

Documentation to the NCES Common Core of Data Public Elementary and Secondary School Universe: 1992-93

Table of Contents

- I. Survey Summary
- II. User's Guide
 - A. Schools with Mailing Addresses in Alternate States
 - B. State Codes and Abbreviations

Appendices

- Appendix A-1 Record Layout
- Appendix A-2 Data Element Description
- Appendix B Glossary
- Appendix C Nonresponse Tables
- Appendix D Survey Form

I. Survey Summary

U.S. Department of Education
 Office of Educational Research and Improvement
 Washington, D.C. 20202
DATA BASE DOCUMENTATION
 (Authority: Public Law 93-502, Section 552)

(Reserve)

PART I - SURVEY SUMMARY

A. TITLE

Common Core of Data Public School Universe, 1992-93

B. DESCRIPTION

This data set contains 86,212 records, one for each public elementary and secondary school in the 50 states, District of Columbia, and five outlying areas. Records on this file contain the name, address, and telephone number of the school, name of the district, codes for school type and locale, the full-time-equivalent (FTE) number of classroom teachers, the number of students eligible for free-lunch, and membership.

C. SURVEY METHODOLOGY

1. UNIVERSE OR SAMPLE Universe	2. RESPONDENTS State Education Agencies	
3. DATE OF COVERAGE School year 1992-93	4. FREQUENCY OF SURVEY Annual	5. RESPONSE RATE 100%

6. HIGHLIGHTS

Regular elementary and secondary schools 81,199
 Special education schools 1,873
 Vocational/technical schools. 994
 Other (not elsewhere classified) schools 2,146

D. RELATED STUDIES

1. SURVEYS

Common Core of Data Public Education Agency Universe, 1992-93
 Common Core of Data State Nonfiscal Report, 1992-93

2. PUBLICATIONS

E.D. TABS: "Public Elementary and Secondary Education - Schools and Agencies, 1992-93"; "Public Elementary and Secondary Education - Final State Aggregate Data, 1992-93"

IF SPONSORING AGENCY IS NOT OERI (*Specify*) **OERI FORM 27, 1/86**

II. User's Guide

COMMON CORE OF DATA PUBLIC SCHOOL UNIVERSE, 1992-93 COMMENTS FOR USERS OF THE DATA SET

Users of the data set need to be aware of certain conditions which are unique to the file.

Imputation Flag Options. Care has been taken to provide a meaningful entry in every cell of this data set. In order to achieve this result, it was necessary in some cases for NCES to assign a value other than that reported--including a blank response--by the state coordinator responding to the CCD surveys. For each data cell there is a companion cell containing a flag indicating whether the figure in the cell was reported by the state or was placed in the cell by NCES using one of several methodologies.

R - As Reported by the State

A - Adjustment

P - Based on Prior Year's Data

I - Based on a Method Other than Prior Year's Data

T - Total Based on Sum of Internal or External Detail

C - Combined with Data Provided elsewhere by the State

The companion cell in each case is identified by the name of the data cell preceded by an "I." The documentation explains any action taken by NCES in regard to each variable. A frequency distribution of the values of each imputation flag is attached.

Missing Value Options. All data elements are either completed by the state or they have been filled with a 0, "M" or "N."

0 - There are no occurrences of this data element. A value was expected and measured, but there were 0 cases found in the category.

M - Data are missing; that is, a value is expected but none was measured.

N - Data are not applicable; that is, a value is neither expected nor measured.

FIPS Codes. The Common Core of Data Public Education Agency Universe and the Common Core of Data Public School Universe used the "old" FIPS codes for the outlying areas prior to the 1991-92 survey year. A list of the "old" and "new" codes is attached.

(A01) NCES Education Agency ID. Each record contains a unique NCES agency identification number.

(A02) State Education Agency ID. All records contain a state agency identification number.

(A03) Name of Education Agency. All records include an agency name with which the school is affiliated. NCES reviewed any record filling the 30 characters assigned, and may have adjusted the agency name to improve readability (e.g., applied standard abbreviations).

(B01) State School ID. All records contain a state school identification number.

(B02) NCES School ID. Each record has a unique NCES school identification number.

(B03) Name of School. All records have a school name. NCES reviewed any record filling the 30 characters assigned, and may have adjusted the school name to improve readability (e.g., applied standard abbreviations).

(B04) Mailing Address. Some mailing addresses consist solely of a city and state, indicated by an "N" in the street address field.

(B05) City. All records have a city name in address. There are valid cases in which a school may be located in one city and have a mailing address in another city.

(B06) State (PO Abbreviation). All records have a two-letter postal office code indicating the state in which the school's mailing address is located. There are instances in which a school that is part of one state's education system reports a mailing address in another state; these situations have been confirmed by the reporting state.

(B07) Zip Code + 4. All records have a valid zip code. One school reported a New York address and a Connecticut zip code; NCES verified that this is the correct mailing address.

(B08) Area Code + Phone Number. An area code and telephone number are reported for the majority of schools. Both "M" and "N" are valid responses for this field.

(C01) School Type Code. All records have a school type code. See the Glossary for a detailed definition of each of these codes.

(C02) Operational Status Code. All schools are coded to reflect their status as reported for the 1991-92 school year. The valid responses include:

- 1 = School continues operational from the previous year
- 3 = New school
- 4 = School was operational during the previous year, but was not reported

A status of "2" was used to indicate closed schools. These schools have been removed from the file.

(C03) Type of Locale Code. Due to limitations of the Census files used in assigning the Locale Type Codes, values have previously been present only for schools in the 50 states and the District of Columbia. Schools in four of the five outlying areas now have a value for the code. Puerto Rico schools, however, have not been assigned a type of locale and have an "N" for this field (LOCALE92, Position 178). All other records have a code ranging from 1-7 indicating the location of the school relative to populous areas, based on the school's mailing address. See the Glossary for a detailed definition of each of the Locale Type Codes.

