

ORM **SASS-3B**
(2-4-90)

U.S. DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS
ACTING AS COLLECTING AGENT FOR
U.S. DEPARTMENT OF EDUCATION
NATIONAL CENTER FOR EDUCATION STATISTICS

**SCHOOLS AND STAFFING SURVEY
PRIVATE SCHOOL QUESTIONNAIRE
1990-1991**

OMB No. 1850-0598
Approval Expires 12/31/92

This report is authorized by law (20 USC 1221e). Your answers will be kept strictly confidential. Results from this survey will appear in summary or statistical form only, so that individuals cannot be identified.

**RETURN
TO**

Bureau of the Census
Current Projects Branch
1201 East Tenth Street
Jeffersonville, IN 47132

Please complete this questionnaire with information about the school named on the label and return it to the Bureau of the Census in the enclosed preaddressed envelope. Please return it within 3 weeks.

If you have any questions, please call the Census Bureau COLLECT at **(301) 763-5507**.

If the school named on the label is no longer in operation, mark the box below and return this questionnaire to the Census Bureau in the enclosed envelope.

School no longer in operation

THIS SURVEY HAS BEEN ENDORSED BY -

American Montessori Society
Christian Schools International
Council on American Private Education
Evangelical Lutheran Church in America
Friends Council on Education
General Council of Seventh-Day Adventists
Lutheran Church - Missouri Synod
National Association of Episcopal Schools
National Association of Independent Schools
National Catholic Educational Association
U.S. Catholic Conference

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



Dear Principal/Headmaster/Headmistress:

The National Center for Education Statistics (NCES) of the U.S. Department of Education requests your participation in the Private School Survey for the 1990-91 Schools and Staffing Survey. Your school is one of 9,900 public and 3,300 private schools across the nation selected to be in the sample.

The Schools and Staffing Survey, first conducted in school year 1987-88 is an integrated set of surveys consisting of the Teacher Demand and Shortage Survey, the School Survey, the School Administrator Survey, and the Teacher Survey. These surveys are being conducted periodically to measure critical aspects of teacher supply and demand, the composition of the administrator and teacher work force, and the general status of teaching and schooling. The Private School Survey is a combination of the Teacher Demand and Shortage Survey and the School Survey. These questionnaires have been combined and revised, and the resulting burden is significantly less than the 1987-88 version of these questionnaires. The purpose of the Private School Survey is to obtain information about schools such as staff-pupil ratio, student characteristics, staffing patterns, and teacher turnover, including the number of teaching positions that are filled or remain unfilled.

The U.S. Bureau of the Census is conducting the surveys for the NCES by the authority of Section 406(b) of the General Education Provisions Act, as amended (20 USC 1221e). The data will be treated as confidential and will be reported only in statistical summaries that preclude the identification of any individual participating in the surveys.

We are conducting this survey with a sample of schools. While this minimizes overall response burden, the value of each individual survey response is greatly increased because it represents many other schools. I, therefore, encourage you to participate in this voluntary survey by completing this questionnaire and returning it within 3 weeks to the **Bureau of the Census, Current Projects Branch, 1201 East Tenth Street, Jeffersonville, IN 47132**, in the preaddressed envelope enclosed for your convenience.

Thank you for your cooperation in this very important effort.

Sincerely,



Emerson J. Elliott
Acting Commissioner
National Center for Education Statistics

Enclosures

INFORMATION ABOUT YOUR PARTICIPATION

Public reporting burden for this collection of information is estimated to average two hours per response, including the time for reviewing instructions, gathering the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Education, Information Management and Compliance Division, Washington, DC 20202-4651; and to the Office of Management and Budget, Paperwork Reduction Project 1850-0598, Washington, DC 20503.

INSTRUCTIONS

Most of the questions on this questionnaire are arranged so that the questions are on the left side of the page and the answer categories or spaces for written answers are on the right. Answer the questions by marking the appropriate answer category with an X, or recording your answer in the space provided. We suggest that you use a typewriter or pencil, rather than a pen or marker.

If you are unsure about how to answer a question, please give the best answer you can and make a comment in the "Remarks" section.

Notice that at the end of some answer categories and answer spaces, there are instructions to skip to later items or to continue with the next item on the questionnaire.

Unless otherwise indicated, all questions refer to the 1990-91 school year.

If you have any questions, call the Bureau of the Census COLLECT at (301) 763-5507.

Return your completed questionnaire to the Bureau of the Census in the enclosed preaddressed envelope. Please return it within 3 weeks.

Remarks

**Please keep count of the time required to obtain the information and complete this questionnaire.
At the end of the questionnaire, record the amount of time spent.**

a. Please give your name, title, telephone number, and the most convenient days/times to reach you. This information will be used only if it is necessary to clarify any of your responses.

Name

Title

Telephone number (Include area code)
Area code Number

Convenient days/times to reach you, if necessary

b. Does this school serve students in ANY of grades 1 through 12 or comparable ungraded levels?

- 011** 1 Yes — Continue with item c
2 No — Stop now and return this questionnaire to the Bureau of the Census in the enclosed envelope.
Thank YOU for your time.

c. Is this school located in a private home that is used as a family residence?

- 012** 1 Yes — Stop now and return this questionnaire to the Bureau of the Census in the enclosed envelope.
Thank you for your time.
2 NO — Continue with page 4

SECTION 1 - SCHOOL CHARACTERISTICS

1. What is the level of this school?

Mark (X) only one box.

- 013** 1 Elementary
 2 Middle school/junior high
 3 Secondary
 4 Combined elementary and secondary

2a. For what grade levels does this school offer instruction?
 Mark (X) the box for each grade in which instruction is offered in this school, whether or not there are any pupils enrolled in that grade.

