

LIST OF SOURCES

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Higher Education Research Institute
Graduate School of Education
University of California
405 Hilgard Avenue
Los Angeles, CA 90024-1521

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National Center for Education Statistics
Elementary and Secondary Education Statistics Division
1990 K Street, N.W.
Washington, D.C. 20006

Current Population Survey, March 1993 March 1992 Income Supplement October 1991 School Enrollment Supplement

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Demographic Surveys Division
Bureau of the Census
Washington, D.C. 20233

Equal Employment Opportunity Commission EEOC-5 Survey, 1998

EEOC-Surveys
1801 L Street, N.W.
Washington, DC 20507

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1990 K Street, N.W.
Washington, D.C. 20208

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National Center for Education Statistics
Postsecondary Education Statistics Division
1990 K Street, N.W.
Washington, D.C. 20006

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Science Teacher Questionnaire
Mathematics Teacher Questionnaire**

Chicago Academy of Science
2001 North Clark Street
Chicago, Illinois 60614

National Education Longitudinal Study of 1988/2000

National Center for Education Statistics
Elementary and Secondary Education Statistics Division
1990 K Street, N.W.
Washington, D.C. 20006

Private School Survey (PSS), 1999-2000

National Center for Education Statistics
Elementary and Secondary Education Statistics Division
1990 K Street, N.W.
Washington, D.C. 20006

Schools and Staffing Survey (SASS), 1999-2000

National Center for Education Statistics
Elementary and Secondary Education Statistics Division
1990 K Street, N.W.
Washington, D.C. 20006

GLOSSARY OF SELECTED STAFF-RELATED TERMS

This section contains definitions of terms and concepts used in this handbook or otherwise related to staff information.

A

Accountability: The capability and the responsibility to account for the expenditure of money and the commitment of other resources in terms of the results achieved. This involves both the management of money, staff and other resources, and the evaluation of achievement in relation to specific goals.

Accounting: The procedure of maintaining systematic records of happenings, occurrences, and events relating to persons, objects, or money and summarizing, analyzing, and interpreting the results of such records. See ACCOUNTING SYSTEM.

Accounting System: The structure and procedures used to record, retrieve, and report information on the operations of an organizational unit, or any classifying of its funds, balanced account groups, and organizational components. See ACCOUNTING.

Accrediting Agencies: Agencies that establish operating standards for professional or institutions or programs, determine the extent to which the standards are met, and publicly announce their findings.

Acting: Temporary assignment of an employee to a position while the position is vacant, or while the incumbent is on authorized leave or special assignment. Acting assignments normally do not exceed beyond one year unless approved by the chief executive officer.

Active Class: A group of positions or a single position that are/is sufficiently similar as to kind or subject matter of work, level of difficulty and responsibility, qualifications, and requirements to: 1) warrant the use of the same title; 2) be defined by the same specification; 3) be assigned the same position code; and 4) be assigned to the same salary schedule group, e.g., teacher scale, S-scale, etc.

Additional Duty: An extra duty assigned to an employee for which he or she receives additional pay.

Additional Position: An employee changes the percent of his present position to accept an additional position - total percent does not change.

Administrative Action: Any action which results in the general regulation, direction, or control of the affairs of an organizational unit.

Administrative Unit: A geographic area which is under the control of a board of education and/or is supervised by one or more administrative offices.

Adult High School: A separately organized school providing instruction for adults and youth beyond the age of compulsory school attendance.

Age: Age at last birthday on or prior to a specified date. Age may also be recorded and reported by years and months as of a specific date, or by birth date. Age may be verified by a document such as a birth certificate, parent's affidavit, hospital certificate, age certificate, entry in family Bible, baptismal certificate, passport, or previously verified school record.

Americans With Disabilities Act (ADA): Public Law 101-336 which prohibits discrimination against individuals with disabilities as regards to employment, public accommodations and certain public services.

Annual Increment (Step Increase): A merit increment (one step) established in the compensation plan which may be granted to an employee by the department head after the completion of the appropriate year(s) of service that meet or exceed(s) the standards established for satisfactory performance. See STEP.

Annual Salary Scale Adjustment: A salary scale adjustment (normally referred to as a cost-of-living adjustment or COLA) provided to eligible employees annually to attempt to offset inflationary increases in the economy.

Applicant: A person seeking employment with an organization. Applicants may be external (not currently employed by the institution) or internal (currently employed by the institution and seeking another position).

Appointing Authority: An individual or board having the responsibilities of employment, assignment, and placement of personnel in positions. See APPOINTMENT.

Appointment: An offer to, and acceptance by, a candidate of a specific position. Categories of appointments are Regular Appointment, Career Ladder Appointment, and Special Appointment.

Apprentice: An individual who is learning a recognized occupation in accordance with a written apprentice-training contract between the worker and his or her employer or employers which provides for a given period of planned work experience through employment on-the-job, supplemented by appropriate related instruction, and with other specified provisions of the arrangement.

Assignment: A specific group of activities for which a staff member has been given responsibility.

Assistive Technology Device: Any item, piece of equipment, product or system, whether acquired commercially off the shelf, modified, or customized, that is used to increase, maintain, or improve functional capabilities of individuals with disabilities.

Associate's Degree: A degree commonly conferred upon the successful completion of a two year postsecondary program of studies.

Associate in Applied Science Degree: A degree commonly conferred upon the successful completion of a two year postsecondary program of studies composed of general education, electives, and a major concentration in a chosen technical, semiprofessional, or professional area of study.

Associate in Arts Degree: A degree commonly conferred upon the successful completion of a two year postsecondary program of studies composed essentially of courses in the liberal arts.

Associate in Science Degree: A degree commonly conferred upon the successful completion of a two year postsecondary program of studies composed of courses in the liberal arts and sciences.

Attendance: A term referring to a staff member being present where he or she is assigned.

Audio Materials: Materials on which sounds (only) are stored (recorded) and can be reproduced (played back) mechanically, electronically, or both. These materials include audiocassettes, audio cartridges, audio discs, audio reels, talking books, and other sound recordings.

Audiovisual Materials: Materials displayed by visual projection or magnification or through sound reproduction, or both, including graphic materials, audio materials, motion pictures, video materials, and special visual materials such as cartographic and three-dimensional materials.

Avocational Programs: Instructional programs in personal interest and leisure categories whose expressed intent is not to produce postsecondary credits, nor lead to a formal award or an academic degree, nor result in occupationally specific skills.

B

Bachelor's Degree: An award that normally requires at least four, but not more than six years of full-time equivalent college-level work. This includes all bachelor's degrees conferred in a five year Cooperative (Work-Study Plan) Program. Also includes bachelor's degrees in which the normal four years of work are completed in three years.

Beneficiary: An individual identified to receive the income or inheritance from an insurance policy, trust or will.

Biweekly Paid Employee: Employees paid on a biweekly basis.

Boarding School: See RESIDENTIAL SCHOOL.

Board of Education: The elected or appointed body which has been vested with responsibilities for authorizing, financing, and evaluating the educational activities in a given school system, school, or geographic area. Such bodies sometimes are known by terms such as school boards, governing boards, boards of directors, school committees, and school trustees. This definition relates to the general term and encompasses the boards of both public and non-public institutions and school systems. See Public Board of Education.

Business Day: Calendar days exclusive of Saturdays, Sundays, and legal holidays.

C

Candidate: An applicant who is eligible for placement if appointed to a position.

Career Ladder: Progress through a non-competitive system allowing for movement from one grade-level to a higher one based on predetermined requirements which an employee must satisfy to achieve the higher/next higher level.

Case History: The information that has been recorded about an individual, family, group, or community. The term is most often used in social work agencies, and in sociological, medical, and psychiatric studies.

Case Load: The number of students for whom a professional staff member is responsible for providing special educational services.

Chapter 1 Program: See TITLE I PROGRAM.

Certificate: A written or printed statement by which a fact is formally or officially certified or attested.

Church-Related School: A school associated with a religious or church organization. Also referred to as private, religiously affiliated school. See PRIVATE RELIGIOUSLY AFFILIATED SCHOOL.

Civic Activities: School-related activities such as parent-teacher association meetings and non-school-related civic activities such as public forums, lectures, and civic defense planning usually connected with school services.

Class: A group of students assigned to one or more teachers or other staff members (or otherwise organized for instruction via a different medium) for a given period of time for instruction or other activity. This includes cross-age groupings. Classes that share space should be counted as separate classes if they function as separate units for more than 50 percent of the time.

Class Size: The membership of a class as of a given date.

Clock-hour: The designation given approximately 60 minutes of class work or instruction. This may include time for passing from one class to another. See CONTACT HOUR.

Cocurricular Activity: An activity that is related to the current curriculum in which a student is enrolled. This may be any type of school-sponsored activity designed to provide opportunities to participate in experiences on an individual or group basis (at school or public events) for the improvement of skills. The following characteristics apply to cocurricular activities: 1) participation is necessary for meeting class requirements, for credit, or for graduation; 2) sessions are conducted at regular and uniform times during school hours, or may be conducted during authorized non-school hours; 3) programs are directed or supervised by instructional staff in a learning environment

similar to that found in classes offered for credit; and 4) services are primarily or totally funded by school-operating funds for general instructional purposes under the direction and control of local education authorities.

COLA: See COST-OF LIVING ADJUSTMENT or SALARY SCALE ADJUSTMENT.

Community/Junior College: An institution of higher education which usually offers the first two years of college instruction and career education, grants an associate's degree, and does not grant a bachelor's degree. It is either a separately organized institution (public or non-public) or an institution which is part of a public school system or a system of junior colleges. Offerings include transfer, occupational, and/or general studies programs at the postsecondary instructional level and may also include adult education programs.

Community School: An elementary, secondary, and/or adult/continuing education organizational arrangement (or institution), operated by a local board of public education, in which instruction and other activities are intended to be relevant and applicable to the needs of all or most segments of the total population of the community served.

Community Service Education: A term frequently used synonymously with the term "Adult/Continuing Education." This term reflects the efforts of community colleges and other institutions or agencies to extend their resources (e.g., facilities, personnel, and expertise) into the community through programs of non-credit, educational, avocational, or recreational courses, seminars, conferences, workshops, and other events utilizing any applicable facility or locale.

Community Services: Services, other than public school and adult education functions, provided by a school or system for purposes relating to the community as a whole or some segment of the community. These include such services as community recreation programs, civic activities, public libraries, programs of custody and care of children, community welfare activities, and services for non-public school pupils provided by the public schools on a continuing basis.

Compensation: The standard rates of pay that have been established for the respective class of work, as set forth in the compensation plan.

Compensation Plan: The plan or scale that defines the salaries to be paid to a specific group of employees.

Competitive Promotion: A promotion based on a competitive examination or evaluation leading to an appointment to a position based on the highest ratings.

Comprehensive High School: A secondary school with a number of departments (e.g., academic, industrial, business, and vocational) offering a diversified program which meets the needs of students with varying interests and abilities.

Contact Hour: A unit of measure that represents an hour of scheduled instruction given to students. See CLOCK-HOUR.

Continuing Professional Education: Programs and courses designed specifically for individuals who have completed a professional degree (such as law, medicine, dentistry, or social work) to obtain additional training in their particular field of study.

Contract Days: The number of workdays authorized for a position during the fiscal year.

Contracted Services: Services rendered by personnel who are not on the payroll of a school or system, and are contracted to perform specific duties or to complete specific projects.

Cooperative Program (Work-Study Plan): Provides for alternate class attendance and employment in business, industry, or government; thus, it allows students to combine actual work experience with their studies.

