

# 2015-16 Civil Rights Data Collection

## Table of Contents

INTRODUCTION .....	4
Section I: School Characteristics .....	6
1. Grades with Students Enrolled* .....	6
2. Preschool Age for Non-IDEA Children .....	6
3. Ungraded Detail .....	7
4. School Characteristics* .....	7
5. Magnet School Detail .....	8
6. Alternative School Detail .....	8
Section II: Student Enrollment .....	9
7. Overall Student Enrollment* .....	9
8. Preschool Enrollment .....	10
9. Enrollment of Limited English Proficient Students .....	11
10. Enrollment of Students with Disabilities Served Under IDEA and Students with Disabilities Served Under Section 504 Only .....	11
Section III: Classes, Course Enrollment, and Program Enrollment .....	13
11. Gifted and Talented Education Programs* .....	13
12. Gifted/Talented Student Enrollment.....	13
13. Classes in Algebra I in Middle School* <small>NEW FOR 2015-16</small> .....	14
14. Classes in Algebra I in Middle School Taught by Certified Teachers <small>NEW FOR 2015-16</small> .....	15
15. Algebra I in Grade 7 Enrollment Indicator* <small>NEW FOR 2015-16</small> .....	16
16. Student Enrollment in Algebra I in Grade 7 <small>NEW FOR 2015-16</small> .....	16
17. Algebra I in Grade 8 Enrollment Indicator* <small>NEW FOR 2015-16</small> .....	16
18. Student Enrollment in Algebra I in Grade 8 <small>NEW FOR 2015-16</small> .....	16
19. Geometry in Grade 8 Enrollment Indicator* <small>NEW FOR 2015-16</small> .....	17
20. Student Enrollment in Geometry in Grade 8 <small>NEW FOR 2015-16</small> .....	17
21. Classes in Algebra I and Geometry in High School* <small>NEW FOR 2015-16</small> .....	18
22. High School Student Enrollment in Algebra I.....	18
23. Student Enrollment in Geometry <small>NEW FOR 2015-16</small> .....	19
24. Classes in Mathematics Courses in High School* .....	20
25. Classes in Mathematics Courses in High School Taught by Certified Teachers <small>NEW FOR 2015-16</small> .....	21
26. Student Enrollment in Mathematics Courses in High School .....	22
27. Classes in Science Courses* .....	23
28. Classes in Science Courses in High School Taught by Certified Teachers <small>OPTIONAL FOR 2013-14, REQUIRED FOR 2015-16</small> .....	24
29. Student Enrollment in Science Courses.....	25
30. International Baccalaureate Diploma Programme* .....	26
31. Student Enrollment in the International Baccalaureate (IB) Diploma Programme .....	27
32. Advanced Placement Program Indicator* .....	27
33. Different Advanced Placement (AP) Courses.....	27
34. Advanced Placement (AP) Course Self-Selection .....	28
35. Advanced Placement (AP) Student Enrollment* .....	28

Items noted with an asterisk "\*" reflect guiding questions. Answers to these questions determine whether a school is presented with subsequent items.

36.	Advanced Placement (AP) Mathematics Enrollment Indicator*	29
37.	Student Enrollment in Advanced Placement (AP) Mathematics	29
38.	Advanced Placement (AP) Science Enrollment Indicator*	30
39.	Student Enrollment in Advanced Placement (AP) Science	30
40.	Advanced Placement (AP) Other Subjects Enrollment Indicator*	31
41.	Student Enrollment in Other Advanced Placement (AP) Subjects	31
42.	Dual Enrollment Program*	32
43.	Student Enrollment in Dual Enrollment Programs <small>OPTIONAL FOR 2013-14, REQUIRED FOR 2015-16</small>	32
44.	Single-Sex Academic Classes*	33
45.	Single-Sex Academic Classes in the School	33
<b>Section IV: School Staff</b> ..... 35		
46.	Teachers – FTE Count and Certification	35
47.	Teacher Years of Experience	36
48.	Current Year and Previous Year Teachers <small>OPTIONAL FOR 2013-14, REQUIRED FOR 2015-16</small>	36
49.	School Counselors	37
50.	Security Staff <small>OPTIONAL FOR 2013-14, REQUIRED FOR 2015-16</small>	37
51.	Support Services Staff <small>OPTIONAL FOR 2013-14, REQUIRED FOR 2015-16</small>	38
<b>PART 2 SCHOOL FORM: Cumulative or End-of-Year Data</b> ..... 39		
<b>Section I: Algebra I Passing</b> ..... 39		
1.	Students who Passed Algebra I in Grade 7 <small>NEW FOR 2015-16</small>	39
2.	Students who Passed Algebra I in Grade 8 <small>NEW FOR 2015-16</small>	39
3.	High School Students who Passed Algebra I	40
<b>Section II: Credit Recovery</b> ..... 41		
4.	Credit Recovery Program*	41
5.	Credit Recovery Program Student Participation <small>OPTIONAL FOR 2013-14, REQUIRED FOR 2015-16</small>	41
<b>Section III: SAT Reasoning Test, ACT, and Advanced Placement Exams</b> ..... 42		
6.	Student Participation in the SAT Reasoning Test or ACT	42
7.	Student Participation in Advanced Placement (AP) Exams*	42
8.	Students who Received a Qualifying Score on Advanced Placement (AP) Exams	43
<b>Section IV: Chronic Student Absenteeism</b> ..... 45		
9.	Chronic Student Absenteeism	45
<b>Section V: Student Retention</b> ..... 46		
10.	Student Retention Indicator*	46
11.	Retention of Students	46
<b>Section VI: Single-Sex Interscholastic Athletics</b> ..... 49		
12.	Single-Sex Interscholastic Athletics Indicator*	49
13.	Single-Sex Interscholastic Athletics Sports, Teams and Participants	49
<b>Section VII: Student Discipline</b> ..... 51		
14.	Corporal Punishment*	52
15.	Preschool Corporal Punishment <small>OPTIONAL FOR 2013-14, REQUIRED FOR 2015-16</small>	52
16.	Preschool Instances of Corporal Punishment <small>OPTIONAL FOR 2013-14, REQUIRED FOR 2015-16</small>	52
17.	Preschool Suspensions and Expulsions	53
18.	Preschool Instances of Suspension <small>OPTIONAL FOR 2013-14, REQUIRED FOR 2015-16</small>	53
19.	Discipline of Students without Disabilities	54
20.	Transfer to Alternative School for Students without Disabilities <small>OPTIONAL FOR 2013-14, REQUIRED FOR 2015-16</small>	56
21.	Discipline of Students with Disabilities	56

Items noted with an asterisk "\*" reflect guiding questions. Answers to these questions determine whether a school is presented with subsequent items.

22.	Transfer to Alternative School for Students with Disabilities	<i>OPTIONAL FOR 2013-14, REQUIRED FOR 2015-16</i>	58
23.	Instances of Corporal Punishment	<i>OPTIONAL FOR 2013-14, REQUIRED FOR 2015-16</i>	59
24.	Instances of Suspension	<i>OPTIONAL FOR 2013-14, REQUIRED FOR 2015-16</i>	59
25.	School Days Missed Due to Out-of-School Suspension	<i>OPTIONAL FOR 2013-14, REQUIRED FOR 2015-16</i>	60
Section VIII: Offenses			61
26.	Offenses – Number of Incidents	<i>OPTIONAL FOR 2013-14, REQUIRED FOR 2015-16</i>	61
27.	Firearm Use	<i>OPTIONAL FOR 2013-14, REQUIRED FOR 2015-16</i>	62
28.	Homicide	<i>OPTIONAL FOR 2013-14, REQUIRED FOR 2015-16</i>	63
Section IX: Harassment or Bullying			64
29.	Allegations of Harassment or Bullying		64
30.	Students Reported as Harassed or Bullied		65
31.	Students Disciplined for Harassment or Bullying		66
Section X: Restraint and Seclusion			67
32.	Non-IDEA Students Subjected to Restraint or Seclusion*		67
33.	IDEA Students Subjected to Restraint or Seclusion*		68
34.	Instances of Restraint or Seclusion		69
Section XI: Teacher Absenteeism			70
35.	Teacher Absenteeism		70
Section XII: School Expenditures			71
36.	Full-time Equivalency Count and Salary Amount for Teachers Funded with State and Local Funds		73
37.	Full-time Equivalency Counts and Salary Amounts for Staff Funded with State and Local Funds	<i>OPTIONAL FOR 2013-14, REQUIRED FOR 2015-16</i>	73
38.	Salary Amount for Total Personnel Funded with State and Local Funds		74
39.	Amount of Non-Personnel Expenditures Associated with Activities Funded with State and Local Funds		74
40.	Salary Amount for Teachers Funded with Federal, State, and Local Funds	<i>OPTIONAL FOR 2013-14, REQUIRED FOR 2015-16</i>	75
41.	Full-time Equivalency Counts and Salary Amounts for Staff Funded with Federal, State, and Local Funds	<i>OPTIONAL FOR 2013-14, REQUIRED FOR 2015-16</i>	76
42.	Salary Amount for Total Personnel Funded with Federal, State, and Local Funds	<i>OPTIONAL FOR 2013-14, REQUIRED FOR 2015-16</i>	76
43.	Amount of Non-Personnel Expenditures Associated with Activities Funded with Federal, State, and Local Funds	<i>OPTIONAL FOR 2013-14, REQUIRED FOR 2015-16</i>	77
Section XIII: Items for Justice Facilities Only			78
44.	Justice Facility Type		78
45.	Days in Regular School Year at Justice Facility		78
46.	Justice Facility Educational Program Hours per Week		79
47.	Justice Facility Educational Program Participants	<i>OPTIONAL FOR 2013-14, REQUIRED FOR 2015-16</i>	79

Items noted with an asterisk "\*" reflect guiding questions. Answers to these questions determine whether a school is presented with subsequent items.

## INTRODUCTION

### WHAT IS THE PURPOSE OF THIS SURVEY?

The purpose of the U.S. Department of Education (ED) Civil Rights Data Collection (CRDC) is to obtain data related to the nation's public school districts and elementary and secondary schools' obligation to provide equal educational opportunity. To fulfill this goal, the CRDC collects a variety of information, including student enrollment and educational programs and services data that are disaggregated by race/ethnicity, sex, limited English proficiency, and disability. The CRDC is a longstanding and important aspect of ED's Office for Civil Rights overall strategy for administering and enforcing the civil rights statutes for which it is responsible. This information is also used by other ED offices as well as policymakers and researchers outside of ED.

### WHO IS CONDUCTING THIS SURVEY?

The ED Office for Civil Rights (OCR) is conducting this survey. The CRDC is a mandatory data collection, authorized under the statutes and regulations implementing Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and under the Department of Education Organization Act (20 U.S.C. § 3413). The regulations implementing these provisions can be found at 34 CFR 100.6(b); 34 CFR 106.71; and 34 CFR 104.61.

### HOW WILL YOUR INFORMATION BE REPORTED?

Information reported on this survey becomes available to the public in a privacy protected format. You can see how the previous CRDC data were reported to the public by going to <http://ocrdata.ed.gov>.

### WHERE CAN I FIND INFORMATION ABOUT THE APPROVAL OF THIS COLLECTION BY OMB?

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 1870-0504. All documentation submitted to OMB about this information collection is available at [http://www.reginfo.gov/public/do/PRAViewICR?ref\\_nbr=201507-1870-001](http://www.reginfo.gov/public/do/PRAViewICR?ref_nbr=201507-1870-001). Public reporting burden for this collection of information is estimated to average 14.2 hours per school survey response and 4.2 hours per local educational agency (LEA) survey response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond to this collection is *mandatory* (20 U.S.C. § 3413, § 3472, § 7913, and § 7914).

### HOW ARE THE QUESTIONS IN THIS SURVEY ORGANIZED?

The CRDC is organized into two parts:

- Part 1 (Enrollment and placement data)
- Part 2 (Cumulative and end-of-year data)

*Items noted with an asterisk "\*" reflect guiding questions. Answers to these questions determine whether a school is presented with subsequent items.*

## PART 1 SCHOOL FORM: Fall Snapshot Data

### GENERAL INSTRUCTIONS

- Report data based on October 1 (or the closest school day to October 1), unless otherwise noted.
- Counts by race/ethnicity by sex are unduplicated counts (i.e., a student is counted only once in the race/ethnicity columns).
- Students counted in the race/ethnicity category may also be counted in the Students with Disabilities (IDEA), Students with Disabilities (Section 504 only), and Students who are limited English proficient (LEP) categories. For example, the following may occur:
  - *A Hispanic/Latino student with a disability served under IDEA and who is LEP will be counted three times in some tables, once under race/ethnicity, once under Students with Disabilities (IDEA), and once under Students who are LEP.*
  - *A student with a disability served under section 504 and who is LEP will be counted in both the Students with Disabilities (Section 504 only) category and the Students who are LEP category.*
- For tables that include data by race/ethnicity by sex, the Web-based survey tool will keep a running total of the values you enter in the race/ethnicity columns for each row. As you enter a number in any race/ethnicity category, that number will automatically be added to the Total column. Therefore, the sum of the counts that you enter for race/ethnicity by sex will be the total count of students for the particular row. Because it is not possible for your LEA to modify the total, you must ensure that every student is included in one and only one race/ethnicity category.
- Cells that are colored grey are filled in automatically.

*Items noted with an asterisk "\*" reflect guiding questions. Answers to these questions determine whether a school is presented with subsequent items.*

## Section I: School Characteristics

### 1. Grades with Students Enrolled\*

All schools and justice facilities

- *Preschool* refers to preschool programs and services for children ages 3 through 5.
- *Ungraded* refers to a class that is not organized on the basis of age or grade grouping and has no standard grade designation.

#### Instructions

- Check “yes” to all grade levels offered at this school where at least one student is enrolled.
- Check ungraded if that applies. You may check grades and also check ungraded if some students are classified by grade and others are not. If the school is wholly ungraded, check ungraded and check no other boxes.
- For this item, preschool and kindergarten are considered to be “grades”; do not check “ungraded” solely because of preschool or kindergarten classes.

Grades	Yes	No
Preschool		
Kindergarten		
Grade 1		
Grade 2		
Grade 3		
Grade 4		
Grade 5		
Grade 6		
Grade 7		
Grade 8		
Grade 9		
Grade 10		
Grade 11		
Grade 12		
Ungraded		

### 2. Preschool Age for Non-IDEA Children

Only for schools offering preschool

- *Preschool* refers to preschool programs and services for children ages 3 through 5.
- *Non-IDEA children* include children without disabilities and children with disabilities who are not served under the Individuals with Disabilities Education Act.

#### Instructions

- Indicate whether any of the school’s preschool services or programs serve non-IDEA children in the ages specified.

Items noted with an asterisk “\*” reflect guiding questions. Answers to these questions determine whether a school is presented with subsequent items.

- Children must be the specified age as of the snapshot date (i.e., as of October 1 or the closest school day to October 1).

Ages	Yes	No
Children age 3 years		
Children age 4 years		
Children age 5 years		

### 3. Ungraded Detail

Only for schools/justice facilities that are wholly ungraded

#### Instructions

- Indicate whether the ungraded school has mainly elementary, middle, and/or high school students. Respond “yes” to only one question, and “no” to the others.

Question	Yes	No
School has mainly elementary school age students?		
School has mainly middle school age students?		
School has mainly high school age students?		
School has mainly elementary and middle school age students?		
School has mainly middle and high school age students?		
School has elementary, middle, and high school age students?		

### 4. School Characteristics\*

All schools and justice facilities, preschool-grade 12, UG

- A special education school is a public elementary or secondary school that focuses primarily on serving the needs of students with disabilities under IDEA or section 504 of the Rehabilitation Act.
- Magnet Program or School: A magnet program is a program within a public school that offers a special curriculum capable of attracting substantial numbers of students of different racial/ethnic backgrounds, which may also reduce, prevent, or eliminate minority group isolation. The program may be designed to provide an academic or social focus on a particular theme (e.g., science/math, performing arts, gifted/talented, or foreign language). A public school is considered a magnet school if it operates a magnet program for all students or some students within the school.
- A charter school is a nonsectarian public school under contract—or charter—between a public agency and groups of parents, teachers, community leaders or others who want to create alternatives and choice within the public school system. A charter school creates choice for parents and students within the public school system, while providing a system of accountability for student achievement. In exchange for increased accountability, a charter school is given expanded flexibility with respect to select statutory and regulatory requirements.
- An alternative school is a public elementary or 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; and falls outside of the categories of regular education, special education, or vocational education.

Items noted with an asterisk “\*” reflect guiding questions. Answers to these questions determine whether a school is presented with subsequent items.

Question	Yes	No
Is this school a special education school?		
Is this school either a magnet school or a school operating a magnet program within the school?		
Is this school a charter school?		
Is this school an alternative school?		

### 5. Magnet School Detail

Only for magnet schools

Question	Yes	No
Does the entire school population participate in the magnet school program?		

### 6. Alternative School Detail

Only for alternative schools

#### Instructions

- Respond “yes” to only one item, and “no” to the others.

School Focus	Yes	No
This alternative school is designed to meet the needs of <i>students with academic difficulties</i>		
This alternative school is designed to meet the needs of <i>students with discipline problems</i>		
This alternative school is designed to meet the needs of <i>students with academic difficulties and discipline problems</i>		

Items noted with an asterisk “\*” reflect guiding questions. Answers to these questions determine whether a school is presented with subsequent items.



## Section II: Student Enrollment

### GENERAL INSTRUCTIONS

- Count of students with disabilities (IDEA) should be based on either the IDEA child count date or on October 1 (or the closest school day to October 1).
- For all other entries, the count should be based on October 1 (or the closest school day to October 1).

### KEY DEFINITIONS

- Limited English Proficient (or *English Language Learner*): In coordination with the state's definition based on Title IX of ESEA, limited English proficient students are students:
  - (A) who are ages 3 through 21;
  - (B) who are enrolled or preparing to enroll in an elementary school or secondary school;
  - (C) (who are i, ii, or iii)
    - (i) who were not born in the United States or whose native languages are languages other than English;
    - (ii) (who are I and II)
      - (I) who are a Native American or Alaska Native, or a native resident of the outlying areas; and
      - (II) who come from an environment where languages other than English have a significant impact on their level of language proficiency; or
    - (iii) who are migratory, whose native languages are languages other than English, and who come from an environment where languages other than English are dominant; and
  - (D) whose difficulties in speaking, reading, writing, or understanding the English language may be sufficient to deny the individuals
    - (i) the ability to meet the state's proficient level of achievement on state assessments described in section 1111(b)(3)[of ESEA, 20 U.S.C. 6311(b)(3)]; or
    - (ii) the ability to successfully achieve in classrooms where the language of instruction is English; or
    - (iii) the opportunity to participate fully in society.

Note - To be classified as limited English proficient, an individual must be A, B, C, and D. For C, an individual can be i, ii, or iii. If C-ii, the individual must be I and II. For D, an individual must be denied D-i, D-ii, or D-iii.

- Students with Disabilities (IDEA): Students with intellectual disabilities; hearing impairment, including deafness; speech or language impairment; visual impairment, including blindness; serious emotional disturbance; orthopedic impairment; autism; traumatic brain injury; developmental delay; other health impairment; specific learning disability; deaf-blindness; or multiple disabilities and who, by reason thereof, receive special education and related services under the Individuals with Disabilities Education Act (IDEA) according to an Individualized Education Program, Individual Family Service Plan, or service plan. The "Students with Disabilities (IDEA)" column in the survey items always refers to students with disabilities who receive special education and related services under IDEA.
- Students with Disabilities (Section 504 only): Students with a disability, who receive related aids and services solely under Section 504 of the Rehabilitation Act of 1973, as amended, and not under the Individuals with Disabilities Education Act (IDEA). The "Section 504 only" column in the survey items always refers to students with disabilities who receive related aids and services under Section 504 of the Rehabilitation Act of 1973, as amended, and not under IDEA.
- Student enrollment refers to the unduplicated count of students on the rolls of the school. The unduplicated count includes students both present and absent and excludes duplicate counts of students within a specific school or students whose membership is reported by another school. Students should be counted in the school where they actually physically attend for more than 50% of the school day. For distance education, students must be counted in the school from which they receive more than 50% of their coursework.

