

# PRIVATE SCHOOL QUESTIONNAIRE

## SCHOOLS AND STAFFING SURVEY

### 2003-04 SCHOOL YEAR



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

#### THIS SURVEY HAS BEEN ENDORSED BY:

American Montessori Society  
Association of Christian Schools International  
Association of Christian Teachers and Schools  
Association of Waldorf Schools of North America  
Christian Schools International  
Council for American Private Education  
Council of Islamic Schools in North America  
Evangelical Lutheran Church in America  
Islamic School League of America  
Jesuit Secondary Education Association  
Lutheran Church-Missouri Synod  
National Association of Episcopal Schools  
National Association of Independent Schools

National Association of Private Special Education Centers  
National Catholic Educational Association  
National Christian School Association  
National Coalition of Girls' Schools  
National Council for Private School Accreditation  
National Independent Private Schools Association  
North American Division of Seventh-Day Adventists  
Oral Roberts University Educational Fellowship  
Solomon Schechter Day Schools  
The Association of Boarding Schools  
Toussaint Institute  
United States Conference of Catholic Bishops  
Wisconsin Evangelical Lutheran Synod

**NOTICE**

**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/SCHOOL HEAD:**

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 60 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. How many students were enrolled in each of the following grade levels around the first of October?**

- 🍎 Report only for the school named on the front of this questionnaire.
- 🍎 Do NOT include postsecondary or adult education students, or children who are enrolled only in day care at this school.
- 🍎 In column (1), mark (X) "Yes" or "No" for each grade level.
- 🍎 In column (2), record the number of students for each grade level with "Yes" marked in column (1).

| Grade levels   | (1)<br>Does this school have students in this grade?                   | (2)<br>Number of students in this grade  |
|--|--|--|
| <b>a.</b> Ungraded (including ungraded special education students)   | 0700 1 <input type="checkbox"/> Yes →<br>2 <input type="checkbox"/> No | 0701 <input style="width: 20px; height: 20px;" type="text"/> , <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> |
| <b>b.</b> Nursery and prekindergarten  | 0702 1 <input type="checkbox"/> Yes →<br>2 <input type="checkbox"/> No | 0703 <input style="width: 20px; height: 20px;" type="text"/> , <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> |
| <b>c.</b> Kindergarten (traditional year of school primarily for 5-year-olds prior to first grade)   | 0704 1 <input type="checkbox"/> Yes →<br>2 <input type="checkbox"/> No | 0705 <input style="width: 20px; height: 20px;" type="text"/> , <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> |
| <b>d.</b> Transitional (or readiness) kindergarten (extra year of school for kindergarten-age children who are judged not ready for kindergarten)                  | 0706 1 <input type="checkbox"/> Yes →<br>2 <input type="checkbox"/> No | 0707 <input style="width: 20px; height: 20px;" type="text"/> , <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> |
| <b>e.</b> Transitional first (or prefirst) grade (extra year of school for children who have attended kindergarten but have been judged not ready for first grade) | 0708 1 <input type="checkbox"/> Yes →<br>2 <input type="checkbox"/> No | 0709 <input style="width: 20px; height: 20px;" type="text"/> , <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> |

YOUR COMMENTS



1. Continued —

**How many students were enrolled in each of the following grade levels around the first of October?**

| Grade levels   | <b>(1)</b><br><b>Does this school have students in this grade?</b>     | <b>(2)</b><br><b>Number of students in this grade</b>                                      |
|----------------|--|--|
| <b>f.</b> 1st  | 0710 1 <input type="checkbox"/> Yes →<br>2 <input type="checkbox"/> No | 0711 <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> |
| <b>g.</b> 2nd  | 0712 1 <input type="checkbox"/> Yes →<br>2 <input type="checkbox"/> No | 0713 <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> |
| <b>h.</b> 3rd  | 0714 1 <input type="checkbox"/> Yes →<br>2 <input type="checkbox"/> No | 0715 <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> |
| <b>i.</b> 4th  | 0716 1 <input type="checkbox"/> Yes →<br>2 <input type="checkbox"/> No | 0717 <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> |
| <b>j.</b> 5th  | 0718 1 <input type="checkbox"/> Yes →<br>2 <input type="checkbox"/> No | 0719 <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> |
| <b>k.</b> 6th  | 0720 1 <input type="checkbox"/> Yes →<br>2 <input type="checkbox"/> No | 0721 <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> |
| <b>l.</b> 7th  | 0722 1 <input type="checkbox"/> Yes →<br>2 <input type="checkbox"/> No | 0723 <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> |
| <b>m.</b> 8th  | 0724 1 <input type="checkbox"/> Yes →<br>2 <input type="checkbox"/> No | 0725 <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> |
| <b>n.</b> 9th  | 0726 1 <input type="checkbox"/> Yes →<br>2 <input type="checkbox"/> No | 0727 <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> |
| <b>o.</b> 10th | 0728 1 <input type="checkbox"/> Yes →<br>2 <input type="checkbox"/> No | 0729 <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> |
| <b>p.</b> 11th | 0730 1 <input type="checkbox"/> Yes →<br>2 <input type="checkbox"/> No | 0731 <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> |
| <b>q.</b> 12th | 0732 1 <input type="checkbox"/> Yes →<br>2 <input type="checkbox"/> No | 0733 <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> |

**2. What was the total number of students enrolled in this school around the first of October?**

 Please sum lines 1a through 1q.

