

## DEAR DISTRICT ADMINISTRATOR:

## WHO IS CONDUCTING THIS SURVEY?

The National Center for Education Statistics (NCES) of the U.S. Department of Education requests your participation in this survey. The U.S. Bureau of the Census is conducting this survey by the authority of Section 406(b) of the General Education Provisions Act, as amended (20 USC 1221e).

## WHY IS NCES SPONSORING THIS SURVEY?

The purpose of this survey is to obtain information about school districts, such as enrollment and teacher counts, teaching vacancies, and district policies (e.g., graduation requirements and teacher pay incentives). We will report your data only in statistical summaries so that individuals cannot be identified.
WHY SHOULD YOUR DISTRICT PARTICIPATE IN THIS SURVEY?
We are conducting this survey with only a sample of school districts. Therefore, the value of your individual contribution is greatly increased because it may represent many other districts. We encourage you to participate in this voluntary survey.

## WHERE SHOULD YOU MAIL YOUR COMPLETED QUESTIONNAIRE?

Mail your completed questionnaire in the enclosed envelope to:

Bureau of the Census<br>Current Projects Branch<br>1201 East 10th Street<br>Jeffersonville, IN 47132-0001

THANK YOU FOR YOUR COOPERATION IN THIS VERY IMPORTANT EFFORT.
SINCERELY,

EMERSON J. ELLIOTT
COMMISSIONER
NATIONAL CENTER FOR EDUCATION STATISTICS

## INFORMATION ABOUT REPORTING BURDEN

Public reporting burden for this collection of information is estimated to average 2 hours, including the time for reviewing instructions, gathering the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Education, Information Management and Compliance Division, Washington, DC 20202-4651 and to the Office of Management and Budget, Paperwork Reduction Project 1850-0598, Washington, DC 20503.

## INSTRUCTIONS

We suggest using a pencil to answer this questionnaire.
If you have any questions, call the Census Bureau at 1-800-221-1204. Someone will be available to take your call Monday through Friday, between 8:30 a.m. and 5:00 p.m. (Eastern Time). If you prefer, you may call the SASS coordinator for your state. A list of state SASS coordinators and their phone numbers is enclosed.

Please return this questionnaire within 2 weeks in the enclosed envelope.

1. YOUR NAME:

TITLE:

## AREA CODE: TELEPHONE NUMBER:



BEST TIME TO REACH YOU (if we have questions about any of your responses):
DAYS:

TIME:
$\begin{array}{ll} & \text { a.m. } \\ & \text { p.m. }\end{array}$
2. If any of the following statements are true for the district named on the front of this questionnaire, please mark the appropriate box.

Mark (X) all that apply.
00501This district does not employ any teachers.

00552This district serves only prekindergarten and/or kindergarten students.
00603This district serves only postsecondary (beyond grade 12) or adult education students.

00654This district has merged with another.

00705This district is no longer in operation.

00806The agency or organization named on the front of this questionnaire is not a school district or local education agency (LEA).
3. If you marked any of the statements above, please call the Bureau of the Census at 1-800-221-1204 between 8:30 a.m. and 5:00 p.m. (Eastern Time).

If you did not mark any of the above statements, continue with item 4.
4. At the end of this questionnaire, you are asked to record the amount of time required to complete this form. Please record the current date and time.

## SECTION A - ENROLLMENT INFORMATION

NOTE - For the remainder of this questionnaire, answer only for grades K - 12 (or comparable ungraded levels) EXCEPT for items 22 - 24 . If this district has any programs for prekindergarten-age children, you are asked to include these children in items 22 - 24; do not include them in any other items. Do not include postsecondary (beyond grade 12) or adult education students in any items on this questionnaire.
5. How many students were enrolled in this district in each of the grade levels listed below around the first of October?
Report only for the district named on the front page.
Please refer to your official fall report. By official fall report, we mean the report that you are required to submit by law to the state department of education. Its name varies by state.
Report students in head counts, not FTEs.
Do NOT include prekindergarten, postsecondary, or adult education students in this item.