Prekindergarten refers only to the year immediately prior to kindergarten.

b. How many students were enrolled in each grade on October 1 of this school year?

Report in head counts.

If instruction for a grade level is offered but no students are enrolled in that grade, mark the grade level box in column (a) and enter "0" in column (b).

Instruction offered Mark (X) all that apply. (a)	Enrollment October 1, 1990 (b)
1 <input type="checkbox"/> Ungraded	015
1 <input type="checkbox"/> Nursery	017
1 <input type="checkbox"/> Prekindergarten	019
1 <input type="checkbox"/> Kindergarten	021
1 <input type="checkbox"/> 1st	023
1 <input type="checkbox"/> 2nd	025
1 <input type="checkbox"/> 3rd	027
1 <input type="checkbox"/> 4th	029
1 <input type="checkbox"/> 5th	031
1 <input type="checkbox"/> 6th	033
1 <input type="checkbox"/> 7th	035
1 <input type="checkbox"/> 8th	037
1 <input type="checkbox"/> 9th	039
1 <input type="checkbox"/> 10th	041
1 <input type="checkbox"/> 11th	043
1 <input type="checkbox"/> 12th	045
1 <input type="checkbox"/> Postsecondary	047
TOTAL →	048

3. Do any students in this school attend another elementary or secondary school for part of the day?

- 049** 1 Yes - How many? → **050** _____
 2 No

4. On October of LAST SCHOOL YEAR, how many students were enrolled in grades K-12 or comparable ungraded levels in THIS school (the school named on the cover page label)?

Include only students who were enrolled in the school named on the questionnaire label. Do NOT include any nursery, prekindergarten, or postsecondary students.

_____ Students

5. How long is the school day for most students in this school?

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

_____ Hours

AND

053 _____ Minutes

SECTION 1 – SCHOOL CHARACTERISTICS – *Continued*

6. How many days are in the school year for students in this school?
054 _____ Days

7. How many K–12 students in this school are –
Do NOT include nursery, prekindergarten, or postsecondary students.
a. American Indian or Alaskan Native? **055** _____ Students
 None

b. Asian or Pacific Islander? **056** _____ Students
 None

c. Hispanic, regardless of race?
(Mexican, Puerto Rican, Cuban, Central or South American, or other Hispanic culture or origin)
_____ Students
 None

d. Black (not of Hispanic origin)? **058** _____ Students
 None

e. White (not of Hispanic origin)? **059** _____ Students
 None

8a. Is this school coeducational?
060 1 Yes – *Continue with b*
2 No, it is an all-female school } *Skip to item 9*
3 No, it is an all-male school }

b. What percent of K–12 students enrolled in this school are male?
Do NOT include nursery, prekindergarten, or postsecondary students.
Record percentage in whole numbers, not tenths. Do not enter a decimal point.
061 _____ **0** %

9. How many K-12 students were absent the most recent school day?
Include both excused and unexcused absences.
Do NOT include nursery, prekindergarten, or postsecondary students.
062 _____ Students
 None

10. How many K-12 students board at this school?
Do NOT include nursery, prekindergarten, or postsecondary students.
063 _____ Students
 None
064 1 All students board

SECTION 1 - SCHOOL CHARACTERISTICS - Continued

11. Which of these best describes the community in which this school is located?

Mark (X) only one box.

- 065**
- 1 A rural or farming community
 - 2 A small city or town of fewer than 50,000 people that is not a suburb of a larger city
 - 3 A medium-sized city (50,000 to 100,000 people)
 - 4 A suburb of a medium-sized city
 - 5 A large city (100,000 to 500,000 people)
 - 6 A suburb of a large city
 - 7 A very large city (over 500,000 people)
 - 8 A suburb of a very large city
 - 9 A military base or station
 - 10 An Indian reservation

12a. Does this school have a religious orientation, purpose, or affiliation?

- 066**
- 1 Yes - Continue with b
 - 2 No - Skip to item 13 on page 7

b. Is this school formally affiliated with a national religious denomination?

- 067**
- 1 Yes
 - 2 No

c. What is this school's religious orientation or affiliation?

Mark (X) only one box.

- 068**
- 1 Roman Catholic - Continue with d
 - 2 Amish
 - 3 Assembly of God
 - 4 Baptist
 - 5 Calvinist
 - 6 Christian (no specific denomination)
 - 7 Church of Christ
 - 8 Church of God
 - 9 Disciples of Christ
 - 10 Episcopal
 - 11 Friends
 - 12 Greek Orthodox
 - 13 Islamic
 - 14 Jewish
 - 15 Latter Day Saints
 - 16 Lutheran Church - Missouri Synod
 - 17 Evangelical Lutheran Church in America (formerly AELC, ALC, or LCA)
 - 18 Wisconsin Evangelical Lutheran Synod
 - 19 Other Lutheran
 - 20 Mennonite
 - 21 Methodist
 - 22 Pentecostal
 - 23 Presbyterian
 - 24 Seventh-Day Adventist
 - 25 Other - Specify

Skip to item 13 on page 7

Answer this item if you marked Roman Catholic (box 1) in item 12c above.

d. Is this school -
Mark (X) only one box.

- 069**
- 1 Parochial (or inter-parochial)?
 - 2 Diocesan?
 - 3 Private?

SECTION 1 – SCHOOL CHARACTERISTICS – *Continued*

13. Which associations or organizations does this school belong to?

Mark (X) all that apply.

