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**INSTRUCTIONS FOR COMPLETING**

**THE NONFISCAL SURVEYS OF THE**

**COMMON CORE OF DATA**

**SCHOOL UNIVERSE SURVEY**

**AGENCY UNIVERSE SURVEY**

**STATE NONFISCAL SURVEY**

**2000-2001**

National Center for Education Statistics  
Office of Educational Research and Improvement  
U.S. Department of Education

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**National Center for Education Statistics**

The purpose of the Center is to collect and report "statistics and information showing the condition and progress of education in the United States and other nations in order to promote and accelerate the improvement of American Education." Section 402(b) of the National Education Statistics Act of 1994 (20 U.S.C. 9001).

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The time required to complete this information collection for all Common Core of Data Surveys is estimated to average 111 hours per response, including the time to review instructions, search existing data resources, gather and maintain the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improvement, please write to: U.S. Department of Education, Washington, DC 20202-4651.



## 2000-2001 CCD INSTRUCTION MANUAL CHANGES

Listed below are the changes to the instruction manual for the 2000-2001 Nonfiscal Surveys of the Common Core of Data (School Universe Survey, Education Agency Universe Survey, and State Nonfiscal Survey).

### A. General

Appendices B through F have been renumbered to Appendices C through G. Two new appendices have been added to the manual: Appendix B describes the CCD Downloadable Reporting Software; and Appendix H describes How to Make Corrections to Submitted CCD Data.

### B. Data Field Name Revisions

Three data fields were revised and expanded to six data fields. These revisions are noted in the CCD manual with “(R)” next to the revised data field.

1. **ZIP code** is now reported as 2 separate data fields in mailing address and physical location address. ZIP = first 5 digits and ZIP4 = last 4 digits combined will define the 9-digit ZIP code.
2. **Grade span (GSPAN)** is reported as 2 data fields. Combining both fields identifies the grade span served by the school or agency. The data field values have not changed.
  - a. GSLO indicates the lowest grade offered
  - b. GSHI indicates the highest grade offered
3. **Two digit Survey Year** is no longer used to identify the current year field name. For example, SCHNAM replaces SCHNAM99 to indicate the current year School Name.

### C. State Non-Fiscal Survey Record Layout

“**Other Diploma Recipients**” data field is no longer applicable. Set references to this data field = N. The record layout positions have never changed. Field names were corrected to reflect the original names. E01 refers to “Diploma Recipients”; E02 refers to “Other Diploma Recipients”; E03 refers to “H.S. Equivalency Recipients”; and E04 refers to “Other H.S. Completers”.

### D. Diskettes

References to diskettes have been removed since so few transmit CCD information using diskettes.

### E. CCD Downloadable Reporting Software

In Appendix B, details of the new CCD Downloadable Reporting Software are described.

### F. How to Make Corrections to Submitted CCD Data

A new procedure for making corrections to previously submitted CCD data is operational. Please submit the corrected data according to the instructions outlined in Appendix H. This new submission procedure should increase the timeliness and accuracy of all three surveys.

### G. Glossary of Terms

Additional definitions have been included in the CCD Glossary to improve survey content and methodology. This is a continuing effort to clarify and simplify the collection and subsequent analysis of CCD data.

## General Information

### Due Date

On or before **March 15, 2001**

### Submission Methods (see Appendix D for details)

- Internet (ftp or email)

Please contact the Census Bureau if you plan to submit data on paper shuttles.

### Census Bureau Contacts

You may contact your Census Bureau liaisons Terri Kennerly, Dell Gray, Julia Naum, or Jane Thomas if you need assistance with the survey submission process. Contact Michael Freeman if you have programming and Internet questions.

PHONE: 800-451-6236  
FAX: 866-394-0138  
EMAIL: **ccd@census.gov**

ADDRESS: Census Bureau  
Governments Division, ERSB  
Washington Plaza 2, Room 508  
Washington, D.C. 20233-6800

### Respondent Tools

The Census Bureau provides several tools to help you prepare your CCD Nonfiscal data files: Prior year ID data files, edit software, sample spreadsheet/database files, and web-based form. These tools are available at the following address:

**<http://www.census.gov/govs/www/ccd.html>**

### NCES Contacts

John Sietsema is the project officer for the School and Agency Universe Surveys. He can be reached at 202-502-7425. Ghedam Bairu is the project officer for the State Nonfiscal Survey. She can be reached at 202-502-7304.

### Coordinator's Corner

NCES has a web site for CCD Coordinators and other CCD data reporters called the Coordinator's Corner. The information provided on the Corner includes instruction manuals, frequently asked Coordinator Questions, a place to send questions to NCES and receive questions and answers from other Coordinators, new CCD data items or issues up for public comment, and links to other CCD areas. You may reach the Corner at the following web address:

**<http://nces.ed.gov/ccd/corner.html>**



# TABLE OF CONTENTS

I. INTRODUCTION .....	1
Goals, Purpose and Objectives.....	3
Instruction Manual Coverage.....	3
Due Date .....	3
CCD Coordinator/Certification.....	3
Reference Date.....	3
Abbreviations .....	3
Missing and Not Applicable Data .....	3
Item Location Reference .....	4
General Survey Procedures.....	4
II. PUBLIC ELEMENTARY/ SECONDARY SCHOOL UNIVERSE SURVEY .....	5
Purpose.....	7
Missing and Not Applicable Data .....	7
NCES Agency/School Identification Numbers.....	7
State Agency/School Identification Numbers .....	7
Agency/School Name .....	7
Telephone Number.....	7
Mailing Address.....	8
Location Address .....	8
School Type Code.....	8
Operational Status Code.....	9
Grade Span Offered .....	10
Title 1 Eligible School .....	10
If yes, School-wide Title 1 .....	10
Magnet School .....	10
Charter School .....	10
Classroom Teachers .....	11
Free Lunch Eligible Students .....	11
Reduced-Price Lunch Eligible Students.....	11
Total of Free Lunch and Reduced-Price Lunch Eligible.....	11
Migrant Students Enrolled in Previous Year.....	11
Students by Grade, by Race/Ethnicity and by Gender .....	11
III. PUBLIC ELEMENTARY/ SECONDARY EDUCATION AGENCY UNIVERSE SURVEY .....	17
Purpose.....	19
Missing and Not Applicable Data .....	19
NCES Identification Numbers .....	19
State Identification Numbers.....	19
Education Agency Name .....	19
Telephone Number.....	19
Mailing Address.....	20
Location Address .....	20
Education Agency Type Code .....	20
Supervisory Union Identification Number.....	21
County Name .....	21
FIPS County Code .....	21
Operational Status Code.....	21
Grade Span Offered .....	22
Ungraded Students .....	22
PK-12 Students .....	22
Migrant Students Served in a Summer Program .....	22
Special Education - Individual Education Program (IEP) Students .....	22
Limited-English-Proficient Students.....	22
Diploma Recipients by Race/Ethnicity and by Gender.....	23
Other High School Completers by Race/Ethnicity and by Gender .....	23
Instructional Staff.....	23
Support Services Staff.....	24
Dropouts by Grade, by Race/Ethnicity and by Gender .....	24

# TABLE OF CONTENTS

Determining School Year and Grade .....	24
IV. STATE NONFISCAL SURVEY .....	27
Purpose.....	29
Missing and Not Applicable Data .....	29
State Education Agency Information .....	29
Instructional Staff.....	29
Support Services Staff.....	29
Student Counts by Grade .....	30
Students by Grade and by Race/Ethnicity .....	30
High School Completion Counts .....	30
High School Completion Counts by Race/Ethnicity .....	30
V. APPENDICES .....	31
APPENDIX A-1: School Universe Shuttle .....	33
APPENDIX A-2: Education Agency Universe Shuttle.....	37
APPENDIX A-3: State Nonfiscal Shuttle .....	41
APPENDIX B: CCD Downloadable Reporting Software.....	45
APPENDIX C: Electronic File Formats.....	47
APPENDIX D: Data Submission Methods .....	49
APPENDIX E-1: School Universe Record Layouts .....	51
APPENDIX E-2: Education Agency Record Layouts .....	63
APPENDIX E-3: State Nonfiscal Record Layout.....	73
APPENDIX F-1: State Abbreviations used in CCD Surveys .....	77
APPENDIX F-2: Other Abbreviations used in CCD Surveys .....	79
APPENDIX G: Dropout Reporting Instructions .....	81
APPENDIX H: How To Make Corrections To Submitted Data .....	85
VI. GLOSSARY OF TERMS.....	87
INDEX .....	99

# **I. INTRODUCTION**



# INTRODUCTION

## Goals, Purpose and Objectives of the Nonfiscal Surveys

The National Center for Education Statistics' (NCES) goal for the Common Core of Data (CCD) is to collect data for a comprehensive and timely national statistical database of all public elementary and secondary schools, education agencies, and programs. This database is comparable across all states and territories.

The CCD contains three categories of information - identifying information, basic statistics, and fiscal data. The identifying information includes names, addresses, and administrative information; basic statistics include numbers of students and staff, demographic information on students and staff, high school completion rates, and student dropout data; and fiscal data include revenues and current expenditures. The CCD is maintained in three separate, but linked, data sets - public elementary and secondary schools, local education agencies, and states.

The surveys collect nested information. The data in the school universe are reflected in the agency universe, and the school and agency universe data are reflected in the state aggregate surveys. The counts in all three surveys may not be equal, but the differences should be consistent and explanations should be provided.

The purpose of the CCD is to collect basic statistical information on all children in this country receiving a free education from prekindergarten through twelfth grade. Included is information of the public funds (revenues) collected and expended for providing free public elementary and secondary education.

The objectives of the CCD are to maintain:

- Official listings of public elementary and secondary schools, and education agencies in this country;
- Basic information and descriptive statistics of the schools and agencies described above.

## Instruction Manual Coverage

The instruction manual lists common definitions of data elements and related terms for all CCD Nonfiscal surveys. The CCD surveys covered by this manual include:

- Public Elementary/Secondary School Universe Survey
- Public Elementary/Secondary Education Agency Universe Survey
- State Nonfiscal Survey

***THE STATE AGGREGATE FISCAL SURVEY IS NOT PART OF THIS PACKAGE.***

## Due Date

All CCD survey replies are due on or before **March 15, 2001**.

## CCD Coordinator/Certification

Each chief state school officer designates the staff member(s) responsible for completing the surveys. The CCD Coordinator is the official contact person for the state/territory and is responsible for confirming data availability and accuracy.

Reported CCD data should be certified by the CCD Coordinator or designated higher official, as an accurate representation of information and records maintained by the state education agency. Data will not be accepted by the NCES without appropriate certification.

If the CCD Coordinator is changed, please notify NCES or the Census Bureau in writing so contact lists are updated.

## Reference Date

Data should be reported as of **October 1**, if that is a school day, or the closest school day to October 1. Any exceptions to this rule are noted within the context of individual item instructions. The Education Agency Universe collects data for dropouts and graduates from the prior year. The Education Agency and School Universes collect data on migrant students served during the prior year.

## Abbreviations

Report complete names and addresses when requested. The field lengths specified in Appendix E may not always allow the entry of full names and addresses. Appendix F contains recommended abbreviations for use in the CCD surveys.

## Missing and Not Applicable Data

Identify missing or not applicable data using the codes listed below. Every item in this survey requires a response unless otherwise indicated.

- "M" indicates data are missing. A value is expected, but no value is measured.
- "N" indicates data are not applicable. A value is neither expected nor measured.
- Enter "0" (zero) only for those cases where a numerical value is measured but no quantity is found.

## INTRODUCTION

### Item Location Reference

Displayed under each data item is the data record location information for electronic text files. The section displays the item's "Field Name," "Multiple" record layout position and "Long" record layout position. The "Field Name" is a shorter name given to each item for electronic reporting. Data are reported by each grouping of a field in "Multiple" record layouts. "Long" record layouts report all school/agency information in a single record. Either the "Multiple" or the "Long" record layout can be used for electronic text files. The complete electronic reporting record layout for both options (see Appendix E) contains corresponding Field Names and Descriptions.

### General Survey Procedures

The Census Bureau initiates data collection in January. Each person assigned to work on the CCD survey is sent an instruction manual and other survey materials.

The following tools are available to help prepare your files. They are located at:

**<http://www.census.gov/govs/www/ccd.html>**

- Prior year ID data files:

Prior year files provide corrections/additions made to the files. Included are items that have been updated, such as locale codes, metropolitan status codes, new NCES ID numbers, state ID numbers and proper "M" and "N" codes for missing, not applicable, or blank data.

Prior year files can also be used to submit current year data by simply adding new school and agency records to the file, and reporting data. Update status codes to indicate closed or changed agency records. **Do not overlay fields with blanks unless otherwise indicated.**

- Edit Software to correct data files
- Sample spreadsheet and dBase shells (pre-formatted files)
- Web-based form to complete the State Nonfiscal Survey
- Downloadable reporting software

The downloadable software reporting instructions are located in Appendix B. Preferred file format options and instructions (for text, spreadsheet, dBase, or SAS files) are located in Appendix C. Text file record layout options (multiple or long) are located in Appendix E.

Use the following submission methods to transmit data to the Census Bureau (see Appendix D for detailed instructions):

- Internet (ftp or email)
- Web-based form to complete the State Nonfiscal Survey

Contact the Census Bureau if the data submission is done on paper shuttles.

Appendix H describes the new methodology for making corrections to previously submitted data for the 2000-2001 survey year.

**II. PUBLIC ELEMENTARY/  
SECONDARY SCHOOL  
UNIVERSE SURVEY**



# PUBLIC ELEMENTARY/SECONDARY SCHOOL UNIVERSE SURVEY

## Purpose

The primary purposes of the Public Elementary/ Secondary School Universe Survey are to collect data for:

- A complete listing of all public elementary and secondary schools in the country, and
- Basic information and descriptive statistics on all schools, their students, and their teachers.

A school is an institution that provides educational services; has one or more grade groups (PK-12) or is ungraded; has one or more teachers; is located in a building; has an assigned administrator; receives public funds; and is operated by an education agency.

**To avoid double counting, DO NOT include Bureau of Indian Affairs or Dept. of Defense schools on your school universe file. These schools are reported separately by the appropriate Federal Agencies.**

## Missing and Not Applicable Data

Identify "Missing" or "Not Applicable" data using the codes listed below. Every item in this survey requires a response unless otherwise indicated.

- "M" indicates data are missing. A value is expected, but no value is measured.
- "N" indicates data are not applicable. A value is neither expected nor measured.
- Enter "0" (zero) only for those cases where a numerical value is measured but no quantity is found.

## Due Date

This report is due on March 15 of the school year reported. Revisions and corrections will be accepted through September 30, unless otherwise noted.

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## NCES Agency/School Identification Numbers

Field Name	Alpha/Numeric	Multiple	Long
LEAID	A	005-011	0001-0007
SCHNO	A	026-030	0022-0026

The NCES agency identification number has seven characters - a two-digit state code followed by a five-digit code that is unique within each state. The agency and school identification numbers are combined by NCES to form a unique twelve-digit identifier for individual schools. **Please do not change NCES identification numbers.** If you think that there is a problem with an NCES identification number, call the Census Bureau to discuss the issue. **The NCES identification numbers for new schools should be left blank. The ID will be assigned by the Census Bureau and requires no action by you.** Identification numbers are retired when schools and/or agencies close.

## State Agency/School Identification Numbers

Field Name	Alpha/Numeric	Multiple	Long
STID	A	012-025	0008-0021
SEASCH	A	031-050	0027-0046

State local education agency identification numbers are assigned by the state education agency. Once assigned, these numbers are maintained and used by NCES to verify record identity. A state's education agency number may be any combination of letters and numbers up to 14 characters. A state's school identification number may be any combination of letters and numbers up to 20 characters. Provide documentation for any missing state identification numbers. Explain any inconsistencies. For each school, report the assigned school and agency identification numbers. If schools are not assigned state identification numbers, enter "N".

## Agency/School Name

Field Name	Alpha/Numeric	Multiple	Long
LEANM	A	051-110	0047-0106
SCHNAM	A	111-160	0107-0156

Names of schools and agencies are the common designations or titles as they are known by the reporting agency. Report names for all schools. Abbreviate school names longer than 50 characters and agency names longer than 60 characters. Appendix F is a listing of recommended abbreviations. Only use abbreviations if the full name cannot be entered. To avoid confusion, report the name of individual schools including the type of grade served. For example, "Jones School" should be specified as "Jones Elementary School," "Jones Middle School," or "Jones High School". **Do not leave school or agency name fields blank.**

## Telephone Number

Field Name	Alpha/Numeric	Multiple	Long
PHONE	A	161-170	0157-0166

Telephone number is a ten-digit number, including area code, for the school building. If the telephone number is unknown, enter "M". If there is no phone number, enter "N". **Do not leave this item blank.**

## PUBLIC ELEMENTARY/SECONDARY SCHOOL UNIVERSE SURVEY

### Mailing Address, City, State, ZIP Code

Field Name	Alpha/Numeric	Multiple	Long
MSTREE	A	171-200	0167-0196
MCITY	A	201-230	0197-0226
MSTATE	A	231-232	0227-0228
MZIP (R)	A	233-237	0229-0233
MZIP4 (R)	A	238-241	0234-0237

Mailing address is the location where mail is delivered. In some cases this may not represent the site of the physical plant. The mailing address should include the building number and street name, Post Office Box number, or RFD Route and Box number. If the mailing address is longer than 30 characters, use abbreviations found in Appendix F. If a mailing address is not required to deliver mail, enter "N". The city name can be up to 30 characters in length. Abbreviations are acceptable if the city name exceeds 30 characters. Mailing addresses must include the city name and the state or outlying area abbreviation found in Appendix F. ZIP code may be five or nine digits. **The nine-digit ZIP code is reported by combining two data fields - MZIP and MZIP4.** Enter the ZIP+ZIP4 if known. If the ZIP code is unknown, enter "M". If the last four digits of the ZIP code are unknown, enter the five-digit ZIP, leaving **only** the four spaces to the right blank. (The Census Bureau will no longer fill in the last 4 digits of the 9 digit ZIP code, however.) Provide address information for all schools. **Do not leave mailing address, city, state, or ZIP code fields blank.**

### Location Address, City, State, ZIP Code

Field Name	Alpha/Numeric	Multiple	Long
LSTREE	A	242-271	0238-0267
LCITY	A	272-301	0268-0297
LSTATE	A	302-303	0298-0299
LZIP (R)	A	304-308	0300-0304
LZIP4 (R)	A	309-312	0305-0308

Location address is the physical location of the school. . **The nine-digit ZIP code is reported by combining two data fields - LZIP and LZIP4.** Enter the street number, city, state abbreviation (see Appendix F), and ZIP + ZIP4, if different from mailing address. Leave ZIP + ZIP4 digits blank if unknown. If the location address is the same as the mailing address, you may leave location address fields blank.

### School Type Code

Field Name	Alpha/Numeric	Multiple	Long
SCHTYP	A	313-313	0309-0309

Schools must be classified into only one school type category. **Do not leave this item blank.**

School type is a classification of schools conducting elementary and/or secondary instruction or programs according to the ordinary or special instructional needs of students. The four classifications are:

- 1 = **Regular School:** A public elementary/secondary school that does **not** focus primarily on vocational, special, or alternative education.
- 2 = **Special Education School:** A 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. Curriculum, materials or instruction are adapted for students served.
- 3 = **Vocational Education School:** A public elementary/secondary school that focuses primarily on vocational education, and provides education and training in one or more semi-skilled or technical operations.
- 4 = **Alternative Education School:** A public elementary/secondary school that addresses the needs of students that typically cannot be met in a regular school program. The school provides nontraditional education; serves as an adjunct to a regular school; or falls outside the categories of regular, special education, or vocational education.

School type information will be matched by NCES with agency type information. The additional information will identify each school as a:

- locally operated public school,
- regionally operated public school,
- state-operated public school, or
- Federally operated public school

**All schools providing free, public elementary and secondary education should be included.** Charter schools may be of any type, 1 through 4. Apply the same rules in classifying charter schools that are used in classifying non-charter Schools. Include state-operated schools (such as schools for the deaf, the blind, and the arts and sciences); schools operated by agencies other than the state education agency (departments of corrections or health and human services); and Federally operated public schools (**exclude** for Bureau of Indian Affairs and Dept. of Defense Dependents schools).

Provide written documentation for any charter schools, state operated schools, and/or any Federally operated schools **systematically excluded** from the files, unless such documentation has previously been reported and is on file with CCD staff.

## PUBLIC ELEMENTARY/SECONDARY SCHOOL UNIVERSE SURVEY

### Operational Status Code

Field Name	Alpha/Numeric	Multiple	Long
STATUS	A	314-314	0310-0310

Classify schools into only one operational status category. **Do not leave this item blank.**

Operational status is a classification of the operational condition of a school. The five classifications are:

- 1 = **Open:** School listed on previous year's CCD school universe. Currently in operation or, if temporarily closed for repairs or a shortage of students, is expected to open within two years.
- 2 = **Closed:** School listed on previous year's CCD school universe. Currently not in operation, is not expected to operate in the future, and should be removed from the database.
- 3 = **New:** School not listed on previous year's CCD school universe. Newly created or completely restructured into the current instructional level or program. **Include new schools, if known, whether or not yet populated with students.**
- 4 = **Added:** School not listed on previous year's CCD school universe. In existence but not reported. Currently in operation and is now being added.
- 5 = **Changed Agency:** School in existence and listed on previous year's CCD school universe as affiliated with a different education agency. The internal organization and instructional level have not changed, but is now affiliated with another agency.

In the CCD survey system, a school is defined as "an institution that provides education services." There are many changes that can take place in a school from one year to the next without affecting its status as an "open" school (Operational Status Code = 1). Listed below are examples where the school Operational Status Code should remain "1":

- Name change (e.g., from "PS 35" to "General McArthur Elementary School");

- Change of address or location (e.g., from 47 Landing Road to 122 Airport Way). The physical plant may be either new or preexisting. If a school moves out of an old building into a newly constructed building, it is generally not considered a new school. If a new school moves into the old building, the school is considered "new" and should be added to the school file with an Operational Status Code "3" (new);
- Minor changes in grade span (e.g., from "KG-05" to "PK-06");
- Temporary absence of personnel (e.g., a building is vacated for one year while major renovations are accomplished, but is expected to reopen and house the same instructional program);
- If the school has reopened, regardless of how the school was reported when it was not in operation.

In each case listed above, the NCES school identification number should remain the same as in the prior year data file.

**If an agency associated with a school changes, the corrected agency identification number should be provided.** Use the NCES agency identification number, if known. Use the state-assigned agency identification if the NCES number is not known. You may enter the state identification number for new agencies. The NCES identification number for new agencies **must be left blank.**

Listed below are situations that may require the correction of the school Operational Status Code to "2" (closed) or "3" (new).

- One school is merged with another that provides essentially the same grades - It is generally recommended that the Operational Status Code for the smaller school be changed to "2" (closed) and that the Operational Status Code for the larger school remain as "1" (open prior year and current year);
- Two schools of about equal size or with different grade spans are merged or consolidated within an existing plant or a new physical location - The Operational Status Code for both schools be changed to "2" (closed) and a new school created with an Operational Status Code "3" (new).

# PUBLIC ELEMENTARY/SECONDARY SCHOOL UNIVERSE SURVEY

## Grade Span Offered

Field Name	Alpha/Numeric	Multiple	Long
GSLO (R)	A	315-316	0311-0312
GSHI (R)	A	317-318	0313-0314

**Grade Span is now reported by combining two data fields, GSLO and GSHI.** Report the span of grades served by this school. **Include** all grades even if students are not currently enrolled. The first two characters designate the lowest grade served. The next two characters designate the highest grade served, as follows: PK, KG, 01 through 12. If the school serves ungraded classes only, enter UGUG. **Do not use UG if PK, KG, or numbered grades are also offered.**

Note: A 09 through 12 school that also serves a PK or KG should report a 0912 grade span.

## Title 1 Eligible School

Field Name	Alpha/Numeric	Multiple	Long
TITLE1	A	319-319	0315-0315

Is it a Title 1 Eligible School?

A Title 1 school is designated under state and Federal regulations as being eligible for participation in programs authorized by Title 1 of Public Law 103-382. Use the following codes for this item:

1 = Yes

2 = No

## If yes, School-wide Title 1

Field Name	Alpha/Numeric	Multiple	Long
STITL1	A	320-320	0316-0316

If it is a Title 1 school, is it school-wide?

Refers to a program in which all the students in a school are designated under state and Federal regulations as being eligible for participation in programs authorized by Title 1 of Public Law 103-382. Use the following codes for this item:

If the school is **not** a Title 1 school, then enter an "N".

1 = Yes

2 = No

## Magnet School

Field Name	Alpha/Numeric	Multiple	Long
MAGNET	A	321-321	0317-0317

Is it a magnet school?

Regardless of the source of funding i.e., Federal, state, or local government, a magnet school or program is defined as a special school or program designed to:

- Attract students of different racial/ethnic backgrounds for the purpose of reducing, preventing or eliminating racial isolation. (Racial isolation means a school with 50% or more minority enrollment); and/or
- Provide an academic or social focus on a particular theme (e.g. science/math, performing arts, gifted/talented, or foreign language).

Use the following codes for this item:

1 = Yes

2 = No

## Charter School

Field Name	Alpha/Numeric	Multiple	Long
CHARTR	A	322-322	0318-0318

Is it a charter school?

A charter school provides free public elementary and/or secondary education to eligible students under a specific charter granted by the state legislature or other appropriate authority. The school is designated by such authority to be a charter school. Use the following codes for this item:

1 = Yes

2 = No

# PUBLIC ELEMENTARY/SECONDARY SCHOOL UNIVERSE SURVEY

## Classroom Teachers

Field Name	Alpha/Numeric	Multiple	Long
FTE	N	323-327	0319-0323

The Public Elementary/Secondary School Universe Survey requests information on the total number of classroom teachers for ungraded and all PK-12 graded classes in a school, stated in full-time equivalencies (FTE's). Full-time equivalency is the amount of time required to perform an assignment stated as a proportion of a full-time position, and is computed by dividing the amount of time employed by the time normally required by a full-time position.

Report classroom teacher figures in the following manner:

- Include only filled positions and contract positions. **EXCLUDE** vacant positions.
- Part-time positions in terms of full-time equivalency. Full-time equivalency should be counted in tenths, e.g., if a teaching position is filled by two people, each working a half day, count each person as 0.5.
- Full-time employees having more than one assignment should be counted in terms of full-time equivalency in each assignment. For example, a person assigned 4 hours per day teaching and 2 hours per day counseling should be counted 0.7 for teaching and 0.3 for counseling.
- The total FTE counts for classroom teachers must be reported to the **nearest tenth**, with an **EXPLICIT DECIMAL**.