Grade Levels \begin{tabular}{c}
Grades offered <br>
around October 1, 1993

$\quad$

Enrollment around <br>
October 1, 1993
\end{tabular}

| a. Ungraded (including ungraded special education students) |  | $1 \square$ | 0120 |
| :---: | :---: | :---: | :---: |
| b. Kindergarten | 0125 | $1 \square$ | 0130 |
| C. 1 st | 0135 | $1 \square$ | 40 |
| d. 2 nd | 0145 | $1 \square$ | 0150 |
| e. 3rd | 0155 | $1 \square$ | 0160 |
| f. 4th | 0165 | $1 \square$ | 0170 |
| g. 5th | 0175 | $1 \square$ | 0180 |
| h. 6th | 0185 | $1 \square$ | 0190 |
| i. 7th | 0195 | $1 \square$ | 0200 |
| j. 8th | 0205 | $1 \square$ | 0210 |
| k. 9th | 0215 | $1 \square$ | 0220 |
| I. 10th | 0225 | $1 \square$ | 0230 |
| m. 11th | 0235 | $1 \square$ | 0240 |
| n. 12th | 0245 | $\square$ | 0250 |

6. What was the total number of students enrolled in this district around the first of October?

## SECTION A - ENROLLMENT INFORMATION - CONTINUED

7. Around the first of October, how many students were:

Do not include prekindergarten, postsecondary, or adult education students.
a. American Indian or Alaska Native (Aleut, Alaska Indian, Yupik, Inupiat)?

0405None or $\qquad$ Students
b. Asian or Pacific Islander (Japanese, Chinese, Filipino, Korean, Asian Indian, Vietnamese, Hawaiian, Guamanian, Samoan, other Asian)?

04100None or $\qquad$ Students
C. Hispanic, regardless of race (Mexican, Puerto Rican, Cuban, Central or South American, or other Hispanic culture or origin)?

04150 $\square$ None or $\qquad$ Students
d. Black, not of Hispanic origin?

04200None or $\qquad$ Students
e. White, not of Hispanic origin?

04250None or $\qquad$ Students
8. How many days are in the school year for students in this district?
$\qquad$ Days per year
9. Does this district release standardized student test results to the general public at least annually?
Do not include the sharing of individual test results with parents.

0480Yes
$2 \square$ No

## SECTION B - TEACHERS

## INSTRUCTIONS FOR ITEMS 10-16

Please read these instructions before answering items 10-16.
Answer items 10 - 16 in FTE (full-time equivalent) teacher counts. Record all FTE counts to the nearest tenth, e.g., 15.0, 230.5,78.6, etc. If your answer is a whole number, please enter a zero to the right of the decimal point (25.0, 1000.0, 28.0, 754.0).

FULL-TIME EQUIVALENT (FTE) describes the number of teaching positions in terms of an average full-time position. The FTE for an individual teacher is derived by dividing the amount of time he/she works as a teacher each week by the amount of time normally required for a full week. For example, if a full-time teacher in this district is required to work 35 hours per week, count:
-a teacher working 35 hours as 1.0.
-a teacher working 21 hours as 0.6.
-a teacher working 15 hours as a kindergarten teacher and 9 hours as a prekindergarten teacher as 0.4 for kindergarten; do not include the time spent teaching prekindergarten in items 10-16.

- a person who spends 28 hours as a high school English teacher and 7 hours as a guidance counselor as 0.8; do not include the time he/she spends as a guidance counselor.
-a principal who spends 5 hours teaching and 30 hours on his/her duties as principal as 0.1.
Staff to be INCLUDED:
- In addition to regular classroom teachers, be sure to include FTEs for other types of teachers, such as special education, Chapter 1, physical education, and music.
Staff to be EXCLUDED:
Exclude FTEs for -
-Prekindergarten (and lower levels)
-Postsecondary (beyond grade 12)
-Adult education
-Counselors
- Library media specialists/librarians
- Speech therapists
-Administrators and other nonteaching personnel
- Teacher aides
- Day care aides
- Short-term substitute teachers
- Student teachers


## 10. How many FTE teachers were employed by this district for each of these levels around October 1 of this school year?

a. Ungraded (including ungraded special education)

b. Kindergarten
 . FTE teachers
C. Grades 1-12None or
 . FTE teachers
d. Total FTE Teachers (for levels listed above)

