

DATA BANK 2023-2024 School Report Form



Dear Principal:

Attached you will find the 2023-2024 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 Friday, September 15, 2023**. The completed form should be returned to your diocesan school office by **September 29, 2023**. If you have any questions, please contact me by email at asmith@ncea.org. Your cooperation in completing all of the information requested is essential and greatly appreciated. Thank you!

NCEA Data & Research Team

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 or a middle school-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. Two forms, one for elementary/middle and one for secondary must be completed. Staff should be counted on the forms only once and should appear in the form of the category where they spend most of their time (>50%)

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

ENROLLMENT BY GRADE LEVEL

Pre-Kindergarten is separated by age. Please include enrollment for students who are younger than 3 years old as of September 1, 2023; between 3 and 4 years old as of September 1, 2023 (Pre-Kindergarten 3) and at least 4 years old as of September 1, 2023 (Pre-Kindergarten 4).

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.

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.

Virtual: a school that teaches students entirely online or through the internet, regardless of the pandemic.

RACE

Race: Students and staff should be counted in the category of which they are most characteristic.

Asian: identifies as having origins in Far East, Southeast Asia or Indian Sub-continent: (Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, Philippines, 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 U.S., Africa or other parts of the world.

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) that does not identify as one of the other groups.

Two or more races: person belongs to more than one racial group.

ETHNICITY

Hispanic is reported as an ethnicity. All students are reported as either Hispanic or Non-Hispanic.

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.

GOVERNMENT FUNDED PROGRAMS

Title I services: The number of students who *receive Title I services* are students in need of academic intervention who are enrolled in programming paid for by Title I. If a school does not receive any Title I services or does not participate in Title I, zero students receive Title I services.

Free or reduced priced lunch: Students whose household income is below the free or reduced priced lunch threshold, as indicated by the U.S. Department of Agriculture’s guidelines, should be counted as *eligible for free or reduced priced lunch*. These students should be counted regardless if the school offers federal nutrition programs. Students who are receiving a free or reduced priced lunch should be counted as *receiving free or reduced priced lunch*. If every student in the school is receiving free or reduced price lunch, regardless of the student’s household income, all students should be counted.

Parental choice program: State program that provides children the option to attend the public or private elementary or secondary school of their parents’ choice through tax credit, voucher or scholarship.

ADDITIONAL INFORMATION

Board Types: Please choose the model that most closely resembles your school’s board. **Advisory:** Recommends policy to another entity who makes final decisions (such as a pastor), who can seek the board’s advice at their discretion. **Consultative:** Just like an advisory board, recommends and gives advice. However, the entity with final authority is required to consult with this type of board before making decisions. **Limited Jurisdiction:** Authority to make final decisions relating to a limited set of issues. **Full Authority:** Complete governing authority and does not share that authority with any other entity.

Dual-language immersion programs: Dual-language immersion programs provide both native English speakers and English learners with general academic instruction in two languages. A minimum of 50% of the day must be in the partner language.

International Baccalaureate program: The International Baccalaureate® (IB) offers a continuum of international education through four challenging, high quality educational programs to students aged 3 to 19.

International students with visas: Students from another country who have a F-1 visa to study at a private school in the United States.

Please return this form to your diocesan school office by September 29, 2023.

NCEA Data Bank School Summary Form: 2023-2024 Academic Year

School: _____
 Address: _____

Principal _____
 NCEA Membership ID (if applicable) _____

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)
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ELEMENTARY AND MIDDLE SCHOOL

A.1a. LOCATION (check one)	A.1b. SPONSORSHIP (check one)			A.2. GENDER (check one)				
	Urban	Single Parish	Interparish	Diocesan	Religious Cong/Private	Male	Female	Coed
Inner City								
Suburban								
Rural								
Virtual								

B1(a). Student Ethnicity and Religion			Total
	Catholic	Non-Catholic	
Hispanic			
Non-Hispanic			
TOTAL			*

B1(b). STUDENT RACE AND RELIGION <i>(Students should be counted in the category of which they are most characteristic)</i>				Total
	Catholic	Non-Catholic		
American Indian/ Native Alaskan				
Asian				
Black/ African American				
Native Hawaiian/ Pacific Islander				
White				
Two or more races				
TOTAL				*

SECONDARY SCHOOL

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

B1(a). Student Ethnicity and Religion			Total
	Catholic	Non-Catholic	
Hispanic			
Non-Hispanic			
TOTAL			*

B1(b). STUDENT RACE AND RELIGION <i>(Students should be counted in the category of which they are most characteristic)</i>				Total
	Catholic	Non-Catholic		
American Indian/ Native Alaskan				
Asian				
Black/ African American				
Native Hawaiian/ Pacific Islander				
White				
Two or more races				
TOTAL				*

B.2. ENROLLMENT BY GRADE LEVEL List number of students in each grade		
	Elementary	Secondary
Younger than 3 years		
Prekindergarten 3		
Prekindergarten 4		
Kindergarten		
First		
Second		
Third		
Fourth		
Fifth		
Sixth		
Seventh		
Eighth		
Ninth		
Tenth		
Eleventh		
Twelfth		
Ungraded		
TOTAL	*	*

* B2 elementary total must equal B1 elementary total; B2 secondary total must equal B1 secondary total.