## 7. Overall Student Enrollment\*

All schools and justice facilities, preschool-grade 12, UG

Items noted with an asterisk "\*" reflect guiding questions. Answers to these questions determine whether a school is presented with subsequent items.

**Instructions**

- Enter student enrollment as specified. Include students in preschool, grades K-12, and comparable ungraded levels.
- For the purposes of CRDC, students must be counted in the school where they actually physically attend for more than 50% of the school day. If a student attends two schools, each for exactly 50% of his or her school day, then count that student at the “regular” school, rather than at the school of a special program, such as a vocational program.
- For distance education schools or virtual schools, students must be counted in the school from which they receive more than 50% of their coursework.
- *Note: Overall enrollment will also be used for skip logic within tables. For example, if a school reports zero male Asian students, subsequent tables with the same reporting period will not require data to be entered for male Asian students.*

Data Element	Hispanic or Latino of any race	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Black or African American	White	Two or more races	Total	LEP	Students with Disabilities (IDEA)	Students with Disabilities (Section 504 Only)
<b>Overall enrollment:</b>											
Male											
Female											
<b>Total</b>											

**8. Preschool Enrollment**

Only for schools offering preschool

- *Preschool* refers to preschool programs and services for children ages 3 through 5.

**Instructions**

- Enter enrollment of children in preschool programs or services for children ages 3 through 5.
- Include children who are 2 years of age who are allowed to enroll in preschool at the start of the school year because they will turn 3 years of age sometime during the school year.

Data Element	Hispanic or Latino of any race	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific	Black or African American	White	Two or more races	Total	LEP	Students with Disabilities (IDEA)
<b>Enrollment of children in preschool programs or services:</b>										
Male										
Female										
<b>Total</b>										

Items noted with an asterisk “\*” reflect guiding questions. Answers to these questions determine whether a school is presented with subsequent items.

## 9. Enrollment of Limited English Proficient Students

Only for schools/justice facilities (preschool-grade 12, UG) reporting greater than zero overall LEP student enrollment

- *LEP programs* are English language instruction educational programs designed for LEP students.

### Instructions

- Enter the number of students who are limited English proficient (LEP). Include students in preschool, grades K-12, and comparable ungraded levels. Include all LEP students, regardless of whether they are enrolled in LEP programs.
- Enter the number of students who are enrolled in LEP programs. Include students served through ESEA Title III and students receiving LEP services through other programs designed for LEP students.
- A student may be counted in more than one row.

Data Element	Hispanic or Latino of any race	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Black or African American	White	Two or more races	Total	IDEA
<b>Students who are LEP:</b>									
Male									
Female									
<b>Total</b>									
<b>Students enrolled in LEP Programs:</b>									
Male									
Female									
<b>Total</b>									

## 10. Enrollment of Students with Disabilities Served Under IDEA and Students with Disabilities Served Under Section 504 Only

Only for schools/justice facilities (preschool-grade 12, UG) reporting greater than zero overall students with disabilities enrollment

### Instructions

- Enter the number of students with disabilities, as specified. Include students in preschool, grades K-12, and comparable ungraded levels.
- A student may not be counted in both the students with disabilities (IDEA) category and the students with disabilities (Section 504 only) category.
- Count of students with disabilities (IDEA) should be based on either the IDEA child count date or on October 1 (or the closest school day to October 1).
- Count of students with disabilities (Section 504 only) should be based on October 1 (or the closest school day to October 1).

*Items noted with an asterisk "\*" reflect guiding questions. Answers to these questions determine whether a school is presented with subsequent items.*

Data Element	Hispanic or Latino of any race	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Black or African American	White	Two or more races	Total	LEP
<b><u>Students with disabilities served under IDEA:</u></b>									
Male									
Female									
<b>Total</b>									
<b><u>Students with disabilities served under Section 504 of the Rehabilitation Act of 1973, but not served under IDEA:</u></b>									
Male									
Female									
<b>Total</b>									

Items noted with an asterisk "\*" reflect guiding questions. Answers to these questions determine whether a school is presented with subsequent items.

## Section III: Classes, Course Enrollment, and Program Enrollment

### GENERAL INSTRUCTIONS

- For program enrollment, report data based on October 1 (or the closest school day to October 1), unless otherwise noted.
- Unless otherwise noted, for schools with regular scheduling, count should be based on October 1 (or the closest school day to October 1).
- Unless otherwise noted, for schools with block scheduling that allows a full-year course to be taken in one semester, count should be based on the sum of a count taken on October 1 (or the closest school day to October 1) in the first block, and around March 1 in the second block.
- Count of students with disabilities (IDEA) should be based on either the IDEA child count date or on October 1 (or the closest school day to October 1).
- See Part I School Form general instructions for information on duplicated and unduplicated counts.
- Courses and Classes: Items in this section collect data on the number of courses or the number of classes with students enrolled.
  - A course is considered a grouping of one or more classes covering the same content. A school may offer several different courses in a specific subject area. For example, for biology, which is considered a subject area for the CRDC, a school may offer a variety of courses, such as Biology I, Biology II, Anatomy, Botany, Genetics, Zoology, and Microbiology. For AP courses, the College Board publishes a list, available at <https://apstudent.collegeboard.org/apcourse>.
  - A class (or section) refers to a specific group of students taking a course during a specified time. There may be one or more classes for each course offered at a school. For example, a school may have two classes of Biology I, one during second period and one during fourth period; and one class for Genetics, during fifth period. In this example, the school would report a total of three biology classes—two for Biology I and one for Genetics.

### 11. Gifted and Talented Education Programs\*

All schools and justice facilities, preschool-grade 12, UG

- *Gifted/talented programs are programs during regular school hours that provide special educational opportunities including accelerated promotion through grades and classes and an enriched curriculum for students who are endowed with a high degree of mental ability or who demonstrate unusual physical coordination, creativity, interest, or talent.*

#### Instructions

- Indicate whether the school has any students enrolled in one or more gifted/talented programs.
- Gifted/talented programs do not include the Advanced Placement (AP) program or the International Baccalaureate Diploma Programme.
- Report data based on October 1 (or the closest school day to October 1).

Question	Yes	No
Does this school have any students enrolled in one or more gifted/talented programs?		

### 12. Gifted/Talented Student Enrollment

Only for schools/justice facilities with any preschool-grade 12, UG students enrolled in gifted/talented programs

*Items noted with an asterisk "\*" reflect guiding questions. Answers to these questions determine whether a school is presented with subsequent items.*

**Instructions**

- Enter the number of students enrolled in gifted/talented programs, as specified. Include students in preschool, grades K-12, and comparable ungraded levels.
- Gifted/talented programs do not include the Advanced Placement (AP) program or the International Baccalaureate Diploma Programme.
- For students with disabilities (IDEA), report data based on either the IDEA child count date or on October 1 (or the closest school day to October 1). For all other entries, report data based on October 1 (or the closest school day to October 1).

Data Element	Hispanic or Latino of any race	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Black or African American	White	Two or more races	Total	LEP	Students with Disabilities (IDEA)
<b>Students enrolled in <a href="#">gifted and talented programs</a>:</b>										
Male										
Female										
<b>Total</b>										

**13. Classes in Algebra I in Middle School\* NEW FOR 2015-16**

Only for schools/justice facilities with any grade 7-8, UG middle school age students

- *Algebra I is a (college-preparatory) course that includes the study of properties and operations of the real number system; evaluating rational algebraic expressions; solving and graphing first degree equations and inequalities; translating word problems into equations; operations with and factoring of polynomials; and solving simple quadratic equations. Algebra I is a foundation course leading to higher-level mathematics courses, including Geometry and Algebra II.*

**Instructions**

- Enter the number of Algebra I classes for students in grades 7-8 enrolled in this school. Include Algebra I classes with ungraded middle school age students in the count.
- Report classes that cover the content of Algebra I outlined in the definition above, even if the name of the course is not listed as Algebra I.
- Independent study does not count as a class.
- If you use regular scheduling, then the count should be based on October 1 (or the closest school day to October 1).
- If you use block scheduling that allows a full-year course to be taken in one semester, then the count should be based on the sum of a count taken on October 1 (or the closest school day to October 1) in the first block, and around March 1 in the second block.

Mathematics Course	Number of Classes
Algebra I	

*Items noted with an asterisk "\*" reflect guiding questions. Answers to these questions determine whether a school is presented with subsequent items.*

#### 14. Classes in Algebra I in Middle School Taught by Certified Teachers NEW FOR 2015-16

Only for schools/justice facilities (with any grade 7-8, UG middle school age students) reporting greater than zero Algebra I classes

- A teacher provides instruction, learning experiences, and care to students during a particular time period or in a given discipline.
  - Teachers include: Regular Classroom Teachers (teach Chemistry, English, mathematics, physical education, history, etc.); Special Education Teachers (teach special education classes to students with disabilities); General Elementary Teachers [teach self-contained classes in any of grades preschool–8 (i.e., teach the same class of students all or most of the day); team-teach (i.e., two or more teachers collaborate to teach multiple subjects to the same class of students); include preschool teachers and kindergarten teachers]; Vocational/Technical Education Teachers (teach typing, business, agriculture, life skills, home economics as well as any other vocational or technical classes); teaching principals, teaching school counselors, teaching librarians, teaching school nurses, or other teaching administrators [include any staff members who teach at least one regularly scheduled class per week (e.g., a librarian teaches a regularly scheduled class in mathematics once a week)]; teachers of ungraded students; Itinerant, Co-op, Traveling, and Satellite Teachers (teach at more than one school and may or may not be supervised by someone at your school); current Long-Term Substitute Teachers (currently filling the role of regular teachers for four or more continuous weeks); and other teachers who teach students in any of grades preschool–12.
  - Teachers exclude: Adult Education and Postsecondary Teachers (teach only adult education or students beyond grade 12); Short-term Substitute Teachers (fill the role of regular or special education teachers for less than four continuous weeks); Student Teachers; Day Care Aides/Paraprofessionals; Teacher Aides/Paraprofessionals; and Librarians who teach only library skills or how to use the library.
- A certified teacher is a teacher who has met all applicable state teacher certification requirements for a standard certificate. A certified teacher has a regular/standard certificate/license/endorsement issued by the state. A beginning teacher who has met the standard teacher education requirements is considered to have met state requirements even if he or she has not completed a state-required probationary period. A teacher working towards certification by way of alternative routes, or a teacher with an emergency, temporary, or provisional credential is not considered to have met state requirements.

#### Instructions

- Enter the number of Algebra I classes for students in grades 7 or 8 taught by teachers certified in mathematics. Include Algebra I classes with ungraded middle school age students in the count.
- Report classes that cover the content of Algebra I outlined in the definition above, even if the name of the course is not listed as Algebra I.
- Independent study does not count as a class.
- Teachers are considered certified in mathematics if they have received a teaching certificate/license/endorsement in mathematics or computer science (general or subject-specific) from the state.
- If you use regular scheduling, then the count should be based on October 1 (or the closest school day to October 1).
- If you use block scheduling that allows a full-year course to be taken in one semester, then the count should be based on the sum of a count taken on October 1 (or the closest school day to October 1) in the first block, and around March 1 in the second block.

Mathematics Course	Number of Classes Taught by Teachers Certified in Mathematics	Total Number of Algebra I Classes in Grades 7-8
<a href="#">Algebra I</a>		

Items noted with an asterisk "\*" reflect guiding questions. Answers to these questions determine whether a school is presented with subsequent items.

**15. Algebra I in Grade 7 Enrollment Indicator\*** NEW FOR 2015-16

Only for schools/justice facilities with grade 7

**Instructions**

- Indicate whether the school has any students enrolled in Algebra I in grade 7.
- Report data based on October 1 (or the closest school day to October 1).

Question	Yes	No
Does this school have any students enrolled in <a href="#">Algebra I</a> in grade 7?		

**16. Student Enrollment in Algebra I in Grade 7** NEW FOR 2015-16

Only for schools/justice facilities with any grade 7 students enrolled in Algebra I

**Instructions**

- Enter the number of students in grade 7 enrolled in Algebra I.
- Do not count students scheduled to take the Algebra I course, but not yet enrolled.
- *If you use regular scheduling, then the count should be based on **a single day at the end of the regular school year.***
- *If you use block scheduling that allows a full-year course to be taken in one semester, then the count should be based on the sum of a count taken on **a single day at the end of the first block, and on a single day at the end of the second block.***

Data Element	Number of students
Students enrolled in <a href="#">Algebra I</a> in grade 7	

**17. Algebra I in Grade 8 Enrollment Indicator\*** NEW FOR 2015-16

Only for schools/justice facilities with grade 8, UG middle school age students

**Instructions**

- Indicate whether the school has any students enrolled in Algebra I in grade 8 or a comparable ungraded level.
- Report data based on October 1 (or the closest school day to October 1).

Question	Yes	No
Does this school have any students enrolled in <a href="#">Algebra I</a> in grade 8 or a comparable ungraded level?		

**18. Student Enrollment in Algebra I in Grade 8** NEW FOR 2015-16

Only for schools/justice facilities with any grade 8, UG middle school age students enrolled in Algebra I

**Instructions**

- Enter the number of students in grade 8 enrolled in Algebra I. Include ungraded middle school age students enrolled in Algebra I in the count.
- Do not count students scheduled to take the Algebra I course, but not yet enrolled.
- *If you use regular scheduling, then the count should be based on **a single day at the end of the regular school year.***

Items noted with an asterisk "\*" reflect guiding questions. Answers to these questions determine whether a school is presented with subsequent items.



- If you use block scheduling that allows a full-year course to be taken in one semester, then the count should be based on the sum of a count taken on **a single day at the end of the first block**, and on **a single day at the end of the second block**.

Data Element	Hispanic or Latino of any race	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Black or African American	White	Two or more races	Total	LEP	Students with Disabilities (IDEA)
Students enrolled in <a href="#">Algebra I</a> in grade 8 or ungraded:										
Male										
Female										
<b>Total</b>										

### 19. Geometry in Grade 8 Enrollment Indicator\* NEW FOR 2015-16

Only for schools/justice facilities with grade 8, UG middle school age students

- *Geometry* is a (college-preparatory) course that typically includes topics such as properties of plane and solid figures; deductive methods of reasoning and use of logic; geometry as an axiomatic system including the study of postulates, theorems, and formal proofs; concepts of congruence, similarity, parallelism, perpendicularity, and proportion; and rules of angle measurement in triangles. Geometry is considered a prerequisite for Algebra II.

#### Instructions

- Indicate whether the school has any students enrolled in Geometry in grade 8 or a comparable ungraded level.
- Report data based on October 1 (or the closest school day to October 1).

Question	Yes	No
Does this school have any students enrolled in Geometry in grade 8 or a comparable ungraded level?		

### 20. Student Enrollment in Geometry in Grade 8 NEW FOR 2015-16

Only for schools/justice facilities with any grade 8, UG middle school age students enrolled in Geometry

#### Instructions

- Enter the number of students in grade 8 enrolled in Geometry. Include ungraded middle school age students enrolled in Geometry in the count.
- Do not count students scheduled to take the Geometry course, but not yet enrolled.
- If you use regular scheduling, then the count should be based on October 1 (or the closest school day to October 1).
- If you use block scheduling that allows a full-year course to be taken in one semester, then the count should be based on the sum of a count taken on October 1 (or the closest school day to October 1) in the first block, and around March 1 in the second block.

Items noted with an asterisk "\*" reflect guiding questions. Answers to these questions determine whether a school is presented with subsequent items.

Data Element	Number of students
Students enrolled in <a href="#">Geometry</a> in grade 8 or ungraded	

## 21. Classes in Algebra I and Geometry in High School\* NEW FOR 2015-16

Only for schools/justice facilities with any grade 9-12, UG high school age students

- *Algebra I is a (college-preparatory) course that includes the study of properties and operations of the real number system; evaluating rational algebraic expressions; solving and graphing first degree equations and inequalities; translating word problems into equations; operations with and factoring of polynomials; and solving simple quadratic equations. Algebra I is a foundation course leading to higher-level mathematics courses, including Geometry and Algebra II.*
- *Geometry is a (college-preparatory) course that typically includes topics such as properties of plane and solid figures; deductive methods of reasoning and use of logic; geometry as an axiomatic system including the study of postulates, theorems, and formal proofs; concepts of congruence, similarity, parallelism, perpendicularity, and proportion; and rules of angle measurement in triangles. Geometry is considered a prerequisite for Algebra II.*

### Instructions

- Enter the number of classes for students in grades 9-12 enrolled in this school, for each of the listed mathematics courses. Include classes with ungraded high school age students in the count.
- Report classes that cover the content of Algebra I or Geometry outlined in the definition above, even if the name of the course is not listed as Algebra I or Geometry.
- Independent study does not count as a class.
- If you use regular scheduling, then the count should be based on October 1 (or the closest school day to October 1).
- If you use block scheduling that allows a full-year course to be taken in one semester, then the count should be based on the sum of a count taken on October 1 (or the closest school day to October 1) in the first block, and around March 1 in the second block.

Mathematics Courses	Number of Classes
Algebra I	
Geometry	

## 22. High School Student Enrollment in Algebra I

Only for schools/justice facilities (with any grade 9-12, UG high school age students) reporting greater than zero classes in Algebra I

### Instructions

- Enter the number of students in grade 9 or 10 enrolled in Algebra I.
- Enter the number of students in grade 11 or 12 enrolled in Algebra I. Include ungraded high school age students enrolled in Algebra I in the count.
- Do not count students scheduled to take the Algebra I course, but not yet enrolled.
- *If you use regular scheduling, then the count should be based on **a single day at the end of the regular school year.***
- *If you use block scheduling that allows a full-year course to be taken in one semester, then the count should be based on the sum of a count taken on **a single day at the end of the first block, and on a single day at the end of the second block.***

Items noted with an asterisk "\*" reflect guiding questions. Answers to these questions determine whether a school is presented with subsequent items.

Data Element	Hispanic or Latino of any race	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Black or African American	White	Two or more races	Total	LEP	Students with Disabilities (IDEA)
<b>Students enrolled in <a href="#">Algebra I</a> in grade 9 or 10:</b>										
Male										
Female										
<b>Total</b>										
<b>Students enrolled in <a href="#">Algebra I</a> in grade 11 or 12 or ungraded:</b>										
Male										
Female										
<b>Total</b>										

### 23. Student Enrollment in Geometry NEW FOR 2015-16

Only for schools/justice facilities (with any grade 9-12, UG high school age students) reporting greater than zero classes in Geometry

#### Instructions

- Enter the number of students in grades 9-12 enrolled in Geometry. Include ungraded high school age students enrolled in Geometry in the count.
- Do not count students scheduled to take the Geometry course, but not yet enrolled.
- If you use regular scheduling, then the count should be based on October 1 (or the closest school day to October 1). For students with disabilities (IDEA), the count should be based on either the IDEA child count date or on October 1 (or the closest school day to October 1).
- If you use block scheduling that allows a full-year course to be taken in one semester, then the count should be based on the sum of a count taken on October 1 (or the closest school day to October 1) in the first block, and around March 1 in the second block. For students with disabilities (IDEA), the count should be based on the sum of a count taken on either the IDEA child count date or on October 1 (or the closest school day to October 1) in the first block, and around March 1 in the second block.

