 on page 12.
- 

**b. Where were these activities provided for students enrolled in this school?**

 Mark (X) only one box.

- 0482 1  At this school  
2  At another location  
3  Both at this school and at another location





## STUDENT AND CLASS ORGANIZATION

**27. THIS school year (2003–04), does this school use the following methods to organize classes or student groups?**

**a. Traditional grades or academic discipline-based departments**

- 0489 1  Yes  
2  No
- 

**b. Grades subdivided into small groups such as "houses" or "families"**

- 0490 1  Yes  
2  No
- 

**c. Student groups that remain two or more years with the same teacher**

(e.g., looping)

- 0491 1  Yes  
2  No
- 

**d. Interdisciplinary teaching**

(Interdisciplinary teaching is when two or more teachers with different academic specializations collaborate to teach an interdisciplinary program to the same group of students.)

- 0492 1  Yes  
2  No
- 

**e. Paired or team teaching**

(Paired or team teaching is when two or more teachers, in the same class, at the same time, are jointly responsible for teaching a single group of students.)

- 0493 1  Yes  
2  No
- 

**28. THIS school year (2003–04), are class periods scheduled to create extended blocks of instruction time at this school?**

(That is, is block scheduling used at this school?)

- 0494 1  Yes  
2  No
- 

**29. THIS school year (2003–04), does this school use a calendar where the number of days for students exceeds the mandatory days per year?**

 Do not consider days built in for weather-related closings.

- 0495 1  Yes  
2  No



**30a. Does this school use a year-round calendar to distribute school days across 12 months?**

- 0496 1  Yes  
2  No → **GO TO item 31 below.**

**b. Do all students attend on the same cycle?**

- 0497 1  Yes  
2  No

**31. Does this school have students in one or more of grades 9–12?**

- 0498 1  Yes  
2  No → **GO TO Section IV on page 15.**

**32. Are the following opportunities available for students in grades 9–12 in this school?**

**a. College credits offered through community colleges, colleges, or distance learning providers**

- 0499 1  Yes  
2  No

**b. Work-based learning or internships, in which students earn COURSE CREDITS for supervised learning activities that occur in paid or unpaid workplace assignments**

- 0500 1  Yes  
2  No

**c. Career learning, as a course or part of a course in which students learn about possible careers**

- 0501 1  Yes  
2  No

**d. Job shadowing, in which students learn about a job by following the schedule of a person who holds that job**

- 0502 1  Yes  
2  No



**33a. LAST school year (2002-03), were any students enrolled in 12th grade?**

0503

1  Yes

2  No → **GO TO Section IV on page 15.**

**b. What percentage graduated with a diploma?**

 Do not include certificates of completion or attendance. If none, please mark (X) the box.

0  None

0504    Percent

**c. Of those who graduated with a diploma last year, approximately what percentage went to:**

0505    Percent **Four-year colleges?**

0506    Percent **Two-year colleges?**

YOUR COMMENTS



# IV STAFFING

For all teacher counts entered in items 34 and 35:

 **INCLUDE** these types of teachers:

- Regular classroom teachers
- Special area or resource teachers (e.g., special education, Title I, art, music, physical education)
- Long-term substitute teachers

 **INCLUDE** as part-time teachers:

- Itinerant teachers who teach part-time at this school
- Employees reported in other items of this section if they also have a part-time teaching assignment at this school

 **DO NOT INCLUDE:**

- Student teachers
- Short-term substitute teachers
- Teachers who teach **ONLY** prekindergarten or adult education

## 34. Around the first of October, how many **TEACHERS** held full-time or part-time positions or assignments in this school?

 If none, please mark (X) the box.

o  None

0513    Full-time

o  None

0514    Part-time

YOUR COMMENTS



**35. Of the full-time and part-time TEACHERS in this school around the first of October, how many were –**

 *If none, please mark (X) the box.*

**a. Hispanic, regardless of race?**

0  None

0515    Teachers

---

**b. White, not of Hispanic origin?**

0  None

0516    Teachers

---

**c. Black, not of Hispanic origin?**

0  None

0517    Teachers

---

**d. Asian or Pacific Islander?**

0  None

0518    Teachers

---

**e. American Indian or Alaska Native?**

0  None

0519    Teachers

---

**f. Total teachers** (sum of entries in items 35a–e)

0520    Teachers

**NOTE:** Sum of entries in items 35a–e should equal the sum of the entries in item 34 on page 15.

YOUR COMMENTS



**36. Around the first of October, how many STAFF held full-time or part-time positions or assignments in this school in each of the following categories?**

(Staff with **part-time** positions or assignments include:

- Employees shared with other schools or the district office.
- Employees who perform more than one function at this school, such as a teaching principal.)

