

## **2005–06 Local Systemic Change Principal Questionnaires Guidelines for Administering**

### **Overview**

For the core evaluation, each project must administer a principal questionnaire between January and March to the population of principals of all schools that are targeted to be served by the LSC project at any time over the entire period of LSC funding. A full principal questionnaire will be administered in the Baseline Year, again in Year Two, and once more in the Final Year. An abbreviated version of this questionnaire will be administered in the other years of the project to collect only the data necessary to satisfy NSF’s information requirements for the Government Performance Review Act (GPR). A copy of each version of last year’s principal questionnaire is included here for your information. Since LSCs are in their final year of data collection, all LSC projects will be administering the full principal questionnaire in 2005–06.

### **Options for Augmenting Core Requirements**

Projects may choose to append core evaluation questionnaires with additional closed-ended or open-ended questions of interest to the project. (Please clip, rather than staple, any additional pages and make sure to remove these pages prior to returning the questionnaires to HRI for processing.)

### **Distributing and Collecting Questionnaires**

HRI provides each project with a supply of scannable questionnaires. Use *only* the forms supplied by HRI; *HRI cannot process photocopies of questionnaires*. Responsibility for distribution of the questionnaires is a matter for negotiation between the PI and the Lead Evaluator. If possible, the completed questionnaires should be returned to the Lead Evaluator or another “neutral” person to lessen principals’ concerns about confidentiality.

### **Step-by-Step Principal Questionnaire Administration Procedure**

For each school listed as “eligible” in the School Sampling Frame provided by the project, HRI provides the project with a pre-numbered questionnaire and a set of three removable labels that include the name of the principal’s school and district to facilitate questionnaire distribution and follow-up with non-respondents.

## Sample Set of Principal Questionnaire Labels

	<u>Label 1</u> ID Label <i>(Do Not Remove)</i> ↓	<u>Label 2</u> Follow-up Label ↓	<u>Label 3</u> Initial Questionnaire Label <i>(Use this first)</i> ↓
Title →	Principal	Principal	Principal
School →	Sanford School	Sanford School	Sanford School
District →	Rosewood District	Rosewood District	Rosewood District
Questionnaire ID →	50590036		
	<i>[Match Questionnaire ID on bottom line of the label to preprinted number on questionnaire; for follow-up, write this Questionnaire ID number and darken the appropriate ovals on the back of the questionnaire in the "For office use only" box.]</i>	<i>[Cross out this label when original questionnaire is returned; for non-respondents, affix label to follow-up questionnaire, write the Questionnaire ID number and darken the appropriate ovals in the "For office use only" box on the back of the questionnaire.]</i>	<i>[Affix this label to back page of principal questionnaire which has the same preprinted ID number]</i>

1. **Preparation:** **Label 1** (in the left-hand column) is an ID Label and includes an eight-digit sequential ID number.<sup>1</sup> Questionnaires packaged with a cover sheet reading “for initial administration” have a preprinted ID number that corresponds to the eight-digit Questionnaire number found on Label 1. The preprinted ID number appears in a colored box at the bottom of the front and back pages of the questionnaire as well as in the box marked “for office use only.” Make sure the label sheets and questionnaires are in sequential order.
2. **Match Questionnaire ID Numbers:** Match the Questionnaire ID Number on Label 1 to the correct questionnaire for that particular principal. In the example shown, this principal’s ID Label would be matched with the questionnaire numbered 50590036. **Do not remove Label 1 from the label sheet; keep label sheets in sequential order to facilitate logging in responses.**
3. **Affix Labels:** The back page of the questionnaire booklet has a blank space on the upper right corner for the label. Remove **Label 3**, the Initial Questionnaire Label (in the right-hand column), from the label sheet and affix it to the principal questionnaire that has the corresponding preprinted ID number. In the example above, this principal’s Questionnaire Label would be placed on the questionnaire numbered 50590036.

<sup>1</sup> The first digit of the Questionnaire ID number designates the version of the principal questionnaire being administered in the project that year; 5 = “full” version; 7 = “abbreviated” version. The second, third, and fourth digits of the Questionnaire ID number designate the LSC project ID number. The fifth digit is for internal HRI use. The last three digits of the Questionnaire ID designate an individual sequential number beginning with 001 and continuing through the total number of principals to be surveyed by the project.

4. *Cover Letter:* Each project should develop a cover letter to accompany the principal questionnaire (see sample letter provided). The cover letter that the project includes with the questionnaire should include the following points:
  - The name of your LSC project;
  - A reference to activities that are part of your LSC project;
  - A brief explanation of the core evaluation;
  - A reminder to principals of multiple schools that they must complete a separate questionnaire for each school;
  - Specific instructions determined by the project for returning the questionnaire (e.g., mail it in the enclosed postage-paid envelope, deposit it in the return box located near the school secretary's desk, deposit it in the return box at the March 18 project meeting);
  - A request for the principal to remove the ID Label prior to returning the survey;
  - A specific response deadline (we suggest two weeks after the initial distribution date); and
  - A thank you to the principal for participating in this survey.
5. *Distribution:* Distribute, to all principals, the questionnaire with the cover letter.<sup>2</sup> Projects should use questionnaire distribution and collection procedures that best fit their situation. Some projects distribute them by hand to principals, others use school mail, while others choose to send them via U.S. Mail. For mailing questionnaires, it is best to use 9x12 envelopes that do not require folding of questionnaires.
6. *Keeping Track of Responses:* As completed questionnaires are received, match each incoming questionnaire's preprinted questionnaire ID number to the ID number on the label sheet. For each returned questionnaire, cross out **Label 2**, the Follow-up Label (label in the center column), so that no follow-up questionnaire is sent to that principal. *Please remove any name labels still attached to returned questionnaires.*