## Free Lunch Eligible Students

Field Name	Alpha/Numeric	Multiple	Long
FRELCH	N	328-331	0324-0327

Report the number, by school, of **students eligible to participate** for the Free Lunch Program under the National School Lunch Act provides an indicator of the socioeconomic status of the school. This does not include those students eligible only for reduced price lunch. Enter "0" (zero) if the program exists, but there are currently no students eligible. Enter code "M" if the information is unknown or missing, or code "N" if the program does not apply. **An entire state's schools CANNOT have "N" for this item since the National School Lunch Program applies to each state.**

**Do not leave this item blank.**

## Reduced-Price Lunch Eligible Students

Field Name	Alpha/Numeric	Multiple	Long
REDLCH	N	332-335	0328-0331

Report the number, by school, of **students eligible to participate** in the Reduced-Price Lunch Program under the National School Lunch Act. Enter "0" (zero) if the program exists, but there are currently no students eligible. Enter code "M" if the information is unknown or missing, or code "N" if the program does not apply. **An entire state's schools CANNOT have "N" for this item since the National School Lunch Program applies to each state.**

## Total of Free Lunch and Reduced-Price Lunch Eligible

Field Name	Alpha/Numeric	Multiple	Long
FLE	N	336-339	0332-0335

Report the total number of students eligible to participate in **BOTH** Free Lunch and Reduced-Price Lunch Programs under the National School Lunch Act. Enter code "M" if the information is unknown or missing, or code "N" if the program does not apply. **An entire state's schools CANNOT have "N" for this item since the National School Lunch Program applies to each state.**

## Migrant Students Enrolled in Previous Year

Field Name	Alpha/Numeric	Multiple	Long
MIGRNT	N	340-343	0336-0339

Report the cumulative unduplicated (within school) number of migrant students, as defined under 34 CFR 200.40, enrolled at any time during the previous regular school year. If further information is needed on the definition of a migrant child, consult your State Migrant Program Director.

## Students by Grade, by Race/Ethnicity and by Gender

Report the membership data of students by grade, by racial/ethnic grouping and by gender. Membership Count is the total student enrollment on October 1 (or the closest school day to October 1) for all grade levels (PK, KG, 01-12) and ungraded students. **Include** students both present and absent on the designated day. **Exclude** duplicate counts of students within a specific school **and** students whose membership is reported by another school.

If a grade level is served but there are currently no students, enter a "0" (zero). If the detail (or other value) is not known, enter an "M", and report Total values. If a particular grade level is not served, enter an "N". If using the "Multiple" record layout, omit records for the grades not within the grade span of that school.

## PUBLIC ELEMENTARY/SECONDARY SCHOOL UNIVERSE SURVEY

**Prekindergarten** is part of a public school program and is taught during the year or years preceding kindergarten. Prekindergarten includes Head Start students if Head Start is part of an authorized program of the school. If there are currently no prekindergarten students enter "0" (zero). If the number of prekindergarten students is not known, enter "M". If the prekindergarten classification is not served, enter "N".

**Ungraded** refers to classes or programs to which students are assigned without standard grade designation. If there are currently no ungraded students enter "0" (zero). If the number of ungraded students is not known, enter "M". If the ungraded classification is not served, enter "N".

The **racial/ethnic categories** are used to describe groups to which individuals belong. The categories are mandated in all government surveys by the U.S. Office of Management and Budget (OMB). Categories do not denote scientific definitions of anthropological origins. **Count each student in only one category.** Please submit the racial/ethnic data in the following manner:

- American Indian/Alaskan Native
- Asian/Pacific Islander
- Hispanic
- Black, Not Hispanic
- White, Not Hispanic

**Mixed racial/ethnic origins** – Select the category that reflects the individual's recognition in the community for reporting students who are of mixed racial and/or ethnic origins. The category definitions can be found in Chapter VI, Glossary of Terms.

# PUBLIC ELEMENTARY/SECONDARY SCHOOL UNIVERSE SURVEY

## Prekindergarten Students

Field Name	Alpha/Numeric	Multiple	Long
TOTPK	N	051-054	0340-0343
AMPKM	N	055-058	0344-0347
AMPKF	N	059-062	0348-0351
AMPKU	N	063-066	0352-0355
ASPKM	N	067-070	0356-0359
ASPKF	N	071-074	0360-0363
ASPKU	N	075-078	0364-0367
HIPKM	N	079-082	0368-0371
HIPKF	N	083-086	0372-0375
HIPKU	N	087-090	0376-0379
BLPKM	N	091-094	0380-0383
BLPKF	N	095-098	0384-0387
BLPKU	N	099-102	0388-0391
WHPKM	N	103-106	0392-0395
WHPKF	N	107-110	0396-0399
WHPKU	N	111-114	0400-0403

## 2<sup>nd</sup> Grade Students

Field Name	Alpha/Numeric	Multiple	Long
TOT02	N	051-054	0532-0535
AM02M	N	055-058	0536-0539
AM02F	N	059-062	0540-0543
AM02U	N	063-066	0544-0547
AS02M	N	067-070	0548-0551
AS02F	N	071-074	0552-0555
AS02U	N	075-078	0556-0559
HI02M	N	079-082	0560-0563
HI02F	N	083-086	0564-0567
HI02U	N	087-090	0568-0571
BL02M	N	091-094	0572-0575
BL02F	N	095-098	0576-0579
BL02U	N	099-102	0580-0583
WH02M	N	103-106	0584-0587
WH02F	N	107-110	0588-0591
WH02U	N	111-114	0592-0595

## Kindergarten Students

Field Name	Alpha/Numeric	Multiple	Long
TOTKG	N	051-054	0404-0407
AMKGM	N	055-058	0408-0411
AMKGF	N	059-062	0412-0415
AMKGU	N	063-066	0416-0419
ASKGM	N	067-070	0420-0423
ASKGF	N	071-074	0424-0427
ASKGU	N	075-078	0428-0431
HIKGM	N	079-082	0432-0435
HIKGF	N	083-086	0436-0439
HIKGU	N	087-090	0440-0443
BLKGM	N	091-094	0444-0447
BLKGF	N	095-098	0448-0451
BLKGU	N	099-102	0452-0455
WHKGM	N	103-106	0456-0459
WHKGF	N	107-110	0460-0463
WHKGU	N	111-114	0464-0467

## 3<sup>rd</sup> Grade Students

Field Name	Alpha/Numeric	Multiple	Long
TOT03	N	051-054	0596-0599
AM03M	N	055-058	0600-0603
AM03F	N	059-062	0604-0607
AM03U	N	063-066	0608-0611
AS03M	N	067-070	0612-0615
AS03F	N	071-074	0616-0619
AS03U	N	075-078	0620-0623
HI03M	N	079-082	0624-0627
HI03F	N	083-086	0628-0631
HI03U	N	087-090	0632-0635
BL03M	N	091-094	0636-0639
BL03F	N	095-098	0640-0643
BL03U	N	099-102	0644-0647
WH03M	N	103-106	0648-0651
WH03F	N	107-110	0652-0655
WH03U	N	111-114	0656-0659

## 1<sup>st</sup> Grade Students

Field Name	Alpha/Numeric	Multiple	Long
TOT01	N	051-054	0468-0471
AM01M	N	055-058	0472-0475
AM01F	N	059-062	0476-0479
AM01U	N	063-066	0480-0483
AS01M	N	067-070	0484-0487
AS01F	N	071-074	0488-0491
AS01U	N	075-078	0492-0495
HI01M	N	079-082	0496-0499
HI01F	N	083-086	0500-0503
HI01U	N	087-090	0504-0507
BL01M	N	091-094	0508-0511
BL01F	N	095-098	0512-0515
BL01U	N	099-102	0516-0519
WH01M	N	103-106	0520-0523
WH01F	N	107-110	0524-0527
WH01U	N	111-114	0528-0531

## 4<sup>th</sup> Grade Students

Field Name	Alpha/Numeric	Multiple	Long
TOT04	N	051-054	0660-0663
AM04M	N	055-058	0664-0667
AM04F	N	059-062	0668-0671
AM04U	N	063-066	0672-0675
AS04M	N	067-070	0676-0679
AS04F	N	071-074	0680-0683
AS04U	N	075-078	0684-0687
HI04M	N	079-082	0688-0691
HI04F	N	083-086	0692-0695
HI04U	N	087-090	0696-0699
BL04M	N	091-094	0700-0703
BL04F	N	095-098	0704-0707
BL04U	N	099-102	0708-0711
WH04M	N	103-106	0712-0715
WH04F	N	107-110	0716-0719
WH04U	N	111-114	0720-0723

# PUBLIC ELEMENTARY/SECONDARY SCHOOL UNIVERSE SURVEY

## 5<sup>th</sup> Grade Students

Field Name	Alpha/Numeric	Multiple	Long
TOT05	N	051-054	0724-0727
AM05M	N	055-058	0728-0731
AM05F	N	059-062	0732-0735
AM05U	N	063-066	0736-0739
AS05M	N	067-070	0740-0743
AS05F	N	071-074	0744-0747
AS05U	N	075-078	0748-0751
HI05M	N	079-082	0752-0755
HI05F	N	083-086	0756-0759
HI05U	N	087-090	0760-0763
BL05M	N	091-094	0764-0767
BL05F	N	095-098	0768-0771
BL05U	N	099-102	0772-0775
WH05M	N	103-106	0776-0779
WH05F	N	107-110	0780-0783
WH05U	N	111-114	0784-0787

## 8<sup>th</sup> Grade Students

Field Name	Alpha/Numeric	Multiple	Long
TOT08	N	051-054	0916-0919
AM08M	N	055-058	0920-0923
AM08F	N	059-062	0924-0927
AM08U	N	063-066	0928-0931
AS08M	N	067-070	0932-0935
AS08F	N	071-074	0936-0939
AS08U	N	075-078	0940-0943
HI08M	N	079-082	0944-0947
HI08F	N	083-086	0948-0951
HI08U	N	087-090	0952-0955
BL08M	N	091-094	0956-0959
BL08F	N	095-098	0960-0963
BL08U	N	099-102	0964-0967
WH08M	N	103-106	0968-0971
WH08F	N	107-110	0972-0975
WH08U	N	111-114	0976-0979

## 6<sup>th</sup> Grade Students

Field Name	Alpha/Numeric	Multiple	Long
TOT06	N	051-054	0788-0791
AM06M	N	055-058	0792-0795
AM06F	N	059-062	0796-0799
AM06U	N	063-066	0800-0803
AS06M	N	067-070	0804-0807
AS06F	N	071-074	0808-0811
AS06U	N	075-078	0812-0815
HI06M	N	079-082	0816-0819
HI06F	N	083-086	0820-0823
HI06U	N	087-090	0824-0827
BL06M	N	091-094	0828-0831
BL06F	N	095-098	0832-0835
BL06U	N	099-102	0836-0839
WH06M	N	103-106	0840-0843
WH06F	N	107-110	0844-0847
WH06U	N	111-114	0848-0851

## 9<sup>th</sup> Grade Students

Field Name	Alpha/Numeric	Multiple	Long
TOT09	N	051-054	0980-0983
AM09M	N	055-058	0984-0987
AM09F	N	059-062	0988-0991
AM09U	N	063-066	0992-0995
AS09M	N	067-070	0996-0999
AS09F	N	071-074	1000-1003
AS09U	N	075-078	1004-1007
HI09M	N	079-082	1008-1011
HI09F	N	083-086	1012-1015
HI09U	N	087-090	1016-1019
BL09M	N	091-094	1020-1023
BL09F	N	095-098	1024-1027
BL09U	N	099-102	1028-1031
WH09M	N	103-106	1032-1035
WH09F	N	107-110	1036-1039
WH09U	N	111-114	1040-1043

## 7<sup>th</sup> Grade Students

Field Name	Alpha/Numeric	Multiple	Long
TOT07	N	051-054	0852-0855
AM07M	N	055-058	0856-0859
AM07F	N	059-062	0860-0863
AM07U	N	063-066	0864-0867
AS07M	N	067-070	0868-0871
AS07F	N	071-074	0872-0875
AS07U	N	075-078	0876-0879
HI07M	N	079-082	0880-0883
HI07F	N	083-086	0884-0887
HI07U	N	087-090	0888-0891
BL07M	N	091-094	0892-0895
BL07F	N	095-098	0896-0899
BL07U	N	099-102	0900-0903
WH07M	N	103-106	0904-0907
WH07F	N	107-110	0908-0911
WH07U	N	111-114	0912-0915

## 10<sup>th</sup> Grade Students

Field Name	Alpha/Numeric	Multiple	Long
TOT10	N	051-054	1044-1047
AM10M	N	055-058	1048-1051
AM10F	N	059-062	1052-1055
AM10U	N	063-066	1056-1059
AS10M	N	067-070	1060-1063
AS10F	N	071-074	1064-1067
AS10U	N	075-078	1068-1071
HI10M	N	079-082	1072-1075
HI10F	N	083-086	1076-1079
HI10U	N	087-090	1080-1083
BL10M	N	091-094	1084-1087
BL10F	N	095-098	1088-1091
BL10U	N	099-102	1092-1095
WH10M	N	103-106	1096-1099
WH10F	N	107-110	1100-1103
WH10U	N	111-114	1104-1107

# PUBLIC ELEMENTARY/SECONDARY SCHOOL UNIVERSE SURVEY

## 11<sup>th</sup> Grade Students

<u>Field Name</u>	<u>Alpha/Numeric</u>	<u>Multiple</u>	<u>Long</u>
TOT11	N	051-054	1108-1111
AM11M	N	055-058	1112-1115
AM11F	N	059-062	1116-1119
AM11U	N	063-066	1120-1123
AS11M	N	067-070	1124-1127
AS11F	N	071-074	1128-1131
AS11U	N	075-078	1132-1135
HI11M	N	079-082	1136-1139
HI11F	N	083-086	1140-1143
HI11U	N	087-090	1144-1147
BL11M	N	091-094	1148-1151
BL11F	N	095-098	1152-1155
BL11U	N	099-102	1156-1159
WH11M	N	103-106	1160-1163
WH11F	N	107-110	1164-1167
WH11U	N	111-114	1168-1171

## 12<sup>th</sup> Grade Students

<u>Field Name</u>	<u>Alpha/Numeric</u>	<u>Multiple</u>	<u>Long</u>
TOT12	N	051-054	1172-1175
AM12M	N	055-058	1176-1179
AM12F	N	059-062	1180-1183
AM12U	N	063-066	1184-1187
AS12M	N	067-070	1188-1191
AS12F	N	071-074	1192-1195
AS12U	N	075-078	1196-1199
HI12M	N	079-082	1200-1203
HI12F	N	083-086	1204-1207
HI12U	N	087-090	1208-1211
BL12M	N	091-094	1212-1215
BL12F	N	095-098	1216-1219
BL12U	N	099-102	1220-1223
WH12M	N	103-106	1224-1227
WH12F	N	107-110	1228-1231
WH12U	N	111-114	1232-1235

## Total Students, All Grades

<u>Field Name</u>	<u>Alpha/Numeric</u>	<u>Multiple</u>	<u>Long</u>
TOTAL	N	051-054	1300-1303
AMALM	N	055-058	1304-1307
AMALF	N	059-062	1308-1311
AMALU	N	063-066	1312-1315
ASALM	N	067-070	1316-1319
ASALF	N	071-074	1320-1323
ASALU	N	075-078	1324-1327
HIALM	N	079-082	1328-1331
HIALF	N	083-086	1332-1335
HIALU	N	087-090	1336-1339
BLALM	N	091-094	1340-1343
BLALF	N	095-098	1344-1347
BLALU	N	099-102	1348-1351
WHALM	N	103-106	1352-1355
WHALF	N	107-110	1356-1359
WHALU	N	111-114	1360-1363

## Ungraded Students

<u>Field Name</u>	<u>Alpha/Numeric</u>	<u>Multiple</u>	<u>Long</u>
TOTUG	N	051-054	1236-1239
AMUGM	N	055-058	1240-1243
AMUGF	N	059-062	1244-1247
AMUGU	N	063-066	1248-1251
ASUGM	N	067-070	1252-1255
ASUGF	N	071-074	1256-1259
ASUGU	N	075-078	1260-1263
HIUGM	N	079-082	1264-1267
HIUGF	N	083-086	1268-1271
HIUGU	N	087-090	1272-1275
BLUGM	N	091-094	1276-1279
BLUGF	N	095-098	1280-1283
BLUGU	N	099-102	1284-1287
WHUGM	N	103-106	1288-1291
WHUGF	N	107-110	1292-1295
WHUGU	N	111-114	1296-1299



**III. PUBLIC ELEMENTARY/  
SECONDARY EDUCATION  
AGENCY UNIVERSE  
SURVEY**



# PUBLIC ELEMENTARY/SECONDARY EDUCATION AGENCY UNIVERSE SURVEY

## Purpose

The primary purposes of the Public Elementary/ Secondary Education Agency Universe Survey are to collect data for:

- A complete listing of every education agency in the country responsible for providing free public elementary/secondary instruction or education support services, and
- Basic information for all education agencies and the students for whose education the agencies are responsible.

An Education Agency is a government agency administratively responsible for providing public elementary and/or secondary instruction or educational support services.

**To avoid double counting, DO NOT include Bureau of Indian Affairs or Dept. of Defense agencies on your agency universe file. These agencies are reported separately by the appropriate Federal Agencies.**

## Missing and Not Applicable Data

Identify missing or not applicable data using the codes listed below. Every item in this survey requires a response unless otherwise indicated.

- "M" indicates data are missing. A value is expected, but no value is measured.
- "N" indicates data are not applicable. A value is neither expected nor measured.
- Enter "0" (zero) only for those cases where a numerical value is measured but no quantity is found.

## Due Date

This report is due on March 15 of the school year reported. Revisions and corrections will be accepted through September 30, unless otherwise noted.

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## NCES Identification Numbers

Field Name	Alpha/Numeric	Multiple	Long
LEAID	A	005-011	0001-0007

The NCES agency identification number begins with a two-digit state code followed by a five-digit code unique to each agency within the state. **The NCES agency identification numbers should NOT be changed.** If you believe there is a problem with an NCES agency identification number, call the Census Bureau to discuss the issue. **NCES identification numbers for new agencies should be left blank. The ID will be assigned by the Census Bureau and requires no action by you.** Identification numbers are retired when agencies close.

## State Identification Numbers

Field Name	Alpha/Numeric	Multiple	Long
STID	A	012-025	0008-0021

Local education agency identification numbers are assigned by the state education agency. Once assigned, these numbers are maintained and used by NCES to verify record identity. A state's "education agency" code may be any combination of letters and numbers up to 14 characters. Provide documentation for any missing identification numbers. Explain any inconsistencies. Report the state identification number for all agencies. If agencies are not assigned state identification numbers, enter code "N".

## Education Agency Name

Field Name	Alpha/Numeric	Multiple	Long
NAME	A	026-085	0022-0081

Enter names for all agencies. Abbreviate names that are longer than 60 characters. Appendix F provides a listing of recommended abbreviations. Abbreviations should not be used if the full name can be entered in 60 characters. To avoid confusion, report the agency name differently from any school names associated with the agency. Adding the word "agency" to the name can help avoid confusion when school and agency names are the same. **Do not leave this item blank.**

## Telephone Number

Field Name	Alpha/Numeric	Multiple	Long
PHONE	A	086-095	0082-0091

Telephone number is a ten-digit number, including the area code, for the education agency. If the telephone number is unknown, enter "M". If there is no phone number, enter "N". **Do not leave this item blank.**

# PUBLIC ELEMENTARY/SECONDARY EDUCATION AGENCY UNIVERSE SURVEY

## Mailing Address, City, State, ZIP Code

Field Name	Alpha/Numeric	Multiple	Long
MSTREE	A	096-125	0092-0121
MCITY	A	126-155	0122-0151
MSTATE	A	156-157	0152-0153
MZIP (R)	A	158-162	0154-0158
MZIP4 (R)	A	163-166	0159-0162

Mailing address is the location where mail is delivered. In some cases, this may not represent the site of the agency headquarters' physical location. The mailing address should include the building number and name of the street, Post Office Box number, or RFD Route and Box number, up to 30 characters. If the mailing address is longer than 30 characters, use the abbreviations found in Appendix F. If a mailing address is usually not required to deliver mail, enter "N". The city name can be up to 30 characters in length. Abbreviations are acceptable if the city name exceeds 30 characters. Mailing addresses must include the city and state or outlying area abbreviation found in Appendix F. ZIP code may be five or nine digits. **The nine-digit ZIP code is reported by combining two data fields - MZIP and MZIP4.** Enter the ZIP + ZIP4 if known. If the ZIP code is unknown, enter "M". If the last four digits of the ZIP4 code are unknown, enter the five-digit ZIP, leaving **only** the four spaces to the right blank. (The Census Bureau will no longer fill in the last 4 digits of the 9 digit ZIP code.) Provide address information for all agencies. **Do not leave mailing address, city or state fields blank.**

## Location Address, City, State, ZIP Code

Field Name	Alpha/Numeric	Multiple	Long
LSTREE	A	167-196	0163-0192
LCITY	A	197-226	0193-0222
LSTATE	A	227-228	0223-0224
LZIP (R)	A	229-233	0225-0229
LZIP4 (R)	A	234-237	0230-0233

Location address is the physical location of the agency. **The nine-digit ZIP code is reported by combining two data fields - LZIP and LZIP4.** Enter the street number, city, state abbreviation (see Appendix F), and ZIP + ZIP4, if different from mailing address. Leave ZIP + ZIP4 digits blank if unknown. If location address is the same as mailing address, leave location address fields blank.

## Education Agency Type Code

Field Name	Alpha/Numeric	Multiple	Long
AGTYPE	A	238-238	0234-0234

All local education agencies must be classified into one education agency type code. **Do not leave this item blank.**

The education agency type code is a classification of education agencies within the geographic boundaries of a state according to the level of administrative and operational control. The classifications are:

- 1 = Regular local school district that is not a component of a supervisory union. This category includes both independent school districts and those that are a dependent segment of a local government such as a city or county. Agencies that do not operate schools ("non-ops") but have primary responsibility to provide free public elementary and/or secondary education to school age children within their jurisdictions should be included.
- 2 = Local school district that is a component of a supervisory union. A superintendent and administrative services are shared with other local school districts. Each agency given this code should have an entry in the "Supervisory Union Identification Number" field corresponding to the appropriate type 3 or type 4 agency. Non-ops in supervisory unions should be included in this category.
- 3 = Supervisory union administrative center, or county superintendent's office serving the same purposes. Each agency given this code should have an entry in the "Supervisory Union Identification Number" field. Student and staff data reported elsewhere should **NOT** be duplicated in records carrying this code.
- 4 = Regional education services agency. Agencies created for the purposes of providing specialized educational services to other education agencies. Student and staff data reported elsewhere should **NOT** be duplicated in records carrying this code.
- 5 = State agency providing elementary and/or secondary level instruction to school-age children in a specified population, e.g., agency responsible for state schools for the blind or deaf students, correctional facilities, state hospitals.
- 6 = Federal agency providing elementary and/or secondary level instruction to school-age children in a specified population.
- 7 = Other education agencies that do not fit into the first six categories.

For education agencies in category 7, provide on a separate sheet of paper the name of the agency; the agency type code; state agency ID; NCES agency ID; and an explanation of the nature and function of the administrative control of the education agency.

If charter schools are not under the administrative and operational control of a type 1, 2, 4 or 5 agency, report the charter school agency as a Type 7. In some states each charter school will be associated with its own unique education agency.

# PUBLIC ELEMENTARY/SECONDARY EDUCATION AGENCY UNIVERSE SURVEY

## Supervisory Union Identification Number

Field Name	Alpha/Numeric	Multiple	Long
UNION	A	239-241	0235-0237

The supervisory union ID is the identification number of a school district within a supervisory union and may be:

- a state-assigned supervisory union number, or
- a FIPS county code if the county superintendent acts as the administrative center.

The supervisory union ID must be right-justified with leading zeros. Zero-fill this field for education agencies that are not components or administrative centers of a supervisory union. If the education agency is a type 2 or 3, a supervisory union identification number is expected. If the agency is a type 2 or 3 and the supervisory union identification number is unknown, enter "M."

## County Name

Field Name	Alpha/Numeric	Multiple	Long
CONAME	A	242-271	0238-0267

Enter the name of the county the agency is located. Enter "M" if the county name is unknown.

## FIPS County Code

Field Name	Alpha/Numeric	Multiple	Long
CONUM	A	272-276	0268-0272

The FIPS county code is a standard number that identifies each county and county-type area in the United States. Taken from the National Institute of Standards and Technology publication, FIPS Pub. 6-4, the code indicates the county where the office of the education agency's chief executive officer is located. The code number is a 5-digit number that can be obtained from the Census Bureau. If the code is unknown, enter an "M".

## Operational Status Code

Field Name	Alpha/Numeric	Multiple	Long
BOUND	A	277-277	0273-0273

All local education agencies must be classified into one operational status code. **Do not leave this item blank.**

The Operational Status Code is a classification of changes in an education agency's boundaries or jurisdiction since the last report to NCES. The classifications are:

- 1 = **Open:** Agency listed on previous year's CCD agency universe. No significant change in geographical boundaries or instructional responsibility (grade span offered).
- 2 = **Closed:** Agency listed on previous year's CCD agency universe. Currently in operation, but is not expected to operate in the future. Should be removed from the database.
- 3 = **New:** Agency not listed on previous year's CCD agency universe. Newly created or completely restructured into current geographical boundaries or instructional responsibility. **Include new agencies, if known, whether or not yet populated with students.**
- 4 = **Added:** Agency not listed on previous year's CCD agency universe. In existence but was not reported. Currently in operation and is now being added.
- 5 = **Changed Boundary:** Agency in existence and listed on previous year's CCD agency universe, but has undergone a significant change in geographical boundaries or instructional responsibility.

The predominant change in education agency structure has been the consolidation of smaller agencies into larger agencies. This change generally occurs if:

- Several agencies of approximately equal size are merged to form one new agency that is much larger and fundamentally different from the previous agencies. Set the Operational Status Code of the old agencies = "2" (not operational). Assign Operational Status Code = "3" (newly created) to the newly created agency.
- One or more small agencies are acquired or added to a larger, previously existing, agency. Set the Operational Status Code for the smaller agencies = "2" (not operational) and the Operational Status Code for the larger agency = "5" (change in boundary). **Provide written documentation for the changes that have occurred. It is critical that schools associated with the closed agencies are corrected to show the identification number for the retained agency.** Use the NCES agency identification number, if known. Use the state-assigned agency identification if the NCES number is not known. You may enter the state identification number for new agencies. The NCES identification number for new agencies **must be left blank.**

# PUBLIC ELEMENTARY/SECONDARY EDUCATION AGENCY UNIVERSE SURVEY

## Grade Span Offered

Field Name	Alpha/Numeric	Multiple	Long
GSLO (R)	A	278-279	0274-0275
GSHI (R)	A	280-281	0276-0277

**Grade Span is now reported by combining two data fields, GSLO and GSHI.** Report the span of grades served by this agency. **Include** all grades even if no students are enrolled. The first two-character field designates the lowest grade served. The next two-character field designates the highest grade served, as follows: PK, KG, 01 through 12. If the agency serves ungraded classes only, enter UGUG. **Do not use UG if PK, KG, or numbered grades are also offered.**

## Students

Report the total number of students in membership for ungraded students, PK-12 combined, and students having individual education programs (IEP).

