

# **Public Elementary and Secondary School Non-Fiscal Data, by State: School Year 1987-88**

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## Survey Summary

- A. **Title:** Common Core of Data (CCD) Part V State Nonfiscal Report, School year 1987-88.
- B. **Description:** The primary purpose of the State Nonfiscal Survey is to provide basic information on public elementary and secondary school students and staff for each of the 50 states, the District of Columbia, and outlying territories (American Samoa, Guam, Puerto Rico, the Virgin Islands, and the Marshall Islands). The database provides the following information on students and staff: general information (name, address, and telephone number of the state education agency), staffing information (number of full-time instructional staff, guidance counselor staff, library staff, support staff, and administrative staff), and student information (membership counts by grade, counts of high school completers).
- C. **Survey Methodology--**
1. **Universe or sample:** All public elementary and secondary education agencies in the 50 states, District of Columbia, United States territories (American Samoa, Guam, Puerto Rico, the Virgin Islands, and the Marshall Islands), and Department of Defense schools outside of the United States.
  2. **Respondents:** State Education Agencies
  3. **Date of Coverage:** School Year 1987-88
  4. **Frequency of Survey:** Annual
  5. **Response Rate:** 98.2%
  6. **Highlights:** The survey provides student membership counts by grade, counts of high school completers, staffing information in FTEs for instructional staff, guidance counselors, library staff and administrative staff.
- D. **Related Studies--**
1. **Surveys:** State Nonfiscal Report School Years 1983-84, through 1986-87

## State Codes and Abbreviations Used in the Dataset

STATE NAME	STED	NEW FIPS	OLD FIPS	STABR
ALABAMA	10	01	01	AL
ALASKA	11	02	02	AK
ARIZONA	12	04	04	AZ
ARKANSAS	13	05	05	AR
CALIFORNIA	14	06	06	CA
COLORADO	15	08	08	CO
CONNECTICUT	16	09	09	CT
DELAWARE	17	10	10	DE
DISTRICT OF COLUMBIA	18	11	11	DC
FLORIDA	19	12	12	FL
GEORGIA	20	13	13	GA
HAWAII	21	15	15	HI
IDAHO	22	16	16	ID
ILLINOIS	23	17	17	IL
INDIANA	24	18	18	IN
IOWA	25	19	19	IA
KANSAS	26	20	20	KS
KENTUCKY	27	21	21	KY
LOUISIANA	28	22	22	LA
MAINE	29	23	23	ME
MARYLAND	30	24	24	MD
MASSACHUSETTS	31	25	25	MA
MICHIGAN	32	26	26	MI
MINNESOTA	33	27	27	MN
MISSISSIPPI	34	28	28	MS
MISSOURI	35	29	29	MO
MONTANA	36	30	30	MT
NEBRASKA	37	31	31	NE
NEVADA	38	32	32	NV
NEW HAMPSHIRE	39	33	33	NH
NEW JERSEY	40	34	34	NJ
NEW MEXICO	41	35	35	NM
NEW YORK	42	36	36	NY
NORTH CAROLINA	43	37	37	NC
NORTH DAKOTA	44	38	38	ND
OHIO	45	39	39	OH
OKLAHOMA	46	40	40	OK
OREGON	47	41	41	OR
PENNSYLVANIA	48	42	42	PA
RHODE ISLAND	49	44	44	RI
SOUTH CAROLINA	50	45	45	SC
SOUTH DAKOTA	51	46	46	SD
TENNESSEE	52	47	47	TN
TEXAS	53	48	48	TX

### State Codes and Abbreviations Used in the Dataset (Cont.)

STATE NAME	STED	NEW FIPS	OLD FIPS	STABR
UTAH	54	49	49	UT
VERMONT	55	50	50	VT
VIRGINIA	56	51	51	VA
WASHINGTON	57	53	53	WA
WEST VIRGINIA	58	54	54	WV
WISCONSIN	59	55	55	WI
WYOMING	60	56	56	WY
<u>OUTLYING AREAS</u>				
TRUST TERRITORY	65	59	59	TT
AMERICAN SAMOA	61	60	03	AS
GUAM	63	66	14	GU
NO. MARIANAS	69	69	60	CM
PUERTO RICO	64	72	43	PR
VIRGIN ISLANDS	66	78	52	VI

\*\*\* NOTE \*\*\*

The State Non-Fiscal data files for this year use the "NEW" FIPS codes.