Please sum items 10a through 10c.
 , Total FTE teachers

## SECTION B - TEACHERS - CONTINUED

11. Of the total FTE teachers reported in item 10d, how many held regular or standard STATE certification in their fields of assignment around October 1?
Count a teacher as certified if he/she has met this state's regular or standard certification requirements in his/her assigned field. Include those who have completed all necessary course work and practice teaching, and are eligible for full certification upon completion of a probationary period.
Do NOT count teachers who have only emergency or other nonstandard certification.
$\square$ None or $\qquad$ , $\qquad$ . $\qquad$ FTE teachers
12. Of the total FTE teachers reported in item 10d, how many were itinerant teachers around October 1?
An itinerant teacher is one who teaches at two or more schools, such as a music teacher who teaches at a middle school and a high school, or a kindergarten teacher who has a morning class at one elementary school and an afternoon class at another.
$\qquad$ , $\qquad$ . $\qquad$ FTE teachers

13a. Around October 1 of this school year, how many FTE teaching positions were vacant or temporarily filled by a substitute teacher because suitable candidates could not be found?None or $\qquad$ , $\qquad$ . $\qquad$ FTE positions
b. How many FTE teaching positions were abolished or withdrawn between the start of the hiring season and October 1 of this school year (or your fall reporting date) because suitable candidates could not be found?
$\square$ None or $\qquad$ . $\qquad$ FTE positions
14. How many FTE teaching positions were abolished, withdrawn, or filled by a substitute teacher because of budget cuts?
$\square$ None or $\qquad$ , $\qquad$ . $\qquad$ FTE positions

15a. As of October 1 of this school year (or your fall reporting date), how many FTE teachers were NEWLY HIRED by this school district for this school year?
Newly hired refers to teachers employed by this school district for this school year, but not last school year. Include teachers returning from unpaid leave of absence of one school year or more. Do not include substitute teachers.
$1045 \quad 0 \square$ None $\longrightarrow$ GO to item 16, page 8.
OR


. FTE teachers
b. How many of these NEWLY HIRED FTE teachers hold regular or standard state certification in their fields of assignment?
Count a teacher as certified if he/she has met this state's regular or standard certification requirements in his/her assigned field. Include those who have completed all necessary course work and practice teaching, and are eligible for full certification upon completion of a probationary period.
Do NOT count teachers who have only emergency or other nonstandard certification.
$\square$ None or $\qquad$ , —_ FTE teachers

## SECTION B - TEACHERS - CONTINUED

15c. How many of these NEWLY HIRED FTE teachers hold emergency certificates?
An emergency certificate is one given to persons with insufficient teacher preparation, who must complete a certification program in order to continue teaching.

Do not include those participating in an alternate route certification program.None or $\qquad$ ,
 . $\qquad$ FTE teachers
16. At the end of LAST SCHOOL YEAR, how many FTE teachers were laid off?

Count teachers whose contracts were not renewed at the end of the 1992-93 school year because of budget limitations, declining enrollment, or elimination of courses. Do NOT include teachers who were fired or whose contracts were not renewed because of performance reasons.
$\square$ None or $\qquad$ , $\qquad$ . $\qquad$ FTE teachers
17. Around the first of October, how many part-time and full-time teachers in this district were:

Record HEAD COUNTS, not FTEs.
Do not include teachers who teach ONLY prekindergarten, postsecondary or adult education.
a. American Indian or Alaska Native (Aleut, Alaska Indian, Yupik, Inupiat)?
$\square$ None or $\qquad$ Teachers
b. Asian or Pacific Islander (Japanese, Chinese, Filipino, Korean, Asian Indian, Vietnamese, Hawaiian, Guamanian, Samoan, other Asian)?
$\qquad$ Teachers
C. Hispanic, regardless of race (Mexican, Puerto Rican, Cuban, Central or South American, or other Hispanic culture or origin)?None or $\qquad$ Teachers
d. Black, not of Hispanic origin?
$\square$ None or $\qquad$ Teachers
e. White, not of Hispanic origin?None or $\qquad$ Teachers

## SECTION B - TEACHERS - CONTINUED

18. Which of the following criteria are used in considering applicants for teaching positions in this district?
a. Full standard state certification for field to be taught

1225Not usedUsed but not requiredRequired
b. At least emergency or temporary state certification or endorsement for field to be taught

1230Not usedUsed but not requiredRequired
C. Graduation from a state-approved teacher education program