- Ungraded plus PK-12 should equal the total student membership of the agency.
- **Exclude** duplicate counts of students within a specific agency **and** students whose membership is reported by another agency.
- Students who are tuitioned out to other agencies - report these students under the financially responsible agency.

## Ungraded Students

Field Name	Alpha/Numeric	Multiple	Long
UG	N	282-288	0278-0284

Report the number of students in classes or programs where students are assigned unspecified standard grade designations. If the Ungraded classification is used, but there are currently no Ungraded students, enter "0" (zero). If the number of Ungraded students is not known, enter "M". If the Ungraded classification is not used, enter "N".

## PK-12 Students

Field Name	Alpha/Numeric	Multiple	Long
PK12	N	289-295	0285-0291

Report the number of students in graded classes within the public school program. Include Headstart participants if Headstart is an authorized program of the education agency. If PK-12 students are expected, but there are no students currently enrolled, enter "0" (zero). If the number of PK-12 students is not known, enter "M". If the agency does not use grades PK-12, enter "N".

## Migrant Students Served in a Summer Program

Field Name	Alpha/Numeric	Multiple	Long
MIGRNT	N	296-302	0292-0298

Report the number of migrant students, as defined under 34 CFR 200.40, enrolled in summer programs immediately prior to the current school year. For further information on the definition of a migrant child, consult your State Migrant Program Director.

## Special Education - Individual Education Program (IEP) Students

Field Name	Alpha/Numeric	Multiple	Long
SPECED	N	303-309	0299-0305

Report the number of students having Individual Education Programs (IEP) under the Individuals With Disabilities Education Act (IDEA-Part B) on December 1, or the closest school day to that date. (This number is a subset of the Ungraded and PK-12 fields.) If both Ungraded students and PK-12 students were reported as "N", then "N" is an acceptable response for this item. In all other cases, only "M", zero, or a positive number is an acceptable response. **Do not include "Gifted and Talented" in this count.**

## Limited-English-Proficient Students

Field Name	Alpha/Numeric	Multiple	Long
LEP	N	310-316	0306-0312

Report the number of Limited-English-Proficient Students served in appropriate programs. (This number is a subset of the Ungraded and PK-12 fields.) LEP students are served in programs of language assistance (e.g., English as a Second Language, High Intensity Language Training, bilingual education). If both Ungraded students and PK-12 students were reported as "N", then "N" is an acceptable response for this item. In all other cases, only "M", zero, or a positive number is an acceptable response. **Exclude students enrolled in a class to learn a language other than English.**

Limited-English-Proficient Students are:

- Born outside of the U.S. and their native language is other than English; or
- Students who came from an environment where the language is predominantly non-English; or
- American Indians and Alaskan Natives whose level of English language proficiency may have been impacted by a Non-English environment resulting in difficulty speaking, reading, writing, or understanding the English language. These individuals may have been denied the opportunity to learn successfully in classrooms of English language instruction or to participate fully in our society.

# PUBLIC ELEMENTARY/SECONDARY EDUCATION AGENCY UNIVERSE SURVEY

## High School Completion Counts

Report counts of diploma recipients and other high school completers by race/ethnicity and by gender. **Include** all individuals who received diplomas, or other formal indications of high school completion. These high school completion counts are taken at the end of the previous school year and at the end of summer prior to the current school year. High school completers in agencies that closed due to reorganization should be reported at the appropriate remaining agency. **Do not include high school General Education Development (GED) credential recipients.**

The racial/ethnic categories describe groups to which individuals belong. The categories are mandated for all government surveys by the U. S. Office of Management and Budget (OMB). Categories do not denote scientific definitions of anthropological origins. **Count each student in only one group.** Please submit racial/ethnic data in the following manner:

- American Indian/Alaskan Native
- Asian/Pacific Islander
- Hispanic
- Black, Not Hispanic
- White, Not Hispanic

**Mixed racial/ethnic origins** – Select the category that reflects the individual's recognition in the community for reporting students who are of mixed racial and/or ethnic origins. The category definitions can be found in Chapter VI, Glossary of Terms.

## Diploma Recipients by Race/Ethnicity and by Gender

Field Name	Alpha/Numeric	Multiple	Long
TOTDIPL	N	026-031	0446-0451
AMDPLM	N	032-037	0452-0457
AMDPLF	N	038-043	0458-0463
AMDPLU	N	044-049	0464-0469
ASDPLM	N	050-055	0470-0475
ASDPLF	N	056-061	0476-0481
ASDPLU	N	062-067	0482-0487
HIDPLM	N	068-073	0488-0493
HIDPLF	N	074-079	0494-0499
HIDPLU	N	080-085	0500-0505
BLDPLM	N	086-091	0506-0511
BLDPLF	N	092-097	0512-0517
BLDPLU	N	098-103	0518-0523
WHDPLM	N	104-109	0524-0529
WHDPLF	N	110-115	0530-0535
WHDPLU	N	116-121	0536-0541

Report the number of individuals who received a diploma during the previous school year and subsequent summer school by race/ethnicity and by gender.

Use an “N” only if the education agency does not serve students in the appropriate grade or age range to be eligible for a diploma.

## Other High School Completers by Race/Ethnicity and by Gender

Field Name	Alpha/Numeric	Multiple	Long
TOTOHC	N	026-031	0542-0547
AMOHCM	N	032-037	0548-0553
AMOHCF	N	038-043	0554-0559
AMOHCU	N	044-049	0560-0565
ASOHCM	N	050-055	0566-0571
ASOHCF	N	056-061	0572-0577
ASOHCU	N	062-067	0578-0583
HIOHCM	N	068-073	0584-0589
HIOHCF	N	074-079	0590-0595
HIOHCU	N	080-085	0596-0601
BLOHCM	N	086-091	0602-0607
BLOHCF	N	092-097	0608-0613
BLOHCU	N	098-103	0614-0619
WHOHCM	N	104-109	0620-0625
WHOHCF	N	110-115	0626-0631
WHOHCU	N	116-121	0632-0637

Enter the number of individuals who received a certificate of completion in lieu of a diploma during the previous school year and subsequent summer by race/ethnicity and by gender.

Use an “N” only if the education agency does not serve students in the appropriate grade or age range to be eligible for a certificate of completion.

## Instructional Staff

Field Name	Alpha/Numeric	Multiple	Long
PKTCH	N	026-032	0313-0319
KGTCH	N	033-039	0320-0326
ELMTCH	N	040-046	0327-0333
SECTCH	N	047-053	0334-0340
UGTCH	N	054-060	0341-0347
TOTTCH	N	061-067	0348-0354
AIDES	N	068-074	0355-0361
CORSUP	N	075-081	0362-0368

Include all teachers (prekindergarten, kindergarten, elementary, secondary, ungraded, total), instructional coordinators and supervisors, and instructional aides. For specific definitions, refer to Chapter VI, Glossary of Terms. Include the following instructional staff:

- Filled positions and contract positions. **Exclude** vacant positions.
- Part-time staff in terms of full-time equivalency. Full-time equivalency should be counted in tenths. For example, if a teaching position is filled by two part-time persons, each working one half day, count each as 0.5.
- Full-time employees having more than one assignment should be counted in terms of full-time equivalency in each assignment. For example, a person assigned 4 hours per day teaching and 2 hours per day counseling should be counted 0.7 for teaching and 0.3 for counseling.
- Total FTE counts for instructional staff categories must be reported to the **nearest tenth**, with an **EXPLICIT DECIMAL**.

# PUBLIC ELEMENTARY/SECONDARY EDUCATION AGENCY UNIVERSE SURVEY

## Support Services Staff

Field Name	Alpha/Numeric	Multiple	Long
ELMGUI	N	082-088	0369-0375
SECGUI	N	089-095	0376-0382
TOTGUI	N	096-102	0383-0389
LIBSPE	N	103-109	0390-0396
LIBSUP	N	110-116	0397-0403
LEAADM	N	117-123	0404-0410
LEASUP	N	124-130	0411-0417
SCHADM	N	131-137	0418-0424
SCHSUP	N	138-144	0425-0431
STUSUP	N	145-151	0432-0438
OTHSUP	N	152-158	0439-0445

Include all non-instructional staff (elementary guidance counselors, secondary guidance counselors, total guidance counselors, librarians/media specialists, library/media support staff, LEA administrators, LEA administrative support staff, school administrators, school administrative support staff, student support services staff, and all other support staff). For categories definitions, see Chapter VI, Glossary of Terms. Include the following support services staff:

- Filled positions and contract positions. **Exclude** vacant positions.
- Part-time staff in terms of full-time equivalency. Full-time equivalency should be counted in tenths. For example, if a position is filled by two part-time persons, each working one half day, count each as 0.5.
- Full-time employee having more than one assignment should be counted in terms of full-time equivalency in each assignment. For example, a person assigned 4 hours per day teaching and 2 hours per day counseling should be counted 0.7 for teaching and 0.3 for counseling.
- Total FTE counts for support services staff categories must be reported to the **nearest tenth**, with an **EXPLICIT DECIMAL**.

**Do not leave blank items.** Each field must have an entry - either a numeric value, a code "M", or a code "N".

## Dropouts by Grade, by Race/Ethnicity and by Gender

Report counts of student dropouts for each local education agency based on the detailed instructions found in Appendix G. You may contact Beth Young at NCES (Email: *Beth\_Young@ed.gov* or Fax: 202-502-7475) for questions regarding the dropout definition.

Enter numbers of students who dropped out of grades 7 through 12. Include summer dropouts (the "no-shows" who completed the previous school year but failed to enroll by October 1 of the school year reported) and regular dropouts (students enrolled at some time during the previous school year, dropped out, and did not re-enroll by October 1 of the current school year).

### Determining School Year and Grade

For example, a student completing grade 8 in 1998-1999 and failing to enroll in grade 9 by October 1, 1999 is reported as a grade 9 dropout for 1999-2000 on the 2000-2001 data file. A student dropping out of grade 10 during the 1999-2000 school year, and not re-enrolled by October 1, 2000 is reported as a grade 10 dropout for 1999-2000 on the 2000-2001 data file.

Dropouts are requested by grade (7-12), by race/ethnicity and gender. Ungraded dropouts should be assigned to the grade most appropriate to their age.

If a grade level is served but there are currently no dropouts, enter a "0" (zero). If the detail (or other value) is not known, enter an "M", and report Total values. If a particular grade level is not served, enter an "N". If using the "Multiple" record layout, omit records for the grades not within the grade span of the agency.

The **racial/ethnic categories** describe groups to which individuals belong. The categories are mandated for use in all government surveys by the U. S. Office of Management and Budget (OMB). Categories do not denote scientific definitions of anthropological origins. **Count each student in only one group.** Please submit racial/ethnic data in the following manner:

American Indian/Alaskan Native  
Asian/Pacific Islander  
Hispanic  
Black, Not Hispanic  
White, Not Hispanic

**Mixed racial/ethnic origins** – Select the category that reflects the individual's recognition in the community for reporting students who are of mixed racial and/or ethnic origins. The category definitions can be found in Chapter VI, Glossary of Terms.

**PUBLIC ELEMENTARY/SECONDARY EDUCATION AGENCY UNIVERSE SURVEY**

**Dropouts by Grade, by Race/Ethnicity, by Gender**

7<sup>th</sup> Grade Dropouts

<u>Field Name</u>	<u>Alpha/Numeric</u>	<u>Multiple</u>	<u>Long</u>
TOTD07	N	026-031	0638-0643
AMD07M	N	032-037	0644-0649
AMD07F	N	038-043	0650-0655
AMD07U	N	044-049	0656-0661
ASD07M	N	050-055	0662-0667
ASD07F	N	056-061	0668-0673
ASD07U	N	062-067	0674-0679
HID07M	N	068-073	0680-0685
HID07F	N	074-079	0686-0691
HID07U	N	080-085	0692-0697
BLD07M	N	086-091	0698-0703
BLD07F	N	092-097	0704-0709
BLD07U	N	098-103	0710-0715
WHD07M	N	104-109	0716-0721
WHD07F	N	110-115	0722-0727
WHD07U	N	116-121	0728-0733

10<sup>th</sup> Grade Dropouts

<u>Field Name</u>	<u>Alpha/Numeric</u>	<u>Multiple</u>	<u>Long</u>
TOTD10	N	026-031	0926-0931
AMD10M	N	032-037	0932-0937
AMD10F	N	038-043	0938-0943
AMD10U	N	044-049	0944-0949
ASD10M	N	050-055	0950-0955
ASD10F	N	056-061	0956-0961
ASD10U	N	062-067	0962-0967
HID10M	N	068-073	0968-0973
HID10F	N	074-079	0974-0979
HID10U	N	080-085	0980-0985
BLD10M	N	086-091	0986-0991
BLD10F	N	092-097	0992-0997
BLD10U	N	098-103	0998-1003
WHD10M	N	104-109	1004-1009
WHD10F	N	110-115	1010-1015
WHD10U	N	116-121	1016-1021

8<sup>th</sup> Grade Dropouts

<u>Field Name</u>	<u>Alpha/Numeric</u>	<u>Multiple</u>	<u>Long</u>
TOTD08	N	026-031	0734-0739
AMD08M	N	032-037	0740-0745
AMD08F	N	038-043	0746-0751
AMD08U	N	044-049	0752-0757
ASD08M	N	050-055	0758-0763
ASD08F	N	056-061	0764-0769
ASD08U	N	062-067	0770-0775
HID08M	N	068-073	0776-0781
HID08F	N	074-079	0782-0787
HID08U	N	080-085	0788-0793
BLD08M	N	086-091	0794-0799
BLD08F	N	092-097	0800-0805
BLD08U	N	098-103	0806-0811
WHD08M	N	104-109	0812-0817
WHD08F	N	110-115	0818-0823
WHD08U	N	116-121	0824-0829

11<sup>th</sup> Grade Dropouts

<u>Field Name</u>	<u>Alpha/Numeric</u>	<u>Multiple</u>	<u>Long</u>
TOTD11	N	026-031	1022-1027
AMD11M	N	032-037	1028-1033
AMD11F	N	038-043	1034-1039
AMD11U	N	044-049	1040-1045
ASD11M	N	050-055	1046-1051
ASD11F	N	056-061	1052-1057
ASD11U	N	062-067	1058-1063
HID11M	N	068-073	1064-1069
HID11F	N	074-079	1070-1075
HID11U	N	080-085	1076-1081
BLD11M	N	086-091	1082-1087
BLD11F	N	092-097	1088-1093
BLD11U	N	098-103	1094-1099
WHD11M	N	104-109	1100-1105
WHD11F	N	110-115	1106-1111
WHD11U	N	116-121	1112-1117

9<sup>th</sup> Grade Dropouts

<u>Field Name</u>	<u>Alpha/Numeric</u>	<u>Multiple</u>	<u>Long</u>
TOTD09	N	026-031	0830-0835
AMD09M	N	032-037	0836-0841
AMD09F	N	038-043	0842-0847
AMD09U	N	044-049	0848-0853
ASD09M	N	050-055	0854-0859
ASD09F	N	056-061	0860-0865
ASD09U	N	062-067	0866-0871
HID09M	N	068-073	0872-0877
HID09F	N	074-079	0878-0883
HID09U	N	080-085	0884-0889
BLD09M	N	086-091	0890-0895
BLD09F	N	092-097	0896-0901
BLD09U	N	098-103	0902-0907
WHD09M	N	104-109	0908-0913
WHD09F	N	110-115	0914-0919
WHD09U	N	116-121	0920-0925

12<sup>th</sup> Grade Dropouts

<u>Field Name</u>	<u>Alpha/Numeric</u>	<u>Multiple</u>	<u>Long</u>
TOTD12	N	026-031	1118-1123
AMD12M	N	032-037	1124-1129
AMD12F	N	038-043	1130-1135
AMD12U	N	044-049	1136-1141
ASD12M	N	050-055	1142-1147
ASD12F	N	056-061	1148-1153
ASD12U	N	062-067	1154-1159
HID12M	N	068-073	1160-1165
HID12F	N	074-079	1166-1171
HID12U	N	080-085	1172-1177
BLD12M	N	086-091	1178-1183
BLD12F	N	092-097	1184-1189
BLD12U	N	098-103	1190-1195
WHD12M	N	104-109	1196-1201
WHD12F	N	110-115	1202-1207
WHD12U	N	116-121	1208-1213



## **IV. STATE NONFISCAL SURVEY**



# STATE NONFISCAL SURVEY

## Purpose

The primary purpose of the State Nonfiscal Survey is to collect basic information on public elementary and secondary school students and staff for each state, the District of Columbia, and the outlying territories with a U.S. relationship. The State Nonfiscal Survey collects **state aggregate** data.

State aggregate data cover all education agencies providing free public elementary and secondary education within a state. The education agencies included on the State Nonfiscal Survey should be the same as those provided to NCES on the Elementary/ Secondary Education Agency Universe Report. If this conflicts with state law or practice, please note.

## Include data for public Regional Education Service Agencies (RESA).

**To avoid double counting, DO NOT include data for Bureau of Indian Affairs or Department of Defense on your State Nonfiscal file. These data are reported separately by the appropriate Federal Agencies.**

## Missing and Not Applicable Data

Identify missing or not applicable data using the codes listed below. Every item in this survey requires a response unless otherwise indicated.

- "M" indicates data are missing. A value is expected, but no value is measured.
- "N" indicates data are not applicable. A value is neither expected nor measured.
- Enter "0" (zero) only for those cases where a numerical value is measured but no quantity is found.

## Due Date

This report is due on March 15 of the school year reported. Revisions and corrections will be accepted through September 30, unless otherwise noted.

## Survey Instruments

A web-based form is available to help you complete the State Nonfiscal Survey. It is located at the address:

<http://www.census.gov/govs/www/ccd.html>

## State Education Agency Information

Description	Field Name	Long
State Education Agency Name	SEANAME	009-043
Mailing Address	STREET	044-068
City	CITY	069-086
State Name	STNAME	087-111
ZIP Code + ZIP4	ZIP	112-121
Area Code + Phone Number	PHONE	122-135

Enter the State Education Agency Name, Mailing address, City, State Name, ZIP Code + ZIP4, and Area Code + phone number.

## Instructional Staff

Description	Field Name	Long
Prekindergarten Teachers	B01	136-140
Kindergarten Teachers	B02	141-145
Elementary Teachers	B03	146-151
Secondary Teachers	B04	152-157
Teachers of Ungraded Classes	B05	158-162
Total FTE Teachers	B06	163-168
Instructional Aides	B07	169-173
Instructional Coordinators and Supervisors	B08	174-178

Report Full-time equivalency (FTE) counts **rounded to the nearest whole number** for each instructional staff category listed. Include all teachers, aides, coordinators and supervisors. For detailed definitions, refer to Chapter VI, Glossary of Terms.

## Support Services Staff

Description	Field Name	Long
Elementary Guidance Counselors	C01	179-182
Secondary Guidance Counselors	C02	183-186
Total Guidance	C03	187-190
Librarians/Media Specialists	C04	191-194
Library/Media Support Staff	C05	195-198
LEA Administrators	C06	199-203
LEA Administrative Support Staff	C07	204-208
School Administrators	C08	209-213
School Administrative Support Staff	C09	214-218
Student Support Services Staff	C10	219-223
All Other Support Staff	C11	224-229

Report Full-time equivalency (FTE) counts **rounded to the nearest whole number** for each support services category listed. Include all non-instructional staff. For definitions of categories, see Chapter VI, Glossary of Terms.

# STATE NONFISCAL SURVEY

## Student Counts by Grade

Description	Field Name	Long
Prekindergarten	D01	230-235
Kindergarten	D02	236-241
Grade 01	D03	242-247
Grade 02	D04	248-253
Grade 03	D05	254-259
Grade 04	D06	260-265
Grade 05	D07	266-271
Grade 06	D08	272-277
Grade 07	D09	278-283
Grade 08	D10	284-289
Grade 09	D11	290-295
Grade 10	D12	296-301
Grade 11	D13	302-307
Grade 12	D14	308-313
Ungraded	D15	314-319

Report student membership counts by grade (PK-12, ungraded). Report all students for whom the state or local governments within the states are obligated to provide a free, public elementary/secondary education. **Exclude** students served in schools or agencies operated by the Bureau of Indian Affairs or the Department of Defense. The definition of membership is provided in Chapter VI, Glossary of Terms. **Assign each student to only one grade level.**

### Students by Grade and by Race/Ethnicity

Report student counts by grade (PK-12, ungraded) and by race/ethnicity.

If a grade level is served but there are currently no students, enter a "0" (zero). If the detail (or other value) is not known, enter an "M", and report Total values. If a particular grade level is not served, enter an "N".

The racial/ethnic categories are used to describe groups to which individuals belong. The categories are mandated for use in all government surveys by the U. S. Office of Management and Budget (OMB). Categories do not denote scientific definitions of anthropological origins. **Count each student in only one group.** Please submit racial/ethnic data in the following manner:

- American Indian/Alaskan Native
- Asian/Pacific Islander
- Hispanic
- Black, Not Hispanic
- White, Not Hispanic

**Mixed racial/ethnic origins** – Select the category that reflects the individual's recognition in the community for reporting students who are of mixed racial and/or ethnic origins. The category definitions can be found in Chapter VI, Glossary of Terms.

## High School Completion Counts

Description	Field Name	Long
Diploma Recipients	E01	328-333
Other Diploma Recipients	E02	334-339
High School Equivalency Recipients	E03	340-345
Other High School Completers	E04	346-351

Report the number of diploma recipients, high school equivalency recipients, and other high school completers: ("**Other Diploma Recipients**" category has been removed. **Report students formerly counted in this category to "Diploma Recipients". Set Field E02 = "N".**)

- **Diploma Recipients:** Graduates who received a diploma during the previous school year and subsequent summer.
- **High School Equivalency Recipients:** Individuals **age 19 years or younger** who received a high school equivalency certificate during the previous school year and subsequent summer.
- **Other High School Completers:** Individuals who received a certificate of attendance or other certificate of completion in lieu of a diploma during the previous school year and subsequent summer.

### High School Completion Counts by Race/Ethnicity

Report high school completion numbers (diploma recipients, high school equivalency recipients, and other high school completers) by race/ethnicity. If the category is served but there are currently no completers in that category, enter a "0" (zero). If the detail (or other value) is not known, enter an "M", and report Total values. If a particular category is not served, enter an "N".

The racial/ethnic categories are used to describe groups to which individuals belong. The categories are mandated for use in all government surveys by the U. S. Office of Management and Budget (OMB). Categories do not denote scientific definitions of anthropological origins. **Count each student in only one group.** Please submit the racial/ethnic data in the following manner:

- American Indian/Alaskan Native
- Asian/Pacific Islander
- Hispanic
- Black, Not Hispanic
- White, Not Hispanic

**Mixed racial/ethnic origins** – Select the category that reflects the individual's recognition in the community for reporting students who are of mixed racial and/or ethnic origins. The category definitions can be found in Chapter VI, Glossary of Terms.

## **V. APPENDICES**



## APPENDIX A-1: SCHOOL UNIVERSE SHUTTLE

Public School Universe Survey

Expires 10/31/2001

Description	Item Code	_____
Education agency ID (NCES):	A001	_____
Education agency ID (State):	A002	_____
Name of education agency:	A003	_____
School ID (NCES):	B001	_____
School ID (State):	B002	_____
Name of school:	B003	_____
Mailing address-		
	B004	_____
Street or box number:	B005	_____
City:	B006	_____
State (PO abbreviation):	B007	_____
Area code, telephone number	B008	_____
Location address-		
	B009	_____
Street address:	B010	_____
City:	B011	_____
State (PO abbreviation):	B012	_____
ZIP code + ZIP4:		

Description	Item Code	_____
School type code:	C001	_____
Operational status code:	C002	_____
Grade span offered:	C003	_____
Title I school? (1=yes;2=no):	C004	_____
If yes, school-wide Title I prog:	C005	_____
Magnet school? (1=yes;2=no):	C006	_____
Charter school? (1=yes;2=no):	C007	_____
Number of teachers (full-time equivalent		
	C008	_____
Number of students eligible for-		
Free lunch:	C009	_____
Reduced-price lunch:	C010	_____
Total:	C011	_____
Number of migrant students enrolled		
	C012	_____
during previous regular school:		

Paperwork Burden Statement-- According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1850-0067. The time required to complete this information collection is estimated to average 55.5 hours per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate or suggestions for improving this form, please write to: U.S. Department of Education, Washington, D.C. 20202-4651. If you have comments or concerns regarding the status of your individual submission of this form, write directly to: NCES, U.S. Department of Education, 1900 K Street NW Room 9087, Washington D.C. 20006-5651.