(C04) Classroom Teachers (FTE). Full-time equivalent classroom teachers (FTE92, Positions 179-183), are collected to the nearest tenth. These data were not provided by Massachusetts or Michigan. Massachusetts reported "N" in the teacher field because they collect teacher data only at the district level. However, NCES adjusted reports to show FTE as missing for these school records by placing an "M" in the teacher field since a value was expected, but none was measured. Michigan teacher counts were not reported and are shown as missing.

The submission from Colorado contained a group of records which accounted for district-wide teaching staff. In order to avoid undercounting of teachers at the agency and state level, it was decided, in consultation with Colorado's CCD coordinator, to apportion these teacher counts across the schools within the associated district. The methodology used was:

- a. First, the Colorado file was divided into the district-wide records and the remaining school records.
- b. The ratio of each school's reported teachers to the sum of teachers across all schools in a district was calculated.
- c. These school records were then matched with the district-wide records and each school's ratio applied to the district-wide teacher total. This resulted in the number to be added to the school's originally reported teacher count.
- d. Records which were adjusted through this process may be identified by the value "C" in the TEACHER FLAG field (IFTE921, Position 300).

Some schools may report teachers, but no pupils, while other schools may report pupils in membership but no teacher FTE. These are valid records indicating situations in which more than one school provides services to pupils, but the pupils are attributed to a single school to avoid double-counting; or in which a teacher provides services to pupils at multiple schools. An example of the former situation might be an Area Vocational School whose pupil membership is attributed to high schools that send pupils for vocational services.

(D01) Ungraded Students (UG). In some states, students in ungraded classes are counted in the numbered grade to which they would ordinarily be assigned by age. In these cases, data are reported as "N."

(D02) Prekindergarten Students (PK). In some states, student accounting practices do not provide for the inclusion of prekindergarten pupils. In these cases, data are reported as "M."

(E01) Free Lunch Eligible Students (FLE). These counts may be taken by the schools at a different time than the membership counts, and therefore may not be comparable to membership. In some states, a single school may provide the free lunch program for a cluster of schools, and the free lunch eligible count for the school providing services may be over-represented relative to the school's total membership. To avoid identifying any student as eligible for free lunch, the maximum number reported has been adjusted to be no more than 95 percent of a school's total membership.

(E04-E08) Racial/Ethnic Counts of Students. These counts may be taken by the schools at a different time than membership counts, and therefore racial/ethnic counts and membership counts may not be identical.

A. Schools With Mailing Address in Alternative State

NCESSCH	School Name	City	PO
<u>Alaska Schools</u>			
020000200001	ADAK REGION SCHOOLS	FPO AP	WA
020000200003	BOB REEVE HIGH/MT MOFFETT MID	FPO AP	WA
<u>Arkansas Schools</u>			
050411000151	GENOA CENTRAL ELEMENTARY	TEXARKANA	TX
050411000152	GENOA CENTRAL HIGH SCHOOL	TEXARKANA	TX
051311001068	ARKANSAS SENIOR HIGH SCHOOL	TEXARKANA	TX
051311001069	CARVER KINDERGARTEN	TEXARKANA	TX
051311001070	COLLEGE HILL ELEMENTARY SCH	TEXARKANA	TX
051311001071	COLLEGE HILL JUNIOR HIGH	TEXARKANA	TX
051311001072	FAIRVIEW ELEMENTARY SCHOOL	TEXARKANA	TX
051311001073	NORTH HEIGHTS JUNIOR HIGH	TEXARKANA	TX
051311001074	UNION ELEMENTARY SCHOOL	TEXARKANA	TX
051311001075	VERA KILPATRICK ELEMENTARY	TEXARKANA	TX
051311001076	WASHINGTON INTERMEDIATE	TEXARKANA	TX
051311001264	EDWARD D TRICE ELEMNTARY	TEXARKANA	TX
<u>California School</u>			
062519003767	STATE LINE ELEMENTARY	NEW PINE CREEK	OR
<u>Georgia School</u>			
130537001749	FAIRYLAND ELEMENTARY SCHOOL	LOOKOUT MNTN	TN
<u>Idaho Schools</u>			
160132000237	POWELL ELEMENTARY JUNIOR HI	LOLO	MT
160261000459	PLEASANT VALLEY ELEM/JR HI	JORDAN VALLEY	OR
<u>Indiana School</u>			
181161001870	UNION ELEMENTARY SCHOOL	COLLEGE CORNER	OH
<u>Minnesota School</u>			
273315001446	SIOUX VALLEY ELEMENTARY SCH	LAKE PARK	IA
<u>North Dakota Schools</u>			
380315000073	STEVENSON SCHOOL	SIDNEY	MT
380567000826	SQUAW GAP SCHOOL	SIDNEY	MT
381869000820	UNION SCHOOL	POLLOCK	SD
382034000714	EAST FAIRVIEW ELEMENTARY	FAIRVIEW	MT
<u>Utah Schools</u>			
490105000578	WENDOVER SCHOOL	WENDOVER	NV
490114000892	HILDALE SCHOOL	COLORADO CITY	AZ