0734 ,

Students



**3. Is this school coeducational?**

- 0735
- 1  Yes
  - 2  No, it is an all-female school
  - 3  No, it is an all-male school
- } → GO TO item 5 below.

**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

**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



**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

**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

**8. How many days are in the school year for students in this school?**

0063    Days per school year

**9a. Does this school have a kindergarten?**

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

0426 1  Yes  
2  No → GO TO item 10 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

**10. What is the current CAPACITY of this school's building(s)?**

Do not count the capacity of temporary buildings.

0429  ,    Students



**11a. Does this school have one or more temporary buildings?**

- 0430 1  Yes  
2  No → **GO TO item 12 below.**

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

0431 ,  Students

**12. 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

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

- 0433 1  Yes  
2  No


**14. 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

**15. Which of the following best describes this school?**

 Mark (X) only one box.

- 0441 1  REGULAR elementary or secondary  
2  MONTESSORI  
3  Elementary or secondary with a SPECIAL PROGRAM EMPHASIS (such as a science/math school, performing arts school, foreign language immersion school, talented/gifted 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 emphasis, special education, or vocational school – *Please describe.* ↴  
5441   
7  EARLY CHILDHOOD PROGRAM/DAY CARE CENTER (e.g., kindergarten only, prekindergarten and kindergarten only, kindergarten and transitional first grade only, day care and transitional kindergarten only, etc.)





**16. Is a major role of this school to support homeschooling?**

0736 1  Yes

2  No

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

0737 1  Yes

2  No

YOUR COMMENTS





## SCHOOL AFFILIATION

### 18. Does this school have a religious orientation or purpose?

- 0738
- 1  Yes
- 2  No → **GO TO item 21 on page 11.**

### 19. Is this school affiliated with a religious organization or institution?

- 0739
- 1  Yes
- 2  No

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

Mark (X) only one box.

- 0740
- 1  Roman Catholic →
- 2  African Methodist Episcopal
- 3  Amish
- 4  Assembly of God
- 5  Baptist
- 6  Brethren
- 7  Calvinist
- 8  Christian (no specific denomination)
- 9  Church of Christ
- 10  Church of God
- 11  Church of God in Christ
- 12  Disciples of Christ
- 13  Episcopal
- 14  Friends
- 15  Greek Orthodox
- 16  Islamic
- 17  Jewish
- 18  Latter Day Saints
- 19  Lutheran Church – Missouri Synod
- 20  Evangelical Lutheran Church in America (formerly AELC, ALC, or LCA)
- 21  Wisconsin Evangelical Lutheran Synod
- 22  Other Lutheran
- 23  Mennonite
- 24  Methodist
- 25  Pentecostal
- 26  Presbyterian
- 27  Seventh-Day Adventist
- 28  Other – *Specify.* ↴


Mark (X) only one box.

- Is this school –** 0741
- 1  Parochial (or inter-parochial)
- 2  Diocesan
- 3  Private

5740



**21. To which of the following associations or organizations does this school belong?**

 Mark (X) all that apply.

0742 0  This school does NOT belong to ANY associations or organizations.

**RELIGIOUS**

0743 1  Accelerated Christian Education (ACE) (or School of Tomorrow)

0744 1  American Association of Christian Schools (AACCS)

0745 1  Association of Christian Schools International (ACSI)

0746 1  Association of Christian Teachers and Schools (ACTS)

0747 1  Christian Schools International (CSI)

0748 1  Council of Islamic Schools in North America (CISNA)

0749 1  Evangelical Lutheran Education Association (ELEA)

0750 1  Friends Council on Education (FCE)

0751 1  General Conference of the Seventh-Day Adventist Church (GCSDAC)

0752 1  Islamic School League of America

0753 1  Jesuit Secondary Education Association (JSEA)

0754 1  National Association of Episcopal Schools (NAES)

0755 1  National Catholic Educational Association (NCEA)

0756 1  National Christian School Association (NCSA)

0757 1  National Society of Hebrew Day Schools (NSHDS)

0758 1  Oral Roberts University Educational Fellowship (ORUEF)

0759 1  Solomon Schechter Day Schools (SSDS)