Public Elementary and Secondary School Non-Fiscal Data, by State  
 School Year 1987-88 (Imputed File)

This is a layout of the flat file having the following attributes  
 (RECFM=V, LRECL=961, 56 PHYSICAL RECORDS)

The file contains imputed data for school year 1987-88

Name	Type	Position	Length	Description
STED	N	001-002	2	ED STATE CODES (10-69)
SURVYEAR	N	003-004	2	STARTING YEAR OF SURVEY (87)
FIPS	N	005-006	2	FIPS STATE CODE
STABR	AN	007-008	2	POSTAL STATE ABBREVIATION CODES
SEANAME	AN	009-043	35	NAME OF STATE EDUCATION AGENCY
STREET	AN	044-068	25	MAILING ADDRESS
CITY	AN	069-086	18	CITY
STNAME	AN	087-111	25	NAME OF THE STATE
ZIP	AN	112-116	5	FIRST FIVE DIGITS OF THE ZIP CODE
ZIP4	AN	117-121	5	A DASH AND FOUR DIGITS
PHONE	AN	122-135	14	AREA CODE AND LOCAL PHONE NUMBER
B01	N	136-140	5	PREKINDERGARTEN TEACHERS
B02	N	141-145	5	KINDERGARTEN TEACHERS
B03	N	146-151	6	ELEMENTARY TEACHERS
B04	N	152-157	6	SECONDARY TEACHERS
B05	N	158-162	5	TEACHERS OF UNGRADED CLASSES
B06	N	163-168	6	TOTAL FTE OF TEACHERS
B07	N	169-173	5	INSTRUCTIONAL AIDES
B08	N	174-178	5	INSTRUCTIONAL COORDINATORS & SUPERVISORS
C01	N	179-182	4	ELEMENTARY GUIDANCE COUNSELORS/DIRECTORS
C02	N	183-186	4	SECONDARY GUIDANCE COUNSELORS/DIRECTORS
C03	N	187-190	4	TOTAL GUIDANCE COUNSELORS/DIRECTORS
C04	N	191-194	4	LIBRARIANS
C05	N	195-198	4	LIBRARY SUPPORT STAFF
C06	N	199-203	5	LEA ADMINISTRATORS
C07	N	204-208	5	ADMINISTRATIVE SUPPORT STAFF
C08	N	209-213	5	SCHOOL ADMINISTRATORS
C09	N	214-218	5	SCHOOL ADMINISTRATIVE SUPPORT STAFF
C10	N	219-223	5	STUDENT SUPPORT SERVICES
C11	N	224-229	6	ALL OTHER SUPPORT SERVICES STAFF
D01	N	230-235	6	PREKINDERGARTEN STUDENTS
D02	N	236-241	6	KINDERGARTEN STUDENTS
D03	N	242-247	6	GRADE 1 STUDENTS
D04	N	248-253	6	GRADE 2 STUDENTS
D05	N	254-259	6	GRADE 3 STUDENTS
D06	N	260-265	6	GRADE 4 STUDENTS
D07	N	266-271	6	GRADE 5 STUDENTS
D08	N	272-277	6	GRADE 6 STUDENTS
D09	N	278-283	6	GRADE 7 STUDENTS
D10	N	284-289	6	GRADE 8 STUDENTS
D11	N	290-295	6	GRADE 9 STUDENTS
D12	N	296-301	6	GRADE 10 STUDENTS
D13	N	302-307	6	GRADE 11 STUDENTS
D14	N	308-313	6	GRADE 12 STUDENTS
D15	N	314-319	6	UNGRADED STUDENTS
D16	N	320-327	8	TOTAL STUDENTS
E01	N	328-333	6	REGULAR DIPLOMA H.S. COMPLETERS
E02	N	334-339	6	OTHER DIPLOMA RECIPIENTS

