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8425 Drake Avenue
Skokie, Illinois 60076
January 2, 1979

Mr. Harold K. Brown
Director, Campus Information Systems
San Diego State University
San Diego, California 92115

Dear Mr. Brown:

I enclose material mailed to Dr. Goodman giving details of our visit to San Diego beginning January 17. We will need your help in arranging for parent meetings on the days of our visit, either afternoons or evenings for Dr. Cazden and me, and afternoons for Dr. Green, with both schools represented on the day of our visit.

Thank you for your help and a Happy New Year.

Sincerely,

Joseph Rosen

JR/clb
enclosures

SCHOOL VISITS

Please arrange itinerary according to the following plan:

Date	School	Visitor
January 17	Balboa	Cazden
	Burbank	"
	Lincoln	Green
	O'Farrell	"
	*Gompers	Rosen
	Morse	"
January 18	Logan	Cazden
	Lowell	"
	Chollas	Green
	*Boone	"
	*San Diego	Rosen
	Memorial	"
January 21	Sherman	Cazden
	Mead	"
	Emerson	Rosen
	*Freese	"
January 22	Baker	Cazden
	Horton	"
	Fulton	Rosen
	*Johnson	"
January 23	Non-Isolated Magnet Elem.	Cazden
	Lee	"
	*Valencia Park	Rosen
	*Webster	"
January 24	Kennedy	"
	Knox	"
January 25	Stockton	"
	Paradise Hills	"

1. Visits will be for one-half day at each school with provision for the following:
   a. Talk with principals during non-instructional time.
   b. Opportunity for unscheduled classroom visits.
   c. Meeting with teachers during teacher's free time or planning time.
   d. Meeting with parents of both schools each day, either in afternoon or evening for Cazden and Rosen and afternoon for Green.
2. Please provide transportation for Green and Rosen.
3. Please provide translator where needed.
4. Please provide absentee rate and reading and math scores per each ethnic group for * schools.
5. Room, grade, teacher organization for each school.

School_____

Principal_____

QUESTIONNAIRE TO PRINCIPALS

Identify yourself and school when returning response to Central Office

1A. What are you especially proud of that contributes to the quality of education in your school?

1B. What do you perceive as a major problem that prevents you from achieving quality education in your school?

2. How would you characterize the academic philosophy and program in your school?

3A. What are the attendance figures for your school for the week of January 7, 1980?

3B. What are the achievement test scores for your school for fall 1979? (6th, 8th or 10th grade only)

3C. What were the mobility figures ("ins and outs") in your school for 1978-79?

4A. What support personnel and facilities are available to your school - both academic and social services?

4B. In what other staff development activities has your staff participated during 1979-80? What was the topic of the most recent one?

4C. What "Human Relations" activities (related to integration) has your staff attendend during 1979-80? What was the topic of the most recent one?

4D. How often do you hold staff meetings? What were the topics discussed at the most recent one?

5. What are the types of school/parent/community communications in your school? What was the topic at the most recent meeting you held with parents?

6. Please give us an approximate breakdown of how your time was spent for a one-week period since Christmas.

7A. How long have you been a principal?

7B. How long have you been a principal in this school?

7C. What was your position before becoming a principal?

7D. What was the process by which you were promoted?