0760 1  Southern Baptist Association of Christian Schools (SBACS)

0761 1  Other religious school association(s) – *Specify.* ↴


5761

**YOUR COMMENTS**



**21.** Continued —

**To which of the following associations or organizations does this school belong?**

 *Mark (X) all that apply.*

**SPECIAL EMPHASIS**

- 0762 1  American Montessori Society (AMS)
- 0763 1  Other Montessori association(s)
- 0764 1  Association of Military Colleges and Schools (AMCS)
- 0765 1  Association of Waldorf Schools of North America (AWSNA)
- 0766 1  Bilingual School Association (BSA)
- 0767 1  Council of Bilingual Education (CBE)
- 0768 1  Council for Exceptional Children (CEC)
- 0769 1  National Association of Private Special Education Centers (NAPSEC)
- 0770 1  Other association(s) for exceptional children
- 0771 1  European Council for International Schools (ECIS)
- 0772 1  National Association for the Education of Young Children (NAEYC)
- 0773 1  National Association of Bilingual Education (NABE)
- 0774 1  National Association of Laboratory Schools (NALS)
- 0775 1  National Coalition of Girls' Schools (NCGS)
- 0776 1  Other special emphasis association(s) – *Specify.* ↴

5776

**OTHER SCHOOL ASSOCIATIONS OR ORGANIZATIONS**

- 0777 1  Alternative School Network (ASN)
- 0778 1  Institute for Independent Education (IIE)
- 0779 1  National Association of Independent Schools (NAIS)
- 0780 1  State or regional independent school association
- 0781 1  National Coalition of Alternative Community Schools (NCACS)
- 0782 1  National Independent Private Schools Association (NIPSA)
- 0783 1  The Association of Boarding Schools (TABS)
- 0784 1  Other school association(s) – *Specify.* ↴

5784



**22. Has this school received accreditation from any accrediting agency?**

("Accreditation" is defined as a peer review process which includes, but is not limited to, self study, site visits, cyclical reporting and evaluation.)

0785 1  Yes  
2  No → GO TO Section III on page 14.

**23. Has this school been accredited by -**

**a. A state government accrediting agency?**

0786 1  Yes  
2  No

**b. A state nonpublic school accrediting consortium or commission, or an accrediting association accepted by such consortium or commission?**

0787 1  Yes  
2  No

**c. One or more of the seven "Regional or Transregional Accrediting Agencies" (Southern Association of Colleges and Schools, North Central Association of Colleges and Schools, New England Association of Schools and Colleges, Middle States Association of Colleges and Schools, Northwest Association of Schools and Colleges, Western Association of Schools and Colleges, Commission on International or Transregional Accreditation)?**

0788 1  Yes  
2  No

**d. Accrediting association with full membership in the National Council for Private School Accreditation (NCPA)?**

0789 1  Yes  
2  No

**e. Other?**

0790 1  Yes - Describe. → 5790   
2  No

YOUR COMMENTS





## STAFFING

### INSTRUCTIONS AND AN EXAMPLE FOR ITEM 24

In item 24, we ask for the number of teachers for grades K – 12 by the amount of time they teach at THIS school.

#### Example:

The following is an example to illustrate how to report teachers in this item for a school that includes prekindergarten through grade 8.

*If this school has eight full-time teachers for grades 1–8, one full-time teacher who teaches kindergarten ½ time and prekindergarten ½ time, a music teacher who teaches two days each week, a physical education teacher who teaches three days each week, and a teaching principal who teaches one 30-minute class each day, you would complete item 24 as follows:*

None

Full-time teachers

None

Teach at least ¾ time but less than full time

None

Teach at least ½ time but less than ¾ time

*This number includes the one full-time teacher who teaches kindergarten ½ time and prekindergarten ½ time. The time he/she spends teaching prekindergarten is not counted in item 24.*

*This number also includes the physical education teacher who teaches three days a week.*

None

Teach at least ¼ time but less than ½ time

*This includes the music teacher who teaches two days a week.*

None

Teach less than ¼ time

*This includes the principal who teaches one 30-minute class each day. The time he/she spends working as a principal is not included in item 24.*

**TOTAL TEACHERS**



**24. Around October 1, 2003, how many persons were teaching in grades K-12 and/or COMPARABLE ungraded levels at this school in the following time categories?**

🍏 Consider only the amount of time an individual works as a teacher during a typical week at THIS school.

🍏 Include:

- Regular classroom teachers;
- Teachers who teach subjects such as music, art, physical education, and special education;
- Teaching principals/administrators who teach a regularly scheduled class at this school.

🍏 Do not include:

- Teachers who teach ONLY nursery school, prekindergarten, postsecondary, or adult education;
- Student teachers, teacher aides, day care aides, or short-term substitute teachers;
- Counselors, library media specialists/librarians, speech therapists, social workers, or administrators UNLESS they also teach a regularly scheduled class at THIS school.