 If none, please mark (X) the box.

**a. Principals**

		<b>FULL-TIME</b>	<b>PART-TIME</b>
		0 <input type="checkbox"/> None	0 <input type="checkbox"/> None
0521		<input type="checkbox"/> <input type="checkbox"/>	0522 <input type="checkbox"/> <input type="checkbox"/>

**b. Vice principals and assistant principals**

		0 <input type="checkbox"/> None	0 <input type="checkbox"/> None
0523		<input type="checkbox"/> <input type="checkbox"/>	0524 <input type="checkbox"/> <input type="checkbox"/>

**c. Instructional coordinators and supervisors, such as curriculum specialists**

		0 <input type="checkbox"/> None	0 <input type="checkbox"/> None
0525		<input type="checkbox"/> <input type="checkbox"/>	0526 <input type="checkbox"/> <input type="checkbox"/>

**d. Library media specialists/Librarians**

		0 <input type="checkbox"/> None	0 <input type="checkbox"/> None
0527		<input type="checkbox"/> <input type="checkbox"/>	0528 <input type="checkbox"/> <input type="checkbox"/>

**e. School counselors, excluding psychologists and social workers**

		0 <input type="checkbox"/> None	0 <input type="checkbox"/> None
0529		<input type="checkbox"/> <input type="checkbox"/>	0530 <input type="checkbox"/> <input type="checkbox"/>

**f. Student support services professional staff**

**(1) Nurses**

		0 <input type="checkbox"/> None	0 <input type="checkbox"/> None
0531		<input type="checkbox"/> <input type="checkbox"/>	0532 <input type="checkbox"/> <input type="checkbox"/>

**(2) Social workers**

		0 <input type="checkbox"/> None	0 <input type="checkbox"/> None
0533		<input type="checkbox"/> <input type="checkbox"/>	0534 <input type="checkbox"/> <input type="checkbox"/>

**(3) Psychologists**

		0 <input type="checkbox"/> None	0 <input type="checkbox"/> None
0535		<input type="checkbox"/> <input type="checkbox"/>	0536 <input type="checkbox"/> <input type="checkbox"/>

**(4) Speech therapists or pathologists**

		0 <input type="checkbox"/> None	0 <input type="checkbox"/> None
0537		<input type="checkbox"/> <input type="checkbox"/>	0538 <input type="checkbox"/> <input type="checkbox"/>

**(5) Other professional staff**

		0 <input type="checkbox"/> None	0 <input type="checkbox"/> None
0539		<input type="checkbox"/> <input type="checkbox"/>	0540 <input type="checkbox"/> <input type="checkbox"/>



**36.** Continued –  
**Around the first of October, how many STAFF held full-time or part-time positions or assignments in this school in each of the following categories?**

 *If none, please mark (X) the box.*

**g. Aides**

**(1) Regular Title I aides**

FULL-TIME		PART-TIME	
0	<input type="checkbox"/> None	0	<input type="checkbox"/> None
0541	<input type="checkbox"/> <input type="checkbox"/>	0542	<input type="checkbox"/> <input type="checkbox"/>

**(2) ESL/Bilingual aides**

0	<input type="checkbox"/> None	0	<input type="checkbox"/> None
0543	<input type="checkbox"/> <input type="checkbox"/>	0544	<input type="checkbox"/> <input type="checkbox"/>

**(3) Special education instructional aides**

0	<input type="checkbox"/> None	0	<input type="checkbox"/> None
0545	<input type="checkbox"/> <input type="checkbox"/>	0546	<input type="checkbox"/> <input type="checkbox"/>

**(4) Special education non-instructional aides**

0	<input type="checkbox"/> None	0	<input type="checkbox"/> None
0547	<input type="checkbox"/> <input type="checkbox"/>	0548	<input type="checkbox"/> <input type="checkbox"/>

**(5) Library media center instructional aides**

0	<input type="checkbox"/> None	0	<input type="checkbox"/> None
0549	<input type="checkbox"/> <input type="checkbox"/>	0550	<input type="checkbox"/> <input type="checkbox"/>