Corrective Institution: An institution to which children and/or youth are committed for the correction of inappropriate patterns of social behavior. See INSTITUTION FOR DELIQUENT CHILDREN.

Cost-of-Living Adjustment (COLA): The commonly used term for a School Board approved salary scale adjustment.

Course: The organization of subject matter and related learning experiences provided for the instruction of students on a regular or systematic basis, usually for a predetermined period of time (e.g., a semester or two-week workshop).

Credential: The document issued to a staff member by the state (or agency or organization authorized by the state) authorizing the holder to perform services for the school or system. "Certificate," "license," or "permit" are examples of terms frequently used interchangeably with "credential."

Credentialing Organization: An institution, organization, federation, or other such group that is responsible for accrediting or endorsing an individual's preparation, skills, or performance.

Credit: A unit of value, awarded for the successful completion of certain courses, intended to indicate the quantity of course instruction in relation to the total requirements for a diploma, certificate, or degree. Credits are frequently expressed in terms such as "Carnegie Units," "credits," "semester credit hours," and "quarter credit hours."

Credit Course: A course that, if successfully completed, can be applied toward the number of courses required for achieving a degree, diploma, certificate, or other formal award. See CREDIT.

Credit Hour: A unit of measure representing an hour (or 50 minutes) of instruction over a 15-week period in a semester or trimester system or a 10-week period in a quarter system. It is applied toward the total number of hours needed for completing the requirements of a degree, diploma, certificate, or other formal award. See CREDIT.

Crosswalk: In data processing, a procedure by which codes used for data in one data base are translated into the codes of another data base making it possible to relate information between or among data bases.

Curriculum: The planned interaction of students with instructional content, instructional resources, and instructional processes for the attainment of educational objectives.

Curtailed Session: A school session with less than the number of hours of instruction recommended by the state education agency.

D

Day Care: See EARLY CHILDHOOD CARE AND EDUCATION.

Day School: A school attended by students during a part of the day, as distinguished from a residential school where students are boarded and lodged as well as taught.

Day in Session: A day on which the school is open and students are under the guidance and direction of teachers in the teaching process. On some days the school plant itself may be closed and the student body as a whole engaged in school activities outside the school plant under the guidance and direction of teachers. Such days should be considered as days in session. Days on which the school is closed for reasons such as holidays, teachers' institutes, and inclement weather should not be considered as days in session.

Definition of Duties: The work requirements of a position in terms of activities, complexity, and extent of supervision and responsibility attaching thereto. (Also referred to as tasks, position description, standards and guidelines.)

Degree: A title conferred by a college or university as official recognition for the completion of a program of studies or for other attainment.

Demotion: Changing the grade level of an employee to a lower grade as a result of disciplinary action.

Department: An administrative organizational unit that is headed by an area or assistant director.

Department of Defense Dependents School: An elementary or secondary school operated in the United States or overseas for dependents of active duty military and civilian personnel of the U.S. Department of Defense.

De-staff: The movement of an employee from one position or work-site to another due to budget or staffing restraints.

Developmental Delay: States may use this term to report children ages three through nine. The category includes a child 1) who is experiencing developmental delays, as defined by the State and as measured by appropriate diagnostic instruments and procedures, in one or more of the following areas: physical development, cognitive development, communication development, social or emotional development, and adaptive development; and 2) who, by reason thereof, needs special education and related services.

Dialect: Variations within a spoken language that maintain mutual understanding and show some degree of correlation with the social and geographic structure of a society.

Diploma: A formal document certifying the successful completion of a prescribed program of studies.

Disabled Person: Any individual who: 1) has a physical or mental impairment that substantially limits one or more of the major life activities; 2) has a record of such an impairment; or 3) is regarded as having such an impairment. (as defined by Americans with Disabilities Act.)

Disadvantaged Person: Unless defined differently for specific educational programs (e.g., vocational education, consumer, and homemaking programs), individuals who have academic, socioeconomic, cultural, or other disabilities that prevent them from succeeding in educational programs designed for individuals without such disabilities; and who, for that reason, require specially designed educational programs and related services. The term includes individuals whose needs for such programs or services result from poverty, neglect, delinquency, or cultural, racial, or linguistic isolation from the community at large. The term does not include physically or mentally disabled individuals except where such persons also are subject to the other disabilities and conditions referred to in this paragraph.

Dismissal: Generic term used to describe termination of employment for cause.

Displaced Laterally: The placement of an employee in a position with no change in paygrade, job group, or salary lane with or without a reduction in the length of the work year or number of work hours.

Displaced Redline: The placement of an employee in a lower job group, paygrade, or salary line with or without a reduction in the length of the work year or number of work hours with rights to retain the salary held prior to the displacement.

Displacement: Removal of an employee from an active class assignment or position due to reduction-in-force.

Doctoral Degree: The highest award a student can earn for graduate study. The doctoral degree classification includes such degrees as Doctor of Education, Doctor of Juridical Science, Doctor of Public Health, and Doctor of Philosophy degree in any field such as agronomy, food technology, engineering, public administration, ophthalmology, or radiology. For the Doctor of Public Health degree, the prior degree is generally earned in the closely related professional field of medicine or in sanitary engineering.

Donated (Contributed) Services: Services provided by volunteers, members of religious orders, or by the Central or System office of an institution for which there is no charge to the school or system but that would otherwise be provided by employees paid by the school or system.

Double Session Class: Two groups of children per day with one teacher. Each session is counted as a separate class; for example, if a program had 5 classes that operated mornings and 5 that operated afternoons with the same 5 teachers, that would count as 10 classes.

Duties: Tasks assigned to an employee by responsible management authority.

Dyslexia: A brain-based type of learning disability that specifically impairs a person's ability to read. These individuals typically read at levels significantly lower than expected despite having normal intelligence.

E

Early Childhood Care and Education: Child care and education from birth to enrollment in kindergarten (or first grade if kindergarten is not available), as provided by a child's parent/guardian. Programs include care and education provided by a parent/guardian; by a relative other than a parent/guardian; by a non-relative in the child's home, in family day care; or in centers (settings other than homes) such as schools, churches, or places of parent/guardian employment.

Education Agency: An administrative agency (e.g., state or local education agency) responsible for providing or administering early childhood, elementary- and/or secondary-level instruction or educational support services.

Education Institution: A public or private institution, organization, or agency that provides instructional or support services to students or staff at any level.

Educational Media: Any device, content material, method, or experience used for teaching and learning purposes. These include printed and non-printed sensory materials. See AUDIO MATERIALS, AUDIOVISUAL MATERIALS, AND GRAPHIC MATERIALS.

Educationally Disadvantaged Children: As defined for Federal compensatory education programs, those children who have need for specific assistance so that their level of educational attainment may be raised to that which is appropriate for children of their age. The term includes children who are disabled and/or whose needs for such special educational assistance result from poverty, neglect, delinquency, or cultural or linguistic isolation from the community at large.

EEO: See EQUAL EMPLOYMENT OPPORTUNITY.

Eligible: A person who has successfully met required qualifications necessary to hold a particular position, class of positions, receive a service, or participate in a program.

Eligible List: A listing of individuals qualified to fill a position.

Emergency Administrative Leave, Full-Day: When full-day emergency leave is announced, schools and offices will be closed. No pre-arranged leave (sick, annual, personal, etc.) will be charged. Under certain conditions and for some groups of employees, the time may have to be made up. If the full day emergency administrative leave is announced so late that some employees have already arrived at their job sites, they will be sent home and compensated in accordance with the Fair Labor Standards Act.

Emergency Administrative Leave, Less-Than-Full-Day (Delayed Opening and Early Closing): If emergency conditions exist at the beginning of the workday or develop after the workday has begun, employees may be granted less-than-full-day administrative leave. All prearranged leave (sick, annual, personal, etc.) will be charged in its entirety, regardless of the unexpectedly shortened day. No makeup time is required of any employee(s) for less-than-full-day administrative leave under emergency conditions.

Emergency Contact: An individual who is to be notified in the event of an emergency involving a staff member.

Employee Benefit: Any type of compensation: 1) provided in a form other than direct wages; and 2) paid for in part, in kind, or in whole by the employer, even if provided by a third party (e.g., the government, a labor union, an insurance company, or a health maintenance organization). Benefits may or may not be required by law. These include employer contributions to Social Security, Medicare, unemployment insurance, worker's compensation insurance, and retirement funds.

Employee Benefit Carrier: An organization or institution that administers benefit plans or services to a staff member.

Employee Benefit Contributor: An individual or organization that donates monetary, in-kind, or other types of contributions to an employee's benefit plan.

Employer: A business, firm, institution, or other organization for whom an individual works (including self-employment) in return for financial or other compensation.

Employment Permit: A type of legal certificate sometimes called a "work permit," authorizing youths to engage in certain types of work before they have reached the age of unrestricted employment.

Equal Employment Opportunity: Title VII of the 1964 Civil Rights Act provides that all employment decisions should be made without regard to race, national origin, age, sex, religion or handicapping condition(s).

Equipment: Any instrument, machine, apparatus, or set of articles which: 1) retains its original shape and appearance with use; and 2) is non-expendable (i.e., if the article is damaged or some of its parts are lost or worn out, it is usually more feasible to repair it than to replace it with an entirely new unit.)

Essential Function: A term used in the Americans with Disabilities Act (ADA) which the Equal Employment Opportunity Commission (EEOC) defines as the fundamental job duties of the employment position the individual with a disability holds or desires. This term does not include the marginal functions of a position.

Evaluator: An individual responsible for performing a systematic evaluation of specified aspects, conditions, or progress of an individual including his or her professional, credential, physical, emotional, psychological, and economic status. Results may include recommendations for providing or not providing specific treatment or support to the individual.

Evaluation: The process of ascertaining or judging the quality, value, or amount of an activity or an outcome by systematic appraisal of previously specified data in light of the particular circumstance and established goals and objectives.

Expenditures: Charges incurred, whether paid or unpaid, which are presumed to benefit the current fiscal year.

Extended-day Session: A school day with separate times for different groups of pupils to start and end their sessions in the same school plant; e.g., high schools juniors and seniors begin their session at 7:30 a.m. and the freshmen and sophomores begin their session at 8:30 a.m., the session for the juniors and seniors ending one hour prior to the time when the session ends for the freshmen and sophomores.

Extended School Day: The part of the calendar day, following the daily session, when school-related activities and recreation are provided to students by the school.

Extended Sick Leave: Employment status in which the employee is placed in an extended sick leave code to allow a temporary replacement to be hired and charged to the position.

Extension Work: Instructional activities other than those connected with the instruction of students on the campus. Extension work includes correspondence study, classes for part-time students off the campus or at unusual hours on the campus, and similar instructional arrangements.

External Applicant: An applicant for a position who is not currently employed with an organization or has never been employed by the institution.

Extra-state Jurisdictions: Areas under the jurisdiction of the United States including American Samoa, Guam, Puerto Rico, the Northern Mariana Islands, the Virgin Islands, and other areas.

F

Facility: A piece of land, a building site, a building, or part of a building owned by and/or used for activities of an organizational unit such as a school or system.

Fact Finding: A formal step in the grievance or appeal process usually carried out by a neutral party which involves the identification, analysis, and evaluation of issues in dispute and a recommended plan for settlement.

Fair Labor Standards Act (FLSA): Legislation originally enacted by Congress in 1938 which establishes requirements with respect to minimum wage, overtime compensation, and record keeping.

Field Length: In data processing, the units of space allowed on a disk, drum, tape, tabulating card, or other device used to record data for a particular item of information.