E03	N	340-345	6	H.S. EQUIVALENCY RECIPIENTS
E04	N	346-351	6	OTHER H.S. COMPLETERS
D01ASIN	N	352-357	6	PREKINDERGARTEN STUDENTS - ASIAN
D01AMIN	N	358-363	6	PREKINDERGARTEN STUDENTS - AMER. INDIAN
D01HISP	N	364-369	6	PREKINDERGARTEN STUDENTS - HISPANIC
D01BLK	N	370-375	6	PREKINDERGARTEN STUDENTS - BLACK
D01WHT	N	376-381	6	PREKINDERGARTEN STUDENTS - WHITE
D02ASIN	N	382-387	6	KINDERGARTEN STUDENTS - ASIAN
D02AMIN	N	388-393	6	KINDERGARTEN STUDENTS - AMER. INDIAN
D02HISP	N	394-399	6	KINDERGARTEN STUDENTS - HISPANIC
D02BLK	N	400-405	6	KINDERGARTEN STUDENTS -BLACK
D02WHT	N	406-411	6	KINDERGARTEN STUDENTS - WHITE
D03ASIN	N	412-417	6	GRADE 1 STUDENTS - ASIAN
D03AMIN	N	418-423	6	GRADE 1 STUDENTS - AMERICAN INDIAN
D03HISP	N	424-429	6	GRADE 1 STUDENTS - HISPANIC
D03BLK	N	430-435	6	GRADE 1 STUDENTS - BLACK
D03WHT	N	436-441	6	GRADE 1 STUDENTS - WHITE
D04ASIN	N	442-447	6	GRADE 2 STUDENTS - ASIAN
D04AMIN	N	448-453	6	GRADE 2 STUDENTS - AMERICAN INDIAN
D04HISP	N	454-459	6	GRADE 2 STUDENTS - HISPANIC
D04BLK	N	460-465	6	GRADE 2 STUDENTS - BLACK
D04WHT	N	466-471	6	GRADE 2 STUDENTS - WHITE
D05ASIN	N	472-477	6	GRADE 3 STUDENTS - ASIAN
D05AMIN	N	478-483	6	GRADE 3 STUDENTS - AMERICAN INDIAN
D05HISP	N	484-489	6	GRADE 3 STUDENTS - HISPANIC
D05BLK	N	490-495	6	GRADE 3 STUDENTS - BLACK
D05WHT	N	496-501	6	GRADE 3 STUDENTS - WHITE
D06ASIN	N	502-507	6	GRADE 4 STUDENTS - ASIAN
D06AMIN	N	508-513	6	GRADE 4 STUDENTS - AMERICAN INDIAN
D06HISP	N	514-519	6	GRADE 4 STUDENTS - HISPANIC
D06BLK	N	520-525	6	GRADE 4 STUDENTS - BLACK
D06WHT	N	526-531	6	GRADE 4 STUDENTS - WHITE
D07ASIN	N	532-537	6	GRADE 5 STUDENTS - ASIAN
D07AMIN	N	538-543	6	GRADE 5 STUDENTS - AMERICAN INDIAN
D07HISP	N	544-549	6	GRADE 5 STUDENTS - HISPANIC
D07BLK	N	550-555	6	GRADE 5 STUDENTS - BLACK
D07WHT	N	556-561	6	GRADE 5 STUDENTS - WHITE
D08ASIN	N	562-567	6	GRADE 6 STUDENTS - ASIAN
D08AMIN	N	568-573	6	GRADE 6 STUDENTS - AMERICAN INDIAN
D08HISP	N	574-579	6	GRADE 6 STUDENTS - HISPANIC
D08BLK	N	580-585	6	GRADE 6 STUDENTS - BLACK
D08WHT	N	586-591	6	GRADE 6 STUDENTS - WHITE
D09ASIN	N	592-597	6	GRADE 7 STUDENTS - ASIAN
D09AMIN	N	598-603	6	GRADE 7 STUDENTS - AMERICAN INDIAN
D09HISP	N	604-609	6	GRADE 7 STUDENTS - HISPANIC
D09BLK	N	610-615	6	GRADE 7 STUDENTS - BLACK
D09WHT	N	616-621	6	GRADE 7 STUDENTS - WHITE
D10ASIN	N	622-627	6	GRADE 8 STUDENTS - ASIAN
D10AMIN	N	628-633	6	GRADE 8 STUDENTS - AMERICAN INDIAN
D10HISP	N	634-639	6	GRADE 8 STUDENTS - HISPANIC
D10BLK	N	640-645	6	GRADE 8 STUDENTS - BLACK
D10WHT	N	646-651	6	GRADE 8 STUDENTS - WHITE
D11ASIN	N	652-657	6	GRADE 9 STUDENTS - ASIAN
D11AMIN	N	658-663	6	GRADE 9 STUDENTS - AMERICAN INDIAN
D11HISP	N	664-669	6	GRADE 9 STUDENTS - HISPANIC
D11BLK	N	670-675	6	GRADE 9 STUDENTS - BLACK
D11WHT	N	676-681	6	GRADE 9 STUDENTS - WHITE