🍏 If none, please mark (X) the box.

o  None

0513  Full-time teachers

o  None

0791  Teach at least  $\frac{3}{4}$  time but less than full time

o  None

0792  Teach at least  $\frac{1}{2}$  time but less than  $\frac{3}{4}$  time

o  None

0793  Teach at least  $\frac{1}{4}$  time but less than  $\frac{1}{2}$  time

o  None

0794  Teach less than  $\frac{1}{4}$  time

0795  **TOTAL TEACHERS**



🍏 In item 25, include only **TEACHERS** who teach students in one or more of grades K–12 or comparable ungraded levels. Do **NOT** include student teachers, short-term substitute teachers, or teachers who teach only nursery, prekindergarten, postsecondary, or adult education.

**25. 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?**

o  None

0515  Teachers

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

o  None

0516  Teachers

---

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

o  None

0517  Teachers

---

**d. Asian or Pacific Islander?**

o  None

0518  Teachers

---

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

o  None

0519  Teachers

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**f. Total teachers** (sum of entries in items 25a–e)

0520  Total teachers

🍏 **NOTE:** Sum of entries in items 25a–e should equal the total teachers reported in item 24 on page 15.






**26. 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 you share with other schools.
- Employees who perform more than one function at this school, such as a teaching principal.)


 If none, please mark (X) the box.

|  | <b>FULL-TIME</b>  | <b>PART-TIME</b>  |
|--|---|---|
| <b>a. Principals/school heads</b>  | 0 <input type="checkbox"/> None<br>0521 <input type="checkbox"/> <input type="checkbox"/> | 0 <input type="checkbox"/> None<br>0522 <input type="checkbox"/> <input type="checkbox"/> |
| <b>b. Vice principals and assistant principals/school heads</b>                                  | 0 <input type="checkbox"/> None<br>0523 <input type="checkbox"/> <input type="checkbox"/> | 0 <input type="checkbox"/> None<br>0524 <input type="checkbox"/> <input type="checkbox"/> |
| <b>c. Other managers, such as business manager, development director, director of admissions</b> | 0 <input type="checkbox"/> None<br>0796 <input type="checkbox"/> <input type="checkbox"/> | 0 <input type="checkbox"/> None<br>0797 <input type="checkbox"/> <input type="checkbox"/> |
| <b>d. Instructional coordinators and supervisors, such as curriculum specialists</b>             | 0 <input type="checkbox"/> None<br>0525 <input type="checkbox"/> <input type="checkbox"/> | 0 <input type="checkbox"/> None<br>0526 <input type="checkbox"/> <input type="checkbox"/> |
| <b>e. Library media specialists/librarians</b>   | 0 <input type="checkbox"/> None<br>0527 <input type="checkbox"/> <input type="checkbox"/> | 0 <input type="checkbox"/> None<br>0528 <input type="checkbox"/> <input type="checkbox"/> |
| <b>f. School counselors, excluding psychologists and social workers</b>                          | 0 <input type="checkbox"/> None<br>0529 <input type="checkbox"/> <input type="checkbox"/> | 0 <input type="checkbox"/> None<br>0530 <input type="checkbox"/> <input type="checkbox"/> |
| <b>g. Student support services professional staff</b>  | 0 <input type="checkbox"/> None   | 0 <input type="checkbox"/> None   |
| <b>(1) Nurses</b>  | 0531 <input type="checkbox"/> <input type="checkbox"/>                                    | 0532 <input type="checkbox"/> <input type="checkbox"/>                                    |
| <b>(2) Social workers</b>  | 0533 <input type="checkbox"/> <input type="checkbox"/>                                    | 0534 <input type="checkbox"/> <input type="checkbox"/>                                    |
| <b>(3) Psychologists</b>   | 0535 <input type="checkbox"/> <input type="checkbox"/>                                    | 0536 <input type="checkbox"/> <input type="checkbox"/>                                    |
| <b>(4) Speech therapists or pathologists</b>   | 0537 <input type="checkbox"/> <input type="checkbox"/>                                    | 0538 <input type="checkbox"/> <input type="checkbox"/>                                    |
| <b>(5) Other professional staff</b>  | 0539 <input type="checkbox"/> <input type="checkbox"/>                                    | 0540 <input type="checkbox"/> <input type="checkbox"/>                                    |



26. 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.