Financial Accounting: The recording and reporting of activities and events affecting the money resources of an administrative unit and its program. Specifically, it is concerned with 1) determining what accounting records are to be maintained, how they will be maintained, and the procedures, methods, and forms to be used; 2) recording, classifying, and summarizing activities or events; 3) analyzing and interpreting recorded data; and 4) preparing statements which reflect conditions as of a given date, the results of operations for a specific period, and the evaluation of status and results of operations in terms of established objectives.

First-Professional Degree: A degree that signifies completion of the academic requirements for beginning practice in a given profession, and is based on a program requiring at least two years of college work prior to entrance and a total of at least six academic years of college work to complete the degree program, including both prior-required college work and the professional program itself. First-professional degrees are awarded in fields such as dentistry (D.D.S. or D.M.D.), medicine (M.D.), optometry (O.D.), osteopathic medicine (D.O.), podiatry (Pod.D. or D.P.) or podiatric medicine (D.P.M.), veterinary medicine (D.V.M.), general law (LL.B. or J.D.), and general theological professions (B.D., M.Div., Rabbi, or other first-professional degree).

Fiscal Period: Any period at the end of which an agency determines its financial condition, the results of its operations, and closes its books. It is usually a year, although not necessarily a calendar year. The most common fiscal period for schools and systems is from July 1 through June 30.

Fiscal Services: Activities involved with managing and conducting the fiscal operation of an organization. This includes budgeting, receiving and disbursing, financial accounting, payroll, internal auditing, and purchasing.

Fixed Assets: Land, buildings, machinery, furniture, and other equipment that the school or system intends to hold or continue to use over a long period of time. "Fixed" denotes probability or intent to continue use or possession, and does not indicate immobility of an asset.

FLSA: See FAIR LABOR STANDARDS ACT.

Food Services: Activities involved with the food services program of the school or system. This includes preparing and serving regular and incidental meals, lunches, or snacks in connection with school activities, and delivery of food.

Fringe Benefits Expenditures: Cash contributions in the form of supplementary or deferred compensation, other than salary. This term excludes the employee's contribution.

Full-day Session: A school session which contains at least the minimum number of hours recommended by the state education agency for a full day of attendance in a given elementary or secondary grade other than kindergarten or pre-kindergarten.

Full-time Employee: An employee who works an established number of contract/work days per year for a full day (100 percent of the time required for the position).

G

General Educational Development (GED) Test: A battery of tests taken by an individual who has attained a state-approved age and who did not graduate from high school which measures the extent to which their past experiences (in-school and out-of-school) have contributed to the knowledge, skills, and understandings ordinarily acquired through a high school education. Certificates of high school equivalency or diplomas are issued by most state departments of education for the successful completion of the Tests of General Educational Development. See HIGH SCHOOL EQUIVALENCY EXAMINATION..

Graduate: An individual who has received formal recognition for the successful completion of a prescribed program of studies.

Grandfathered: A benefit plan by which an individual maintains the right to receive benefits, income, or other treatment by an employer that was appropriate when he/she was hired, but which has subsequently been changed for more recently hired employees.

Graphic Materials: Materials for viewing without sound. The materials may or may not be projected or magnified. They include art originals, art prints, art reproductions, slides, transparencies, filmstrips, photographs, pictures, postcards, posters, and study prints.

Grievance: A difference or dispute between an employee and the school board or its supervisory representatives with respect to the applications of the school board's policies, rules, and regulations as they affect the work activity of such employees. The grievance shall not refer to any matter on which the school board is without authority to act.

H

Half-day Session: A school session which contains the minimum number of hours recommended by many state education agencies for kindergarten or pre-kindergarten instruction, when the length of this session approximates half the number of hours recommended for a full-day session in other elementary grades. Kindergarten and pre-kindergarten students attending a half-day session are in membership for the full day. However, for purposes of obtaining statistical comparability only, ratios involving these students are computed as though they were in membership for a half-day. See FULL-DAY SESSION.

High School Diploma: A formal document certifying the successful completion of a prescribed secondary school program of studies. In some states or communities, high school diplomas are differentiated by type such as an academic diploma, a general diploma, or a vocational diploma.

High School Equivalency Examination: An examination, approved by a state department of education or other authorized agency, intended to provide an appraisal of the student's achievement or performance in the broad subject-matter areas usually required for high school graduation. The Tests of General Educational Development (GED) are the most widely recognized high school equivalency examination. See Tests of General Educational Development (GED).

High School Post Graduate: A student who, after graduating from high school (grade 12) or completing a high school equivalency credential, enters or continues attending a secondary school for additional school work or preparation. Also known as Grade 13.

Hold on Step: Placing a hold on an employee's step increase so that it will not be automatically increased.

Home Study: A method of instruction designed for students who live at a distance from the teaching institution. Instructional materials, in structured units of information, are provided to the student through various media. Students are assigned exercises for practice, and examinations to measure achievement, which are to be submitted to the teaching institution for evaluation, grade assignment, and the earning of credit.

Homebound Student: A student who is unable to attend classes and for whom instruction is provided at home by a teacher.

Homeroom: The room or other space where a school staff member meets with a group of students during their homeroom period. See HOMEROOM PERIOD.

Homeroom Period: A portion of a daily session, in a departmentalized or semi-departmentalized instructional organization, during which a teacher and a group of students meet primarily for purposes of checking attendance, making announcements, and attending to other administrative details. See HOMEROOM.

Hospital Instruction: Formal instruction provided in a hospital, sanatorium, or convalescent home.

Hourly Paid Employee: Those employees hired with no specific number of contracted work days. These employees are hired to work on an "as needed" basis and receive no employee benefits.

Hourly Rate of Pay: The rate of hourly payment stipulated in the salary scale from which the employee is paid.

Hours Change: Change in the number of hours an employee works each day/week with no change in employment status.

I

IDEA: Individuals with Disabilities Education Act. Public Law (P.L.) 105-17. (Formerly called Education of the Handicapped Act P.L. 91-230.)

Immediate Family: An individual's family unit including his or her son, daughter, mother, father, brother, sister, and other close relatives by blood, adoption, or marriage.

Immediate Supervisor: An individual who occupies the first level of responsible supervision over a position, and who ordinarily assigns tasks, gives instructions, and reviews finished work of the position.

Incomplete High School: A secondary school which offers less than four full years of work beyond grade eight in a school system that is organized in such a manner that grades kindergarten and first through eighth constitute the elementary grades. This is sometimes called a "truncated high school."

Increments, Annual: An annual salary (step) increase for qualified individuals who have met job and time in grade requirements.

Increments, Longevity: An increase in compensation established in the compensation plan as a reward for length of service.

Incumbent: An individual who currently occupies a position.

Independent American Overseas School: An elementary or secondary school located outside the United States and its outlying areas which: 1) follows basically a U.S.-type curriculum, 2) uses English as the primary language of instruction, and 3) has a large proportion of U.S. citizens in its student body and staff.

Individualized Education Program (IEP): A written statement for each child with a disability that is developed, reviewed, and revised in accordance with this section and that includes: 1) a statement of the child's present levels of educational performance 2) a statement of measurable annual goals, including benchmarks or short-term objectives 3) a statement of the special education and related services and supplementary aids and services to be provided to the child, or on behalf of the child, and a statement of the program modifications or supports for school personnel that will be provided for the child 4) an explanation of the extent, if any, to which the child will not participate with nondisabled children in the regular class and in the activities described in the clause 5) a statement of any individual modification in the administration of State of districtwide assessments of student achievement that are needed in order for the child to participate in such assessment 6) the projected date for the beginning of the services and modifications, and the anticipated frequency, location and duration of those services and modifications

7) a statement of how the child's progress toward the annual goals will be measured and how the child's parents will be regularly informed.

Individualized Family Service Plan (IFSP): A written plan for providing early intervention services to a child (and his or her family) eligible under the *Individuals With Disabilities Act* (IDEA-Part C). The plan must include 1) information about the child's status 2) family information 3) outcomes 4) early intervention services and other services 5) dates and duration of services.

Individualized Learning Program (ILP): An instructional plan tailored for an individual student that serves as a framework for achieving both instructional requirements and personal objectives.

Infants and Toddlers with Disabilities: Individuals from birth through age two who need early intervention services because they: 1) are experiencing developmental delays as measured by appropriate diagnostic instruments and procedures in one or more of the following areas: cognitive development, physical development including vision and hearing, communication development, social or emotional development, or adaptive development; 2) are diagnosed physical or mental condition that has a high probability of resulting in developmental delay. This term may also include, at a state's discretion, children from birth through age two who are at risk of having substantial developmental delays if early intervention services are not provided. (as defined by Individuals with Disabilities Education Act.)

Institution for Delinquent Children: As defined for Federal compensatory education programs, a public or private non-profit residential facility which is operated primarily for the care of children and/or youth who have been adjudicated to be delinquent for an indefinite period of time or for a period of time other than one of short duration. This term also includes adult correctional institutions in which children are placed.

Institution for Neglected Children: As defined for Federal compensatory education programs, a public or private non-profit residential facility (other than a foster home) which is operated primarily for the care of at least ten children and/or youth who have been committed to the institution, or voluntarily placed in the institution, and for whom the institution has assumed or been granted custodial responsibility pursuant to applicable state law, because of the abandonment or neglect by, or death of, parents or individuals acting in the place of parents.

Instruction: The activities dealing directly with students and/or with improving the quality of student learning. Instruction may be provided for pupils in a school classroom, in another location such as a home or hospital, and other learning situations such as those involving cocurricular activities; it may also be provided through some other approved medium such as television, radio, telephone, and correspondence.

Instruction by Correspondence: Approved instruction, usually received by the student outside the school plant, which provides for the systematic exchange between teacher and student of materials sent by mail.

Instructional Level: An indication of the general nature and difficulty of instruction provided throughout a course.

Insurance: A system of protecting loss in which a number of individuals agree to pay certain sums periodically for a guarantee that they will be compensated under stipulated conditions for any specified loss by fire, accident, death, illness, etc.

Intermediate Administrative Unit: An administrative unit smaller than the state which exists primarily to provide consultative, advisory, administrative, or statistical services to local education agencies, or to exercise certain regulatory functions over local education agencies. An intermediate unit may operate schools and contract for school services, but it does not exist primarily to render such services. Such units may or may not have taxing and bonding authority. Where there is a supervisory union board, the union is included as an intermediate unit.

Internal Applicant: A current employee who is seeking, through the application process, a change in position within an organization.

J-K

Job-Entry Level of Employment: A level of employment in which an individual may be placed on the basis of his education and training, without previous related work experience.

Junior College: A postsecondary institution which offers the first two years of college instruction, frequently confers an associate's degree, and does not confer a bachelor's degree. The term "junior college" is often used interchangeably with the term "community college." See COMMUNITY/JUNIOR COLLEGE.

L

Laboratory: A learning environment where students work in an individual manner or as part of a group study in a particular subject-matter area, often in the sciences, involving the practical application of theory through observation, experimentation, and research. In the case of foreign language instruction, learning occurs through demonstration, drill, and practice. This applies also to the study of art and music, though such activities may be conducted in a studio.

Laboratory, Model, or Practice School: An elementary or secondary school run by an institution of higher education. Its primary purpose is provide clinical experience in a controlled setting to prospective teachers attending the college or university.

Layoff: Separation of an employee from a position to which he or she was appointed as a result of abolition of a position, lack of work, or lack of funds; the employee may have recall rights for a certain period of time under certain conditions.

Least Restricted Element (Service Setting): The location where a special education program is provided. This location is one of the following: regular class placement, resource room placement, separate class placement, public separate school placement, private separate school placement, public residential placement, private residential placement, or home/hospital placement

Leave of Absence (LOA): A pre-approved absence for an extended length of time allowed by policy and regulation.