D12ASIN	N	682-687	6	GRADE 10 STUDENTS - ASIAN
D12AMIN	N	688-693	6	GRADE 10 STUDENTS - AMERICAN INDIAN
D12HISP	N	694-699	6	GRADE 10 STUDENTS - HISPANIC
D12BLK	N	700-705	6	GRADE 10 STUDENTS - BLACK
D12WHT	N	706-711	6	GRADE 10 STUDENTS - WHITE
D13ASIN	N	712-717	6	GRADE 11 STUDENTS - ASIAN
D13AMIN	N	718-723	6	GRADE 11 STUDENTS - AMERICAN INDIAN
D13HISP	N	724-729	6	GRADE 11 STUDENTS - HISPANIC
D13BLK	N	730-735	6	GRADE 11 STUDENTS - BLACK
D13WHT	N	736-741	6	GRADE 11 STUDENTS - WHITE
D14ASIN	N	742-747	6	GRADE 12 STUDENTS - ASIAN
D14AMIN	N	748-753	6	GRADE 12 STUDENTS - AMERICAN INDIAN
D14HISP	N	754-759	6	GRADE 12 STUDENTS - HISPANIC
D14BLK	N	760-765	6	GRADE 12 STUDENTS - BLACK
D14WHT	N	766-771	6	GRADE 12 STUDENTS - WHITE
D15ASIN	N	772-777	6	UNGRADED STUDENTS - ASIAN
D15AMIN	N	778-783	6	UNGRADED STUDENTS - AMERICAN INDIAN
D15HISP	N	784-789	6	UNGRADED STUDENTS - HISPANIC
D15BLK	N	790-795	6	UNGRADED STUDENTS - BLACK
D15WHT	N	796-801	6	UNGRADED STUDENTS - WHITE
D16ASIN	N	802-809	8	TOTAL STUDENTS - ASIAN
D16AMIN	N	810-817	8	TOTAL STUDENTS - AMERICAN INDIAN
D16HISP	N	818-825	8	TOTAL STUDENTS - HISPANIC
D16BLK	N	826-833	8	TOTAL STUDENTS - BLACK
D16WHT	N	834-841	8	TOTAL STUDENTS - WHITE
E01ASIN	N	842-847	6	REGULAR DIPLOMA H.S. COMPLETERS - ASIAN
E01AMIN	N	848-853	6	REGULAR DIPLOMA H.S. COMPLETERS - AMER. INDIAN
E01HISP	N	854-859	6	REGULAR DIPLOMA H.S. COMPLETERS - HISPANIC
E01BLK	N	860-865	6	REGULAR DIPLOMA H.S. COMPLETERS - BLACK
E01WHT	N	866-871	6	REGULAR DIPLOMA H.S. COMPLETERS - WHITE
E02ASIN	N	872-877	6	OTHER DIPLOMA RECIPIENTS - ASIAN
E02AMIN	N	878-883	6	OTHER DIPLOMA RECIPIENTS - AMERICAN INDIAN
E02HISP	N	884-889	6	OTHER DIPLOMA RECIPIENTS - HISPANIC
E02BLK	N	890-895	6	OTHER DIPLOMA RECIPIENTS - BLACK
E02WHT	N	896-901	6	OTHER DIPLOMA RECIPIENTS - WHITE
E03ASIN	N	902-907	6	H.S. EQUIVALENCY RECIPIENTS - ASIAN
E03AMIN	N	908-913	6	H.S. EQUIVALENCY RECIPIENTS - AMER. INDIAN
E03HISP	N	914-919	6	H.S. EQUIVALENCY RECIPIENTS - HISPANIC
E03BLK	N	920-925	6	H.S. EQUIVALENCY RECIPIENTS - BLACK
E03WHT	N	926-931	6	H.S. EQUIVALENCY RECIPIENTS - WHITE
E04ASIN	N	932-937	6	OTHER H.S. COMPLETERS - ASIAN
E04AMIN	N	938-943	6	OTHER H.S. COMPLETERS - AMERICAN INDIAN
E04HISP	N	944-949	6	OTHER H.S. COMPLETERS - HISPANIC
E04BLK	N	950-955	6	OTHER H.S. COMPLETERS - BLACK
E04WHT	N	956-961	6	OTHER H.S. COMPLETERS - WHITE

