

**Documentation for the State Nonfiscal Survey:  
1996-97**

## **Table of Contents**

- I. Introduction to the State Nonfiscal Survey: 1996-97
- II. User's guide
  - A. Methodology
  - B. List of adjustments and imputations
  - C. Comments for users of the data file
  - D. State codes and abbreviations used in the data set.

## **Appendices**

- Appendix A-- Record layout and data element description
- Appendix B-- Imputation flag frequencies
- Appendix C-- Glossary
- Appendix D-- State nonfiscal survey form

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## **I. Introduction to documentation for the 1996-97 State Nonfiscal Survey**

The State Nonfiscal Survey of Public Elementary and Secondary Education provides information about student, staff and graduate counts for public elementary and secondary education for the 1996-97 school year.

This file presents nonfiscal information on public elementary and secondary education by state for the 1996-97 school year. The statistics are based on data collected through one of the five surveys of the Common Core of Data (CCD) conducted annually by the U.S. Department of Education's National Center for Education Statistics (NCES).

Data were provided by state education agencies (SEAs) from their administrative records. NCES and the SEAs work cooperatively to ensure comparability between data elements requested and reported. Each state's CCD Coordinator was sent a copy of the previous year's nonfiscal data for his or her state with the request to update the data with currently available information and return it to NCES.

A copy of the State Nonfiscal Survey of Public Elementary and Secondary Education is included in appendix D. Responses to the survey were due from SEAs in the 50 states, the Department of Defense dependents schools, the District of Columbia, and the five outlying areas under U.S. jurisdiction to NCES on March 15, 1997. Data collection ceased on December 19, 1997, while editing and imputation continued into March 1998. NCES edits state submissions, returning for confirmation or correction any items that appear to be out of range in light of previous reports. Other adjustments and imputations are discussed in the following section.

In compiling these data from administrative record systems, each SEA obtains data from the local education agencies (LEAs) that operate public schools. Each SEA may edit or examine the individual LEA reports before computing state totals. While SEAs are requested to provide counts as of the school day closest to October 1, the "as of" dates for membership counts may vary slightly from state to state.

Documentation layout. This documentation is intended to answer questions users may have about the contents of the Common Core of Data (CCD) State Nonfiscal Survey files. You may access each appendix independently.

Section II. Methodology describes the collection process, any adjustments that were made to the reported data and how missing data were imputed. It is followed by a specific List of Imputations and Adjustments. Comments for Users of the Data File identify any cases in which a state varied

from the CCD standards in reporting a data item. State Codes and Abbreviations Used in the Data Set identify the two-letter postal abbreviation and the federal information processing standard number for each state or other group reporting on the CCD.

Appendix A- Record Layout and Data Element Description gives the variable names and labels of the data elements discussed throughout the documentation, as well as their location on the data file.

Appendix B- Imputation Flag Frequencies indicates the number of states for which any data item was imputed.

Appendix C- Glossary defines all of the CCD data items.

Appendix D- State Nonfiscal Survey Form is a copy of the survey instrument.

Item nonresponse. Values for items where the states did not report anything or reported an entry of less than one and for which no imputations or adjustments were made have been adjusted to 0, M or N according to the following criteria:

0 where a numerical value was measured and no quantity was found.

M when the data are missing and where a value is expected, but no value was measured.

N when the data are not applicable and where a value is neither expected or measured.

## **II. User's Guide**

### **A. Methodology**

NCES has imputed and adjusted some reported values in order to create a data file that more accurately reflects students and staff counts and improves comparability between states. Imputations and adjustments were performed on the 50 states and Washington, D.C. only. Imputations and adjustments were implemented to correct for item nonresponse only in all states except New Jersey. No adjustments or imputations were made to high school graduates or other high school completer categories except for New Jersey. (New Jersey did not report any data for school year 1996-97.) No adjustments or imputations were performed on the race-ethnicity data for any state. All items affected by these adjustments and imputations are indicated in the "imputation flag" data set.

The imputation process consisted of several stages and steps, and varied with the nature of the missing data. Following these notes is a list of all items affected by imputations and adjustments. All items (except totals and subtotals) affected by these adjustments are listed along the left side of the list. Imputations for prekindergarten students were performed first, then staff imputations, followed by the other adjustments. Totals and subtotals were recalculated after all imputations and adjustments had been performed.

*Adjustments* are corrections to a situation in which a value reported for one item contained a value for one or more additional items not reported elsewhere. For example, a state may not differentiate between kindergarten teachers and prekindergarten teachers, reporting M for prekindergarten teachers and a value representing the count of staff for both categories as kindergarten teachers. NCES adjusts these two responses by reducing the amount reported for kindergarten teachers and adding that amount to prekindergarten teachers. The total count for teachers would not be affected by this adjustment.

*Imputations* correct cases where the missing value is not reported at all, indicating that subtotals for the category are under-reported. An imputation by NCES would assign a value to the missing item, and the subtotals containing this item would increase by the amount of the imputation.

New Jersey. The method used for imputing all data for New Jersey for school year 1996-97 was to impute each item separately based on a national growth rate applied to data reported by New Jersey for the prior year (school year 1995-96). The steps were: 1) divide the current year value of a variable, for all states reporting this variable, by the previous year value to yield a growth ratio for each of the states. 2) The mean of the ratios for the states reporting the item, was calculated. 3) New Jersey's prior year number for this variable was then multiplied by this mean growth ratio. The number that is obtained from this calculation is the 1996-97 imputed value. The imputed files for both years were used to calculate growth rates. States with 0 or N values for a specific item were not used in determining the growth ratio of that specific item.

Imputations and adjustments other states. With the exception of New Jersey, the method used for imputing prekindergarten students was to 1) calculate the ratio of prekindergarten students (D01) to total students (D16) minus prekindergarten students (D01), for all states reporting these items strictly by the definition; 2) calculate the average of these ratios, and 3) multiply the total student count (D16) of the state with the missing item times the average ratio. States reporting these items "strictly by the definition" are those states reporting values greater than 0 for each of the items involved in the adjustment, and none of those values are affected by another "contains" or "combined with" adjustment. "Contains" and "combined with" adjustments are described below.

The method used for imputing prekindergarten teachers in all states except New Jersey was to 1) calculate the ratio of prekindergarten teachers (B01) to prekindergarten students (D01), for all states reporting these items strictly by the definition; 2) calculate the average of these ratios, and 3) multiply the prekindergarten student count (D01) of the state with the missing item times the average ratio.

With the exception of New Jersey, the method used for imputing all other missing staff counts was to 1) calculate the ratio of the missing item to total students (D16) for all states reporting these items strictly by the definition; 2) calculate the average of these ratios, and 3) multiply the total student count (D16) of the state with the missing item times the average ratio.

There are several variations in the way adjustments were carried out. These variations are indicated in the following "List of Imputations and Adjustments", and are described below. Please note that each item adjusted in this process has a line on the "List of Imputations and

Adjustments”. Variable names can be identified by using the record layout in Appendix A.

Statements with "combined" indicate that the first item was reported as missing and the value included in the item(s) following "combined in." These statements can be matched to statements with "contains" where the first variable contains the value for that item plus the value for the item(s) following "contains." At the end of the "contains" statement, the total used in calculating the ratio used in the adjustment is indicated by the word "using." In all cases this total is total students (D16). For example, "C10 combined with C06" indicates that the value for student support services staff (C10) was included in the amount reported for LEA administrators (C06). The "adjustment" process (described in the next paragraph) reduced the amount for C06 and placed it in C10. "C06 contains C10 using D16" describes the same condition as above. The amount reported for C06 contains the count for C10, and the distribution was based on a ratio with D16 in the denominator.