Library: An organized collection of printed, microform, and audiovisual materials which: 1) is administered as one or more units; 2) is located in one or more designated places; and 3) makes printed, microform, and audiovisual materials as well as necessary equipment and services of a staff accessible to students and faculty. This includes units meeting the above definition which are part of a learning resource center.

Limited English Proficient (LEP) Student: An individual who has a language background other than English, and whose proficiency in English is such that the probability of his or her success in an English-only environment is below that of a successful peer with an English language background.

LOA: See LEAVE OF ABSENCE.

Local Education Agency (LEA): A public board of education or other public authority legally constituted within a state for either administrative control or direction of, or to perform service functions for public elementary or secondary schools in 1) a city, county, township, school district, or other political subdivision of a state; 2) such combination of school districts or counties a state recognizes as an administrative agency for its public elementary or secondary schools; 3) any other public institution or agency that has administrative control and direction of a public elementary or secondary school; and 4) any other public institution or agency that has administrative control and direction of a vocational education program.

Longevity Increments: An increase in compensation established in the compensation plan as a reward for length of service.

M

Major: A concentration of semester hours of college credit representing major specialization in a field of study. The number of college credits constituting a major is usually specified in state certification requirements.

Major Duty: Any duty or responsibility, or group of closely related duties or responsibilities, of a position which: 1) occupies a significant amount of the employee's time (15 percent or more); 2) is a distinguishing characteristic; and 3) is considered essential to the position and includes fundamental tasks of the position.

Marginal Function: Any duty or task of a job position not considered fundamental, i.e., not essential.

Master's Degree: An award that requires the successful completion of a program of study of at least the full-time equivalent of one, but not more than two academic years of work after a bachelor's degree.

Matai Name: In Samoa, the name of the head of the household or family which is different from the name of the father. This name is assumed when an individual takes over responsibility for a family upon the death or disability of the father (or other provider).

Maximum Class Size: The maximum number of students allowed in class before another staff member must be hired.

Measure: A unit of measurement to which reference may be made for purposes of description, comparison, and evaluation. Many measures are obtained by computation involving one or more items of information.

Membership: The period of time a student's name is on the current roll of a class or school, regardless of his or her being present or absent. The membership of a class or school is the number of students on the current roll as of a given date. This may be obtained by a simple count or by adding the total number present and the total number absent.

Mentor: An individual possessing expert knowledge, skill, or experience who is assigned to provide practical support and advice to an individual seeking to develop his or her own abilities in a field or profession.

Migrant Education Program: A program of instruction and service for those students who move periodically with their families from one school district to another in order that the student and/or a parent/guardian or other member of the immediate family may secure seasonal employment.

Migratory Worker: An individual whose primary employment is on a seasonal or other temporary basis, for agricultural or fishery work, and who establishes a temporary residence, with or without his or her family, for the purpose of such employment.

Minimum Permissible Class Size: The smallest number of students to be assigned to a class of a given type, below which the class may be canceled.

Minimum Wage: The minimum hourly wage to be paid to employees as designated by the U.S. Department of Labor.

Minor: A concentration of semester hours or quarter hours of college credit representing a specialization (but not major specialization) in a field of study. The number of college credits constituting a minor is usually specified in state certification requirements.

Minor Duty: Any duty or responsibility, or group of closely related duties or responsibilities of a position which occupies less than 15 percent of an employee's time, but is considered essential to the position unless otherwise indicated on a position description.

Monitoring System: A set of procedures and programs for a computerized information system that are designed to check recorded or transmitted signals in the process of inputting or retrieving information from data files.

Monthly Paid Employee: Any designated employee who is paid once a month.

N

Negative Time and Attendance: A method of collecting time and attendance information that requires reporting only the time that an employee is absent from work.

Non-credit Course: A course or activity having no credit applicable toward a degree, diploma, certificate, or other formal award. See CREDIT.

Non-educational Institution: A hospital, sanatorium, convalescent home, mental health clinic, orphanage, corrective institution, or other institution whose primary function is other than that of a school.

Non-district School or Facility: A public or private school or facility that provides instruction or services which are not provided by the local education agency. This includes regional service agencies that provide administrative or special services to local education agency students.

Non-graded Class: See UNGRADED CLASS.

Non-renewal: Action by an employer in which a contract for the succeeding year is not offered to an employee currently in a probationary status.

No Year Level: In college, a designation for the status of a student who has previously earned a degree or who is not enrolled in a degree program.

O

Occupational Program: An instructional program or course of study consisting of a sequence of related courses designed to provide a student with sufficient knowledge and skills to perform in a specific occupation.

Occupationally-specific Program: An instructional program or course of study, below the bachelor's level, designed to prepare individuals with skills and training required for employment in a specific trade, occupation, or occupational area in a related occupational field.

Operational Unit: A separately budgeted subdivision of an organization established to carry out a major objective or group of objectives, such as a school, a transportation unit, or an athletic department.

Organizational Chart: A two-dimensional graphic display showing the interrelationships of positions and functions within an organization.

Organization Membership: An honorary, cultural, professional, or civic institution, organization, or group in which an individual holds membership or participates.

Outlying Areas: See EXTRA-STATE JURISDICTIONS.

Overfill: The appointment or assignment of an individual to a position at a grade level higher than that authorized for the position.

Overstaff: A condition, which exists when the number of full-time employees and/or full-time equivalent employees in an organizational unit exceeds the number of, authorized positions; an employee is assigned to an unauthorized position by exception.

Overtime Eligibility Change: An indication of an employee who was eligible for overtime compensation in a position, and is moved to one in which he/she is not eligible for overtime, or vice versa.

Overtime Pay: Compensation paid to an eligible employee for work performed in excess of the established number of hours an employee is expected to work over a given period of time (e.g., 35 or 40 hours per week). One of the most common ways to compute overtime pay rate is 1 and 1/2 times the regular rate of pay for eligible employees.

P

Part-time Employee: An employee who works an established number of contract/work days per year for less than a full day.

Pension System: A free retirement plan whereby persons leaving service in an organizational unit such as a school or system because of age, disability, or length of service receive payments from funds to which they have not contributed. Payments may be either in a lump sum or in the form of an annuity.

Performance Evaluation System: An evaluation procedure which provides for systematic communication (both oral and written) between the supervisor and employee outlining expectations and training to fulfill job responsibilities as they relate to established written standards for the employee's position, as prescribed by the regulation.

Permanent Position: A position authorized by the school board without intent of limitation unless so stipulated by the school board.

Personal Record: A record of an employee (computerized or paper) which contains personal information (i.e., address, birthday, etc.) provided by the employee for use by the employer for personnel or payroll determinations.

Position Description (PD): An official written statement of the major duties, responsibilities, and supervisory relationships of a position.

Positive Time and Attendance: A method of collecting time and attendance information which requires reporting either absence or attendance for each workday for each employee.

Post-Baccalaureate Certificate: An award that requires completion of an organized program of study requiring 18 semester credit hours beyond the bachelor's; designed for person's who have completed a baccalaureate degree, but do not meet the requirements of academic degrees carrying the title of master.

Post-Master's Certificate: An award that requires completion of an organized program of study of 24 semester credit hours beyond the master's degree, but does not meet the requirements of academic degrees at the doctor's level.

Postsecondary Award, Certificate, or Diploma (At least one, but less than two academic years): Requires completion of an organized program of study at the postsecondary level in at least one year, but less than two full-time equivalent academic years, or designed for completion in at least 30, but less than 60 credit hours, or in at least 900, but less than 1,800 contact hours.

Postsecondary Award, Certificate, or Diploma (At least two, but less than four academic years): Requires completion of an organized program of study at the postsecondary level in at least two, but less than four full-time equivalent academic years, or designed for completion in at least 60, but less than 120 credit hours, or in at least 1,800, but not more than 3,600 contact hours.

Postsecondary Award, Certificate, or Diploma (Less than one academic year): Requires completion of an organized program of study at the postsecondary level in less than one academic year (two semesters or three quarters) or in less than 900 contact hours by a student enrolled full time.

Postsecondary Education: The provision of a formal instructional program whose curriculum is designed primarily for students who are beyond the compulsory age for high school. This includes programs whose purpose is academic, vocational, and continuing professional education, and excludes avocational and adult basic education programs.

Private, Non-Religiously-Affiliated School: An institution that is operated by a non-governmental, non-religious group or organization.

Private, Religiously-Affiliated School: An institution that is affiliated with and operated by a non-governmental, religious group or organization.

Probationary Period: A period of time in which one's ability to meet requirements is tested in a particular position until it is certain that the employee is capable of performing job activities and assignments.

Professional Development Activity: A planned structural process through which an individual improves his or her job-related knowledge, skills, or attitude. The process enables an employee to grow within a profession or organization or to attain an initial or additional credential.

Professional Position: A position involving work that is based on established principles of a profession or science and that requires professional, scientific, or technical training or experience equivalent to that represented by graduation from a college or university.

Program: A combination of courses and/or related activities organized for the attainment of broad objectives as described by an institution.

Project Area: As defined for federal educational programs, a school attendance area, or combination of school attendance areas which, because of a high concentration of children or families of specified characteristics, is thereby designated as an area from which selected children may be served by a particular program.

Promotion: Movement of an employee from a position in one class or job group to another in which the pay grade and salary are higher for reasons other than length of contract work year, or work days assigned to the position.

Psychometric Data: Assessment data about a student analyzed by the application of mathematical and statistical methods.

Public Board of Education: The elected or appointed body which has been created according to state law and vested with responsibilities for educational activities in a given geographic area. Such bodies are sometimes known as school boards, governing boards, boards of directors, school committees, and school trustees. This definition includes state boards of education and the boards of intermediate and local basic administrative units and individual public institutions. See BOARD OF EDUCATION.

Public Institution: An institution whose programs and activities are operated by publicly elected or appointed school officials and which is supported primarily by public funds.

Public Record: A record which by law, regulation, or custom is generally available to the public at large, or to segments of the public having a legitimate reason for reviewing the record.

Q

Qualifications: The minimum educational, experience, and personal requirements which must be fulfilled by a person preliminary to appointment or promotion.

R

Recall: The process of reinstating an employee or a former employee who has been displaced or laid-off.

Recall Rights: The rights and procedures pertaining to rehiring a former employee delineated in regulations applicable to each occupational group of employees who have been laid off or displaced.

Reclassification: An allocation of a position from its current active class to a different active class.

Recruiter: An individual or organization responsible for identifying and/or selecting prospective employees to fill vacant positions in a company.

Redline: A procedure that allows an eligible full-time employee, who is moved to a position of shorter length contract year, and/or a position at a lower pay level for reasons other than voluntary demotion or transfer, question of competence, or as a disciplinary procedure, to be compensated at the level of pay applicable to the position held prior to the redline action.

Reduction-in-Force: An administrative action taken to reduce the number of staff or positions in an organization.

Re-employment: Hiring a person who has previously held, but does not currently hold, a position in an organization.

Register of Eligible Candidates: A list of candidates for a position who were interviewed and found to be eligible for a general vacancy position.

Regrade: Changing the grade level to increase compensation or adjust misalignment for an active class without a significant change in duties or responsibilities. This is normally done to competitively recruit specific types of employees.

Regular Rate of Pay: The rate of pay to be utilized for the calculation of overtime pay in accordance with FLSA requirements. The regular rate is derived by dividing the total amount of eligible pay for the work period (including the hourly rate and shift differential) by the number of hours expected to be worked during the work period.