C. Staff

In C1 and C2, 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. **Female Religious are Sisters/Nuns; Male Religious are Brothers.** In C3, please include all staff.

C1. Professional Staff

C1. Full- and Part-time Staff: List the number 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.

C.3 List the number of staff in the appropriate categories. This includes all staff and so should not match C.1. or C.2.

C1(b). Professional Staff Race and Religion	Catholic	Non-Catholic	Total
American Indian/ Native Alaskan			
Asian			
Black/African American			
Native Hawaiian/ Pacific Islander			
White			
Two or more races			
TOTAL			*

C1(a). Professional Staff Ethnicity and Religion	Catholic	Non-Catholic	Total
Hispanic			
Non-Hispanic			
TOTAL			*

C.2 Professional Staff	C2a. Full time	C2b. Part time	C2c. (add C2a & C2b)
Female Religious (Sisters/Nuns)			
Male Religious (Brothers)			
Clergy			
Lay, Male			
Lay, Female			
TOTAL			*

*These three numbers must be the same

ELEMENTARY AND MIDDLE SCHOOL

C3. Staff by Type	Total
President/Head of School	
Principal	
Assistant Principals	
Guidance Counselors	
Teachers	
Teacher Assistant/Teacher Aide	
Librarians	
Other Staff	

C4. Teacher Retention

In order to calculate teacher retention, please answer the following:

1. How many teachers were employed in the 2022-2023 school year?	
2. How many teachers did NOT return for the 2023-2024 school year?	

C. Staff

In C1 and C2, 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. **Female Religious are Sisters/Nuns; Male Religious are Brothers.** In C3, please include all 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 number 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.

C.3 List the number of staff in the appropriate categories. This includes all staff and so should not match C.1. or C.2.

C1(b). Professional Staff Race and Religion	Catholic	Non-Catholic	Total
American Indian/ Native Alaskan			
Asian			
Black/African American			
Native Hawaiian/ Pacific Islander			
White			
Two or more races			
TOTAL			*

C1(a). Professional Staff Ethnicity and Religion	Catholic	Non-Catholic	Total
Hispanic			
Non-Hispanic			
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 three numbers must be the same

SECONDARY SCHOOL

C3. Staff by Type	Total
President/Head of School	
Principal	
Assistant Principals	
Guidance Counselors	
Teachers	
Teacher Assistant/Instructional Aide	
Librarian	
Other Staff	

C4. Teacher Retention

In order to calculate teacher retention, please answer the following:

1. How many teachers were employed in the 2022-2023 school year?	
2. How many teachers did NOT return for the 2023-2024 school year?	

D. Government Funded Programs

To answer the 4 questions below, put a ‘1’ in either the Yes or No column.

Yes No

1. Does your school receive Title I services?		
2. Does your school receive Title II services?		
3. Does your school receive Title III services?		
4. Does your school receive Title IV services?		

5. Number of students who receive Title I services	
6. Number of students who receive free or reduced price lunch	
7. Number of students who are eligible for free or reduced price lunch	
8. Number of students accessing funding through a parental choice program	

E. Additional Information

To answer the 6 questions below, put a ‘1’ in either the Yes or No column.

Yes No

1. Does the school have a Board, Commission or Council? (check all that apply) <input type="checkbox"/> Advisory <input type="checkbox"/> Consultative <input type="checkbox"/> Limited Jurisdiction <input type="checkbox"/> Full Authority/Jurisdiction <input type="checkbox"/> Full Authority <input type="checkbox"/> No Board		
2. Does the school have an extended day program?		
3. Does the school have a waiting list for any grade?		
4. Did the school receive E-rate telecom discounts in the last school year?		
5. Does your school offer a dual-language immersion program?		
6. Does your school offer an International Baccalaureate program?		

7. Number of students with a diagnosed disability (i.e., ADD/ADHD, Autism, emotional/behavioral, hearing impairments, learning disabilities, physical disabilities, speech/language impairments, visual impairments)	
8. Number of international students with visas	

THANK YOU!

Please return to your diocesan school office by September 29, 2023.