**(6) Library media center non-instructional aides**

0	<input type="checkbox"/> None	0	<input type="checkbox"/> None
0551	<input type="checkbox"/> <input type="checkbox"/>	0552	<input type="checkbox"/> <input type="checkbox"/>

**(7) Other classroom instructional aides**

0	<input type="checkbox"/> None	0	<input type="checkbox"/> None
0553	<input type="checkbox"/> <input type="checkbox"/>	0554	<input type="checkbox"/> <input type="checkbox"/>

**(8) Other non-instructional aides**

0	<input type="checkbox"/> None	0	<input type="checkbox"/> None
0555	<input type="checkbox"/> <input type="checkbox"/>	0556	<input type="checkbox"/> <input type="checkbox"/>

**h. Secretaries and other clerical support staff**

0	<input type="checkbox"/> None	0	<input type="checkbox"/> None
0557	<input type="checkbox"/> <input type="checkbox"/>	0558	<input type="checkbox"/> <input type="checkbox"/>

**i. Food service personnel**

0	<input type="checkbox"/> None	0	<input type="checkbox"/> None
0559	<input type="checkbox"/> <input type="checkbox"/>	0560	<input type="checkbox"/> <input type="checkbox"/>

**j. Custodial, maintenance, and security personnel**

0	<input type="checkbox"/> None	0	<input type="checkbox"/> None
0561	<input type="checkbox"/> <input type="checkbox"/>	0562	<input type="checkbox"/> <input type="checkbox"/>

**k. Other employees not reported above**

0	<input type="checkbox"/> None	0	<input type="checkbox"/> None
0563	<input type="checkbox"/> <input type="checkbox"/>	0564	<input type="checkbox"/> <input type="checkbox"/>



**37. On the most recent school day, how many SHORT-TERM substitute teachers were teaching at this school?**

If none, please mark (X) the box.

0  None

0565   Short-term substitute teachers

**38a. For THIS school year (2003–04), were there teaching vacancies in this school, that is, teaching positions for which teachers were recruited and interviewed?**

0566 1  Yes

2  No → **GO TO item 40 on page 21.**

**b. How easy or difficult was it to fill the vacancies in each of the following fields?**

Mark (X) ONE box on each line.

		No positions in this school	No vacancy in this field	Easy	Somewhat difficult	Very difficult	Could not fill the vacancy
<b>(1) General elementary</b>	0567	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	6 <input type="checkbox"/>
<b>(2) Special education</b>	0568	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	6 <input type="checkbox"/>
<b>(3) English/Language arts</b>	0569	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	6 <input type="checkbox"/>
<b>(4) Social studies</b>	0570	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	6 <input type="checkbox"/>
<b>(5) Computer science</b>	0571	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	6 <input type="checkbox"/>
<b>(6) Mathematics</b>	0572	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	6 <input type="checkbox"/>
<b>(7) Biology or life sciences</b>	0573	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	6 <input type="checkbox"/>
<b>(8) Physical sciences</b>	0574	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	6 <input type="checkbox"/>
<b>(9) English as a Second Language (ESL), English for Speakers of Other Languages (ESOL), or bilingual education</b>	0575	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	6 <input type="checkbox"/>
<b>(10) Foreign languages</b>	0576	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	6 <input type="checkbox"/>
<b>(11) Music or art</b>	0577	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	6 <input type="checkbox"/>
<b>(12) Vocational or technical education</b>	0578	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	6 <input type="checkbox"/>



**39. For THIS school year (2003-04), did this school use the following methods to cover the vacancies?**

**a. Hired a fully qualified teacher**

0579 1  Yes

2  No

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**b. Hired a less-than-fully qualified teacher**

0580 1  Yes

2  No

---

**c. Used long-term or short-term substitutes**

0581 1  Yes

2  No

---

**d. Cancelled planned course offerings**

0582 1  Yes

2  No

---

**e. Expanded some class sizes**

0583 1  Yes

2  No

---

**f. Added sections to other teachers' normal teaching loads**

0584 1  Yes

2  No

---

**g. Assigned a teacher of another subject or grade level to teach those classes**

0585 1  Yes

2  No

---

**h. Assigned an administrator or counselor to teach those classes**

0586 1  Yes

2  No



### 40. What is the total number of computers in this school?

Include computers used for instructional and administrative purposes. If none, please mark (X) the box.