## APPENDIX A-1: SCHOOL UNIVERSE SHUTTLE

CCD	Description	Item Code	Description	Item Code	Description	Item Code
Public School Universe Survey- page 2	Prekindergarten Students: American Indian or Alaska Native-		Kindergarten Students: American Indian or Alaska Native-		First Grade Students: American Indian or Alaska Native-	
	Male: D001	_____	Male: D016	_____	Male: D031	_____
	Female: D002	_____	Female: D017	_____	Female: D032	_____
	Unknown: D003	_____	Unknown: D018	_____	Unknown: D033	_____
			Asian/Pacific Islander-		Asian/Pacific Islander-	
	D004	_____	Male: D019	_____	Male: D034	_____
			Female: D020	_____	Female: D035	_____
			Unknown: D021	_____	Unknown: D036	_____
			Hispanic-		Hispanic-	
	D007	_____	Male: D022	_____	Male: D037	_____
			Female: D023	_____	Female: D038	_____
			Unknown: D024	_____	Unknown: D039	_____
Asian/Pacific Islander-			Black, not Hispanic-		Black, not Hispanic-	
	D010	_____	Male: D025	_____	Male: D040	_____
			Female: D026	_____	Female: D041	_____
			Unknown: D027	_____	Unknown: D042	_____
Hispanic-			White, not Hispanic-		White, not Hispanic-	
	D013	_____	Male: D028	_____	Male: D043	_____
			Female: D029	_____	Female: D044	_____
			Unknown: D030	_____	Unknown: D045	_____
Black, not Hispanic-						
	Total: D241	_____	Total Kindergarten-	Total: D242	Total First Grade-	Total: D243
Male: White, not Hispanic- Female: D005 Unknown: D006			Third Grade Students: American Indian or Alaska Native-		Fourth Grade Students: American Indian or Alaska Native-	
Total Prekindergarten- Male: Female: D008 Unknown: D009	D046	_____	Male: D061	_____	Male: D076	_____
Second Grade Students: Male: Female: D011 American Indian or Alaska Native- Unknown: D012	D049	_____	Female: D062	_____	Female: D077	_____
			Unknown: D063	_____	Unknown: D078	_____
			Asian/Pacific Islander-		Asian/Pacific Islander-	
	D052	_____	Male: D064	_____	Male: D079	_____
			Female: D065	_____	Female: D080	_____
			Unknown: D066	_____	Unknown: D081	_____
			Hispanic-		Hispanic-	
	D055	_____	Male: D067	_____	Male: D082	_____
			Female: D068	_____	Female: D083	_____
			Unknown: D069	_____	Unknown: D084	_____
Asian/Pacific Islander-			Black, not Hispanic-		Black, not Hispanic-	
	D058	_____	Male: D070	_____	Male: D085	_____
			Female: D071	_____	Female: D086	_____
			Unknown: D072	_____	Unknown: D087	_____
Hispanic-			White, not Hispanic-		White, not Hispanic-	
	D054	_____	Male: D073	_____	Male: D088	_____
			Female: D074	_____	Female: D089	_____
			Unknown: D075	_____	Unknown: D090	_____
Black, not Hispanic- Female: D047 Unknown: D048	D244	_____	Total Third Grade-	Total: D245	Total Fourth Grade-	Total: D246
Male: White, not Hispanic- Female: D050 Unknown: D051						
Male: Female: D053 Total Second Grade- Total: Unknown: D054						
Male: Female: D056 Unknown: D057						

## APPENDIX A-1: SCHOOL UNIVERSE SHUTTLE

CCD	Description	Item Code	Description	Item Code	Description
Public School Universe Survey- page 3	Fifth Grade Students: American Indian or Alaska Native- Male: D091 Female: D092 Unknown: D093	_____	Sixth Grade Students: American Indian or Alaska Native- Male: D106 Female: D107 Unknown: D108	_____	Seventh Grade Students: American Indian or Alaska Native- Male: D121 Female: D122 Unknown: D123
	D094	_____	Asian/Pacific Islander- Male: D109 Female: D110 Unknown: D111	_____	Asian/Pacific Islander- Male: D124 Female: D125 Unknown: D126
	D097	_____	Hispanic- Male: D112 Female: D113 Unknown: D114	_____	Hispanic- Male: D127 Female: D128 Unknown: D129
Asian/Pacific Islander-	D100	_____	Black, not Hispanic- Male: D115 Female: D116 Unknown: D117	_____	Black, not Hispanic- Male: D130 Female: D131 Unknown: D132
Hispanic-	D103	_____	White, not Hispanic- Male: D118 Female: D119 Unknown: D120	_____	White, not Hispanic- Male: D133 Female: D134 Unknown: D135
Black, not Hispanic-	Total: D247	_____	Total Sixth Grade- Total: D248	_____	Total Seventh Grade- Total: D249
Male: White, not Hispanic- Female: D095 Unknown: D096					
Male: Female: D098 Total Fifth Grade- Unknown: D099	D136	_____	Ninth Grade Students: American Indian or Alaska Native- Male: D151 Female: D152 Unknown: D153	_____	Tenth Grade Students: American Indian or Alaska Native- Male: D166 Female: D167 Unknown: D168
Eighth Grade Students: Male: Female: D101 Unknown: D102 American Indian or Alaska Native- Male: Female: D104 Unknown: D105 Asian/Pacific Islander-	D139	_____	Asian/Pacific Islander- Male: D154 Female: D155 Unknown: D156	_____	Asian/Pacific Islander- Male: D169 Female: D170 Unknown: D171
Hispanic-	D142	_____	Hispanic- Male: D157 Female: D158 Unknown: D159	_____	Hispanic- Male: D172 Female: D173 Unknown: D174
	D145	_____	Black, not Hispanic- Male: D160 Female: D161 Unknown: D162	_____	Black, not Hispanic- Male: D175 Female: D176 Unknown: D177
	D148	_____	White, not Hispanic- Male: D163 Female: D164 Unknown: D165	_____	White, not Hispanic- Male: D178 Female: D179 Unknown: D180
Black, not Hispanic- Female: D137 Unknown: D138	D250	_____	Total Ninth Grade- Total: D251	_____	Total Tenth Grade- Total: D252
Male: White, not Hispanic- Female: D140 Unknown: D141					
Male: Female: D143 Unknown: D144					
Male: Female: D146 Unknown: D147					

## APPENDIX A-1: SCHOOL UNIVERSE SHUTTLE

CCD	Description	Item Code	Description	Item Code	Ungraded Students:
Public School Universe Survey- page 4	Eleventh Grade Students: American Indian or Alaska Native-		Twelfth Grade Students: American Indian or Alaska Native-		American Indian or Alaska Native-
	Male: D181	_____	Male: D196	_____	Male: D211
	Female: D182	_____	Female: D197	_____	Female: D212
	Unknown: D183	_____	Unknown: D198	_____	Unknown: D213
			Asian/Pacific Islander-		Asian/Pacific Islander-
	D184	_____	Male: D199	_____	Male: D214
		_____	Female: D200	_____	Female: D215
		_____	Unknown: D201	_____	Unknown: D216
			Hispanic-		Hispanic-
	D187	_____	Male: D202	_____	Male: D217
		_____	Female: D203	_____	Female: D218
		_____	Unknown: D204	_____	Unknown: D219
Asian/Pacific Islander-			Black, not Hispanic-		Black, not Hispanic-
	D190	_____	Male: D205	_____	Male: D220
		_____	Female: D206	_____	Female: D221
		_____	Unknown: D207	_____	Unknown: D222
Hispanic-			White, not Hispanic-		White, not Hispanic-
	D193	_____	Male: D208	_____	Male: D223
		_____	Female: D209	_____	Female: D224
		_____	Unknown: D210	_____	Unknown: D225
Black, not Hispanic-			Total Twelfth Grade- Total:	D254	Total Ungraded- Total:
		_____			D255
		_____			
Male: not Hispanic-					
White: D185					
Unknown: D186					
			American Indian or Alaska Native-		
Male:			Male: D226	_____	
Female: D188			Female: D227	_____	
Unknown: D189				_____	
Total Eleventh Grade-Total: D253				_____	
If ethnicity by grade is not available, but ethnicity for the entire school is, please complete this item:					
Male:				D229	_____
Female: D191					_____
Unknown: D192					_____
Male:				D232	_____
Female: D194					_____
Unknown: D195					_____
				D235	_____
					_____
					_____
				D238	_____
					_____
					_____
			Total:	D256	_____

## APPENDIX A-2: EDUCATION AGENCY UNIVERSE SHUTTLE

Education Agency Universe Survey

Expires 10/31/2001

Description	Item Code	Description	Item Code
Education agency ID (NCES):	A001 _____	Instructional staff-	
Education agency ID (state):	A002 _____	Prekindergarten teachers:	E001 _____
Name of education agency:	A003 _____	Kindergarten teachers:	E002 _____
Mailing address-		Elementary teachers:	E003 _____
	A004 _____	Secondary teachers:	E004 _____
Street or box number:	A005 _____	Teachers of ungraded classes:	E005 _____
City:	A006 _____	[Total FTE teachers]:	E006 _____
State (PO abbreviation):	A007 _____	Instructional aides:	E007 _____
<del>FIPS county code</del> ZIP code:	A008 _____	Instructional coordinators	
Location address-		and supervisors:	E008 _____
	A009 _____	Support services staff-	
Street address:	A010 _____	Elementary guidance counselors:	F001 _____
City:	A011 _____	Secondary guidance counselors:	F002 _____
State (PO abbreviation):	A012 _____	[Total guidance counselors]:	F003 _____
<del>Zip code</del> + agency type code:	B001 _____	Librarians/media specialists:	F004 _____
Supervisory union number:	B002 _____	Library/media support staff:	F005 _____
County name:	B003 _____	LEA administrators:	F006 _____
FIPS county code (if known):	B004 _____	LEA administrative support sta:	F007 _____
Operational status code:	B005 _____	School administrators:	F008 _____
Grade span offered:	B006 _____	School administrative support:	F009 _____
Student counts- Ungraded:	B007 _____	Student support services staff:	F010 _____
	B008 _____		F011 _____

Migrant students served in summer program immediately prior to current school year: \_\_\_\_\_

Students having an IDEA-Part B Individual Education Program (IEP): B009 C031 \_\_\_\_\_

Limited-English-Proficient students served in appropriate programs: C032 \_\_\_\_\_

PK-12: \_\_\_\_\_

## APPENDIX A-2: EDUCATION AGENCY UNIVERSE SHUTTLE

CCD	High school completers (previous year):		Other high school completers:
Education	Diploma recipients:		American Indian or Alaska Native-
Agency	American Indian or Alaska Native-		American Indian or Alaska Native-
Universe	Male: C001 _____		Male: C016 _____
Survey	Female: C002 _____		Female: C017 _____
Page 2	Unknown: C003 _____		Unknown: C018 _____
	Asian/Pacific Islander-		Asian/Pacific Islander-
	Male: C004 _____		Male: C019 _____
	Female: C005 _____		Female: C020 _____
	Unknown: C006 _____		Unknown: C021 _____
	Hispanic-		Hispanic-
	Male: C007 _____		Male: C022 _____
	Female: C008 _____		Female: C023 _____
	Unknown: C009 _____		Unknown: C024 _____
	Black, not Hispanic-		Black, not Hispanic-
	Male: C010 _____		Male: C025 _____
	Female: C011 _____		Female: C026 _____
	Unknown: C012 _____		Unknown: C027 _____
	White, not Hispanic-		White, not Hispanic-
	Male: C013 _____		Male: C028 _____
	Female: C014 _____		Female: C029 _____
	Unknown: C015 _____		Unknown: C030 _____
		Total Other HS Completer Total: C034	_____

Paperwork Burden Statement: According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1850-0067. The time required to complete this information collection is estimated to average 40.8 hours per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate or suggestions for improving this form, please write to: U.S. Department of Education, Washington, D.C. 20202-4651. If you have comments or concerns regarding the status of your individual submission of this form, write directly to: NCES, U.S. Department of Education, 1900 K Street, NW, Room 9087, Washington D.C. 20006-5651.

## APPENDIX A-2: EDUCATION AGENCY UNIVERSE SHUTTLE

CCD	Description	Item Code	Description	Item Code	Description	Item Code
Education Agency Universe Survey-page 3	Seventh Grade Dropouts: American Indian or Alaska Native-		Eighth Grade Dropouts: American Indian or Alaska Native-		Ninth Grade Dropouts: American Indian or Alaska Native-	
	Male: D001	_____	Male: D016	_____	Male: D031	_____
	Female: D002	_____	Female: D017	_____	Female: D032	_____
	Unknown: D003	_____	Unknown: D018	_____	Unknown: D033	_____
	D004	_____	Asian/Pacific Islander-		Asian/Pacific Islander-	
		_____	Male: D019	_____	Male: D034	_____
		_____	Female: D020	_____	Female: D035	_____
		_____	Unknown: D021	_____	Unknown: D036	_____
	D007	_____	Hispanic-		Hispanic-	
		_____	Male: D022	_____	Male: D037	_____
		_____	Female: D023	_____	Female: D038	_____
		_____	Unknown: D024	_____	Unknown: D039	_____
Asian/Pacific Islander-			Black, not Hispanic-		Black, not Hispanic-	
	D010	_____	Male: D025	_____	Male: D040	_____
		_____	Female: D026	_____	Female: D041	_____
		_____	Unknown: D027	_____	Unknown: D042	_____
Hispanic-			White, not Hispanic-		White, not Hispanic-	
	D013	_____	Male: D028	_____	Male: D043	_____
		_____	Female: D029	_____	Female: D044	_____
		_____	Unknown: D030	_____	Unknown: D045	_____
Black, not Hispanic-			Total Eighth Grade- Total:	D092	Total Ninth Grade	Total: D093
	D091	_____				
Male: White, not Hispanic- Female: D005 Unknown: D006						
			Eleventh Grade Dropouts:		Twelfth Grade Dropouts:	
			American Indian or Alaska Native-		American Indian or Alaska Native-	
	D046	_____	Male: D061	_____	Male: D076	_____
		_____	Female: D062	_____	Female: D077	_____
		_____	Unknown: D063	_____	Unknown: D078	_____
Tenth Grade Dropouts: Male:			Asian/Pacific Islander-		Asian/Pacific Islander-	
Female: D011	D049	_____	Male: D064	_____	Male: D079	_____
Unknown: D012		_____	Female: D065	_____	Female: D080	_____
American Indian or Alaska Native-		_____	Unknown: D066	_____	Unknown: D081	_____
Male:			Hispanic-		Hispanic-	
Female: D014	D052	_____	Male: D067	_____	Male: D082	_____
Unknown: D015		_____	Female: D068	_____	Female: D083	_____
Asian/Pacific Islander-		_____	Unknown: D069	_____	Unknown: D084	_____
	D055	_____	Black, not Hispanic-		Black, not Hispanic-	
		_____	Male: D070	_____	Male: D085	_____
		_____	Female: D071	_____	Female: D086	_____
		_____	Unknown: D072	_____	Unknown: D087	_____
Hispanic-			White, not Hispanic-		White, not Hispanic-	
	D058	_____	Male: D073	_____	Male: D088	_____
		_____	Female: D074	_____	Female: D089	_____
		_____	Unknown: D075	_____	Unknown: D090	_____
Male: Black, not Hispanic- Female: D047 Unknown: D048			Total Eleventh Grade	Total: D095	Total Twelfth Grade	Total: D096
White, not Hispanic- Male:	Total: D094	_____				
Female: D050						
Unknown: D051						
Total Tenth Grade Male:						
Female: D053						
Unknown: D054						
Male:						
Female: D056						
Unknown: D057						



## APPENDIX A-3: STATE NONFISCAL SHUTTLE

U.S. DEPARTMENT OF EDUCATION OFFICE OF THE ASSISTANT SECRETARY FOR EDUCATION RESEARCH AND IMPROVEMENT NATIONAL CENTER FOR EDUCATION STATISTICS WASHINGTON, D.C. 20006-5651  COMMON CORE OF DATA  STATE NONFISCAL SURVEY OF PUBLIC ELEMENTARY AND SECONDARY EDUCATION SCHOOL YEAR 2000-2001	FORM APPROVED OMB No. 1850-0067 EXP. DATE: 12/31/2001   DUE DATE: MARCH 15, 2001
--	---

This report is authorized by law (20 U.S.C. 1221e-1). While you are not required to respond, your cooperation is needed to make the results of this survey comprehensive, accurate, and timely.

**PLEASE complete each cell with a number, 0, N, or M**

A01	NAME OF STATE EDUCATION AGENCY		
A02	MAILING ADDRESS		
A03	CITY		
A04	STATE		
A05	ZIP CODE		
A06	TELEPHONE NUMBER		
B:	INSTRUCTIONAL STAFF	1999-2000 FTE	2000-2001 FTE
B01	PREKINDERGARTEN TEACHERS		
B02	KINDERGARTEN TEACHERS		
B03	ELEMENTARY TEACHERS		
B04	SECONDARY TEACHERS		
B05	TEACHERS OF UNGRADED CLASSES		
B06	TOTAL FTE TEACHERS		
B07	INSTRUCTIONAL AIDES		
B08	INSTRUCTIONAL COORDINATORS AND SUPERVISORS		
C:	SUPPORT SERVICES STAFF	1999-2000 FTE	2000-2001 FTE
C01	ELEMENTARY GUIDANCE COUNSELORS		
C02	SECONDARY GUIDANCE COUNSELORS		
C03	TOTAL GUIDANCE COUNSELORS		
C04	LIBRARIANS/MEDIA SPECIALISTS		
C05	LIBRARY/MEDIA SUPPORT STAFF		
C06	LEA ADMINISTRATORS		
C07	ADMINISTRATIVE SUPPORT STAFF		
C08	SCHOOL ADMINISTRATORS		
C09	SCHOOL ADMINISTRATIVE SUPPORT STAFF		
C10	STUDENT SUPPORT SERVICES STAFF		
C11	ALL OTHER SUPPORT STAFF		

### APPENDIX A-3: STATE NONFISCAL SHUTTLE

#### 1999-2000 STUDENT MEMBERSHIP, RACE/ETHNIC BREAKOUT

D: STUDENTS BY GRADE	AM. INDIAN/ ALASKA NAT.	ASIAN/ PAC. ISLANDER	HISPANIC	BLACK, NOT HISPANIC	WHITE, NOT HISPANIC
D01 PK					
D02 K					
D03 GRADE 1					
D04 GRADE 2					
D05 GRADE 3					
D06 GRADE 4					
D07 GRADE 5					
D08 GRADE 6					
D09 GRADE 7					
D10 GRADE 8					
D11 GRADE 9					
D12 GRADE 10					
D13 GRADE 11					
D14 GRADE 12					
D15 UNGRADED					
D16 TOTAL					

#### 2000-2001 STUDENT MEMBERSHIP, RACE/ETHNIC BREAKOUT

D: STUDENTS BY GRADE	AM. INDIAN/ ALASKA NAT.	ASIAN/ PAC. ISLANDER	HISPANIC	BLACK, NOT HISPANIC	WHITE, NOT HISPANIC
D01 PK					
D02 K					
D03 GRADE 1					
D04 GRADE 2					
D05 GRADE 3					
D06 GRADE 4					
D07 GRADE 5					
D08 GRADE 6					
D09 GRADE 7					
D10 GRADE 8					
D11 GRADE 9					
D12 GRADE 10					
D13 GRADE 11					
D14 GRADE 12					
D15 UNGRADED					
D16 TOTAL					

### APPENDIX A-3: STATE NONFISCAL SHUTTLE

#### 1998-1999 HIGH SCHOOL COMPLETERS, RACE/ETHNIC BREAKOUT

E: 1998-1999 HIGH SCHOOL COMPLETERS (UNDUPLICATED HEAD COUNT)	AM. INDIAN/ ALASKA NAT.	ASIAN/ PAC. ISLANDER	HISPANIC	BLACK, NOT HISPANIC	WHITE, NOT HISPANIC
E01 DIPLOMA RECIPIENTS					
E02 OTHER DIPLOMA RECIPIENTS	N	N	N	N	N
E03 H.S. EQUIVALENCY					
E04 OTHER H. S. COMPLETER					

#### 1999-2000 HIGH SCHOOL COMPLETERS, RACE/ETHNIC BREAKOUT

E: 1999-2000 HIGH SCHOOL COMPLETERS (UNDUPLICATED HEAD COUNT)	AM. INDIAN/ ALASKA NAT.	ASIAN/ PAC. ISLANDER	HISPANIC	BLACK, NOT HISPANIC	WHITE, NOT HISPANIC
E01 DIPLOMA RECIPIENTS					
E02 OTHER DIPLOMA RECIPIENTS	N	N	N	N	N
E03 H.S. EQUIVALENCY					
E04 OTHER H.S. COMPLETER					

### APPENDIX A-3: STATE NONFISCAL SHUTTLE

D:	STUDENTS BY GRADE LEVEL	1999-2000 MEMBERSHIP	2000-2001 MEMBERSHIP
D01	PREKINDERGARTEN		
D02	KINDERGARTEN		
D03	GRADE 1		
D04	GRADE 2		
D05	GRADE 3		
D06	GRADE 4		
D07	GRADE 5		
D08	GRADE 6		
D09	GRADE 7		
D10	GRADE 8		
D11	GRADE 9		
D12	GRADE 10		
D13	GRADE 11		
D14	GRADE 12		
D15	UNGRADED		
D16	TOTAL (Sum of lines D1-D15)		
E:	HIGH SCHOOL COMPLETERS	1998-1999 UNDUPLICATED COUNT	1999-2000 UNDUPLICATED COUNT
E01	DIPLOMA RECIPIENTS		
E02	OTHER DIPLOMA RECIPIENTS	N	N
E03	HIGH SCHOOL EQUIV. RECIPIENTS		
E04	OTHER HIGH SCHOOL COMPLETERS		

NOTE: Please review this survey form and be sure that each item is complete.

\_\_\_\_\_  
Person completing survey form

\_\_\_\_\_  
Date

\_\_\_\_\_  
CCD Coordinator

\_\_\_\_\_  
Telephone Number

Return Completed Form to:

Census Bureau  
Governments Division, ERSB  
Washington Plaza, Bldg. 2, Room 508  
Washington, DC 20233-6800

Fax: 1-866-394-0138

If you have questions about this questionnaire, contact Census Bureau staff on 800-451-6236. Refer to Common Core of Data, State Nonfiscal Survey.

## APPENDIX B: CCD DOWNLOADABLE REPORTING SOFTWARE

The CCD Downloadable Reporting Software is found on the following web site:

**<http://www.census.gov/govs/www/ccd.html>**

A CCD Software manual is also available to provide instructions on how to use the CCD reporting software. The CCD Software allows each state to report data requested for both the School Universe Survey and Agency Universe Survey

The Software allows the user to:

- Import correctly formatted current year files;
- Match current year files to prior year files;
- View and/or update school and/or agency records; and
- Generate Summary, Import and Match reports.

The initial emphasis of the Software concentrates on identifying potential universe problems with importing files and matching records. NCES encourages the use of the software.

If assistance is needed with the CCD reporting software, please contact your Census Bureau liaisons Terri Kennerly, Dell Gray, Julia Naum, or Jane Thomas. Contact Michael Freeman if you have software questions or recommendations for software improvement.



## APPENDIX C: ELECTRONIC FILE FORMATS

### **ASCII Text file format**

The School Universe and Education Agency Universe have two possible record layouts: a "Multiple" record layout and a "Long" record layout (see Appendix E). Either record layout can be used. A record layout for the State Nonfiscal survey is also included.

### **Spreadsheet file format (Lotus 1-2-3, Excel, or QuattroPro)**

Designate the version of the spreadsheet package used (e.g. Quattro Pro 9). All formulas and summary totals should be deleted. Explanatory text, such as column headings, is acceptable. The School Universe has too many fields for one spreadsheet, so send "Multiple" spreadsheets/worksheets (similar to the "Multiple" record layout format in Appendix E). Each spreadsheet/worksheet may contain the data for one "record type." For example, sheet 1 = SCID data, sheet 2 = SGPK data, sheet 3 = SGKG data through sheet 17 = SGAL data. For the School Universe, send the student totals (SGPK - SG12, SGUG) on one spreadsheet as long as each record contains the proper record type code label, NCES ID number's, and State ID number's. Similarly, for the Agency Universe, dropout totals (AD07-AD12) can also be sent in one spreadsheet/worksheet.

If you have more records (rows) that can fit on one page, use more than one page for that record type.

### **Database file format (dBase/FoxPro, Access, or Paradox)**

Designate the version of the package used (e.g. dBase V, Access 2.0). Both the School Universe and Agency Universe have too many fields for dBaseIII (the School Universe has too many fields for dBaseIV also). If either version is used, break the file into more than one database. When using dBase III or dBase IV, send "Multiple" databases. Split the data into the categories listed in the "Multiple" record layout format in Appendix E. For the School Universe, send a database for each SCID, SGPK, SGKG, SG01, etc. category. Or, send all of the student totals (SGPK - SG12, SGUG) in one database as long as each record contains the proper record type code label, NCES ID number's, and State ID number's. Dropout totals for the Agency Universe can also be sent in one database.

If you are using dBaseV, you will not have to split the files into more than one database.

### **SAS file format**

Follow the record layout in Appendix E to obtain the Field Lengths. If possible, use the Field Names provided in Appendix E



## APPENDIX D: DATA SUBMISSION METHODS

### Internet Submission

Make sure the file names include state abbreviation, the year of the data, and the type of data. For example, Alabama's School Universe, Agency Universe, and State Nonfiscal should be *AL00SCH.BCH*, *AL00AGN.BCH*, *AL00SNF.BCH*, respectively.

- There is an [FTP](#) (file transfer protocol) "Send a File" page available. The only thing you will need is your email address for the password, and the name of each file you want to send. The page is available at:

**<http://www.census.gov/govs/www/ccd.html>**

- An alternative is to send your files as **e-mail attachments**, preferably compressed through PKZIP. In the subject line of your message, please indicate the state and which file(s) are being sent. For example, "*CCD submission from Alabama - School file.*" The email address is:

**[ccd@census.gov](mailto:ccd@census.gov)**

- The State Nonfiscal Survey may be completed using a web-based form. Passwords have been provided to each Coordinator. This page is available at:

**<http://www.census.gov/govs/www/ccd.html>**

### Mail Submission

Postage paid, pre-addressed mailing labels are provided for proper delivery of submissions or other hard copy correspondence.

