

Public Elementary and Secondary School Non-Fiscal Data, by State: School Year 1990-91

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Survey Summary

- A. **Title:** Public Elementary and Secondary School Membership, Graduates, and Staff by State: School year 1990-91.
- 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 1990-91
 4. **Frequency of Survey:** Annual
- D. **Related Studies--**
- Surveys:** State Nonfiscal Report School Years 1983-84, through 1986-87; State Nonfiscal Survey of Public Elementary and Secondary Education, School Years 1987-88 through 1989-90.

PREKINDERGARTEN TEACHERS

Alabama, Arkansas, Hawaii, Maine, Massachusetts, Tennessee, Washington, and Virgin Islands all reported N. NCES edited these responses to M. California and Wyoming reported 0 for Prekindergarten teachers, and NCES edited these responses to M. Maine, Montana, and Washington indicated that their Prekindergarten Teacher counts were included in their Elementary Teacher counts. Massachusetts indicated that their Prekindergarten Teacher counts were included in their Kindergarten Teacher counts.

KINDERGARTEN TEACHERS

Hawaii, Maine, Pennsylvania, Tennessee, and Washington reported N for Kindergarten Teachers. NCES edited these responses to M. Maine, Montana, and Washington indicated that their Kindergarten Teacher counts were included in their Elementary Teacher counts.

UNGRADED TEACHERS

Arizona, Colorado, Kentucky, Maine, Maryland, Missouri, New Hampshire, Ohio, and Commonwealth of Northern Marianas reported N for Ungraded Teachers. NCES edited their responses to M because they all reported Ungraded Students. Montana and Tennessee reported 0 for Ungraded Teachers. NCES edited their responses to M because they all reported Ungraded Students. Maine and Montana indicated that their Ungraded Teacher counts were included in their Elementary and Secondary Teacher counts. Alaska, Delaware, Nebraska, North Dakota, and Texas reported 0 for Ungraded Teachers. NCES edited their responses to N because they indicated that this category of teacher does not exist in their state, and they did not report any Ungraded Students.

ELEMENTARY AND SECONDARY GUIDANCE COUNSELORS

Alabama, Hawaii, Massachusetts, North Carolina, Oregon, Texas, and Wisconsin reported N for each of the Elementary and Secondary Guidance Counselor categories, but were able to report Total Guidance Counselor figures. NCES changed these N's to M's.

LIBRARY SUPPORT STAFF

Alabama, Georgia, Missouri, North Carolina, Oklahoma, Oregon, South Dakota, Virginia, and Wyoming reported N for Library Support Staff. The District of Columbia and Nebraska reported 0 for this category. NCES edited these responses to M.

ADMINISTRATIVE SUPPORT STAFF

Alabama, Illinois, Maine, Missouri, North Carolina, Guam, and Puerto Rico reported N, and Tennessee reported 0 for Administrative Support Staff. NCES edited these responses to M. Maine indicated these counts were included in Other Support Staff. Puerto Rico indicated that these counts were included in their Officials and Administrators.

SCHOOL ADMINISTRATIVE SUPPORT STAFF

Illinois, Maine, Missouri, and North Carolina reported N and Nebraska reported 0 for School Administrative Support Staff. NCES edited these responses to M. Maine indicated that their counts were included in Other Support Staff.

PREKINDERGARTEN STUDENTS

Alabama, Arkansas, Missouri, South Carolina, Tennessee, and Virgin Islands reported N and California reported 0 for Prekindergarten Students. NCES edited these responses to M.

UNGRADED STUDENTS

Alaska, Delaware, Minnesota, Nebraska, and North Dakota reported 0 for Ungraded Teachers. NCES edited these responses to N. Florida reported M for Ungraded Students, and indicated that all students in Florida are assigned grades. NCES edited this response to N.

OTHER DIPLOMA RECIPIENTS

Alaska, Louisiana, Maryland, Minnesota, North Dakota, Wisconsin, Wyoming, and American Samoa reported 0 for Other Diploma Recipients. NCES edited these responses to N. New Hampshire and Vermont reported N for Other Diploma Recipients, NCES edited these responses to M. West Virginia reported M for Other Diploma Recipients and NCES edited it to N. Ohio reported 1,035 Other Diploma Recipients for school year 1991-92 and 970 Other Diploma Recipients for school year 1990-91. It was later determined that these recipients were over 21 years old and NCES edited these responses to N.

