

NATIONAL CATHOLIC EDUCATIONAL ASSOCIATION



DATA BANK 2009-2010 SCHOOL REPORT FORM

Dear Principal:

Attached you will find the 2009-2010 academic year NCEA Databank School Report form. Please read all the instructions and definitions before proceeding to complete the form.

All numbers should be the **actual count as of THURSDAY, OCTOBER 1, 2009**. The completed form should be **returned to your diocesan school office by OCTOBER 5, 2009**. **Do not send your form to the NCEA office.**

If you have questions, please contact me by e-mail: mcdonald@ncea.org or phone 202.337.6232 or fax 202-333-6706.

Your cooperation in completing all of the information requested is essential and greatly appreciated. We ask that you assume personal responsibility for the accuracy and timely return of this form. Thank you!

Dale McDonald, PBVM

Director of Public Policy and Educational Research

INSTRUCTIONS AND DEFINITIONS

SCHOOLS: Data will be collected in two categories: elementary/middle and secondary.

Elementary/Middle: generally Pre-K-8; or 6-9. Schools that identify as “middle” should respond in this category.

Secondary: generally 9-12, but if the school has grades below 9 and identifies as a high school, the school should respond in the secondary category.

K-12: these schools should respond as lower and upper schools within elementary/middle or secondary categories.

Pre-K: the pre-school is part of the school or a separate center that provides an educational program. Do not include daycare programs that are not under the jurisdiction of your school.

LOCATION:

urban: within the limits of a major city or one with at least 50,000 population

inner-city: located within a major city and characterized by a concentration (>40%) of low income inhabitants

suburban: outside of, but tangent to, a major city or its immediate suburbs

rural: located outside of an urban or suburban area and having fewer than 50,000 inhabitants

RACE/ETHNICITY: Students should be counted in the category of which they are most characteristic. See document Reporting Ethnicity and Race, attached.

Asian: identifies as having origins in Far East, Southeast Asia or Indian Sub-continent: (Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, Phillipines, Thailand, Vietnam, etc.)

American Indian/Native Alaskan: identifies as one of the two classifications of native Americans

Black/African American: identifies as black whether from US, Africa or other parts of the world

Hispanic: identifies as of Hispanic origin

Native Hawaiian/Other Pacific Islander: includes native Hawaiians living anywhere in the US (but not non-Hawaiian residents of Hawaii) also includes other Pacific Islands: Guam, Samoa, Fiji, Micronesia, Polynesia

White: Caucasian from any part of the world (**including Middle East**) and does not identify as one of the other groups

Multi-racial: person belongs to more than one racial group

PROFESSIONAL STAFF:

Include all **paid professionals:** faculty, administrators, counselors, etc. who have responsibility for the teaching and learning process. Do not include development or admissions directors, volunteers, etc.

Full time: paid employees who regularly work a full day or 100% of contract. Full time employees may have one position or divide their time between more than one position (teaching/administration, etc.) but work the full schedule.

Part-time: paid employees who work less than the full school day/week or 100% of contract.

Please return this form to your diocesan school office by October 5, 2009.

DO NOT SEND TO NCEA.

NCEA Data Bank School Summary Form: 2009-2010 Academic Year

School: _____ Principal: _____
 Address: _____ Phone: _____ Fax: _____

A. School Descriptives
 (place all responses in ONE block)

B. Student Enrollment Data
 (include pre-K students if they are part of the school and not a separate parish daycare program)

ELEMENTARY AND MIDDLE SCHOOL

A.1a. LOCATION (check one)		A. 1b. SPONSORSHIP (check one)		A2. GENDER (check one)	
Urban		Single Parish		Male	
Inner City		Interparish		Female	
Suburban		Diocesan		Coed	
Rural		Religious Cong/Private			

B1. STUDENT ETHNICITY AND RELIGION <i>(Students should be counted in the category of which they are most characteristic)</i>			
	Catholic	Non-Catholic	TOTAL
American Indian/ Native Alaskan			
Asian			
Black			
Hispanic			
Native Hawaiian/ Pacific Islander			
White			
Multi Racial			
TOTAL			*

B2. ENROLLMENT BY GRADE LEVEL List number of students in each grade	
Prekindergarten	
Kindergarten	
First	
Second	
Third	
Fourth	
Fifth	
Sixth	
Seventh	
Eighth	
Ninth	
Tenth	
Eleventh	
Twelfth	
Ungraded	
TOTAL	*

SECONDARY SCHOOL

A.1a. LOCATION (check one)		A. 1b. SPONSORSHIP (check one)		A2. GENDER (check one)	
Urban		Single Parish		Male	
Inner City		Interparish		Female	
Suburban		Diocesan		Coed	
Rural		Religious Cong/Private			

B1. STUDENT ETHNICITY AND RELIGION <i>(Students should be counted in the category of which they are most characteristic)</i>			
	Catholic	Non-Catholic	TOTAL
American Indian/ Native Alaskan			
Asian			
Black			
Hispanic			
Native Hawaiian/ Pacific Islander			
White			
Multi Racial			
TOTAL			*

* Totals must agree with the appropriate box to the left.

C. Professional Staff

Include all **paid professionals** (administrators and faculty) who have responsibility for the teaching/learning process. Do not include development or admissions directors, teachers' aides or support staff.

C1. Professional Staff

List the number of **all** the full- and part-time professional staff in each category.

C.2 Full and Part-time Staff: List the numbers of full and part-time paid professionals in the appropriate categories and total them across and down. The added totals in section C.1 and C.2 must agree with each other.

ELEMENTARY AND MIDDLE SCHOOL

C1. Professional Staff Ethnicity and Religion	Catholic	Non-Catholic	TOTAL
American Indian/ Native Alaskan			
Asian			
Black			
Hispanic			
Native Hawaiian/ Pacific Islander			
White			
Multi Racial			
TOTAL			*

C.2 Professional Staff	C2a. Full-time	C2b. Part-time	C2c. (add C2a & C2b)
Female Religious			
Male Religious			
Clergy			
Lay, Male			
Lay, Female			
Total			*

*These two numbers must be the same

SECONDARY SCHOOL

C1. Professional Staff Ethnicity and Religion	Catholic	Non-Catholic	TOTAL
American Indian/ Native Alaskan			
Asian			
Black			
Hispanic			
Native Hawaiian/ Pacific Islander			
White			
Multi Racial			
TOTAL			*

C.2 Professional Staff	C2a. Full-time	C2b. Part-time	C2c. (add C2a & C2b)
Female Religious			
Male Religious			
Clergy			
Lay, Male			
Lay, Female			
Total			*

*These two numbers must be the same

D. Government Funded Programs

1. The number of students who receive Title I services	
2. The number of students who receive free or reduced price breakfast	
3. The number of students who receive free or reduced price lunch	
4. Number of students who receive subsidized transportation services. (busing, travel passes, compensation to parents, etc.)	

E. Additional Information

Yes

No

	Yes	No
1. Does the school have a Board, Commission or Council?		
2. Does the school have an Extended Day Program?		
3. Does the school have a waiting list for any grade?		
4. Do students have school access to the Internet?		
5. Did the school receive the E-rate telecommunications discounts in the last school year?		
6. Did the school apply for the E-Rate discounts in this present school year?		

THANK YOU!

Please return to your diocesan school office by October 5, 2009.

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