### Federal Express Submission

You may also use Federal Express services to expedite deliveries of submissions or hard copy correspondence. Use the following information:

Census Bureau account number: 1195-7528-1

Address Federal Express packages to:

Census Bureau/Governments Division/ERSB  
8905 Presidential Parkway/WP2/Room 508  
Upper Marlboro, MD 20772

If you have any submission questions contact Terri Kennerly, Dell Gray, Julia Naum, or Jane Thomas at:

PHONE: 800-451-6236  
FAX: 866-394-0138  
EMAIL: **[ccd@census.gov](mailto:ccd@census.gov)**



## APPENDIX E-1: SCHOOL UNIVERSE MULTIPLE RECORD LAYOUT

Field Name	Field Position	Field Length	Description
RECTYPE	001-004	4	Record Type Code ( <b>SCID</b> )
LEAID	005-011	7	NCES Education Agency ID
STID	012-025	14	State Education Agency ID
SCHNO	026-030	5	NCES School ID
SEASCH	031-050	20	State School ID
LEANM	051-110	60	Name of Education Agency
SCHNAM	111-160	50	Name of School
PHONE	161-170	10	Telephone Number (Area Code + Phone Number)
MSTREE	171-200	30	Mailing Address
MCITY	201-230	30	City
MSTATE	231-232	2	State (PO Abbreviation)
MZIP (R)	233-237	5	ZIP Code – Digits 1-5
MZIP4 (R)	238-241	4	ZIP Code – Digits 6-9
LSTREE	242-271	30	Location Address
LCITY	272-301	30	City
LSTATE	302-303	2	State (PO Abbreviation)
LZIP (R)	304-308	5	ZIP Code – Digits 1-5
LZIP4 (R)	309-312	4	ZIP Code – Digits 6-9
SCHTYP	313-313	1	School Type Code
STATUS	314-314	1	Operational Status Code
GSLO (R)	315-316	2	Grade Span Offered – Lowest grade
GSHI (R)	317-318	2	Grade Span Offered – Highest grade
TITLE1	319-319	1	Title 1 school
STITL1	320-320	1	If yes, School-wide Title 1
MAGNET	321-321	1	Magnet school
CHARTR	322-322	1	Charter school
FTE	323-327	5	Classroom Teachers (1 explicit decimal place)
FRELCH	328-331	4	Students Eligible for Free Lunch
REDLCH	332-335	4	Students Eligible for Reduced-Price Lunch
FLE	336-339	4	Total of Free Lunch and Reduced-Price Lunch Eligible
MIGRNT	340-343	4	Migrant Students Enrolled in previous year

**APPENDIX E-1: SCHOOL UNIVERSE MULTIPLE RECORD LAYOUT**

Field Name	Field Position	Field Length	Description
<b>Students by Grade, by Race/Ethnicity, and by Gender</b>			
RECTYPE	001-004	4	Record Type Code ( <b>SGPK</b> )
LEAID	005-011	7	NCES Education Agency ID
STID	012-025	14	State Education Agency ID
SCHNO	026-030	5	NCES School ID
SEASCH	031-050	20	State School ID
TOTPK	051-054	4	Total Prekindergarten students
AMPKM	055-058	4	Prekindergarten students - American Indian/Alaskan Native - male
AMPKF	059-062	4	Prekindergarten students - American Indian/Alaskan Native - female
AMPKU	063-066	4	Prekindergarten students - American Indian/Alaskan Native - gender unknown
ASPKM	067-070	4	Prekindergarten students - Asian/Pacific Islander - male
ASPKF	071-074	4	Prekindergarten students - Asian/Pacific Islander - female
ASPKU	075-078	4	Prekindergarten students - Asian/Pacific Islander - gender unknown
HIPKM	079-082	4	Prekindergarten students - Hispanic - male
HIPKF	083-086	4	Prekindergarten students - Hispanic - female
HIPKU	087-090	4	Prekindergarten students - Hispanic - gender unknown
BLPKM	091-094	4	Prekindergarten students - Black, not Hispanic - male
BLPKF	095-098	4	Prekindergarten students - Black, not Hispanic - female
BLPKU	099-102	4	Prekindergarten students - Black, not Hispanic - gender unknown
WHPKM	103-106	4	Prekindergarten students - White, not Hispanic - male
WHPKF	107-110	4	Prekindergarten students - White, not Hispanic - female
WHPKU	111-114	4	Prekindergarten students - White, not Hispanic - gender unknown
RECTYPE	001-004	4	Record Type Code ( <b>SGKG</b> )
LEAID	005-011	7	NCES Education Agency ID
STID	012-025	14	State Education Agency ID
SCHNO	026-030	5	NCES School ID
SEASCH	031-050	20	State School ID
TOTKG	051-054	4	Total Kindergarten students
AMKGM	055-058	4	Kindergarten students - American Indian/Alaskan Native - male
AMKGF	059-062	4	Kindergarten students - American Indian/Alaskan Native - female
AMKGU	063-066	4	Kindergarten students - American Indian/Alaskan Native - gender unknown
ASKGM	067-070	4	Kindergarten students - Asian/Pacific Islander - male
ASKGF	071-074	4	Kindergarten students - Asian/Pacific Islander - female
ASKGU	075-078	4	Kindergarten students - Asian/Pacific Islander - gender unknown
HIKGM	079-082	4	Kindergarten students - Hispanic - male
HIKGF	083-086	4	Kindergarten students - Hispanic - female
HIKGU	087-090	4	Kindergarten students - Hispanic - gender unknown
BLKGM	091-094	4	Kindergarten students - Black, not Hispanic - male
BLKGF	095-098	4	Kindergarten students - Black, not Hispanic - female
BLKGU	099-102	4	Kindergarten students - Black, not Hispanic - gender unknown
WHKGM	103-106	4	Kindergarten students - White, not Hispanic - male
WHKGF	107-110	4	Kindergarten students - White, not Hispanic - female
WHKGU	111-114	4	Kindergarten students - White, not Hispanic - gender unknown

## APPENDIX E-1: SCHOOL UNIVERSE MULTIPLE RECORD LAYOUT

Field Name	Field Position	Field Length	Description
RECTYPE	001-004	4	Record Type Code ( <b>SG01</b> )
LEAID	005-011	7	NCES Education Agency ID
STID	012-025	14	State Education Agency ID
SCHNO	026-030	5	NCES School ID
SEASCH	031-050	20	State School ID
TOT01	051-054	4	Total Grade 1 students
AM01M	055-058	4	Grade 1 students - American Indian/Alaskan Native - male
AM01F	059-062	4	Grade 1 students - American Indian/Alaskan Native - female
AM01U	063-066	4	Grade 1 students - American Indian/Alaskan Native - gender unknown
AS01M	067-070	4	Grade 1 students - Asian/Pacific Islander - male
AS01F	071-074	4	Grade 1 students - Asian/Pacific Islander - female
AS01U	075-078	4	Grade 1 students - Asian/Pacific Islander - gender unknown
HI01M	079-082	4	Grade 1 students - Hispanic - male
HI01F	083-086	4	Grade 1 students - Hispanic - female
HI01U	087-090	4	Grade 1 students - Hispanic - gender unknown
BL01M	091-094	4	Grade 1 students - Black, not Hispanic - male
BL01F	095-098	4	Grade 1 students - Black, not Hispanic - female
BL01U	099-102	4	Grade 1 students - Black, not Hispanic - gender unknown
WH01M	103-106	4	Grade 1 students - White, not Hispanic - male
WH01F	107-110	4	Grade 1 students - White, not Hispanic - female
WH01U	111-114	4	Grade 1 students - White, not Hispanic - gender unknown
RECTYPE	001-004	4	Record Type Code ( <b>SG02</b> )
LEAID	005-011	7	NCES Education Agency ID
STID	012-025	14	State Education Agency ID
SCHNO	026-030	5	NCES School ID
SEASCH	031-050	20	State School ID
TOT02	051-054	4	Total Grade 2 students
AM02M	055-058	4	Grade 2 students - American Indian/Alaskan Native - male
AM02F	059-062	4	Grade 2 students - American Indian/Alaskan Native - female
AM02U	063-066	4	Grade 2 students - American Indian/Alaskan Native - gender unknown
AS02M	067-070	4	Grade 2 students - Asian/Pacific Islander - male
AS02F	071-074	4	Grade 2 students - Asian/Pacific Islander - female
AS02U	075-078	4	Grade 2 students - Asian/Pacific Islander - gender unknown
HI02M	079-082	4	Grade 2 students - Hispanic - male
HI02F	083-086	4	Grade 2 students - Hispanic - female
HI02U	087-090	4	Grade 2 students - Hispanic - gender unknown
BL02M	091-094	4	Grade 2 students - Black, not Hispanic - male
BL02F	095-098	4	Grade 2 students - Black, not Hispanic - female
BL02U	099-102	4	Grade 2 students - Black, not Hispanic - gender unknown
WH02M	103-106	4	Grade 2 students - White, not Hispanic - male
WH02F	107-110	4	Grade 2 students - White, not Hispanic - female
WH02U	111-114	4	Grade 2 students - White, not Hispanic - gender unknown

Same record layout for grades 3 through 12

Record Type Codes are SG03 through SG12

You may omit records for grades not within the grade span of the school

**APPENDIX E-1: SCHOOL UNIVERSE MULTIPLE RECORD LAYOUT**

Field Name	Field Position	Field Length	Description
RECTYPE	001-004	4	Record Type Code - <b>(SGUG)</b>
LEAID	005-011	7	NCES Education Agency ID
STID	012-025	14	State Education Agency ID
SCHNO	026-030	5	NCES School ID
SEASCH	031-050	20	State School ID
TOTUG	051-054	4	Total Ungraded students
AMUGM	055-058	4	Ungraded students - American Indian/Alaskan Native - male
AMUGF	059-062	4	Ungraded students - American Indian/Alaskan Native - female
AMUGU	063-066	4	Ungraded students - American Indian/Alaskan Native - gender unknown
ASUGM	067-070	4	Ungraded students - Asian/Pacific Islander - male
ASUGF	071-074	4	Ungraded students - Asian/Pacific Islander - female
ASUGU	075-078	4	Ungraded students - Asian/Pacific Islander - gender unknown
HIUGM	079-082	4	Ungraded students - Hispanic - male
HIUGF	083-086	4	Ungraded students - Hispanic - female
HIUGU	087-090	4	Ungraded students - Hispanic - gender unknown
BLUGM	091-094	4	Ungraded students - Black, not Hispanic - male
BLUGF	095-098	4	Ungraded students - Black, not Hispanic - female
BLUGU	099-102	4	Ungraded students - Black, not Hispanic - gender unknown
WHUGM	103-106	4	Ungraded students - White, not Hispanic - male
WHUGF	107-110	4	Ungraded students - White, not Hispanic - female
WHUGU	111-114	4	Ungraded students - White, not Hispanic - gender unknown
RECTYPE	001-004	4	Record Type Code <b>(SGAL)</b>
LEAID	005-011	7	NCES Education Agency ID
STID	012-025	14	State Education Agency ID
SCHNO	026-030	5	NCES School ID
SEASCH	031-050	20	State School ID
TOTAL	051-054	4	Total students, All Grades
AMALM	055-058	4	Total students, All Grades - American Indian/Alaskan Native - male
AMALF	059-062	4	Total students, All Grades - American Indian/Alaskan Native - female
AMALU	063-066	4	Total students, All Grades - American Indian/Alaskan Native - gender unknown
ASALM	067-070	4	Total students, All Grades - Asian/Pacific Islander - male
ASALF	071-074	4	Total students, All Grades - Asian/Pacific Islander - female
ASALU	075-078	4	Total students, All Grades - Asian/Pacific Islander - gender unknown
HIALM	079-082	4	Total students, All Grades - Hispanic - male
HIALF	083-086	4	Total students, All Grades - Hispanic - female
HIALU	087-090	4	Total students, All Grades - Hispanic - gender unknown
BLALM	091-094	4	Total students, All Grades - Black, not Hispanic - male
BLALF	095-098	4	Total students, All Grades - Black, not Hispanic - female
BLALU	099-102	4	Total students, All Grades - Black, not Hispanic - gender unknown
WHALM	103-106	4	Total students, All Grades - White, not Hispanic - male
WHALF	107-110	4	Total students, All Grades - White, not Hispanic - female
WHALU	111-114	4	Total students, All Grades - White, not Hispanic - gender unknown

**APPENDIX E-1: SCHOOL UNIVERSE LONG RECORD LAYOUT**

Field Name	Field Position	Field Length	Description
LEAID	0001-0007	7	NCES Education Agency ID
STID	0008-0021	14	State Education Agency ID
SCHNO	0022-0026	5	NCES School ID
SEASCH	0027-0046	20	State School ID
LEANM	0047-0106	60	Name of Education Agency
SCHNAM	0107-0156	50	Name of School
PHONE	0157-0166	10	Telephone number (Area Code + Phone Number)
MSTREE	0167-0196	30	Mailing Address
MCITY	0197-0226	30	City
MSTATE	0227-0228	2	State (PO Abbreviation)
MZIP (R)	0229-0233	5	ZIP Code – digits 1-5
MZIP4 (R)	0234-0237	4	ZIP Code – digits 6-9
LSTREE	0238-0267	30	Location Address
LCITY	0268-0297	30	City
LSTATE	0298-0299	2	State (PO Abbreviation)
LZIP (R)	0300-0304	5	ZIP Code –Digits 1-5
LZIP4 (R)	0305-0308	4	ZIP Code – Digits 6-9
SCHTYP	0309-0309	1	School Type Code
STATUS	0310-0310	1	Operational Status Code
GSLO (R)	0311-0312	2	Grade Span Offered – Lowest Grade
GSHI (R)	0313-0314	2	Grade Span Offered - Highest Grade
TITLE1	0315-0315	1	Title 1 School?
STITL1	0316-0316	1	If yes, school-wide Title 1?
MAGNET	0317-0317	1	Magnet school?
CHARTR	0318-0318	1	Charter school?
FTE	0319-0323	5	Classroom Teachers (1 explicit decimal place)
FRELCH	0324-0327	4	Students Eligible for Free Lunch
REDLCH	0328-0331	4	Students Eligible for Reduced-Price Lunch
FLE	0332-0335	4	Total of Free Lunch Eligible and Reduced-Price Lunch Eligible
MIGRNT	0336-0339	4	Migrant students enrolled in previous year

**APPENDIX E-1: SCHOOL UNIVERSE LONG RECORD LAYOUT**

Field Name	Field Position	Field Length	Description
<b>Students by Grade, by Race/Ethnicity, and by Gender:</b>			
TOTPK	0340-0343	4	Total Prekindergarten students
AMPKM	0344-0347	4	Prekindergarten students - American Indian/Alaskan Native - male
AMPKF	0348-0351	4	Prekindergarten students - American Indian/Alaskan Native - female
AMPKU	0352-0355	4	Prekindergarten students - American Indian/Alaskan Native - gender unknown
ASPKM	0356-0359	4	Prekindergarten students - Asian/Pacific Islander - male
ASPKF	0360-0363	4	Prekindergarten students - Asian/Pacific Islander - female
ASPKU	0364-0367	4	Prekindergarten students - Asian/Pacific Islander - gender unknown
HIPKM	0368-0371	4	Prekindergarten students - Hispanic - male
HIPKF	0372-0375	4	Prekindergarten students - Hispanic - female
HIPKU	0376-0379	4	Prekindergarten students - Hispanic - gender unknown
BLPKM	0380-0383	4	Prekindergarten students - Black, not Hispanic - male
BLPKF	0384-0387	4	Prekindergarten students - Black, not Hispanic - female
BLPKU	0388-0391	4	Prekindergarten students - Black, not Hispanic - gender unknown
WHPKM	0392-0395	4	Prekindergarten students - White, not Hispanic - male
WHPKF	0396-0399	4	Prekindergarten students - White, not Hispanic - female
WHPKU	0400-0403	4	Prekindergarten students - White, not Hispanic - gender unknown
TOTKG	0404-0407	4	Total Kindergarten students
AMKGM	0408-0411	4	Kindergarten students - American Indian/Alaskan Native - male
AMKGF	0412-0415	4	Kindergarten students - American Indian/Alaskan Native - female
AMKGU	0416-0419	4	Kindergarten students - American Indian/Alaskan Native - gender unknown
ASKGM	0420-0423	4	Kindergarten students - Asian/Pacific Islander - male
ASKGF	0424-0427	4	Kindergarten students - Asian/Pacific Islander - female
ASKGU	0428-0431	4	Kindergarten students - Asian/Pacific Islander - gender unknown
HIKGM	0432-0435	4	Kindergarten students - Hispanic - male
HIKGF	0436-0439	4	Kindergarten students - Hispanic - female
HIKGU	0440-0443	4	Kindergarten students - Hispanic - gender unknown
BLKGM	0444-0447	4	Kindergarten students - Black, not Hispanic - male
BLKGF	0448-0451	4	Kindergarten students - Black, not Hispanic - female
BLKGU	0452-0455	4	Kindergarten students - Black, not Hispanic - gender unknown
WHKGM	0456-0459	4	Kindergarten students - White, not Hispanic - male
WHKGF	0460-0463	4	Kindergarten students - White, not Hispanic - female
WHKGU	0464-0467	4	Kindergarten students - White, not Hispanic - gender unknown
TOT01	0468-0471	4	Total Grade 1 students
AM01M	0472-0475	4	Grade 1 students - American Indian/Alaskan Native - male
AM01F	0476-0479	4	Grade 1 students - American Indian/Alaskan Native - female
AM01U	0480-0483	4	Grade 1 students - American Indian/Alaskan Native - gender unknown
AS01M	0484-0487	4	Grade 1 students - Asian/Pacific Islander - male
AS01F	0488-0491	4	Grade 1 students - Asian/Pacific Islander - female
AS01U	0492-0495	4	Grade 1 students - Asian/Pacific Islander - gender unknown
HI01M	0496-0499	4	Grade 1 students - Hispanic - male
HI01F	0500-0503	4	Grade 1 students - Hispanic - female
HI01U	0504-0507	4	Grade 1 students - Hispanic - gender unknown
BL01M	0508-0511	4	Grade 1 students - Black, not Hispanic - male
BL01F	0512-0515	4	Grade 1 students - Black, not Hispanic - female
BL01U	0516-0519	4	Grade 1 students - Black, not Hispanic - gender unknown
WH01M	0520-0523	4	Grade 1 students - White, not Hispanic - male
WH01F	0524-0527	4	Grade 1 students - White, not Hispanic - female
WH01U	0528-0531	4	Grade 1 students - White, not Hispanic - gender unknown

**APPENDIX E-1: SCHOOL UNIVERSE LONG RECORD LAYOUT**

Field Name	Field Position	Field Length	Description
TOT02	0532-0535	4	Total Grade 2 students
AM02M	0536-0539	4	Grade 2 students - American Indian/Alaskan Native - male
AM02F	0540-0543	4	Grade 2 students - American Indian/Alaskan Native - female
AM02U	0544-0547	4	Grade 2 students - American Indian/Alaskan Native - gender unknown
AS02M	0548-0551	4	Grade 2 students - Asian/Pacific Islander - male
AS02F	0552-0555	4	Grade 2 students - Asian/Pacific Islander - female
AS02U	0556-0559	4	Grade 2 students - Asian/Pacific Islander - gender unknown
HI02M	0560-0563	4	Grade 2 students - Hispanic - male
HI02F	0564-0567	4	Grade 2 students - Hispanic - female
HI02U	0568-0571	4	Grade 2 students - Hispanic - gender unknown
BL02M	0572-0575	4	Grade 2 students - Black, not Hispanic - male
BL02F	0576-0579	4	Grade 2 students - Black, not Hispanic - female
BL02U	0580-0583	4	Grade 2 students - Black, not Hispanic - gender unknown
WH02M	0584-0587	4	Grade 2 students - White, not Hispanic - male
WH02F	0588-0591	4	Grade 2 students - White, not Hispanic - female
WH02U	0592-0595	4	Grade 2 students - White, not Hispanic - gender unknown
TOT03	0596-0599	4	Total Grade 3 students
AM03M	0600-0603	4	Grade 3 students - American Indian/Alaskan Native - male
AM03F	0604-0607	4	Grade 3 students - American Indian/Alaskan Native - female
AM03U	0608-0611	4	Grade 3 students - American Indian/Alaskan Native - gender unknown
AS03M	0612-0615	4	Grade 3 students - Asian/Pacific Islander - male
AS03F	0616-0619	4	Grade 3 students - Asian/Pacific Islander - female
AS03U	0620-0623	4	Grade 3 students - Asian/Pacific Islander - gender unknown
HI03M	0624-0627	4	Grade 3 students - Hispanic - male
HI03F	0628-0631	4	Grade 3 students - Hispanic - female
HI03U	0632-0635	4	Grade 3 students - Hispanic - gender unknown
BL03M	0636-0639	4	Grade 3 students - Black, not Hispanic - male
BL03F	0640-0643	4	Grade 3 students - Black, not Hispanic - female
BL03U	0644-0647	4	Grade 3 students - Black, not Hispanic - gender unknown
WH03M	0648-0651	4	Grade 3 students - White, not Hispanic - male
WH03F	0652-0655	4	Grade 3 students - White, not Hispanic - female
WH03U	0656-0659	4	Grade 3 students - White, not Hispanic - gender unknown
TOT04	0660-0663	4	Total Grade 4 students
AM04M	0664-0667	4	Grade 4 students - American Indian/Alaskan Native - male
AM04F	0668-0671	4	Grade 4 students - American Indian/Alaskan Native - female
AM04U	0672-0675	4	Grade 4 students - American Indian/Alaskan Native - gender unknown
AS04M	0676-0679	4	Grade 4 students - Asian/Pacific Islander - male
AS04F	0680-0683	4	Grade 4 students - Asian/Pacific Islander - female
AS04U	0684-0687	4	Grade 4 students - Asian/Pacific Islander - gender unknown
HI04M	0688-0691	4	Grade 4 students - Hispanic - male
HI04F	0692-0695	4	Grade 4 students - Hispanic - female
HI04U	0696-0699	4	Grade 4 students - Hispanic - gender unknown
BL04M	0700-0703	4	Grade 4 students - Black, not Hispanic - male
BL04F	0704-0707	4	Grade 4 students - Black, not Hispanic - female
BL04U	0708-0711	4	Grade 4 students - Black, not Hispanic - gender unknown
WH04M	0712-0715	4	Grade 4 students - White, not Hispanic - male
WH04F	0716-0719	4	Grade 4 students - White, not Hispanic - female
WH04U	0720-0723	4	Grade 4 students - White, not Hispanic - gender unknown

**APPENDIX E-1: SCHOOL UNIVERSE LONG RECORD LAYOUT**

Field Name	Field Position	Field Length	Description
TOT05	0724-0727	4	Total Grade 5 students
AM05M	0728-0731	4	Grade 5 students - American Indian/Alaskan Native - male
AM05F	0732-0735	4	Grade 5 students - American Indian/Alaskan Native - female
AM05U	0736-0739	4	Grade 5 students - American Indian/Alaskan Native - gender unknown
AS05M	0740-0743	4	Grade 5 students - Asian/Pacific Islander - male
AS05F	0744-0747	4	Grade 5 students - Asian/Pacific Islander - female
AS05U	0748-0751	4	Grade 5 students - Asian/Pacific Islander - gender unknown
HI05M	0752-0755	4	Grade 5 students - Hispanic - male
HI05F	0756-0759	4	Grade 5 students - Hispanic - female
HI05U	0760-0763	4	Grade 5 students - Hispanic - gender unknown
BL05M	0764-0767	4	Grade 5 students - Black, not Hispanic - male
BL05F	0768-0771	4	Grade 5 students - Black, not Hispanic - female
BL05U	0772-0775	4	Grade 5 students - Black, not Hispanic - gender unknown
WH05M	0776-0779	4	Grade 5 students - White, not Hispanic - male
WH05F	0780-0783	4	Grade 5 students - White, not Hispanic - female
WH05U	0784-0787	4	Grade 5 students - White, not Hispanic - gender unknown
TOT06	0788-0791	4	Total Grade 6 students
AM06M	0792-0795	4	Grade 6 students - American Indian/Alaskan Native - male
AM06F	0796-0799	4	Grade 6 students - American Indian/Alaskan Native - female
AM06U	0800-0803	4	Grade 6 students - American Indian/Alaskan Native - gender unknown
AS06M	0804-0807	4	Grade 6 students - Asian/Pacific Islander - male
AS06F	0808-0811	4	Grade 6 students - Asian/Pacific Islander - female
AS06U	0812-0815	4	Grade 6 students - Asian/Pacific Islander - gender unknown
HI06M	0816-0819	4	Grade 6 students - Hispanic - male
HI06F	0820-0823	4	Grade 6 students - Hispanic - female
HI06U	0824-0827	4	Grade 6 students - Hispanic - gender unknown
BL06M	0828-0831	4	Grade 6 students - Black, not Hispanic - male
BL06F	0832-0835	4	Grade 6 students - Black, not Hispanic - female
BL06U	0836-0839	4	Grade 6 students - Black, not Hispanic - gender unknown
WH06M	0840-0843	4	Grade 6 students - White, not Hispanic - male
WH06F	0844-0847	4	Grade 6 students - White, not Hispanic - female
WH06U	0848-0851	4	Grade 6 students - White, not Hispanic - gender unknown
TOT07	0852-0855	4	Total Grade 7 students
AM07M	0856-0859	4	Grade 7 students - American Indian/Alaskan Native - male
AM07F	0860-0863	4	Grade 7 students - American Indian/Alaskan Native - female
AM07U	0864-0867	4	Grade 7 students - American Indian/Alaskan Native - gender unknown
AS07M	0868-0871	4	Grade 7 students - Asian/Pacific Islander - male
AS07F	0872-0875	4	Grade 7 students - Asian/Pacific Islander - female
AS07U	0876-0879	4	Grade 7 students - Asian/Pacific Islander - gender unknown
HI07M	0880-0883	4	Grade 7 students - Hispanic - male
HI07F	0884-0887	4	Grade 7 students - Hispanic - female
HI07U	0888-0891	4	Grade 7 students - Hispanic - gender unknown
BL07M	0892-0895	4	Grade 7 students - Black, not Hispanic - male
BL07F	0896-0899	4	Grade 7 students - Black, not Hispanic - female
BL07U	0900-0903	4	Grade 7 students - Black, not Hispanic - gender unknown
WH07M	0904-0907	4	Grade 7 students - White, not Hispanic - male
WH07F	0908-0911	4	Grade 7 students - White, not Hispanic - female
WH07U	0912-0915	4	Grade 7 students - White, not Hispanic - gender unknown

## APPENDIX E-1: SCHOOL UNIVERSE LONG RECORD LAYOUT

Field Name	Field Position	Field Length	Description
TOT08	0916-0919	4	Total Grade 8 students
AM08M	0920-0923	4	Grade 8 students - American Indian/Alaskan Native - male
AM08F	0924-0927	4	Grade 8 students - American Indian/Alaskan Native - female
AM08U	0928-0931	4	Grade 8 students - American Indian/Alaskan Native - gender unknown
AS08M	0932-0935	4	Grade 8 students - Asian/Pacific Islander - male
AS08F	0936-0939	4	Grade 8 students - Asian/Pacific Islander - female
AS08U	0940-0943	4	Grade 8 students - Asian/Pacific Islander - gender unknown
HI08M	0944-0947	4	Grade 8 students - Hispanic - male
HI08F	0948-0951	4	Grade 8 students - Hispanic - female
HI08U	0952-0955	4	Grade 8 students - Hispanic - gender unknown
BL08M	0956-0959	4	Grade 8 students - Black, not Hispanic - male
BL08F	0960-0963	4	Grade 8 students - Black, not Hispanic - female
BL08U	0964-0967	4	Grade 8 students - Black, not Hispanic - gender unknown
WH08M	0968-0971	4	Grade 8 students - White, not Hispanic - male
WH08F	0972-0975	4	Grade 8 students - White, not Hispanic - female
WH08U	0976-0979	4	Grade 8 students - White, not Hispanic - gender unknown
TOT09	0980-0983	4	Total Grade 9 students
AM09M	0984-0987	4	Grade 9 students - American Indian/Alaskan Native - male
AM09F	0988-0991	4	Grade 9 students - American Indian/Alaskan Native - female
AM09U	0992-0995	4	Grade 9 students - American Indian/Alaskan Native - gender unknown
AS09M	0996-0999	4	Grade 9 students - Asian/Pacific Islander - male
AS09F	1000-1003	4	Grade 9 students - Asian/Pacific Islander - female
AS09U	1004-1007	4	Grade 9 students - Asian/Pacific Islander - gender unknown
HI09M	1008-1011	4	Grade 9 students - Hispanic - male
HI09F	1012-1015	4	Grade 9 students - Hispanic - female
HI09U	1016-1019	4	Grade 9 students - Hispanic - gender unknown
BL09M	1020-1023	4	Grade 9 students - Black, not Hispanic - male
BL09F	1024-1027	4	Grade 9 students - Black, not Hispanic - female
BL09U	1028-1031	4	Grade 9 students - Black, not Hispanic - gender unknown
WH09M	1032-1035	4	Grade 9 students - White, not Hispanic - male
WH09F	1036-1039	4	Grade 9 students - White, not Hispanic - female
WH09U	1040-1043	4	Grade 9 students - White, not Hispanic - gender unknown
TOT10	1044-1047	4	Total Grade 10 students
AM10M	1048-1051	4	Grade 10 students - American Indian/Alaskan Native - male
AM10F	1052-1055	4	Grade 10 students - American Indian/Alaskan Native - female
AM10U	1056-1059	4	Grade 10 students - American Indian/Alaskan Native - gender unknown
AS10M	1060-1063	4	Grade 10 students - Asian/Pacific Islander - male
AS10F	1064-1067	4	Grade 10 students - Asian/Pacific Islander - female
AS10U	1068-1071	4	Grade 10 students - Asian/Pacific Islander - gender unknown
HI10M	1072-1075	4	Grade 10 students - Hispanic - male
HI10F	1076-1079	4	Grade 10 students - Hispanic - female
HI10U	1080-1083	4	Grade 10 students - Hispanic - gender unknown
BL10M	1084-1087	4	Grade 10 students - Black, not Hispanic - male
BL10F	1088-1091	4	Grade 10 students - Black, not Hispanic - female
BL10U	1092-1095	4	Grade 10 students - Black, not Hispanic - gender unknown
WH10M	1096-1099	4	Grade 10 students - White, not Hispanic - male
WH10F	1100-1103	4	Grade 10 students - White, not Hispanic - female
WH10U	1104-1107	4	Grade 10 students - White, not Hispanic - gender unknown