The method used for this adjustment was to 1) calculate the ratios of each missing item and the item containing the missing values to the total indicated at the end of the "contains" statement for all states reporting these items strictly by the definition; 2) calculate the average of each of these ratios, 3) calculate the ratio of each average ratio to the sum of the average ratios for the unreported items as well as for the item that will be distributed, and 4) multiply the reported item by the ratio calculated in step 3 to determine the share for each item. States reporting these items "strictly by the definition" are those states that a) report values greater than 0 for each of the items involved in the adjustment, and b) none of those values are affected by another "contains" or "combined with" adjustment.

Adjustment statements with "totals" are used only for the distribution of total guidance counselors (C03) into elementary and secondary counselors (C01 and C02) in those states not reporting this detail. In these cases the total number of counselors is not affected by the adjustment operation. It is similar to the "contains adjustment" described above. 1) calculate the ratio of each item (in the totals list) to the reported total for each state reporting detail counselor counts; 2) calculate the average of each of these ratios, 3) calculate the ratio of each average ratio to the sum of the average ratios for the items to be imputed as well as for the item that will be distributed, and 4) multiply the reported item by the ratio calculated in step 3 to determine the share for each item. The elementary counselors (C01) and secondary counselors (C02) are also listed as being "supplemented" by the total counselor count (C03) in this operation.

Imputations, as defined above, are indicated on the List of Adjustments and Imputations with "impute/import". The first item listed is the item being imputed. The second item listed is the item used in calculating the ratios, and the state value for this item is multiplied by the calculated mean ratio.

After all of the imputations and adjustments were performed, all totals and subtotals were recalculated.

## B. List of imputations and adjustments

### ALABAMA

B01 impute/import D01  
D01 impute based on (D16-D01)

### ALASKA

B08 impute/import D16  
C06 contains C10 using D16  
C10 combined with C06

### ARKANSAS

B01 impute/import D01

### CALIFORNIA

B01 impute/import D01  
C05 combined with C11  
C11 contains C05 using D16  
D01 impute based on (D16-D01)

### GEORGIA

B07 impute/import D16  
C05 impute/import D16  
C07 impute/import D16  
C09 impute/import D16  
C11 impute/import D16

### HAWAII

B01 combined with B03  
B02 combined with B03  
B03 contains B01, B02 using D16  
C01 supplemented by C03  
C02 supplemented by C03  
C03 totals C01, C02 using D16

### ILLINOIS

B07 impute/import D16  
C05 impute/import D16  
C07 impute/import D16  
C09 impute/import D16  
C11 impute/import D16

### KENTUCKY

B07 impute/import D16  
B08 impute/import D16  
C05 impute/import D16  
C06 impute/import D16  
C07 impute/import D16  
C09 impute/import D16  
C10 impute/import D16  
C11 impute/import D16

### LOUISIANA

B02 combined with B03  
B03 contains B02, B04 using D16  
B04 combined with B03  
C01 supplemented by C03  
C02 supplemented by C03  
C03 totals C01, C02 using D16

MAINE

B01 combined with B03  
B02 combined with B03  
B03 contains B01, B02 using D16  
C07 combined with C11  
C09 combined with C11  
C11 contains C07, C09 using D16

MASSACHUSETTS

B01 combined with B02  
B02 contains B01 using D16  
C01 supplemented by C03  
C02 supplemented by C03  
C03 totals C01, C02 using D16

MICHIGAN

C01 supplemented by C03  
C02 supplemented by C03  
C03 totals C01, C02 using D16

MISSOURI

C05 combined with C11  
C07 combined with C11  
C09 combined with C11  
C11 contains C05, C07, C09 using D16

MONTANA

B01 combined with B03  
B02 combined with B03  
B03 contains B01, B02 using D16  
B07 impute/import D16  
C05 impute/import D16  
C07 impute/import D16  
C09 impute/import D16  
C11 impute/import D16

NEBRASKA

B01 combined with B03  
B02 combined with B03  
B03 contains B01, B02 using D16  
C07 contains C09 using D16  
C09 combined with C07

NEW HAMPSHIRE

B08 combined with C08  
C08 contains B08 using D16  
C09 contains C10 using D16  
C10 combined with C09

NEW JERSEY

All items were imputed, see Methodology.

NORTH CAROLINA

C01 supplemented by C03  
C02 supplemented by C03  
C03 totals C01, C02 using D16  
C05 impute/import D16  
C07 combined with C11  
C09 combined with C11  
C11 contains C07, C09 using D16

OKLAHOMA

C05 impute/import D16

PENNSYLVANIA

B01 combined with B03  
B02 combined with B03  
B03 contains B01, B02 using D16

SOUTH CAROLINA

B07 impute/import D16  
C05 impute/import D16  
C07 impute/import D16  
C09 impute/import D16  
C10 impute/import D16  
C11 impute/import D16  
D01 impute based on (D16-D01)

TENNESSEE

B08 combined with C09  
C05 combined with C11  
C07 combined with C11  
C09 contains B08 using D16  
C10 combined with C11  
C11 contains C05, C07, C10 using D16  
D01 impute based on (D16-D01)

TEXAS

C01 supplemented by C03  
C02 supplemented by C03  
C03 totals C01, C02 using D16  
C05 combined with C11  
C11 contains C05 using D16

VIRGINIA

B01 impute/import D01  
B02 combined with B03  
B03 contains B02 using D16

WASHINGTON

B08 impute/import D16  
C10 impute/import D16

### **C. Comments for users of the data file**

NCES has made the following edit changes to nonfiscal data. When known, we have listed specific state reporting practices concerning missing data. All nonfiscal edits and reporting practices listed below apply to school year 1996-97. New Jersey data were imputed by using a growth-ratio adjustment. NCES does not impute for outlying areas or the Department of Defense dependent schools.

Pre-kindergarten (PK) student membership. Alabama, California, South Carolina Tennessee, Wyoming and the Virgin Islands reported PK membership as non-applicable or missing. Data were imputed for Alabama, California, South Carolina and Tennessee. NCES accepts Wyoming's assertion by the state department of education that they do not have any prekindergarten students or teachers.

Ungraded student membership. Alabama, Alaska, Delaware, Florida, Georgia, Idaho, Minnesota, Nebraska, North Dakota, South Carolina, Texas, Washington, Wisconsin, Guam, the Commonwealth of Northern Marianas and the Department of Defense Dependents schools reported zero or non-applicable for ungraded student membership. Wyoming reported ungraded student membership as missing. In most of these states and territories all students are assigned grades, and therefore in those states and territories, this category does not exist. There were no imputations performed on the these counts.

Pre-kindergarten (PK) teachers. Alabama, Arkansas, California, Hawaii, Maine, Massachusetts, Montana, Nebraska, Pennsylvania, Virginia, Wyoming and the Virgin Islands did not report PK teachers. Hawaii, Maine, Montana, Nebraska and Pennsylvania include PK teachers in the elementary and secondary teacher counts. Massachusetts includes PK teachers with the kindergarten teacher count. Imputations or adjustments were performed for all of these states except for Wyoming and the Virgin Islands.

Kindergarten teachers. Hawaii, Louisiana, Maine, Montana, Nebraska, Pennsylvania and Virginia did not report kindergarten teachers. Hawaii, Maine, Montana, Nebraska, Pennsylvania and Virginia include these teachers with elementary and secondary teacher counts. Imputations or adjustments were performed for all these states.

Elementary Teachers. Louisiana reported elementary teacher count as missing. Elementary teachers were included in total teacher count. This count was imputed for Louisiana.

Secondary Teachers. Louisiana reported secondary teacher count as missing. Secondary teachers were included in total teacher count. This count was imputed for Louisiana.

Ungraded teachers. Alabama, Alaska, Arizona, Colorado, Delaware, Georgia, Kentucky, Louisiana, Maine, Maryland, Montana, New Hampshire, North Dakota, South Carolina, Virginia, Wisconsin, and the commonwealth of Northern Marianas did not report ungraded teachers. Ungraded teacher counts were not imputed for any of these states.