## APPENDIX A-2

### Data Element Description, 1987-88

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

Variable Name	Description
STED	ED State Codes (10-69)
SURVYEAR	Starting year of survey
FIPS	Federal Information Processing Standard code for states. A list of state FIPS codes is attached. (The attachment includes a crosswalk between old and new FIPS codes.)
STABR	Postal state abbreviation codes
SEANAME	Name of the state education agency
STREET	Mailing address
CITY	Name of the mailing address city.
STNAME	Name of the state
ZIP	Five-digit U.S.P.S. ZIP Code for mailing address.
ZIP4	Four-digit ZIP+4, if assigned; if none, field is blank.
PHONE	Area code and local phone number
B01	Full-time equivalent instructional staff - prekindergarten teachers
B02	Full-time equivalent instructional staff - kindergarten teachers
B03	Full-time equivalent instructional staff - elementary teachers
B04	Full-time equivalent instructional staff - secondary teachers
B05	Full-time equivalent instructional staff - teachers of ungraded classes

B06 Total full-time equivalent instructional staff (sum of A01-A05)

B07 Full-time equivalent instructional staff - instructional aides

C01 Full-time equivalent support services staff - elementary guidance counselors / directors

C02 Full-time equivalent support services staff - secondary guidance counselors / directors

C03 Full-time equivalent support services staff - total guidance (sum of B01 and B02)

C04 Full-time equivalent support services staff - Librarians

C05 Full-time equivalent support services staff - library support staff

C06 Full-time equivalent support services staff - officials and administrators

C07 Full-time equivalent support services staff - administrative support staff

C08 Full-time equivalent support services staff - school administrators

C09 Full-time equivalent support services staff - school administrative support staff