### **Following up with Non-Respondents**

Information in the Principal Questionnaire is essential for answering core evaluation questions and meeting NSF's information requirements for Congress. It is important that projects get as close to a 100 percent response rate from principals as possible, so that information can be linked to teacher questionnaire responses. After your initial response deadline, follow up with non-respondents in order to achieve the highest response rate possible. A supply of blank questionnaires is provided for this purpose.<sup>3</sup> **Prior to administering follow-up questionnaires, you must write in the principal's eight-digit Questionnaire ID number (from Label 1) and darken the appropriate ovals in the "For office use only" box on the questionnaire. Follow-up questionnaires are *not* preprinted with ID numbers; questionnaires returned without valid ID numbers "bubbled in" are not usable and will count as non-responses.**

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<sup>2</sup> Principals of multiple schools will need to complete a separate questionnaire for *each* school.

<sup>3</sup> If more questionnaires are needed, please contact HRI. Remember that HRI will not be able to process photocopies.

Follow these steps:

1. *Find the non-responding principal's Questionnaire ID Number.* Find the eight-digit ID number for the non-responding principal on **Label 1** (in the left-hand column).
2. *Darken the ovals for the ID Number.* Locate the box marked "For office use only" on the back cover of a blank principal questionnaire. **Write in the non-responding principal's ID number from the ID Label and darken the corresponding ovals.**
3. *Affix the Follow-up Label.* Affix **Label 2** (the center-column label) from the label sheet to the principal questionnaire (in the blank space on the upper right-hand corner of the back cover).
4. *Distribute the questionnaire with a cover letter.* Distribute the follow-up questionnaire with a cover letter reminding the principal of the importance of participating in this survey.
5. *Repeat follow-ups as necessary.* Continue to prompt non-responding principals until you achieve as close to a 100 percent response rate as possible. (Again, be sure to write and bubble in the LSC ID in the "For office use only" box.) Contact HRI if additional questionnaires are needed.

## **Return Questionnaires for Processing**

Before shipping questionnaires to HRI for processing:

- Remove any blank questionnaires;
- Check all follow-up questionnaire IDs to ensure that they were filled in correctly;
- Remove any name labels still attached to completed questionnaires;
- Remove open-ended or other project-specific questions;
- Remove any cover letters, clips, and staples added by the project;
- Do *not* remove staples binding the questionnaire booklets;
- Do *not* separate the pages of the questionnaire booklets;
- Sort the questionnaires by version (color); no need to put them in numerical order;
- Complete a cover sheet (see attached), indicating the number of completed questionnaires of each type being returned;
- If possible, package questionnaires in a single box for shipment to HRI; teacher and principal questionnaires should be shipped in the same box;
- Send all questionnaires to HRI **at the same time** (No questionnaires sent separately from the main shipment will be accepted); and
- Ship to arrive no later than **April 1, 2006** to:

LSC Questionnaires  
Horizon Research, Inc.  
326 Cloister Court  
Chapel Hill, NC 27514-2296

## **Data Processing**

HRI will process questionnaires by April 15<sup>th</sup> and provide each project with the results. The project PI and Lead Evaluator will be provided with an electronic copy of the data set for use in additional analyses as desired.

## **For Assistance**

E-mail Kristen Malzahn ([lsc@horizon-research.com](mailto:lsc@horizon-research.com)) at HRI if you have any questions about administering the Principal Questionnaires (or any other aspects of the core evaluation).

## **2005–06 Local Systemic Change Sample Cover Letter to Accompany Principal Questionnaires**

[Name of] district is [or x, y, and z districts are] participating in a Local Systemic Change (LSC) Initiative. You may know our project as [local name]. It began in [date] and focuses on [mathematics and/or science] and has included such activities as:

- [example]
- [example]
- [example]

The National Science Foundation is accountable to Congress for the programs it funds, and the purpose of the LSC core evaluation is to provide the leadership at NSF, and ultimately Congress, with information about the quality and impact of the Local Systemic Change program. This national evaluation is a system for collecting comparable information from all LSC projects through various means, including teacher and principal questionnaires.

Your participation in this survey is extremely important to the continuation of [name of project] in [district]. We would greatly appreciate it if you would complete the enclosed questionnaire, remove the name label, and return it to [e.g., the school secretary] by [specific date]. **Please note:** When the questionnaire asks about “LSC Professional Development” or the “LSC project,” please answer about the [local name].

**Also, for our project, the “LSC-designated instructional materials” mentioned in the questionnaire refer to:**

- [example]
- [example]
- [example]

Your responses will be kept strictly confidential; they will be combined with the responses of the other principals in our project and used only for the LSC evaluation. The name label and numbering on this questionnaire are used to help us deliver questionnaires to the proper persons and follow up with those that have not responded. After you complete the questionnaire, you should remove the name label and return the questionnaire to [e.g., school secretary]. Thank you very much for your cooperation. If you have any questions, please call [name, phone number].

Sincerely,

Project PI