Instructional aides. Georgia, Illinois, Kentucky, Montana, South Carolina and Puerto Rico did not report instructional aides. Instructional aides were imputed or adjusted for each state.

Instructional coordinators and supervisors. Alaska, Kentucky, New Hampshire, Tennessee and Washington did not report instructional coordinators and supervisors. These counts were imputed or adjusted for all four states.

Elementary guidance counselors. Hawaii, Louisiana, Massachusetts, Michigan, North Carolina and Texas did not report elementary guidance counselors. These states reported total guidance counselors only. These figures were adjusted for all six states.

Secondary guidance counselors. Hawaii, Louisiana, Massachusetts, Michigan, North Carolina and Texas did not report secondary guidance counselors. These states reported total guidance counselors only. These figures were adjusted for all six states.

Library/Media support staff. California, Georgia, Illinois, Kentucky, Missouri, Montana, North Carolina, Oklahoma, South Carolina, Tennessee and Texas did not report library/media support staff. This category was imputed or adjusted for all 11 states that did not report it.

LEA Administrators. Kentucky did not report officials and administrators so this count was imputed.

Administrative support staff. Georgia, Illinois, Kentucky, Maine, Missouri, Montana, North Carolina, South Carolina, Tennessee and the Department of Defense Dependents Schools did not report administrative support staff. Administrative support staff counts were imputed or adjusted for each state.

School administrative support staff. Georgia, Illinois, Kentucky, Maine, Missouri, Montana, Nebraska, North Carolina and South Carolina did not report school administrative support staff. Data for all nine of the states were imputed or adjusted.

Student support services staff. Alaska, Kentucky, New Hampshire, South Carolina, Tennessee and Washington did not report student support services staff. Data for all six of the states were imputed or adjusted.

All other support staff. Georgia, Illinois, Kentucky, Montana and South Carolina did not report all other support staff and so their counts were imputed or adjusted.

Other diploma recipients. Alabama, Alaska, Arizona, Arkansas, Colorado, District of Columbia, Illinois, Kansas, Kentucky, Louisiana, Maryland, Massachusetts, Minnesota, Missouri, Montana, New Hampshire, New Mexico, North Dakota, Ohio, Oklahoma, Pennsylvania, South Carolina, Tennessee, Texas, Virginia, Wisconsin, American Samoa, Guam, the Commonwealth of the Northern Marianas and the Department of Defense Dependents schools did not report other diploma recipients. Other diploma recipient counts were not imputed.

High school equivalency recipients. Arizona, Georgia, Illinois, Kansas, Kentucky, Maryland, Massachusetts, Minnesota, South Dakota, Texas, Vermont, Virginia, Wyoming, Guam, the Commonwealth of the Northern Marianas and the Department of Defense Dependents schools did not report high school equivalency recipients. The variable for all of the states was adjusted to an “M.”

Other high school completers. California, Connecticut, Illinois, Kansas, Kentucky, Louisiana, Massachusetts, Minnesota, Missouri, Montana, New Hampshire, North Dakota, Ohio, Oklahoma, Pennsylvania, Rhode Island, Texas, Washington, West Virginia, Wisconsin, Guam, the Commonwealth of the Northern Marianas, Puerto Rico, the Virgin Islands and the Department of Defense Dependents Schools did not report other high school completers. Other high school completers counts were not imputed.

Race/ethnicity student data. Idaho and Kentucky did not report race/ethnicity student data by grade. NCES does not impute race/ethnicity data.

Race/ethnicity graduate data. Arkansas, Illinois, Kentucky, New Hampshire, South Carolina, Vermont and Washington did not report race/ethnicity graduate data. NCES does not impute race/ethnicity data.

## D. State codes and abbreviations used in the data set

STATE NAME	FIPS	STABR	STATE NAME	FIPS	STABR
ALABAMA	01	AL	VERMONT	50	VT
ALASKA	02	AK	VIRGINIA	51	VA
ARIZONA	04	AZ	WASHINGTON	53	WA
ARKANSAS	05	AR	WEST VIRGINIA	54	WV
CALIFORNIA	06	CA	WISCONSIN	55	WI
COLORADO	08	CO	WYOMING	56	WY
CONNECTICUT	09	CT			
DELAWARE	10	DE	<u>OUTLYING AREAS</u>		
DISTRICT OF COLUMBIA	11	DC	AMERICAN SAMOA	60	AS
FLORIDA	12	FL	GUAM	66	GU
GEORGIA	13	GA	NO. MARIANAS	69	CM
HAWAII	15	HI	PUERTO RICO	72	PR
IDAHO	16	ID	VIRGIN ISLANDS	78	VI
ILLINOIS	17	I	DEPARTMENT OF DEFENSE DEPENDENTS SCHOOLS	58	DD
INDIANA	18	IN			
IOWA	19	IA			
KANSAS	20	KS			
KENTUCKY	21	KY			
LOUISIANA	22	LA			
MAINE	23	ME			
MARYLAND	24	MD			
MASSACHUSETTS	25	MA			
MICHIGAN	26	MI			
MINNESOTA	27	MN			
MISSISSIPPI	28	MS			
MISSOURI	29	MO			
MONTANA	30	MT			
NEBRASKA	31	NE			
NEVADA	32	NV			
NEW HAMPSHIRE	33	NH			
NEW JERSEY	34	NJ			
NEW MEXICO	35	NM			
NEW YORK	36	NY			
NORTH CAROLINA	37	NC			
NORTH DAKOTA	38	ND			
OHIO	39	OH			
OKLAHOMA	40	OK			
OREGON	41	OR			
PENNSYLVANIA	42	PA			
RHODE ISLAND	44	RI			
SOUTH CAROLINA	45	SC			
SOUTH DAKOTA	46	SD			
TENNESSEE	47	TN			
TEXAS	48	TX			
UTAH	49	UT			

## APPENDIX A

### Record Layout for Common Core of Data State Nonfiscal, 1996-1997

Variable name	Field length	Record position	Data type	Description
SURVYEAR	4	001-004	N	STARTING YEAR OF SURVEY (1996)
FIPS	2	005-006	N	FED INFO PROCESSING STD CODES (01-78)
STABR	2	007-008	A	POSTAL STATE ABBREVIATION CODES
SEANAME	35	009-043	A	NAME OF STATE EDUCATION AGENCY
STREET	25	044-068	A	MAILING ADDRESS
CITY	18	069-086	A	CITY
STNAME	25	087-111	A	NAME OF THE STATE
ZIP	5	112-116	A	FIRST FIVE DIGITS OF THE ZIP CODE
ZIP4	5	117-121	A	A DASH AND FOUR DIGITS OF THE ZIP CODE
PHONE	14	122-135	A	AREA CODE AND LOCAL PHONE NUMBER
B01	5	136-140	N	PREKINDERGARTEN TEACHERS
B02	5	141-145	N	KINDERGARTEN TEACHERS
B03	6	146-151	N	ELEMENTARY TEACHERS
B04	6	152-157	N	SECONDARY TEACHERS
B05	5	158-162	N	TEACHERS OF UNGRADED CLASSES
B06	6	163-168	N	TOTAL FTE OF TEACHERS
B07	5	169-173	N	INSTRUCTIONAL AIDES
B08	5	174-178	N	INSTRUCTIONAL COORDINATORS & SUPERVISORS
C01	4	179-182	N	ELEMENTARY GUIDANCE COUNSELORS/DIRECTORS
C02	4	183-186	N	SECONDARY GUIDANCE COUNSELORS/DIRECTORS
C03	4	187-190	N	TOTAL GUIDANCE COUNSELORS/DIRECTORS
C04	4	191-194	N	LIBRARIANS
C05	4	195-198	N	LIBRARY SUPPORT STAFF
C06	5	199-203	N	LEA ADMINISTRATORS
C07	5	204-208	N	ADMINISTRATIVE SUPPORT STAFF
C08	5	209-213	N	SCHOOL ADMINISTRATORS
C09	5	214-218	N	SCHOOL ADMINISTRATIVE SUPPORT STAFF
C10	5	219-223	N	STUDENT SUPPORT SERVICES
C11	6	224-229	N	ALL OTHER SUPPORT SERVICES STAFF
D01	6	230-235	N	PREKINDERGARTEN STUDENTS
D02	6	236-241	N	KINDERGARTEN STUDENTS
D03	6	242-247	N	GRADE 1 STUDENTS
D04	6	248-253	N	GRADE 2 STUDENTS
D05	6	254-259	N	GRADE 3 STUDENTS
D06	6	260-265	N	GRADE 4 STUDENTS
D07	6	266-271	N	GRADE 5 STUDENTS
D08	6	272-277	N	GRADE 6 STUDENTS
D09	6	278-283	N	GRADE 7 STUDENTS
D10	6	284-289	N	GRADE 8 STUDENTS
D11	6	290-295	N	GRADE 9 STUDENTS
D12	6	296-301	N	GRADE 10 STUDENTS
D13	6	302-307	N	GRADE 11 STUDENTS
D14	6	308-313	N	GRADE 12 STUDENTS
D15	6	314-319	N	UNGRADED STUDENTS
D16	8	320-327	N	TOTAL STUDENTS
E01	6	328-333	N	REGULAR DIPLOMA H.S. COMPLETERS
E02	6	334-339	N	OTHER DIPLOMA RECIPIENTS