Rehire: Reappointment of a former employee who had regular status and was separated in good standing, but did not retire, after a break in service of more than one calendar year to the position or class formerly held.

Reinstatement: Reappointment of a former employee who had regular status and was separated in good standing, but did not retire, after a break in service of less than one calendar year to the position or class formerly held.

Related Services: Transportation and such developmental, corrective, and other supportive services as are required to assist a child with disabilities to benefit from special education, including speech pathology and audiology, psychological services, physical and occupational therapy, recreation, early identification and assessment of disabilities in children, counseling services including rehabilitation counseling, orientation, and mobility services, and medical services for diagnostic or evaluation purposes. The term also includes school health services, social work services in schools, and parent counseling and training.

Reorganization/Restructuring: The planned elimination, addition, or redistribution of functions and duties and/or redesign of positions within an organization.

Report: A collection of information that is prepared by a person, unit, or organization for the use of some other person, unit, or organization.

Researcher: An individual who is responsible for evaluating programs or conducting research activities to describe the status of schools and staff; or others with analytical responsibilities regardless by whom the activities are sponsored.

Residential School: An institution in which students are boarded and lodged as well as taught.

Residential School for Special Education: A residential school providing a program of education for disabled students.

Resignation: Formal action taken by an employee by which the employee submits, in writing, to a predetermined authority, his/her notification of discontinuance of services to an organization.

Responsibility: A classification factor reflecting the extent of supervision received, supervision exercised, and authority of a particular position.

Restoration: A return to a position in a class in which status was formerly held and where there has been no break in service.

Retirement: Formal action taken by an employee by which the employee submits, in writing, to the proper authority, his/her notification of discontinuance of service to an organization after becoming vested in a retirement system.

RIF: See REDUCTION-IN-FORCE.

Roll: A list of names for checking attendance.

S

Sabbatical/Study: Leave authorized for a specified period of time for which an employee receives a partial salary payment.

Salary: The total amount regularly paid or stipulated to be paid to an individual, before deductions, for personal services rendered while on the payroll an organization.

Salary Change: A generic term used to describe any change in an employee's pay status.

Salary Scale Adjustment: Modification in the dollar amounts in a salary scale approved by the organization.

Scale: A compensation plan that defines salaries to be paid to a particular group of employees.

Scheduled Hours: The number of hours that an employee is scheduled to work each pay period for the position occupied.

School: An institution that provides preschool, elementary, and/or secondary instruction; has one or more grade groupings or is ungraded; has one or more teachers to give instruction and care; is located in one or more buildings; and has an assigned administrator(s).

School Board: See BOARD OF EDUCATION.

School Bus: A passenger motor vehicle which is designed or used to carry more than ten passengers in addition to the driver and is likely to be primarily used for transporting students to and from school.

School Day: That part of a calendar day when school is in session.

School District: A term used synonymously with the term "local basic administrative unit." See Local Education Agency (LEA).

School Fiscal Year: See SCHOOL YEAR.

School Holiday: A day on which school is not conducted either because of legal provisions or because of designation by the board of education as a holiday. Since such days are not considered as days in session, students and staff are considered as being neither present nor absent on school holidays.

School Plant: The site, buildings, and equipment constituting the physical facilities used by a single school or by two or more schools sharing the use of common facilities.

School Site: The land and all improvements to the site, other than structures, such as grading, drainage, drives, parking areas, walks, plantings, play-courts, and play-fields.

School System: The representation of the education system as a whole, including schools, school districts and other local administrative units (such as dioceses), intermediate agencies (such as regional service centers), state education agencies, and the United States Department of Education. Included in the system are both public and private schools and administrative agencies.

School Year: The 12-month period of time denoting the beginning and ending dates for school accounting purposes, usually from July 1 through June 30. This sometimes is referred to as the "school fiscal year."

SEDCAR (Standards for Education Data Collection and Reporting): A report, published by NCES in 1991, that sets forth principles that represent the best practice in the collection, processing, analysis, and reporting of education statistics.

Separation: A generic term for leaving employment.

Service-Learning: A learning activity: 1) under which students learn and develop through active participation in thoughtfully organized service experiences that meet actual community needs and that are coordinated in collaboration with the school and community; 2) that is integrated into the students' academic curriculum or provides structured time for a student to think, talk, or write about what the student did and saw during the actual service activity; 3) which provides students with opportunities to use newly acquired skills and knowledge in real-life situations in their own communities; and 4) that enhances what is taught in school by extending student learning beyond the classroom and into the community and helps to foster the development of a sense of caring for others.

Service Seniority: A ranked order of employees based on the length of time (discounting leave) that an individual has held a position or number of positions within an organization.

Shift Differential: An additional hourly pay rate based on the morning, evening or night shift worked.

Sick Leave Bank: A system which records employee-donated days of sick leave for use by employees to continue salary payments during extended periods of illness or other approved circumstances.

Sick Leave Bank (Hours Only): An employee who has qualified for sick leave bank payments for a specified number of hours.

Significant Other: An important individual who plays a major role in the life of a subject in addition to the subject's spouse or close relatives or in lieu of a spouse or close relative.

Special Education Program: Specially designed programs, at no cost to the parent/guardian, that meet the needs of a child with disabilities including classroom instruction, instruction in physical education, home instruction, and instruction in hospitals and institutions. The term also includes speech pathology, or any other related service, if the service consists of specially designed instruction at no cost to the parent/guardian and meets the unique needs of a child with disabilities, and is considered "special education" rather than a "related service" under state standards. The term also includes vocational education if it consists of specially designed instruction, at no cost to the parent/guardian, which meets the unique needs of the child.

Staff Accounting System: A system for collecting, computing, and reporting information about staff of an organization.

Staff Development: The temporary assignment of an employee to a position, course, or experience for purposes of professional growth.

Staff Member: An individual who performs specified activities for any public or private education institution or agency that provides instructional and/or support services to students or staff at the early childhood level through high school completion. For example, this includes: 1) an "employee" who performs services under the direction of the employing institution or agency, is compensated for such services by the employer, and is eligible for employee benefits and wage or salary tax withholdings; 2) a "contractor" or "consultant" who performs services for an

agreed-upon fee, or an employee of management service contracted to work on site; 3) a "volunteer" who performs services on a voluntary and uncompensated basis; 4) an in-kind service provider; or 5) a businessperson or independent contractor working at a school site.

Standard: Something established for use as a rule or basis of comparison in measuring or judging capacity, quantity, content, extent, value, quality, etc.

Standard Operating Procedure (SOP): A set of detailed instructions to be followed when performing a task.

State Education Agency: The organization established by law for the primary purpose of carrying out at least a part of the educational responsibilities of the state. It is characterized as having statewide jurisdiction and may be composed of a state board, chief executive officer, and staff. Some state education agencies may lack one, two, or three of these elements, but in any case there must be either a board or a chief executive officer. The term "commission" is sometimes used synonymously with "board."

Step: A series of incremental levels in a pay grade, job group, salary lane, or salary schedule.

Step Decreased - Experience Verified: An employee's pay step is decreased due to the receipt of previous experience verification that shows the actual years of experience lower than originally stated on their application.

Step For Study: An employee is granted an additional step on the salary scale for completing requirements while on study leave.

Step Increased - Experience Verified: An employee's pay step is increased due to the receipt of previous experience verification that show the actual years of experience higher than originally stated on their application.

Subordinate: A designation for those employees or positions supervised.

Supervision Exercised: A classification factor indicating: 1) the kind and extent of a position's supervisory and personnel management authority, the manner in which it is exercised, and the degree of its completeness and finality; and 2) the volume of supervisory and management responsibility as indicated by the total number of subordinates under control of the position.

Supervision Received: A classification factor indicating the nature and degree of administrative and/or technical supervision or lead direction exercised by higher authority over an employee in a position.

T

Taxonomy: The hierarchy of an organization.

Technical Institute: An institution, or a division of an institution, offering instruction primarily in one or more of the technologies.

Temporary Personnel: An employee paid on an hourly basis and who works on an "as needed" basis.

Termination: Generic term for an action taken by an organization to remove an employee from employment.

Tests of General Educational Development (GED): See GENERAL EDUCATIONAL DEVELOPMENT (GED) TEST.

Title 1 Program: Instructional and support services offered to children who are: 1) educationally disadvantaged; 2) neglected or delinquent; 3) migrant; or 4) participating in a school-wide chapter 1 project. Chapter 1 services must supplement, not supplant, those services normally provided with state and local education agency funds.

Trainee: An individual performing assigned tasks under the close guidance and instruction of an expert or experienced practitioner.

Transcript: An official record of student performance showing all schoolwork completed at a given school and the final mark or other evaluation received in each portion of the instruction. Transcripts often include an explanation of the marking scale used by the school.

Transfer: An employee transferring from one group of personnel to another group without a change in grade.

U

Underfill: The appointment or assignment of an individual to a position at a pay grade lower than authorized for the position.

Ungraded Class: A class that is not organized on the basis of grade grouping and has no standard grade designation. This includes regular classes that have no grade designations, special classes for exceptional students which have no grade designations, and many adult/continuing educational classes. Such a class is likely to contain students of different ages who, frequently, are identified according to level of performance in one or more areas of instruction rather than according to grade level or age level. Ungraded classes sometimes are referred to as "non-graded."

Universal Birth Number: An identification number assigned to an individual by the Bureau of Vital Statistics of a state, using a combination of digits representing area code, birth registration number, and year of birth.

V

Vacancy: A position that has no incumbent. It can be the result of a newly established position or been rendered vacant by separation of the previous incumbent from the position.

Vaccine: A preparation introduced into the body to produce immunity and protection from a disease.

Vested Retirement Plan: One in which the full amount of the contribution by an organization and by the state and local government, with accumulations thereon, will be made available as a benefit in case of death while in service or retirement, and with no forfeiture in case of resignation or dismissal from the institution.

Veteran: An individual who served on active duty as a member of the active Armed Forces of the United States and was discharged or released therefrom under conditions other than dishonorable. (National Guard personnel and reservists called to active duty for civil disturbances, disasters, or training for a limited period are not considered veterans under these guidelines.)

Video Materials: Materials on which both pictures and sound are recorded. Electronic playback reproduces both pictures and sounds using a television receiver or monitor.

W-X-Y-Z

Wage Continuation: A benefit plan by which an eligible employee receives supplemental payments in order to guarantee that he/she does not lose income during a prolonged period of work absence caused by injury, sickness, or other circumstance.

Withholding: The processes of deducting from a salary or wage an amount, specified by law or regulation, representing the estimated federal or state income tax of the individual that the employer pays to the taxing authority.

Workday: Scheduled number of hours an employee is required to work per day.

Workload: Production output, in terms of physical items to be accomplished, within a given period of time, to meet requirements imposed or assumed.

Work Order: A written order authorizing and directing the performance of a certain task, issued to the person who is to direct the work. Among the types of information shown on the order are the nature and location of the job, specifications of the work to be performed, and a job number which is referred to when reporting the amount of labor, materials, and equipment used.

Work Period: The period during which an employee is scheduled to work.

Work-Study Plan: See COOPERATIVE PROGRAM.

Work week: The seven consecutive day period (e.g., beginning at 12 a.m. Saturday and ending the following Friday at 11:59 p.m.) during which an employee is scheduled to work.

Work Year: The number of days an employee is expected to work during one fiscal year. The length of the work year is related to the requirements of the specific position to which the employee is assigned.

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Appendix A

MEMBERS OF THE HANDBOOK REVIEW GROUP

There were two main review groups formed for the revision of the Handbook—the Staff Data Handbook Working Group and the Federal Review Group. The Staff Data Handbook Working Group members consisted of local, state and federal education staff. The Federal Review Group members consisted of federal Department of Education program and research staff. In addition, there were multiple reviewers who volunteered to make suggestions for change.