**APPENDIX E-1: SCHOOL UNIVERSE LONG RECORD LAYOUT**

Field Name	Field Position	Field Length	Description
TOT11	1108-1111	4	Total Grade 11 students
AM11M	1112-1115	4	Grade 11 students - American Indian/Alaskan Native - male
AM11F	1116-1119	4	Grade 11 students - American Indian/Alaskan Native - female
AM11U	1120-1123	4	Grade 11 students - American Indian/Alaskan Native - gender unknown
AS11M	1124-1127	4	Grade 11 students - Asian/Pacific Islander - male
AS11F	1128-1131	4	Grade 11 students - Asian/Pacific Islander - female
AS11U	1132-1135	4	Grade 11 students - Asian/Pacific Islander - gender unknown
HI11M	1136-1139	4	Grade 11 students - Hispanic - male
HI11F	1140-1143	4	Grade 11 students - Hispanic - female
HI11U	1144-1147	4	Grade 11 students - Hispanic - gender unknown
BL11M	1148-1151	4	Grade 11 students - Black, not Hispanic - male
BL11F	1152-1155	4	Grade 11 students - Black, not Hispanic - female
BL11U	1156-1159	4	Grade 11 students - Black, not Hispanic - gender unknown
WH11M	1160-1163	4	Grade 11 students - White, not Hispanic - male
WH11F	1164-1167	4	Grade 11 students - White, not Hispanic - female
WH11U	1168-1171	4	Grade 11 students - White, not Hispanic - gender unknown
TOT12	1172-1175	4	Total Grade 12 students
AM12M	1176-1179	4	Grade 12 students - American Indian/Alaskan Native - male
AM12F	1180-1183	4	Grade 12 students - American Indian/Alaskan Native - female
AM12U	1184-1187	4	Grade 12 students - American Indian/Alaskan Native - gender unknown
AS12M	1188-1191	4	Grade 12 students - Asian/Pacific Islander - male
AS12F	1192-1195	4	Grade 12 students - Asian/Pacific Islander - female
AS12U	1196-1199	4	Grade 12 students - Asian/Pacific Islander - gender unknown
HI12M	1200-1203	4	Grade 12 students - Hispanic - male
HI12F	1204-1207	4	Grade 12 students - Hispanic - female
HI12U	1208-1211	4	Grade 12 students - Hispanic - gender unknown
BL12M	1212-1215	4	Grade 12 students - Black, not Hispanic - male
BL12F	1216-1219	4	Grade 12 students - Black, not Hispanic - female
BL12U	1220-1223	4	Grade 12 students - Black, not Hispanic - gender unknown
WH12M	1224-1227	4	Grade 12 students - White, not Hispanic - male
WH12F	1228-1231	4	Grade 12 students - White, not Hispanic - female
WH12U	1232-1235	4	Grade 12 students - White, not Hispanic - gender unknown
TOTUG	1236-1239	4	Total Ungraded students
AMUGM	1240-1243	4	Ungraded students - American Indian/Alaskan Native - male
AMUGF	1244-1247	4	Ungraded students - American Indian/Alaskan Native - female
AMUGU	1248-1251	4	Ungraded students - American Indian/Alaskan Native - gender unknown
ASUGM	1252-1255	4	Ungraded students - Asian/Pacific Islander - male
ASUGF	1256-1259	4	Ungraded students - Asian/Pacific Islander - female
ASUGU	1260-1263	4	Ungraded students - Asian/Pacific Islander - gender unknown
HIUGM	1264-1267	4	Ungraded students - Hispanic - male
HIUGF	1268-1271	4	Ungraded students - Hispanic - female
HIUGU	1272-1275	4	Ungraded students - Hispanic - gender unknown
BLUGM	1276-1279	4	Ungraded students - Black, not Hispanic - male
BLUGF	1280-1283	4	Ungraded students - Black, not Hispanic - female
BLUGU	1284-1287	4	Ungraded students - Black, not Hispanic - gender unknown
WHUGM	1288-1291	4	Ungraded students - White, not Hispanic - male
WHUGF	1292-1295	4	Ungraded students - White, not Hispanic - female
WHUGU	1296-1299	4	Ungraded students - White, not Hispanic - gender unknown

**APPENDIX E-1: SCHOOL UNIVERSE LONG RECORD LAYOUT**

Field Name	Field Position	Field Length	Description
TOTAL	1300-1303	4	Total students, All Grades
AMALM	1304-1307	4	Total students, All Grades - American Indian/Alaskan Native - male
AMALF	1308-1311	4	Total students, All Grades - American Indian/Alaskan Native - female
AMALU	1312-1315	4	Total students, All Grades - American Indian/Alaskan Native - gender unknown
ASALM	1316-1319	4	Total students, All Grades - Asian/Pacific Islander - male
ASALF	1320-1323	4	Total students, All Grades - Asian/Pacific Islander - female
ASALU	1324-1327	4	Total students, All Grades - Asian/Pacific Islander - gender unknown
HIALM	1328-1331	4	Total students, All Grades - Hispanic - male
HIALF	1332-1335	4	Total students, All Grades - Hispanic - female
HIALU	1336-1339	4	Total students, All Grades - Hispanic - gender unknown
BLALM	1340-1343	4	Total students, All Grades - Black, not Hispanic - male
BLALF	1344-1347	4	Total students, All Grades - Black, not Hispanic - female
BLALU	1348-1351	4	Total students, All Grades - Black, not Hispanic - gender unknown
WHALM	1352-1355	4	Total students, All Grades - White, not Hispanic - male
WHALF	1356-1359	4	Total students, All Grades - White, not Hispanic - female
WHALU	1360-1363	4	Total students, All Grades - White, not Hispanic - gender unknown



**APPENDIX E-2: AGENCY UNIVERSE MULTIPLE RECORD LAYOUT**

Field Name	Field Position	Field Length	Description
RECTYPE	001-004	4	Record Type Code ( <b>AGID</b> )
LEAID	005-011	7	NCES Education Agency ID
STID	012-025	14	State Education Agency ID
NAME	026-085	60	Name of Education Agency
PHONE	086-095	10	Telephone Number (Area Code + Phone Number)
MSTREE	096-125	30	Mailing Address
MCITY	126-155	30	City
MSTATE	156-157	2	State (PO Abbreviation)
MZIP (R)	158-162	5	ZIP Code – Digits 1-5
MZIP4 (R)	163-166	4	ZIP Code – Digits 6-9
LSTREE	167-196	30	Location Address
LCITY	197-226	30	City
LSTATE	227-228	2	State (PO Abbreviation)
LZIP (R)	229-233	5	ZIP Code – Digits 1-5
LZIP4 (R)	234-237	4	ZIP Code – Digits 6-9
AGTYPE	238-238	1	Education Agency Type Code
UNION	239-241	3	Supervisory Union ID Number
CONAME	242-271	30	County Name
CONUM	272-276	5	FIPS County Code
BOUND	277-277	1	Operational Status Code
GSLO (R)	278-279	2	Grade Span Offered – Lowest Grade
GSHI (R)	280-281	2	Grade Span Offered – Highest Grade
<b>Students:</b>			
UG	282-288	7	Ungraded
PK12	289-295	7	PK-12
MIGRNT	296-302	7	Migrant Students served in a Summer Program
SPECED	303-309	7	Special Education - Individual Education Program (IEP)
LEP	310-316	7	Limited-English-Proficient
<b>Staff (one explicit decimal place):</b>			
RECTYPE	001-004	4	Record type code ( <b>ASTF</b> )
LEAID	005-011	7	NCES Education Agency ID
STID	012-025	14	State Education Agency ID
PKTCH	026-032	7	Prekindergarten Teachers
KGTCH	033-039	7	Kindergarten Teachers
ELMTCH	040-046	7	Elementary Teachers
SECTCH	047-053	7	Secondary Teachers
UGTCH	054-060	7	Teachers of Ungraded Classes
TOTTCH	061-067	7	Total FTE Teachers
AIDES	068-074	7	Instructional Aides
CORSUP	075-081	7	Instructional Coordinators & Supervisors
ELMGUI	082-088	7	Elementary Guidance Counselors
SECGUI	089-095	7	Secondary Guidance Counselors
TOTGUI	096-102	7	Total Guidance
LIBSPE	103-109	7	Librarians/Media Specialists
LIBSUP	110-116	7	Library/Media Support Staff
LEAADM	117-123	7	LEA Administrators
LEASUP	124-130	7	LEA Administrative Support Staff
SCHADM	131-137	7	School Administrators
SCHSUP	138-144	7	School Administrative Support Staff
STUSUP	145-151	7	Student Support Services Staff
OTHSUP	152-158	7	All Other Support Staff

**APPENDIX E-2: AGENCY UNIVERSE MULTIPLE RECORD LAYOUT**

Field Name	Field Position	Field Length	Description
<b>Diploma Recipients by Race/Ethnicity and by Gender:</b>			
RECTYPE	001-004	4	Record Type Code (ADPL)
LEAID	005-011	7	NCES Education Agency ID
STID	012-025	14	State Education Agency ID
TOTDPL	026-031	6	Total Diploma Recipients
AMDPLM	032-037	6	Diploma Recipients - American Indian/Alaskan Native - male
AMDPLF	038-043	6	Diploma Recipients - American Indian/Alaskan Native - female
AMDPLU	044-049	6	Diploma Recipients - American Indian/Alaskan Native - gender unknown
ASDPLM	050-055	6	Diploma Recipients - Asian/Pacific Islander - male
ASDPLF	056-061	6	Diploma Recipients - Asian/Pacific Islander - female
ASDPLU	062-067	6	Diploma Recipients - Asian/Pacific Islander - gender unknown
HIDPLM	068-073	6	Diploma Recipients - Hispanic - male
HIDPLF	074-079	6	Diploma Recipients - Hispanic - female
HIDPLU	080-085	6	Diploma Recipients - Hispanic - gender unknown
BLDPLM	086-091	6	Diploma Recipients - Black, not Hispanic - male
BLDPLF	092-097	6	Diploma Recipients - Black, not Hispanic - female
BLDPLU	098-103	6	Diploma Recipients - Black, not Hispanic - gender unknown
WHDPLM	104-109	6	Diploma Recipients - White, not Hispanic - male
WHDPLF	110-115	6	Diploma Recipients - White, not Hispanic - female
WHDPLU	116-121	6	Diploma Recipients - White, not Hispanic - gender unknown
<b>Other High School Completers by Race/Ethnicity and by Gender:</b>			
RECTYPE	001-004	4	Record Type Code (AOHC)
LEAID	005-011	7	NCES Education Agency ID
STID	012-025	14	State Education Agency ID
TOTOHC	026-031	6	Total Other High School Completers
AMOHCM	032-037	6	Other High School Completers - American Indian/Alaskan Native - male
AMOHCF	038-043	6	Other High School Completers - American Indian/Alaskan Native - female
AMOHCU	044-049	6	Other High School Completers - American Indian/Alaskan Native - gender unkn
ASOHCM	050-055	6	Other High School Completers - Asian/Pacific Islander - male
ASOHCF	056-061	6	Other High School Completers - Asian/Pacific Islander - female
ASOHCU	062-067	6	Other High School Completers - Asian/Pacific Islander - gender unknown
HIOHCM	068-073	6	Other High School Completers - Hispanic - male
HIOHCF	074-079	6	Other High School Completers - Hispanic - female
HIOHCU	080-085	6	Other High School Completers - Hispanic - gender unknown
BLOHCM	086-091	6	Other High School Completers - Black, not Hispanic - male
BLOHCF	092-097	6	Other High School Completers - Black, not Hispanic - female
BLOHCU	098-103	6	Other High School Completers - Black, not Hispanic - gender unknown
WHOHCM	104-109	6	Other High School Completers - White, not Hispanic - male
WHOHCF	110-115	6	Other High School Completers - White, not Hispanic - female
WHOHCU	116-121	6	Other High School Completers - White, not Hispanic - gender unknown

**APPENDIX E-2: AGENCY UNIVERSE MULTIPLE RECORD LAYOUT**

Field Name	Field Position	Field Length	Description
<b>Dropouts by Grade, by Race/Ethnicity and by Gender:</b>			
RECTYPE	001-004	4	Record Type Code ( <b>AD07</b> )
LEAID	005-011	7	NCES Education Agency ID
STID	012-025	14	State Education Agency ID
TOTD07	026-031	6	Total Grade 7 dropouts
AMD07M	032-037	6	Grade 7 dropouts - American Indian/Alaskan Native - male
AMD07F	038-043	6	Grade 7 dropouts - American Indian/Alaskan Native - female
AMD07U	044-049	6	Grade 7 dropouts - American Indian/Alaskan Native - gender unknown
ASD07M	050-055	6	Grade 7 dropouts - Asian/Pacific Islander - male
ASD07F	056-061	6	Grade 7 dropouts - Asian/Pacific Islander - female
ASD07U	062-067	6	Grade 7 dropouts - Asian/Pacific Islander - gender unknown
HID07M	068-073	6	Grade 7 dropouts - Hispanic - male
HID07F	074-079	6	Grade 7 dropouts - Hispanic - female
HID07U	080-085	6	Grade 7 dropouts - Hispanic - gender unknown
BLD07M	086-091	6	Grade 7 dropouts - Black, not Hispanic - male
BLD07F	092-097	6	Grade 7 dropouts - Black, not Hispanic - female
BLD07U	098-103	6	Grade 7 dropouts - Black, not Hispanic - gender unknown
WHD07M	104-109	6	Grade 7 dropouts - White, not Hispanic - male
WHD07F	110-115	6	Grade 7 dropouts - White, not Hispanic - female
WHD07U	116-121	6	Grade 7 dropouts - White, not Hispanic - gender unknown
RECTYPE	001-004	4	Record Type Code ( <b>AD08</b> )
LEAID	005-011	7	NCES Education Agency ID
STID	012-025	14	State Education Agency ID
TOTD08	026-031	6	Total Grade 8 dropouts
AMD08M	032-037	6	Grade 8 dropouts - American Indian/Alaskan Native - male
AMD08F	038-043	6	Grade 8 dropouts - American Indian/Alaskan Native - female
AMD08U	044-049	6	Grade 8 dropouts - American Indian/Alaskan Native - gender unknown
ASD08M	050-055	6	Grade 8 dropouts - Asian/Pacific Islander - male
ASD08F	056-061	6	Grade 8 dropouts - Asian/Pacific Islander - female
ASD08U	062-067	6	Grade 8 dropouts - Asian/Pacific Islander - gender unknown
HID08M	068-073	6	Grade 8 dropouts - Hispanic - male
HID08F	074-079	6	Grade 8 dropouts - Hispanic - female
HID08U	080-085	6	Grade 8 dropouts - Hispanic - gender unknown
BLD08M	086-091	6	Grade 8 dropouts - Black, not Hispanic - male
BLD08F	092-097	6	Grade 8 dropouts - Black, not Hispanic - female
BLD08U	098-103	6	Grade 8 dropouts - Black, not Hispanic - gender unknown
WHD08M	104-109	6	Grade 8 dropouts - White, not Hispanic - male
WHD08F	110-115	6	Grade 8 dropouts - White, not Hispanic - female
WHD08U	116-121	6	Grade 8 dropouts - White, not Hispanic - gender unknown

**APPENDIX E-2: AGENCY UNIVERSE MULTIPLE RECORD LAYOUT**

Field Name	Field Position	Field Length	Description
RECTYPE	001-004	4	Record Type Code ( <b>AD09</b> )
LEAID	005-011	7	NCES Education Agency ID
STID	012-025	14	State Education Agency ID
TOTD09	026-031	6	Total Grade 9 dropouts
AMD09M	032-037	6	Grade 9 dropouts - American Indian/Alaskan Native - male
AMD09F	038-043	6	Grade 9 dropouts - American Indian/Alaskan Native - female
AMD09U	044-049	6	Grade 9 dropouts - American Indian/Alaskan Native - gender unknown
ASD09M	050-055	6	Grade 9 dropouts - Asian/Pacific Islander - male
ASD09F	056-061	6	Grade 9 dropouts - Asian/Pacific Islander - female
ASD09U	062-067	6	Grade 9 dropouts - Asian/Pacific Islander - gender unknown
HID09M	068-073	6	Grade 9 dropouts - Hispanic - male
HID09F	074-079	6	Grade 9 dropouts - Hispanic - female
HID09U	080-085	6	Grade 9 dropouts - Hispanic - gender unknown
BLD09M	086-091	6	Grade 9 dropouts - Black, not Hispanic - male
BLD09F	092-097	6	Grade 9 dropouts - Black, not Hispanic - female
BLD09U	098-103	6	Grade 9 dropouts - Black, not Hispanic - gender unknown
WHD09M	104-109	6	Grade 9 dropouts - White, not Hispanic - male
WHD09F	110-115	6	Grade 9 dropouts - White, not Hispanic - female
WHD09U	116-121	6	Grade 9 dropouts - White, not Hispanic - gender unknown
RECTYPE	001-004	4	Record Type Code ( <b>AD10</b> )
LEAID	005-011	7	NCES Education Agency ID
STID	012-025	14	State Education Agency ID
TOTD10	026-031	6	Total Grade 10 dropouts
AMD10M	032-037	6	Grade 10 dropouts - American Indian/Alaskan Native - male
AMD10F	038-043	6	Grade 10 dropouts - American Indian/Alaskan Native - female
AMD10U	044-049	6	Grade 10 dropouts - American Indian/Alaskan Native - gender unknown
ASD10M	050-055	6	Grade 10 dropouts - Asian/Pacific Islander - male
ASD10F	056-061	6	Grade 10 dropouts - Asian/Pacific Islander - female
ASD10U	062-067	6	Grade 10 dropouts - Asian/Pacific Islander - gender unknown
HID10M	068-073	6	Grade 10 dropouts - Hispanic - male
HID10F	074-079	6	Grade 10 dropouts - Hispanic - female
HID10U	080-085	6	Grade 10 dropouts - Hispanic - gender unknown
BLD10M	086-091	6	Grade 10 dropouts - Black, not Hispanic - male
BLD10F	092-097	6	Grade 10 dropouts - Black, not Hispanic - female
BLD10U	098-103	6	Grade 10 dropouts - Black, not Hispanic - gender unknown
WHD10M	104-109	6	Grade 10 dropouts - White, not Hispanic - male
WHD10F	110-115	6	Grade 10 dropouts - White, not Hispanic - female
WHD10U	116-121	6	Grade 10 dropouts - White, not Hispanic - gender unknown

**APPENDIX E-2: AGENCY UNIVERSE MULTIPLE RECORD LAYOUT**

Field Name	Field Position	Field Length	Description
RECTYPE	001-004	4	Record Type Code ( <b>AD11</b> )
LEAID	005-011	7	NCES Education Agency ID
STID	012-025	14	State Education Agency ID
TOTD11	026-031	6	Total Grade 11 dropouts
AMD11M	032-037	6	Grade 11 dropouts - American Indian/Alaskan Native - male
AMD11F	038-043	6	Grade 11 dropouts - American Indian/Alaskan Native - female
AMD11U	044-049	6	Grade 11 dropouts - American Indian/Alaskan Native - gender unknown
ASD11M	050-055	6	Grade 11 dropouts - Asian/Pacific Islander - male
ASD11F	056-061	6	Grade 11 dropouts - Asian/Pacific Islander - female
ASD11U	062-067	6	Grade 11 dropouts - Asian/Pacific Islander - gender unknown
HID11M	068-073	6	Grade 11 dropouts - Hispanic - male
HID11F	074-079	6	Grade 11 dropouts - Hispanic - female
HID11U	080-085	6	Grade 11 dropouts - Hispanic - gender unknown
BLD11M	086-091	6	Grade 11 dropouts - Black, not Hispanic - male
BLD11F	092-097	6	Grade 11 dropouts - Black, not Hispanic - female
BLD11U	098-103	6	Grade 11 dropouts - Black, not Hispanic - gender unknown
WHD11M	104-109	6	Grade 11 dropouts - White, not Hispanic - male
WHD11F	110-115	6	Grade 11 dropouts - White, not Hispanic - female
WHD11U	116-121	6	Grade 11 dropouts - White, not Hispanic - gender unknown
RECTYPE	001-004	4	Record Type Code ( <b>AD12</b> )
LEAID	005-011	7	NCES Education Agency ID
STID	012-025	14	State Education Agency ID
TOTD12	026-031	6	Total Grade 12 dropouts
AMD12M	032-037	6	Grade 12 dropouts - American Indian/Alaskan Native - male
AMD12F	038-043	6	Grade 12 dropouts - American Indian/Alaskan Native - female
AMD12U	044-049	6	Grade 12 dropouts - American Indian/Alaskan Native - gender unknown
ASD12M	050-055	6	Grade 12 dropouts - Asian/Pacific Islander - male
ASD12F	056-061	6	Grade 12 dropouts - Asian/Pacific Islander - female
ASD12U	062-067	6	Grade 12 dropouts - Asian/Pacific Islander - gender unknown
HID12M	068-073	6	Grade 12 dropouts - Hispanic - male
HID12F	074-079	6	Grade 12 dropouts - Hispanic - female
HID12U	080-085	6	Grade 12 dropouts - Hispanic - gender unknown
BLD12M	086-091	6	Grade 12 dropouts - Black, not Hispanic - male
BLD12F	092-097	6	Grade 12 dropouts - Black, not Hispanic - female
BLD12U	098-103	6	Grade 12 dropouts - Black, not Hispanic - gender unknown
WHD12M	104-109	6	Grade 12 dropouts - White, not Hispanic - male
WHD12F	110-115	6	Grade 12 dropouts - White, not Hispanic - female
WHD12U	116-121	6	Grade 12 dropouts - White, not Hispanic - gender unknown



**APPENDIX E-2: AGENCY UNIVERSE LONG RECORD LAYOUT**

Field Name	Field Position	Field Length	Description
LEAID	0001-0007	7	NCES Education Agency ID
STID	0008-0021	14	State Education Agency ID
NAME	0022-0081	60	Name of Education Agency
PHONE	0082-0091	10	Telephone Number (Area Code + Phone Number)
MSTREE	0092-0121	30	Mailing Address
MCITY	0122-0151	30	City
MSTATE	0152-0153	2	State (PO Abbreviation)
MZIP (R)	0154-0158	5	ZIP Code – Digits 1-5
MZIP4 (R)	0159-0162	4	ZIP Code – Digits 6-9
LSTREE	0163-0192	30	Location Address
LCITY	0193-0222	30	City
LSTATE	0223-0224	2	State (PO Abbreviation)
LZIP (R)	0225-0229	5	ZIP Code – Digits 1-5
LZIP4 (R)	0230-0233	4	ZIP Code – Digits 6-9
AGTYPE	0234-0234	1	Agency Type Code
UNION	0235-0237	3	Supervisory Union Number
CONAME	0238-0267	30	County Name
CONUM	0268-0272	5	FIPS County Code
BOUND	0273-0273	1	Operational Status Code
GSLO (R)	0274-0275	2	Grade Span Offered – Lowest Grade
GSHI (R)	0276-0277	2	Grade Span Offered – Highest Grade
<b>Students:</b>			
UG	0278-0284	7	Ungraded
PK12	0285-0291	7	PK - 12
MIGRNT	0292-0298	7	Migrant Students served in a Summer Program
SPECED	0299-0305	7	Special Education - Individual Education Program (IEP)
LEP	0306-0312	7	Limited-English-Proficient
<b>Staff (one explicit decimal place):</b>			
PKTCH	0313-0319	7	Prekindergarten Teachers
KGTCH	0320-0326	7	Kindergarten Teachers
ELMTCH	0327-0333	7	Elementary Teachers
SECTCH	0334-0340	7	Secondary Teachers
UGTCH	0341-0347	7	Teachers of Ungraded Classes
TOTTCH	0348-0354	7	Total FTE Teachers
AIDES	0355-0361	7	Instructional Aides
CORSUP	0362-0368	7	Instructional Coordinators & Supervisors
ELMGUI	0369-0375	7	Elementary Guidance Counselors
SECGUI	0376-0382	7	Secondary Guidance Counselors
TOTGUI	0383-0389	7	Total Guidance Counselors
LIBSPE	0390-0396	7	Librarians/Media Specialists
LIBSUP	0397-0403	7	Library/Media Support Staff
LEAADM	0404-0410	7	LEA Administrators
LEASUP	0411-0417	7	LEA Administrative Support Staff
SCHADM	0418-0424	7	School Administrators
SCHSUP	0425-0431	7	School Administrative Support Staff
STUSUP	0432-0438	7	Student Support Services Staff
OTHSUP	0439-0445	7	All Other Support Services Staff

**APPENDIX E-2: AGENCY UNIVERSE LONG RECORD LAYOUT**

Field Name	Field Position	Field Length	Description
<b>Diploma Recipients by Race/Ethnicity, and by Gender:</b>			
TOTDPL	0446-0451	6	Total Diploma Recipients
AMDPLM	0452-0457	6	Diploma Recipients - American Indian/Alaskan Native - male
AMDPLF	0458-0463	6	Diploma Recipients - American Indian/Alaskan Native - female
AMDPLU	0464-0469	6	Diploma Recipients - American Indian/Alaskan Native - gender unknown
ASDPLM	0470-0475	6	Diploma Recipients - Asian/Pacific Islander - male
ASDPLF	0476-0481	6	Diploma Recipients - Asian/Pacific Islander - female
ASDPLU	0482-0487	6	Diploma Recipients - Asian/Pacific Islander - gender unknown
HIDPLM	0488-0493	6	Diploma Recipients - Hispanic - male
HIDPLF	0494-0499	6	Diploma Recipients - Hispanic - female
HIDPLU	0500-0505	6	Diploma Recipients - Hispanic - gender unknown
BLDPLM	0506-0511	6	Diploma Recipients - Black, not Hispanic - male
BLDPLF	0512-0517	6	Diploma Recipients - Black, not Hispanic - female
BLDPLU	0518-0523	6	Diploma Recipients - Black, not Hispanic - gender unknown
WHDPLM	0524-0529	6	Diploma Recipients - White, not Hispanic - male
WHDPLF	0530-0535	6	Diploma Recipients - White, not Hispanic - female
WHDPLU	0536-0541	6	Diploma Recipients - White, not Hispanic - gender unknown
<b>Other High School Completers by Race/Ethnicity, and by Gender:</b>			
TOTOHC	0542-0547	6	Total Other High School Completers
AMOHCM	0548-0553	6	Other High School Completers - American Indian/Alaskan Native - male
AMOHCF	0554-0559	6	Other High School Completers - American Indian/Alaskan Native - female
AMOHCU	0560-0565	6	Other High School Completers - American Indian/Alaskan Native - gender unkn
ASOHCM	0566-0571	6	Other High School Completers - Asian/Pacific Islander - male
ASOHCF	0572-0577	6	Other High School Completers - Asian/Pacific Islander - female
ASOHCU	0578-0583	6	Other High School Completers - Asian/Pacific Islander - gender unknown
HIOHCM	0584-0589	6	Other High School Completers - Hispanic - male
HIOHCF	0590-0595	6	Other High School Completers - Hispanic - female
HIOHCU	0596-0601	6	Other High School Completers - Hispanic - gender unknown
BLOHCM	0602-0607	6	Other High School Completers - Black, not Hispanic - male
BLOHCF	0608-0613	6	Other High School Completers - Black, not Hispanic - female
BLOHCU	0614-0619	6	Other High School Completers - Black, not Hispanic - gender unknown
WHOHCM	0620-0625	6	Other High School Completers - White, not Hispanic - male
WHOHCF	0626-0631	6	Other High School Completers - White, not Hispanic - female
WHOHCU	0632-0637	6	Other High School Completers - White, not Hispanic - gender unknown