C10 Full-time equivalent support services staff - all other support staff

D01 Students by grade level - prekindergarten

D02 Students by grade level - kindergarten

D03 Students by grade level - Grade 1

D04 Students by grade level - Grade 2

D05 Students by grade level - Grade 3

D06 Students by grade level - Grade 4

D07 Students by grade level - Grade 5

D08 Students by grade level - Grade 6

D09	Students by grade level - Grade 7
D10	Students by grade level - Grade 8
D11	Students by grade level - Grade 9
D12	Students by grade level - Grade 10
D13	Students by grade level - Grade 11
D14	Students by grade level - Grade 12
D15	Students by grade level - Ungraded
D16	Students by grade level - total (sum of D01 - D15)
E01	High school completers - regular diploma
E02	High school completers - other diploma
E03	High school completers - high school equivalency recipients
E04	High school completers - other high school completers

# COMMON CORE OF DATA GLOSSARY OF TERMS

## **All Other Support Staff**

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

## **Classroom Teachers**

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

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

## **Diploma, High School**

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

## **Elementary Guidance Counselors**

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

- counseling with students and parents;
- consulting with other staff members on learning problems;
- evaluating student abilities;
- assisting students in making educational and career choices;
- assisting students in personal and social development;
- providing referral assistance;
- working with other staff members in planning and conducting guidance programs for students.

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

## **Elementary Teachers**

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

- EXCLUDES pre-kindergarten and kindergarten teachers.

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

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

## COMMON CORE OF DATA GLOSSARY OF TERMS (Cont.)

### **Graduate, High School**

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

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

### **Guidance Counselors/Directors**

Professional staff members assigned specific duties and school time to activities involving counseling students and parents.

### **Headstart Program**

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

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

### **High School Completers**

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

### **High School Equivalency Certificate**

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

- obtaining satisfactory scores on an approved examination, e.g., G.E.D. (General Education Development), and
- meeting other performance requirements (if any) set by one state education agency or other appropriate body.

### **High School Equivalency Recipients**

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

### **Instructional Aides**

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

### **Instructional Coordinators and Supervisors**

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

## COMMON CORE OF DATA GLOSSARY OF TERMS (Cont.)

### **Kindergarten**

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

### **Kindergarten Teachers**

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

### **LEA Administrative Support Staff**

Staff members who provide direct support to LEA administrators.

- INCLUDE clerical staff and secretaries.

### **LEA Administrators**

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

### **Librarians and Media Specialists**

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

### **Library and Media Support Staff**

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

### **Media Specialists**

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

### **Membership Count**

Count of students on current roll

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

## COMMON CORE OF DATA GLOSSARY OF TERMS (Cont.)

### **Officials and Administrators**

Chief executive officers of the education agencies, including superintendents, deputies, and assistant superintendents, and other persons with district-wide responsibilities, e.g., business managers, administrative assistants, professional instructional support staff, Chapter I coordinators, and home economics supervisors.

### **Other Diploma Recipients**

Count of individuals who received a diploma from other than the regular school program during the previous school year and subsequent summer school (e.g., night school graduates and state diploma recipients.)

### **Other High School Completers**

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

### **Other Support Staff**

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

### **Prekindergarten**

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

### **Prekindergarten Teachers**

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

### **Public School**

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

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

### **Regular High School Graduates**

Individuals who received a regular diploma recognizing the completion of secondary school requirements during the previous school year and subsequent summer school. Excludes high school equivalency and other diploma recipients, and other high school completers (e.g., those granted a certificate of attendance).

## COMMON CORE OF DATA GLOSSARY OF TERMS (Cont.)

### **Regular School**

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

### **School Administrative Support Staff**

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

- INCLUDE clerical staff and secretaries.

### **School Administrators**

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

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

### **Secondary Guidance Counselors**

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

### **Secondary Teachers**

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

### **State Education Agency**

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

### **Student**

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

### **Student Support Services Staff**

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

### **Teacher**

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

## COMMON CORE OF DATA GLOSSARY OF TERMS (Cont.)

### **Teachers of Ungraded Classes**

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

### **Total FTE Teachers**

Sum of all reported teacher FTE.

