

2005–06 Local Systemic Change School Sampling Frame

These guidelines describe the School Sampling Frame required from each project for the 2005–06 LSC Core Evaluation. In order to have consistent demographic data to link with teacher questionnaires, HRI needs an electronic file that includes *all districts and schools that have participated or will be participating in the LSC at any time during the entire funding period.*

Preparing the School Sampling Frame File

Projects that prepared a school sampling frame in the past are asked to update that file to reflect any changes in the school demographics and participation status. *The assigned district and school numbers must remain unchanged from year to year* to allow HRI to conduct important program-wide research about reform implementation over time. In addition, these numbers must match those in the Teacher Sampling Frame in order to link teachers with school demographics. In September, HRI will make a copy of the file from which the 2004-05 principal questionnaire labels were prepared available for download on HRI's LSC core evaluation website. The headings of the fields that need to be updated for 2005–06 will have been added to this file by HRI.

The column headings from the downloaded file can be interpreted as follows:

District/School Information:

- DIST = District Name;
- DNUM = District Number;
- SCH = School Name; and
- SNUM = School Number.

Race/Ethnicity of Students:¹

- NUMST = Number of Students;
- NTVAM = Percent American Indian or Alaskan Native;
- ASIAN = Percent Asian;
- BLACK = Percent Black or African-American;
- HISP = Percent Hispanic or Latino (regardless of race);
- NTVHAW = Percent Native Hawaiian or Other Pacific Islander;
- WHITE = Percent White;
- OTHER = Percent Other;² and
- ETHSUM = Race/Ethnicity Total Percent computed by the project.

¹ Round percentages to the nearest tenth of a percent.

² If necessary, you may include students in the “other” category that you cannot classify in any of the previous categories.

Other student demographics:³

- LEP = Percent of Students with Limited English Proficiency (LEP) and
- FRL = Percent of Students eligible for free or reduced-price lunch.

Eligibility Status:

- ELG = Eligibility.

The first four columns of the file—DIST, DNUM, SCH, and SNUM—are included for reference only and should not be edited in any way.⁴ Note that each heading after the first four column headings is followed by the last two digits of the data collection year for which it applies (i.e., NUMST01 is the number of students at the school during the 2000-2001 school year). The columns following the initial four are those from previous years (all followed by a two digit year extension, e.g., 04 is Spring 2004). **Modify only the columns ending in 06.**

Modify the downloaded file as follows:

Be sure not to alter any of the information in the first four columns of the file, used to identify each school. Do not change *any* of the column headings.

1. In the new columns for 2006, provide the 2005–06 demographics for all schools included in this year’s school sampling frame, rounding to the nearest tenth of a percent. The sum of ethnicities (ETHSUM06) should be 100 ± 0.4
2. If your project has added new districts, add the districts and schools within those districts to the end of the file. Assign each new district a sequential district number continuing the previous list of districts; assign each school in that district a sequential school number continuing the previous list of schools in the entire project. Similarly, if a project adds new schools from a district listed last year, add those schools to the end of the file (rather than inserting them alphabetically within the “old” district) and assign the next sequential school number in the project as a whole. Provide the 2005–06 demographic information for any new schools and districts.
3. Update (or provide for new schools) the eligibility status in the ELG06 column for all schools listed in this year’s file. Update the file for 2005–06 by entering in this column either an “E” for eligible or a “G” for gone. “I” for ineligible is *not* an acceptable designation for a school. Do not delete schools that are no longer participating in the LSC.
4. Submit this file to HRI by December 1, 2005. The sampling frame files (in tab-delimited text format) should be sent to HRI by e-mail to lsc@horizon-research.com.

Sample Spreadsheet

The following example illustrates several possible entries in a Spring 2006 Data Collection School Sampling Frame prepared in spreadsheet software such as Excel. Note that, for space reasons, columns from prior data collection years are not displayed in the sample spreadsheet, though they will be included in the file projects will download from HRI’s LSC website.

³ Round percentages to the nearest tenth of a percent.

⁴ If for some reason a project needs to update information in these columns (i.e., a school changes names or districts), it will be necessary to send an email message to lsc@horizon-research.com detailing what changes need to be made and for what reasons.

**Sample Spreadsheet of
Updated School Sampling Frame Using Guidelines for 2005–2006**

DIST	DNUM	SCH	SNUM	NUMST06	NTVAM06	ASIAN06	BLACK06	HISP06	NTVHAW06	WHITE06	OTHER06	ETHSUM06	LEP06	FRL06	ELG06
Aardvark	1	Aardvark	1	250	.6	5.3	30.6	10.2	.3	53.1	.0	100.1	8.3	25.1	E
Aardvark*	1	Best	2												G
Aardvark	1	Plymouth	3	305	.0	7.6	35.4	15.0	.0	41.2	.8	100.0	12.6	22.2	E
:															
Central	4	Franklin	38	310	.4	5.2	41.7	8.3	.0	44.4	.0	100.0	7.0	37.3	E
:															
Sometown	8	Western	50	260	2.1	8.3	39.6	4.6	.1	45.2	.0	99.9	3.5	38.6	E
:															
Uptown	10	East Side	74	550	.5	15.5	56.0	9.9	.2	16.6	1.4	100.1	18.2	65.0	E
Aardvark**	1	Townsend	75	280	1.1	7.8	41.2	6.6	.8	42.4	.0	99.9	5.6	35.8	E
Hillsboro***	11	Lakewood	76	225	.8	12.3	27.6	4.9	.0	54.4	.0	100.0	3.9	29.6	E

* This is an example of a school that is no longer participating in the LSC, hence the G for “gone” in the ELG06 column and no 2006 demographic data provided.

** This is an example of an “old” district with a new school added to the end of the school sampling frame file, with school number 75 reflecting the fact that there had already been 74 school numbers assigned previously across all participating districts.

*** This is an example of a new district and a new school added to the end of the school sampling frame file.