**h. Aides**

**(1) Regular Title I aides**

| FULL-TIME   | PART-TIME   |
|---|---|
| 0 <input type="checkbox"/> None<br>0541 <input type="text"/> <input type="text"/> | 0 <input type="checkbox"/> None<br>0542 <input type="text"/> <input type="text"/> |
| 0 <input type="checkbox"/> None<br>0543 <input type="text"/> <input type="text"/> | 0 <input type="checkbox"/> None<br>0544 <input type="text"/> <input type="text"/> |
| 0 <input type="checkbox"/> None<br>0545 <input type="text"/> <input type="text"/> | 0 <input type="checkbox"/> None<br>0546 <input type="text"/> <input type="text"/> |
| 0 <input type="checkbox"/> None<br>0547 <input type="text"/> <input type="text"/> | 0 <input type="checkbox"/> None<br>0548 <input type="text"/> <input type="text"/> |
| 0 <input type="checkbox"/> None<br>0549 <input type="text"/> <input type="text"/> | 0 <input type="checkbox"/> None<br>0550 <input type="text"/> <input type="text"/> |
| 0 <input type="checkbox"/> None<br>0551 <input type="text"/> <input type="text"/> | 0 <input type="checkbox"/> None<br>0552 <input type="text"/> <input type="text"/> |
| 0 <input type="checkbox"/> None<br>0553 <input type="text"/> <input type="text"/> | 0 <input type="checkbox"/> None<br>0554 <input type="text"/> <input type="text"/> |
| 0 <input type="checkbox"/> None<br>0555 <input type="text"/> <input type="text"/> | 0 <input type="checkbox"/> None<br>0556 <input type="text"/> <input type="text"/> |
| 0 <input type="checkbox"/> None<br>0557 <input type="text"/> <input type="text"/> | 0 <input type="checkbox"/> None<br>0558 <input type="text"/> <input type="text"/> |
| 0 <input type="checkbox"/> None<br>0559 <input type="text"/> <input type="text"/> | 0 <input type="checkbox"/> None<br>0560 <input type="text"/> <input type="text"/> |
| 0 <input type="checkbox"/> None<br>0561 <input type="text"/> <input type="text"/> | 0 <input type="checkbox"/> None<br>0562 <input type="text"/> <input type="text"/> |
| 0 <input type="checkbox"/> None<br>0563 <input type="text"/> <input type="text"/> | 0 <input type="checkbox"/> None<br>0564 <input type="text"/> <input type="text"/> |

**(2) ESL/Bilingual aides**

**(3) Special education instructional aides**

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

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

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

**(7) Other classroom instructional aides**

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

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

**j. Food service personnel**

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

**l. Other employees not reported above**



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

🍎 *If none, please mark (X) the box.*

o  None

0565   Short-term substitute teachers

YOUR COMMENTS



# IV

## GRADUATION REQUIREMENTS


### 28. Does this school grant high school diplomas?

 Do not include vocational certificates, certificates of attendance, or certificates of completion.

0276 1  Yes

2  No → GO TO item 32 on page 21.

### 29. For high school graduates of the class of 2004, how many years of instruction are required in each of the following areas for a standard diploma?

 Record the number to the nearest TENTH, e.g., 3.0, 2.5, etc.

 If not applicable, please mark (X) the box.

#### a. English/Language arts

0277  .  Years 99  Not applicable

#### b. Mathematics

0278  .  Years 99  Not applicable

#### c. Computer science

0279  .  Years 99  Not applicable

#### d. Social sciences, social studies (e.g., history, geography, economics)

0280  .  Years 99  Not applicable

#### e. Physical or biological sciences

0281  .  Years 99  Not applicable

#### f. Foreign languages

0282  .  Years 99  Not applicable



**30. For high school graduates of the class of 2004, does this school have a community service requirement for a standard diploma?**

0283 1  Yes  
2  No → **GO TO item 32 below.**

**31a. Does this school require a certain number of hours of community service?**

0284 1  Yes  
2  No → **GO TO item 32 below.**

**b. How many hours are required?**

0285    Hours

**32. Last school year (2002-03), were any students enrolled in 12th grade?**

0503 1  Yes  
2  No → **GO TO item 35a on page 22.**

**33. How many students were enrolled in 12th grade around October 1, 2002?**

0798  ,    12th graders

**34a. LAST school year (2002-03), how many students graduated from the 12th grade with a diploma?**

🍏 *Include 2003 summer graduates. Do not include students who received only vocational certificates, certificates of attendance, or certificates of completion.*

🍏 *If none, please mark (X) the box.*

0799 0  None → **GO TO item 35a on page 22.**

↓  ,    Graduates

**b. 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





## TUITION AND ADMISSIONS

### 35a. Do any students board at this school?

0800 1  Yes  
 2  No → **GO TO item 36 below.**

### b. How many students board at this school?

0801 1  All  
 0802 ,  Students

### 36. Does this school charge tuition for any students?

0803 1  Yes  
 2  No → **GO TO item 39 below.**

### 37a. Does this school have any policy for modifying or discounting tuition rates, such as on the basis of additional students from the same family, financial need, or church membership?