0593 0  None → [GO TO item 45 on page 22.](#)

↓ ,  Number of computers

### 41. How many of these computers currently have access to the Internet?

If none, please mark (X) the box.

0594 0  None → [GO TO item 43 below.](#)

↓ ,  Number of computers

### 42. Do most students have access to the Internet through computers located in this school?

0595 1  Yes

2  No

### 43. Of the total number of computers in this school (i.e., those in question 40), how many are used for instructional purposes?

Do not include computers that are used exclusively for administrative purposes such as record keeping or communication. If none, please mark (X) the box.

0596 0  None → [GO TO item 45 on page 22.](#)

↓ ,  Number of computers

### 44. Which of the following best describes the one person who spends the most time helping TEACHERS use technology at this school for teaching students?

Mark (X) the ONE BEST description for that person.

If there is more than one person, mark for the one person who spends the most time on this work.

0597 1  A district-level coordinator

2  The principal or another school administrator

3  A school-level coordinator who has no other responsibilities

4  A full-time teacher

5  A part-time teacher

6  A library media specialist

7  A volunteer

8  A contractor

9  Another person – Please describe. ↴

5597

10  No one serves this function



# VI SPECIAL PROGRAMS AND SERVICES

## 45. Of the students enrolled in this school, how many have an Individual Education Plan (IEP) because they have special needs?

Do not include prekindergarten, postsecondary, or adult education students. If none, please mark (X) the box.

0604 0  None → [GO TO item 47a below.](#)

↓ ,  Students

## 46a. Does this school primarily serve students with disabilities?

If you marked "SPECIAL EDUCATION school – primarily serves students with disabilities" for item 14, then please mark "Yes" below.

0605 1  Yes → [GO TO item 47a below.](#)

↓ 2  No

## b. How many IEP students are in each of the following instructional settings?

The sum of entries in item 46b should equal the entry in item 45 above.

0606 ,  **All day in a regular classroom** (100 percent of the school day)

0607 ,  **Most of the day in a regular classroom** (80–99 percent of the school day)

0608 ,  **Some of the day in a regular classroom** (40–79 percent of the school day)

0609 ,  **Little or none of the day in a regular classroom** (0–39 percent of the school day)

## 47a. Of the students enrolled in this school as of October 1, have any been identified as limited-English proficient?

Do not include prekindergarten, postsecondary, or adult education students.

(Limited-English proficient (LEP) refers to students whose native or dominant language is other than English and who have sufficient difficulty speaking, reading, writing, or understanding the English language as to deny them the opportunity to learn successfully in an English-speaking-only classroom.)

0610 1  Yes  
↓ 2  No → [GO TO item 54 on page 25.](#)

## b. How many limited-English proficient students are enrolled in this school?

0611 ,  Students

YOUR COMMENTS



**48. Are the following used to determine whether a student is limited-English proficient?**

**a. Information provided by parent**

0612 1  Yes

2  No

---

**b. Teacher observation or referral**

0613 1  Yes

2  No

---

**c. Home language survey**

0614 1  Yes

2  No

---

**d. Student interview**

0615 1  Yes

2  No

---

**e. Student records**

0616 1  Yes

2  No

---

**f. Achievement test**

0617 1  Yes

2  No

---

**g. Language proficiency test**

0618 1  Yes

2  No

YOUR COMMENTS



**49. Does this school have instruction specifically designed to address the needs of limited-English proficient students?**

- 0619
- 1  Yes
- 2  No → *GO TO item 53 below.*

**50. How are limited-English proficient students taught English?**

**Are they taught -**

**a. Using ESL, bilingual, or immersion techniques?**

- 0620 1  Yes
- 2  No

**b. In regular English-speaking classrooms?**

- 0621 1  Yes
- 2  No

**51. How are limited-English proficient students taught subject matter courses such as mathematics, science, and social studies?**

**Are they taught -**

**a. In their native language?**

- 0622 1  Yes
- 2  No

**b. Using ESL, bilingual, or immersion techniques?**

- 0623 1  Yes
- 2  No

**c. In regular English-speaking classrooms?**

- 0624 1  Yes
- 2  No

**52. Does this school require limited-English proficient students to pass a test of English language proficiency to complete its limited-English proficient program?**

- 0625 1  Yes
- 2  No

**53. Are limited-English proficient students in this school administered assessments at least once per year to determine their level of English language proficiency?**

- 0626 1  Yes
- 2  No



**54. Does this school provide the following services for PARENTS with limited English skills?**

**a. Interpreters for meetings or parent-teacher conferences**

0627 1  Yes

2  No

**b. Translations of printed materials such as newsletters, school notices or school signs**

0628 1  Yes

2  No

**c. Outreach or referral services for limited-English proficient parents**

0629 1  Yes

2  No

**55a. Does this school have any prekindergarten students?**

**NOTE:** Previous items asking for student counts requested that prekindergarten students be excluded. Prekindergarten students are included here because they often receive National School Lunch Program and Title I services asked about in items 56–61.