Wyoming Schools

560237000369	BARIOD ELEMENTARY	BELLE FOURCHE	SD
560583000337	ALTA ELEMENTARY SCHOOL	DRIGGS	ID

B. State Codes and Abbreviations Used in Datasets

STATE NAME	NEW FIPS	OLD FIPS	STABR
ALABAMA	01	01	AL
ALASKA	02	02	AK
ARIZONA	04	04	AZ
ARKANSAS	05	05	AR
CALIFORNIA	06	06	CA
COLORADO	08	08	CO
CONNECTICUT	09	09	CT
DELAWARE	10	10	DE
DISTRICT OF COLUMBIA	11	11	DC
FLORIDA	12	12	FL
GEORGIA	13	13	GA
HAWAII	15	15	HI
IDAHO	16	16	ID
ILLINOIS	17	17	IL
INDIANA	18	18	IN
IOWA	19	19	IA
KANSAS	20	20	KS
KENTUCKY	21	21	KY
LOUISIANA	22	22	LA
MAINE	23	23	ME
MARYLAND	24	24	MD
MASSACHUSETTS	25	25	MA
MICHIGAN	26	26	MI
MINNESOTA	27	27	MN
MISSISSIPPI	28	28	MS
MISSOURI	29	29	MO
MONTANA	30	30	MT
NEBRASKA	31	31	NE
NEVADA	32	32	NV
NEW HAMPSHIRE	33	33	NH
NEW JERSEY	34	34	NJ
NEW MEXICO	35	35	NM
NEW YORK	36	36	NY
NORTH CAROLINA	37	37	NC
NORTH DAKOTA	38	38	ND
OHIO	39	39	OH
OKLAHOMA	40	40	OK
OREGON	41	41	OR
PENNSYLVANIA	42	42	PA
RHODE ISLAND	44	44	RI
SOUTH CAROLINA	45	45	SC
SOUTH DAKOTA	46	46	SD
TENNESSEE	47	47	TN
TEXAS	48	48	TX
UTAH	49	49	UT
VERMONT	50	50	VT
VIRGINIA	51	51	VA

STATE CODES AND ABBREVIATIONS USED IN DATASETS (Cont.)

STATE NAME	NEW FIPS	OLD FIPS	STABR
WASHINGTON	53	53	WA
WEST VIRGINIA	54	54	WV
WISCONSIN	55	55	WI
WYOMING	56	56	WY
<u>OUTLYING AREAS</u>			
AMERICAN SAMOA	60	03	AS
GUAM	66	14	GU
NORTHERN MARIANAS	69	60	CM
PUERTO RICO	72	43	PR
VIRGIN ISLANDS	78	521	VI

1Users of the data tape should be aware that the Common Core of Data Public Education Agency Universe and the Common Core of Data Public School Universe used the "old" FIPS codes prior to the 1991-92 survey year.

Appendix A-1 Record Layout

Common Core of Data Public School Universe 1992 - 1993
LRECL=336

(*) Fields have one implied decimal place.

(+) Fields represent sub-fields of the fields immediately preceding them.

Name	Type	Position	Size	Description
NCESSCH	AN	001-012	12	UNIQUE SCHOOL ID (NCES ASSIGNED)
+FIPS	AN	001-002	2	FIPS STATE CODE FOR LOCATION OF SCHOOL
+LEAID	AN	001-007	7	UNIQUE SYSTEM ID (NCES ASSIGNED)
+AGENCY	AN	003-007	5	AGENCY NUMBER WITHIN STATE
SCHNO	AN	008-012	5	SCHOOL NUMBER WITHIN STATE (NCES)
STID92	AN	013-026	14	STATE AGENCY ID
LEANM92	AN	027-056	30	NAME OF OPERATING AGENCY
SEASCH92	AN	057-076	20	STATE SCHOOL ID
SCHNAM92	AN	077-106	30	SCHOOL NAME
STREET92	AN	107-136	30	MAILING ADDRESS OF SCHOOL
CITY92	AN	137-154	18	CITY NAME (MAILING ADDRESS)
ST92	AN	155-156	2	STATE ABBREVIATION (POSTAL SERVICE)
ZIP92	AN	157-161	5	5-DIGIT ZIP CODE
ZIP492	AN	162-165	4	ZIP+4 IF ASSIGNED
PHONE92	AN	166-175	10	TELEPHONE NUMBER OF SCHOOL
TYPE92	AN	176-176	1	SCHOOL TYPE CODE
STATUS92	AN	177-177	1	OPERATIONAL STATUS CODE
LOCALE92	AN	178-178	1	TYPE OF LOCALE CODE
FTE92	N	179-183	*5	CLASSROOM TEACHERS (FTE)
GRSPAN92	AN	184-187	4	GRADE SPAN OF SCHOOL
+GSLO92	AN	184-185	2	SCHOOL LOW GRADE (FROM GRADE ENROLLMENT)
+GSHI92	AN	186-187	2	SCHOOL HIGH GRADE (FROM GRADE ENROLLMENT)
UG92	N	188-192	5	STUDENTS IN UNGRADED CLASSES
PK92	N	193-197	5	PREKINDERGARTEN STUDENTS
KG92	N	198-202	5	KINDERGARTEN STUDENTS
G0192	N	203-207	5	1ST GRADE STUDENTS
G0292	N	208-212	5	2ND GRADE STUDENTS
G0392	N	213-217	5	3RD GRADE STUDENTS
G0492	N	218-222	5	4TH GRADE STUDENTS
G0592	N	223-227	5	5TH GRADE STUDENTS
G0692	N	228-232	5	6TH GRADE STUDENTS
G0792	N	233-237	5	7TH GRADE STUDENTS
G0892	N	238-242	5	8TH GRADE STUDENTS
G0992	N	243-247	5	9TH GRADE STUDENTS
G1092	N	248-252	5	10TH GRADE STUDENTS
G1192	N	253-257	5	11TH GRADE STUDENTS
G1292	N	258-262	5	12TH GRADE STUDENTS
MEMBER92	N	263-268	6	TOTAL MEMBERSHIP (SUM OF GRADES)
FLE92	N	269-274	6	FREE-LUNCH ELIGIBLE STUDENTS
IND92	N	275-279	5	AM INDIAN/ALASKAN STUDENTS
ASIAN92	N	280-284	5	ASIAN/PACIFIC ISLANDER STUDENTS
HISP92	N	285-289	5	HISPANIC STUDENTS
BLACK92	N	290-294	5	BLACK NON-HISPANIC STUDENTS
WHITE92	N	295-299	5	WHITE NON-HISPANIC STUDENTS
TOTETH92	N	300-305	6	TOTAL ETHNIC
PUPTCH92	N	306-311	*6	PUPIL TEACHER RATIO
IFTE92	AN	312-312	1	ADJUSTED TEACHERS FLAG
IUG92	AN	313-313	1	ADJUSTED UNGRADED STUDENTS FLAG