Data Element	Hispanic or Latino of any race	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Black or African American	White	Two or more races	Total	LEP	Students with Disabilities (IDEA)
<b>Students enrolled in <a href="#">Geometry</a>:</b>										
Male										
Female										
<b>Total</b>										

Items noted with an asterisk "\*" reflect guiding questions. Answers to these questions determine whether a school is presented with subsequent items.

## 24. Classes in Mathematics Courses in High School\*

Only for schools/justice facilities with any grade 9-12, UG high school age students

- Algebra II (college-preparatory) course topics typically include field properties and theorems; set theory; operations with rational and irrational expressions; factoring of rational expressions; in-depth study of linear equations and inequalities; quadratic equations; solving systems of linear and quadratic equations; graphing of constant, linear, and quadratic equations; properties of higher degree equations; and operations with rational and irrational exponents.
- Advanced mathematics (college-preparatory) courses cover the following topics: trigonometry, trigonometry/algebra, trigonometry/analytic geometry, trigonometry/math analysis, analytic geometry, math analysis, math analysis/analytic geometry, probability and statistics, and precalculus.
  - Trigonometry courses prepare students for eventual work in calculus, and typically include the following topics: trigonometric and circular functions; their inverses and graphs; relations among the parts of a triangle; trigonometric identities and equations; solutions of right and oblique triangles; and complex numbers.
  - Analytic geometry courses include the study of the nature and intersection of lines and planes in space.
  - Math analysis courses include the study of polynomial, logarithmic, exponential, and rational functions and their graphs; vectors; set theory; Boolean algebra and symbolic logic; mathematical induction; matrix algebra; sequences and series; and limits and continuity.
  - Probability and statistics courses introduce the study of likely events and the analysis, interpretation, and presentation of quantitative data.
  - Precalculus courses combine the study of trigonometry, elementary functions, analytic geometry, and math analysis topics as preparation for calculus.
- Calculus (college-preparatory) course topics include the study of derivatives, differentiation, integration, the definite and indefinite integral, and applications of calculus. Typically, students have previously attained knowledge of precalculus topics (some combination of trigonometry, elementary functions, analytic geometry, and math analysis).

### Instructions

- Enter the number of classes for students in grades 9-12 enrolled in this school, for the mathematics course(s), as specified. Include classes with ungraded high school age students in the count.
- Report classes that cover the content of mathematics courses outlined in the definitions above, regardless of the course name.
- Mathematics courses include Advanced Placement courses and International Baccalaureate Diploma Programme courses.
- Independent study does not count as a class.
- If you use regular scheduling, then the count should be based on October 1 (or the closest school day to October 1).
- If you use block scheduling that allows a full-year course to be taken in one semester, then the count should be based on the sum of a count taken on October 1 (or the closest school day to October 1) in the first block, and around March 1 in the second block.

Mathematics Courses	Number of Classes
Algebra II	
Advanced mathematics	
Calculus	

Items noted with an asterisk "\*" reflect guiding questions. Answers to these questions determine whether a school is presented with subsequent items.

## 25. Classes in Mathematics Courses in High School Taught by Certified Teachers NEW FOR 2015-16

Only for schools/justice facilities (with any grade 9-12, UG high school age students) reporting greater than zero high school mathematics classes

- A teacher provides instruction, learning experiences, and care to students during a particular time period or in a given discipline.
  - Teachers include: Regular Classroom Teachers (teach Chemistry, English, mathematics, physical education, history, etc.); Special Education Teachers (teach special education classes to students with disabilities); General Elementary Teachers [teach self-contained classes in any of grades preschool–8 (i.e., teach the same class of students all or most of the day); team-teach (i.e., two or more teachers collaborate to teach multiple subjects to the same class of students); include preschool teachers and kindergarten teachers]; Vocational/Technical Education Teachers (teach typing, business, agriculture, life skills, home economics as well as any other vocational or technical classes); teaching principals, teaching school counselors, teaching librarians, teaching school nurses, or other teaching administrators [include any staff members who teach at least one regularly scheduled class per week (e.g., a librarian teaches a regularly scheduled class in mathematics once a week)]; teachers of ungraded students; Itinerant, Co-op, Traveling, and Satellite Teachers (teach at more than one school and may or may not be supervised by someone at your school); current Long-Term Substitute Teachers (currently filling the role of regular teachers for four or more continuous weeks); and other teachers who teach students in any of grades preschool–12.
  - Teachers exclude: Adult Education and Postsecondary Teachers (teach only adult education or students beyond grade 12); Short-term Substitute Teachers (fill the role of regular or special education teachers for less than four continuous weeks); Student Teachers; Day Care Aides/Paraprofessionals; Teacher Aides/Paraprofessionals; and Librarians who teach only library skills or how to use the library.
- A certified teacher is a teacher who has met all applicable state teacher certification requirements for a standard certificate. A certified teacher has a regular/standard certificate/license/endorsement issued by the state. A beginning teacher who has met the standard teacher education requirements is considered to have met state requirements even if he or she has not completed a state-required probationary period. A teacher working towards certification by way of alternative routes, or a teacher with an emergency, temporary, or provisional credential is not considered to have met state requirements.

### Instructions

- Enter the number of classes for students in grades 9-12 taught by teachers certified in mathematics, for the mathematics course(s), as specified. Include classes with ungraded high school age students in the count.
- Report classes that cover the content of mathematics courses outlined in the definitions above, regardless of the course name.
- Mathematics courses include Advanced Placement courses and International Baccalaureate Diploma Programme courses.
- Independent study does not count as a class.
- Teachers are considered certified in mathematics if they have received a teaching certificate/license/endorsement in mathematics or computer science (general or subject-specific) from the state.
- If you use regular scheduling, then the count should be based on October 1 (or the closest school day to October 1).
- If you use block scheduling that allows a full-year course to be taken in one semester, then the count should be based on the sum of a count taken on October 1 (or the closest school day to October 1) in the first block, and around March 1 in the second block.

Items noted with an asterisk "\*" reflect guiding questions. Answers to these questions determine whether a school is presented with subsequent items.

Mathematics Courses	Number of Classes Taught by Teachers Certified in Mathematics	Total Number of Mathematics Classes in Grades 9-12
<a href="#">Algebra I</a>		
<a href="#">Geometry</a>		
<a href="#">Algebra II</a>		
<a href="#">Advanced mathematics</a>		
<a href="#">Calculus</a>		

## 26. Student Enrollment in Mathematics Courses in High School

Only for schools/justice facilities (with any grade 9-12, UG high school age students) reporting greater than zero high school mathematics classes

### Instructions

- Enter the number of students in grades 9-12 enrolled in the mathematics course(s), as specified. Include ungraded high school age students in the count.
- A student may be counted in more than one row.
- A student enrolled in two or more advanced mathematics courses (e.g., Trigonometry and Precalculus) should be counted only once in the advanced mathematics row.
- Do not count students scheduled to take the course, but not yet enrolled.
- Mathematics courses include Advanced Placement courses and International Baccalaureate Diploma Programme courses.
- If you use regular scheduling, then the count should be based on October 1 (or the closest school day to October 1). For students with disabilities (IDEA), the count should be based on either the IDEA child count date or on October 1 (or the closest school day to October 1).
- If you use block scheduling that allows a full-year course to be taken in one semester, then the count should be based on the sum of a count taken on October 1 (or the closest school day to October 1) in the first block, and around March 1 in the second block. For students with disabilities (IDEA), the count should be based on the sum of a count taken on either the IDEA child count date or on October 1 (or the closest school day to October 1) in the first block, and around March 1 in the second block.

Data Element	Hispanic or Latino of any race	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Black or African American	White	Two or more races	Total	LEP	Students with Disabilities (IDEA)
Students enrolled in <a href="#">Algebra II</a> :										
Male										
Female										
<b>Total</b>										

Items noted with an asterisk "\*" reflect guiding questions. Answers to these questions determine whether a school is presented with subsequent items.

Data Element	Hispanic or Latino of any race	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Black or African American	White	Two or more races	Total	LEP	Students with Disabilities (IDEA)
<b>Students enrolled in <a href="#">advanced mathematics</a>:</b>										
Male										
Female										
<b>Total</b>										
<b>Students enrolled in <a href="#">Calculus</a>:</b>										
Male										
Female										
<b>Total</b>										

## 27. Classes in Science Courses\*

Only for schools/justice facilities with any grade 9-12, UG high school age students

- *Biology* (college-preparatory) courses are designed to provide information regarding the fundamental concepts of life and life processes. These courses include (but are not restricted to) such topics as cell structure and function, general plant and animal physiology, genetics, and taxonomy.
- *Chemistry* (college-preparatory) courses involve studying the composition, properties, and reactions of substances. These courses typically explore such concepts as the behaviors of solids, liquids, and gases; acid/base and oxidation/reduction reactions; and atomic structure. Chemical formulas and equations and nuclear reactions are also studied.
- *Physics* (college-preparatory) courses involve the study of the forces and laws of nature affecting matter, such as equilibrium, motion, momentum, and the relationships between matter and energy. The study of physics includes examination of sound, light, and magnetic and electric phenomena.

### Instructions

- Enter the number of classes for students in grade 9-12 enrolled in this school, for the science courses in each subject area listed. Include classes with ungraded high school age students in the count.
- Report classes that cover the content of science courses outlined in the definitions above, regardless of the course name.
- Science courses are college-preparatory courses that are considered introductory or advanced.
- Science courses include Advanced Placement biology, chemistry, and physics courses, and International Baccalaureate Diploma Programme biology, chemistry, and physics courses.
- Independent study does not count as a class.
- If you use regular scheduling, then the count should be based on October 1 (or the closest school day to October 1).
- If you use block scheduling that allows a full-year course to be taken in one semester, then the count should be based on the sum of a count taken on October 1 (or the closest school day to October 1) in the first block, and around March 1 in the second block.

Items noted with an asterisk "\*" reflect guiding questions. Answers to these questions determine whether a school is presented with subsequent items.

Subject Areas	Number of Classes
Biology	
Chemistry	
Physics	

**28. Classes in Science Courses in High School Taught by Certified Teachers** OPTIONAL FOR 2013-14, REQUIRED FOR 2015-16

Only for schools/justice facilities (with any grade 9-12, UG high school age students) reporting greater than zero high school science classes

- A *teacher* provides instruction, learning experiences, and care to students during a particular time period or in a given discipline.
  - Teachers include: Regular Classroom Teachers (teach Chemistry, English, mathematics, physical education, history, etc.); Special Education Teachers (teach special education classes to students with disabilities); General Elementary Teachers [teach self-contained classes in any of grades preschool–8 (i.e., teach the same class of students all or most of the day); team-teach (i.e., two or more teachers collaborate to teach multiple subjects to the same class of students); include preschool teachers and kindergarten teachers]; Vocational/Technical Education Teachers (teach typing, business, agriculture, life skills, home economics as well as any other vocational or technical classes); teaching principals, teaching school counselors, teaching librarians, teaching school nurses, or other teaching administrators [include any staff members who teach at least one regularly scheduled class per week (e.g., a librarian teaches a regularly scheduled class in mathematics once a week)]; teachers of ungraded students; Itinerant, Co-op, Traveling, and Satellite Teachers (teach at more than one school and may or may not be supervised by someone at your school); current Long-Term Substitute Teachers (currently filling the role of regular teachers for four or more continuous weeks); and other teachers who teach students in any of grades preschool–12.
  - Teachers exclude: Adult Education and Postsecondary Teachers (teach only adult education or students beyond grade 12); Short-term Substitute Teachers (fill the role of regular or special education teachers for less than four continuous weeks); Student Teachers; Day Care Aides/Paraprofessionals; Teacher Aides/Paraprofessionals; and Librarians who teach only library skills or how to use the library.
- A *certified teacher* is a teacher who has met all applicable state teacher certification requirements for a standard certificate. A certified teacher has a regular/standard certificate/license/endorsement issued by the state. A beginning teacher who has met the standard teacher education requirements is considered to have met state requirements even if he or she has not completed a state-required probationary period. A teacher working towards certification by way of alternative routes, or a teacher with an emergency, temporary, or provisional credential is not considered to have met state requirements.

**Instructions**

- Enter the number of classes for students in grades 9-12 taught by teachers certified in science, for the science courses in each subject area listed. Include classes with ungraded high school age students in the count.
- Report classes that cover the content of science courses outlined in the definitions above, regardless of the course name.
- Science courses are college-preparatory courses that are considered introductory or advanced.
- Science courses include Advanced Placement biology, chemistry, and physics courses, and International Baccalaureate Diploma Programme biology, chemistry, and physics courses.
- Independent study does not count as a class.
- Teachers are considered certified in science if they have received a teaching certificate/license/endorsement in science (general or subject-specific) from the state.

*Items noted with an asterisk "\*" reflect guiding questions. Answers to these questions determine whether a school is presented with subsequent items.*



- If you use regular scheduling, then the count should be based on October 1 (or the closest school day to October 1).
- If you use block scheduling that allows a full-year course to be taken in one semester, then the count should be based on the sum of a count taken on October 1 (or the closest school day to October 1) in the first block, and around March 1 in the second block.

Subject Areas	Number of Classes Taught by Teachers Certified in Science	Total Number of Science Classes in Grades 9-12
<a href="#">Biology</a>		
<a href="#">Chemistry</a>		
<a href="#">Physics</a>		

## 29. Student Enrollment in Science Courses

Only for schools/justice facilities (with any grade 9-12, UG high school age students) reporting greater than zero high school science classes

### Instructions

- Enter the number of students in grades 9-12 enrolled in at least one science course in the subject area specified. Include ungraded high school age students in the count.
- A student may be counted in more than one subject area row (e.g., biology and chemistry rows).
- A student enrolled in two or more science courses (e.g., Botany and Genetics) in the same subject area (e.g., biology) should be counted only once in the subject area row.
- Do not count students scheduled to take a course in the subject area listed, but not yet enrolled.
- Science courses are college-preparatory courses that are considered introductory or advanced.
- Science courses include Advanced Placement biology, chemistry, and physics courses, and International Baccalaureate Diploma Programme biology, chemistry, and physics courses.
- If you use regular scheduling, then the count should be based on October 1 (or the closest school day to October 1). For students with disabilities (IDEA), the count should be based on either the IDEA child count date or on October 1 (or the closest school day to October 1).
- If you use block scheduling that allows a full-year course to be taken in one semester, then the count should be based on the sum of a count taken on October 1 (or the closest school day to October 1) in the first block, and around March 1 in the second block. For students with disabilities (IDEA), the count should be based on the sum of a count taken on either the IDEA child count date or on October 1 (or the closest school day to October 1) in the first block, and around March 1 in the second block.

*Items noted with an asterisk "\*" reflect guiding questions. Answers to these questions determine whether a school is presented with subsequent items.*

Data Element	Hispanic or Latino of any race	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Black or African American	White	Two or more races	Total	LEP	Students with Disabilities (IDEA)
<b>Students enrolled in at least one course in <a href="#">biology</a>:</b>										
Male										
Female										
<b>Total</b>										
<b>Students enrolled in at least one course in <a href="#">chemistry</a>:</b>										
Male										
Female										
<b>Total</b>										
<b>Students enrolled in at least one course in <a href="#">physics</a>:</b>										
Male										
Female										
<b>Total</b>										

### 30. International Baccalaureate Diploma Programme\*

Only for schools with any grade 9-12, UG high school age students

- The *International Baccalaureate (IB) Diploma Programme*, sponsored by the International Baccalaureate Organization, is designed as an academically challenging and balanced program of education with final examinations that prepares students, usually aged 16 to 19, for success at university and life beyond. The Programme is typically taught over two years. IB Diploma Programme students study six courses at higher level or standard level. Students must choose one subject from each of groups 1 to 5, thus ensuring breadth of experience in languages, social studies, the experimental sciences and mathematics. The sixth subject may be an arts subject chosen from group 6, or the student may choose another subject from groups 1 to 5. Additionally, IB Diploma Programme students must meet three core requirements: the extended essay, the theory of knowledge course, and a creativity/action/service experience.

#### Instructions

- Indicate whether the school has any students in grades 9-12 or comparable ungraded levels, enrolled in the International Baccalaureate Diploma Programme.
- Report data based on October 1 (or the closest school day to October 1).

Question	Yes	No
Does this school have any students enrolled in the International Baccalaureate Diploma Programme?		

Items noted with an asterisk "\*" reflect guiding questions. Answers to these questions determine whether a school is presented with subsequent items.

### 31. Student Enrollment in the International Baccalaureate (IB) Diploma Programme

Only for schools with any grade 9-12, UG high school age students enrolled in an IB Diploma Programme

#### Instructions

- Enter the number of students in grades 9-12 enrolled in the International Baccalaureate (IB) Diploma Programme. Include ungraded high school age students in the count.
- For students with disabilities (IDEA), report data based on either the IDEA child count date or on October 1 (or the closest school day to October 1). For all other entries, report data based on October 1 (or the closest school day to October 1).

Data Element	Hispanic or Latino of any race	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Black or African American	White	Two or more races	Total	LEP	Students with Disabilities (IDEA)
Students enrolled in the <a href="#">International Baccalaureate (IB) Diploma Programme</a> : Male										
Female										
<b>Total</b>										

### 32. Advanced Placement Program Indicator\*

Only for schools with any grade 9-12, UG high school age students

- *Advanced Placement (AP) refers to a program, sponsored by the College Board, through which students may earn college credit and advanced college placement by successfully completing AP courses and standardized AP exams.*
- *Advanced Placement (AP) course is an advanced, college-level course designed for students who achieve a specified level of academic performance. Upon successful completion of the course and a standardized AP exam, a student may be qualified to receive college credit and/or placement into advanced college courses.*

#### Instructions

- Indicate whether the school has any students in grades 9-12 or comparable ungraded levels, enrolled in one or more Advanced Placement (AP) courses.
- Report data based on October 1 (or the closest school day to October 1).

Question	Yes	No
Does this school have any students enrolled in one or more Advanced Placement (AP) courses?		

### 33. Different Advanced Placement (AP) Courses

Only for schools with any grade 9-12, UG high school age students enrolled in AP

#### Instructions

- Enter the number of AP courses for students in grades 9-12 or comparable ungraded levels, ~~provided~~ offered by the school.

Items noted with an asterisk "\*" reflect guiding questions. Answers to these questions determine whether a school is presented with subsequent items.

- Count each course separately. For example, AP Biology and AP Chemistry are different courses; AP Calculus AB and AP Calculus BC are different courses. But multiple classes in AP Calculus AB are not different courses. For a list of AP courses, go to <https://apstudent.collegeboard.org/apcourse>.
- If you use regular scheduling, then the count should be based on October 1 (or the closest school day to October 1).
- If you use block scheduling that allows a full-year course to be taken in one semester, then the count should be based on the sum of a count taken on October 1 (or the closest school day to October 1) in the first block, and around March 1 in the second block.

Question	Number of Courses
How many different <a href="#">AP courses</a> does the school provide?	

### 34. Advanced Placement (AP) Course Self-Selection

Only for schools with any grade 9-12, UG high school age students enrolled in AP

- *Advanced Placement (AP) course self-selection* refers to a student enrolling in any AP course offered by a school without needing a recommendation or without meeting other criteria (except for any necessary course prerequisites).

#### Instructions

- Answer “Yes” if a student is allowed to enroll in all AP courses that the school offers without needing a recommendation or meeting any other criteria (except for any necessary course prerequisites). Otherwise answer “No.”
- Report data based on October 1 (or the closest school day to October 1).

Question	Yes	No
Is enrollment via self-selection by students permitted for all <a href="#">AP courses</a> offered by the school?		