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National Forum on Education Statistics

Appendix B

DERIVED INFORMATION RELATED TO GROUPS OF STAFF

Included in this appendix are examples of terms that are derived and computed by using data elements in staff records. These terms can be used to describe groups of staff members, not individuals. They are especially useful for policy analyses (e.g., to assess school performance or planning special programs).

Administrator/Student Ratio: A fraction attained by dividing the number of students in membership by the total full-time equivalency of administrators involved in any particular activity or group of activities as of a particular date.

Administrator/Teacher Ratio: A fraction attained by dividing the number of full-time equivalency teachers by the total full-time equivalency of administrators involved in any particular activity or group of activities as of a particular date.

Average Actual Salaries: For each staff type, the total salary is divided by the total FTE count of staff who receive that salary. The total actual salary amount is pay for regular duties only (base pay) and does not include any supplements. For example, career ladder supplements are not included.

Average Class Size: The total membership of classes of a given type, as of a given date, divided by the number of such classes.

Average Experience of Teachers: Weighted averages are obtained by multiplying each teacher's FTE count by years of experience. These amounts, when summed for all teachers and divided by the total teacher count, result in average experience.

Average Teacher Salary: Total base pay for teachers divided by the total teacher FTE. Total teacher base pay is the actual salary amount earned for regular duties, and can be affected by an individual's years of teaching experience, level of education attained, and number of graduate credits earned. Salary supplement amounts are not included.

Full-Time Equivalent (FTE) Staff: The equivalent number of full-time staff in a school or system as of a given date, determined by adding the FTE for all staff members.

Median Age of Staff: For a given group of staff members, the age that evenly divides the distribution of staff members when classified by age (i.e., the age so selected that 50 percent of the staff are that age or older and 50 percent are that age or younger).

Membership: A non-duplicated count of students on the current rolls of a school as of a given date. This is obtained by: 1) adding the total number of original entries and the total number of re-entries and subtracting the total number of withdrawals; or 2) adding the total number of students in attendance and the total number of students in absence.

Percentage of Absence: The average days of absence during a given reporting period divided by the average days of employment for this period, expressed as a percentage; or, the aggregate days of absence divided by the aggregate days of employment, expressed as a percentage.

Percentage of Attendance: The average days of attendance during a given reporting period divided by the average days of employment for this period, expressed as a percentage; or, the aggregate days of attendance divided by the aggregate days of employment, expressed as a percentage.

Percentage of Out-of Field Teaching: The average number of FTE teachers, expressed as a percentage, that are assigned to teach in a field in which they do not hold a particular qualification.

Staff Retention Rate: The rate, expressed as a percentage, at which the employees of a school or system remain employed from one period of time to the next, such as from year to year.

Staff Separation Rate: The rate, expressed as a percentage, at which employees leave the employment of a school or system during a period of time, usually a year.

Staff/Student Ratio: A fraction attained by dividing the number of students in membership by the total full-time equivalency of staff members involved in any particular activity or group of activities as of a particular date.

Student/Teacher Ratio: A fraction attained by dividing the number of students in membership by the total teacher FTE count.

Total Staff by Ethnicity and Sex: These are counts of total staff FTEs by combination of major ethnic groups and sex. Counts are expressed as percentages of the total staff FTE.

Turnover Rate for Teachers: This shows the total FTE count of teachers not employed in the district as of a specific date (e.g., Fall 1999-2000) who were employed by the district at another specified point in time (e.g., Spring 1998-1999), divided by the total teacher FTE count for the first period of time (e.g., Spring 1998-1999).

Appendix C

DATA ELEMENTS COMMON TO THE STUDENT AND STAFF DATA HANDBOOKS

The data elements listed below are data elements that appear in the *Staff Data Handbook: 2001 Edition* and the *Student Data Handbook: 2000 Edition* or they are proposed for inclusion in the 2001 annual updates of the *Student Data Handbook*. They are listed here to serve as a reference for crosswalks between the two systems. There are two types of proposed changes to the *Student Data Handbook*. Data elements with a single asterisk (*) are already in the *Student Data Handbook*, and slight modifications are proposed that will make them identical to the data elements in the *Staff Data Handbook*. Data elements with two asterisks (**) are not currently in the *Student Data Handbook*, but are being proposed for inclusion in the 2001 updates.

<u>Data Element Name</u>	<u>Staff Handbook Number</u>	<u>Student Handbook Number</u>
First Name	0010	0010
Middle Name	0020	0020
Last/Surname	0030	0030
Generation Code/Suffix	0040	0040
Personal Title/Prefix	0050	0050
Alias	0060	0060
Former Legal Name	0070	0070
Last/Surname at Birth	0080	0080
Nickname	0090	0090
Tribal or Clan Name	0100	0100
Name of Individual	0110	0110
Name of Institution	0120	0120
Identification Number	0140	0130
Identification System	0150	0140
Hispanic or Latino Ethnicity	0170	0149
Race	0180	0150
National/Ethnic Origin Subgroup	0190	0160
Sex	0200	0170
Birthdate	0210	0180
Birthdate Verification	0220	0190
City of Birth	0230	0200
County of Birth	0240	0210

<u>Data Element Name</u>	<u>Staff Handbook Number</u>	<u>Student Handbook Number</u>
State of Birth Code	0250	0220
Name of State of Birth	0260	0221
Country of Birth Code	0270	0230
Name of Country of Birth	0280	0231
Citizenship Status	0290	0250
Country of Citizenship Code	0300	0260
Name of Country of Citizenship	0310	0261
First Entry Date (Into the U.S.)	0320	0240
Language Type	0340	0280
Language Code	0350	0290
Name of Language	0360	0291
Religious Background	0370	0300
Marital Status	0380	0600
Highest Level of Education Completed	0400	0720
Address Type	0470	0369
Street Number/Name	0480	0370
Apartment/Room/Suite Number	0490	0380
City	0500	0390
County	0510	0400
State Code	0520	0410
Name of State	0530	0411
Zip Code	0540	0420
Country Code	0550	0430
Name of Country	0560	0431
Complete Permanent Address	0570	0440
Communication Status	0580	0460
Communication Number Type	0590	0461
Communication Number	0600	0470
Electronic Mail Address Type	0610	0489

<u>Data Element Name</u>	<u>Staff Handbook Number</u>	<u>Student Handbook Number</u>
Electronic Mail Address	0620	0490
Website Address (URL)	0630	0491
Medical Examination Type	0640	2540
Medical Examination Date	0650	2560
Emergency Factor	0670	2940
Religious Consideration	0690	3000
Insurance Coverage	0710	2960
Health Care Plan	0720	2970
Hospital Preference	0730	2980
Medical Waiver	0740	2990
Other Special Health Needs, Information, or Instructions	0750	3010
Immunization Type	0760	2760
Immunizations Mandated by State Law for Participation	0770	2770
Immunization Date	0780	2780
Immunization Status Code	0790	2790
Entry Date	1050	0800
Program Support/Funding Source	1080	3200
Session Type	1160	1170
Session Beginning Date	1170	1180
Session Ending Date	1180	1190
Course Title	1190	1240
Course Description	1200	1241
Course Code System	1210	1220
Course Code	1220	1221
Principal Medium of Instruction	1230	1270
Credit Type Earned	1250	1300
Number of Credits Received	1260	1330
Grade Point Average (GPA): Cumulative	1270	1560

<u>Data Element Name</u>	<u>Staff Handbook Number</u>	<u>Student Handbook Number</u>
Degree/Diploma/Certificate Type	1370	1621
Degree/Diploma/Certificate Conferring Date	1390	1622
Honor or Award	1400	1591
Assessment Title/Description	2230	1900
Employment Start Date	2430	1760
Employment End Date	2440	1770
Instructional Level	2490	1230
Position Title	3270	2030
Total Days in Session	5100	1200
Number of House in School Day	5110	1201
School Type Code	5140	0770
Elementary Subject/Course	5150	1222
Unique Course Code	5160	1223
State University Course Requirement	5170	1231
Language of Instruction	5180	1271
Number of Days in Attendance	5320	1011
Number of Days Absent	5330	1012
Activity Title	5230	1600
Activity Code	5240	1601
Activity Description	5250	1602
Activity Involvement Beginning Date	5260	1612
Activity Involvement Ending Date	5270	1613
Amount of Activity Involvement	5280	1614

Appendix D

REVISIONS TO THE STANDARDS FOR THE CLASSIFICATION OF FEDERAL DATA ON RACE AND ETHNICITY¹

Appendix D provides further descriptions of racial categories for Data Element 0180 “Race.” The information provided below describes the reasoning for the change in the Race and Ethnicity Data Elements between the 1995 and 2001 Editions of the Staff Data Handbook. The Office of Management and Budget (OMB) adopted, in 1997, new standards for classifying race and ethnicity and provided guidelines in 2000. Tabulation guidelines may allow some of the 63 possible combinations of race and ethnicity to be collapsed into broader categories. The Department of Education intends to allow education organizations three years to implement the guidelines for aggregating and reporting data, once these are established. Data for individuals, however, will be reported by the Department following the schedule set by OMB (January 2003). However, the USED has not endorsed a set of guidelines for tabulating these data in aggregated reports.

Pending final adoption of tabulation standards, many Departmental Programs have not yet adopted the new standards, but continue to use the older standards set in Directive 15. A description of both is provided here for easy reference.

Directive 15: Presented in the 1995 Edition of the Staff Data Handbook

The *Standards for the Classification of Federal Data on Race and Ethnicity* (Statistical Policy Directive No. 15) was issued by the Office of Management and Budget (OMB) in 1977. They were designed to provide standard classification for record keeping, collection, and presentation of data on race and ethnicity in Federal program administrative reporting and statistical activities. As such, these are standards to which all federal agencies and programs must adhere.

Directive 15 required a minimum of five acceptable racial and ethnic categories be included in all federal data collection instruments. The categories and their definitions are as follow:

- **American Indian or 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 or Pacific Islander:** A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.
- **Black:** A person having origins in any of the black racial groups of Africa.
- **Hispanic:** A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.
- **White:** A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

¹ The *Recommendations from the Interagency Committee for the Review of the Racial and Ethnic Standards* is available from the OMB at the federal register web site at http://www.whitehouse.gov/omb/fedreg/directive_15.html. The *Revisions to the Standards for the Classification of Federal Data on Race and Ethnicity* are also available from the OMB web site at <http://www.whitehouse.gov/omb/fedreg/ombdir15.html>. The *Draft Provisional Guidance on the Implementation of the 1997 Standards for the Collection of Federal Data on Race and Ethnicity* is available from the OMB web site at <http://www.whitehouse.gov/omb/inforeg/race.pdf>.

1997 Standards for the Collection of Federal Data on Race and Ethnicity: Presented in the 2001 Edition of the Staff Data Handbook

In 1994, in response to the need to reflect the increasing diversity of the population of the United States, OMB began a comprehensive review of the current categories in collaboration with the Interagency Committee for the Review of the Racial and Ethnic Standards. In 1997, OMB accepted the recommendations of the Interagency Committee. The revised standards have five minimum categories for data on race and two categories for data on ethnicity (“Hispanic or Latino” and “Not Hispanic or Latino”). The new categories and their definitions are as follow:

Racial Categories

- **American Indian or Alaska Native:** A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- **Asian:** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- **Black or African American:** A person having origins in any of the black racial groups of Africa. Terms such as “Haitian” or “Negro” can be used in addition to “Black or African American.”
- **Native Hawaiian or Other Pacific Islander:** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- **White:** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Ethnic Categories (“Hispanic or Latino” and “Not Hispanic or Latino”)

- **Hispanic or Latino:** A person of Cuban, Mexican, Puerto Rican, Cuban, South or Central American, or other Spanish culture or origin, regardless of race. The term, “Spanish origin,” can be used in addition to “Hispanic or Latino.”