**Record Layout for Common Core of Data State Nonfiscal, 1996-97**

Variable Field name	Record length	Data position	type	Description
E03	6	340-345	N	H.S. EQUIVALENCY RECIPIENTS (AGES 19 OR YOUNGER)
E04	6	346-351	N	OTHER H.S. COMPLETERS
D01AMIN	6	352-357	N	PREKINDERGARTEN STUDENTS - AMERICAN INDIAN
D01ASIN	6	358-363	N	PREKINDERGARTEN STUDENTS - ASIAN
D01HISP	6	364-369	N	PREKINDERGARTEN STUDENTS - HISPANIC
D01BLK	6	370-375	N	PREKINDERGARTEN STUDENTS - BLACK
D01WHT	6	376-381	N	PREKINDERGARTEN STUDENTS - WHITE
D02AMIN	6	382-387	N	KINDERGARTEN STUDENTS - AMERICAN INDIAN
D02ASIN	6	388-393	N	KINDERGARTEN STUDENTS - ASIAN
D02HISP	6	394-399	N	KINDERGARTEN STUDENTS - HISPANIC
D02BLK	6	400-405	N	KINDERGARTEN STUDENTS -BLACK
D02WHT	6	406-411	N	KINDERGARTEN STUDENTS - WHITE
D03AMIN	6	412-417	N	GRADE 1 STUDENTS - AMERICAN INDIAN
D03ASIN	6	418-423	N	GRADE 1 STUDENTS - ASIAN
D03HISP	6	424-429	N	GRADE 1 STUDENTS - HISPANIC
D03BLK	6	430-435	N	GRADE 1 STUDENTS - BLACK
D03WHT	6	436-441	N	GRADE 1 STUDENTS - WHITE
D04AMIN	6	442-447	N	GRADE 2 STUDENTS - AMERICAN INDIAN
D04ASIN	6	448-453	N	GRADE 2 STUDENTS - ASIAN
D04HISP	6	454-459	N	GRADE 2 STUDENTS - HISPANIC
D04BLK	6	460-465	N	GRADE 2 STUDENTS - BLACK
D04WHT	6	466-471	N	GRADE 2 STUDENTS - WHITE
D05AMIN	6	472-477	N	GRADE 3 STUDENTS - AMERICAN INDIAN
D05ASIN	6	478-483	N	GRADE 3 STUDENTS - ASIAN
D05HISP	6	484-489	N	GRADE 3 STUDENTS - HISPANIC
D05BLK	6	490-495	N	GRADE 3 STUDENTS - BLACK
D05WHT	6	496-501	N	GRADE 3 STUDENTS - WHITE
D06AMIN	6	502-507	N	GRADE 4 STUDENTS - AMERICAN INDIAN
D06ASIN	6	508-513	N	GRADE 4 STUDENTS - ASIAN
D06HISP	6	514-519	N	GRADE 4 STUDENTS - HISPANIC
D06BLK	6	520-525	N	GRADE 4 STUDENTS - BLACK
D06WHT	6	526-531	N	GRADE 4 STUDENTS - WHITE
D07AMIN	6	532-537	N	GRADE 5 STUDENTS - AMERICAN INDIAN
D07ASIN	6	538-543	N	GRADE 5 STUDENTS - ASIAN
D07HISP	6	544-549	N	GRADE 5 STUDENTS - HISPANIC
D07BLK	6	550-555	N	GRADE 5 STUDENTS - BLACK
D07WHT	6	556-561	N	GRADE 5 STUDENTS - WHITE
D08AMIN	6	562-567	N	GRADE 6 STUDENTS - AMERICAN INDIAN
D08ASIN	6	568-573	N	GRADE 6 STUDENTS - ASIAN
D08HISP	6	574-579	N	GRADE 6 STUDENTS - HISPANIC
D08BLK	6	580-585	N	GRADE 6 STUDENTS - BLACK
D08WHT	6	586-591	N	GRADE 6 STUDENTS - WHITE
D09AMIN	6	592-597	N	GRADE 7 STUDENTS - AMERICAN INDIAN
D09ASIN	6	598-603	N	GRADE 7 STUDENTS - ASIAN
D09HISP	6	604-609	N	GRADE 7 STUDENTS - HISPANIC
D09BLK	6	610-615	N	GRADE 7 STUDENTS - BLACK
D09WHT	6	616-621	N	GRADE 7 STUDENTS - WHITE
D10AMIN	6	622-627	N	GRADE 8 STUDENTS - AMERICAN INDIAN

