

2005–06 Local Systemic Change Data Collection Sampling Frame Guidelines

Overview

For the 2005–06 data collection year, LSC projects are required to submit school and teacher sampling frames by December 1, 2005. Each project should submit separate school and teacher sampling frames. These will be *updated* versions of the sampling frames submitted in 2004, allowing the project to retain records of the professional development hours of those teachers who have left the project. To facilitate this effort, HRI will make the sampling frames from which spring 2005 samples were drawn (formatted for updating) available to each project on HRI's LSC core evaluation website (<http://www.horizon-research.com/LSC/>). Due to the adjusted data collection schedule in this last year of the core evaluation, HRI will provide sampling frames to projects by September 1, 2005. Projects should download their school and teacher files, make any necessary changes, as specified in the Teacher Sampling Frame and School Sampling Frame instructions, and return the files to HRI as early as possible in the fall. Detailed guidelines for preparing the sampling frames are included in this section of the manual.

How to Submit

Make changes directly to the files downloaded from the LSC website. These will be in tab-delimited text format, which can be imported into most spreadsheets and databases. **Save the updated versions as tab-delimited text (.txt)** and return them to HRI. In addition, the project should provide the Lead Evaluator a copy of the files so that he/she will have access to treatment status information.

The files should be submitted no later than December 1, 2005. HRI will draw samples and prepare labels and questionnaires for shipping. Projects will be asked to provide the name, address, and phone number of the person to whom the supply of questionnaires should be shipped. In addition to questionnaires, HRI will provide teacher interview samples and classroom observation samples. These samples will be made available to Lead Evaluators on HRI's LSC core evaluation website within two weeks from the time a project has "clean" sampling frame files.

The sampling frame files (in tab-delimited text format) should be sent to HRI by e-mail to lsc@horizon-research.com.

E-mail Kristen Malzahn (lsc@horizon-research.com) if you have any questions about the sampling frame guidelines or any other aspects of the core evaluation.