



SECME

- New SECME School
- Existing SECME School

SECME SCHOOL INFORMATION FORM

School System Miami-Dade County Public Schools

Superintendent's Name Mr. Alberto Carvalho Telephone 305 - 995-1430

Program Director's Name Colleen Del Terzo Telephone 305 - 995-1905
Fax 305 - 995-4250

School Name _____ Telephone _____
(Please use the complete proper name of the school) Fax _____

Principal's Name _____ Telephone _____
Fax _____

School Address _____ School E-mail Address _____

City/State/Zip _____

Circle grades included in your school: K 1 2 3 4 5 6 7 8 9 10 11 12

Elementary Schools list the middle school(s) your students feed into:

Middle Schools list the high school(s) your students feed into:

High Schools list feeder school(s): _____

School Coordinator _____ Email Address _____

SECME SCHOOL TEAM (FACULTY)			
(Attach sheet if necessary)			
Name	Title/Department	Years Taught	Year(s) attended Summer Institute

What is your current enrollment of minorities (number and percent) *? _____ %

Total school enrollment _____

Total number of minority* SECME students _____

Total SECME participants _____

My school wishes to participate in the SECME school program during the 2003 - 2004 school year.

Signature of the Principal

Date

* Defined as African American, Cuban, Hispanic, Mexican American, Native American, Puerto Rican, Other (minority groups not listed).



INSTRUCTIONS FOR LONGITUDINAL DATA COLLECTION

Instructions for SECME Student Form:

Complete the attached form for all NEW SECME student participants following the instructions below. You may duplicate the data form as needed. **Please type or print LEGIBLY using dark ink.** If you have access to the Internet, Internet Explorer, and MS Excel, please download the longitudinal data spreadsheet from our website – www.secme.org - and send us the disk or email us the file (secme@coe.gatech.edu). If you are using some other spreadsheet to gather your data, please send us the disk.

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|----------------------------------|--|----------------------------------|---|------------------------|---------------------------------------|----------------------|-----------------|----------------------|------------------------------|--------------|--------------------------|--|----------------------------|
| Column 1 | <u>STUDENT NAME</u> – The students’ full name, not nickname, should be listed. The last name should appear first, then the first name, followed by the middle name, if used by the student. | | | | | | | | | | | | |
| Column 2 | <u>STUDENT ADDRESS</u> – The parents’/guardians’ full address, including city, state and zip should be listed | | | | | | | | | | | | |
| Column 3 | <u>SOCIAL SECURITY NUMBER</u> – Indicate the students’ Social Security number. If the student does not have a social security number, please write “none”. (Elementary schools do not have to provide this information) | | | | | | | | | | | | |
| Column 4 | <u>DATE OF BIRTH</u> – Enter the students’ date of birth in long form: i.e. January 14, 1983 | | | | | | | | | | | | |
| Column 5 | <u>TELEPHONE NUMBER</u> – Enter the students’ home phone number including area code | | | | | | | | | | | | |
| Column 6 | <u>CURRENT GRADE LEVEL</u> – Enter the students’ current grade level, K – 12 | | | | | | | | | | | | |
| Column 7 | <u>MATHEMATICS*</u> - Indicate the appropriate code for the students’ current year mathematics class or classes.
<table border="0" style="margin-left: 20px;"> <tr> <td>0 = Not taking any course listed</td> <td>5 = Analysis/Trigonometry or Equivalent</td> </tr> <tr> <td>1 = General/Basic Math</td> <td>6 = Calculus</td> </tr> <tr> <td>2 = Algebra I</td> <td>7 = Pre-algebra</td> </tr> <tr> <td>3 = Algebra II</td> <td>8 = Other Mathematics Course</td> </tr> <tr> <td>4 = Geometry</td> <td>9 = Pre-Calculus</td> </tr> <tr> <td></td> <td>B = Elementary Mathematics</td> </tr> </table> | 0 = Not taking any course listed | 5 = Analysis/Trigonometry or Equivalent | 1 = General/Basic Math | 6 = Calculus | 2 = Algebra I | 7 = Pre-algebra | 3 = Algebra II | 8 = Other Mathematics Course | 4 = Geometry | 9 = Pre-Calculus | | B = Elementary Mathematics |
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| 1 = General/Basic Math | 6 = Calculus | | | | | | | | | | | | |
| 2 = Algebra I | 7 = Pre-algebra | | | | | | | | | | | | |
| 3 = Algebra II | 8 = Other Mathematics Course | | | | | | | | | | | | |
| 4 = Geometry | 9 = Pre-Calculus | | | | | | | | | | | | |
| | B = Elementary Mathematics | | | | | | | | | | | | |
| Column 8 | <u>SCIENCE*</u> - Indicate the appropriate code for the students’ current year science class or classes.
<table border="0" style="margin-left: 20px;"> <tr> <td>0 = Not taking any course listed</td> <td>5 = Human Anatomy or Advanced Biology</td> </tr> <tr> <td>1 = Life Science</td> <td>6 = Chemistry</td> </tr> <tr> <td>2 = Earth Science</td> <td>7 = Physics</td> </tr> <tr> <td>3 = Physical Science</td> <td>8 = General Science</td> </tr> <tr> <td>4 = Biology</td> <td>9 = Other Science Course</td> </tr> <tr> <td></td> <td>B = Elementary Science</td> </tr> </table> | 0 = Not taking any course listed | 5 = Human Anatomy or Advanced Biology | 1 = Life Science | 6 = Chemistry | 2 = Earth Science | 7 = Physics | 3 = Physical Science | 8 = General Science | 4 = Biology | 9 = Other Science Course | | B = Elementary Science |
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| Column 9 | <u>COMPUTER</u> – Indicate the appropriate code for the students’ computer class or classes.
<table border="0" style="margin-left: 20px;"> <tr> <td>8 = Computer Science</td> <td>9 = Other Computer Class</td> </tr> </table> | 8 = Computer Science | 9 = Other Computer Class | | | | | | | | | | |
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| Column 10 | <u>RACE</u> – Indicate the students’ race
<table border="0" style="margin-left: 20px;"> <tr> <td>1 = African American</td> <td>5 = Cuban</td> </tr> <tr> <td>2 = Native American</td> <td>6 = Other (Minority group not listed)</td> </tr> <tr> <td>3 = Mexican American</td> <td>7 = Hispanic</td> </tr> <tr> <td>4 = Puerto Rican</td> <td>8 = Caucasian</td> </tr> </table> | 1 = African American | 5 = Cuban | 2 = Native American | 6 = Other (Minority group not listed) | 3 = Mexican American | 7 = Hispanic | 4 = Puerto Rican | 8 = Caucasian | | | | |
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| 2 = Native American | 6 = Other (Minority group not listed) | | | | | | | | | | | | |
| 3 = Mexican American | 7 = Hispanic | | | | | | | | | | | | |
| 4 = Puerto Rican | 8 = Caucasian | | | | | | | | | | | | |
| Column 11 | <u>GENDER</u> – Enter the appropriate number.
<table border="0" style="margin-left: 20px;"> <tr> <td>0 = Female</td> <td>1 = Male</td> </tr> </table> | 0 = Female | 1 = Male | | | | | | | | | | |
| 0 = Female | 1 = Male | | | | | | | | | | | | |

* Add the letter “A” for AP classes (i.e., 6A indicates AP Calculus, 7A indicates AP Physics in MS/HS; A indicates advanced classes for Elementary School).