### 35. Advanced Placement (AP) Student Enrollment\*

Only for schools with any grade 9-12, UG high school age students enrolled in AP

#### Instructions

- Enter the number of students in grades 9-12 enrolled in at least one AP course. Include ungraded high school age students in the count.
- If you use regular scheduling, then the count should be based on October 1 (or the closest school day to October 1). For students with disabilities (IDEA), the count should be based on either the IDEA child count date or on October 1 (or the closest school day to October 1).
- If you use block scheduling that allows a full-year course to be taken in one semester, then the count should be based on the sum of a count taken on October 1 (or the closest school day to October 1) in the first block, and around March 1 in the second block. For students with disabilities (IDEA), the count should be based on the sum of a count taken on either the IDEA child count date or on October 1 (or the closest school day to October 1) in the first block, and around March 1 in the second block.

*Items noted with an asterisk “\*” reflect guiding questions. Answers to these questions determine whether a school is presented with subsequent items.*

Data Element	Hispanic or Latino of any race	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Black or African American	White	Two or more races	Total	LEP	Students with Disabilities (IDEA)
Students enrolled in at least one <a href="#">AP course</a> :										
Male										
Female										
<b>Total</b>										

### 36. Advanced Placement (AP) Mathematics Enrollment Indicator\*

Only for schools with any grade 9-12, UG high school age students enrolled in AP

- *AP mathematics courses include calculus (AB and BC) and statistics.*

#### Instructions

- Indicate whether the school has any students in grades 9-12 or comparable ungraded levels, enrolled in one or more Advanced Placement (AP) mathematics courses.
- Report data based on October 1 (or the closest school day to October 1).

Question	Yes	No
Does this school have any students enrolled in one or more Advanced Placement (AP) mathematics courses?		

### 37. Student Enrollment in Advanced Placement (AP) Mathematics

Only for schools with any grade 9-12, UG high school age students enrolled in AP mathematics

#### Instructions

- Enter the number of students in grades 9-12 enrolled in at least one AP course in mathematics. Include ungraded high school age students in the count.
- If you use regular scheduling, then the count should be based on October 1 (or the closest school day to October 1). For students with disabilities (IDEA), the count should be based on either the IDEA child count date or on October 1 (or the closest school day to October 1).
- If you use block scheduling that allows a full-year course to be taken in one semester, then the count should be based on the sum of a count taken on October 1 (or the closest school day to October 1) in the first block, and around March 1 in the second block. For students with disabilities (IDEA), the count should be based on the sum of a count taken on either the IDEA child count date or on October 1 (or the closest school day to October 1) in the first block, and around March 1 in the second block.

Items noted with an asterisk "\*" reflect guiding questions. Answers to these questions determine whether a school is presented with subsequent items.

Data Element	Hispanic or Latino of any race	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Black or African American	White	Two or more races	Total	LEP	Students with Disabilities (IDEA)
Students enrolled in at least one <a href="#">AP course in mathematics</a> :										
Male										
Female										
<b>Total</b>										

### 38. Advanced Placement (AP) Science Enrollment Indicator\*

Only for schools with any grade 9-12, UG high school age students enrolled in AP

- *AP science courses include biology, chemistry, physics, and environmental science.*

#### Instructions

- Indicate whether the school has any students in grades 9-12 or comparable ungraded levels, enrolled in one or more Advanced Placement (AP) science courses.
- Report data based on October 1 (or the closest school day to October 1).

Question	Yes	No
Does this school have any students enrolled in one or more Advanced Placement (AP) science courses?		

### 39. Student Enrollment in Advanced Placement (AP) Science

Only for schools with any grade 9-12, UG high school age students enrolled in AP science

#### Instructions

- Enter the number of students in grades 9-12 enrolled in at least one AP course in science. Include ungraded high school age students in the count.
- If you use regular scheduling, then the count should be based on October 1 (or the closest school day to October 1). For students with disabilities (IDEA), the count should be based on either the IDEA child count date or on October 1 (or the closest school day to October 1).
- If you use block scheduling that allows a full-year course to be taken in one semester, then the count should be based on the sum of a count taken on October 1 (or the closest school day to October 1) in the first block, and around March 1 in the second block. For students with disabilities (IDEA), the count should be based on the sum of a count taken on either the IDEA child count date or on October 1 (or the closest school day to October 1) in the first block, and around March 1 in the second block.

*Items noted with an asterisk "\*" reflect guiding questions. Answers to these questions determine whether a school is presented with subsequent items.*

Data Element	Hispanic or Latino of any race	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Black or African American	White	Two or more races	Total	LEP	Students with Disabilities (IDEA)
<b>Students enrolled in at least one <a href="#">AP course in science</a>:</b>										
Male										
Female										
<b>Total</b>										

**40. Advanced Placement (AP) Other Subjects Enrollment Indicator\***

Only for schools with any grade 9-12, UG high school age students enrolled in AP

- *“Other subjects” include all AP courses other than those in mathematics and science. For example, AP computer science and AP foreign language are included in “other subjects.”*

**Instructions**

- Indicate whether the school has any students in grades 9-12 or comparable ungraded levels, enrolled in one or more Advanced Placement (AP) courses in other subjects.
- Report data based on October 1 (or the closest school day to October 1).

Question	Yes	No
Does this school have any students enrolled in one or more Advanced Placement (AP) courses in other subjects?		

**41. Student Enrollment in Other Advanced Placement (AP) Subjects**

Only for schools with any grade 9-12, UG high school age students enrolled in AP courses in other subjects

**Instructions**

- Enter the number of students in grades 9-12 enrolled in at least one AP course in other subjects. Include ungraded high school age students in the count.
- If you use regular scheduling, then the count should be based on October 1 (or the closest school day to October 1). For students with disabilities (IDEA), the count should be based on either the IDEA child count date or on October 1 (or the closest school day to October 1).
- If you use block scheduling that allows a full-year course to be taken in one semester, then the count should be based on the sum of a count taken on October 1 (or the closest school day to October 1) in the first block, and around March 1 in the second block. For students with disabilities (IDEA), the count should be based on the sum of a count taken on either the IDEA child count date or on October 1 (or the closest school day to October 1) in the first block, and around March 1 in the second block.

*Items noted with an asterisk “\*” reflect guiding questions. Answers to these questions determine whether a school is presented with subsequent items.*

Data Element	Hispanic or Latino of any race	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Black or African American	White	Two or more races	Total	LEP	Students with Disabilities (IDEA)
Students enrolled in at least one <a href="#">AP course in other subjects</a> :										
Male										
Female										
<b>Total</b>										

#### 42. Dual Enrollment Program\*

Only for schools/justice facilities with any grade 9-12, UG high school age students

- *Dual enrollment/dual credit programs provide opportunities for high school students to take college-level courses offered by colleges, and earn concurrent credit toward a high school diploma and a college degree while still in high school. These programs are for high school-enrolled students who are academically prepared to enroll in college and are interested in taking on additional coursework. For example, students who want to study subjects not offered at their high school may seek supplemental education at colleges nearby. Dual enrollment/dual credit programs do not include the Advanced Placement (AP) program or the International Baccalaureate Diploma Programme.*

##### Instructions

- Indicate whether the school has any students in grades 9-12 or comparable ungraded levels, enrolled in a dual enrollment/dual credit program.
- Report data based on October 1 (or the closest school day to October 1).

Question	Yes	No
Does this school have any students enrolled in a dual enrollment/dual credit program?		

#### 43. Student Enrollment in Dual Enrollment Programs OPTIONAL FOR 2013-14, REQUIRED FOR 2015-16

Only for schools/justice facilities with any grade 9-12, UG high school age students enrolled in a dual enrollment/dual credit program

##### Instructions

- Enter the number of students in grades 9-12 enrolled in at least one dual enrollment/dual credit program. Include ungraded high school age students in the count.
- Do not include students simply because they are enrolled in the Advanced Placement (AP) program or the International Baccalaureate Diploma Programme.
- For students with disabilities (IDEA), report data based on either the IDEA child count date or on October 1 (or the closest school day to October 1). For all other entries, report data based on October 1 (or the closest school day to October 1).

*Items noted with an asterisk "\*" reflect guiding questions. Answers to these questions determine whether a school is presented with subsequent items.*



Data Element	Hispanic or Latino of any race	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Black or African American	White	Two or more races	Total	LEP	Students with Disabilities (IDEA)
Students enrolled in at least one <a href="#">dual enrollment/dual credit program</a> :										
Male										
Female										
<b>Total</b>										

#### 44. Single-Sex Academic Classes\*

Only for co-educational schools/justice facilities, grades K-12, UG

- A *single-sex academic class* refers to an academic class in a co-educational school where only male or only female students are permitted to take the class. A class should be counted as a single-sex class only if it excludes students of one sex from enrolling or otherwise participating in that class because of their sex. A class is not considered single-sex so long as it is open to members of both sexes, even if students of only one sex, or a disproportionate number of students of one sex, enroll.

##### Instructions

- Indicate whether the school has any students in grades K-12 or comparable ungraded levels, enrolled in one or more single sex academic classes.
- If the school has single-sex students who receive all of their academic instruction from one teacher in one classroom, then each academic subject area taught in the classroom is considered one single-sex class. For example, a co-educational elementary school that has male students who receive mathematics, science, reading/language arts and social studies instruction from one teacher in one classroom should consider each subject area a single-sex class.
- Consider classes, not courses.
- A physical education class is not considered an academic class.
- Independent study is not considered a single-sex class.
- Report data based on October 1 (or the closest school day to October 1).

Question	Yes	No
Does this school have any students enrolled in one or more single sex academic classes?		

#### 45. Single-Sex Academic Classes in the School

Only for co-educational schools/justice facilities, grades K-12, UG with single-sex classes

- *Algebra I* is a (college-preparatory) course that includes the study of properties and operations of the real number system; evaluating rational algebraic expressions; solving and graphing first degree equations and inequalities; translating word problems into equations; operations with and factoring of polynomials; and solving simple quadratic equations. Algebra I is a foundation course leading to higher-level mathematics courses, including Geometry and Algebra II.
- *Geometry* is a (college-preparatory) course that typically includes topics such as properties of plane and solid figures; deductive methods of reasoning and use of logic; geometry as an axiomatic system including the study of postulates, theorems, and formal proofs; concepts of congruence, similarity, parallelism, perpendicularity, and proportion; and rules of angle measurement in triangles. Geometry is considered a prerequisite for Algebra II.

Items noted with an asterisk "\*" reflect guiding questions. Answers to these questions determine whether a school is presented with subsequent items.

- *Algebra II (college-preparatory) course topics typically include field properties and theorems; set theory; operations with rational and irrational expressions; factoring of rational expressions; in-depth study of linear equations and inequalities; quadratic equations; solving systems of linear and quadratic equations; graphing of constant, linear, and quadratic equations; properties of higher degree equations; and operations with rational and irrational exponents.*
- *A single-sex academic class refers to an academic class in a co-educational school where only male or only female students are permitted to take the class. A class should be counted as a single-sex class only if it excludes students of one sex from enrolling or otherwise participating in that class because of their sex. A class is not considered single-sex so long as it is open to members of both sexes, even if students of only one sex, or a disproportionate number of students of one sex, enroll.*
- *“Other mathematics” includes all mathematics courses except Algebra I, Geometry, and Algebra II. It includes general mathematics courses as well as college-preparatory courses.*
- *English/reading/language arts includes general English/reading/language arts courses as well as college-preparatory English/reading/language arts courses.*
- *Science includes general science courses as well as college-preparatory science courses such as biology, chemistry, and physics.*
- *“Other academic subjects” includes history, social studies, foreign languages, and computer science.*

### Instructions

- Enter the number of single-sex academic classes for the courses or subject areas, as specified. Include classes with students in grades K-12, and comparable ungraded levels in the count.
- Count classes, not courses.
- Enter the total count of classes, not the enrollment of students in those classes.
- Report classes that cover the content of the courses outlined in the definitions above, regardless of the course name.
- Include classes in Advanced Placement courses and International Baccalaureate Diploma Programme courses.
- If the school has single-sex students who receive all of their academic instruction from one teacher in one classroom, then each academic subject area taught in the classroom is considered one single-sex class. For example, a co-educational elementary school that has male students who receive mathematics, science, reading/language arts and social studies instruction from one teacher in one classroom should consider each subject area a single-sex class.
- Elementary schools with single sex math classes should report those classes as other mathematics.
- A physical education class is not considered an academic class.
- Independent study is not considered a single-sex class.
- If you use regular scheduling, then the count should be based on October 1 (or the closest school day to October 1).
- If you use block scheduling that allows a full-year course to be taken in one semester, then the count should be based on the sum of a count taken on October 1 (or the closest school day to October 1) in the first block, and around March 1 in the second block.

<b>Courses/Subject Areas</b>	<b>Classes for Males only</b>	<b>Classes for Females only</b>	<b>Total Single-Sex Classes</b>
Algebra I, Geometry, Algebra II			
Other mathematics			
Science			
English/reading/language arts			
Other academic subjects			

*Items noted with an asterisk “\*” reflect guiding questions. Answers to these questions determine whether a school is presented with subsequent items.*

## Section IV: School Staff

### GENERAL INSTRUCTIONS

- Unless otherwise noted, count should be cumulative based on the entire regular school year.

### KEY DEFINITIONS

- *Full-time equivalent (FTE) is a unit that indicates the workload of an employed person in a way that makes workloads comparable across various contexts. FTE is used to measure a worker's service in a place (e.g., school). FTE is the number of total hours the person is expected to work divided by the maximum number of compensable hours in a full-time schedule. An FTE of 1.00 means that the person is equivalent to a full-time worker; while an FTE of 0.50 signals that the worker is only half-time.*

## 46. Teachers – FTE Count and Certification

### All schools and justice facilities, preschool-grade 12, UG

- A teacher provides instruction, learning experiences, and care to students during a particular time period or in a given discipline.
  - Teachers include: Regular Classroom Teachers (teach Chemistry, English, mathematics, physical education, history, etc.); Special Education Teachers (teach special education classes to students with disabilities); General Elementary Teachers [teach self-contained classes in any of grades preschool–8 (i.e., teach the same class of students all or most of the day); team-teach (i.e., two or more teachers collaborate to teach multiple subjects to the same class of students); include preschool teachers and kindergarten teachers]; Vocational/Technical Education Teachers (teach typing, business, agriculture, life skills, home economics as well as any other vocational or technical classes); teaching principals, teaching school counselors, teaching librarians, teaching school nurses, or other teaching administrators [include any staff members who teach at least one regularly scheduled class per week (e.g., a librarian teaches a regularly scheduled class in mathematics once a week)]; teachers of ungraded students; Itinerant, Co-op, Traveling, and Satellite Teachers (teach at more than one school and may or may not be supervised by someone at your school); current Long-Term Substitute Teachers (currently filling the role of regular teachers for four or more continuous weeks); and other teachers who teach students in any of grades preschool–12.
  - Teachers exclude: Adult Education and Postsecondary Teachers (teach only adult education or students beyond grade 12); Short-term Substitute Teachers (fill the role of regular or special education teachers for less than four continuous weeks); Student Teachers; Day Care Aides/Paraprofessionals; Teacher Aides/Paraprofessionals; and Librarians who teach only library skills or how to use the library.
- A certified teacher is a teacher who has met all applicable state teacher certification requirements for a standard certificate. A certified teacher has a regular/standard certificate/license/endorsement issued by the state. A beginning teacher who has met the standard teacher education requirements is considered to have met state requirements even if he or she has not completed a state-required probationary period. A teacher working towards certification by way of alternative routes, or a teacher with an emergency, temporary, or provisional credential is not considered to have met state requirements.

### Instructions

- The number of teachers should be reported in full-time equivalency of assignment.
- Enter the total number of FTE teachers. Include all teachers, regardless of whether they meet state licensing/certification requirements.
- Enter the number of FTE certified teachers (i.e., who meet all state licensing/certification requirements).
- Enter the number of FTE non-certified teachers (i.e., who did not meet all state licensing/certification requirements). Teacher working towards certification by way of alternative routes, or teachers with an emergency, temporary, or provisional credential are not considered to have met state requirements.
- Include teachers for preschool, grades K-12, and comparable ungraded levels, regardless of how teachers were funded (i.e., federal, state, and/or local funds).
- Values should be entered as decimal numbers to the hundredths place (i.e., two decimal places; e.g., 4.00, 4.75).

Items noted with an asterisk "\*" reflect guiding questions. Answers to these questions determine whether a school is presented with subsequent items.

- Justice facilities should include only teachers who serve students in the educational program offered at the justice facility during the regular school year.
- *Note: The total FTE value reported for this item may be greater than or equal to the FTE value reported for the teachers funded with state and local funds item #36 in Section XII: School Expenditures.*

Data Element	FTE
Total number of full-time equivalent (FTE) teachers	xx.xx
Number of FTE teachers who are certified	xx.xx
Number of FTE teachers who are not certified	xx.xx

#### 47. Teacher Years of Experience

All schools and justice facilities, preschool-grade 12, UG

- *Year of teaching refers to the number of year(s) of teaching experience, including the current year, but not including any student teaching or other similar preparation experiences. Experience includes teaching in any school, subject, or grade; it does not have to be in the school, subject, or grade that the teacher is presently teaching.*

##### Instructions

- The number of teachers should be reported in full-time equivalency of assignment.
- Enter the number of FTE teachers with the specified length of experience as listed.
- Include teachers for preschool, grades K-12, and comparable ungraded levels, regardless of how teachers were funded (i.e., federal, state, and/or local funds).
- Values should be entered as decimal numbers to the hundredths place (i.e., two decimal places; e.g., 4.00, 4.75).
- Justice facilities should include only teachers who serve students in the educational program offered at the justice facility during the regular school year.

Data Element	FTE
Number of FTE <a href="#">teachers</a> in their first year of teaching	xx.xx
Number of FTE <a href="#">teachers</a> in their second year of teaching	xx.xx

#### 48. Current Year and Previous Year Teachers OPTIONAL FOR 2013-14, REQUIRED FOR 2015-16

All schools and justice facilities, preschool-grade 12, UG

- *Current school year teachers are teachers employed at the school in the current school year. These teachers may include teachers employed at the school in the previous school year.*
- *Previous school year teachers are teachers employed at the school in the previous school year.*

##### Instructions

- Enter the number of teachers employed at the school during the current school year.
- Enter the number of teachers employed at the school during both the current school year and the previous school year.
- Current school year refers to the 2015–16 school year. Previous school year refers to the 2014–15 school year.
- Include teachers for preschool, grades K-12, and comparable ungraded levels, regardless of how teachers were funded (i.e., federal, state, and/or local funds).
- Teachers do not have to be teaching the same subject or grade level, each school year.
- Report a count, not a full-time equivalency number.

*Items noted with an asterisk "\*" reflect guiding questions. Answers to these questions determine whether a school is presented with subsequent items.*

- Justice facilities should include only teachers who serve students in the educational program offered at the justice facility during the regular school year.

Data Element	Count
<a href="#">Teachers</a> employed during current school year	
<a href="#">Teachers</a> employed during both the current and previous school years	

#### 49. School Counselors

All schools and justice facilities, preschool-grade 12, UG

- A *school counselor* is a professional staff member assigned specific duties and school time for any of the following activities: counseling with students and parents, consulting with other staff members on learning problems, evaluating student abilities, assisting students in making education 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.

##### Instructions

- The number of school counselors should be reported in full-time equivalency of assignment.
- Enter the number of FTE school counselors.
- Include school counselors for preschool, grades K-12, and comparable ungraded levels, regardless of how school counselors were funded (i.e., federal, state, and/or local funds).
- Values should be entered as decimal numbers to the hundredths place (i.e., two decimal places; e.g., 4.00, 4.75).
- Justice facilities should include only school counselors who serve students who are in the educational program offered at the justice facility during the regular school year.