1235Not used
Used but not required
Required
d. College major or minor in field to be taught

1240Not usedUsed but not required
${ }_{3} \square$
Required
e. Passage of a STATE test of basic skills

1245Not usedUsed but not requiredRequired
f. Passage of a STATE test of subject knowledge

1250Not usedUsed but not requiredRequired
g. Passage of a local DISTRICT test of basic skills or subject knowledge

1255Not usedUsed but not requiredRequired
h. Passage of the National Teachers Examination - Core battery

1260Not usedUsed but not requiredRequired
i. Passage of the National Teachers Examination - Professional Specialty AreaNot usedUsed but not requiredRequired

## SECTION C - LIBRARY MEDIA SPECIALISTS/LIBRARIANS

## INSTRUCTIONS FOR ITEMS 19-21

Report counts for LIBRARY MEDIA SPECIALISTS/LIBRARIANS in FTEs.
See the instructions for items $10-16$ on page 6 for a definition of FTE and how to calculate your answers.
19. Around October 1 of this school year, how many FTE library media specialists/librarians were employed by this district?None or $\qquad$ , $\qquad$ . $\qquad$ FTEs

20a. Around October 1 of this school year, how many FTE library media specialist/librarian positions were vacant or temporarily filled by a substitute because suitable candidates could not be found?None or
 . $\qquad$ FTE positions
b. How many FTE library media specialist/librarian positions were abolished or withdrawn between the start of the hiring season and October 1 of this school year because suitable candidates could not be found?
$\square$ None or $\square$ . FTE positions
21. At the end of LAST SCHOOL YEAR, how many FTE library media specialists/librarians were laid off?
Count library media specialists/librarians whose contracts were not renewed at the end of the 1992-93 school year because of budget limitations, declining enrollment, or elimination of services. DO NOT include library media specialists/librarians who were fired or whose contracts were not renewed because of performance reasons.None or $\qquad$ . $\qquad$ FTEs

## SECTION D - PROGRAMS AND SERVICES

22. Many school districts offer programs during the regular school day for children in the years before kindergarten. These programs include prekindergarten programs, nursery programs, preschool programs, day care programs, Head Start programs, and other programs operating during the regular school day for prekindergarten-age children.
a. Around the first of October, which of the following types of programs were available in this district during the regular school day?

These are meant to be independent types of programs. For any particular program, mark the label that best applies. If more than one program is available in this district during the regular school day, mark all that apply.
$\left\{\begin{array}{l}{ }_{2} \square \text { No programs for prekindergarten-age children } \longrightarrow \text { Head Start administered by this school district 23a, page } 12 . \\ { }_{3} \square \text { Head Start administered by an outside agency } \\ { }_{4} \square \text { Day care program administered by this district } \\ { }_{5} \square \text { Day care program administered by an outside agency } \\ { }_{6} \square \text { Chapter } 1 \text { prekindergarten } \\ { }_{7} \square \text { Prekindergarten special education administered by this district } \\ { }_{8} \square \text { Prekindergarten special education administered by an outside agency } \\ { }_{9} \square \text { General prekindergarten program administered by this district } \\ \text { (not predominantly Head Start, day care, Chapter 1, or special education) } \\ { }_{10} \square \text { General prekindergarten program administered by an outside agency } \\ \text { (not predominantly Head Start, day care, Chapter 1, or special education) }\end{array}\right.$
b. How many prekindergarten-age children were enrolled in one or more of these programs around the first of October?
Children enrolled in more than one program should be counted only once.
$\square$ None or $\qquad$ Prekindergarten-age children
C. Around October 1, how many FTE teachers employed by this district were teaching in these programs for prekindergarten-age children?


None or $\qquad$ . $\qquad$ FTE teachers

Notes

## SECTION D - PROGRAMS AND SERVICES - CONTINUED

23a. Around the first of October, did any of the students enrolled in this district receive Chapter 1 services?
Chapter 1 is a federally funded program which provides educational services, such as remedial reading or remedial math, to children who live in areas with high concentrations of low-income families.
1600
 $\square$ Yes No GO to item 24a.
b. Around the first of October, how many students enrolled in this district received Chapter 1 services?
Report a separate count for prekindergarten-age children.