- 070** 1 Accelerated Christian Education
- 071** 2 Alternative School Network
- 072** 3 National Coalition of Alternative Community Schools
- 073** 4 American Association of Christian Schools
- 074** 5 American Montessori Society
- 075** 6 Other Montessori association(s)
- 076** 7 Association of Christian Schools International
- 077** 8 Association of Military Colleges and Schools
- 078** 9 Bilingual School Association
- 079** 10 Council of Bilingual Education
- 080** 11 Other association(s) for bilingual education
- 081** 12 Christian Schools International
- 082** 13 Council for Exceptional Children
- 083** 14 National Association of Private Schools for Exceptional Children
- 084** 15 Other association(s) for exceptional children
- 085** 16 Early Childhood Education Association
- 086** 17 Other early childhood education association(s)
- 087** 18 European Council for International Schools
- 088** 19 Other association(s) for international schools
- 089** 20 Friends Council on Education
- 090** 21 General Conference of Seventh-Day Adventists
- 091** 22 National Association of Episcopal Schools
- 092** 23 National Association of Independent Schools
- 093** 24 National Independent Private School Association
- 094** 25 Other independent school association(s)
- 095** 26 National Association of Laboratory Schools
- 096** 27 National Catholic Educational Association
- 097** 28 Jesuit Secondary Education Association
- 098** 29 National Center for Neighborhood Enterprise
- 099** 30 National Federation of Church Schools
- 100** 31 National Society of Hebrew Day Schools
- 101** 32 Solomon Schechter Day Schools
- 102** 33 Other Jewish school association(s)
- 103** 34 Oral Roberts Educational Fellowship
- 104** 35 Other Christian school association(s)
- 105** 36 Other religious school association(s)
- 106** 37 Other nonreligious school association(s)
- 107** 0 None

SECTION 1 - SCHOOL CHARACTERISTICS - Continued

14. Which of these best describes this school?

Mark (X) only one box.

- 108
- 1 REGULAR elementary or secondary
 - 2 MONTESSORI
 - 3 Elementary or secondary with a SPECIAL PROGRAM EMPHASIS - e.g., science/math school, performing arts high school, foreign language immersion school, talented/gifted school
 - 4 SPECIAL EDUCATION - serves primarily handicapped students
 - 5 VOCATIONAL/TECHNICAL - serves primarily students being trained for occupations
 - 6 ALTERNATIVE - offers a curriculum designed to provide alternative or nontraditional education; does not specifically fall into regular, special education, or vocational school

15. For each of the following programs or services, please indicate whether it is available to students in this school, either during or outside of regular school hours, and regardless of funding source.

Do NOT include nursery, prekindergarten, or postsecondary students.

a. English as a second language - students with limited English proficiency are provided with intensive instruction in English.

- 109
- 1 Yes - How many students participate in this program? 110 _____
- 2 No

b. Bilingual education - native language is used to varying degrees in instructing students with limited English proficiency. For example, transitional bilingual education and structured immersion

- 111
- 1 Yes - How many students participate in this program? 112 _____
- 2 No

c. Remedial reading - organized compensatory, diagnostic, and remedial activities designed to correct and prevent difficulties in the development of reading skills.

- 113
- 1 Yes - How many students participate in this program? 114 _____
- 2 No

d. Remedial mathematics - organized compensatory, diagnostic, and remedial activities designed to correct and prevent difficulties in the development of mathematics skills.

- 115
- 1 Yes - How many students participate in this program? 116 _____
- 2 No

e. Programs for handicapped students - instruction for the mentally retarded, specific learning disabled, physically handicapped, and other handicapped students.

- 117
- 1 Yes - How many students participate in this program?+ 118 _____
- 2 No

f. Programs for the gifted and talented - activities designed to permit gifted and talented students to further develop their abilities.

- 119
- 1 Yes - How many students participate in this program?+ 120 _____
- 2 No

g. Diagnostic and prescriptive services - services provided by trained professionals to diagnose learning problems of students and to plan and provide therapeutic or educational programs based upon such services.

- 121
- 1 Yes - How many received this service? 122 _____
- 2 No

h. Extended day or before-or-after-school day-care programs.

- 123
- 1 Yes - How many students participate in this program? 124 _____
- 2 No

SECTION 1 – SCHOOL CHARACTERISTICS – *Continued*

<p>16a. Does this school offer a kindergarten program?</p>	<p>125 1 <input type="checkbox"/> Yes – <i>Continue with b</i> 2 <input type="checkbox"/> No – <i>Skip to item 17a</i></p>
<p>b. How many days per week do the kindergarten students attend this school?</p>	<p>126 _____ Days per week</p>
<p>c. How long is the school day for students in the kindergarten program? <i>Mark (X) only one box.</i></p>	<p>1 <input type="checkbox"/> Half day 2 <input type="checkbox"/> Full day 3 <input type="checkbox"/> Both offered</p>
<p>17a. Does this school have a library/media center?</p>	<p>128 1 <input type="checkbox"/> Yes – <i>Continue with b</i> 2 <input type="checkbox"/> No – <i>Skip to item 18a</i></p>
<p>b. Do all students in this school have access to the library/media center?</p>	<p>129 1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No</p>
<p>18a. Does this school provide Chapter 1 services under the Elementary and Secondary Education Act as amended, i.e., federal funds for the special educational needs of disadvantaged children?</p>	<p>130 1 <input type="checkbox"/> Yes – <i>Continue with b</i> 2 <input type="checkbox"/> No – <i>Skip to item 19a</i></p>
<p>b. How many students are served?</p>	<p>131 _____ Prekindergarten and nursery students 0 <input type="checkbox"/> None</p> <p>132 _____ K – 12 students 0 <input type="checkbox"/> None</p>
<p>c. How many Chapter 1 teachers and/or teacher aides are at this school?</p>	<p>133 _____ Teachers and/or teacher aides</p>
<p>19a. Does this school charge tuition for any students?</p>	<p>134 1 <input type="checkbox"/> Yes – <i>Continue with b</i> 2 <input type="checkbox"/> No – <i>Skip to item 20a</i></p>
<p>b. Does this school have any policy for modifying or discounting tuition rates, e.g., on the basis of additional students from the same family, financial need, church membership, etc.?</p>	<p>135 1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No</p>
<p>c. What is the highest ANNUAL tuition charged by this school for a full-time student? Do not include boarding fees.</p>	<p>136 \$ _____ .00 per year</p>
<p>20a. Does this school have any special requirements for admission other than proof of immunization, age, or residence?</p>	<p>137 1 <input type="checkbox"/> Yes – <i>Continue with b</i> 2 <input type="checkbox"/> No – <i>Skip to item 21 on page 10</i></p>
<p>b. Which of these does this school use for admission? <i>Mark (X) all that apply.</i></p>	<p>138 1 <input type="checkbox"/> Admission test 139 2 <input type="checkbox"/> Standardized achievement test 140 3 <input type="checkbox"/> Academic record 141 4 <input type="checkbox"/> Special student needs 142 5 <input type="checkbox"/> Special student aptitudes 143 6 <input type="checkbox"/> Personal interview 144 7 <input type="checkbox"/> Recommendations 145 8 <input type="checkbox"/> Religious affiliation</p> <p style="text-align: center;">NOTE: If you marked only one box for item 20b, skip to item 21.</p>
<p>c. Of the categories marked for item 20b above, which is the most important consideration for admission and which is the second most important? <i>Enter the appropriate category numbers (1-8).</i></p>	<p>146 _____ Most important 147 _____ Second most important</p>