Data Element	FTE
Number of FTE school counselors	XX.XX

#### 50. Security Staff OPTIONAL FOR 2013-14, REQUIRED FOR 2015-16

All schools, preschool-grade 12, UG

- A *sworn law enforcement officer* is a career law enforcement officer, with arrest authority. A sworn law enforcement officer may be a school resource officer (who has specialized training and is assigned to work in collaboration with school organizations). A sworn law enforcement officer may be employed by any entity (e.g., police department, school district or school). An officer's duties may include: motor vehicle traffic control; security enforcement and patrol; maintaining school discipline; coordinating with local police and emergency team(s); identifying problems in the school and proactively seeking solutions to those problems; training teachers and staff in school safety or crime prevention; mentoring students; teaching a law-related education course or training students (e.g., drug-related education, criminal law, or criminal prevention courses); recording or reporting discipline problems to school authorities; and providing information to school authorities about the legal definitions of behavior for recording or reporting purposes (e.g., definition assault for school authorities).
- A *security guard* is an individual who guards, patrols, and/or monitors the school premises to prevent theft, violence, and/or infractions of rules. A security guard may provide protection to individuals, and may operate x-ray and metal detector equipment. A security guard is not a sworn law enforcement officer.

##### Instructions

- The number of security staff should be reported in full-time equivalency of assignment.
- Enter the number of FTE security staff present at the school, at least once a week, to perform his/her duties.
- Include only staff who were present at the school during normal school hours or during times when school activities/events were in session.

Items noted with an asterisk "\*" reflect guiding questions. Answers to these questions determine whether a school is presented with subsequent items.

- Include staff for preschool, grades K-12, and comparable ungraded levels, regardless of how staff were funded (i.e., federal, state, and/or local funds or funds from another entity).
- Values should be entered as decimal numbers to the hundredths place (i.e., two decimal places; e.g., 4.00, 4.75).

Data Element	FTE
Number of FTE sworn law enforcement officers	XX.XX
Number of FTE security guards	XX.XX

## 51. Support Services Staff OPTIONAL FOR 2013-14, REQUIRED FOR 2015-16

### All schools and justice facilities, preschool-grade 12, UG

- A nurse is a qualified health care professional who addresses the health needs of students. The provider meets the state standards and requirements for a nurse. Nurses include school nurses.
- A psychologist evaluates and analyzes students' behavior by measuring and interpreting their intellectual, emotional, and social development, and diagnosing their educational and personal problems. A psychologist may diagnose and treat mental disorders and learning disabilities. A psychologist may also diagnose and treat cognitive, behavioral, and emotional problems using individual, child, family, and group therapies. A psychologist is a licensed professional. Psychologists include school psychologists.
- A social worker provides social services and assistance to improve the social and psychological functioning of children and their families and to maximize the family well-being and the academic functioning of the children. Typical responsibilities include: 1) preparing a social or developmental history on a student with disabilities; 2) group and individual counseling with a student and his or her family; 3) working with those problems in a student's living situation (home, school, and community) that affect adjustment in school; and 4) mobilizing school and community resources in order to enable the student to receive maximum benefit from his or her educational program. The provider of these services is certified, licensed, or otherwise a qualified professional. Social workers include school social workers.

### Instructions

- The number of support services staff should be reported in full-time equivalency of assignment.
- Enter the number of FTE support services staff.
- Include staff for preschool, grades K-12, and comparable ungraded levels, regardless of how staff were funded (i.e., federal, state, and/or local funds).
- Values should be entered as decimal numbers to the hundredths place (i.e., two decimal places; e.g., 4.00, 4.75).
- Justice facilities should include only staff who serve students who are in the educational program offered at the justice facility during the regular school year.

Data Element	FTE
Number of FTE nurses	XX.XX
Number of FTE psychologists	XX.XX
Number of FTE social workers	XX.XX

Items noted with an asterisk "\*" reflect guiding questions. Answers to these questions determine whether a school is presented with subsequent items.

## PART 2 SCHOOL FORM: Cumulative or End-of-Year Data

### Section I: Algebra I Passing

#### GENERAL INSTRUCTIONS

- Unless otherwise noted, count should be cumulative based on the entire regular school year.

#### KEY DEFINITIONS

- *Algebra I is a (college-preparatory) course that includes the study of properties and operations of the real number system; evaluating rational algebraic expressions; solving and graphing first degree equations and inequalities; translating word problems into equations; operations with and factoring of polynomials; and solving simple quadratic equations. Algebra I is a foundation course leading to higher-level mathematics courses, including Geometry and Algebra II.*

#### 1. Students who Passed Algebra I in Grade 7 NEW FOR 2015-16

Only for schools/justice facilities reporting greater than zero grade 7 students enrolled in Algebra I

##### Instructions

- Enter the number of students in grade 7 who successfully completed (i.e., passed) Algebra I.
- Students who passed Algebra I received full credit for the course.
- Count only students who were reported as enrolled in Algebra I in the *Student Enrollment in Algebra I in Grade 7* item.

Data Element	Number of Students
Students who passed <a href="#">Algebra I</a> in grade 7	

#### 2. Students who Passed Algebra I in Grade 8 NEW FOR 2015-16

Only for schools/justice facilities reporting greater than zero grade 8, UG middle school age students enrolled in Algebra I

##### Instructions

- Enter the number of students in grade 8 who successfully completed (i.e., passed) Algebra I. Include ungraded middle school age students who passed Algebra I in the count.
- Students who passed Algebra I received full credit for the course.
- Count only students who were reported as enrolled in Algebra I in the *Student Enrollment in Algebra I in Grade 8* item.

Data Element	Hispanic or Latino of any race	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Black or African American	White	Two or more races	Total	LEP	Students with Disabilities (IDEA)
Students who passed <a href="#">Algebra I</a> in grade 8 or ungraded: Male										
Female										
<b>Total</b>										

Items noted with an asterisk "\*" reflect guiding questions. Answers to these questions determine whether a school is presented with subsequent items.

### 3. High School Students who Passed Algebra I

Only for schools/justice facilities (with any grade 9-12, UG high school age students) reporting greater than zero high school students enrolled in Algebra I

#### Instructions

- Enter the number of students in grade 9 or 10 who successfully completed (i.e., passed) Algebra I.
- Enter the number of students in grade 11 or 12 who successfully completed (i.e., passed) Algebra I. Include ungraded high school age students who passed Algebra I in the count.
- Students who passed Algebra I received full credit for the course.
- Count only students who were reported as enrolled in Algebra I in the *High School Student Enrollment in Algebra I* item.

Data Element	Hispanic or Latino of any race	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Black or African American	White	Two or more races	Total	LEP	Students with Disabilities (IDEA)
<b>Students who passed <a href="#">Algebra I</a> in grade 9 or 10:</b>										
Male										
Female										
<b>Total</b>										
<b>Students who passed <a href="#">Algebra I</a> in grade 11 or 12 or ungraded:</b>										
Male										
Female										
<b>Total</b>										

Items noted with an asterisk "\*" reflect guiding questions. Answers to these questions determine whether a school is presented with subsequent items.



## Section II: Credit Recovery

### KEY DEFINITIONS

- *Credit recovery programs (including courses or other instruction) aim to help schools graduate more students by giving students who have fallen behind the chance to “recover” credits through a multitude of different strategies, including online. Different programs allow students to work on their credit recovery classes over the summer, on school breaks, after school, on weekends, at home on their own, at night in school computer labs, or even during the school day.*

#### 4. Credit Recovery Program\*

Only for schools/justice facilities with any grade 9-12, UG high school age students

##### Instructions

- Indicate whether the school has any students in grades 9-12 or comparable ungraded levels, who participate in at least one credit recovery program.
- Report data based on the start of the regular school year up to one day prior to the start of the following regular school year.

Question	Yes	No
Does this school have any students who participate in at least one <a href="#">credit recovery program</a> ?		

#### 5. Credit Recovery Program Student Participation OPTIONAL FOR 2013-14, REQUIRED FOR 2015-16

Only for schools/justice facilities with any grade 9-12, UG high school age students who participate in a credit recovery program

##### Instructions

- Enter the number of students in grades 9-12 who participate in at least one credit recovery program. Include ungraded high school age students in the count.
- Report a cumulative count for the period beginning at the start of the regular school year and ending one day prior to the start of the following regular school year.

Data Element	Number of Students
Students who participate in at least one <a href="#">credit recovery program</a>	

Items noted with an asterisk “\*” reflect guiding questions. Answers to these questions determine whether a school is presented with subsequent items.

## Section III: SAT Reasoning Test, ACT, and Advanced Placement Exams

### 6. Student Participation in the SAT Reasoning Test or ACT

Only for schools/justice facilities with any grade 9-12, UG high school age students

- The ACT Test (ACT) is a nationally recognized assessment used to indicate college readiness. The ACT is sponsored by ACT, Inc.
- The SAT Reasoning Test (SAT) is a nationally recognized assessment used to indicate college readiness. The SAT (formerly the Scholastic Aptitude Test) is sponsored by the College Board.

#### Instructions

- Enter the number of students in grades 9-12 who participated in (i.e., took) the SAT Reasoning Test (SAT), the ACT Test (ACT), or both. Include ungraded high school age students in the count.
- Include students who participated, regardless of whether they received valid scores on the tests.
- Report a cumulative count for the period beginning at the start of the regular school year and ending one day prior to the start of the following regular school year.

Data Element	Hispanic or Latino of any race	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Black or African American	White	Two or more races	Total	LEP	Students with Disabilities (IDEA)
<b>Students who participated in the SAT Reasoning Test or ACT:</b>										
Male										
Female										
<b>Total</b>										

### 7. Student Participation in Advanced Placement (AP) Exams\*

Only for schools (with any grade 9-12, UG high school age students) reporting greater than zero student enrollment in AP

- Advanced Placement (AP) refers to a program, sponsored by the College Board, through which students may earn college credit and advanced college placement by successfully completing AP courses and standardized AP exams.
- An Advanced Placement (AP) course is an advanced, college-level course designed for students who achieve a specified level of academic performance. Upon successful completion of the course and a standardized AP exam, a student may be qualified to receive college credit and/or placement into advanced college courses.

#### Instructions

- Enter the number of students in grades 9-12, as specified. Include ungraded high school age students in the count.
- Count only students who were reported as enrolled in at least one AP course in the *Advanced Placement (AP) Student Enrollment* item.
- Students who took on one or more AP exams and students who did not take any AP exams are mutually exclusive; a student may not be counted in more than one row.
- Report a cumulative count based on the entire regular school year.

Items noted with an asterisk "\*" reflect guiding questions. Answers to these questions determine whether a school is presented with subsequent items.

Data Element	Hispanic or Latino of any race	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Black or African American	White	Two or more races	Total	LEP	Students with Disabilities (IDEA)
<b>Students who took one or more AP exams for one or more AP courses enrolled in:</b>										
Male										
Female										
<b>Total</b>										
<b>Students who were enrolled in one or more AP courses but who did not take any AP exams:</b>										
Male										
Female										
<b>Total</b>										

## 8. Students who Received a Qualifying Score on Advanced Placement (AP) Exams

Only for schools (with any grade 9-12, UG high school age students) reporting greater than zero student participation in AP exams

- An *Advanced Placement (AP) exam qualifying score* is a score of 3 or higher on an AP exam. Students who earn AP exam scores of 3, 4, or 5 are generally considered to be qualified to receive college credit and/or placement into advanced courses due to the fact that their AP exam scores are equivalent to a college course score of "middle C" or above. However, the awarding of credit and placement is determined by each college or university.

### Instructions

- Enter the number of students in grades 9-12, as specified. Include ungraded high school age students in the count.
- Count only students who were reported as enrolled in at least one AP course in the *Advanced Placement (AP) Student Enrollment* item.
- Do not include students who received a qualifying score on an AP exam, but who were not enrolled in the corresponding AP course.
- Students who received a qualifying score on one or more AP exams and students who did not receive a qualifying score on any AP exams are mutually exclusive; a student may not be counted in more than one row.
- Report a cumulative count based on the entire regular school year.

Items noted with an asterisk "\*" reflect guiding questions. Answers to these questions determine whether a school is presented with subsequent items.

Data Element	Hispanic or Latino of any race	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Black or African American	White	Two or more races	Total	LEP	Students with Disabilities (IDEA)
<b>Students who received a qualifying score on one or more AP exams for one or more AP courses enrolled in:</b> Male										
Female										
<b>Total</b>										
<b>Students who did not receive a qualifying score on any AP exams for the one or more AP courses enrolled in:</b> Male										
Female										
<b>Total</b>										

Items noted with an asterisk "\*" reflect guiding questions. Answers to these questions determine whether a school is presented with subsequent items.

## Section IV: Chronic Student Absenteeism

### GENERAL INSTRUCTIONS

- Unless otherwise noted, count should be cumulative based on the entire regular school year.

### KEY DEFINITIONS

- A *chronically absent student* is a student who is absent 15 or more school days during the school year. A student is absent if he or she is not physically on school grounds and is not participating in instruction or instruction-related activities at an approved off-grounds location for at least half the school day. Each day that a student is absent for 50 percent or more of the school day should be counted. Any day that a student is absent for less than 50 percent of the school day should not be counted. The number of absences is based on the total number of school days absent. Chronically absent students include students who are absent for any reason (e.g., illness, suspension, the need to care for a family member), regardless of whether absences are excused or unexcused.

## 9. Chronic Student Absenteeism

Schools and justice facilities, grades K-12, UG

### Instructions

- Enter the number of students who were absent 15 or more school days during the school year (i.e., chronically absent students). Include students in grades K-12 and comparable ungraded levels.
- Justice facilities should include students who were absent 15 or more days over the course of one stay or multiple stays at a justice facility.

Data Element	Hispanic or Latino of any race	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Black or African American	White	Two or more races	Total	LEP	Students with Disabilities (IDEA)	Students with Disabilities (Section 504 Only)
Students absent 15 or more school days during school year: Male											
Female											
<b>Total</b>											

Items noted with an asterisk "\*" reflect guiding questions. Answers to these questions determine whether a school is presented with subsequent items.

## Section V: Student Retention

### KEY DEFINITIONS

- A student is *retained* if he or she is not promoted to the next grade prior to the beginning of the following school year. Students are not considered retained if they can proceed to the next grade because they successfully completed a summer school program or for a similar reason. At the high school level, a student who has not accumulated enough credits to be classified as being in the next grade is considered retained.

### 10. Student Retention Indicator\*

Schools and justice facilities, grades K-12

#### Instructions

- Indicate whether the school has any students who were retained in any of the grades specified. Provide a response only for the grades that were reported as having at least one student enrolled in the *Grades with Students Enrolled* item.
- Report data based on the start of the regular school year up to one day prior to the start of the following regular school year.

Grades	Yes	No
Kindergarten		
Grade 1		
Grade 2		
Grade 3		
Grade 4		
Grade 5		
Grade 6		
Grade 7		
Grade 8		
Grade 9		
Grade 10		
Grade 11		
Grade 12		

### 11. Retention of Students

Only for schools and justice facilities (with any grade K-12) reporting specific grade level student retention

#### Instructions

- Enter the number of students who were retained in a grade, as specified.
- Report a cumulative count for the period beginning at the start of the regular school year and ending one day prior to the start of the following regular school year.

Items noted with an asterisk "\*" reflect guiding questions. Answers to these questions determine whether a school is presented with subsequent items.

Data Element	Hispanic or Latino of any race	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Black or African American	White	Two or more races	Total	LEP	Students with Disabilities (IDEA)	Students with Disabilities (Section 504 Only)
<b>Students who were <u>retained</u> in Kindergarten:</b>											
Male											
Female											
<b>Total</b>											
<b>Students who were <u>retained</u> in Grade 1:</b>											
Male											
Female											
<b>Total</b>											
<b>Students who were <u>retained</u> in Grade 2:</b>											
Male											
Female											
<b>Total</b>											
<b>Students who were <u>retained</u> in Grade 3:</b>											
Male											
Female											
<b>Total</b>											
<b>Students who were <u>retained</u> in Grade 4:</b>											
Male											
Female											
<b>Total</b>											
<b>Students who were <u>retained</u> in Grade 5:</b>											
Male											
Female											
<b>Total</b>											
<b>Students who were <u>retained</u> in Grade 6:</b>											
Male											
Female											
<b>Total</b>											

Items noted with an asterisk "\*" reflect guiding questions. Answers to these questions determine whether a school is presented with subsequent items.

Data Element	Hispanic or Latino of any race	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Black or African American	White	Two or more races	Total	LEP	Students with Disabilities (IDEA)	Students with Disabilities (Section 504 Only)
<b>Students who were <u>retained</u> in Grade 7:</b>											
Male											
Female											
<b>Total</b>											
<b>Students who were <u>retained</u> in Grade 8:</b>											
Male											
Female											
<b>Total</b>											
<b>Students who were <u>retained</u> in Grade 9:</b>											
Male											
Female											
<b>Total</b>											
<b>Students who were <u>retained</u> in Grade 10:</b>											
Male											
Female											
<b>Total</b>											
<b>Students who were <u>retained</u> in Grade 11:</b>											
Male											
Female											
<b>Total</b>											
<b>Students who were <u>retained</u> in Grade 12:</b>											
Male											
Female											
<b>Total</b>											

Items noted with an asterisk "\*" reflect guiding questions. Answers to these questions determine whether a school is presented with subsequent items.



## Section VI: Single-Sex Interscholastic Athletics

### KEY DEFINITIONS

- *Single-sex interscholastic athletics* refers to team-based organized sports activities that offer competition between schools, and in which only male or only female students participate.

### 12. Single-Sex Interscholastic Athletics Indicator\*

Only for schools with any grade 9-12, UG high school age students

#### Instructions

- Indicate whether the school has any students in grades 9-12 or comparable ungraded levels, who participate in single-sex interscholastic athletics.
- Report data based on the start of the regular school year up to one day prior to the start of the following regular school year.

Question	Yes	No
Does this school have any students who participate in <a href="#">single-sex interscholastic athletics</a> ?		

### 13. Single-Sex Interscholastic Athletics Sports, Teams and Participants

Only for schools with any grade 9-12, UG high school age students who participate in single-sex interscholastic athletics

- *Interscholastic athletics sports* refers to distinct sports, such as football, basketball, soccer, swimming, and tennis. Intramural sports and sideline cheerleading are not considered interscholastic athletics sports.
- *Interscholastic athletics sports teams* refers to the competitive-level teams of each interscholastic athletics sport, such as freshman team, junior varsity team, and varsity team.
- *Interscholastic athletics sports team participant* refers to a student who participates in an interscholastic athletics sports team (e.g., a student who participates in a freshman soccer team).

#### Instructions

- Enter the number of single-sex interscholastic athletics sports for students in grades 9-12, as specified. Include sports for ungraded high school age students in the count.
- Enter the number of single-sex interscholastic athletics teams for students in grades 9-12, as specified. Include teams for ungraded high school age students in the count.
- Enter the number of students in grades 9-12 who participate on single-sex interscholastic athletics sports teams. Include ungraded high school age students in the count.
- Count only high school-level interscholastic athletics sports, teams, and participants on teams in which only male or only female students participate.
- The count of interscholastic athletics sports includes only distinct sports.
- The count of interscholastic athletics sports teams includes each competitive-level team in each sport (e.g., football freshman team, football junior varsity team, football varsity team; baseball freshman team, baseball junior varsity team, baseball varsity team).
- For the count of student participants on single-sex interscholastic athletics sports teams, a student should be counted once for each team he or she participated on. For example, a female student who participated in the female basketball junior varsity team and the female soccer varsity team would be counted twice.
- Report a cumulative count for the period beginning at the start of the regular school year and ending one day prior to the start of the following regular school year.

Items noted with an asterisk "\*" reflect guiding questions. Answers to these questions determine whether a school is presented with subsequent items.

<b>Data Element</b>	<b>Male Only</b>	<b>Female Only</b>	<b>Total</b>
Number of single-sex interscholastic athletics sports			
Number of single-sex interscholastic athletics teams			
Number of student participants on single-sex interscholastic athletics sports teams			

*Items noted with an asterisk "\*" reflect guiding questions. Answers to these questions determine whether a school is presented with subsequent items.*

## Section VII: Student Discipline

### GENERAL INSTRUCTIONS

- Unless otherwise noted, count should be cumulative based on the entire regular school year.