IPK92	AN	314-314	1	ADJUSTED PREKINDERGARTEN STUDENTS FLAG
IKG92	AN	315-315	1	ADJUSTED KINDERGARTEN STUDENTS FLAG
IG0192	AN	316-316	1	ADJUSTED 1ST GRADE STUDENTS FLAG
IG0292	AN	317-317	1	ADJUSTED 2ND GRADE STUDENTS FLAG
IG0392	AN	318-318	1	ADJUSTED 3RD GRADE STUDENTS FLAG
IG0492	AN	319-319	1	ADJUSTED 4TH GRADE STUDENTS FLAG
IG0592	AN	320-320	1	ADJUSTED 5TH GRADE STUDENTS FLAG
IG0692	AN	321-321	1	ADJUSTED 6TH GRADE STUDENTS FLAG
IG0792	AN	322-322	1	ADJUSTED 7TH GRADE STUDENTS FLAG
IG0892	AN	323-323	1	ADJUSTED 8TH GRADE STUDENTS FLAG
IG0992	AN	324-324	1	ADJUSTED 9TH GRADE STUDENTS FLAG
IG1092	AN	325-325	1	ADJUSTED 10TH GRADE STUDENTS FLAG
IG1192	AN	326-326	1	ADJUSTED 11TH GRADE STUDENTS FLAG
IG1292	AN	327-327	1	ADJUSTED 12TH GRADE STUDENTS FLAG
IMEMB92	AN	328-328	1	ADJUSTED TOTAL STUDENTS FLAG
IFLE92	AN	329-329	1	ADJUSTED FREE-LUNCH ELIGIBLE FLAG
IIND92	AN	330-330	1	ADJUSTED AM INDIAN/ALASKAN STUDENTS FLAG
IASIAN92	AN	331-331	1	ADJUSTED ASIAN/PACIFIC ISLANDER STU FLAG
IHISP92	AN	332-332	1	ADJUSTED HISPANIC STUDENTS FLAG
IBLACK92	AN	333-333	1	ADJUSTED BLACK NON-HISPANIC STUDENT FLAG
IWHITE92	AN	334-334	1	ADJUSTED WHITE NON-HISPANIC STUDENT FLAG
IETH92	AN	335-335	1	ADJUSTED ETHNICITY FLAG
IPUTCH92	AN	336-336	1	ADJUSTED PUPIL TEACHER RATIO FLAG

APPENDIX A-2 Data Element Description, 1992-93

(Some of the data in this section may differ from Record Layout in the previous section of this appendix--this section is only to be used as an description of the data)

Variable Name	Description
NCESSCH	ID assigned by NCES to each school.
LEAID	ID assigned by NCES to system NOTE: Position # 001-002 is the FIPS state code for the location of the school, and position # 003-007 is the agency code.
FIPS	Federal Information Processing Standards. A list of the FIPS codes is attached. (The Common Core of Data Public Education Agency and School Universe used the "old" FIPS codes for the outlying areas prior to the 1991-92 survey year.)
SCHNO	Unique number for each school within a LEA. NOTE: By combining FIPS state code with SCHNO, each school can be uniquely identified within the total file.
STID92	State's own ID for the education agency.
LEANM92	Name of the education agency which operates this school.
SEASCH92	State's own ID for the school.
SCHNAM92	Name of the school. NOTE: Throughout the remainder of this file, the following codes may appear as representing missing values whenever they are present in the data or the documentation. M - when data are missing; that is, a value is expected but none was measured. N - when data are not applicable; that is, a value is neither expected nor measured.
STREET92	The mailing address of the school -- may be a street address, a Post Office box number, or, if verified that there is no address beyond CITY, STATE, and ZIP, the character "N."
CITY92	City name of the mailing address.
ST92	Two-letter U.S. Postal Service abbreviation of the state where the mailing address is located (see attached list).
ZIP92	Five-digit U.S. Postal Service ZIP code for the mailing address.
ZIP492	If the mailing address has been assigned the additional four-digit ZIP+4, this field contains that number; otherwise, this field is blank.

PHONE92 Telephone number of school.

NOTE: Position # 166-168 is the area code, and position #169-175 is the exchange and number.

TYPE92 NCES code for type of school :

- 1 = Regular school
- 2 = Special education school
- 3 = Vocational school
- 4 = Other/alternative school

STATUS92 NCES code for the school status :

- 1 = School continues operational from previous report.
- 3 = School has been opened since last report.
- 4 = School was operational during previous report but was not reported.

NOTE: STATUS=2 was used for schools which were closed.

LOCALE92 NCES code for location of the school relative to populous areas :

- 1 = Large Central City - A central city of Standard Metropolitan Statistical Area (SMSA) with population greater than or equal to 400,000 or a population density greater than or equal to 6,000 persons per square mile.
- 2 = Mid-size Central City - A central city SMSA not designated Large Central City.
- 3 = Urban Fringe of Large City - A place within an SMSA of Large Central City and defined as urban by the U.S. Bureau of Census.
- 4 = Urban Fringe of Mid-size City - Any incorporated place, Census Designated Place, or non-place territory within a SMSA or MSA of a Mid-size City and defined as urban by the Census Bureau.
- 5 = Large Town - Place not within an SMSA, but with population greater than or to 25,000 and defined as urban by the U.S. Bureau of the Census.
- 6 = Small Town - Place not within an SMSA, with population less than 25,000 but greater than or equal to 2,500 and defined as urban by the U.S. Bureau of the Census.
- 7 = Rural - Place with population less than 2,500 and defined as rural by U.S. Bureau of the Census.

FTE92 Full-time equivalent of classroom teachers, reported to the nearest tenth; field includes one implied decimal point.

GRSPAN92 Range of grades taught in the school, derived from the grades for which students were reported.

The following codes are used:
 UG = Ungraded
 PK = Prekindergarten
 KG = Kindergarten
 01 -- 12 = First through Twelfth grade
 00 = School had no students reported
 UG and 00 each occurs only in isolation from other codes. When one of these does occur, it is both the lowest and the highest grade.