SECTION 1 – SCHOOL CHARACTERISTICS – Continued

<p>21. Does this school provide instruction for grade 12?</p>	<p>148 1 <input type="checkbox"/> Yes – Continue with item 22a 2 <input type="checkbox"/> No – Skip to the instructions above item 27 on page 11</p>
<p>22a. For high school graduation for students in the class of 1990 how many years of instruction are required in each of the following areas? <i>Record the number to the nearest tenth, e.g., 3.0, 2.5, etc. If none, mark (X) the "None" box.</i></p> <p>(1) English/language arts _____ 0 <input type="checkbox"/> None</p> <p>(2) Mathematics _____ 0 <input type="checkbox"/> None</p> <p>(3) Computer science _____ 0 <input type="checkbox"/> None</p> <p>(4) Social sciences/social studies (e.g., history, geography, economics) _____ 0 <input type="checkbox"/> None</p> <p>(5) Physical and biological sciences _____ 0 <input type="checkbox"/> None</p> <p>(6) Foreign language _____ 0 <input type="checkbox"/> None</p> <p>b. Do these requirements reflect a 3-year or a 4-year program? _____</p>	<p>149 _____ 0 <input type="checkbox"/> None</p> <p>150 _____ 0 <input type="checkbox"/> None</p> <p>151 _____ 0 <input type="checkbox"/> None</p> <p>152 _____ 0 <input type="checkbox"/> None</p> <p>153 _____ 0 <input type="checkbox"/> None</p> <p>154 _____ 0 <input type="checkbox"/> None</p> <p>155 1 <input type="checkbox"/> 3-year program 2 <input type="checkbox"/> 4-year program</p>
<p><i>For items 23a-25b, students may be enrolled in more than one program.</i></p>	
<p>23a. Does this school offer a college preparatory program? _____</p> <p>b. How many students in grades 10–12 are enrolled in this program? _____</p>	<p>156 1 <input type="checkbox"/> Yes – Continue with b 2 <input type="checkbox"/> No – Skip to item 24a</p> <p>157 _____ Students 0 <input type="checkbox"/> None</p>
<p>24a. Does this school offer a vocational or technical program? _____</p> <p>b. How many students in grades 10–12 are enrolled in this program? _____</p>	<p>158 1 <input type="checkbox"/> Yes – Continue with b 2 <input type="checkbox"/> No – Skip to item 25a</p> <p>159 _____ Students 0 <input type="checkbox"/> None</p>
<p>25a. Does this school offer a general program for students who do not plan to attend college? _____</p> <p>b. How many students in grades 10–12 are enrolled in this program? _____</p>	<p>160 1 <input type="checkbox"/> Yes – Continue with b 2 <input type="checkbox"/> No – Skip to item 26a</p> <p>161 _____ Students 0 <input type="checkbox"/> None</p>
<p>26a. LAST SCHOOL YEAR, how many students were enrolled in 12th grade on or about October 1? _____</p> <p>b. How many students graduated from 12th grade last year? Include 1990 summer graduates. _____</p> <p>c. How many of last year's graduates applied to two- or four-year colleges? _____</p>	<p>162 _____ Students – Continue with b 0 <input type="checkbox"/> None – Skip to instructions above item 27</p> <p>163 _____ Graduates – Continue with c 0 <input type="checkbox"/> None – Skip to instructions above item 27</p> <p>164 _____ Students 0 <input type="checkbox"/> None</p>

SECTION 2 – STAFFING PATTERNS

In questions 27-33, you are asked to report the number of teachers in this school in full-time equivalents (FTEs). For an individual teacher, the FTE would be the ratio of the time the person spends working as a teacher at this school to the time that would be spent by a full-time teacher.

The following are some examples:

- A teacher who works full time would have an FTE of 1.0.
- A teacher who works half days for five days a week would have an FTE of .5.
- A teacher who works all day for one day each week would have an FTE of .2.
- A teacher who spends one-fifth of her time as a guidance counselor and four-fifths as a teacher would have an FTE of .8.
- Someone who works one-third time as a teacher in this school would have an FTE of .3.
- A school that has three full-time teachers (3.0) and one half-time teacher (.5) would have a total of 3.5 FTE teachers.
- A school that has five full-time teachers (5.0) and three half-time teachers (1.5) would have a total of 6.5 FTE teachers.