HIGH SCHOOL EQUIVALENCY RECIPIENTS

Georgia, Illinois, Massachusetts, Texas, and the Commonwealth of Northern Marianas reported N for High School Equivalency Recipients. Kentucky reported 0 for High School Equivalency Recipients. NCES edited all of these responses to M, because High School Equivalency certificates are granted in every state.

OTHER HIGH SCHOOL COMPLETERS

Kentucky, Minnesota, North Dakota, Wisconsin, and Wyoming reported 0 for Other High School Completers, and Pennsylvania and West Virginia reported M for Other High School Completers. NCES edited all of these responses to N. New Hampshire and Vermont reported N for Other High School Completers. NCES edited these response to M based on data from the CCD Local Education Agency file.

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 1990-91 (Imputed File)

This is a layout of the flat file having the following attributes
 (RECFM=V, LRECL=504, 56 PHYSICAL RECORDS)

The file contains imputed data for school year 1990-91
 Sorted by state (FIPS)

Variable	Type	Position	Length	Description
FIPS	N	001 - 003	3	FIPS STATE CODE
STNAME	AN	004 - 029	26	NAME OF THE STATE
SEANAME	AN	030 - 066	37	NAME OF STATE EDUCATION AGENCY
STREET	AN	067 - 092	26	MAILING ADDRESS
CITY	AN	093 - 111	19	CITY
STABR	AN	112 - 114	3	POSTAL STATE ABBREVIATION
ZIP	AN	115 - 124	10	ZIP CODE OF THE STATE ED AGENCY
PHONE	AN	125 - 134	10	AREA CODE AND LOCAL PHONE NUMBER
B01	N	135 - 144	10	PREKINDERGARTEN TEACHERS
B02	N	145 - 154	10	KINDERGARTEN TEACHERS
B03	N	155 - 164	10	ELEMENTARY TEACHERS
B04	N	165 - 174	10	SECONDARY TEACHERS
B05	N	175 - 184	10	TEACHERS OF UNGRADED CLASSES
B06	N	185 - 194	10	TOTAL FTE OF TEACHERS
B07	N	195 - 204	10	INSTRUCTIONAL AIDES
C01	N	205 - 214	10	ELEMENTARY GUIDANCE COUNSELORS/DIRECTORS
C02	N	215 - 224	10	SECONDARY GUIDANCE COUNSELORS/DIRECTORS
C03	N	225 - 234	10	TOTAL GUIDANCE COUNSELORS/DIRECTORS
C04	N	235 - 244	10	LIBRARIANS
C05	N	245 - 254	10	LIBRARY SUPPORT STAFF
C06	N	255 - 264	10	LEA ADMINISTRATORS
C07	N	265 - 274	10	ADMINISTRATIVE SUPPORT STAFF
C08	N	275 - 284	10	SCHOOL ADMINISTRATORS
C09	N	285 - 294	10	SCHOOL ADMINISTRATIVE SUPPORT STAFF
C10	N	295 - 304	10	STUDENT SUPPORT SERVICES
D01	N	305 - 314	10	PREKINDERGARTEN STUDENTS
D02	N	315 - 324	10	KINDERGARTEN STUDENTS
D03	N	325 - 334	10	GRADE 1 STUDENTS
D04	N	335 - 344	10	GRADE 2 STUDENTS
D05	N	345 - 354	10	GRADE 3 STUDENTS
D06	N	355 - 364	10	GRADE 4 STUDENTS
D07	N	365 - 374	10	GRADE 5 STUDENTS
D08	N	375 - 384	10	GRADE 6 STUDENTS
D09	N	385 - 394	10	GRADE 7 STUDENTS
D10	N	395 - 404	10	GRADE 8 STUDENTS
D11	N	405 - 414	10	GRADE 9 STUDENTS
D12	N	415 - 424	10	GRADE 10 STUDENTS
D13	N	425 - 434	10	GRADE 11 STUDENTS
D14	N	435 - 444	10	GRADE 12 STUDENTS
D15	N	445 - 454	10	UNGRADED STUDENTS
D16	N	455 - 464	10	TOTAL STUDENTS
E01	N	465 - 474	10	REGULAR DIPLOMA RECIPIENTS
E02	N	475 - 484	10	OTHER DIPLOMA RECIPIENTS
E03	N	485 - 494	10	H.S. EQUIVALENCY RECIPIENTS
E04	N	495 - 504	10	OTHER H.S. COMPLETERS