### KEY DEFINITIONS (PRESCHOOL AND GRADES K-12)

- Corporal punishment refers to paddling, spanking, or other forms of physical punishment imposed on a child.
- Out-of-school suspension
  - For students with disabilities served under IDEA: Out-of-school suspension is an instance in which a child is temporarily removed from his/her regular school for at least half a day for disciplinary purposes to another setting (e.g., home, behavior center). Out-of-school suspensions include both removals in which no individualized family service plan (IFSP) or individualized education plan (IEP) services are provided because the removal is 10 days or less as well as removals in which the child continues to receive services according to his/her IFSP or IEP.
  - For students without disabilities and students with disabilities served solely under Section 504 of the Rehabilitation Act: Out-of-school suspension is an instance in which a child is temporarily removed from his/her regular school for at least half a day (but less than the remainder of the school year) for disciplinary purposes to another setting (e.g., home, behavior center). Out-of-school suspensions include removals in which no educational services are provided, and removals in which educational services are provided (e.g., school-provided at home instruction or tutoring).

### KEY DEFINITIONS (PRESCHOOL ONLY)

- Preschool expulsion refers to the permanent termination of a preschool child's participation in a preschool program at a school or facility for disciplinary purposes. A preschool child who is transitioned directly from the classroom to a different setting deemed to be more appropriate for the child (e.g., special education, transitional classroom, or therapeutic preschool program) is not considered an expelled preschooler.

### KEY DEFINITIONS (GRADES K-12 ONLY)

- In-school suspension is an instance in which a child is temporarily removed from his or her regular classroom(s) for at least half a day for disciplinary purposes, but remains under the direct supervision of school personnel. Direct supervision means school personnel are physically in the same location as students under their supervision.
- Expulsion with educational services refers to an action taken by the local educational agency of removing a child from his/her regular school for disciplinary purposes, and providing educational services to the child (e.g., school-provided at home instruction or tutoring; transfer to an alternative school) for the remainder of the school year (or longer) in accordance with local educational agency policy. Expulsion with educational services also includes removals resulting from violations of the Gun Free Schools Act that are modified to less than 365 days.
- Expulsion without educational services refers to an action taken by the local educational agency of removing a child from his/her regular school for disciplinary purposes, and not providing educational services to the child for the remainder of the school year or longer in accordance with local educational agency policy. Expulsion without services also includes removals resulting from violations of the Gun Free Schools Act that are modified to less than 365 days.
- Expulsion under zero tolerance policies refers to an action taken by the local educational agency of removing a child from his/her regular school for the remainder of the school year or longer because of zero-tolerance policies. A zero tolerance policy is a policy that results in mandatory expulsion of any student who commits one or more specified offenses (e.g., offenses involving guns, or other weapons, or violence, or similar factors, or combinations of these factors). A policy is considered "zero tolerance" even if there are some exceptions to the mandatory aspect of the expulsion, such as allowing the chief administering officer of a local educational agency to modify the expulsion on a case-by-case basis.
- Referral to law enforcement is an action by which a student is reported to any law enforcement agency or official, including a school police unit, for an incident that occurs on school grounds, during school-related events, or while taking school transportation, regardless of whether official action is taken. Citations, tickets, court referrals, and school-related arrests are considered referrals to law enforcement.
- School-related arrest refers to an arrest of a student for any activity conducted on school grounds, during off-campus school activities (including while taking school transportation), or due to a referral by any school official. All school-related arrests are considered referrals to law enforcement.

Items noted with an asterisk "\*" reflect guiding questions. Answers to these questions determine whether a school is presented with subsequent items.

## 14. Corporal Punishment\*

All schools and justice facilities, preschool-grade 12, UG

### Instructions

- Indicate whether the school has any students who receive corporal punishment for disciplinary purposes.
- Report data based on the entire regular school year.

Question	Yes	No
Does this school have any students who receive <a href="#">corporal punishment</a> for disciplinary purposes?		

## 15. Preschool Corporal Punishment OPTIONAL FOR 2013-14, REQUIRED FOR 2015-16

Only for schools reporting greater than zero preschool enrollment, and having children who receive corporal punishment for disciplinary purposes

- *Preschool* refers to preschool programs and services for children ages 3 through 5.

### Instructions

- Enter the number of preschool children who received corporal punishment.
- Report a cumulative count based on the entire regular school year.

Data Element	Hispanic or Latino of any race	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Black or African American	White	Two or more races	Total	LEP	Students with Disabilities (IDEA)
Preschool children who received <a href="#">corporal punishment</a> :										
Male										
Female										
<b>Total</b>										

## 16. Preschool Instances of Corporal Punishment OPTIONAL FOR 2013-14, REQUIRED FOR 2015-16

Only for schools reporting greater than zero preschool enrollment, and having children who receive corporal punishment for disciplinary purposes

- *Preschool* refers to preschool programs and services for children ages 3 through 5.

### Instructions

- Enter the number of instances of corporal punishment for preschool children, as specified.
- Include the number of instances, not the number of preschool children who received corporal punishment.
- A child may have received corporal punishment more than once if the child was involved in multiple offenses.
- Report a cumulative count based on the entire regular school year.

Items noted with an asterisk "\*" reflect guiding questions. Answers to these questions determine whether a school is presented with subsequent items.

Data Element	All Preschool Children	Preschool Children with Disabilities (IDEA)
Number of instances of <a href="#">corporal punishment</a>		

### 17. Preschool Suspensions and Expulsions

Only for schools reporting greater than zero preschool enrollment

- *Preschool* refers to preschool programs and services for children ages 3 through 5.

#### Instructions

- Enter the number of preschool children, as specified.
- Do not count a preschool child in both the “one out-of-school suspension” row and the “more than one out-of-school suspension” row. These categories are mutually exclusive.
- A preschool child may be counted in both an out-of-school suspension row and the expulsion row.
- Report a cumulative count based on the entire regular school year.

Data Element	Hispanic or Latino of any race	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Black or African American	White	Two or more races	Total	LEP	Students with Disabilities (IDEA)
<b>Preschool children who received only one <a href="#">out-of-school suspension</a>:</b>										
Male										
Female										
<b>Total</b>										
<b>Preschool children who received more than one <a href="#">out-of-school suspension</a>:</b>										
Male										
Female										
<b>Total</b>										
<b>Preschool children who received an <a href="#">expulsion</a>:</b>										
Male										
Female										
<b>Total</b>										

### 18. Preschool Instances of Suspension OPTIONAL FOR 2013-14, REQUIRED FOR 2015-16

Only for schools reporting greater than zero preschool enrollment, and greater than zero preschool children suspended

- *Preschool* refers to preschool programs and services for children ages 3 through 5.

Items noted with an asterisk “\*” reflect guiding questions. Answers to these questions determine whether a school is presented with subsequent items.

**Instructions**

- Enter the number of instances of out-of-school suspension for preschool children, as specified.
- Include the number of instances, not the number of preschool children who received one or more out-of-school suspensions.
- A child may have received an out-of-school suspension more than once if the child was involved in multiple offenses.
- Report a cumulative count based on the entire regular school year.

Data Element	All Preschool Children	Preschool Children with Disabilities (IDEA)
Number of instances of <a href="#">out-of-school suspension</a>		

**19. Discipline of Students without Disabilities**

Schools and justice facilities, grades K-12, UG

*Note: For justice facilities, only the following discipline categories apply: corporal punishment, out-of-school suspension, expulsion without education services, and expulsion under zero tolerance policies.*

**Instructions**

- Enter the number of students without disabilities, as specified. Include students in grades K-12 and comparable ungraded levels.
- Do not count a student in both the “one out-of-school suspension” row and the “more than one out-of-school suspension” row. These categories are mutually exclusive.
- Do not count a student in both the expulsions with educational services and expulsions without educational services row. These categories are mutually exclusive.
- Expulsion under zero tolerance policies is a subset of expulsion with educational services and expulsion without educational services. Therefore, a student counted in the “expulsion under zero tolerance policies” row should also be counted in the “expulsion with educational services” row or the “expulsion without educational services” row, depending on which of the two types of expulsion the student received.
- School-related arrest is a subset of referral to law enforcement. Therefore, a student counted in the “school-related arrest” row should also be counted in the “referred to a law enforcement agency or official” row.
- Report a cumulative count based on the entire regular school year.

Data Element	Hispanic or Latino of any race	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Black or African American	White	Two or more races	Total Students without Disabilities	LEP Students without Disabilities
<b>Students without disabilities who received <a href="#">corporal punishment</a>:</b>									
Male									
Female									
<b>Total</b>									

*Items noted with an asterisk “\*” reflect guiding questions. Answers to these questions determine whether a school is presented with subsequent items.*

Data Element	Hispanic or Latino of any race	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Black or African American	White	Two or more races	Total Students without Disabilities	LEP Students without Disabilities
<b>Students without disabilities who received one or more <a href="#">in-school suspensions</a>:</b>									
Male									
Female									
<b>Total</b>									
<b>Students without disabilities who received only one <a href="#">out-of-school suspension</a>:</b>									
Male									
Female									
<b>Total</b>									
<b>Students without disabilities who received more than one <a href="#">out-of-school suspension</a>:</b>									
Male									
Female									
<b>Total</b>									
<b>Students without disabilities who received an <a href="#">expulsion with educational services</a>:</b>									
Male									
Female									
<b>Total</b>									
<b>Students without disabilities who received an <a href="#">expulsion without educational services</a>:</b>									
Male									
Female									
<b>Total</b>									
<b>Students without disabilities who received an <a href="#">expulsion under zero tolerance policies</a>:</b>									
Male									
Female									
<b>Total</b>									

Items noted with an asterisk "\*" reflect guiding questions. Answers to these questions determine whether a school is presented with subsequent items.

Data Element	Hispanic or Latino of any race	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Black or African American	White	Two or more races	Total Students without Disabilities	LEP Students without Disabilities
<b>Students without disabilities who were referred to a law enforcement agency or official:</b>									
Male									
Female									
<b>Total</b>									
<b>Students without disabilities who received a school-related arrest:</b>									
Male									
Female									
<b>Total</b>									

## 20. Transfer to Alternative School for Students without Disabilities OPTIONAL FOR 2013-14, REQUIRED FOR 2015-16

### Schools, grades K-12, UG

- *Transfer to an alternative school for disciplinary reasons is a subset of expulsion with educational services.*
- *An alternative school is a public elementary or 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; and falls outside of the categories of regular education, special education, or vocational education.*

#### Instructions

- Enter the number of students without disabilities who were transferred to an alternative school for disciplinary reasons as decided by the school. Include students in grades K-12 and comparable ungraded levels.
- Report a cumulative count based on the entire regular school year.

Data Element	Hispanic or Latino of any race	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific	Black or African American	White	Two or more races	Total Students without Disabilities	LEP Students without Disabilities
<b>Students without disabilities transferred to an alternative school:</b>									
Male									
Female									
<b>Total</b>									

## 21. Discipline of Students with Disabilities

### Schools and justice facilities, grades K-12, UG

*Note: For justice facilities, only the following discipline categories apply: corporal punishment, out-of-school suspension, expulsion without education services, and expulsion under zero tolerance policies.*

*Items noted with an asterisk "\*" reflect guiding questions. Answers to these questions determine whether a school is presented with subsequent items.*



**Instructions**

- Enter the number of students with disabilities, as specified. Include students in grades K-12 and comparable ungraded levels.
- Do not count a student in both the “one out-of-school suspension” row and the “more than one out-of-school suspension” row. These categories are mutually exclusive.
- Do not count a student in both the expulsions with educational services and expulsions without educational services row. These categories are mutually exclusive.
- Expulsion under zero tolerance policies is a subset of expulsion with educational services and expulsion without educational services. Therefore, a student counted in the “expulsion under zero tolerance policies” row should also be counted in the “expulsion with educational services” row or the “expulsion without educational services” row, depending on which of the two types of expulsion the student received.
- School-related arrest is a subset of referral to law enforcement. Therefore, a student counted in the “school-related arrest” row should also be counted in the “referred to a law enforcement agency or official” row.
- Report a cumulative count based on the entire regular school year.

Data Element	IDEA Hispanic or Latino of any race	IDEA American Indian or Alaska Native	IDEA Asian	IDEA Native Hawaiian or Other Pacific Islander	IDEA Black or African American	IDEA White	IDEA Two or more races	Total Students with Disabilities (IDEA)	LEP Students with Disabilities	Students with Disabilities (Section 504 only)
<b>Students with disabilities who received <a href="#">corporal punishment</a>:</b>										
Male										
Female										
<b>Total</b>										
<b>Students with disabilities who received one or more <a href="#">in-school suspensions</a>:</b>										
Male										
Female										
<b>Total</b>										
<b>Students with disabilities who received only one <a href="#">out-of-school suspension</a>:</b>										
Male										
Female										
<b>Total</b>										
<b>Students with disabilities who received more than one <a href="#">out-of-school suspension</a>:</b>										
Male										
Female										
<b>Total</b>										

Items noted with an asterisk “\*” reflect guiding questions. Answers to these questions determine whether a school is presented with subsequent items.

Data Element	IDEA Hispanic or Latino of any race	IDEA American Indian or Alaska Native	IDEA Asian	IDEA Native Hawaiian or Other Pacific Islander	IDEA Black or African American	IDEA White	IDEA Two or more races	Total Students with Disabilities (IDEA)	LEP Students with Disabilities	Students with Disabilities (Section 504 only)
<b>Students with disabilities who received an <a href="#">expulsion with educational services</a>:</b>										
Male										
Female										
<b>Total</b>										
<b>Students with disabilities who received an <a href="#">expulsion without educational services</a>:</b>										
Male										
Female										
<b>Total</b>										
<b>Students with disabilities who received an <a href="#">expulsion under zero tolerance policies</a>:</b>										
Male										
Female										
<b>Total</b>										
<b>Students with disabilities who were <a href="#">referred to a law enforcement agency or official</a>:</b>										
Male										
Female										
<b>Total</b>										
<b>Students with disabilities who received a <a href="#">school-related arrest</a>:</b>										
Male										
Female										
<b>Total</b>										

**22. Transfer to Alternative School for Students with Disabilities** *OPTIONAL FOR 2013-14, REQUIRED FOR 2015-16*

Schools, grades K-12, UG

- *Transfer to an alternative school for disciplinary reasons is a subset of expulsion with educational services.*
- *An alternative school is a public elementary or 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; and falls outside of the categories of regular education, special education, or vocational education.*

**Instructions**

- Enter the number of students with disabilities who were transferred to an alternative school for disciplinary reasons as decided by the school. Include students in grades K-12 and comparable ungraded levels.

*Items noted with an asterisk "\*" reflect guiding questions. Answers to these questions determine whether a school is presented with subsequent items.*

- Report a cumulative count based on the entire regular school year.

Data Element	IDEA Hispanic or Latino of any race	IDEA American Indian or Alaska	IDEA Asian	IDEA Native Hawaiian or Other Pacific Islander	IDEA Black or African American	IDEA White	IDEA Two or more races	Total Students with Disabilities (IDEA)	LEP Students with Disabilities	Students with Disabilities (Section 504 only)
<b>Students with disabilities transferred to an alternative school:</b>										
Male										
Female										
<b>Total</b>										

### 23. Instances of Corporal Punishment OPTIONAL FOR 2013-14, REQUIRED FOR 2015-16

Only for schools and justice facilities (grades K-12, UG) reporting having students who receive corporal punishment for disciplinary purposes

- *Student with disabilities* refers to students with disabilities served under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or both.

#### Instructions

- Enter the number of instances of corporal punishment for students, as specified. Include instances for students in grades K-12 and comparable ungraded levels.
- Include the number of instances, not the number of students who received corporal punishment.
- A student may have received corporal punishment more than once if the student was involved in multiple offenses.
- Report a cumulative count based on the entire regular school year.

Data Element	Students without Disabilities	Students with Disabilities
Number of instances of <a href="#">corporal punishment</a>		

### 24. Instances of Suspension OPTIONAL FOR 2013-14, REQUIRED FOR 2015-16

Only for schools and justice facilities (grades K-12, UG) reporting greater than zero students suspended out-of-school

#### Instructions

- Enter the number of instances of out-of-school suspension for students, as specified. Include instances for students in grades K-12 and comparable ungraded levels.
- Include the number of instances, not the number of students who received one or more out-of-school suspensions.
- A student may have received an out-of-school suspension more than once if the student was involved in multiple offenses.
- Report a cumulative count based on the entire regular school year.

Items noted with an asterisk "\*" reflect guiding questions. Answers to these questions determine whether a school is presented with subsequent items.

Data Element	Students without Disabilities	Students with Disabilities (IDEA)	Students with Disabilities (Section 504 only)
Number of instances of <a href="#">out-of-school suspension</a>			

**25. School Days Missed Due to Out-of-School Suspension** OPTIONAL FOR 2013-14, REQUIRED FOR 2015-16

Schools and justice facilities, grades K-12, UG

**Instructions**

- Enter the number of school days that were missed by students who received one or more out-of-school suspensions. Include school days missed by students in grades K-12 and comparable ungraded levels.
- Days when school staff were required to be present at school but students were not, should not be counted.
- Days when students were dismissed early from school, but school staff were not, should be counted as full days.
- Each day missed from a part-day program (e.g., part-day kindergarten) should be counted as one full day.
- Report a cumulative count based on the entire regular school year.

Data Element	Hispanic or Latino of any race	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Black or African American	White	Two or more races	Total	LEP	Students with Disabilities (IDEA)	Students with Disabilities (Section 504 only)
School days missed due to <a href="#">out-of-school suspension</a> :											
Male											
Female											
<b>Total</b>											

Items noted with an asterisk "\*" reflect guiding questions. Answers to these questions determine whether a school is presented with subsequent items.

## Section VIII: Offenses

### 26. Offenses – Number of Incidents OPTIONAL FOR 2013-14, REQUIRED FOR 2015-16

#### All schools and justice facilities, preschool-grade 12, UG

- Firearm or explosive device refers to any weapon that is designed to (or may readily be converted to) expel a projectile by the action of an explosive. This includes guns, bombs, grenades, mines, rockets, missiles, pipe bombs, or similar devices designed to explode and capable of causing bodily harm or property damage.
- An incident refers to a specific criminal act involving one or more victims and offenders. For example, if two students are robbed without a weapon, at the same time and place, this is classified as two robbery victimizations but only one robbery without a weapon incident.
- Physical attack or fight refers to an actual and intentional touching or striking of another person against his/her will, or the intentional causing of bodily harm to an individual. Physical attack or fight does not include rape.
- Rape refers to forced sexual intercourse (vaginal, anal, or oral penetration). This includes sodomy and penetration with a foreign object. Both male and female students can be victims of rape. Rape is not defined as a physical attack or fight.
- Robbery is taking or attempting to take anything of value that is owned by another person or organization, under confrontational circumstances by force or threat of force or violence and/or by putting the victim in fear. A key difference between robbery and theft/larceny is that robbery involves a threat or assault.
- Sexual assault is an incident that includes threatened rape, fondling, indecent liberties, or child molestation. Both male and female students can be victims of sexual assault. Classification of these incidents should take into consideration the age and developmentally appropriate behavior of the offender(s).
- A threat refers to an act where there was no physical contact between the offender and victim but the victim felt that physical harm could have occurred based on verbal or nonverbal communication by the offender. This includes nonverbal threats (e.g., brandishing a weapon), and verbal threats of physical harm which are made in person. Threats made over the telephone or threatening letters are excluded.
- A threat of physical attack with a weapon includes displaying, brandishing, or discharging a weapon, but with no actual physical contact of any person. A threat is made in person. Threats made over the telephone or threatening letters are excluded. A threat of physical attack using words that refer to a weapon would not be considered a threat with a weapon.
- A threat of physical attack without a weapon refers to a threat without any display, brandishment, or discharge of a weapon, and with no actual physical contact of any person. A threat is made in person. Threats made over the telephone or threatening letters are excluded. A threat of physical attack using words that refer to a weapon would be considered a threat without a weapon.
- A weapon is any instrument or object used with the intent to threaten, injure, or kill. This includes look-alikes if they are used to threaten others.