Note that FTEs are reported to the nearest tenth.

Count only TEACHERS. Do not count FTEs for guidance counselors, teachers' aides, daycare aides, etc.

27. How many FTE teachers were employed by this school at each of these levels on October 1 of THIS school year, and on October 1 of LAST school year?

Enter only one digit to the right of the decimal point. If the answer is a whole number, enter a zero (0) to the right of the decimal point, e.g., 5.0.

Grade level	This year's FTE teachers	Last year's FTE teachers
a. Ungraded	165 <input type="checkbox"/> <input type="checkbox"/> None	166 <input type="checkbox"/> None
b. Nursery and prekindergarten	167 <input type="checkbox"/> None	168 <input type="checkbox"/> None
c. Kindergarten	169 <input type="checkbox"/> None	170 <input type="checkbox"/> None
d. Grades 1-6	171 <input type="checkbox"/> None	172 <input type="checkbox"/> None
e. Grades 7-12	173 <input type="checkbox"/> None	174 <input type="checkbox"/> None
f. Postsecondary	175 <input type="checkbox"/> None	176 <input type="checkbox"/> None
g. TOTAL FTE teachers	177	178

In items 28-33, report FTE teachers or teaching positions for grades K-12 include FTE teachers or teaching positions for ungraded if the students are the same ages as those in grades K-12. Do NOT include nursery, prekindergarten, or postsecondary teaching positions or teachers.

Refer to item 27 above.

28. Record the total number of FTE teachers who teach grades K-12 or comparable ungraded levels, i.e., this year's total FTE teachers minus nursery, prekindergarten, and postsecondary.

179 _____

SECTION 2 - STAFFING PATTERNS - Continued

<p>29. Of the total FTE teachers for grades K-12 and comparable ungraded levels (<i>entry in item 28</i>), how many hold regular or standard STATE certification in their fields of assignment? <i>Count a teacher as certified if he/she has met your state's regular or standard certification requirements in his/her assigned field. Include those who have completed all necessary course work and practice teaching, and are eligible for full certification upon completion of a probationary period.</i> NOTE: Do NOT count teachers who have only emergency or other nonstandard certification.</p>	<p>_____</p> <p><input type="checkbox"/> None</p>
<p>30a. As of October 1 of this school year, how many FTE teaching positions for grades K-12 and comparable ungraded levels were vacant or temporarily filled by a substitute teacher?</p>	<p>181 _____</p> <p><input type="checkbox"/> None</p>
<p>b. How many FTE teaching positions for grades K-12 and comparable ungraded levels were abolished or withdrawn between the start of the hiring season and October 1 of this school year because suitable candidates could not be found?</p>	<p>182 _____</p> <p><input type="checkbox"/> None</p>
<p>31. How many FTE teaching positions for grades K-12 and comparable ungraded levels were PLANNED for this school year, whether filled or not? NOTE - Entry should equal sum of entries for items 28, 30a, and 30b.</p>	<p>183 _____</p>
<p>32a. As of October 1 of this school year, how many FTE teachers for grades K-12 or comparable ungraded levels were NEWLY HIRED for this school year? <i>Include teachers returning from unpaid leave of absence of one school year or more. Do not include substitute teachers.</i></p>	<p>_____ - Continue with b</p> <p><input type="checkbox"/> None - Skip to item 33</p>
<p>b. How many of these newly hired FTE teachers hold regular or standard STATE certification in their fields of assignment?</p>	<p>185 _____</p> <p><input type="checkbox"/> None</p>
<p>33. At the end of LAST SCHOOL YEAR, how many FTE teachers for grades K-12 and comparable ungraded levels were laid off? <i>Count teachers whose contracts were not renewed at the end of the 1989-90 school year because of budget limitations, declining enrollment, or elimination of courses. Do NOT include teachers who were fired or whose contracts were not renewed because of performance reasons.</i></p>	<p>186 _____</p> <p><input type="checkbox"/> None</p>
<p>34a. As of October 1 of this school year, how many FTE librarians/media specialists were employed in this school?</p>	<p>187 _____</p> <p><input type="checkbox"/> None</p>
<p>b. As of October 1 of this school year, how many FTE librarian/media specialist positions were vacant or temporarily filled by a substitute?</p>	<p>188 _____</p> <p><input type="checkbox"/> None</p>
<p>c. How many FTE librarian/media specialist positions were abolished or withdrawn between the start of the hiring season and October 1 of this school year because a suitable candidate could not be found?</p>	<p>189 _____</p> <p><input type="checkbox"/> None</p>
<p>d. How many FTE librarian/media specialist positions were PLANNED for this school year, whether filled or not? Entry should equal sum of entries for items 34a-c.</p>	<p>190 _____</p> <p><input type="checkbox"/> None</p>

SECTION 2 – STAFFING PATTERNS – Continued

35a. Were there teaching vacancies in this school for this school year, i.e., teaching positions for which teachers were recruited and interviewed? **191** 1 Yes – **Continue with b.**
2 No – **Skip to item 36a**

b. Did this school have any teaching vacancies this school year that could not be filled with a teacher qualified in the course or grade level to be taught? **192** 1 Yes - **Continue with c**
2 No – **Skip to 35d**

c. Which of these methods did this school use to cover the vacancy(ies)?
Mark (X) all that apply.

