




DEPARTMENT OF EDUCATION

DATA COLLECTION NOTIFICATION
Vermont Department of Education

- **Name of Collection: Educator Census School Year 2011-2012**
 - * Existing Collection (with minor revisions) 
- **Purpose of Collection: The Educator Census has three purposes: 1) to gather data on educator assignments in order to determine which “core academic subject” classes are taught by teachers who are Highly Qualified (HQT) for their assignment in accordance with the requirements of Title II of NCLB, 2) to provide school districts, professional development providers, and other stakeholders with detailed information on educator assignments, tenure, and course offerings to enhance planning and policymaking, and 3) to project areas of teacher and administrator shortages.**
- **Technical support can be received by calling the Vermont Department of Education at 802-828-3777. Questions about data reporting can be directed to Glenn Bailey at 802-828-2141.**
- **Expected mailing date: January 17, 2012**
- **Due Date: March 1, 2012**
- **Receiving and submitting data: This year, the application and submission of data will be sent using a secure FTP site. More information regarding this process will be provided in future correspondence.**
- **Who should complete this collection: All public educational organizations employing licensed educators. The specific information on each educator will be gathered and/or verified at the school level from paper reports provided to each school by the SU. (The reports will be based on preloaded 2010-2011 Educator Census data and will be printable directly from the CD.) The Supervisory Union is responsible for collecting the paper reports from the schools, entering any new or updated data into the application, and submitting the data to the DOE.**
- **Feedback from DOE:**
 - The DOE will work with SUs to verify data reports.
 - After all data analysis is completed, LEA-level reports of the percentage of classes taught by teachers who are NOT HQT for their assignments will be mailed to Superintendents for required annual public reporting.
 - Individual reports of Educator Census data are available upon request to professional development providers, SUs, etc.
 - HQT determination letters are mailed to educators when a new license or endorsement is issued or upon request. Employing organizations (LEAs) should request copies of HQT letters from educators; HQT information can be requested on specific educators by contacting Amy Anderson at 802-828-1455 or at DOE-HQT@state.vt.us.

Please submit data to:
IT Division: Data Management and Analysis Team
Vermont Department of Education
120 State Street
Montpelier, VT 05620-2501