#### Instructions

- Enter the number of documented incidents that occurred at the school.
- Incidents at the school refer to incidents that occurred in school buildings, on school grounds, on school buses, and at places that hold school-sponsored events or activities.
- Count incidents that occurred before, during, or after normal school hours.
- Count incidents regardless of whether any disciplinary action was taken, and regardless of whether students or non-students were involved.
- Incidents that could be classified in multiple categories should be reported in the most egregious category.
- Report a cumulative count based on the entire regular school year.

Items noted with an asterisk "\*" reflect guiding questions. Answers to these questions determine whether a school is presented with subsequent items.

Category	Number
Incidents of rape or attempted rape	
Incidents of sexual assault (other than rape)	
Incidents of robbery with a weapon	
Incidents of robbery with a firearm or explosive device	
Incidents of robbery without a weapon	
Incidents of physical attack or fight with a weapon	
Incidents of physical attack or fight with a firearm or explosive device	
Incidents of physical attack or fight without a weapon	
Incidents of threats of physical attack with a weapon	
Incidents of threats of physical attack with a firearm or explosive device	
Incidents of threats of physical attack without a weapon	
Incidents of possession of a firearm or explosive device	

**27. Firearm Use** *OPTIONAL FOR 2013-14, REQUIRED FOR 2015-16*

**All schools and justice facilities, preschool-grade 12, UG**

- An *incident* refers to a specific criminal act involving one or more victims and offenders. For example, if two students are robbed without a weapon, at the same time and place, this is classified as two robbery victimizations but only one robbery without a weapon incident.
- *Firearm or explosive device* refers to any weapon that is designed to (or may readily be converted to) expel a projectile by the action of an explosive. This includes guns, bombs, grenades, mines, rockets, missiles, pipe bombs, or similar devices designed to explode and capable of causing bodily harm or property damage.

**Instructions**

- Indicate whether there has been at least one incident at the school that involved a shooting.
- Incidents at the school refer to incidents that occurred in school buildings, on school grounds, on school buses, and at places that hold school-sponsored events or activities.
- Include only incidents that occurred during normal school hours or during times when school activities/events were in session.
- Include those incidents that occurred at the school, regardless of whether a student or non-student used the firearm.
- Report data based on the entire regular school year.

Question	Yes	No
Has there been at least one incident at your school that involved a shooting (regardless of whether anyone was hurt)?		

*Items noted with an asterisk "\*" reflect guiding questions. Answers to these questions determine whether a school is presented with subsequent items.*

**28. Homicide** OPTIONAL FOR 2013-14, REQUIRED FOR 2015-16

All schools and justice facilities, preschool-grade 12, UG

**Instructions**

- Indicate whether any of the school’s students, faculty, or staff have died as a result of a school homicide. In other words, indicate whether there have been any homicides committed at the school that have involved the deaths of any of the school’s students, faculty, or staff.
- Homicides at the school refer to homicides committed in school buildings, on school grounds, on school buses, and at places that hold school-sponsored events or activities.
- Consider only homicides that occurred during normal school hours or during times when school activities/events were in session.
- Report data based on the entire regular school year.

Question	Yes	No
Have any of your school’s students, faculty, or staff died as a result of a homicide committed at your school?		

*Items noted with an asterisk “\*” reflect guiding questions. Answers to these questions determine whether a school is presented with subsequent items.*

## Section IX: Harassment or Bullying

### GENERAL INSTRUCTIONS

- Unless otherwise noted, count should be cumulative based on the entire regular school year.

### KEY DEFINITIONS

- Harassment or bullying on the basis of sex includes sexual harassment or bullying and gender-based harassment or bullying. Sexual harassment or bullying is unwelcome conduct of a sexual nature, such as unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Gender-based harassment or bullying is nonsexual intimidation or abusive behavior toward a student based on the student's actual or perceived sex, including harassment based on gender identity, gender expression, and nonconformity with gender stereotypes. Harassing conduct may take many forms, including verbal acts and name-calling, as well as non-verbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful or humiliating. The conduct can be carried out by school employees, other students, and non-employee third parties. Both male and female students can be victims of harassment or bullying on the basis of sex, and the harasser or bully and the victim can be of the same sex. Bullying on the basis of sex constitutes sexual harassment.
- Harassment or bullying on the basis of race, color, or national origin refers to intimidation or abusive behavior toward a student based on actual or perceived race, color or national origin. Harassing conduct may take many forms, including verbal acts and name-calling, as well as non-verbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful or humiliating. The conduct can be carried out by school employees, other students, and non-employee third parties. Bullying on the basis of race, color, or national origin constitutes racial harassment.
- Harassment or bullying on the basis of disability refers to intimidation or abusive behavior toward a student based on actual or perceived disability. Harassing conduct may take many forms, including verbal acts and name-calling, as well as non-verbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful or humiliating. The conduct can be carried out by school employees, other students, and non-employee third parties. Bullying on the basis of disability constitutes disability harassment.

## 29. Allegations of Harassment or Bullying

### Schools and justice facilities, grades K-12, UG

- An allegation is a claim or assertion that someone has done something wrong or illegal, typically made without proof.
- Harassment or bullying on the basis of religion refers to intimidation or abusive behavior toward a student based on actual or perceived religion. Harassing conduct may take many forms, including verbal acts and name-calling, as well as non-verbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful or humiliating. The conduct can be carried out by school employees, other students, and non-employee third parties. Bullying on the basis of religion constitutes religious harassment.
- Harassment or bullying on the basis of sexual orientation refers to intimidation or abusive behavior toward a student based on actual or perceived sexual orientation. Harassing conduct may take many forms, including verbal acts and name-calling, as well as non-verbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful or humiliating. The conduct can be carried out by school employees, other students, and non-employee third parties. Bullying on the basis of sexual orientation constitutes sexual orientation harassment.

### Instructions

- Enter the number of allegations of harassment or bullying reported to responsible school employees (such as teachers and school administrators), as specified. Include allegations of bullying or harassment for alleged victims in grades K-12 and comparable ungraded levels.
- Allegations can be reported by anyone (e.g., alleged victim; parents of alleged victim). Alleged victims must be students. The harassment or bullying can be carried out by students, school employees, or non-employee third parties
- In classifying the allegations, look to the likely motives of the alleged harasser, and not the actual status of the alleged victim.

Items noted with an asterisk "\*" reflect guiding questions. Answers to these questions determine whether a school is presented with subsequent items.



- Within each row, count an allegation only once, even if it involves more than one student.
- An allegation that involves multiple civil rights categories should be counted in each applicable civil rights category. For example, an allegation that involves both sex and disability should be reported in both the sex count and the disability count.

Data Element	Number of Allegations
Allegations of <a href="#">harassment or bullying on the basis of sex</a>	
Allegations of <a href="#">harassment or bullying on the basis of race, color, or national origin</a>	
Allegations of <a href="#">harassment or bullying on the basis of disability</a>	
Allegations of harassment or bullying on the basis of sexual orientation	
Allegations of harassment or bullying on the basis of religion	

### 30. Students Reported as Harassed or Bullied

Schools and justice facilities, grades K-12, UG

#### Instructions

- Enter the number of students who were reported as harassed or bullied to a responsible school employee (such as a teacher or school administrator), as specified. Include alleged victims in grades K-12 and comparable ungraded levels.
- Alleged victims must be students. The harassment or bullying can be carried out by students, school employees, or non-employee third parties.
- In classifying the students reported as harassed or bullied, look to the likely motives of the alleged harasser/bully, and not the actual status of the alleged victim.
- A student reported as harassed or bullied on the basis of multiple civil rights categories should be counted in each applicable civil rights category. For example, a student reported as harassed or bullied on the basis of both sex and disability should be reported in both the sex count and the disability count.

Data Element	Hispanic or Latino of any race	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Black or African American	White	Two or more races	Total	LEP	Students with Disabilities (IDEA)	Students with Disabilities (Section 504 only)
<b>Students reported as <a href="#">harassed or bullied on the basis of sex</a>:</b>											
Male											
Female											
<b>Total</b>											
<b>Students reported as <a href="#">harassed or bullied on the basis of race, color or national origin</a>:</b>											
Male											
Female											
<b>Total</b>											
<b>Students reported as <a href="#">harassed or bullied on the basis of disability</a>:</b>											

Items noted with an asterisk "\*" reflect guiding questions. Answers to these questions determine whether a school is presented with subsequent items.

Data Element	Hispanic or Latino of any race	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Black or African American	White	Two or more races	Total	LEP	Students with Disabilities (IDEA)	Students with Disabilities (Section 504 only)
Male											
Female											
<b>Total</b>											

### 31. Students Disciplined for Harassment or Bullying

Schools and justice facilities, grades K-12, UG

#### Instructions

- Enter the number of students disciplined for harassment or bullying, as specified. Include students disciplined in grades K-12 and comparable ungraded levels.
- Alleged victims must be students.
- In classifying the disciplined students, look to their likely motives, and not the actual status of the alleged victims.
- A student disciplined for engaging in harassment or bullying on the basis of multiple civil rights categories should be counted in each applicable civil rights category. For example, a student disciplined for engaging in harassment or bullying on the basis of both sex and disability should be reported in both the sex count and the disability count.

Data Element	Hispanic or Latino of any race	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Black or African American	White	Two or more races	Total	LEP	Students with Disabilities (IDEA)	Students with Disabilities (Section 504 only)
<b>Students disciplined for <a href="#">harassment or bullying on the basis of sex:</a></b>											
Male											
Female											
<b>Total</b>											
<b>Students disciplined for <a href="#">harassment or bullying on the basis of race, color or national origin:</a></b>											
Male											
Female											
<b>Total</b>											
<b>Students disciplined for <a href="#">harassment or bullying on the basis of disability:</a></b>											
Male											
Female											
<b>Total</b>											

Items noted with an asterisk "\*" reflect guiding questions. Answers to these questions determine whether a school is presented with subsequent items.

## Section X: Restraint and Seclusion

### GENERAL INSTRUCTIONS

- Unless otherwise noted, count should be cumulative based on the entire regular school year.

### KEY DEFINITIONS

- *Mechanical restraint refers to the use of any device or equipment to restrict a student's freedom of movement. The term does not include devices implemented by trained school personnel, or utilized by a student that have been prescribed by an appropriate medical or related services professional and are used for the specific and approved purposes for which such devices were designed, such as:*
  - *Adaptive devices or mechanical supports used to achieve proper body position, balance, or alignment to allow greater freedom of mobility than would be possible without the use of such devices or mechanical supports;*
  - *Vehicle safety restraints when used as intended during the transport of a student in a moving vehicle;*
  - *Restraints for medical immobilization; or*
  - *Orthopedically prescribed devices that permit a student to participate in activities without risk of harm.*
- *Physical restraint refers to a personal restriction that immobilizes or reduces the ability of a student to move his or her torso, arms, legs, or head freely. The term physical restraint does not include a physical escort. Physical escort means a temporary touching or holding of the hand, wrist, arm, shoulder or back for the purpose of inducing a student who is acting out to walk to a safe location.*
- *Seclusion refers to the involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving. It does not include a timeout, which is a behavior management technique that is part of an approved program, involves the monitored separation of the student in a non-locked setting, and is implemented for the purpose of calming.*

### 32. Non-IDEA Students Subjected to Restraint or Seclusion\*

#### Schools and justice facilities, grades K-12, UG

- *Non-IDEA students include students without disabilities and students with disabilities served solely under Section 504 of the Rehabilitation Act.*

#### Instructions

- Enter the number of non-IDEA students, as specified. Include students in grades K-12 and comparable ungraded levels.
- Do not include students with disabilities served under the Individuals with Disabilities Education Act (IDEA).
- A student who is handcuffed but not arrested by law enforcement personnel should be included in the "subjected to mechanical restraint" row. A student who is both handcuffed and arrested should not be included in the "subjected to mechanical restraint" row.
- A student may be counted in more than one row.

*Items noted with an asterisk "\*" reflect guiding questions. Answers to these questions determine whether a school is presented with subsequent items.*

Data Element	Hispanic or Latino of any race	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Black or African American	White	Two or more races	Total Non-IDEA Students	LEP Non-IDEA Students	Students with Disabilities (Section 504 only)
<b>Non-IDEA students subjected to <a href="#">mechanical restraint</a>:</b>										
Male										
Female										
<b>Total</b>										
<b>Non-IDEA students subjected to <a href="#">physical restraint</a>:</b>										
Male										
Female										
<b>Total</b>										
<b>Non-IDEA students subjected to <a href="#">seclusion</a>:</b>										
Male										
Female										
<b>Total</b>										

### 33. IDEA Students Subjected to Restraint or Seclusion\*

Schools and justice facilities, grades K-12, UG

- *IDEA students* are students with disabilities served under the Individuals with Disabilities Education Act.

#### Instructions

- Enter the number of IDEA students, as specified. Include students in grades K-12 and comparable ungraded levels.
- A student who is handcuffed but not arrested by law enforcement personnel should be included in the “subjected to mechanical restraint” row. A student who is both handcuffed and arrested should not be included in the “subjected to mechanical restraint” row.
- A student may be counted in more than one row.

Items noted with an asterisk “\*” reflect guiding questions. Answers to these questions determine whether a school is presented with subsequent items.

Data Element	Hispanic or Latino of any race	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Black or African American	White	Two or more races	Total IDEA Students (IDEA)	LEP IDEA Students
<b>IDEA students subjected to <a href="#">mechanical restraint</a>:</b>									
Male									
Female									
<b>Total</b>									
<b>IDEA students subjected to <a href="#">physical restraint</a>:</b>									
Male									
Female									
<b>Total</b>									
<b>IDEA students subjected to <a href="#">seclusion</a>:</b>									
Male									
Female									
<b>Total</b>									

### 34. Instances of Restraint or Seclusion

Only for schools/justice facilities (grades K-12, UG) reporting students subjected to restraint or seclusion

#### Instructions

- Enter the number of instances, as specified. Include instances for students in grades K-12 and comparable ungraded levels.
- Include the number of instances, not the number of students subjected to restraint or seclusion.
- An instance in which a student is handcuffed but not arrested should be included in the “instances of mechanical restraint” row. An instance in which a student is both handcuffed and arrested should not be included in the “instances of mechanical restraint” row.
- A student may have been subjected to mechanical restraint, physical restraint, and/or seclusion more than once.

Data Element	Students without Disabilities	Students with Disabilities (IDEA)	Students with Disabilities (Section 504 only)
Number of instances of <a href="#">mechanical restraint</a>			
Number of instances of <a href="#">physical restraint</a>			
Number of instances of <a href="#">seclusion</a>			

Items noted with an asterisk “\*” reflect guiding questions. Answers to these questions determine whether a school is presented with subsequent items.

## Section XI: Teacher Absenteeism

### GENERAL INSTRUCTIONS

- Unless otherwise noted, count should be cumulative based on the entire regular school year.

### KEY DEFINITIONS

- *Full-time equivalent (FTE) is a unit that indicates the workload of an employed person in a way that makes workloads comparable across various contexts. FTE is used to measure a worker's service in a place (e.g., school). FTE is the number of total hours the person is expected to work divided by the maximum number of compensable hours in a full-time schedule. An FTE of 1.00 means that the person is equivalent to a full-time worker, while an FTE of 0.50 signals that the worker is only half-time.*
- A teacher provides instruction, learning experiences, and care to students during a particular time period or in a given discipline.
  - *Teachers include: Regular Classroom Teachers (teach Chemistry, English, mathematics, physical education, history, etc.); Special Education Teachers (teach special education classes to students with disabilities); General Elementary Teachers [teach self-contained classes in any of grades preschool–8 (i.e., teach the same class of students all or most of the day); team-teach (i.e., two or more teachers collaborate to teach multiple subjects to the same class of students); include preschool teachers and kindergarten teachers]; Vocational/Technical Education Teachers (teach typing, business, agriculture, life skills, home economics as well as any other vocational or technical classes); teaching principals, teaching school counselors, teaching librarians, teaching school nurses, or other teaching administrators [include any staff members who teach at least one regularly scheduled class per week (e.g., a librarian teaches a regularly scheduled class in mathematics once a week)]; teachers of ungraded students; Itinerant, Co-op, Traveling, and Satellite Teachers (teach at more than one school and may or may not be supervised by someone at your school); current Long-Term Substitute Teachers (currently filling the role of regular teachers for four or more continuous weeks); and other teachers who teach students in any of grades preschool–12.*
  - *Teachers exclude: Adult Education and Postsecondary Teachers (teach only adult education or students beyond grade 12); Short-term Substitute Teachers (fill the role of regular or special education teachers for less than four continuous weeks); Student Teachers; Day Care Aides/Paraprofessionals; Teacher Aides/Paraprofessionals; and Librarians who teach only library skills or how to use the library.*

### 35. Teacher Absenteeism

All schools and justice facilities, preschool-grade 12, UG

- A teacher was absent if he or she was not in attendance on a day in the regular school year when the teacher would otherwise be expected to be teaching students in an assigned class. This includes both days taken for sick leave and days taken for personal leave. Personal leave includes absences for reasons other than sick leave. Administratively approved leave for professional development, field trips or other off-campus activities with students should not be included.

#### Instructions

- The number of absent teachers should be reported in full-time equivalency of assignment.
- Enter the number of FTE teachers who were absent more than 10 school days during the regular school year.
- Include teachers for preschool, grades K-12, and comparable ungraded levels, regardless of how teachers were funded (i.e., federal, state, and/or local funds).
- Values should be entered as decimal numbers to the hundredths place (i.e., two decimal places; e.g., 4.00, 4.75).

Data Element	FTE
Number of FTE teachers who were absent more than 10 school days during the school year	xx.xx

Items noted with an asterisk "\*" reflect guiding questions. Answers to these questions determine whether a school is presented with subsequent items.

## Section XII: School Expenditures

### GENERAL INSTRUCTIONS

- Unless otherwise noted, report data based on the 12-month fiscal school year, as defined by the LEA.

### KEY DEFINITIONS

- Full-time equivalent (FTE) is a unit that indicates the workload of an employed person in a way that makes workloads comparable across various contexts. FTE is used to measure a worker's service in a place (e.g., school). FTE is the number of total hours the person is expected to work divided by the maximum number of compensable hours in a full-time schedule. An FTE of 1.00 means that the person is equivalent to a full-time worker, while an FTE of 0.50 signals that the worker is only half-time.
- The following definitions were adopted from the Census Bureau's classification of school-level personnel who are involved in instructional and support functions, based on the F-33 survey of local government finances:
  - Instructional aides – Includes aides or assistants of any type who assist in the instructional process.
  - Support services staff for pupils and support services staff for instructional staff – Includes guidance counselors, nurses, attendance officers, speech pathologists, other staff who provide support services for students, staff involved in curriculum development, staff training, operating the library, media and computer centers
  - School administration staff – Includes principals and other staff involved in school administration
- Total personnel - regular instructional and support personnel are defined as follows:
  - Instructional staff – Includes teachers and instructional aides
  - Support services staff for pupils – Includes guidance counselors, nurses, attendance officers, speech pathologists, and other staff who provide support services for students
  - Support services staff for instructional staff – Includes staff involved in curriculum development, staff training, operating the library, media and computer centers
  - School administration staff – Includes principals and other staff involved in school administration
- Total personnel salaries include expenditures for regular instructional and support staff that are associated with the following types of activities:
  - Instructional functions – Activities dealing directly with the interaction between teachers and students.
  - Support services for pupils – Activities designed to assess and improve the well-being of students to supplement the teaching process.
  - Support services for instructional staff – Activities associated with assisting the instructional staff with content and process of providing learning experiences for students.
  - School administration – Activities related to overall administration for a school.
- Non-personnel expenditures may include (but is not limited to) the following types of expenditures: Professional development for teachers and other staff; instructional materials and supplies; computers, software, and other technology; contracted services such as distance learning services; and library books and media center learning materials.