Under the 1997 standards, individuals may select any and all racial and ethnic categories to characterize themselves. There are 63 possible combinations of race/ethnicity.

For further information, please contact Suzann Evinger, Statistical Policy Office, Office of Information and Regulatory Affairs, Office of Management and Budget, NEOB, Room 10201, 725 17th Street, N.W., Washington, D.C. 20503. Telephone: 202-395-3093.

Appendix E

LIST OF U.S. STATES, OUTLYING AREAS, MILITARY POSTAL DESIGNATIONS, AND CODES¹

Appendix E provides information in reference to Data Element 0250 “State of Birth Code” and Data Element 0520 “State Code.”

AL	Alabama	ME	Maine	PA	Pennsylvania
AK	Alaska	MH	Marshall Islands	PR	Puerto Rico
AS	American Samoa	MD	Maryland	RI	Rhode Island
AZ	Arizona	MA	Massachusetts	SC	South Carolina
AR	Arkansas	MI	Michigan	SD	South Dakota
CA	California	MN	Minnesota	TN	Tennessee
CO	Colorado	MS	Mississippi	TX	Texas
CT	Connecticut	MO	Missouri	UT	Utah
DE	Delaware	MT	Montana	VT	Vermont
DC	District of Columbia	NE	Nebraska	VI	Virgin Islands
FM	Federated States of Micronesia	NV	Nevada	VA	Virginia
FL	Florida	NH	New Hampshire	WA	Washington
GA	Georgia	NJ	New Jersey	WV	West Virginia
GU	Guam	NM	New Mexico	WI	Wisconsin
HI	Hawaii	NY	New York	WY	Wyoming
ID	Idaho	NC	North Carolina	AE	Armed Forces Africa
IL	Illinois	ND	North Dakota	AA	Armed Forces Americas
IN	Indiana	MP	Northern Mariana Islands	AE	Armed Forces Canada
IA	Iowa	OH	Ohio	AE	Armed Forces Europe
KS	Kansas	OK	Oklahoma	AE	Armed Forces Middle East
KY	Kentucky	OR	Oregon	AP	Armed Forces Pacific
LA	Louisiana	PW	Palau		

¹ These codes are derived from the *Official USPS Abbreviations*, U.S. Postal Service, 1999. Washington, D.C.
http://www.usps.gov/ncsc/lookups/usps_abbreviations.htm

Appendix F

LIST OF COUNTRIES AND CODES¹

Appendix F provides information in reference to Data Elements 0270 “Country of Birth Code,” Data Element 0300 “Country of Citizenship Code,” and Data Element 0550 “Country Code.”

*Denotes former countries.

0010	Afghanistan	0350	Burundi
0020	Albania	0360	Byelorussian SSR*
0030	Algeria	0370	Cambodia
0040	American Samoa	0380	Cameroon
0050	Andorra	0390	Canada
0060	Angola	0400	Cape Verde
0070	Anguilla	0410	Cayman Islands
0080	Antarctica	0420	Central African Republic
0090	Antigua and Barbuda	0430	Chad
0100	Argentina	0440	Chile
0110	Armenia	0450	China
0120	Aruba	0460	Christmas Island
0130	Australia	0470	Cocos (Keeling) Islands
0140	Austria	0480	Colombia
0150	Azerbaijan	0490	Comoros
0160	Bahamas	0500	Congo
0170	Bahrain	0510	Congo, The Democratic Republic of the
0180	Bangladesh	0520	Cook Islands
0190	Barbados	0530	Costa Rica
0200	Belarus	0540	Cote D’Ivoire (Ivory Coast)
0210	Belgium	0550	Croatia
0220	Belize	0560	Cuba
0230	Benin	0570	Cyprus
0240	Bermuda	0580	Czech Republic
0250	Bhutan	0590	Czechoslovakia*
0260	Bolivia	0600	Democratic Yemen
0270	Bosnia and Herzegovina	0610	Denmark
0280	Botswana	0620	Djibouti
0290	Bouvet Island	0630	Dominica
0300	Brazil	0640	Dominican Republic
0310	British Indian Ocean Territory	0650	East Timor
0320	Brunei Darussalam	0660	Ecuador
0330	Bulgaria	0670	Egypt
0340	Burkina Faso	0680	El Salvador

¹The primary source for this list is information from ISO 3166-1 (*Codes for the representation of names of countries and their subdivisions – Part 1: Country codes*), which is maintained and updated by the Deutsches Institut für Normung e.V. (DIN). <http://www.din.de/gremien/nas/nabd/iso3166ma/codlstp1.html> For the ISO letter codes corresponding to these countries, please refer to the above web site or through the American National Standards Institute (ANSI), located at 11 West 42nd Street, New York, New York 10036. ANSI can be reached at Tel.: 212-642-4900, Fax: 212-398-0023, or through the ANSI web site <http://www.ansi.org>. This list is updated whenever the ISO 3166 Maintenance Agency effects a change to the official code list in ISO 3166-1. This list is complete and up-to-date as of October 1, 1999. ISO 3166-2 (Part 2: Country subdivision code, published in 1998) and ISO 3166-3 (Part 3: Code for formerly used names of countries, published in 1999) can also be purchased from Global Engineering Documents, located at 15 Inverness Way East, Englewood, CO 80112. <http://global.ih.com>

0690	Equatorial Guinea	1250	Lesotho
0700	Eritrea	1260	Liberia
0710	Estonia	1270	Libyan Arab Jamahiriya
0720	Ethiopia	1280	Liechtenstein
0730	Falkland Islands (Malvinas)	1290	Lithuania
0740	Faroe Islands	1300	Luxembourg
0750	Fiji	1310	Macau
0760	Finland	1320	Macedonia,
0770	France		The Former Yugoslav Republic of
0780	France, Metropolitan*	1330	Madagascar
0790	French Guiana	1340	Malawi
0800	French Polynesia	1350	Malaysia
0810	French Southern Territories	1360	Maldives
0820	Gabon	1370	Mali
0830	Gambia	1380	Malta
0840	Georgia	1390	Marshall Islands
0850	German Democratic Republic*	1400	Martinique
0860	Germany	1410	Mauritania
0870	Ghana	1420	Mauritius
0880	Gibraltar	1430	Mayotte
0890	Greece	1440	Mexico
0900	Greenland	1450	Indonesia, Federated States of
0910	Grenada	1460	Moldova, Republic of
0920	Guadeloupe	1470	Monaco
0930	Guam	1480	Mongolia
0940	Guatemala	1490	Montserrat
0950	Guinea	1500	Morocco
0960	Guinea-Bissau	1510	Mozambique
0970	Guyana	1520	Myanmar (Burma)
0980	Haiti	1530	Namibia
0990	Heard Island and McDonald Islands	1540	Nauru
1000	Holy See (Vatican City State)	1550	Nepal
1010	Honduras	1560	Netherlands
1020	Hong Kong	1570	Netherlands Antilles
1030	Hungary	1580	New Caledonia
1040	Iceland	1590	New Zealand
1050	India	1600	Nicaragua
1060	Indonesia	1610	Niger
1070	Iran, Islamic Republic of	1620	Nigeria
1080	Iraq	1630	Niue
1090	Ireland	1640	Norfolk Island
1100	Israel	1650	Northern Mariana Islands
1110	Italy	1660	Norway
1120	Jamaica	1670	Oman
1130	Japan	1680	Pakistan
1140	Jordan	1690	Palau
1150	Kazakastan	1700	Palestinian Territory, Occupied
1160	Kenya	1710	Panama
1170	Kiribati	1720	Papua New Guinea
1180	Korea, Democratic People's Republic of	1730	Paraguay
1190	Korea, Republic of	1740	Peru
1200	Kuwait	1750	Philippines
1210	Kyrgyzstan	1760	Pitcairn
1220	Lao People's Democratic Republic	1770	Poland
1230	Latvia	1780	Portugal
1240	Lebanon	1790	Puerto Rico

1800	Qatar	2140	Tajikistan
1810	Reunion	2150	Tanzania, United Republic of
1820	Romania	2160	Thailand
1830	Russian Federation	2170	Togo
1840	Rwanda	2180	Tokelau
1850	Saint Helena	2190	Tonga
1860	Saint Kitts and Nevis	2200	Trinidad and Tobago
1870	Saint Lucia	2210	Tunisia
1880	Saint Pierre and Miquelon	2220	Turkey
1890	Saint Vincent and the Grenadines	2230	Turkmenistan
1900	Samoa	2240	Turks and Caicos Islands
1910	San Marino	2250	Tuvalu
1920	Sao Tome and Principe	2260	Uganda
1930	Saudi Arabia	2270	Ukraine
1940	Senegal	2280	Union of Soviet Socialist Republics
1950	Seychelles	2290	United Arab Emirates
1960	Sierra Leone	2300	United Kingdom (Great Britain)
1970	Singapore	2310	United States
1980	Slovakia	2320	United States Minor Outlying Islands
1990	Slovenia	2330	Uruguay
2000	Solomon Islands	2340	Uzbekistan
2010	Somalia	2350	Vanuatu
2020	South Africa	1000	Vatican City State, see Holy See
2030	South Georgia and the South Sandwich Islands	2360	Venezuela
2040	Spain	2370	Vietnam
2050	Sri Lanka	2380	Virgin Islands, British
2060	Sudan	2390	Virgin Islands, U.S.
2070	Suriname	2400	Wallis and Futuna
2080	Svalbard and Jan Mayen	2410	Western Sahara
2090	Swaziland	2420	Yemen
2100	Sweden	2430	Yugoslavia
2110	Switzerland	0510	Zaire, see Congo, The Democratic Republic of the
2120	Syrian Arab Republic	2440	Zambia
2130	Taiwan, Province of China	2450	Zimbabwe

Appendix G

LIST OF LANGUAGES AND CODES¹

Appendix G provides information in reference to Data Element 0350 “Language Code.”

0010	Abkhazian	0360	Czech
0020	Afar	0370	Danish
0030	Afrikaans	0380	Deccan
0040	Akan	0390	Dutch
0050	Albanian	0400	English
0060	Amahric	0410	Esperanto
0070	American Sign Language	0420	Estonian
0080	Arabic	0430	Farsi
0090	Armenian	0440	Fiji
0100	Assamese	0450	Finnish
0110	Awadhi	0460	French
0120	Azerbaijani	0470	Frisian
0130	Bashkir	0480	Fulfulde, Nigerian
0140	Basque	0490	Galician
0150	Belarusan	0500	Georgian
0160	Bengali	0510	German
0170	Bhojpuri	0520	Greek
0180	Bihari	0530	Greenlandic
0190	Bislama	0540	Guamanian
0200	Bulgarian	0550	Guarani
0210	Burmese	0560	Guatemalan
0220	Breton	0570	Gujarati
0230	Cambodian (Khmer)	0580	Haitian, Creole French
0240	Carolinian	0590	Haryanvi
0250	Catalan	0600	Hausa
0260	Cebuano	0610	Hebrew
0270	Chhattisgarhi	0620	Hiligaynon
0280	Chamorro	0630	Hindi
0290	Chinese, Hakka	0640	Hmong
0300	Chinese, Mandarin	0650	Hungarian
0310	Chinese, Min Nan (Fukienese or Fujianese)	0660	Icelandic
0320	Chinese, Yue (Cantonese)	0670	Igbo
0330	Chittagonian	0680	Ilocano
0340	Chuukese/trukese	0690	Indian
0350	Creole	0700	Indonesian
		0710	Island Carib

¹ The primary sources for the list are information from the *Code for the representation of names of languages (ISO 639)*, published by the [International Organization for Standardization \(ISO\)](http://www.iso.org), and the *Ethnologue: Languages of the World*, Thirteenth Edition, edited by Barbara Grimes and published in 1996 by the Summer Institute of Linguistics, 7500 W. Camp Wisdom Road, Dallas, TX 75236-5699. <http://www.sil.org/ethnologue> The ISO list is also available as data element 819 in Part 8 (Appendix B) of *the Guide to the Implementation of Electronic Transcripts and Student Records*. To obtain the ISO codes for the languages, the American National Standards Institute (ANSI), located at 11 West 42nd Street, New York, New York 10036, can be reached at Tel.: 212-642-4900, Fax: 212-398-0023, or through the ANSI web site <http://www.ansi.org>. The document can also be ordered from Global Engineering Documents, located at 15 Inverness Way East, Englewood, CO 80112. <http://global.ihs.com> To obtain the Ethnologue codes, please refer to the above SIL web site.