### **Total Guidance**

Sum of FTE for elementary and secondary guidance counselors.

### **Ungraded**

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

U.S. DEPARTMENT OF EDUCATION  
 OFFICE OF THE ASSISTANT SECRETARY  
 FOR EDUCATIONAL RESEARCH AND IMPROVEMENT  
 CENTER FOR EDUCATION STATISTICS  
 WASHINGTON, D.C. 20208

FORM APPROVED  
 O.M.B. No.  
 EXPIRATION DATE:

DUE DATE: MARCH 15, 1988

COMMON CORE OF DATA

STATE NONFISCAL SURVEY OF PUBLIC  
 ELEMENTARY AND SECONDARY EDUCATION  
 SCHOOL YEAR 1987-88

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.

A01	NAME OF STATE EDUCATION AGENCY	SEANAME
A02	MAILING ADDRESS	STREET
A03	CITY	CITY
A04	STATE	STNAME
A05	ZIP CODE	ZIP
A06	TELEPHONE NUMBER	PHONE
<b>B: INSTRUCTIONAL STAFF</b>		
		FTE
B01	PREKINDERGARTEN TEACHERS	B_01
B02	KINDERGARTEN TEACHERS	B_02
B03	ELEMENTARY TEACHERS	B_03
B04	SECONDARY TEACHERS	B_04
B05	TEACHERS OF UNGRADED CLASSES	B_05
B06	TOTAL FTE TEACHERS (Sum of lines B01-B05)	B_06
B07	INSTRUCTIONAL AIDES	B_07
<b>C: SUPPORT SERVICES STAFF</b>		
		FTE
C01	ELEMENTARY GUIDANCE COUNSELORS/DIRECTORS	C_01
C02	SECONDARY GUIDANCE COUNSELORS/DIRECTORS	C_02
C03	TOTAL GUIDANCE (Sum of lines C01-C02)	C_03
C04	LIBRARIANS	C_04
C05	LIBRARY SUPPORT STAFF	C_05
C06	OFFICIALS AND ADMINISTRATORS	C_06
C07	ADMINISTRATIVE SUPPORT STAFF	C_07
C08	SCHOOL ADMINISTRATORS	C_08
C09	SCHOOL ADMINISTRATIVE SUPPORT STAFF	C_09
C10	ALL OTHER SUPPORT SERVICES STAFF	C_10

D: STUDENTS BY GRADE LEVEL		MEMBERSHIP
D01	PREKINDERGARTEN	D_01
D02	KINDERGARTEN	D_02
D03	GRADE 1	D_03
D04	GRADE 2	D_04
D05	GRADE 3	D_05
D06	GRADE 4	D_06
D07	GRADE 5	D_07
D08	GRADE 6	D_08
D09	GRADE 7	D_09
D10	GRADE 8	D_10
D11	GRADE 9	D_11
D12	GRADE 10	D_12
D13	GRADE 11	D_13
D14	GRADE 12	D_14
D15	UNGRADED	D_15
D16	TOTAL (Sum of lines D01-D15)	D_16
E: HIGH SCHOOL COMPLETERS (School Year 1986-87)		UNDUPLICATED COUNT
E01	REGULAR DIPLOMA	E_01
E02	OTHER DIPLOMA	E_02
E03	HIGH SCHOOL EQUIVALENCY RECIPIENTS	E_03
E04	OTHER HIGH SCHOOL COMPLETERS	E_04

Return Completed Form to:

U.S. Department of Education  
Center for Education Statistics  
555 New Jersey Avenue, N.W.  
Washington, D.C. 20208-1401

If you have questions about this questionnaire,  
contact CES staff at (202) 357-6618. Refer to  
Common Core of Data, State Nonfiscal Survey.