**Record Layout for Common Core of Data State Nonfiscal, 1996-97**

Variable Field name	Record length	Data position	type	Description
D10ASIN	6	628-633	N	GRADE 8 STUDENTS - ASIAN
D10HISP	6	634-639	N	GRADE 8 STUDENTS - HISPANIC
D10BLK	6	640-645	N	GRADE 8 STUDENTS - BLACK
D10WHT	6	646-651	N	GRADE 8 STUDENTS - WHITE
D11AMIN	6	652-657	N	GRADE 9 STUDENTS - AMERICAN INDIAN
D11ASIN	6	658-663	N	GRADE 9 STUDENTS - ASIAN
D11HISP	6	664-669	N	GRADE 9 STUDENTS - HISPANIC
D11BLK	6	670-675	N	GRADE 9 STUDENTS - BLACK
D11WHT	6	676-681	N	GRADE 9 STUDENTS - WHITE
D12AMIN	6	682-687	N	GRADE 10 STUDENTS - AMERICAN INDIAN
D12ASIN	6	688-693	N	GRADE 10 STUDENTS - ASIAN
D12HISP	6	694-699	N	GRADE 10 STUDENTS - HISPANIC
D12BLK	6	700-705	N	GRADE 10 STUDENTS - BLACK
D12WHT	6	706-711	N	GRADE 10 STUDENTS - WHITE
D13AMIN	6	712-717	N	GRADE 11 STUDENTS - AMERICAN INDIAN
D13ASIN	6	718-723	N	GRADE 11 STUDENTS - ASIAN
D13HISP	6	724-729	N	GRADE 11 STUDENTS - HISPANIC
D13BLK	6	730-735	N	GRADE 11 STUDENTS - BLACK
D13WHT	6	736-741	N	GRADE 11 STUDENTS - WHITE
D14AMIN	6	742-747	N	GRADE 12 STUDENTS - AMERICAN INDIAN
D14ASIN	6	748-753	N	GRADE 12 STUDENTS - ASIAN
D14HISP	6	754-759	N	GRADE 12 STUDENTS - HISPANIC
D14BLK	6	760-765	N	GRADE 12 STUDENTS - BLACK
D14WHT	6	766-771	N	GRADE 12 STUDENTS - WHITE
D15AMIN	6	772-777	N	UNGRADED STUDENTS - AMERICAN INDIAN
D15ASIN	6	778-783	N	UNGRADED STUDENTS - ASIAN
D15HISP	6	784-789	N	UNGRADED STUDENTS - HISPANIC
D15BLK	6	790-795	N	UNGRADED STUDENTS - BLACK
D15WHT	6	796-801	N	UNGRADED STUDENTS - WHITE
D16AMIN	8	802-809	N	TOTAL STUDENTS - AMERICAN INDIAN
D16ASIN	8	810-817	N	TOTAL STUDENTS - ASIAN
D16HISP	8	818-825	N	TOTAL STUDENTS - HISPANIC
D16BLK	8	826-833	N	TOTAL STUDENTS - BLACK
D16WHT	8	834-841	N	TOTAL STUDENTS - WHITE
E01AMIN	6	842-847	N	REGULAR DIPLOMA H.S. COMPLETERS - AMERICAN INDIAN
E01ASIN	6	848-853	N	REGULAR DIPLOMA H.S. COMPLETERS - ASIAN
E01HISP	6	854-859	N	REGULAR DIPLOMA H.S. COMPLETERS - HISPANIC
E01BLK	6	860-865	N	REGULAR DIPLOMA H.S. COMPLETERS - BLACK
E01WHT	6	866-871	N	REGULAR DIPLOMA H.S. COMPLETERS - WHITE
E02AMIN	6	872-877	N	OTHER DIPLOMA RECIPIENTS - AMERICAN INDIAN
E02ASIN	6	878-883	N	OTHER DIPLOMA RECIPIENTS - ASIAN
E02HISP	6	884-889	N	OTHER DIPLOMA RECIPIENTS - HISPANIC
E02BLK	6	890-895	N	OTHER DIPLOMA RECIPIENTS - BLACK
E02WHT	6	896-901	N	OTHER DIPLOMA RECIPIENTS - WHITE
E03AMIN	6	902-907	N	H.S. EQUIVALENCY RECIPIENTS - AMERICAN INDIAN
E03ASIN	6	908-913	N	H.S. EQUIVALENCY RECIPIENTS - ASIAN
E03HISP	6	914-919	N	H.S. EQUIVALENCY RECIPIENTS - HISPANIC
E03BLK	6	920-925	N	H.S. EQUIVALENCY RECIPIENTS - BLACK

**Record Layout for Common Core of Data State Nonfiscal, 1996-97**

Variable Field name	Record length	Data position	type	Description
E03WHT	6	926-931	N	H.S. EQUIVALENCY RECIPIENTS - WHITE
E04AMIN	6	932-937	N	OTHER H.S. COMPLETERS - AMERICAN INDIAN
E04ASIN	6	938-943	N	OTHER H.S. COMPLETERS - ASIAN
E04HISP	6	944-949	N	OTHER H.S. COMPLETERS - HISPANIC
E04BLK	6	950-955	N	OTHER H.S. COMPLETERS - BLACK
E04WHT	6	956-961	N	OTHER H.S. COMPLETERS - WHITE
IB01	1	962-962	A	IMP FLAG PREKINDERGARTEN TEACHERS
IB02	1	963-963	A	IMP FLAG KINDERGARTEN TEACHERS
IB03	1	964-964	A	IMP FLAG ELEMENTARY TEACHERS
IB04	1	965-965	A	IMP FLAG SECONDARY TEACHERS
IB05	1	966-966	A	IMP FLAG TEACHERS OF UNGRADED CLASSES
IB06	1	967-967	A	IMP FLAG TOTAL FTE OF TEACHERS
IB07	1	968-968	A	IMP FLAG INSTRUCTIONAL AIDES
IB08	1	969-969	A	IMP FLAG INSTRUCT. COORDINATORS & SUPERVISORS
IC01	1	970-970	A	IMP FLAG ELEMENTARY GUIDANCE COUNSELORS/DIRECTORS
IC02	1	971-971	A	IMP FLAG SECONDARY GUIDANCE COUNSELORS/DIRECTORS
IC03	1	972-972	A	IMP FLAG TOTAL GUIDANCE COUNSELORS/DIRECTORS
IC04	1	973-973	A	IMP FLAG LIBRARIANS
IC05	1	974-974	A	IMP FLAG LIBRARY SUPPORT STAFF
IC06	1	975-975	A	IMP FLAG LEA ADMINISTRATORS
IC07	1	976-976	A	IMP FLAG ADMINISTRATIVE SUPPORT STAFF
IC08	1	977-977	A	IMP FLAG SCHOOL ADMINISTRATORS
IC09	1	978-978	A	IMP FLAG SCHOOL ADMIN. SUPPORT STAFF
IC10	1	979-979	A	IMP FLAG STUDENT SUPPORT SERVICES
IC11	1	980-980	A	IMP FLAG ALL OTHER SUPPORT SERVICES
ID01	1	981-981	A	IMP FLAG PREKINDERGARTEN STUDENTS
ID02	1	982-982	A	IMP FLAG KINDERGARTEN STUDENTS
ID03	1	983-983	A	IMP FLAG GRADE 1 STUDENTS
ID04	1	984-984	A	IMP FLAG GRADE 2 STUDENTS
ID05	1	985-985	A	IMP FLAG GRADE 3 STUDENTS
ID06	1	986-986	A	IMP FLAG GRADE 4 STUDENTS
ID07	1	987-987	A	IMP FLAG GRADE 5 STUDENTS
ID08	1	988-988	A	IMP FLAG GRADE 6 STUDENTS
ID09	1	989-989	A	IMP FLAG GRADE 7 STUDENTS
ID10	1	990-990	A	IMP FLAG GRADE 8 STUDENTS
ID11	1	991-991	A	IMP FLAG GRADE 9 STUDENTS
ID12	1	992-992	A	IMP FLAG GRADE 10 STUDENTS
ID13	1	993-993	A	IMP FLAG GRADE 11 STUDENTS
ID14	1	994-994	A	IMP FLAG GRADE 12 STUDENTS
ID15	1	995-995	A	IMP FLAG UNGRADED STUDENTS
ID16	1	996-996	A	IMP FLAG TOTAL STUDENTS

## APPENDIX B- Imputation Flag Frequencies

State Nonfiscal Survey, 1996-1997  
Imputation Flag Frequencies

1

### IMP FLAG PREKINDERGARTEN TEACHERS

IB01	Frequency	Percent	Cumulative Frequency	Cumulative Percent
C	6	10.5	6	10.5
I	4	7.0	10	17.5
P	1	1.8	11	19.3
R	46	80.7	57	100.0

### IMP FLAG KINDERGARTEN TEACHERS

IB02	Frequency	Percent	Cumulative Frequency	Cumulative Percent
A	1	1.8	1	1.8
C	8	14.0	9	15.8
P	1	1.8	10	17.5
R	47	82.5	57	100.0

### IMP FLAG ELEMENTARY TEACHERS

IB03	Frequency	Percent	Cumulative Frequency	Cumulative Percent
A	7	12.3	7	12.3
P	1	1.8	8	14.0
R	49	86.0	57	100.0