193 1 Cancelled planned course offerings
194 2 Expanded some class sizes
195 3 Added sections to other teachers' normal teaching loads
196 4 Assigned a teacher of another subject or grade level to teach those classes
197 5 Used long-term and/or short-term substitutes
198 6 Used part-time or itinerant teachers
199 7 Hired a less qualified teacher

d. How difficult or easy was it to fill the vacancies for this school year in each of the following fields? **Mark (X) one box for each line.**

	No vacancies in that field	Easy	Somewhat difficult	Very difficult	Could not fill vacancy
(1) General elementary	200 0 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="checkbox"/>
(2) Special education	201 0 <input type="radio"/>	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>
(3) English	202 0 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="checkbox"/>
(4) Mathematics	203 0 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>
(5) Physical sciences	204 0 <input type="radio"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="radio"/>	4 <input type="radio"/>
(6) Biology or life sciences	205 0 <input type="radio"/>	1 <input type="checkbox"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>
(7) English as a second language (ESL) or bilingual education	206 0 <input type="radio"/>	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>
(8) Foreign language	207 0 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>
(9) Vocational education	208 0 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="radio"/>	3 <input type="checkbox"/>	4 <input type="radio"/>

For items 36 – 42, report the number of teachers for grades K – 12 and comparable ungraded levels only. Do not include teachers who teach ONLY nursery, prekindergarten, or postsecondary students.
NOTE – Report in head counts, not FTEs.

36a. How many K – 12 teachers have FULL-TIME teaching positions at this school? **209** _____ Full-time teachers
0 None

b. How many K – 12 teachers have PART-TIME teaching positions at this school? Include itinerant teachers. **210** _____ Part-time teachers
0 None

c. What is the total number of K – 12 teachers at this school? **211** _____ Total K – 12 teachers

Total must equal sum of items 36a and 36b.

SECTION 2 – STAFFING PATTERNS – Continued

<p>37. How many K-12 teachers in this school are – <i>Include both full- and part-time teachers.</i></p> <p>a. American Indian or Alaskan Native? _____</p>	<p>212 _____ Teachers o <input type="checkbox"/> None</p>
<p>b. Asian or Pacific Islander? _____</p>	<p>213 _____ Teachers o <input type="checkbox"/> None</p>
<p>c. Hispanic, regardless of race? (<i>Mexican, Puerto Rican, Cuban, Central or South American, or other Hispanic culture or origin</i>) _____</p>	<p>214 _____ Teachers o <input type="checkbox"/> None</p>
<p>d. Black (not of Hispanic origin)? _____</p>	<p>215 _____ Teachers o <input type="checkbox"/> None</p>
<p>e. White (not of Hispanic origin)? _____</p>	<p>216 _____ Teachers o <input type="checkbox"/> None</p>
<p>38. How many K-12 teachers were absent the most recent school day? <i>Include both full- and part-time teachers.</i></p>	<p>217 _____ Teachers o <input type="checkbox"/> None</p>
<p>39. How many K-12 teachers have a degree beyond the bachelor's degree? <i>Include both full- and part-time teachers.</i></p>	<p>218 _____ Teachers o <input type="checkbox"/> None</p>
<p>40. How many K-12 teachers have taught for each of the following periods of time? Include years of teaching at this school and at any other elementary or secondary school – either public or private, part-time or full-time. Include this school year. <i>Include both full- and part-time teachers.</i></p> <p>a. Less than 3 years _____</p>	<p>219 _____ Teachers o <input type="checkbox"/> None</p>
<p>b. 3 to 9 years _____</p>	<p>220 _____ Teachers o <input type="checkbox"/> None</p>
<p>c. 10 to 20 years _____</p>	<p>_____ Teachers o <input type="checkbox"/> None</p>
<p>d. More than 20 years _____</p>	<p>222 _____ Teachers o <input type="checkbox"/> None</p>
<p>NOTE – The sum of parts a – d must equal the entry for item 36c.</p>	

41a. How many K-12 teachers are **NEW** to this school this year? Include teachers who taught in this school in previous years but were not here last year.

Include both full- and part-time teachers.

223 _____ New teachers — *Continue with b*
o None — *Skip to item 42a on page 76*

b. Of those K-12 teachers who are **NEW** to this school (item 41a above), how many have their main teaching assignment in each of the following fields?

(1) General elementary

224 _____ Teachers
o None

(2) Special education

225 _____ Teachers
o None

(3) English

226 _____ Teachers
o None

(4) Mathematics

227 _____ Teachers
o None

(5) Physical sciences

228 _____ Teachers
o None

(6) Biology or life sciences

229 _____ Teachers
o None

(7) English as a second language (ESL)