**APPENDIX E-2: AGENCY UNIVERSE LONG RECORD LAYOUT**

Field Name	Field Position	Field Length	Description
<b>Dropouts by Grade, by Race/Ethnicity, and by Gender:</b>			
TOTD07	0638-0643	6	Total Grade 7 dropouts
AMD07M	0644-0649	6	Grade 7 dropouts - American Indian/Alaskan Native - male
AMD07F	0650-0655	6	Grade 7 dropouts - American Indian/Alaskan Native - female
AMD07U	0656-0661	6	Grade 7 dropouts - American Indian/Alaskan Native - gender unknown
ASD07M	0662-0667	6	Grade 7 dropouts - Asian/Pacific Islander - male
ASD07F	0668-0673	6	Grade 7 dropouts - Asian/Pacific Islander - female
ASD07U	0674-0679	6	Grade 7 dropouts - Asian/Pacific Islander - gender unknown
HID07M	0680-0685	6	Grade 7 dropouts - Hispanic - male
HID07F	0686-0691	6	Grade 7 dropouts - Hispanic - female
HID07U	0692-0697	6	Grade 7 dropouts - Hispanic - gender unknown
BLD07M	0698-0703	6	Grade 7 dropouts - Black, not Hispanic - male
BLD07F	0704-0709	6	Grade 7 dropouts - Black, not Hispanic - female
BLD07U	0710-0715	6	Grade 7 dropouts - Black, not Hispanic - gender unknown
WHD07M	0716-0721	6	Grade 7 dropouts - White, not Hispanic - male
WHD07F	0722-0727	6	Grade 7 dropouts - White, not Hispanic - female
WHD07U	0728-0733	6	Grade 7 dropouts - White, not Hispanic - gender unknown
TOTD08	0734-0739	6	Total Grade 8 dropouts
AMD08M	0740-0745	6	Grade 8 dropouts - American Indian/Alaskan Native - male
AMD08F	0746-0751	6	Grade 8 dropouts - American Indian/Alaskan Native - female
AMD08U	0752-0757	6	Grade 8 dropouts - American Indian/Alaskan Native - gender unknown
ASD08M	0758-0763	6	Grade 8 dropouts - Asian/Pacific Islander - male
ASD08F	0764-0769	6	Grade 8 dropouts - Asian/Pacific Islander - female
ASD08U	0770-0775	6	Grade 8 dropouts - Asian/Pacific Islander- gender unknown
HID08M	0776-0781	6	Grade 8 dropouts - Hispanic - male
HID08F	0782-0787	6	Grade 8 dropouts - Hispanic - female
HID08U	0788-0793	6	Grade 8 dropouts - Hispanic - gender unknown
BLD08M	0794-0799	6	Grade 8 dropouts - Black, not Hispanic - male
BLD08F	0800-0805	6	Grade 8 dropouts - Black, not Hispanic - female
BLD08U	0806-0811	6	Grade 8 dropouts - Black, not Hispanic - gender unknown
WHD08M	0812-0817	6	Grade 8 dropouts - White, not Hispanic - male
WHD08F	0818-0823	6	Grade 8 dropouts - White, not Hispanic - female
WHD08U	0824-0829	6	Grade 8 dropouts - White, not Hispanic - gender unknown
TOTD09	0830-0835	6	Total Grade 9 dropouts
AMD09M	0836-0841	6	Grade 9 dropouts - American Indian/Alaskan Native - male
AMD09F	0842-0847	6	Grade 9 dropouts - American Indian/Alaskan Native - female
AMD09U	0848-0853	6	Grade 9 dropouts - American Indian/Alaskan Native - gender unknown
ASD09M	0854-0859	6	Grade 9 dropouts - Asian/Pacific Islander - male
ASD09F	0860-0865	6	Grade 9 dropouts - Asian/Pacific Islander - female
ASD09U	0866-0871	6	Grade 9 dropouts - Asian/Pacific Islander - gender unknown
HID09M	0872-0877	6	Grade 9 dropouts - Hispanic - male
HID09F	0878-0883	6	Grade 9 dropouts - Hispanic - female
HID09U	0884-0889	6	Grade 9 dropouts - Hispanic - gender unknown
BLD09M	0890-0895	6	Grade 9 dropouts - Black, not Hispanic - male
BLD09F	0896-0901	6	Grade 9 dropouts - Black, not Hispanic - female
BLD09U	0902-0907	6	Grade 9 dropouts - Black, not Hispanic - gender unknown
WHD09M	0908-0913	6	Grade 9 dropouts - White, not Hispanic - male
WHD09F	0914-0919	6	Grade 9 dropouts - White, not Hispanic - female
WHD09U	0920-0925	6	Grade 9 dropouts - White, not Hispanic - gender unknown

**APPENDIX E-2: AGENCY UNIVERSE LONG RECORD LAYOUT**

Field Name	Field Position	Field Length	Description
TOTD10	0926-0931	6	Total Grade 10 dropouts
AMD10M	0932-0937	6	Grade 10 dropouts - American Indian/Alaskan Native - male
AMD10F	0938-0943	6	Grade 10 dropouts - American Indian/Alaskan Native - female
AMD10U	0944-0949	6	Grade 10 dropouts - American Indian/Alaskan Native - gender unknown
ASD10M	0950-0955	6	Grade 10 dropouts - Asian/Pacific Islander - male
ASD10F	0956-0961	6	Grade 10 dropouts - Asian/Pacific Islander - female
ASD10U	0962-0967	6	Grade 10 dropouts - Asian/Pacific Islander - gender unknown
HID10M	0968-0973	6	Grade 10 dropouts - Hispanic - male
HID10F	0974-0979	6	Grade 10 dropouts - Hispanic - female
HID10U	0980-0985	6	Grade 10 dropouts - Hispanic - gender unknown
BLD10M	0986-0991	6	Grade 10 dropouts - Black, not Hispanic - male
BLD10F	0992-0997	6	Grade 10 dropouts - Black, not Hispanic - female
BLD10U	0998-1003	6	Grade 10 dropouts - Black, not Hispanic - gender unknown
WHD10M	1004-1009	6	Grade 10 dropouts - White, not Hispanic - male
WHD10F	1010-1015	6	Grade 10 dropouts - White, not Hispanic - female
WHD10U	1016-1021	6	Grade 10 dropouts - White, not Hispanic - gender unknown
TOTD11	1022-1027	6	Total Grade 11 dropouts
AMD11M	1028-1033	6	Grade 11 dropouts - American Indian/Alaskan Native - male
AMD11F	1034-1039	6	Grade 11 dropouts - American Indian/Alaskan Native - female
AMD11U	1040-1045	6	Grade 11 dropouts - American Indian/Alaskan Native - gender unknown
ASD11M	1046-1051	6	Grade 11 dropouts - Asian/Pacific Islander - male
ASD11F	1052-1057	6	Grade 11 dropouts - Asian/Pacific Islander - female
ASD11U	1058-1063	6	Grade 11 dropouts - Asian/Pacific Islander - gender unknown
HID11M	1064-1069	6	Grade 11 dropouts - Hispanic - male
HID11F	1070-1075	6	Grade 11 dropouts - Hispanic - female
HID11U	1076-1081	6	Grade 11 dropouts - Hispanic - gender unknown
BLD11M	1082-1087	6	Grade 11 dropouts - Black, not Hispanic - male
BLD11F	1088-1093	6	Grade 11 dropouts - Black, not Hispanic - female
BLD11U	1094-1099	6	Grade 11 dropouts - Black, not Hispanic - gender unknown
WHD11M	1100-1105	6	Grade 11 dropouts - White, not Hispanic - male
WHD11F	1106-1111	6	Grade 11 dropouts - White, not Hispanic - female
WHD11U	1112-1117	6	Grade 11 dropouts - White, not Hispanic - gender unknown
TOTD12	1118-1123	6	Total Grade 12 dropouts
AMD12M	1124-1129	6	Grade 12 dropouts - American Indian/Alaskan Native - male
AMD12F	1130-1135	6	Grade 12 dropouts - American Indian/Alaskan Native - female
AMD12U	1136-1141	6	Grade 12 dropouts - American Indian/Alaskan Native - gender unknown
ASD12M	1142-1147	6	Grade 12 dropouts - Asian/Pacific Islander - male
ASD12F	1148-1153	6	Grade 12 dropouts - Asian/Pacific Islander - female
ASD12U	1154-1159	6	Grade 12 dropouts - Asian/Pacific Islander - gender unknown
HID12M	1160-1165	6	Grade 12 dropouts - Hispanic - male
HID12F	1166-1171	6	Grade 12 dropouts - Hispanic - female
HID12U	1172-1177	6	Grade 12 dropouts - Hispanic - gender unknown
BLD12M	1178-1183	6	Grade 12 dropouts - Black, not Hispanic - male
BLD12F	1184-1189	6	Grade 12 dropouts - Black, not Hispanic - female
BLD12U	1190-1195	6	Grade 12 dropouts - Black, not Hispanic - gender unknown
WHD12M	1196-1201	6	Grade 12 dropouts - White, not Hispanic - male
WHD12F	1202-1207	6	Grade 12 dropouts - White, not Hispanic - female
WHD12U	1208-1213	6	Grade 12 dropouts - White, not Hispanic - gender unknown

### APPENDIX E-3: STATE NONFISCAL RECORD LAYOUT

Field Name	Field Position	Field Length	Description
SURVYEAR	001-004	4	Starting Year of Survey (2000)
STFIPS	005-006	2	Fed Info Processing Std (FIPS)Code (0 -78)
STABR	007-008	2	State (PO Abbreviation)
SEANAME	009-043	35	Name of State Education Agency
STREET	044-068	25	Mailing Address
CITY	069-086	18	City
STNAME	087-111	25	Name of the State
ZIP	112-116	5	First Five Digits of the ZIP Code
ZIP4	117-121	5	a Dash and Four Digits
PHONE	122-135	14	Telephone Number (Area Code + Phone Number)
<b>Instructional Staff:</b>			
B01	136-140	5	Prekindergarten Teachers
B02	141-145	5	Kindergarten Teachers
B03	146-151	6	Elementary Teachers
B04	152-157	6	Secondary Teachers
B05	158-162	5	Teachers of Ungraded Classes
B06	163-168	6	Total FTE Teachers
B07	169-173	5	Instructional Aides
B08	174-178	5	Instructional Coordinators & Supervisors
<b>Support Services Staff Counts:</b>			
C01	179-182	4	Elementary Guidance Counselors/Directors
C02	183-186	4	Secondary Guidance Counselors/Directors
C03	187-190	4	Total Guidance Counselors/Directors
C04	191-194	4	Librarians
C05	195-198	4	Library Support Staff
C06	199-203	5	Lea Administrators
C07	204-208	5	Administrative Support Staff
C08	209-213	5	School Administrators
C09	214-218	5	School Administrative Support Staff
C10	219-223	5	Student Support Services
C11	224-229	6	All Other Support Services Staff
<b>Students by Grade:</b>			
D01	230-235	6	Prekindergarten Students
D02	236-241	6	Kindergarten Students
D03	242-247	6	Grade 1 students
D04	248-253	6	Grade 2 students
D05	254-259	6	Grade 3 students
D06	260-265	6	Grade 4 students
D07	266-271	6	Grade 5 students
D08	272-277	6	Grade 6 students
D09	278-283	6	Grade 7 students
D10	284-289	6	Grade 8 students
D11	290-295	6	Grade 9 students
D12	296-301	6	Grade 10 students
D13	302-307	6	Grade 11 students
D14	308-313	6	Grade 12 students
D15	314-319	6	Ungraded students
D16	320-327	8	Total students

### APPENDIX E-3: STATE NONFISCAL RECORD LAYOUT

Field Name	Field Position	Field Length	Description
<b>High School Completers:</b>			
E01	328-333	6	Diploma Recipients
E02	334-339	6	<b>Set = "N" (Other Diploma Recipients is not applicable)</b>
E03	340-345	6	H.S. Equivalency Recipients
E04	346-351	6	Other H.S. Completers
<b>Students by Grade and by Race/Ethnicity:</b>			
D01AMIN	352-357	6	Prekindergarten students - American Indian/Alaskan Native
D01ASIN	358-363	6	Prekindergarten students - Asian/Pacific Islander
D01HISP	364-369	6	Prekindergarten students - Hispanic
D01BLK	370-375	6	Prekindergarten students - Black, not Hispanic
D01WHT	376-381	6	Prekindergarten students - White, not Hispanic
D02AMIN	382-387	6	Kindergarten students - American Indian/Alaskan Native
D02ASIN	388-393	6	Kindergarten students - Asian/Pacific Islander
D02HISP	394-399	6	Kindergarten students - Hispanic
D02BLK	400-405	6	Kindergarten students -Black, not Hispanic
D02WHT	406-411	6	Kindergarten students - White, not Hispanic
D03AMIN	412-417	6	Grade 1 students - American Indian/Alaskan Native
D03ASIN	418-423	6	Grade 1 students - Asian/Pacific Islander
D03HISP	424-429	6	Grade 1 students - Hispanic
D03BLK	430-435	6	Grade 1 students - Black, not Hispanic
D03WHT	436-441	6	Grade 1 students - White, not Hispanic
D04AMIN	442-447	6	Grade 2 students - American Indian/Alaskan Native
D04ASIN	448-453	6	Grade 2 students - Asian/Pacific Islander
D04HISP	454-459	6	Grade 2 students - Hispanic
D04BLK	460-465	6	Grade 2 students - Black, not Hispanic
D04WHT	466-471	6	Grade 2 students - White, not Hispanic
D05AMIN	472-477	6	Grade 3 students - American Indian/Alaskan Native
D05ASIN	478-483	6	Grade 3 students - Asian/Pacific Islander
D05HISP	484-489	6	Grade 3 students - Hispanic
D05BLK	490-495	6	Grade 3 students - Black, not Hispanic
D05WHT	496-501	6	Grade 3 students - White, not Hispanic
D06AMIN	502-507	6	Grade 4 students - American Indian/Alaskan Native
D06ASIN	508-513	6	Grade 4 students - Asian/Pacific Islander
D06HISP	514-519	6	Grade 4 students - Hispanic
D06BLK	520-525	6	Grade 4 students - Black, not Hispanic
D06WHT	526-531	6	Grade 4 students - White, not Hispanic
D07AMIN	532-537	6	Grade 5 students - American Indian/Alaskan Native
D07ASIN	538-543	6	Grade 5 students - Asian/Pacific Islander
D07HISP	544-549	6	Grade 5 students - Hispanic
D07BLK	550-555	6	Grade 5 students - Black, not Hispanic
D07WHT	556-561	6	Grade 5 students - White, not Hispanic

### APPENDIX E-3: STATE NONFISCAL RECORD LAYOUT

Field Name	Field Position	Field Length	Description
D08AMIN	562-567	6	Grade 6 students - American Indian/Alaskan Native
D08ASIN	568-573	6	Grade 6 students - Asian/Pacific Islander
D08HISP	574-579	6	Grade 6 students - Hispanic
D08BLK	580-585	6	Grade 6 students - Black, not Hispanic
D08WHT	586-591	6	Grade 6 students - White, not Hispanic
D09AMIN	592-597	6	Grade 7 students - American Indian/Alaskan Native
D09ASIN	598-603	6	Grade 7 students - Asian/Pacific Islander
D09HISP	604-609	6	Grade 7 students - Hispanic
D09BLK	610-615	6	Grade 7 students - Black, not Hispanic
D09WHT	616-621	6	Grade 7 students - White, not Hispanic
D10AMIN	622-627	6	Grade 8 students - American Indian/Alaskan Native
D10ASIN	628-633	6	Grade 8 students - Asian/Pacific Islander
D10HISP	634-639	6	Grade 8 students - Hispanic
D10BLK	640-645	6	Grade 8 students - Black, not Hispanic
D10WHT	646-651	6	Grade 8 students - White, not Hispanic
D11AMIN	652-657	6	Grade 9 students - American Indian/Alaskan Native
D11ASIN	658-663	6	Grade 9 students - Asian/Pacific Islander
D11HISP	664-669	6	Grade 9 students - Hispanic
D11BLK	670-675	6	Grade 9 students - Black, not Hispanic
D11WHT	676-681	6	Grade 9 students - White, not Hispanic
D12AMIN	682-687	6	Grade 10 students - American Indian/Alaskan Native
D12ASIN	688-693	6	Grade 10 students - Asian/Pacific Islander
D12HISP	694-699	6	Grade 10 students - Hispanic
D12BLK	700-705	6	Grade 10 students - Black, not Hispanic
D12WHT	706-711	6	Grade 10 students - White, not Hispanic
D13AMIN	712-717	6	Grade 11 students - American Indian/Alaskan Native
D13ASIN	718-723	6	Grade 11 students - Asian/Pacific Islander
D13HISP	724-729	6	Grade 11 students - Hispanic
D13BLK	730-735	6	Grade 11 students - Black, not Hispanic
D13WHT	736-741	6	Grade 11 students - White, not Hispanic
D14AMIN	742-747	6	Grade 12 students - American Indian/Alaskan Native
D14ASIN	748-753	6	Grade 12 students - Asian/Pacific Islander
D14HISP	754-759	6	Grade 12 students - Hispanic
D14BLK	760-765	6	Grade 12 students - Black, not Hispanic
D14WHT	766-771	6	Grade 12 students - White, not Hispanic
D15AMIN	772-777	6	Ungraded students - American Indian/Alaskan Native
D15ASIN	778-783	6	Ungraded students - Asian/Pacific Islander
D15HISP	784-789	6	Ungraded students - Hispanic
D15BLK	790-795	6	Ungraded students - Black, not Hispanic
D15WHT	796-801	6	Ungraded students - White, not Hispanic
D16AMIN	802-809	8	Total students - American Indian/Alaskan Native
D16ASIN	810-817	8	Total students - Asian/Pacific Islander
D16HISP	818-825	8	Total students - Hispanic
D16BLK	826-833	8	Total students - Black, not Hispanic
D16WHT	834-841	8	Total students - White, not Hispanic

### APPENDIX E-3: STATE NONFISCAL RECORD LAYOUT

Field Name	Field Position	Field Length	Description
<b>Diploma Recipients by Race/Ethnicity:</b>			
E01AMIN	842-847	6	Diploma Recipients - American Indian/Alaskan Native
E01ASIN	848-853	6	Diploma Recipients - Asian/Pacific Islander
E01HISP	854-859	6	Diploma Recipients - Hispanic
E01BLK	860-865	6	Diploma Recipients - Black, not Hispanic
E01WHT	866-871	6	Diploma Recipients - White, not Hispanic
<b>Other Diploma Recipients by Race/Ethnicity:</b>			
E02AMIN	872-877	6	Set = "N" (Other Diploma Recipients is not applicable)
E02ASIN	878-883	6	Set = "N" (Other Diploma Recipients is not applicable)
E02HISP	884-889	6	Set = "N" (Other Diploma Recipients is not applicable)
E02BLK	890-895	6	Set = "N" (Other Diploma Recipients is not applicable)
E02WHT	896-901	6	Set = "N" (Other Diploma Recipients is not applicable)
<b>H.S. Equivalency Recipients by Race/Ethnicity:</b>			
E03AMIN	902-907	6	H.S. Equivalency Recipients - American Indian/Alaskan Native
E03ASIN	908-913	6	H.S. Equivalency Recipients - Asian/Pacific Islander
E03HISP	914-919	6	H.S. Equivalency Recipients - Hispanic
E03BLK	920-925	6	H.S. Equivalency Recipients - Black, not Hispanic
E03WHT	926-931	6	H.S. Equivalency Recipients - White, not Hispanic
<b>Other H.S. Completers by Race/Ethnicity:</b>			
E04AMIN	932-937	6	Other H.S. Completers - American Indian/Alaskan Native
E04ASIN	938-943	6	Other H.S. Completers - Asian/Pacific Islander
E04HISP	944-949	6	Other H.S. Completers - Hispanic
E04BLK	950-955	6	Other H.S. Completers - Black, not Hispanic
E04WHT	956-961	6	Other H.S. Completers - White, not Hispanic

## APPENDIX F-1: STATE ABBREVIATIONS USED IN CCD SURVEYS

AL	Alabama	MN	Minnesota
AK	Alaska	MS	Mississippi
AS	American Samoa	MO	Missouri
AZ	Arizona	MT	Montana
AR	Arkansas	NE	Nebraska
BI*	Bureau of Indian Affairs	NV	Nevada
CA	California	NH	New Hampshire
CO	Colorado	NJ	New Jersey
CT	Connecticut	NM	New Mexico
DC	District of Columbia	NY	New York
DE	Delaware	NC	North Carolina
DD*	Dept of Defense Dependents Schools - Domestic	ND	North Dakota
DO*	Dept of Defense Dependents Schools - Overseas	MP	Northern Mariana
FL	Florida	OH	Ohio
GA	Georgia	OK	Oklahoma
GU	Guam	OR	Oregon
HI	Hawaii	PA	Pennsylvania
ID	Idaho	PR	Puerto Rico
IL	Illinois	RI	Rhode Island
IN	Indiana	SC	South Carolina
IA	Iowa	SD	South Dakota
KS	Kansas	TN	Tennessee
KY	Kentucky	TX	Texas
LA	Louisiana	UT	Utah
ME	Maine	VT	Vermont
MD	Maryland	VI	Virgin Islands
MA	Massachusetts	VA	Virginia
MI	Michigan	WA	Washington
		WV	West Virginia
		WI	Wisconsin
		WY	Wyoming

\* Not official U.S. FIPS code.



## APPENDIX F-2: OTHER ABBREVIATIONS USED IN CCD SURVEYS

ACAD	Academic	MUN	Municipal
ADM	Administration, Administrative	NRS	Nursing
AG	Agriculture		
AGY	Agency	OP	Operations
		ORG	Organization
BD	Board		
BL	Blind	PAR	Parish
BOR	Borough	PLT	Plantation
CAR	Career	PROG	Program
CITY	City	PUB	Public
CLD	Child		
CLDN	Children	REORG	Reorganized
CMTE	Committee	RES	Resource
CNSM	Consortium	RGN	Region
CNT	Central	RGNL	Regional
CTR	Center	RGT	Regents
COM	Community	RNH	Ranch
COMM	Commission		
COMP	Computer	SCH	School
COMPHEN	Comprehensive	SEC	Secondary
CON	Consolidated	SEP	Separate
COOP	Cooperative	SOC	Social
CORP	Corporation	SPEC	Special
CORR	Correction	SR	Senior
CO	County	SRV	Service
CUR	Curriculum	ST	State
		SUPT	Superintendent
DEPT	Department	SUPV	Supervisor
DF	Deaf		
DIST	District	TECH	Technical
DVL	Development	TERR	Territory
		TRD	Trade
ED	Education	TRN	Training
EDL	Educational	TWN	Town
ELEM	Elementary	TWP	Township
ELEM SCH	Elementary School		
EXM	Exempted	UNF	Unified
		UNIV	University
FAM	Family	UNORG	Unorganized
		UNT	United
HLT	Health		
HM	Home	VIL	Village
HND	Handicap/Handicapped	VLY	Valley
HS	High School	VOC	Vocational
		VOCTECH	Vocational Technical School
IMP	Improvement		
IND	Independent	VOED	Vocational Education
INST	Institution		
INT	Intermediate	YTH	Youth
JCT	Junction		
JHS	Junior High School		
JR	Junior		
LOC	Local		
LRN	Learning		
MIDSCH	Middle School		
METRO	Metropolitan		
MUL	Multi		



## APPENDIX G: DROPOUT REPORTING INSTRUCTIONS

### Common Core of Data Dropout Statistic: Reporting Instructions for the 1999-2000 School Year January 2001

Below are the instructions for reporting student dropouts for the National Center for Education Statistics on the Common Core of Data (CCD) survey. Reported student dropout data should be comparable across all state school districts. The student dropout count is reported at the school district level on the CCD Public Education Agency Survey.

#### I. Dropout Definition

The CCD dropout definition is based on a “snapshot” count of students at the beginning of the school year: A dropout:

1. was enrolled in school time during the previous school year<sup>1</sup> and did **not** enroll on October 1 of the current school year; **or**
2. was **not** enrolled on October 1 of the previous school year but expected to be in membership (i.e., was **not** reported as a dropout the year before); **and**
3. has **not** graduated from high school or completed a state- or district-approved educational program, **and**
4. **does not** meet any of the following exclusionary conditions:
  - i. transfer to another public school district, private school, or state- or district-approved education program;
  - ii. temporary school-recognized absence due to suspension or illness, or
  - iii. death.

**When using the dropout definition, the following definitions also apply:**

- A. **School year** is the 12-month period beginning on October 1, 1999 and ending September 30, 2000. **Include** the summer following the regular school year.
- B. **School completer** graduated from high school or completed some other education program that is approved by the state or local education agency.
- C. **State- or district-approved program** is formal recognition of completion from school authorities. Include special education programs, home-based instruction, and programs administered by a secondary education agency (but not adult or postsecondary education programs) leading to a GED-based diploma or some other certification differing from the regular diploma. Programs recognized as legitimate by the state are considered approved even if the public education system does not directly administer them; home schooling and charter schools are examples of such programs.
- D. **Transfer to another school or program** is confirmed by a method selected by the state or school district. A transcript request, withdrawal notice signed by a parent that includes assurances the student will be enrolled elsewhere, and the like are acceptable. States should **not** accept hearsay reports or unsubstantiated statements of intent from departing students.
- E. **Race/ethnicity** of student dropouts is reported using the current standards set by the Office of Management and Budget. The categories approved for the CCD through the 2000-2001 school year are American Indian/Alaskan Native; Asian/Pacific Islander; Hispanic; Black, not Hispanic; and White, not Hispanic. Definitions are included in the CCD Instructions Manual.
- F. **Gender** of student dropouts is reported as either male or female.
- G. **Grade classifications**, grades 7 through 12, are used to report student dropouts, not the student’s age.
- H. **Ungraded student dropouts** are allocated to the grade most appropriate for their age.