#### Imputation Flags:

A - Adjustment

C - Combined with Data Provided Elsewhere by the State

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

N - Not Applicable

P - Imputation Based on Prior Year's Data

R - As Reported by the State

T - Total Based on Sum of Internal or External Detail

State Nonfiscal Survey, 1996-1997  
 Imputation Flag Frequencies

IMP FLAG SECONDARY TEACHERS

IB04	Frequency	Percent	Cumulative Frequency	Cumulative Percent
C	1	1.8	1	1.8
P	1	1.8	2	3.5
R	55	96.5	57	100.0

IMP FLAG TEACHERS OF UNGRADED CLASSES

IB05	Frequency	Percent	Cumulative Frequency	Cumulative Percent
C	2	3.5	2	3.5
P	1	1.8	3	5.3
R	54	94.7	57	100.0

IMP FLAG TOTAL FTE OF TEACHERS

IB06	Frequency	Percent	Cumulative Frequency	Cumulative Percent
R	52	91.2	52	91.2
T	5	8.8	57	100.0

Imputation Flags:

- A - Adjustment
- C - Combined with Data Provided Elsewhere by the State
- I - Imputation Based on a Method Other than Prior Year's Data
- N - Not Applicable
- P - Imputation Based on Prior Year's Data
- R - As Reported by the State
- T - Total Based on Sum of Internal or External Detail

State Nonfiscal Survey, 1996-1997  
 Imputation Flag Frequencies

IMP FLAG INSTRUCTIONAL AIDES

IB07	Frequency	Percent	Cumulative Frequency	Cumulative Percent
I	5	8.8	5	8.8
P	1	1.8	6	10.5
R	51	89.5	57	100.0

IMP FLAG INSTRUCT. COORD. & SUPERVISORS

IB08	Frequency	Percent	Cumulative Frequency	Cumulative Percent
C	2	3.5	2	3.5
I	3	5.3	5	8.8
P	1	1.8	6	10.5
R	51	89.5	57	100.0

IMP FLAG ELEMENTARY GUID. COUNS./DIRECT.

IC01	Frequency	Percent	Cumulative Frequency	Cumulative Percent
C	8	14.0	8	14.0
P	1	1.8	9	15.8
R	48	84.2	57	100.0

Imputation Flags:

- A - Adjustment
- C - Combined with Data Provided Elsewhere by the State
- I - Imputation Based on a Method Other than Prior Year's Data
- N - Not Applicable
- P - Imputation Based on Prior Year's Data
- R - As Reported by the State
- T - Total Based on Sum of Internal or External Detail

State Nonfiscal Survey, 1996-1997  
 Imputation Flag Frequencies

IMP FLAG SECONDARY GUID. COUNS./DIRECT.

IC02	Frequency	Percent	Cumulative Frequency	Cumulative Percent
C	8	14.0	8	14.0
P	1	1.8	9	15.8
R	48	84.2	57	100.0

IMP FLAG TOTAL GUID. COUNS./DIRECTORS

IC03	Frequency	Percent	Cumulative Frequency	Cumulative Percent
A	7	12.3	7	12.3
R	48	84.2	55	96.5
T	2	3.5	57	100.0

IMP FLAG LIBRARIANS

IC04	Frequency	Percent	Cumulative Frequency	Cumulative Percent
P	1	1.8	1	1.8
R	56	98.2	57	100.0

Imputation Flags:

- A - Adjustment
- C - Combined with Data Provided Elsewhere by the State
- I - Imputation Based on a Method Other than Prior Year's Data
- N - Not Applicable
- P - Imputation Based on Prior Year's Data
- R - As Reported by the State
- T - Total Based on Sum of Internal or External Detail

State Nonfiscal Survey, 1996-1997  
 Imputation Flag Frequencies

IMP FLAG LIBRARY SUPPORT STAFF

IC05	Frequency	Percent	Cumulative Frequency	Cumulative Percent
A	1	1.8	1	1.8
C	4	7.0	5	8.8
I	7	12.3	12	21.1
P	1	1.8	13	22.8
R	44	77.2	57	100.0

IMP FLAG LEA ADMINISTRATORS

IC06	Frequency	Percent	Cumulative Frequency	Cumulative Percent
I	1	1.8	1	1.8
P	1	1.8	2	3.5
R	55	96.5	57	100.0

IMP FLAG ADMINISTRATIVE SUPPORT STAFF

IC07	Frequency	Percent	Cumulative Frequency	Cumulative Percent
A	1	1.8	1	1.8
C	4	7.0	5	8.8
I	5	8.8	10	17.5
P	1	1.8	11	19.3
R	46	80.7	57	100.0

Imputation Flags:

- A - Adjustment
- C - Combined with Data Provided Elsewhere by the State
- I - Imputation Based on a Method Other than Prior Year's Data
- N - Not Applicable
- P - Imputation Based on Prior Year's Data
- R - As Reported by the State
- T - Total Based on Sum of Internal or External Detail

State Nonfiscal Survey, 1996-1997  
Imputation Flag Frequencies

6

IMP FLAG SCHOOL ADMINISTRATORS

IC08	Frequency	Percent	Cumulative Frequency	Cumulative Percent
A	1	1.8	1	1.8
P	1	1.8	2	3.5
R	55	96.5	57	100.0

IMP FLAG SCHOOL ADMIN. SUPPORT STAFF

IC09	Frequency	Percent	Cumulative Frequency	Cumulative Percent
A	1	1.8	1	1.8
C	4	7.0	5	8.8
I	5	8.8	10	17.5
P	1	1.8	11	19.3
R	46	80.7	57	100.0

IMP FLAG STUDENT SUPPORT SERVICES

IC10	Frequency	Percent	Cumulative Frequency	Cumulative Percent
C	3	5.3	3	5.3
I	3	5.3	6	10.5
P	1	1.8	7	12.3
R	50	87.7	57	100.0

Imputation Flags:

- A - Adjustment
- C - Combined with Data Provided Elsewhere by the State
- I - Imputation Based on a Method Other than Prior Year's Data
- N - Not Applicable
- P - Imputation Based on Prior Year's Data
- R - As Reported by the State
- T - Total Based on Sum of Internal or External Detail

State Nonfiscal Survey, 1996-1997  
Imputation Flag Frequencies

7

IMP FLAG ALL OTHER SUPPORT SERVICES

IC11	Frequency	Percent	Cumulative Frequency	Cumulative Percent
A	6	10.5	6	10.5
I	5	8.8	11	19.3
P	1	1.8	12	21.1
R	45	78.9	57	100.0

IMP FLAG PREKINDERGARTEN STUDENTS

ID01	Frequency	Percent	Cumulative Frequency	Cumulative Percent
I	4	7.0	4	7.0
P	1	1.8	5	8.8
R	52	91.2	57	100.0

IMP FLAG KINDERGARTEN STUDENTS

ID02	Frequency	Percent	Cumulative Frequency	Cumulative Percent
P	1	1.8	1	1.8
R	56	98.2	57	100.0

Imputation Flags:

- A - Adjustment
- C - Combined with Data Provided Elsewhere by the State
- I - Imputation Based on a Method Other than Prior Year's Data
- N - Not Applicable
- P - Imputation Based on Prior Year's Data
- R - As Reported by the State
- T - Total Based on Sum of Internal or External Detail

State Nonfiscal Survey, 1996-1997  
 Imputation Flag Frequencies

IMP FLAG GRADE 1 STUDENTS

ID03	Frequency	Percent	Cumulative Frequency	Cumulative Percent
P	1	1.8	1	1.8
R	56	98.2	57	100.0

IMP FLAG GRADE 2 STUDENTS

ID04	Frequency	Percent	Cumulative Frequency	Cumulative Percent
P	1	1.8	1	1.8
R	56	98.2	57	100.0

IMP FLAG GRADE 3 STUDENTS

ID05	Frequency	Percent	Cumulative Frequency	Cumulative Percent
P	1	1.8	1	1.8
R	56	98.2	57	100.0