GSL092 NCES code for lowest grade taught.

GSHI92 NCES code for highest grade taught.

UG92 Students in ungraded classes.
 PK92 Prekindergarten students.

KG92 Kindergarten students.

G0192 1st grade students.

G0292. 2nd grade students

G0392 3rd grade students.

G0492 4th grade students.

G0592 5th grade students.

G0692 6th grade students.

G0792 7th grade students.

G0892 8th grade students.

G0992 9th grade students.

G1092 10th grade students.

G1192 11th grade students.

G1292 12th grade students.

MEMBER92 Calculated total of all students reported; if any grades contain missing values, this may not represent the school's actual total.

FLE92 Count of students eligible to participate in the Free Lunch Program under the National School Lunch Act.

IND92 American Indian or Alaskan Native students.

ASIAN92 Asian or Pacific Islander students.

HISP92 Hispanic students.

BLACK92 Black, Non-Hispanic students.

WHITE92 White, Non-Hispanic students.

TOTETH92 Sum of American Indian/Alaskan; Asian/Pacific Islander; Hispanic; Black, Non-Hispanic; and White, Non-Hispanic.

PUPTCH92 Total students divided by FTE classroom teachers.

IFTE92 If the field contains anything other than "R," the FTE of classroom teachers originally submitted was adjusted. (See the user's guide page.)

IUG92 If the field contains anything other than "R," the count of ungraded students originally submitted was adjusted. (See the user's guide page.)

IPK92 If the field contains anything other than "R," the count of pre-kindergarten students originally submitted was adjusted. (See the user's guide page.)

IKG92 If the field contains anything other than "R," the count of kindergarten students originally submitted was adjusted. (See the user's guide page.)

IG0192 If the field contains anything other than "R," the count of first grade students originally submitted was adjusted. (See the user's guide page.)

IG0292 If the field contains anything other than "R," the count of second grade students originally submitted was adjusted. (See the user's guide page.)

IG0392 If the field contains anything other than "R," the count of third grade students originally submitted was adjusted. (See the user's guide page.)

IG0492 If the field contains anything other than "R," the count of fourth grade students originally submitted was adjusted. (See the user's guide page.)

IG0592 If the field contains anything other than "R," the count of fifth grade students originally submitted was adjusted. (See the user's guide page.)

IG0692 If the field contains anything other than "R," the count of sixth grade students originally submitted was adjusted. (See the user's guide page.)

IG0792 If the field contains anything other than "R," the count of seventh grade students originally submitted was adjusted. (See the user's guide page.)

IG0892 If the field contains anything other than "R," the count of eighth grade students originally submitted was adjusted. (See the user's guide page.)

IG0992 If the field contains anything other than "R," the count of ninth grade students originally submitted was adjusted. (See the user's guide page.)

IG1092 If the field contains anything other than "R," the count of tenth grade students originally submitted was adjusted. (See the user's guide page.)

IG1192 If the field contains anything other than "R," the count of eleventh grade students originally submitted was adjusted. (See the user's guide page.)

IG1292 If the field contains anything other than "R," the count of twelfth grade students originally submitted was adjusted. (See the user's guide page.)

IMEMB92 If the field contains anything other than "R," the computed total membership originally submitted was adjusted. (See the user's guide page.)

IFLE92 If the field contains anything other than "R," the count of free lunch eligible students originally submitted was adjusted. (See the user's guide page.)

IIND92 If the field contains anything other than "R," the count of Indian/Alaskan students originally submitted was adjusted. (See the user's guide page.)

IASIAN92 If the field contains anything other than "R," the count of Asian/Pacific Island students originally submitted was adjusted. (See the user's guide page.)

IHISP92 If the field contains anything other than "R," the count of Hispanic students originally submitted was adjusted. (See the user's guide page.)

IBLACK92 If the field contains anything other than "R," the count of Black/Non-Hispanic students originally submitted was adjusted. (See the user's guide page.)

IWHITE92 If the field contains anything other than "R," the count of White/Non-Hispanic students originally submitted was adjusted. (See the user's guide page.)

IETH92 If the field contains anything other than "R," one or more of the Racial/Ethnic counts originally submitted were adjusted. (See the user's guide page.)

IPUPTCH92 If the field contains anything other than "R," the Pupil/Teacher ratio originally submitted was adjusted. (See the user's guide page)

Appendix B Glossary

All Other Support Staff

Support staff not reported in other categories, such as, data processing, health, maintenance, bus drivers, security, and cafeteria workers.

Alternative Education School

A public elementary/secondary school that:

- addresses needs of students which typically cannot be met in a regular school,
- provides nontraditional education,
- serves as an adjunct to a regular school,
- falls outside of the categories of regular, special education, or vocational education.

Central City

- within a Metropolitan Statistical Area (MSA)
- with a minimum population of 50,000
- has a Census Urbanized Area Code

Classroom Teachers

Total number of classroom teachers for all graded and/or ungraded classes in a school

- stated as a proportion of a full-time position,
- computed by dividing the amount of time employed by the time normally required for a full-time position.

Consolidated Metropolitan Statistical Area (CMSA)

Area of greater than 1,000,000 population that is the totality of the PMSAs in a single geographical area.

Diploma, High School

Formal document certifying the successful completion of a secondary school program prescribed by the state education agency or other appropriate body.

Dropout

A dropout is an individual who:

- Was enrolled in school at some time during the previous school year;
- Was not enrolled at the beginning of the current school year;
- Has not graduated from high school or completed a state- or district-approved educational program, and
- Does not meet any of the following exclusionary conditions:
 - transfer to another public school district, private school, or state- or district-approved educational program;
 - temporary absence due to suspension or school-approved illness, or
 - death.

Education Agency

Government agency administratively responsible for providing public elementary and/or secondary instruction or educational support services.

Elementary

General level of instruction classified by state and local practice as elementary

- composed of any span of grades not above grade 8,
- preschool or kindergarten included only if it is an integral part of an elementary school or a regularly established school system.