1605 $\square$ None or $\qquad$ Prekindergarten studentsNone or $\qquad$ Other students (Kindergarten level and higher)
C. In head counts, how many Chapter 1 teachers and teacher aides were employed by this district around the first of October?
None or
$\qquad$ Teachers
$\square$ None or

Teacher aides
24a. Does this district participate in the National School Lunch Program?
1645 $\square$
b. Regardless of whether this district participates in the National School Lunch Program, around the first of October, were any students in this district ELIGIBLE for the program?

C. Around the first of October, how many applicants in this district were approved for the National School Lunch Program?
Report a separate count for prekindergarten-age children.None or $\qquad$ Prekindergarten applicants approvedNone or $\qquad$ Other applicants approved (Kindergarten level and higher)
d. Around the first of October, how many students in this district received free or reduced-price lunches through the National School Lunch Program?
This number may differ from the number of applicants approved, depending upon how the program is implemented.
Report a separate count for prekindergarten-age children.
$\qquad$ Prekindergarten students
$\qquad$ Other students (Kindergarten level and higher)

## SECTION D - PROGRAMS AND SERVICES - CONTINUED

25a. Does this district have a "choice" program in which students can enroll in another school or district outside their attendance area without justification based on individual special needs?

1695
Yes
$\downarrow$ GO to item 26a, page 14.
b. Which of the following options are offered in this program?

Mark (X) all that apply and enter the number of students participating in each type of "choice" program around October 1.Enrollment in a magnet school -
How many students in this district participated this school year?Enrollment in any school in this district -
How many students in this district participated this school year? 1715 $\qquad$ StudentsEnrollment in schools in other districts -
How many students from THIS district enrolled in OTHER districts this school year?Enrollment of students from other districts in this state How many students from OTHER districts enrolled in THIS district this school year? 1735 Students
$\square$ None of the above

## SECTION E - DISTRICT POLICIES

## -High School Graduation Requirements

26a. Does this district grant regular high school diplomas?
Do not include vocational certificates, certificates of attendance, or certificates of completion.
b. For high school graduation for students in the class of 1994, how many years of instruction are required in each of the following areas?
Record the number to the nearest TENTH, e.g., 3.0, 2.5, etc.
(1) English/Language artsNone or $\qquad$ - $\qquad$
(2) Mathematics
$\square$ None or $\qquad$ . $\qquad$
(3) Computer science
${ }^{\circ} \square$ None or $\qquad$ -
(4) Social sciences, social studies (e.g., history, geography, economics)
$\square$ None or $\qquad$ . $\qquad$
(5) Physical and biological sciences
$\square$ None or $\qquad$ . $\qquad$
(6) Foreign language
$0 \square$None or
C. Do these requirements reflect a 3-year or a 4-year program?

Mark (X) only one box.3 -year program
$2 \square$ 4-year program
$3 \square$Other - How many years? 1800 $\qquad$ Years

27a. Does this district have a community service requirement for students in the class of 1994?
1805

b. Does this district require a certain number of hours of community service?
$\qquad$

## SECTION E - DISTRICT POLICIES - CONTINUED

## -School Safety, Discipline, and Drug Prevention

28. Does this district have a written policy regarding --
a. General student discipline?

1845
1
2
2 Yes No
b. Student alcohol use/abuse?

1850Yes
$2 \square$ No
C. Student drug use/abuse?

1855 $\square$ Yes
$2 \square$ No
d. Student tobacco use/abuse?

1860

## -Staff Compensation and Training

29. How many months is the normal contract year for a TEACHER in this district?

Mark ( $X$ ) only one box.
2080

| $\square 9$ months |
| :---: |
| $\square 91 / 2$ months |
| 10 months |
| 11 months |
| 12 month |

30. Does this district have an agreement with a teachers' union or organization for the purpose of collective bargaining or meet-and-confer discussions?

2085
 2090Collective bargaining
NoMeet-and-confer

## SECTION E - DISTRICT POLICIES - CONTINUED

## -Staff Compensation and Training - Continued

31. Is there a salary schedule for teachers in this district?

2095

32. According to the salary schedule, what is the normal yearly base salary for -Report salaries in whole dollars.
a. A teacher with a bachelor's degree and no teaching experience?
\$ $\qquad$ per year
b. A teacher with a master's degree (or its equivalent in credit hours beyond a bachelor's) and no teaching experience?
\$
C. A teacher with a master's degree plus $\mathbf{3 0}$ credits, and no teaching experience?
\$ $\qquad$ .00 per year
d. A teacher with a master's degree (or its equivalent in credit hours) and $\mathbf{2 0}$ years of teaching experience?
\$ .00 per year
$\qquad$
e. A teacher at the highest possible step on the salary schedule?