230 _____ Teachers
o None

(8) Bilingual education

231 _____ Teachers
o None

(9) Foreign language

232 _____ Teachers
o None

(10) Vocational or technical education

233 _____ Teachers
o None

(11) Other — *Specify* _____

234 _____ Teachers
o None

NOTE: *The sum of items (1)-(11) must equal the entry in item 41a.*

SECTION 2 – STAFFING PATTERNS – *Continued*

<p>42a. How many K-12 teachers LEFT this school between October 1 of last school year and October 1 of this school year? <i>Include both full- and part-time teachers.</i></p>	<p>_____ Teachers – <i>Continue with b</i> <input type="checkbox"/> None – <i>Skip to item 43 on page 17</i></p>
<p>b. Of those K– 12 teachers who LEFT this school (<i>item 42a above</i>), how many are no longer teaching in an elementary or secondary school? <i>Include teachers who have retired and those who died.</i></p>	<p>236 _____ Teachers – <i>Continue with c</i> <input type="checkbox"/> None – All who left are still teaching } <i>Skip to item 43 on page 17</i> 237 <input type="checkbox"/> Don't know</p>
<p>c. Of those K– 12 teachers who have LEFT TEACHING (<i>item 42b above</i>), how many had their main assignment in each of the following fields? <i>Include only those teachers who have left teaching.</i></p>	<p>238 _____ Teachers <input type="checkbox"/> None</p>
<p>(1) General elementary</p>	<p>239 _____ Teachers <input type="checkbox"/> None</p>
<p>(2) Special education</p>	<p>240 _____ Teachers <input type="checkbox"/> None</p>
<p>(3) English</p>	<p>241 _____ Teachers <input type="checkbox"/> None</p>
<p>(4) Mathematics</p>	<p>242 _____ Teachers <input type="checkbox"/> None</p>
<p>(5) Physical sciences</p>	<p>243 _____ Teachers <input type="checkbox"/> None</p>
<p>(6) Biology or life sciences</p>	<p>244 _____ Teachers <input type="checkbox"/> None</p>
<p>(7) English as a second language (ESL)</p>	<p>245 _____ Teachers <input type="checkbox"/> None</p>
<p>(8) Bilingual education</p>	<p>246 _____ Teachers <input type="checkbox"/> None</p>
<p>(9) Foreign language</p>	<p>247 _____ Teachers <input type="checkbox"/> None</p>
<p>(10) Vocational or technical education</p>	<p>248 _____ Teachers <input type="checkbox"/> None</p>
<p>(11) Other – <i>Specify</i> _____</p>	<p>_____ Teachers <input type="checkbox"/> None</p>
<p>NOTE – <i>The sum of parts (11)-(11) must equal the entry in item 42b.</i></p>	

43. How many employees hold full- or part-time positions at this school in each of the following categories? <i>If an employee holds a position in more than one of the categories, count that person as part-time in each category that applies.</i>	FULL-TIME	PART-TIME
a. Headmaster, headmistress, or principal	249 _____ <input type="checkbox"/> None	250 _____ <input type="checkbox"/> None
b. Assistant headmaster, headmistress, or principal	251 _____ <input type="checkbox"/> None	252 _____ <input type="checkbox"/> None
c. Guidance counselors	253 _____ <input type="checkbox"/> None	254 _____ <input type="checkbox"/> None
d. Vocational counselors	255 _____ <input type="checkbox"/> None	256 _____ <input type="checkbox"/> None
e. Librarians and other professional media staff	257 _____ <input type="checkbox"/> None	258 _____ <input type="checkbox"/> None
f. Other professional staff such as curriculum specialists, administrative and business staff, social workers, and health professionals	259 _____ <input type="checkbox"/> None	260 _____ <input type="checkbox"/> None
g. Classroom teacher aides (paraprofessionals who assist classroom teachers)	261 _____ <input type="checkbox"/> None	262 _____ <input type="checkbox"/> None
h. Library or media center aides	263 _____ <input type="checkbox"/> None	264 _____ <input type="checkbox"/> None
i. All other noninstructional staff (include maintenance, food service, and clerical staff)	265 _____ <input type="checkbox"/> None	266 _____ <input type="checkbox"/> None
44a. Do any UNPAID VOLUNTEERS provide services for this school? Do not include students from this school as unpaid volunteers.	267 1 <input type="checkbox"/> Yes — <i>Continue with b</i> 2 <input type="checkbox"/> No — <i>Skip to item 45 on page 18</i>	
b. How many unpaid volunteers provide services at this school on A CONTINUING OR SCHEDULED BASIS this school year?	268 _____ Unpaid volunteers <input type="checkbox"/> None	

SECTION 3 - SCHOOL PERSONNEL POLICIES

45. How many months is the normal work year for a teacher?

Report in whole months.

269 _____ Months

46. Is there a salary schedule for teachers in this school?

270 1 Yes - Continue with item 47
2 No - Skip to item 48

47. According to the salary schedule, what is the normal base-year salary for -

Record salary amounts in whole dollars; do not include cents.

a. A teacher with a bachelor's degree and no teaching experience?

271 \$ _____ PER YEAR

b. A teacher with a master's degree (or its equivalent in credit hours beyond a bachelor's) and no teaching experience?

272 \$ _____ PER YEAR

c. A teacher with a master's degree (or its equivalent in credit hours) and 20 years of teaching experience?

273 \$ _____ **00** PER YEAR

d. A teacher at the highest possible step on the salary schedule?

274 \$ _____ PER YEAR

NOTE: If you **completed item 47**, please skip to the instructions above item 49a on page 19.

48. Excluding teachers who work on a contributed service basis, what is the range of base-year teacher salaries in this school?

Record salary in whole dollars; do not enter cents.

275 \$ _____ per year (Lowest)

TO

276 \$ _____ **00** per year (Highest)

277 0 All teaching positions are unpaid - Skip to item 51a on page 20

278 1 All teachers work on a contributed service basis

Remarks

SECTION 3 – SCHOOL PERSONNEL POLICIES – Continued

The following definitions of pay incentives pertain to questions 49a-50c.

Cash bonus – A supplement to regular compensation over the year, but no permanent increase in salary

Different step on salary schedule – Placement of a teacher on a higher step of the salary schedule

Other salary increase – Increase in base salary or other raise in salary through reclassification (other than a step increase on the salary schedule)

49a. In this school year, does this school have a "merit pay" plan for teachers?

A "merit pay" plan is a system in which a teacher's performance is a significant factor in determining his or her compensation.

- 279** 1 Yes – **Continue with b**
2 No – **Skip to item 50a**

b. How is this performance-based compensation given?

Mark (X) all that apply.

- 280** 1 Cash bonus
281 2 Different step on salary schedule
282 3 Other salary increase

50a. Does this school or organization use any of the pay incentives listed above to recruit or retain teachers to teach in fields of shortage?

- 283** 1 Yes – **Continue with b**
2 No – **Skip to item 51a on page 20**

b. Which of these pay incentives are offered to attract teachers to fields specified by this school as fields of shortage?

Mark (X) all that apply.

- 284** 1 Cash bonus
285 2 Different step on salary schedule
286 3 Other salary increase

c. In which fields are incentives offered?

