



SUPERINTENDENT OF PUBLIC INSTRUCTION

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November 9, 2007

TO: Placement Directors, Public and Private Colleges/Universities
Deans of Education

FROM Dr. Arlene Hett, Director
Professional Education and Certification

RE: **PLACEMENT INFORMATION FOR 2006-2007
CERTIFICATE RECIPIENTS**

Enclosed are forms for reporting teachers completing certification programs during the 2006-2007 school year, including follow-up data on their employment and other activities in the 2007-2008 school year.

Form SPI SS-188A (form number at bottom left-hand side of page) is provided for your use. Please note that this form is a *suggested* format that may be helpful in gathering the information. The 188A form may be used as a stand-alone tool, as a supplement to other data sources, or not used at all. If you have other sources of information (such as telephone interviews or web-based surveys) that provide you with more comprehensive data (or the same data with less effort), the written survey is not required. Our goal is simply getting the most comprehensive data available.

Form SPI SS-188B (or your own document using a similar format) may be used to submit the required data to this office by March 14, 2008. Also enclosed with electronic transmission of this letter is an Excel file with sheets named and formatted to correspond with Page 1, Page 2, and Pages 3-4 of the 188B form, and an additional sheet that calculates summary data. If you can do so, please use the Excel file, as it will enable you to obtain summary data for your own use and easily conduct quality control checks to ensure your reported data is as complete as possible, and it will enable us to more easily consolidate data for all 21 colleges/universities. On page 1 you will find space for a fax telephone number and an email address. As requested in last year's report, please list all program completers on pages 3-4, whether or not they have completed a survey. There is a column that can be marked with an "X" in the event no placement information is available. Please report all reliable data at your disposal, not just data from written survey respondents.

Please be sure to use the format provided, and (if you are not familiar with your college/university teacher preparation program or the Washington endorsement system) have the report reviewed for accuracy by someone in the school/department of education. For example, someone in the placement office may not be familiar with endorsement or assignment information. Often the certification officer in the school/department of education is your best resource.

As a reminder, when you are reporting an early childhood education, elementary education or special education assignment, please do not list the various content subject areas the person teaches. For example, list the assignment as “elementary education” (rather than only reporting the grade level) if that is in fact the assigned endorsement area. The same guidance applies for special education assignments. We wish to ascertain the *endorsement area(s)* in which the new teacher is assigned, and to compare that assignment with the actual endorsement(s) held by the teacher. The Excel file helps by providing drop-down menu choices for endorsements received, and for actual assignment. A 4th grade assignment, teaching numerous subjects, is an appropriate placement for someone with an elementary education endorsement, so should be reported as an elementary education assignment rather than as a math, English, social studies, or science assignment.

PLEASE CONTINUE TO NUMBER YOUR STUDENTS CONSECUTIVELY on Form SS-188B, (pages 3-4), and so on, and use the actual title of endorsements. Note that if you use the Excel file, the entries are already numbered. Also each endorsement in the Excel file has a 2 or 3 letter abbreviation for each endorsement, and drop-down menus that provide the abbreviations for selection. These uniform abbreviations will facilitate the automatic calculation of endorsements issued, and calculation of actual endorsement area assignments. When you enter the code (or select the code from the drop-down menu), whether in the ‘endorsements received’ area or the ‘area(s) of assignment’ area, the spreadsheet will calculate the appropriate quantity automatically. These abbreviations are listed on page 2 of the hardcopy SS-188A form, and they are also listed on the Excel sheet named “Page 3+”.

The information you send is published annually in a report entitled “Certificates Issued and Certificated Personnel Placement Statistics.” Last year’s survey contributes to the 2006-2007 annual report. Reports from earlier years are available on our certification website (at <http://www.k12.wa.us/Cert/regsreports.asp>).

Thanks again for your cooperation. If you have questions about these forms, please email the certification office at cert@k12.wa.us, or call (360) 725-6396.

Enclosures: Form SPI SS-188A
 Form SPI SS-188B