Items noted with an asterisk "\*" reflect guiding questions. Answers to these questions determine whether a school is presented with subsequent items.

## IMPORTANT INCLUSIONS AND EXCLUSIONS

Expenditures	For expenditures for personnel/ non-personnel funded with state and local funds, include and exclude the following:	For expenditures for personnel/ non-personnel funded with federal, state, and local funds, include and exclude the following:
<b><u>ALL Expenditures (Personnel and Non-Personnel)</u></b>		
Expenditures paid from federal funds other than Impact Aid and State Fiscal Stabilization Fund if used under the Impact Aid authority	Exclude	Include
Expenditures paid from federal Impact Aid funds and State Fiscal Stabilization Fund if used under the Impact Aid authority	Include	Include
Expenditures for preschool programs	Exclude	Include
Expenditures for school nutrition programs	Exclude	Exclude
Expenditures for adult education	Exclude	Exclude
Expenditures for special education	Exclude	Include
Expenditures for programs that serve students from more than one school attendance area at a single school site (e.g., summer school programs that are housed in a subset of the district's schools but serve students from throughout the school district)	Exclude	Include
Expenditures made by regional educational agencies on behalf of schools	Exclude	Include
<b><u>Additional Inclusions and Exclusions for Salary Expenditures for School Personnel</u></b>		
Base salary, incentive pay, and bonuses	Include	Include
Supplemental pay for additional roles	Include	Include
Expenditures for employee benefits	Exclude	Exclude
<b><u>Additional Inclusions and Exclusions for Non-Personnel Expenditures</u></b>		
Expenditures for professional development for teachers and other staff	Include	Include
Expenditures for instructional materials and supplies	Include	Include
Expenditures for computers, software, and other technology	Include	Include
Expenditures for contracted services such as distance learning services	Include	Include
Expenditures for library books and media center learning materials	Include	Include
Other non-personnel expenditures (associated with regular instruction, pupil support, instructional support, and school administration)	Include	Include

Items noted with an asterisk "\*" reflect guiding questions. Answers to these questions determine whether a school is presented with subsequent items.



### 36. Full-time Equivalency Count and Salary Amount for Teachers Funded with State and Local Funds

#### Schools and justice facilities, grades K-12, UG

- *Teachers provide instruction, learning experiences, and care to students during a particular time period or in a given discipline. Teaching may be provided for students in a school classroom, in another location such as a home or hospital, and in other learning situations such as those involving co-curricular activities. It may also be provided through some other approved medium, such as television, radio, computer, the Internet, multimedia, telephone, and correspondence that is delivered inside or outside the classroom or in other teacher-student settings. Teachers are staff whose activities are dealing directly with the interaction with students.*
  - *Teachers include: Regular Classroom Teachers (teach Chemistry, English, mathematics, physical education, history, etc.); General Elementary Teachers [teach self-contained classes in any of grades K–8 (i.e., teach the same class of students all or most of the day); team-teach (i.e., two or more teachers collaborate to teach multiple subjects to the same class of students); include kindergarten teachers]; Vocational/Technical Education Teachers (teach typing, business, agriculture, life skills, home economics as well as any other vocational or technical classes); teaching principals, teaching school counselors, teaching librarians, teaching school nurses, or other teaching administrators [include any staff members who teach at least one regularly scheduled class per week (e.g., a librarian teaches a regularly scheduled class in mathematics once a week)]; Itinerant, Co-op, Traveling, and Satellite Teachers (teach at more than one school and may or may not be supervised by someone at your school); current Long-Term Substitute Teachers (currently filling the role of regular teachers for four or more continuous weeks); and other teachers who teach students in any of grades K–12.*
  - *Teachers exclude: Special Education Teachers (teach special education classes to students with disabilities); Adult Education and Postsecondary Teachers (teach only adult education or students beyond grade 12); Short-term Substitute Teachers (fill the role of regular or special education teachers for less than four continuous weeks); Student Teachers; Day Care Aides/Paraprofessionals; Teacher Aides/Paraprofessionals; and Librarians who teach only library skills or how to use the library.*

#### Instructions

- Enter the number of FTE teachers at the school level funded with state and local funds. Include teachers for grades K-12, and comparable ungraded levels.
- The number of teachers should be reported in full-time equivalency of assignment.
- For the purposes of reporting school finance data for teachers funded with state and local funds, refer to the teachers definition and guide (that accompany this item) to determine which teachers should be included and excluded.
- Enter the amount of salary expenditures for teachers at the school level funded with state and local funds. Include salary expenditures for teachers associated with regular K-12 instruction.
- When determining salary expenditures for teachers funded with state and local funds, refer to the [Important Inclusions and Exclusions](#) table to determine which revenue sources should be included and excluded.
- Values should be entered as decimal numbers to the hundredths place (i.e., two decimal places; e.g., 4.00, 4.75).
- *Note: The FTE value reported for this item may be less than or equal to the FTE value reported for the teachers FTE count item #46 in Section IV: School Staff.*

Data Element	FTE	Amount
Teachers	xx.xx	\$xxxx.xx

### 37. Full-time Equivalency Counts and Salary Amounts for Staff Funded with State and Local Funds

*OPTIONAL FOR 2013-14, REQUIRED FOR 2015-16*

#### Schools and justice facilities, grades K-12, UG

- *Instructional aide expenditures are associated with activities dealing directly with the interaction between teachers and students.*

*Items noted with an asterisk "\*" reflect guiding questions. Answers to these questions determine whether a school is presented with subsequent items.*

- Support services staff expenditures are associated with activities designed to: assess and improve the well-being of students to supplement the teaching process; and assist the instructional staff with content and process of providing learning experiences for students.
- School administration staff expenditures are associated with activities related to overall administration for a school.

#### Instructions

- Enter the number of FTE personnel at the school level funded with state and local funds, as specified. Include personnel for grades K-12, and comparable ungraded levels.
- The number of personnel should be reported in full-time equivalency of assignment.
- Enter the amount of salary expenditures for each personnel type at the school level funded with state and local funds. Include salary expenditures for personnel associated with grades K-12.
- When determining salary expenditures for personnel funded with state and local funds, refer to the [Important Inclusions and Exclusions](#) table to determine which revenue sources should be included and excluded.
- Values should be entered as decimal numbers to the hundredths place (i.e., two decimal places; e.g., 4.00, 4.75).

Data Element	FTE	Amount
<a href="#">Instructional Aides</a>	xx.xx	\$xxxx.xx
<a href="#">Support Services Staff</a> (for Pupils and for Instructional Staff)	xx.xx	\$xxxx.xx
<a href="#">School Administration Staff</a>	xx.xx	\$xxxx.xx

### 38. Salary Amount for Total Personnel Funded with State and Local Funds

Schools and justice facilities, grades K-12, UG

#### Instructions

- Enter the amount of salary expenditures for total personnel at the school level funded with state and local funds. Include salary expenditures for personnel associated with grades K-12 (including comparable ungraded levels). [Total personnel](#) refers to instructional staff (including teachers and aides), support services staff, and school administration staff.
- When determining salary expenditures for personnel funded with state and local funds, refer to the [Important Inclusions and Exclusions](#) table to determine which revenue sources should be included and excluded.
- Values should be entered as decimal numbers to the hundredths place (i.e., two decimal places; e.g., 4.00, 4.75).

Data Element	Amount
<a href="#">Total Personnel</a> (instructional, support services, and school administration)	\$xxxx.xx

### 39. Amount of Non-Personnel Expenditures Associated with Activities Funded with State and Local Funds

Schools and justice facilities, grade K-12

#### Instructions

- Enter the amount of non-personnel expenditures at the school level associated with regular K-12 instruction, pupil support, instructional support, and school administration, funded with state and local funds.

*Items noted with an asterisk "\*" reflect guiding questions. Answers to these questions determine whether a school is presented with subsequent items.*

- When determining non-personnel expenditures associated with activities funded with state and local funds, refer to the [Important Inclusions and Exclusions](#) table to determine which revenue sources should be included and excluded.
- Value should be entered as a decimal number to the hundredths place (i.e., two decimal places; e.g., 4.00, 4.75).

Data Element	Amount
<a href="#">Non-personnel expenditures</a>	\$xxxx.xx

#### 40. Salary Amount for Teachers Funded with Federal, State, and Local Funds OPTIONAL FOR 2013-14, REQUIRED FOR 2015-16

##### All schools and justice facilities, preschool-grade 12, UG

- *Teachers provide instruction, learning experiences, and care to students during a particular time period or in a given discipline. Teaching may be provided for students in a school classroom, in another location such as a home or hospital, and in other learning situations such as those involving co-curricular activities. It may also be provided through some other approved medium, such as television, radio, computer, the Internet, multimedia, telephone, and correspondence that is delivered inside or outside the classroom or in other teacher-student settings. Teachers are staff whose activities are dealing directly with the interaction with students.*
  - *Teachers include: Regular Classroom Teachers (teach Chemistry, English, mathematics, physical education, history, etc.); Special Education Teachers (teach special education classes to students with disabilities); General Elementary Teachers [teach self-contained classes in any of grades preschool–grade 8 (i.e., teach the same class of students all or most of the day); team-teach (i.e., two or more teachers collaborate to teach multiple subjects to the same class of students); include preschool teachers and kindergarten teachers]; Vocational/Technical Education Teachers (teach typing, business, agriculture, life skills, home economics as well as any other vocational or technical classes); teaching principals, teaching school counselors, teaching librarians, teaching school nurses, or other teaching administrators [include any staff members who teach at least one regularly scheduled class per week (e.g., a librarian teaches a regularly scheduled class in mathematics once a week)]; Itinerant, Co-op, Traveling, and Satellite Teachers (teach at more than one school and may or may not be supervised by someone at your school); current Long-Term Substitute Teachers (currently filling the role of regular teachers for four or more continuous weeks); and other teachers who teach students in any of grades preschool–grade 12.*
  - *Teachers exclude: Adult Education and Postsecondary Teachers (teach only adult education or students beyond grade 12); Short-term Substitute Teachers (fill the role of regular or special education teachers for less than four continuous weeks); Student Teachers; Day Care Aides/Paraprofessionals; Teacher Aides/Paraprofessionals; and Librarians who teach only library skills or how to use the library.*

##### Instructions

- Enter the amount of salary expenditures for teachers at the school level funded with federal, state, and local funds. Include salary expenditures for teachers associated with preschool-grade 12 instruction.
- For the purposes of reporting school finance data for teachers funded with federal, state, and local funds, refer to the teachers definition and guide (that accompany this item) to determine which teachers should be included and excluded.
- When determining salary expenditures for teachers funded with federal, state, and local funds, refer to the [Important Inclusions and Exclusions](#) table to determine which revenue sources should be included and excluded.
- Value should be entered as a decimal number to the hundredths place (i.e., two decimal places; e.g., 4.00, 4.75).
- *Note: The amount reported for this item may be greater than or equal to the amount reported for the teachers funded with state and local funds item #36 in Section XII: School Expenditures.*

*Items noted with an asterisk "\*" reflect guiding questions. Answers to these questions determine whether a school is presented with subsequent items.*

Data Element	Amount
Teachers	\$xxxx.xx

#### 41. Full-time Equivalency Counts and Salary Amounts for Staff Funded with Federal, State, and Local Funds OPTIONAL FOR 2013-14, REQUIRED FOR 2015-16

All schools and justice facilities, preschool-grade 12, UG

- Instructional aide expenditures are associated with activities dealing directly with the interaction between teachers and students.
- Support services staff expenditures are associated with activities designed to: assess and improve the well-being of students to supplement the teaching process; and assist the instructional staff with content and process of providing learning experiences for students.
- School administration staff expenditures are associated with activities related to overall administration for a school.

##### Instructions

- Enter the number of FTE personnel at the school level funded with federal, state, and local funds, as specified. Include personnel for preschool, grades K-12, and comparable ungraded levels.
- The number of personnel should be reported in full-time equivalency of assignment.
- Enter the amount of salary expenditures for each personnel type at the school level funded with federal, state, and local funds. Include salary expenditures for personnel associated with preschool-grade 12.
- When determining salary expenditures for personnel funded with federal, state, and local funds, refer to the [Important Inclusions and Exclusions](#) table to determine which revenue sources should be included and excluded.
- Values should be entered as decimal numbers to the hundredths place (i.e., two decimal places; e.g., 4.00, 4.75).

Data Element	FTE	Amount
<a href="#">Instructional Aides</a>	xx.xx	\$xxxx.xx
<a href="#">Support Services Staff</a> (for Pupils and for Instructional Staff)	xx.xx	\$xxxx.xx
<a href="#">School Administration Staff</a>	xx.xx	\$xxxx.xx

#### 42. Salary Amount for Total Personnel Funded with Federal, State, and Local Funds OPTIONAL FOR 2013-14, REQUIRED FOR 2015-16

Schools and justice facilities, preschool-grade 12, UG

##### Instructions

- Enter the amount of salary expenditures for total personnel at the school level funded with federal, state, and local funds. Include salary expenditures for personnel associated with preschool-grade 12 (including comparable ungraded levels).  
[Total personnel](#) refers to instructional staff (including teachers and aides), support services staff, and school administration staff.
- When determining salary expenditures for personnel funded with federal, state, and local funds, refer to the [Important Inclusions and Exclusions](#) table to determine which revenue sources should be included and excluded.
- Values should be entered as decimal numbers to the hundredths place (i.e., two decimal places; e.g., 4.00, 4.75).

Items noted with an asterisk "\*" reflect guiding questions. Answers to these questions determine whether a school is presented with subsequent items.

Data Element	Amount
<a href="#">Total Personnel</a> (instructional, support services, and school administration)	\$xxxx.xx

**43. Amount of Non-Personnel Expenditures Associated with Activities Funded with Federal, State, and Local Funds** OPTIONAL FOR 2013-14, REQUIRED FOR 2015-16

All schools and justice facilities, preschool-grade 12

**Instructions**

- Enter the amount of non-personnel expenditures at the school level associated with preschool-grade 12 instruction, pupil support, instructional support, and school administration, funded with federal, state, and local funds.
- When determining non-personnel expenditures associated with activities funded with federal, state, and local funds, refer to the Important [Inclusions and Exclusions](#) table to determine which revenue sources should be included and excluded.
- Value should be entered as a decimal number to the hundredths place (i.e., two decimal places; e.g., 4.00, 4.75).

Data Element	Amount
<a href="#">Non-personnel expenditures</a>	\$xxxx.xx

*Items noted with an asterisk "\*" reflect guiding questions. Answers to these questions determine whether a school is presented with subsequent items.*

## Section XIII: Items for Justice Facilities Only

### GENERAL INSTRUCTIONS

- Unless otherwise noted, report data based on the entire regular school year.

### KEY DEFINITIONS

- A justice facility is a public or private facility that confines pre-adjudicated/pre-convicted individuals, post-adjudicated/post-convicted individuals, or both. Justice facilities include short-term (90 calendar days or less) and long-term (more than 90 calendar days) facilities, such as correctional facilities, detention centers, jails, and prisons. These facilities may confine juveniles (individuals typically under 18 years of age), adults (individuals typically 18 years of age and older), or both. Some states and jurisdictions include individuals younger than age 18 as adults due to statute/legislation and/or justice procedures. For the purposes of the CRDC, only individuals up to 21 years of age who are confined in justice facilities are of interest.
- A justice facility educational program is a program for children and youth (not beyond grade 12) served at a justice facility that consists of credit-granting courses and classroom instruction in at minimum, basic school subjects, such as reading, English language arts, and mathematics. Classroom instruction in vocationally-oriented subjects may also be considered part of the program. Neither the manufacture of goods within the facility nor activities related to facility maintenance are considered classroom instruction. Credit-granting refers to any course that results in a letter grade or a pass/fail designation and is required of a student to move to the next grade level or complete a program of study and receive a high school diploma.

### 44. Justice Facility Type

#### For justice facilities only

- A pre-adjudication facility confines pre-adjudicated juveniles. A pre-adjudicated juvenile is an individual (typically under 18 years of age) who has been charged, but who has not participated in the court process that determines whether he/she has committed the crime. Adjudication is the court process that determines (judges) if the juvenile committed the act for which he/she is charged.
- A pre-conviction facility confines pre-convicted adults. A pre-convicted adult is an individual (typically 18 years of age or older) who has been charged, but who has not participated in the court process that determines (judges) if he/she committed the act for which he/she is charged.
- A post-adjudication facility confines post-adjudicated juveniles. A post-adjudicated juvenile is an individual (typically under 18 years of age) who has been charged and determined to have committed the crime. Adjudication is the court process that determines (judges) if the juvenile committed the act for which he/she is charged.
- A post-conviction facility confines post-convicted adults. A post-convicted adult is an individual (typically 18 years of age or older) who has been charged and determined to have committed the crime.

#### Instructions

- Indicate the type that best describes your justice facility. Choose one type only.

Type	Yes	No
Pre-adjudication/Pre-conviction facility		
Post-adjudication/Post-conviction facility		
Pre- and post-adjudication/conviction facility		

### 45. Days in Regular School Year at Justice Facility

#### For justice facilities only

- A regular educational program usually begins in the late summer or early fall and ends in late spring or early summer. On average, a regular educational program operates for 180 days. A year-round educational program usually operates for a 12-month period.

Items noted with an asterisk "\*" reflect guiding questions. Answers to these questions determine whether a school is presented with subsequent items.

### Instructions

- Enter the number of days that make up the justice facility’s regular school year. In other words, enter the number of days per year that the regular credit-granting educational program operates.
- Value should be presented as a whole number.

Data Element	Number
Days in the regular school year	

## 46. Justice Facility Educational Program Hours per Week

### For justice facilities only

- A *regular educational program* usually begins in the late summer or early fall and ends in late spring or early summer. On average, a regular educational program operates for 180 days. A year-round educational program usually operates for a 12-month period.

### Instructions

- Enter the number of hours per week that the credit-granting educational program is offered to students during the regular school year at the justice facility.
- Value should be entered as a decimal number to the tenths place (i.e., one decimal place; e.g., 30.0; 31.5).

Data Element	Number
Hours per week that the educational program is offered during the regular school year	

## 47. Justice Facility Educational Program Participants OPTIONAL FOR 2013-14, REQUIRED FOR 2015-16

### For justice facilities only

- *Length of time* refers to the cumulative number of calendar days that the student participated in the educational program. For example, a student in the facility who participated in the educational program for 10 days, left the facility, and then re-entered the facility and participated in the educational program for an additional 10 days during the same regular school year would be counted as a student with 20 cumulative days.
- A *regular educational program* usually begins in the late summer or early fall and ends in late spring or early summer. On average, a regular educational program operates for 180 days. A year-round educational program usually operates for a 12-month period.

### Instructions

- Enter the number of students who participated in the credit-granting educational program during the regular school year at the justice facility for the length of time specified. Include elementary, middle, and high school age students who participated in the educational program.
- Use an unduplicated count of students served.

Cumulative Number of Calendar Days	Number of Students
Less than 15 days	
15 days to 30 days	
31 days to 90 days	
91 days to 180 days	
More than 180 days	

Items noted with an asterisk "\*" reflect guiding questions. Answers to these questions determine whether a school is presented with subsequent items.