Mark (X) all that apply.

- 287** 1 Special education
288 2 Mathematics
289 3 Computer science
4 Physical sciences
5 Biology/life sciences
292 6 English as a second language (ESL) or bilingual education
293 7 Foreign languages
294 8 Vocational education
295 9 Other – *Specify* _____

SECTION 3 – SCHOOL PERSONNEL POLICIES – Continued

51a. Is free retraining available in this school (regardless of funding source) to prepare staff members to teach in fields with current or anticipated shortages?

- 296** 1 Yes – Continue with b
2 No – Skip to item 52

b. What are the fields for which this free training is provided?

Mark (X) all that apply.

- 297** 1 Special education
298 2 Mathematics
299 3 Computer science
300 4 Physical sciences
5 Biology/life sciences
302 6 English as a second language (ESL) or bilingual education
7 Foreign languages
304 8 Vocational education
305 9 Other – Specify _____

52. Is there a formal teacher evaluation program in use in this school?

- 306** 1 Yes
2 No

53. Which of these benefits are available to teachers in this school?

Mark (X) all that apply.

Mark the last category if none of these benefits is available.

- 307** GENERAL MEDICAL INSURANCE
1 School (or other organization) pays part or all of premium
2 Teachers pay all of premium
- 308** DENTAL INSURANCE
3 School (or other organization) pays part or all of premium
4 Teachers pay all of premium
- 310** GROUP LIFE INSURANCE
5 School (or other organization) pays part or all of premium
6 Teachers pay all of premium
- 311** INCOME-IN-KIND
8 Housing
- 312** 9 Meals (including free or reduced-price lunches)
- 313** 10 Transportation (including mileage reimbursement for itinerant teachers)
- 314** 11 Tuition scholarships for children to attend this school
- 315** 12 REIMBURSEMENT FOR TEACHERS' TUITION AND COURSE FEES
- 316** 0 None of the above

54. Does this school (or the organization with which this school is affiliated) have a training or development program for **ASPIRING** school administrators?

- 317** 1 Yes
2 No

55. Is there a formal program to help beginning teachers (such as a master or mentor teacher program) in use in this school? Do not include supervision of student teachers.

- 318** 1 Yes
2 No

SECTION 3 – SCHOOL PERSONNEL POLICIES – Continued

<p>56. Are teachers in this school covered by a retirement plan?</p>	<p>319 1 <input type="checkbox"/> Yes – Continue with item 57a 2 <input type="checkbox"/> No – Skip to item 58</p>
<p>57a. Can teachers who transfer to this school from another school receive credit in the retirement system for their years of teaching experience?</p>	<p>320 1 <input type="checkbox"/> Yes – Continue with b 2 <input type="checkbox"/> No – Skip to item 58</p>
<p>b. Under what circumstances can teachers receive this credit? <i>Mark (X) all that apply.</i></p>	<p>321 1 <input type="checkbox"/> By transferring from another school within the SAME organization or body (i.e., from a school of the same church affiliation) 322 2 <input type="checkbox"/> From a rollover of the previous retirement plan into this school's retirement plan 323 3 <input type="checkbox"/> By purchasing credit in this school's retirement plan 324 4 <input type="checkbox"/> Other – Specify ↴ _____</p>
<p>58. Which of the following criteria are used in considering applicants for teaching positions in this school?</p>	
<p>a. Full standard certification by a private school organization or association</p>	<p>325 1 <input type="checkbox"/> Not used 2 <input type="checkbox"/> Used but not required 3 <input type="checkbox"/> Required</p>
<p>b. Full standard STATE certification for field to be taught</p>	<p>326 1 <input type="checkbox"/> Not used 2 <input type="checkbox"/> Used but not required 3 <input type="checkbox"/> Required</p>
<p>c. At least emergency or temporary STATE certification or endorsement for field to be taught</p>	<p>327 1 <input type="checkbox"/> Not used 2 <input type="checkbox"/> Used but not required 3 <input type="checkbox"/> Required</p>
<p>d. Graduation from a state-approved teacher education program</p>	<p>328 1 <input type="checkbox"/> Not used 2 <input type="checkbox"/> Used but not required 3 <input type="checkbox"/> Required</p>
<p>e. College major or minor in field to be taught</p>	<p>329 1 <input type="checkbox"/> Not used 2 <input type="checkbox"/> Used but not required 3 <input type="checkbox"/> Required</p>
<p>f. Passage of a local SCHOOL test of basic skills or subject knowledge</p>	<p>330 1 <input type="checkbox"/> Not used 2 <input type="checkbox"/> Used but not required 3 <input type="checkbox"/> Required</p>
<p>g. Passage of a STATE test of basic skills</p>	<p>331 1 <input type="checkbox"/> Not used 2 <input type="checkbox"/> Used but not required 3 <input type="checkbox"/> Required</p>
<p>h. Passage of a STATE test of subject knowledge</p>	<p>332 1 <input type="checkbox"/> Not used 2 <input type="checkbox"/> Used but not required 3 <input type="checkbox"/> Required</p>
<p>i. Passage of the National Teachers Examination</p>	<p>333 1 <input type="checkbox"/> Not used 2 <input type="checkbox"/> Used but not required 3 <input type="checkbox"/> Required</p>

SECTION 3 – SCHOOL PERSONNEL POLICIES – Continued

59. Not counting interruptions, how long did it take to complete this survey?

Please record both hours and minutes, e.g., "1" hour and "30" minutes.

334

Hours

AND

335

Minutes

Remarks

THIS COMPLETES THE QUESTIONNAIRE.

THANK YOU FOR ASSISTING US IN THIS IMPORTANT RESEARCH.

YOUR TIME AND EFFORT ARE APPRECIATED.

Remarks