IMP FLAG GRADE 4 STUDENTS

ID06	Frequency	Percent	Cumulative Frequency	Cumulative Percent
P	1	1.8	1	1.8
R	56	98.2	57	100.0

Imputation Flags:

- A - Adjustment
- C - Combined with Data Provided Elsewhere by the State
- I - Imputation Based on a Method Other than Prior Year's Data
- N - Not Applicable
- P - Imputation Based on Prior Year's Data
- R - As Reported by the State
- T - Total Based on Sum of Internal or External Detail

State Nonfiscal Survey, 1996-1997  
Imputation Flag Frequencies

9

IMP FLAG GRADE 5 STUDENTS

ID07	Frequency	Percent	Cumulative Frequency	Cumulative Percent
P	1	1.8	1	1.8
R	56	98.2	57	100.0

IMP FLAG GRADE 6 STUDENTS

ID08	Frequency	Percent	Cumulative Frequency	Cumulative Percent
P	1	1.8	1	1.8
R	56	98.2	57	100.0

IMP FLAG GRADE 7 STUDENTS

ID09	Frequency	Percent	Cumulative Frequency	Cumulative Percent
P	1	1.8	1	1.8
R	56	98.2	57	100.0

IMP FLAG GRADE 8 STUDENTS

ID10	Frequency	Percent	Cumulative Frequency	Cumulative Percent
P	1	1.8	1	1.8
R	56	98.2	57	100.0

Imputation Flags:

- A - Adjustment
- C - Combined with Data Provided Elsewhere by the State
- I - Imputation Based on a Method Other than Prior Year's Data
- N - Not Applicable
- P - Imputation Based on Prior Year's Data
- R - As Reported by the State
- T - Total Based on Sum of Internal or External Detail

State Nonfiscal Survey, 1996-1997  
 Imputation Flag Frequencies

IMP FLAG GRADE 9 STUDENTS

ID11	Frequency	Percent	Cumulative Frequency	Cumulative Percent
P	1	1.8	1	1.8
R	56	98.2	57	100.0

IMP FLAG GRADE 10 STUDENTS

ID12	Frequency	Percent	Cumulative Frequency	Cumulative Percent
P	1	1.8	1	1.8
R	56	98.2	57	100.0

IMP FLAG GRADE 11 STUDENTS

ID13	Frequency	Percent	Cumulative Frequency	Cumulative Percent
P	1	1.8	1	1.8
R	56	98.2	57	100.0

IMP FLAG GRADE 12 STUDENTS

ID14	Frequency	Percent	Cumulative Frequency	Cumulative Percent
P	1	1.8	1	1.8
R	56	98.2	57	100.0

Imputation Flags:

- A - Adjustment
- C - Combined with Data Provided Elsewhere by the State
- I - Imputation Based on a Method Other than Prior Year's Data
- N - Not Applicable
- P - Imputation Based on Prior Year's Data
- R - As Reported by the State
- T - Total Based on Sum of Internal or External Detail

State Nonfiscal Survey, 1996-1997  
 Imputation Flag Frequencies

IMP FLAG UNGRADED STUDENTS

ID15	Frequency	Percent	Cumulative Frequency	Cumulative Percent
P	1	1.8	1	1.8
R	56	98.2	57	100.0

IMP FLAG TOTAL STUDENTS

ID16	Frequency	Percent	Cumulative Frequency	Cumulative Percent
R	52	91.2	52	91.2
T	5	8.8	57	100.0

Imputation Flags:

- A - Adjustment
- C - Combined with Data Provided Elsewhere by the State
- I - Imputation Based on a Method Other than Prior Year's Data
- N - Not Applicable
- P - Imputation Based on Prior Year's Data
- R - As Reported by the State
- T - Total Based on Sum of Internal or External Detail

# **APPENDIX C**

## **Glossary**

For CCD to have comparable data across states, all states must abide by the same standard definitions when reporting on schools, students, and staff. To ensure a common understanding, definitions for critical terms are presented below.

### **American Indian/Alaskan Native**

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

### **Asian/Pacific Islander**

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

### **Black**

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

### **Classroom Teachers**

See “Teachers.”

### **Diploma, High School**

A High School diploma is a formal document certifying the successful completion of a secondary school program prescribed by the state education agency or other appropriate body.

### **Elementary**

Elementary is defined as a general level of instruction classified by state and local practice as elementary, composed of any span of grades not above grade 8; preschool or kindergarten included only if it is an integral part of an elementary school or a regularly established school system.

### **Full-time Equivalency (FTE)**

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

### **Graduate, Regular High School**

A regular high school graduate is defined as individuals who received a regular diploma recognizing the completion of secondary school requirements during the previous school year and subsequent summer school.

It excludes high school equivalency and other diploma recipients, and other high school completers (e.g., those granted a certificate of attendance).

## **Guidance Counselors/Directors**

Professional staff assigned specific duties and school time for any of the following activities in an elementary or secondary setting: Counseling with students and parents; consulting with other staff members on learning problems; evaluating student abilities; assisting students in making educational and career choices; assisting students in personal and social development; providing referral assistance; and/or working with other staff members in planning and conducting guidance programs for students.

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

## **Head Start Program**

A Federally funded program that provides comprehensive educational, social, health, and nutritional services to low-income preschool children and their families, and children from ages 3 to school entry age (i.e., the age of compulsory school attendance).

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

## **High School Completion Count**

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

## **High School Equivalency Certificate**

A formal document certifying that an individual met the state requirements for high school graduation equivalency by: Obtaining satisfactory scores on an approved examination, and meeting other performance requirements (if any) set by a state education agency or other appropriate body.

## **High School Equivalency Recipients**

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

## **Hispanic**

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

## **Instructional Aides**

Instruction aides are defined as staff members assigned to assist a teacher with routine activities associated with teaching, i.e. activities requiring minor decisions regarding students, such as monitoring, conducting rote exercises, operating equipment and clerking. *Includes only paid staff, and excludes volunteer aides.*

## **Instructional Coordinators and Supervisors**

Instructional coordinators and supervisors supervise instructional programs at the school district or subdistrict level and are defined as educational television staff; coordinators and supervisors of audio-visual services; and curriculum coordinators and in-service training staff; Chapter 1 and home economics supervisors; staff engaged in the development of computer-assisted instruction. School-based department chairpersons are excluded.

## **Kindergarten**

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

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

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

## **LEA Administrators**

LEA administrators are chief executive officers of the education agencies, including superintendents, deputies, and assistant superintendents; other persons with district-wide responsibilities: e.g., business managers, administrative assistants, professional instructional support staff, Chapter I coordinators, and home economics supervisors. Exclude supervisors of instructional or student support staff.

## **Librarians**

Librarians are professional staff members and supervisors assigned specific duties and school time for professional library services activities.

This includes selecting, acquiring, preparing, cataloguing, and circulating books and other printed materials; planning the use of the library by students, teachers, and instructional staff; and guiding individuals in use of library books and material maintained separately or as a part of an instructional materials center.

## **Library and Media Support Staff**

Library and media support staff render other professional library and media services; also includes library aides and those involved in library/media support.

Their duties include selecting, preparing, caring for, and making available to instructional staff, equipment, films, filmstrips, transparencies, tapes, TV programs, and similar materials maintained separately or as part of an instructional materials center.

Also included are activities in the audio-visual center, TV studio, related work-study areas, and services provided by audio-visual personnel.

## **Media Specialists**

Media specialists are defined as directors, coordinators, and supervisors of media centers.

See point under Librarians.

## **Membership**

Membership is defined as the count of students on the current roll taken on the school day closest to October 1, by using either: The sum of original entries and re-entries minus total withdrawals; or the sum of the total present and the total absent.