APPENDIX A-2 Data Element Description, 1990-91

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
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.)
STNAME	Name of the state
SURVYEAR	Starting year of survey
SEANAME	Name of the state education agency
STREET	Mailing address
CITY	Name of the mailing address city.
STABR	Postal state abbreviation codes
ZIP	Five-digit U.S.P.S. ZIP Code for mailing address and four-digit ZIP+4, if assigned.
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.

Number of exceptions by variable name and type of exception in the data

VARIABLE				VARIABLE					
NAME	'.'	'N'	'M'	TOT	NAME	'.'	'N'	'M'	TOT
B_01	43	28	35	106	D_03	7	0	0	7
B_02	27	4	20	51	D_04	7	0	0	7
B_03	11	0	1	12	D_05	7	0	0	7
B_04	8	0	1	9	D_06	7	0	0	7
B_05	43	38	28	109	D_07	7	0	0	7
B_06	9	0	0	9	D_08	7	0	0	7
B_07	17	2	5	24	D_09	7	0	0	7
C_01	40	19	46	105	D_10	7	0	0	7
C_02	33	14	42	89	D_11	7	0	0	7
C_03	8	0	0	8	D_12	7	0	0	7
C_04	8	0	0	8	D_13	7	0	0	7
C_05	55	26	58	139	D_14	7	0	0	7
C_06	9	0	1	10	D_15	15	36	8	59
C_07	46	16	41	103	D_16	7	0	0	7
C_08	8	0	0	8	E_01	9	0	2	11
C_09	44	12	32	88	E_02	193	97	42	332
C_10	13	0	4	17	E_03	185	23	38	261
D_01	27	27	30	84	E_04	193	86	41	320
D_02	7	0	0	7					
				TOTALS	.1142	428	475	2045	

NOTES: The Commonwealth of Northern Marianas did not respond to the survey for school year 1986-87. Records were created for the file containing '.' for all numeric variables.

'.' is the symbol used on the tape when a blank appeared on the survey form instead of a value.

'N' is the symbol used on the tape when a "not applicable" indication appeared on the survey form instead of a value.

'M' is the symbol used on the tape when a value was reported as missing on the survey form.

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 1990-91	FORM APPROVED O.M.B. No. 1850-0067 EXP. DATE: 12/31/97
	DUE DATE: MARCH 15, 1991

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

PLEASE complete each cell with a number, O, N, or M

A01 NAME OF STATE EDUCATION AGENCY		
A02 MAILING ADDRESS		
A03 CITY		
A04 STATE		
A05 ZIP CODE		
A06 TELEPHONE NUMBER		
B: INSTRUCTIONAL STAFF	1990-91 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	1990-91 FTE	
CO1 ELEMENTARY GUIDANCE COUNSELORS		
CO2 SECONDARY GUIDANCE COUNSELORS		
CO3 TOTAL GUIDANCE COUNSELORS		
C04 LIBRARIANS/MEDIA SPECIALISTS		
C05 LIBRARY/MEDIA SUPPORT STAFF		
CO6 LEA ADMINISTRATORS		
C07 ADMIN. SUPPORT STAFF		
CO8 SCHOOL ADMINISTRATORS		
C09 SCHOOL ADMIN. SUPPORT STAFF		
C10 STUDENT SUPPORT SERVICES STAFF		
C11 ALL OTHER SUPPORT STAFF		

D: STUDENTS BY GRADE LEVEL	1990-91 MEMBERSHIP	1990-91 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	1990-91 UNDUPLICATED COUNT	1990-91 UNDUPLICATED COUNT
EO1 REGULAR DIPLOMA		
EO2 OTHER DIPLOMA		
E03 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 form

Date

CCD Coordinator

Telephone 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
 1-800-352-7229. Refer to Common Core of Data, State Nonfiscal Survey.