Elementary Guidance Counselors

Professional staff assigned specific duties and school time for the following activities with elementary grades:

- counseling with students and parents;
- consulting with other staff members on learning problems;
- evaluating student abilities;
- assisting students in making educational and career choices;

- assisting students in personal and social development;
- providing referral assistance;
- working with other staff members in planning and conducting guidance programs for students.

The state should apply its own standards in apportioning the aggregate of guidance counselors/directors into the components, elementary and secondary.

Elementary Teachers

Elementary teachers are those teachers of general level instruction classified by state and local practice as elementary. Composed of any span of grades not above grade 8.

- EXCLUDES pre-kindergarten and kindergarten teachers.

Federally Operated Education Agency

Federally operated agency charged at least in part with providing elementary and/or secondary instruction or support services.

Free Lunch Program

Program under the National School Lunch Act which provides cash subsidies for free lunches to students based on family size and income criteria.

FTE (Full-time Equivalency)

Amount of time required to perform an assignment stated as a proportion of full-time position, and computed by dividing the amount of time employed by the time normally required for a full-time position.

General Education Development Test

Comprehensive test used primarily to appraise the educational development of students who:

- have not completed their formal high school education, and
- may earn a high school equivalency certificate through achievement of satisfactory scores.

Graduate, High School

Individual who has received formal recognition from school authorities, by the granting of a diploma, for completing a prescribed course of studies in a secondary level school.

- does not include other completers, or high school equivalency recipients, or other diploma recipients.

Headstart Program

Federally funded program that provides comprehensive educational, social, health, and nutritional services to:

- low-income preschool children and their families, and
- children from ages 3 to school entry age, i.e., the age of compulsory school attendance.

High School Completers

Counts of graduates and other completers including regular diploma recipients, other diploma recipients, high school equivalency recipients, and other high school completers.

High School Equivalency Certificate

Formal document certifying that an individual met the state requirements for high school graduation equivalency by:

- obtaining satisfactory scores on an approved examination, and
- meeting other performance requirements (if any) set by one state education agency or other appropriate body.

High School Equivalency Recipients

Count of individuals age 19 years or younger who have received a high school equivalency certificate during the previous school year, and subsequent summer.

Individualized Educational Program (IEP)

As used here, refers to written instructional plan for students with disabilities designated as special education students under the Individuals With Disabilities Education Act (IDEA-Part B) which includes:

- statement of present levels of educational performance of a child,
- statement of annual goals, including short-term instructional objectives,
- statement of specific educational services to be provided and the extent to which the child will be able to participate in regular educational programs,
- projected date for initiation and anticipated duration of services,
- appropriate objectives, criteria and evaluation procedures and schedules for determining, on at least an annual basis, whether instructional objectives are being achieved.

Instructional Aides

Instructional aides are staff members assigned to assist a teacher in activities requiring minor decisions regarding students, and in such activities as monitoring, conducting rote exercises, operating equipment and clerking. Includes only paid staff, and excludes volunteer aides.

Instructional Coordinators and Supervisors

Staff supervising instructional programs, at the school district or sub-district level. Includes curriculum coordinators or supervisors and in-service training staff; Chapter 1 supervisors, home economics supervisors, educational television staff; coordinators and supervisors of audiovisual services; and staff engaged in development of computer-assigned instruction. Excludes school-based department chairperson.

Kindergarten

Group or class that is part of a public school program, and is taught during the year preceding first grade.

Kindergarten Teachers

Kindergarten teachers are those teachers of a group or class that is part of a public school program, and is taught during the year preceding the first grade.

LEA Administrative Support Staff

Staff members who provide direct support to LEA administrators.

- INCLUDE clerical staff and secretaries.

LEA Administrators

Includes local education agency superintendents, deputies, and assistant superintendents; other persons with district-wide responsibilities such as business managers, administrative assistants. Exclude supervisors of instructional or student support programs.

Librarians and Media Specialists

Professional staff members and supervisors who are assigned specific duties and school time to professional library service activities, including: selecting, acquiring, preparing, cataloging, and circulating books and other printed materials; planning the use of the library and media services by students, teachers and other members of the instructional staff; guiding individuals in their use of media services, library books and materials, whether maintained separately or as part of an instructional materials center.

Library and Media Support Staff

Staff members who render other library or media services, such as preparing, caring for, and making available to members of the instructional staff the equipment, films, filmstrips, transparencies, tapes, TV programs, and similar materials whether maintained separately as part of an instructional materials center.

Media Specialists

Directors, coordinators, and supervisors of media centers (see Librarians).

Membership Count

Count of students on current roll

- sums original entries and reentries, subtracts total withdrawals, or
- sums total present and total absent
- shows count taken on the closest school day to October 1.

Metro Status

Classification of an education agency's service area relative to a Metropolitan Statistical Area.

Metropolitan Statistical Area (MSA)

Area may be an MSA if it is the only MSA in the immediate area and it has a city of at least 50,000 population, or it is an urbanized area of at least 50,000 with a total metropolitan population of at least 100,000.

Non-MSA City

City or place not in an MSA with a minimum population of 25,000 inhabitants and a population of density of at least 1,000 per square mile

- does not have a Census Urbanized Area Code.

Other Diploma Recipients

Count of individuals who received a diploma from other than the regular school program during the previous school year and subsequent summer school.

Other High School Completers

Count of individuals who have received a certificate of attendance or other certificate of completion in lieu of a diploma during the previous school year and subsequent summer school.

Other Support Staff

All support services staff not reported in other categories, e.g., data processing, health, maintenance, bus drivers, security, and cafeteria workers.

Outside Urbanized Area

Area not contiguous to any city or urban fringe area

- with a minimum population of 2,500 inhabitants,
- with a population density of at least 1,000 per square mile,

- without a Census Urbanized Area Code.

Prekindergarten

Group or class that is part of a public school program, and is taught during the year or years preceding kindergarten.