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<sup>1</sup> A student who was enrolled in September, 1999; dropped out of school in February, 2000; and was **not** enrolled in school on October 1, 2000 would be reported as a 1999-2000 dropout (**previous year**) on the 2000-2001 CCD (**current year**).

## APPENDIX G: DROPOUT REPORTING INSTRUCTIONS

### II. Other Basic Guidelines

The CCD reports an **event** dropout count – the number of students who leave school during a calendar year. The student count is taken on October 1, 1999 or the school day closest to this date, in order to agree with the CCD student membership count collected on the same day.

**To determine the student is a dropout on October 1, 1999** - A student who misses much of the previous school year (1998-1999) but who is in membership on October 1, 1999 is **not** considered a dropout. A student **not** in membership on October 1, 1999 but who returns later in that school year is a dropout (for the previous year, 1998-1999). CCD publications compute a dropout rate by dividing the number of student dropouts by the student membership count taken at the beginning of that year.

#### More guidelines:

1. “**Summer dropouts**” are students who are not dropouts at the close of the previous school year (1998-1999) but who fail to enroll by October 1, 1999. Summer dropouts are reported as dropouts for the grade and school year for which they fail to report. For example, a student who completes the 10<sup>th</sup> grade in 1998-1999 but who is not re-enrolled on October 1, 1999 is reported as a 1999-2000 dropout for 11<sup>th</sup> grade.
2. Students who enroll in adult education programs are counted as dropouts **unless the elementary/secondary school system remains responsible for the student**. The guideline ensures that students who do not complete a program but for whom the district no longer takes responsibility are counted as dropouts.
  - i. This means that a student who enrolls in a school-operated program for high-risk students **is not a dropout**, even if the program is preparing the student to take the GED examination. Transfer to an alternative education setting, if it is part of the elementary/secondary education system, is not considered dropping out. Students enrolled in elementary/secondary education in prisons, hospitals, ‘store front’ locations or other nontraditional locations are not dropouts if the program is part of the elementary/secondary system.
  - ii. A student who leaves an elementary/secondary school and enrolls in adult education **is a dropout**. The exception is the case in which the public school system monitors the student’s enrollment and reports the student as a dropout if the student drops out of the adult program. An example of this would be a cooperative arrangement between a public school district and a local technical institute that provides GED preparation for students referred directly by the district. The district counts as dropouts the referred students who do not complete the GED study program. Students who drop out during the 1998-1999 school year but who have obtained a completion credential, such as a GED-based diploma or certificate of completion, on October 1, 1999 are not reported as dropouts.
3. An early college admissions student, one who transfers to a postsecondary program leading to a baccalaureate or associate’s degree, is not a dropout.
4. Students who fail to meet some graduation requirements, and who leave school without a diploma or other credential, are dropouts even if they have completed the 12<sup>th</sup> grade.
5. Students who leave the United States are not considered to be dropouts even if the school district cannot document the student’s subsequent enrollment in school.
6. Students who drop out during the 1998-1999 school year but are re-enrolled on October 1, 1999 are not reported as dropouts.
7. Students who drop out multiple times in a school year are reported only once for a single school year. However, students who drop out in more than one year are reported as dropouts for each year in which they are not in membership on October 1.
8. Report underage student dropouts leaving school when they are still too young to do so legally. Report data on the CCD if they drop out of grades 7 through 12. These students should be reported even if the state or district considers them “truants” rather than dropouts.

## APPENDIX G: DROPOUT REPORTING INSTRUCTIONS

Summary of School Leaver Status	
A Student Who:	Dropout?
1. Graduated or received some other recognized credential, such as a certificate of attendance or GED	No
2. Only attended summer school in this school district (was not enrolled during the regular school year)	No
3. Left school without a diploma or other certification after passing age up to which the district was required to provide a free, public education	Yes
4. Died	No
5. Is gone; status is unknown	Yes
6. Moved to another district in this or some other state, not known to be in school	Yes
7. Moved out of the United States, enrollment status not known	No
8. Transferred, enrolled in:	
Another public school, a private school, or charter school	No
Home schooling	No
Early college (baccalaureate or associate's program)	No
Adult education program not administered by a regular school district	Yes
9. Is in an institution that is not primarily academic (military, possibly Job Corps, corrections, etc.)	
Offers a secondary education program <input style="width: 50px; height: 15px;" type="checkbox"/>	No
Does not offer a secondary education program	Yes
10. Is not in school, but known to be:	
Planning to enroll late (e.g., extended family vacation, seasonal work)	No
Ill, verified as legitimate	No
Ill, not verified as legitimate	Yes
Suffering long-term illness and not receiving education services (residential drug treatment, severe physical or mental illness)	No
Suspended or expelled; term of suspension or expulsion not yet over	No
Suspended or expelled; term of suspension or expulsion over	Yes
Expelled, no option to return	Yes
Expelled, enrolled in another school and/or district	No
11. Is in a nontraditional education setting, such as hospital/homebound instruction, residential special education, correctional institution, community or technical college:	
Program administered by agency considered a special school district or extension of a regular school district	No
Program is off-campus offering of regular school district	No
Program not approved or administered by regular district; classified as adult education	Yes

For more information contact [beth\\_young@ed.gov](mailto:beth_young@ed.gov). The CCD is administered by the National Center for Education Statistics, 1900 K Street, NW, Washington, DC, 20006-5651.



## APPENDIX H HOW TO MAKE CORRECTIONS TO SUBMITTED DATA

1. Submit corrections for every data field separately on a record layout.
2. Each record layout should consist of :

Identification Number – 20 character field

Data Field Name – length is 8 characters

Corrected Data – maximum of 60 characters

Identification Number	Data Field	Corrected Data

This procedure to submit corrections is valid for all three CCD surveys.



## **VI. GLOSSARY OF TERMS**



## GLOSSARY OF TERMS

### Agency

See "Education Agency."

### All Other Support Staff

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

### Alternative Education School

See also "Type Code, School."

A public elementary/secondary school that:

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

### American Indian/Alaskan Native

A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.

### Asian/Pacific Islander

A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.

### Black, Not Hispanic

A person having origins in any of the black racial groups of Africa.

### Central City

A city:

- Within a Metropolitan Statistical Area (MSA),
- With a Census Urbanized Area Code.

### Charter School

A school providing free public elementary and/or secondary education to eligible students under a specific charter granted by the state legislature or other appropriate authority, and designated by such authority to be a charter school.

### Classroom Teachers (FTE)

Total number of classroom teachers stated on a full-time equivalency basis for all graded and/or ungraded classes in a school. See also FTE (Full-time Equivalency).

### Completer, High School

Student who has graduated from high school or completed some other education program that is approved by the state or local education agency

### Consolidated Metropolitan Statistical Area (CMSA)

An area that meets the requirements to qualify as a MSA and has a population of one million or more becomes a CMSA if component parts are recognized as Primary Metropolitan Statistical Areas (PMSAs).

### Diploma, High School

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

### Diploma Recipients

Student graduates receives regular diplomas during the previous school year and the subsequent summer school.

### Dropout

A dropout is a student who:

- Was enrolled in school at some time during the previous school year and was not enrolled on October 1 of the current school year; or
- was not enrolled on October 1 of the previous school year although expected to be in membership (i.e., was not reported as a dropout the year before); and
- 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:
  1. transfer to another public school district, private school, or state- or district-approved educational program;
  2. temporary school-recognized absence due to suspension or illness; or
  3. death.

### Education Agency

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

### Elementary

General levels of instruction classified by state and local practice as elementary, that is composed of any span of grades not above grade 8. Preschool or kindergarten instruction is included **only** if these programs are an integral part of an elementary school or a regularly established school system.

## GLOSSARY OF TERMS

### Elementary Guidance Counselors

Professional staff assigned specific duties and school time for any of the following activities in an elementary setting:

- 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; and/or
- 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 elementary and secondary level components.

### Elementary Teachers

Teachers of general level instruction classified by state and local practice as elementary and composed of any span of grades not above grade 8. **Exclude prekindergarten 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.

### FIPS County Code

This is a standard number that identifies each county and county-type area in the United States. Taken from the National Institute of Standards and Technology publication, FIPS Pub. 6-4, the code indicates the county where the office of the education agency's chief executive officer is located. The code number is a 5-digit number that can be obtained from the Census Bureau.

### Free Lunch Eligible Student

A student eligible to participate for the Free Lunch Program under the National School Lunch Act.

### Free Lunch Program

A program under the National School Lunch Act that provides cash subsidies for free and reduced-price lunches to students based on family size and income criteria.

### Full-time Equivalency (FTE)

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

### Gender

Gender is considered either male or female.

### General Education Development Test (GED)

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.

### Grade Classifications

Grades 7 through 12 are used to report student dropouts.

### Grade Span Offered

The span of grades served by this school or agency, whether or not there are students currently enrolled in all grades.

### Head Start Program

A 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).

Head Start students and teachers are reported on the CCD only when the program is administered by a local education agency.

### High School Completion Count

A count of graduates and other high school completers including diploma recipients, other high school completers, and high school equivalency recipients (State Nonfiscal Survey only).

### High School Diploma

A formal document certifying the successful completion of a prescribed secondary school program of studies.

### High School Equivalency Certificate

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

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

## GLOSSARY OF TERMS

### High School Equivalency Recipients

Individuals age 19 years or younger who received a high school equivalency certificate during the previous school year or subsequent summer.

### Hispanic

A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

### Individual Education Program (IEP)

See Special Education-Individual Educational Program (IEP).

### 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

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

### Large City

A central city of a CMSA or MSA, with the city having a population greater than or equal to 250,000. See also "Locale Code."

### Large Town

An incorporated place or Census designated place with a population greater than or equal to 25,000 and located outside a CMSA or MSA. See also "Locale Code."

### Librarians and Media Specialists

Professional staff members and supervisors assigned specific duties and school time for professional library and media service activities. **Activities include** selecting, acquiring, preparing, cataloging, and circulating books and other printed materials; planning the use of library and media services by students, teachers and other members of the instructional staff; and guiding individuals in their use of media services and library 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).

### Limited-English-Proficient (LEP) Students

- are born outside of the United States and their native language is other than English; or
- come from environments where the language is predominantly non-English; or
- American Indians and Alaskan Natives whose level of English language proficiency may have been impacted by a non-English environment resulting in difficulty speaking, reading, writing, or understanding the English language. These individuals may have been denied the opportunity to learn successfully in classrooms of English language instruction or to participate fully in our society.

### Limited-English-Proficient (LEP) Students Served in Appropriate Programs

LEP students are students being served in appropriate programs of language assistance (e.g., English as a Second Language, High Intensity Language Training, bilingual education). **Do not count pupils enrolled in a class to learn a language other than English.**

### Local Education Agency (LEA) Administrative Support Staff

Staff members who provide direct support to LEA administrators, **including secretarial and other clerical staff.**

### Local Education Agency (LEA) Administrators

**Include** local education agency superintendents, deputy and assistant superintendents, and other persons with district-wide responsibilities such as business managers and administrative assistants. **Exclude** supervisors of instructional or student support staff.

## GLOSSARY OF TERMS

### Locale Code

The locale code is the designation of a school's degree of urbanization based on its geographic location and population attributes such as density. School locale codes are coded by Census from school addresses in CCD files. The classifications are:

- 1 = **Large City:** A central city of a CMSA or MSA, with the city having a population greater than or equal to 250,000.
- 2 = **Mid-size City:** A central city of a CMSA or MSA, with the city having a population less than 250,000.
- 3 = **Urban Fringe of a Large City:** Any incorporated place, Census designated place, or non-place territory within a CMSA or MSA of a Large City and defined as urban by the Census Bureau.
- 4 = **Urban Fringe of a Mid-size City:** Any incorporated place, Census designated place, or non-place territory within a CMSA or MSA of a Mid-Size City and defined as urban by the Census Bureau.
- 5 = **Large Town:** An incorporated place or Census designated place with a population greater than or equal to 25,000 and located outside a CMSA or MSA.
- 6 = **Small Town:** An incorporated place or Census designated place with population less than 25,000 and greater than or equal to 2,500 and located outside a CMSA or MSA.
- 7 = **Rural:** Any incorporated place, Census designated place, or non-place territory designated as rural by the Census Bureau.

### Location Address

This is the physical location of the school or agency.

### Magnet School or Program

A magnet school or program is a special school or program designed

- to attract students of different racial/ethnic backgrounds for the purpose of reducing, preventing or eliminating racial isolation (50% or more minority enrollment); and/or
- to provide an academic or social focus on a particular theme (e.g. science/math, performing arts, gifted/talented, or foreign language).

### Mailing Address

This is the location where mail is delivered. In some cases, this may not represent the physical site of that school or agency.

### Media Specialists

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

### Membership Count

Total student enrollment on October 1 (or the closest school day to October 1) for all grade levels and ungraded pupils. **Include** students both present and absent on the measurement day.

### Metropolitan Status Codes

This is the classification of an education agency's service area relative to a Metropolitan Statistical Area. If the instructional or service area includes a central core city of an MSA and extends into a large geographic area, select code 1 or 2 depending on the location of the largest population served. Every education agency should be classified into only one category. The classifications are:

- 1 = Primarily serves a central city of an MSA
- 2 = Serves an MSA but not primarily its central city
- 3 = Does not serve an MSA

### Metropolitan Areas

The term Metropolitan Area (MA) refers collectively to Metropolitan Statistical Areas, Consolidated Metropolitan Statistical Areas, Primary Metropolitan Statistical Areas, and New England County Metropolitan Areas. The Office of Management and Budget (OMB) defines new MA's and revises definitions of existing MA's by applying published standards to decennial census data.

### Metropolitan Statistical Area (MSA)

An area consisting of one or more contiguous counties (cities and towns in New England) that contain a core area with a large population nucleus, as well as adjacent communities having a high degree of economic and social integration with that core. The core area must include a city with a population of 50,000 or more, or an urbanized area (UA). If a MSA qualifies on the basis of a UA (and no city of 50,000) the total MSA population must be at least 100,000 (75,000 in New England).

### Mid-size City

A central city of a CMSA or MSA, with the city having a population less than 250,000. See also "Locale Code."

## GLOSSARY OF TERMS

### Migrant Student

A migrant student is defined under 34 CFR 200.40. If further information is needed on the definition of a migrant child, consult your State Migrant Program Director.

### Non-MSA City

A city or place, not in a Metropolitan Statistical Area, with a minimum population of 25,000 inhabitants and a population density of at least 1,000 per square mile. Such city or place does not have a Census Urbanized Area Code.

### Operational Status Code, Agency

This is the classification of changes in an education agency's boundaries or jurisdiction since the last report to NCES. The classifications are:

- 1 = **Open:** Agency was listed on previous year's CCD agency universe; it has had no significant change in geographical boundaries or instructional responsibility (grade span offered).
- 2 = **Closed:** Agency was listed on previous year's CCD agency universe; it is not currently in operation, is not expected to operate in the future, and should be removed from the database.
- 3 = **New:** Agency was not listed on previous year's CCD agency universe; it has been newly created or completely restructured into current geographical boundaries or instructional responsibility. **Include new agencies, if known, whether or not yet populated with students.**
- 4 = **Added:** Agency was not listed on previous year's CCD agency universe; it was in existence but was not reported; it is currently in operation and is now being added.
- 5 = **Changed Boundary:** Agency was in existence and was listed on previous year's CCD agency universe, but has undergone a significant change in geographical boundaries or instructional responsibility.

### Operational Status Code, School

This is the classification of the operational condition of a school. The classifications are:

- 1 = **Open:** School was listed on previous year's CCD school universe; it is currently in operation or, if temporarily closed, as for repairs or a shortage of students, is expected to open within two years.
- 2 = **Closed:** School was listed on previous year's CCD school universe; it is not currently in operation, is not expected to operate in the future, and should be removed from the database.
- 3 = **New:** School was not listed on previous year's CCD school universe; it has been newly created or completely restructured into the current instructional level or program. **Include new schools, if known, whether or not yet populated with students.**
- 4 = **Added:** School was not listed on previous year's CCD school universe; it was in existence but was not reported; it is currently in operation and is now being added.
- 5 = **Changed Agency:** School was in existence and was listed on previous year's CCD school universe as being affiliated with a different education agency; its internal organization and instructional level have not changed, but it is now affiliated with another agency.

### Other High School Completers

Individuals who 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

See "All Other Support Staff".

### Prekindergarten

A group or class that is part of a public school program, and is taught during the year or years preceding kindergarten. Include Head Start programs.

## GLOSSARY OF TERMS

### **Prekindergarten Teachers**

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 if part of authorized public education program.**

### **Primary Metropolitan Statistical Area (PMSA)**

If an area meets the requirements to qualify as a MSA and has a population of one million or more, one or more PMSAs may be defined within it if statistical criteria are met and local opinion also is in favor. A PMSA consists of a large urbanized county, or a cluster of such counties (cities and towns in New England) that have substantial commuting interchange. When one or more PMSAs have been recognized the larger area of which they are component parts then is designated a CMSA.

### **Public School**

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

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

### **Racial/Ethnic Categories**

Describe groups to which individuals belong. R/E categories do not denote scientific definitions of anthropological origins. The categories are American Indian/Alaskan Native; Asian/Pacific Islander; Hispanic; Black, Not Hispanic; and White, Not Hispanic. The CCD will retain these categories until some time after tabulation guidelines have been established for reporting aggregated data. For additional information about specific categories, go to the individual racial/ethnic definition.

### **Reduced-Price Lunch Eligible Students**

Students eligible to participate in the Reduced-Price Lunch Program under the National School Lunch Act.

### **Regional Education Service Agency (RESA)**

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

### **Regular School**

A public elementary/secondary school that does **not** focus primarily on vocational, special, or alternative education. See also "Type Code, School."

### **Rural**

Any incorporated place, Census designated place, or non-place territory designated as rural by the Census Bureau. See also "Locale Code."

### **School**

An institution that provides education services.

### **School Administrative Support Staff**

- Persons whose activities are concerned with support of the teaching and administrative duties of the office of the principal or department chairpersons, **including clerical staff and secretaries.**

### **School Administrators**

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

- Principals, assistant principals, and other assistants;
- persons 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 that operates under a public board of education.

### **School Year**

The 12-month period beginning on October 1 and ending the following September 30. Include the summer following the regular school year.

### **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.

## GLOSSARY OF TERMS

### Secondary Guidance Counselors

Professional staff assigned specific duties and school time for any of the following activities in a secondary school setting:

- 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; and/or
- 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 elementary and secondary level components.

### Secondary Teachers

Teachers of a 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.

### Small Town

An incorporated place or Census designated place with population less than 25,000 and greater than or equal to 2,500 and located outside a CMSA or MSA. See also "Locale Code."

### Special Education-Individual Education Program (IEP)

The 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; and
- Appropriate objectives, criteria and evaluation procedures and schedules for determining, on at least an annual basis, whether instructional objectives are being achieved.

### Special Education School

See also "Type Code, School."

A 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; and
- 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

An education agency or program operated by a state/territorial government. Examples include elementary/secondary programs operated by the state for the deaf or blind; and programs operated by state correctional facilities.

### State or District Approved Program

Is the formal recognition of completion from school authorities. Include special education programs, home-based instruction, and programs administered by a secondary education agency (but not adult or postsecondary) leading to a GED-based diploma or some other certification differing from the regular diploma. Programs recognized as legitimate by the state are considered approved even if the public education system does not directly administer them. Examples of such programs are home schooling and charter schools.

### Status Code

See "Operational Status Code."

### Student

Individual receiving instruction 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. **Include** attendance officers; staff providing health, psychology, speech pathology, audiology, or social services; and supervisors of the preceding staff and of health, transportation, and food service workers.

## GLOSSARY OF TERMS

### Summer Dropouts

Students who completed their grade program at the close of the previous school year, but who fail to enroll by October 1 of the subsequent fall term. Report the student dropouts for the grade and school year for which they fail to enroll. For example, a student who completes the 10<sup>th</sup> grade at the end of the school year, but does not re-enroll by October 1 of the following school year is reported as an 11<sup>th</sup> grade dropout of the current school year.

### Supervisory Union

An education 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 records.

### Teachers of Ungraded Classes

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

### Title 1 Eligible School

A school designated under appropriate state and federal regulations as being eligible for participation in programs authorized by Title 1 of Public Law 103-382.

### Title 1 School-wide Program

A program in which all the pupils in a school are designated under appropriate state and federal regulations as being eligible for participation in programs authorized by Title 1 of Public Law 103-382.

### Transfer To Another School or Program

Transfer students may be confirmed by a method selected by the state or school district. A transcript request, withdrawal notice signed by a parent that includes assurances the student will be enrolled elsewhere, and the like are acceptable. In determining dropout status, states are discouraged from accepting hearsay reports or unsubstantiated statements of intent from departing students.

### Type Code, Agency

The education agency type code is a classification of education agencies within the geographic boundaries of a state according to the level of administrative and operational control. The classifications are:

- 1 = Regular local school district that is not a component of a supervisory union; this category includes both independent school districts and those that are a dependent segment of a local government such as a city or county. Agencies that do not operate schools ("non-ops") but have primary responsibility to provide free public elementary and/or secondary education to school-age children within their jurisdictions should be included.
- 2 = Local school district that is a component of a supervisory union; that is, it shares a superintendent and administrative services with other local school districts. Each agency given this code should have an entry in the "Supervisory Union Identification Number" field corresponding to the appropriate type 3 or type 4 agency. Non-ops in supervisory unions should be included in this category.
- 3 = Supervisory union administrative center, or county superintendent's office serving the same purposes: Each agency given this code should have an entry in the "Supervisory Union Identification Number" field. Student and staff data reported elsewhere should not be duplicated in records carrying this code.
- 4 = Regional education services agency: Agencies created for the purposes of providing specialized educational services to other education agencies. Student and staff data reported elsewhere should **not** be duplicated in records carrying this code.
- 5 = State agency charged with providing elementary and/or secondary level instruction to school-age children in a specified population, e.g., agency responsible for state schools for the blind or deaf students, correctional facilities, state hospitals.
- 6 = Federal agency charged with providing elementary and/or secondary level instruction to school-age children in a specified population.
- 7 = Other education agencies that do not fit into the first six categories.

## GLOSSARY OF TERMS

### **Type Code, School**

School type is a classification of schools conducting elementary and/or secondary instruction or programs according to the ordinary or special instructional needs of students. The four classifications are:

- 1 = Regular School
- 2 = Special Education School
- 3 = Vocational Education School
- 4 = Alternative Education School

### **Ungraded**

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

### **Ungraded Teachers**

See "Teachers of Ungraded Classes."

### **Urban Fringe of a Large City**

Any incorporated place, Census designated place, or non-place territory within a CMSA or MSA of a Large City and defined as urban by the Census Bureau. See also "Locale Code."

### **Urban Fringe of a Mid-size City**

Any incorporated place, Census designated place, or non-place territory within a CMSA or MSA of a Mid-Size City and defined as urban by the Census Bureau. See also "Locale Code."

### **Urbanized Area Code**

UA code identifies an urbanized area, usually the same as an encompassing Metropolitan Area (MA). If the MA title cities represents multiple UAs, or the UA title city does not correspond to the first name of an MA title, the Census Bureau assigns a code based on the alphabetic sequence of the UA title in relationship to all other UA and MA titles.

### **Vocational Education School**

A public elementary/secondary school that focuses primarily on vocational education, and provides education and training in one or more semi-skilled or technical operations. See also "Type Code, School."

### **White, Not Hispanic**

A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.



## INDEX

- Abbreviations, 3
- Abbreviations, Other, 79
- Abbreviations, State, 77
- Agency Name, 19
- Agency/School Name, School Survey, 7
- CCD Downloadable Reporting Software, 45
- Census Bureau Contacts, iv
- Charter School, 10
- Classroom Teachers, School Survey, 11
- Coordinator/Certification, 3
- Coordinator's Corner, iv
- Corrections To Submitted Data, 85
- County Name, 21
- Diploma Recipients, Ed. Agency Survey, 23
- Diploma Recipients, State Nonfiscal Survey, 30
- Dropout Reporting Instructions, 81
- Dropouts, 24
- Due Date, 3
- File Formats
  - ASCII Text, 47
  - Database, 47
  - SAS, 47
  - Spreadsheet, 47
- FIPS County Codes, 21
- Free Lunch Eligible, 11
- General Survey Procedures, 4
- Grade Span Offered, Ed. Agency Survey, 22
- Grade Span Offered, School Survey, 10
- High School Equivalency Recipients, State Nonfiscal Survey, 30
- Instruction Manual Coverage, 3
- Instructional Staff, Ed. Agency Survey, 23
- Instructional Staff, State Nonfiscal Survey, 29
- Limited-English-Proficient Students, 22
- Location Address, Ed. Agency Survey, 20
- Location Address, School Survey, 8
- Magnet School, 10
- Mailing Address, Ed. Agency Survey, 20
- Mailing Address, School Survey, 8
- Migrant Students, 11
- Migrant Students Served in a Summer Program, 22
- NCES Contacts, iv
- NCES Identification Numbers, Ed. Agency Survey, 19
- NCES Identification Numbers, School Survey, 7
- Operational Status Code, Ed. Agency Survey, 21
- Operational Status Code, School Survey, 9
- Other High School Completers, Ed. Agency Survey, 23
- Other High School Completers, State Nonfiscal Survey, 30
- PK-12 Students, Ed. Agency Survey, 22
- Purpose of the Nonfiscal Surveys, 3
- Record Layout, State Nonfiscal, 73
- Record Layouts, Education Agency Survey, 63
- Record Layouts, School Survey, 51
- Reduced-Price Lunch Eligible, 11
- Reference Date, 3
- Respondent Tools, iv
- School-wide Title 1, 10
- Shuttle, Education Agency Survey, 37
- Shuttle, School Survey, 33
- Shuttle, State Nonfiscal Survey, 41
- Special Education-(IEP), 22
- State Education Agency Information, 29
- State Identification Numbers, Ed. Agency Survey, 19
- State Identification Numbers, School Survey, 7
- Student Counts, School Survey, 11
- Student Counts, State Nonfiscal Survey, 30
- Submission Methods, 4, 49
  - Federal Express, 49
  - Internet, 49
  - Mail, 49
- Supervisory Union Identification Number, 21
- Support Services Staff, Ed. Agency Survey, 24
- Support Services Staff, State Nonfiscal Survey, 29
- Telephone Number, Ed. Agency Survey, 19
- Telephone Number, School Survey, 7
- Title 1 Eligible School, 10
- Type Code, Ed. Agency Survey, 20
- Type Code, School Survey, 8
- Ungraded Students, Ed. Agency Survey, 22