0804 1  Yes  
 2  No → **GO TO item 38 below.**

### b. How many students receive a modified or discounted tuition rate on the basis of FINANCIAL NEED?

0805 ,  Students

### 38. What is the highest ANNUAL tuition charged by this school for a full-time student?

Please report in whole dollars.

Do not include boarding fees.

0806 \$ ,  .00 Per year

### 39. 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

YOUR COMMENTS



**40a. 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 41 on page 24.*

**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

**(8) Religious affiliation**

- 0807
- 1  Yes
- 2  No



# VI STUDENTS AND CLASS ORGANIZATION

**41. 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

**42. 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

**43a. Does this school use a year-round calendar to distribute school days across 12 months?**

- 0496 1  Yes  
2  No

→ GO TO item 44 on page 25.

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

- 0497 1  Yes  
2  No





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

0498 1  Yes

2  No

→ *GO TO item 46 on page 26.*

**45. 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

YOUR COMMENTS



**46. 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
- 

**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



**47. 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

**48. 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

**49. 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



## VII RECRUITMENT AND HIRING OF TEACHERS

**50. For this school year, how many teachers were newly hired by this school for grades K-12 and comparable ungraded levels?**

(Newly hired teachers are teachers not employed in this school last school year.)

🍎 Report HEAD COUNTS, not FTEs (full-time equivalent).

🍎 If none, please mark (X) the box.

0077 0  None

Teachers

**51. Are the following criteria used in considering applicants for teaching positions in this school?**

🍎 Mark (X) only one box for each of a-j.

**a. Full standard state certification for field to be taught**

- 0078 1  Not used  
2  Used but not required  
3  Required

**b. Certification by a private school association or organization**

- 0808 1  Not used  
2  Used but not required  
3  Required

**c. At least emergency or temporary state certification or endorsement for field to be taught**

- 0079 1  Not used  
2  Used but not required  
3  Required

**d. Graduation from a state-approved teacher education program**

- 0080 1  Not used  
2  Used but not required  
3  Required

**e. College major or minor in field to be taught**

- 0081 1  Not used  
2  Used but not required  
3  Required

**f. Passing score on a STATE test of basic skills**

- 0082 1  Not used  
2  Used but not required  
3  Required



**51.** Continued—

**Are the following criteria used in considering applicants for teaching positions in this school?**

**g. Passing score on a STATE test of subject knowledge**

- 0083    1  Not used  
          2  Used but not required  
          3  Required
- 

**h. Passing score on a local SCHOOL test of basic skills or subject knowledge**

- 0084    1  Not used  
          2  Used but not required  
          3  Required
- 

**i. Passing score on the Praxis Series Core Battery Test of Professional Knowledge**

- 0085    1  Not used  
          2  Used but not required  
          3  Required
- 

**j. Passing score on the Praxis II: Subject Assessment in a specific content area**

- 0086    1  Not used  
          2  Used but not required  
          3  Required

YOUR COMMENTS



**52a. 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 54 on page 32.**

**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"/> |



**53. 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

---

**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



**54. LAST school year (2002-03), how many teachers of the following types were DISMISSED or did not have their contracts renewed based on poor performance?**

🍎 Record HEAD COUNTS, not FTEs (full-time equivalents).

🍎 If none, please mark (X) the box.

**a. Teachers with 3 or fewer years of experience**

0  None

0091    Teachers

**b. Teachers with more than 3 years of experience**

0  None

0092    Teachers

**55. Are there formal procedures to counsel out poor-performing or incompetent teachers in this school?**

0093 1  Yes

2  No

**56. How many months is the normal contract year for a teacher in this school?**

🍎 Mark (X) only one box.

0095 1  Less than 9 months

2  9 months

3  9 ½ months

4  10 months

5  11 months

6  12 months

YOUR COMMENTS






**57. Does this school hire PARAPROFESSIONALS who provide INSTRUCTIONAL SUPPORT?**

 Do NOT mark "Yes" if this school's paraprofessionals engage solely in non-instructional activities.

0103 1  Yes

2  No → **GO TO item 59 on page 34.**

**58. Are the following criteria used in considering applicants for paraprofessional staff who provide INSTRUCTIONAL SUPPORT in this school?**

 Mark (X) only one box for each of a–d.

**a. High school diploma or its recognized equivalent**

0104 1  Not used

2  Used but not required

3  Required

**b. Completion of at least two years of college**

0105 1  Not used

2  Used but not required

3  Required

**c. Associate's or higher degree**

0106 1  Not used

2  Used but not required

3  Required

**d. Passage of a state or local test measuring knowledge of and ability to assist in reading, writing, and mathematics (this also includes reading readiness, writing readiness, and mathematics readiness)**

0107 1  Not used

2  Used but not required

3  Required

YOUR COMMENTS



# VIII TEACHER COMPENSATION

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

0113 1  Yes  
 2  No → **GO TO item 62 below.**

**60. According to the salary schedule, what is the normal yearly base salary for –**

☛ Please report salaries in whole dollars.