Prekindergarten Teachers

Prekindergarten teachers are those teachers of a group or class that is part of a public school program, and is taught during the year or years preceding kindergarten; includes teachers of Head Start Students of part of authorized program.

Primary Metropolitan Statistical Area (PMSA)

A PMSA is a metropolitan statistical area that is a component of a consolidated metropolitan statistical area (see MSA). Several adjacent PMSAs comprise a single CMSA.

Public School

Institution which provides educational services, has one or more grade groups (PK-12) or which is upgraded, and

- has one or more teachers to give instruction,
- is located in one or more buildings
- has an assigned administrator,
- receives public funds as primary support,
- is operated by an education agency.

Regional Education Service Agency

Agency providing services to a variety of local education agencies, or county superintendent serving the same purposes.

Regular Diploma Recipients

Count of graduates who received a regular diploma during the previous school year, and subsequent summer school.

Regular School

A public elementary/secondary school that does not focus primarily on vocational, special, or alternative education

Rural

An area with 2,500 inhabitants or fewer, and/or a population density of less than 1,000 per square mile

- does not have a Census Urbanized Area Code.

School Administrative Support Staff

Those whose activities are concerned with the support of the teaching and administrative duties of the office of the principal or department chairpersons.

- INCLUDE clerical staff and secretaries.

School Administrators

Staff members whose activities are concerned with the directing and managing the operation of a particular school. Includes:

- principals, assistant principals, and other assistants,
- those who supervise school operations, assign duties to staff members, supervise and maintain the records of the school, and coordinate school instructional activities with those of the education agency; and
- department chairpersons.

School District

Education agency or administrative unit which operates under a public board of education.

Secondary

General level of instruction classified by state and local practice as secondary and composed of any span of grades beginning with the next grade following the elementary grades and ending with or below grade 12.

Secondary Guidance Counselors

Professional staff assigned specific duties described for elementary guidance counselors, but conducting activities with secondary grades. (See Elementary Guidance Counselors.)

Secondary Teachers

Secondary teachers are those teachers of general level instruction classified by state and local practice as secondary and composed of any span of grades beginning with the next grade following the elementary grades and ending with or below grade 12.

Special Education School

Public elementary/secondary school that:

- focuses primarily on special education, including instruction for any of the

following: hard of hearing, deaf, speech-impaired, health-impaired, orthopedically impaired, mentally retarded, seriously emotionally disturbed, multi-handicapped, visually handicapped, deaf and blind.

- adapts curriculum, materials or instruction for students served.

State Education Agency

The agency of the state charged with primary responsibility for coordinating and supervising public instruction including the setting of standards for elementary and secondary instruction programs.

State-Operated Agency

State-operated agency charged at least in part with providing elementary and/or secondary instruction or support services.

Student

Individual for whom instruction is provided in an elementary or secondary educational program under the jurisdiction of a school, school system, or other educational institution.

Student Support Services Staff

Professional and supervisory staff providing noninstructional services to students. Includes attendance officers; staff providing health, psychology, speech pathology, audiology, social work services; supervisors of the preceding staff and of health, transportation and food services.

Supervisory Union

Educational agency where administrative services are performed

- for more than one school district
- by a common superintendent.

Teacher

A professional school staff member who instructs students and maintains daily student attendance figures.

Teachers of Ungraded Classes

Teachers of classes or programs to which students are assigned without standard grade designation.

Total FTE Teachers

Sum of all reported teacher FTE.

Total Guidance

Sum of FTE for elementary and secondary guidance counselors.

Ungraded

Classes or programs to which students are assigned without standard grade designation.

Urban Fringe

Closely settled area, contiguous to a central city:

- outside a central city,
- with a minimum population of 2,500 inhabitants,
- with a population density of at least 1,000 per square mile, and
- has a Census Urbanized Area Code.

Urbanized Area

An area with a population concentration of at least 50,000, generally consisting of a central city and the surrounding, closely settled, contiguous territory and with a population density of at least 1,000 per square mile.

Vocational Education School

Public elementary/secondary school that:

- focuses primarily on vocational education, and
- provides education and training in one or more semi-skilled or technical operations.

Appendix C—Nonresponse Tables

Common Core of Data Public School Universe, 1992-93

Number of records lacking telephone number and street address, by state

State	Total records	Records lacking telephone number		Records lacking street address
		N	M	
Total on file	86,212	3	1,358	1,558
Alabama	1,294	0	2	16
Alaska	494	0	4	0
Arizona	1,118	0	16	12
Arkansas	1,090	0	0	0
California	7,665	0	3	0
Colorado	1,399	0	26	14
Connecticut	992	0	0	2
Delaware	176	0	0	8
District of Columbia	181	0	0	0
Florida	2,592	0	30	16
Georgia	1,723	0	3	78
Hawaii	238	0	1	0
Idaho	605	0	2	0
Illinois	4,185	1	1	0
Indiana	1,902	0	1	16
Iowa	1,560	0	3	208
Kansas	1,483	0	0	275
Kentucky	1,395	0	1	53
Louisiana	1,453	0	11	39
Maine	742	0	737	9
Maryland	1,263	0	0	4
Massachusetts	1,772	0	0	0
Michigan	3,340	0	1	12
Minnesota	1,622	0	173	168
Mississippi	978	0	0	1
Missouri	2,188	0	39	2
Montana	899	0	0	39
Nebraska	1,454	0	0	0
Nevada	383	0	1	16
New Hampshire	450	0	0	4
New Jersey	2,292	0	0	0
New Mexico	700	0	7	41
New York	4,032	0	2	80
North Carolina	1,948	0	0	0
North Dakota	642	0	0	0
Ohio	3,821	0	7	8
Oklahoma	1,829	0	5	0
Oregon	1,217	0	0	0
Pennsylvania	3,197	0	1	31
Rhode Island	313	0	0	0
South Carolina	1,104	0	0	0
South Dakota	733	0	2	1
Tennessee	1,514	0	2	107
Texas	6,184	0	1	0