2120
\$ $\qquad$ per year

NOTE - If you completed item 32, GO to item 34, page 17.
33. What is the range of teachers' yearly base salaries in this district?

Report salaries in whole dollars.
\$ $\qquad$ per year (Lowest) TO
\$ $\qquad$ .00 per year (Highest)

Notes

## SECTION E - DISTRICT POLICIES - CONTINUED

## -Staff Compensation and Training - Continued

34. Are teachers in this district covered by a retirement plan?

2140


35a. Can teachers who move to a job in this district from another district IN THIS STATE receive FULL or PARTIAL credit in the retirement system for their years of teaching experience?

2145

b. Do teachers have to purchase this credit?
2150Yes No

36a.
Can teachers who move to a job in this district from another district IN ANOTHER STATE receive FULL or PARTIAL credit in the retirement system for their years of teaching experience?

2155

b. Do teachers have to purchase this credit?

2160
 Yes No

## DEFINITIONS FOR ITEMS 37-39:

Cash bonus - A supplement to regular compensation over the year, but no permanent increase in salary.
Different step on the salary schedule - Placement of a teacher on a higher step of the salary schedule.
Other salary increase - Increase in base salary or other raise in salary through reclassification (other than a step increase on the salary schedule).

37a. Does this school district currently use any of the pay incentives listed above to recruit or retain teachers to teach in less desirable locations?


GO to item 38a, page 18.
b.

Which of these pay incentives are used for this purpose?
Mark (X) all that apply.
 Cash bonusDifferent step on the salary scheduleOther salary increase

## SECTION E - DISTRICT POLICIES - CONTINUED

## -Staff Compensation and Training - Continued

38a. Does this district currently use any of the pay incentives listed above item 37 to recruit or retain teachers to teach in fields of shortage?

2210

$\qquad$ Yes
 No

GO to item 39a.
b. Which of these pay incentives are used for this purpose?

Mark (X) all that apply.
 Cash bonusDifferent step on the salary scheduleOther salary increase
C. In which fields are incentives offered?

Mark (X) all that apply.Special educationMathematicsComputer sciencePhysical sciencesBiology/Life sciencesEnglish as a Second Language (ESL), English for Speakers of Other Languages (ESOL), Bilingual educationForeign languagesVocational-technical educationNone of the above

39a. Does this district currently use any of the pay incentives listed above item 37 for teachers' completion of in-service training or college credits?


GO to item 40.
b. Which of these pay incentives are used for this purpose?

Mark ( $X$ ) all that apply.Cash bonusDifferent step on the salary scheduleOther salary increase
40. Does this school district currently use pay incentives for other purposes (e.g., retaining good teachers, rewarding excellence)?


## SECTION E - DISTRICT POLICIES - CONTINUED

## -Staff Compensation and Training - Continued

41a. Is free training available in this school district, regardless of funding source, to prepare staff members to teach in fields with current or anticipated shortages?

2300

b. What are the fields for which this free training is provided?

Mark (X) all that apply.Special educationMathematics Computer science Physical sciences Biology/Life sciences
English as a Second Language (ESL), English for Speakers of Other Languages (ESOL), Bilingual education Foreign languages Vocational-technical education None of the above
42. Does this district have a training or development program for ASPIRING school administrators?

2350 $\square$
43. Not counting interruptions, how long did it take to complete this questionnaire?

Please report both hours and minutes, e.g., 1 hour and 25 minutes.
$\qquad$ Hours
$\square$

2360 $\qquad$ Minutes
44. Please record the date you completed this form.


Month


Day


Year

THANK YOU FOR ASSISTING US IN THIS IMPORTANT SURVEY. YOUR TIME AND EFFORT ARE APPRECIATED.

PLEASE RETURN THE OUESTIONNAIRE IN THE ENCLOSED ENVELOPE TO:

## Bureau of the Census Current Projects Branch 1201 East 10th Street Jeffersonville, IN 47132-0001