0630 1  Yes

2  No → **GO TO item 56 below.**

**b. Around the first of October, how many prekindergarten students were enrolled in this school?**

0631    Prekindergarten students

**56. Does this school participate in the National School Lunch Program (that is, the federal free or reduced-price lunch program)?**

0632 1  Yes

2  No → **GO TO item 58 on page 26.**

**57. Around the first of October, how many students at this school were APPROVED for free or reduced-price lunches?**

Report a separate count for prekindergarten students.

If none, please mark (X) the box.

0  None

0633    Prekindergarten students approved

0  None

0634  ,    Other students approved (kindergarten and higher)



**58. Around the first of October, did any students enrolled in this school receive Title I services at this school, or at any other location?**

(Title I is a federally funded program that provides educational services, such as remedial reading or remedial math, to children who live in areas with high concentrations of low-income families.)

0635 1  Yes

2  No → **GO TO item 63 on page 28.**

**59. How many students participate in the Title I program?**

Report a separate count for prekindergarten students.

If none, please mark (X) the box.

0  None

0636    Prekindergarten students participating

0  None

0637 ,    Other students participating (kindergarten and higher)

**60. At which grade levels are students receiving Title I services?**

Mark (X) all that apply.

0638 1  Prekindergarten

0646 1  7th

0639 1  Kindergarten

0647 1  8th

0640 1  1st

0648 1  9th

0641 1  2nd

0649 1  10th

0642 1  3rd

0650 1  11th

0643 1  4th

0651 1  12th

0644 1  5th

0652 1  Ungraded

0645 1  6th

YOUR COMMENTS



**61. Are students receiving Title I services in –**  
**a. Reading/Language arts?**

- 0653 1  Yes  
2  No
- 

**b. Mathematics?**

- 0654 1  Yes  
2  No
- 

**c. English as a Second Language (ESL)?**

- 0655 1  Yes  
2  No

**62. In head counts, how many Title I teachers were teaching AT THIS SCHOOL around the first of October?**

 If none, please mark (X) the box.

0  None

0656    Title I teachers

YOUR COMMENTS



## VII CHARTER SCHOOL INFORMATION

### 63. Is this school a public CHARTER school?

(A charter school is a public school that, in accordance with an enabling state statute, has been granted a charter exempting it from selected state or local rules and regulations. A charter school may be a newly created school or it may previously have been a public or private school.)

- 0661
- 1  Yes
- 2  No → **GO TO item 68 on page 29.**

### 64. In what year did this school start providing instruction as a public CHARTER school?

0662     Year

### 65. Who granted the charter?

 Mark (X) only one box.

- 0663
- 1  A school district
- 2  The State Board of Education
- 3  Postsecondary institution
- 4  A state charter-granting agency
- 5  Other – **What is the name of the chartering agency?** ↴

5663

- 6  Don't know

### 66. Is this charter school a newly created school or was it a pre-existing school?

("Pre-existing" means the charter school was originally a public or private school, or part of a public or private school.)

 Mark (X) only one box.

- 0664
- 1  A newly created school
- 2  A pre-existing public school
- 3  A pre-existing Indian/Bureau of Indian Affairs (BIA) school
- 4  A pre-existing private school
- 5  Don't know





***Please place the questionnaire in the enclosed envelope and follow the return instructions provided by your Census Bureau field representative.***

***Thank you very much for your participation in this survey.***

**To learn more about this survey and to access reports from earlier collections, see the Schools and Staffing Survey (SASS) web site at:**

<http://nces.ed.gov/surveys/sass>

**Additional data collected by the National Center for Education Statistics (NCES) on a variety of topics in elementary, secondary, postsecondary, and international education are available from NCES' web site at:**

<http://nces.ed.gov>

**For additional data collected by various Federal agencies, including the Department of Education, visit the FedStats site at:**

<http://www.fedstats.gov>