☛ Mark (X) not applicable if this school does not have this particular step or schedule.

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

0114 \$ ,  .00 per year

**b. A teacher with a bachelor's degree and 10 years of teaching experience?**

0115 \$ ,  .00 per year 0116 1  Not applicable

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

0117 \$ ,  .00 per year 0118 1  Not applicable

**d. A teacher with a master's degree (or its equivalent in credit hours) and 10 years of teaching experience?**

0119 \$ ,  .00 per year 0120 1  Not applicable

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

0121 \$ ,  .00 per year

**61. If you completed item 60 → GO TO item 63 on page 35.**

**62. What is the range of full-time teachers' yearly base salaries in this school?**

☛ Report salaries in whole dollars.

0122 \$ ,  .00 per year **(Lowest)**

TO

0123 \$ ,  .00 per year **(Highest)**



**63. Does this school offer the following to teachers?**

**a. General medical insurance**

- 0124 1  Yes  
2  No
- 

**b. Dental insurance**

- 0125 1  Yes  
2  No
- 

**c. Group life insurance**

- 0126 1  Yes  
2  No
- 

**d. Retirement plan**

- 0127 1  Yes  
2  No
- 

**e. Tuition reimbursement**

- 0128 1  Yes  
2  No
- 

**f. Housing, housing subsidies, or rent assistance**

- 0129 1  Yes  
2  No
- 

**g. Subsidized meals**

- 0130 1  Yes  
2  No
- 

**h. Subsidized transportation**

- 0131 1  Yes  
2  No

YOUR COMMENTS



**64. Does this school currently use any pay incentives such as cash bonuses, salary increases, or different steps on the salary schedule to -**

**a. Reward teachers who have attained National Board for Professional Teaching Standards certification?**

- 0315 1  Yes  
2  No
- 

**b. Reward excellence in teaching?**

- 0316 1  Yes  
2  No
- 

**c. Reward completion of in-service professional development?**

- 0317 1  Yes  
2  No
- 

**65. Does this school currently use any pay incentives to recruit or retain teachers to teach in fields of shortage?**

- 0319 1  Yes  
2  No → GO TO item 67 on page 38.
- 

**66. Are pay incentives offered to recruit or retain teachers to teach in the following fields?**

**a. General elementary**

- 0320 1  Yes  
2  No
- 

**b. Special education**

- 0321 1  Yes  
2  No
- 

**c. English/Language arts**

- 0322 1  Yes  
2  No
- 

**d. Social studies**

- 0323 1  Yes  
2  No
- 

**e. Computer science**

- 0324 1  Yes  
2  No
- 

**f. Mathematics**

- 0325 1  Yes  
2  No
- 



66. Continued –

**Are pay incentives offered to recruit or retain teachers to teach in the following fields?**

**g. Physical sciences**

- 0326 1  Yes  
2  No
- 

**h. Biological or life sciences**

- 0327 1  Yes  
2  No
- 

**i. English as a Second Language (ESL) or English for Speakers of Other Languages (ESOL) or bilingual education**

- 0328 1  Yes  
2  No
- 

**j. Foreign languages**

- 0329 1  Yes  
2  No
- 

**k. Music or art**

- 0330 1  Yes  
2  No
- 

**l. Vocational or technical education**

- 0331 1  Yes  
2  No

YOUR COMMENTS




# IX

## PROFESSIONAL DEVELOPMENT

**67. Does this school have a training or development program for aspiring school administrators?**

- 0292 1  Yes  
2  No

**68. Does this school provide the following professional development opportunities for school administrators?**

 *Include coordinators, supervisors, principals, directors, and heads of school.*

**a. Administrative internships**

- 0293 1  Yes  
2  No

**b. Training in management techniques**

- 0294 1  Yes  
2  No

**c. Training in evaluation or supervision**

- 0295 1  Yes  
2  No

**d. Training to use technology for planning, budgeting, decision-making, or reporting**

- 0296 1  Yes  
2  No

**e. Training about advances in curriculum, teaching, or assessment**

- 0297 1  Yes  
2  No

**f. Formal networking opportunities for personnel with similar responsibilities**

- 0298 1  Yes  
2  No

**g. Reimbursement to attend local, state, or national conferences**

- 0299 1  Yes  
2  No

**h. Funding for university or college course work**

- 0300 1  Yes  
2  No



68. Continued –

**Does this school provide the following professional development opportunities for school administrators?**

 *Include coordinators, supervisors, principals, directors, and heads of school.*

**i. Opportunities to serve as mentors within the school**

- 0301    1  Yes  
          2  No
- 


**j. Strategic planning retreats**

- 0302    1  Yes  
          2  No
- 

**k. Opportunities to visit other schools**

- 0303    1  Yes  
          2  No

69. **With regard to the in-service professional development activities for TEACHERS in this school, who has PRIMARY responsibility for –**