Utah	714	0	2	22
Vermont	399	0	0	62
Virginia	1,816	0	1	82
Washington	2,017	2	12	61
West Virginia	949	0	0	64
Wisconsin	2,030	0	18	0
Wyoming	410	0	0	6
American Samoa	30	0	0	0
Guam	35	0	0	1
Northern Marianas	24	0	0	0
Puerto Rico	1,593	0	243	0
Virgin Islands	33	0	0	0

Common Core of Data Public School Universe, 1992-93

Total number of schools, student membership, and classroom teachers with count of records lacking membership,
classroom teacher, free-lunch eligible student count, and racial/ethnic student counts, by state

State	Number of schools	Student membership		Teachers		Records lacking free-lunch eligible counts	Records lacking racial/ethnic counts
		Total	Records lacking data	Total	Records lacking data		
Total on file	86,212	43,353,992	1,305	2,327,861	5,270	29,779	4,591
Alabama	1,294	726,416	0	39,823	0	1,294	0
Alaska	494	122,182	0	6,422	0	142	10
Arizona	1,118	684,993	34	34,229	42	1,118	34
Arkansas	1,090	442,021	4	25,903	0	18	4
California	7,665	5,196,904	0	212,225	11	669	0
Colorado	1,399	612,635	39	33,449	0	127	39
Connecticut	992	488,436	3	33,757	5	239	11
Delaware	176	104,321	0	6,183	3	13	0
District of Columbia	181	80,937	0	4,787	0	14	0
Florida	2,592	1,977,858	57	105,155	9	184	61
Georgia	1,723	1,201,616	3	66,952	0	22	1,723
Hawaii	238	177,444	0	9,913	2	0	0
Idaho	605	231,575	4	11,825	11	87	605
Illinois	4,185	1,886,282	5	106,589	0	4,185	5
Indiana	1,902	959,588	45	54,011	17	97	46
Iowa	1,560	491,557	0	31,688	0	5	0
Kansas	1,483	451,021	2	29,371	0	43	2
Kentucky	1,395	640,477	26	38,004	0	1,395	26
Louisiana	1,453	798,140	0	47,539	0	91	0
Maine	742	211,740	30	14,016	5	60	742
Maryland	1,263	751,850	19	44,029	3	48	19
Massachusetts	1,772	859,948	8	0	1,772	1,772	7
Michigan	3,340	1,600,350	8	0	3,340	494	9
Minnesota	1,622	717,314	188	39,607	0	258	203
Mississippi	978	506,668	90	27,596	5	92	90
Missouri	2,188	840,654	147	51,599	0	942	147
Montana	899	160,011	0	10,033	0	171	0
Nebraska	1,454	282,414	18	19,310	0	409	18
Nevada	383	222,326	2	11,703	1	60	2
New Hampshire	450	181,247	0	12,217	0	36	0
New Jersey	2,292	1,130,560	19	78,686	3	108	19
New Mexico	700	316,828	0	17,678	0	700	9
New York	4,032	2,688,081	0	168,360	0	4,032	0
North Carolina	1,948	1,114,040	7	68,245	0	34	8
North Dakota	642	120,592	1	7,984	0	66	39
Ohio	3,821	1,796,418	150	121,940	23	487	183
Oklahoma	1,829	596,926	7	37,692	0	170	7
Oregon	1,217	509,853	0	26,464	1	96	1
Pennsylvania	3,197	1,717,613	2	94,502	2	3,197	72
Rhode Island	313	143,775	0	9,955	2	11	1
South Carolina	1,104	633,606	47	37,205	0	83	58
South Dakota	733	136,320	14	9,118	1	733	14

Tennessee	1,514	849,013	11	45,051	2	1,514	30
Texas	6,184	3,535,742	0	218,749	0	117	0
Utah	714	462,961	0	19,089	2	56	2
Vermont	399	101,586	0	7,400	0	212	30
Virginia	1,816	1,031,853	89	64,768	0	1,816	89
Washington	2,017	896,475	154	44,308	1	2,017	154
West Virginia	949	318,094	40	20,428	7	95	40
Wisconsin	2,030	831,461	0	52,971	0	65	0
Wyoming	410	100,167	6	6,329	0	53	6
American Samoa	30	13,994	0	661	0	0	0
Guam	35	31,107	0	1,564	0	0	0
Northern Marianas	24	7,731	0	458	0	0	0
Puerto Rico	1,593	637,384	26	38,727	0	32	26
Virgin Islands	33	22,887	0	1,595	0	0	0

Date Due: 03/15/93

Description -----	Item Code ----	Description -----	Item Code ----
NCES Education Agency ID:	A01 _____	Classroom teachers:	C04 _____
State Education Agency ID:	A02 _____	Students by Grade:	
Name of Education Agency:	A03 _____	Ungraded:	D01 _____
		Prekindergarten:	D02 _____
State School ID:	B01 _____	Kindergarten:	D03 _____
NCES School ID:	B02 _____	Grade 01:	D04 _____
		Grade 02:	D05 _____
Name of School:	B03 _____	Grade 03:	D06 _____
Mailing Address:	B04 _____	Grade 04:	D07 _____
City:	B05 _____	Grade 05:	D08 _____
State (PO Abbreviation):	B06 _____	Grade 06:	D09 _____
ZIP Code + 4:	B07 _____	Grade 07:	D10 _____
		Grade 08:	D11 _____
Area Code + Phone Number:	B08 _____	Grade 09:	D12 _____
		Grade 10:	D13 _____
School Type Code:	C01 _	Grade 11:	D14 _____
Operational Status Code:	C02 _	Grade 12:	D15 _____
Type of Locale Code:	C03 _	Free lunch eligible:	E01 _____
		Students by Race:	
		American Indian/Alaskan Native:	E02 _____
		Asian/Pacific Islander:	E03 _____
		Hispanic:	E04 _____
		Black, Not Hispanic:	E05 _____
		White, Not Hispanic:	E06 _____