## **Officials and Administrators**

Officials and administrators are chief executive officers of the education agencies, including superintendents, deputies, and assistant superintendents; and other persons with district-wide responsibilities, such as business managers, administrative assistants, etc.

## **Other Diploma Recipients**

Other diploma recipients are individuals who received a diploma from other than a regular school program during the previous school year and subsequent summer school.

## **Other High School Completers**

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

## **Other Support Staff**

Other support staff are all other staff who serve in a support capacity and are not included in the categories of central office administrative support, library support, or school administrative support; e.g., social workers, data processing, bus drivers, and health, equipment maintenance, security, and cafeteria workers.

## **Prekindergarten Students**

Prekindergarten students are defined as students who are enrolled in a group or class that is part of a public school program taught during the year or years preceding kindergarten, excluding Head Start students.

## **Prekindergarten Teachers**

Teachers of a group or class that is part of a public school program, and is taught during the year or years preceding kindergarten; *includes teachers of Head Start students if part of authorized public education program.*

Supplies such as textbooks, periodicals, teaching, medical and audio-visual supplies, oil, gasoline, and property maintenance are NOT included as property expenditures, but as current expenditures. For example, buildings, computers, desks, furniture, furnishings, land tools, typewriters and vehicles.

## **Regular Diploma Recipients**

Graduates who received a regular diploma during the previous school year and subsequent summer school..

## **School Administrative Support Staff**

School administrative support staff are staff whose activities are concerned with support of the teaching and administrative duties of the office of the principal or department chairpersons; and includes clerical staff and secretaries.

## **School Administrators**

Staff members whose activities are concerned with directing and managing the operation of a particular school; including principals, assistant principals, other assistants; and those who supervise school operations, assign duties to staff members, supervise and maintain the records of the school, coordinate school instructional activities with those of the education agency, including department chairpersons.

## **School District**

A school district is an educational agency or administrative unit that operates under a public board of education.

## **Secondary**

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

## **Student**

A student is an individual for whom instruction is provided in an elementary or secondary education program that is not an adult education program and is under the jurisdiction of a school, school system, or other education institution.

## **Student Membership**

See “Membership.”

## **Student Support Services Staff**

Student support services staff are staff members whose activities are concerned with the direct support of students; and who nurture, but do not instruct, students. Includes attendance officers; staff providing health, psychology, speech pathology, audiology, or social services; and supervisors of the preceding staff and of health, transportation, and food service workers.

## **Teachers**

Teachers are defined as individuals who provide instruction to pre-kindergarten, kindergarten, grades 1 through 12, or ungraded classes; or individuals who teach in an environment other than a classroom setting; and maintains daily student attendance records.

## **Ungraded Students**

Ungraded students are defined as individuals assigned to classes or programs that do not have standard grade designations.

## **White**

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

## APPENDIX D

U.S. DEPARTMENT OF EDUCATION OFFICE OF THE ASSISTANT SECRETARY FOR EDUCATION RESEARCH AND IMPROVEMENT NATIONAL CENTER FOR EDUCATION STATISTICS WASHINGTON, D.C. 20208-5651  COMMON CORE OF DATA  STATE NONFISCAL SURVEY OF PUBLIC ELEMENTARY AND SECONDARY EDUCATION SCHOOL YEAR 1996-97	FORM APPROVED OMB No. 1850-0067 EXP. DATE: 12/31/98	
	DUE DATE: MARCH 15, 1997	
This report is authorized by law (20 U.S.C. 1221e-1). While you are not required to respond, your cooperation is needed to make the results of this survey comprehensive, accurate, and timely.		
<b>PLEASE complete each cell with a number, O, N, or M</b>		
A01 NAME OF STATE EDUCATION AGENCY		
A02 MAILING ADDRESS		
A03 CITY		
A04 STATE		
A05 ZIP CODE		
A06 TELEPHONE NUMBER		
B: INSTRUCTIONAL STAFF	1995-96 FTE	1996-97 FTE
BO1 PREKINDERGARTEN TEACHERS		
BO2 KINDERGARTEN TEACHERS		
BO3 ELEMENTARY TEACHERS		
B04 SECONDARY TEACHERS		
B05 TEACHERS OF UNGRADED CLASSES		
BO6 TOTAL FTE TEACHERS		
BO7 INSTRUCTIONAL AIDES		
BO8 INSTRUCTIONAL COORDINATORS AND SUPERVISORS		
C: SUPPORT SERVICES STAFF	1995-96 FTE	1996-97 FTE
CO1 ELEMENTARY GUIDANCE COUNSELORS		
CO2 SECONDARY GUIDANCE COUNSELORS		
CO3 TOTAL GUIDANCE COUNSELORS		
C04 LIBRARIANS/MEDIA SPECIALISTS		
C05 LIBRARY/MEDIA SUPPORT STAFF		
C06 LEA ADMINISTRATORS		
C07 ADMIN. SUPPORT STAFF		
C08 SCHOOL ADMINISTRATORS		
C09 SCHOOL ADMIN. SUPPORT STAFF		
C10 STUDENT SUPPORT SERVICES STAFF		
C11 ALL OTHER SUPPORT STAFF		

1995-96 STUDENT MEMBERSHIP, RACE/ETHNIC BREAKOUT

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

1996-97 STUDENT MEMBERSHIP, RACE/ETHNIC BREAKOUT

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

1994-95 HIGH SCHOOL COMPLETERS, RACE/ETHNIC BREAKOUT

E 1995-96 HIGH SCHOOL COMPLETERS (UNDUPLICATED HEAD COUNT)	AM. INDIAN ALASKA NAT.	ASIAN/PAC. ISLANDER	HISPANIC	BLACK NOT HISP.	WHITE NOT HISP.
E01 REGULAR DIPLOMA					
E02 OTHER DIPLOMA					
E03 H.S. EQUIVALENCY					
E04 OTHER H. S. COMPLETER					

1995-96 HIGH SCHOOL COMPLETERS, RACE/ETHNIC BREAKOUT

E 1996-97 HIGH SCHOOL COMPLETERS (UNDUPLICATED HEAD COUNT)	AM. INDIAN ALASKA NAT.	ASIAN/PAC. ISLANDER	HISPANIC	BLACK NOT HISP.	WHITE NOT HISP.
E01 REGULAR DIPLOMA					
E02 OTHER DIPLOMA					
E03 H.S. EQUIVALENCY					
E04 OTHER H.S. COMPLETER					

D: STUDENTS BY GRADE LEVEL	1995-96 MEMBERSHIP	1996-97 MEMBERSHIP
DO1 PREKINDERGARTEN		
DO2 KINDERGARTEN		
D03 GRADE 1		
DO4 GRADE 2		
D05 GRADE 3		
DO6 GRADE 4		
DO7 GRADE 5		
DO8 GRADE 6		
D09 GRADE 7		
D10 GRADE 8		
D11 GRADE 9		
D12 GRADE 10		
D13 GRADE 11		
D14 GRADE 12		
D15 UNGRADED		
D16 TOTAL (Sum of lines D1-D15)		
E: HIGH SCHOOL COMPLETERS	1994-95 UNDUPLICATED COUNT	1995-96 UNDUPLICATED COUNT
EO1 REGULAR DIPLOMA		
EO2 OTHER DIPLOMA		
EO3 HIGH SCHOOL EQUIV. RECIPIENTS		
EO4 OTHER HIGH SCHOOL COMPLETERS		

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

\_\_\_\_\_  
Person completing survey formDate

\_\_\_\_\_  
CCD CoordinatorTelephone Number

Return Completed Form to:  
Bureau of the Census  
Governments Division, CJS Branch  
Washington Plaza, Bldg. 2, Room 509  
Washington, DC 20233-6800

If you have questions about this questionnaire, contact Census staff on  
800-352-7229. Refer to Common Core of Data, State Nonfiscal Survey.