 *Mark (X) only one box in items a, b, and c.*

**a. Deciding the content?**

- 0304    1  Teachers  
          2  Principals or other school staff  
          4  Outside professional development providers (e.g., university or college faculty, professional organizations)
- 

**b. Designing and planning the activities?**

- 0305    1  Teachers  
          2  Principals or other school staff  
          4  Outside professional development providers (e.g., university or college faculty, professional organizations)
- 

**c. Conducting the activities?**

- 0306    1  Teachers  
          2  Principals or other school staff  
          4  Outside professional development providers (e.g., university or college faculty, professional organizations)



**70. Are the following sources of funding for teacher professional development activities used in this school?**

**a. General school operating funds**

- 0308 1  Yes  
2  No
- 

**b. Special projects budgets**

- 0310 1  Yes  
2  No
- 

**c. School improvement funds**

- 0311 1  Yes  
2  No
- 

**d. Title I**

- 0312 1  Yes  
2  No
- 

**e. Other federal programs**

- 0313 1  Yes  
2  No
- 

**f. Private sector grants**

- 0314 1  Yes  
2  No

**71. Is training available to prepare staff members in this school, at no cost to them, to teach in fields with current or anticipated shortages?**

- 0332 1  Yes  
2  No → *GO TO item 73 on page 42.*

**72. Is this training provided for the following fields?**

**a. General elementary**

- 0333 1  Yes  
2  No
- 

**b. Special education**

- 0334 1  Yes  
2  No
- 

**c. English/Language arts**

- 0335 1  Yes  
2  No





**72.** Continued –

**Is this training provided for the following fields?**

**d. Social studies**

- 0336 1  Yes  
2  No
- 

**e. Computer science**

- 0337 1  Yes  
2  No
- 

**f. Mathematics**

- 0338 1  Yes  
2  No
- 

**g. Physical sciences**

- 0339 1  Yes  
2  No
- 

**h. Biological or life sciences**

- 0340 1  Yes  
2  No
- 

**i. English as a Second Language (ESL) or English for Speakers of Other Languages (ESOL) or bilingual education**

- 0341 1  Yes  
2  No
- 

**j. Foreign languages**

- 0342 1  Yes  
2  No
- 

**k. Music or art**

- 0343 1  Yes  
2  No
- 

**l. Vocational or technical education**

- 0344 1  Yes  
2  No



**73. 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 78 on page 43.**

↙ ,  Number of computers

**74. How many of these computers currently have access to the Internet?**

If none, please mark (X) the box.

0594 0  None → **GO TO item 76 below.**

↙ ,  Number of computers

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

0595 1  Yes

2  No

**76. Of the total number of computers in this school (i.e., those in question 73), 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 78 on page 43.**

↙ ,  Number of computers

**77. 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 2  The principal/school head 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



# XI SPECIAL PROGRAMS AND SERVICES

## 78. 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 81a below.

↓ ,  Students

## 79. Does this school primarily serve students with disabilities?

🍎 If you marked "SPECIAL EDUCATION school – primarily serves students with disabilities" for item 15, then please mark "Yes" below.

0605 1  Yes → GO TO item 81a below.

↓ 2  No

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

🍎 The sum of entries in item 80 should equal the entry in item 78 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)

## 81a. Of the students enrolled in this school as of October 1, have any been identified as limited-English proficient?

(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.)

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

0610 1  Yes

↓ 2  No → GO TO item 88 on page 46.

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

0611 ,  Students

YOUR COMMENTS



**82. 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



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

0619 1  Yes

2  No → *GO TO item 87 below.*

**84. 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

**85. 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

**86. 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

**87. 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



**88. 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


**89. 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 91 below.**

**90. 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)

**91. 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 96 on page 48.**

**92. 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)



**93. 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

**94. 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

**95. Where do these students receive Title I services?**

 Mark (X) all that apply.

0657 1  In this school building

0658 1  In a mobile unit or van

0659 1  In a public school

0660 1  Other – Describe. ↴

5660

YOUR COMMENTS



**96. What is the name of the person who completed most of this questionnaire?**

9001

**97. What is his/her job title?**

9002


**98. What is his/her telephone number?**

Area code Telephone number

9003

-


**99. How long did it take to complete this form, not counting interruptions?**

 Please record the time in minutes, e.g., 45 minutes, 60 minutes, etc.

0668

 Minutes

**100. Please enter the date you completed this questionnaire.**

 Report month as a number, i.e., 01 for January, 02 for February, etc.

Month Day Year

0669

 0670  0671 **200**

YOUR COMMENTS





***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>







