



DEPARTMENT OF EDUCATION

School Finance Team

**MEMO**

**To:** Principals  
Superintendents  
Business Managers

**From:** Brad James  
Education Finance Manager

**Re:** Class size survey

**Date:** February 11, 2011

**Please complete and return the survey within the time period of February 18 and March 11.**

In 2010, Act 153 was enacted into law. Section 17 (2) directed the Commissioner to present to the House and Senate education committees classroom student-to-teacher ratios at the supervisory union level. The attached Excel file is designed to collect data to allow DOE to calculate an average class size for each supervisory union and supervisory district in Vermont.

We are collecting the data at the school level and will aggregate the data to the supervisory level. Data will be reported to the legislative committees as an average class size per teacher for each supervisory entity.

The collection is meant to be as simple as possible while gathering the pertinent data. We are asking for classroom teacher full-time equivalencies (FTEs) and the number of students enrolled in each separate class configuration taught. The file is divided between elementary (grades K – 6) and secondary (grades 7 -12). A school offering grades K – 8 will therefore enter data on both the elementary and secondary pages.

**Elementary data**

The file does not accurately represent elementary school schedules. If an elementary teacher is with the same students all day, enter the enrollment in the column called, “Class 1”. If different enrollments of students are taught during the course of the day, enter the additional enrollment in “Class 2” or “Class 3”, etc. An example would be when team teaching and different counts of students are taught during one school day.

**Secondary data**

Enter the number of students enrolled in each class taught by period for each teacher. Additionally, the secondary collection is divided into general subject categories. Please use the appropriate category for each teacher, prorating the FTE if a teacher teaches more than one subject.

**Questions and Help**

If you have general questions regarding macros or the data collection, please call any of these three numbers:

1. Help Desk – 828-3777
2. Brad James – 828-0471
3. Sean Cousino – 828-0474

If you have specific questions regarding the data to enter, please call or e-mail either Brad ([brad.james@state.vt.us](mailto:brad.james@state.vt.us)) or Sean ([sean.cousino@state.vt.us](mailto:sean.cousino@state.vt.us)).