0720	Italian	1180	Raeto-Romance
0730	Japanese	1190	Romanian
0740	Javanese	1200	Russian
0750	Kannada	1210	Rwanda
0760	Kashmiri	1220	Samoan
0770	Kazakh	1230	Sangho
0780	Kinyarwanda	1240	Sanskrit
0790	Kirundi	1250	Saraiki
0800	Korean	1260	Serbian
0810	Kosraen	1270	Serbo-Croatian
0820	Kurdish	1280	Sesotho
0830	Kurmanji	1290	Setswana
0840	Kyrgyz; Kirghiz	1300	Shona
0850	Latin	1310	Sindhi
0860	Lingala	1320	Singhalese
0870	Laothian	1330	Sinhala
0880	Latvian	1340	Siswati
0890	Lithuanian	1350	Slovak
0900	Lombard	1360	Slovenian
0910	Madura	1370	Somali
0920	Magahi	1380	Spanish
0930	Maithili	1390	Sunda
0940	Malagasy	1400	Swahili
0950	Malay	1410	Swedish
0960	Malayalam	1420	Tagalog
0970	Maltese	1430	Tamil
0980	Marathi	1440	Tatar
0990	Marshallese	1450	Telugu
1000	Marwari	1460	Thai
1010	Myanmasa; Burmese	1470	Tonga
1020	Napoletano-Calabrese	1480	Tsonga
1030	Nauru	1490	Turkish
1040	Nepali	1500	Turkmen
1050	Norwegian	1510	Twi
1060	Occitan	1520	Ukrainian
1070	Oriya	1530	Urdu
1080	Oromo, West-Central	1540	Uyghur
1090	Palau	1550	Uzbek
1100	Panjabi, Eastern	1560	Vietnamese
1110	Panjabi, Western	1570	Volapuk
1120	Pashto, Northern	1580	Yapese
1130	Pashto, Southern	1590	Yoruba
1140	Pohnpeians	1600	Xhosa
1150	Polish	1610	Zhuan, Northern
1160	Portuguese	1620	Zulu
1170	Quechua		

The following are North American/Latin American Indian languages:

1630	Abnaki	1700	Arapaho
1640	Achimawi	1710	Araucanian
1650	Ahtena	1720	Arikara
1660	Alabama	1730	Athapascan
1670	Aleut	1740	Atsina
1680	Algonquin	1750	Atsugewi
1690	Apache	1760	Aucanian

1770	Aymara	2330	Jicarilla
1780	Aztec	2340	Kalispel
1790	Blackfoot	2350	Kansa
1800	Caddo	2360	Karok
1810	Cahuilla	2370	Kawaiisu
1820	Cakchiquel, Central	2380	Keres, Eastern
1830	Cakchiquel, Eastern	2390	Keres, Western
1840	Cakchiquel, Mam	2400	Kickapoo
1850	Cakchiquel, Northern	2410	Kiowa
1860	Cakchiquel, Santa Maria de Jesus	2420	Kiowa-Apache
1870	Cakchiquel, Santo Domingo	2430	Klamath
1880	Cakchiquel, Southern	2440	Koasati
1890	Cakchiquel, Southwestern	2450	Koyukon
1900	Cakchiquel, Western	2460	Kuchin
1910	Cayuga	2470	Kutenai
1920	Chasta Costa	2480	Kwakiutl
1930	Chemehevi (dialogue of Ute)	2490	Lower Chehalis
1940	Cherokee	2500	Luiseno
1950	Chetemacha	2510	Maidu, Northeast
1960	Cheyenne	2520	Maidu, Northwest
1970	Chinook Jargon	2530	Maidu, Valley
1980	Chiricahua	2540	Makah
1990	Chiwere	2550	Mam
2000	Choctaw	2560	Mandan
2010	Chumash	2570	Maya
2020	Clallam	2580	Menomini
2030	Cocomaricopa	2590	Miami
2040	Coeur d'Alene	2600	Micmac
2050	Columbia	2610	Mikasuki
2060	Comanche	2620	Miwok, Southern Sierra
2070	Cowlitz	2630	Miwok, Central Sierra
2080	Cree	2640	Miwok, Coast
2090	Crow	2650	Miwok, Lake
2100	Cuna	2660	Miwok, Northern Sierra
2110	Cupeno	2670	Miwok, Plains
2120	Dakota	2680	Mixteco, San Juan Mixtepec
2130	Delaware	2690	Mohawk
2140	Delta River Yuman	2700	Mono
2150	Diegueno	2710	Mountain Maidu
2160	Eskimo	2720	Muskogee
2170	Eyak	2730	Navaho
2180	Foothill North Yokuts	2740	Nez Perce
2190	Fox	2750	Nomlaki
2200	French Cree	2760	Nootka
2210	Guarani	2770	Nootsack
2220	Guaymi	2780	Northern Paiute
2230	Haida	2790	Ojibwa, Eastern
2240	Han	2800	Ojibwa, Northern
2250	Havasupai	2810	Ojibwa, Western
2260	Hichita	2820	Okanagan
2270	Hidatsa	2830	Omaha
2280	Hopi	2840	Oneida
2290	Hupa	2850	Onondaga
2300	Ingalit	2860	Osage
2310	Inupik	2870	Other Athapascan-Eyak
2320	Iroquois	2880	Ottawa

2900	Pacific Gulf Yupik	3440	Quekchi
2910	Panamint (dialect of Shoshone)	3450	Quiche, Central
2920	Passamaquoddy	3460	Quiche, Cunen
2930	Patwin	3470	Quiche, Eastern
2940	Pawnee	3480	Quiche, Joyabaj
2950	Penobscot	3490	Quiche, San Andres
2960	Picuris	3500	Quiche, West Central
2970	Pima	3510	Quinault
2980	Pomo (alt. for POL)	3520	Sahaptian
2990	Pomo, Central	3530	Saint Lawrence Island Yupik
3000	Pomo, Eastern	3540	Salish, Southern Puget Sound
3010	Pomo, Northeastern	3550	Salish, Straits
3020	Pomo, Northern	3560	San Carlos
3030	Pomo, Southeastern	3570	Sandia
3040	Pomo, Southern	3580	Santiam
3050	Ponca (dialect of Omaha)	3590	Seneca
3060	Potawatomi	3600	Serrano
3070	Quapaw	3610	Shastan
3080	Quechua, Ancash, Chiquian	3620	Shawnee
3090	Quechua, Ancash, Conchucos, Northern	3630	Shoshone
3100	Quechua, Ancash, Conchucos, Southern	3640	Siuslaw
3110	Quechua, Ancash, Corongo	3650	Southern Maidu
3120	Quechua, Ancash, Huaylas	3660	Southern Paiute
3130	Quechua, Ancash, Sihuas	3670	Spokane
3140	Quechua, Apurimac	3680	Tachi
3150	Quechua, Ayacucho	3690	Tanacross
3160	Quechua, Boliviano	3700	Tanaina
3170	Quechua, Cajamarca	3710	Tanana
3180	Quechua, Chachapoyas	3720	Tarahumara Baja
3190	Quechua, Chilean	3730	Central
3200	Quechua, Classical	3740	Northern
3210	Quechua, Cotahuasi	3750	Southeastern
3220	Quechua, Cuzco	3760	Southwestern
3230	Quechua, Huanca, Huaylla	3770	Tarascan
3240	Quechua, Huanca, Jauja	3780	Tewa
3250	Quechua, Huanuco, Huaylla	3790	Tillamook
3260	Quechua, Huanuco, Huamalies-Northern Dos De Mayo	3800	Tiwa, Northern
3270	Quechua, Huanuco, Maranon	3810	Tiwa, Southern
3280	Quechua, Huanuco, Pano	3820	Tlingit
3290	Quechua, Huanuco, Southern Dos De Mayo-Margos Chaulan	3830	Tonkawa
3300	Quechua, Lambayeque	3840	Towa
3310	Quechua, North Bolivian	3850	Tsimshian
3320	Quechua, North Junin	3860	Tubatulabal
3330	Quechua, North Lima Cajatambo	3870	Tupi
3340	Quechua, Northwest Jujuy	3880	Tuscarora
3350	Quechua, Pacaroas	3890	Twana
3360	Quechua, Pasco, Santa Ana De Tusi	3900	Upland Yuman
3370	Quechua, Pasco-Yanahuanca	3910	Upper Chehalis
3380	Quechua, Pastaza, Southern	3920	Upper Chinook
3390	Quechua, Puno	3930	Upper Kuskokwim
3400	Quechua, San Martin	3940	Upper Tanana
3410	Quechua, San Rafael-Huariaca	3950	Upriver Yuman
3420	Quechua, South Bolivian	3960	Ute
3430	Quechua, Yauyos	3970	Walapai
		3980	Wappo

3990 Washo
4000 Wichita
4010 Winnebago
4020 Wintun
4030 Wiyot
4040 Wyandot
4050 Yaqui
4060 Yavapai
4070 Yuchi

4080 Yuki
4090 Yuma
4100 Yupik, Central
4110 Yupik, Central Siberian
4120 Yupik, Pacific Gulf
4130 Yurok
4140 Zapoteco, Yalalag
4150 Zapoteco, Yatzachi
4160 Zuni

9999 Other languages

Appendix H

MEDICAL CONDITION TYPES AND CODES

Appendix H provides information in reference to Data Element 0800 "Injury Type Code."

International Classification of Diseases¹

000	Unspecified Health Problem	381	Nonsuppur Otitis Media
007.1	Giardiasis	381.0	AC Nonsup Otitis Media
034.0	Strep Sore Throat	381.01	AC Serous Otitis Media
042.044	Human Immuno Deficiency Virus (HIV) Infection	381.3	CHR Nonsup OM Nos/Nec
052	Chicken Pox	381.4	Nonsup Otitis Media Nos
052.9	Varicella Uncomplicated	382	Otitis Media Suppur/Nos
078.1	Viral Warts	382.0	AC Suppur Otitis Media
079.9	Viral Infection Nos	382.4	Suppur Otitis Media
110.4	Dermatophytosis of Foot	382.9	Otitis Media Nos
110.9	Dermatophytosis Site Nos	384.2	Perforation Tympan Memb
127.4	Enterobiasis	389	Hearing Loss
129	Intestine Parasitism Nos	389.1	Sensorineural Hear Loss
130	Toxoplasmosis	389.9	Hearing Loss Nos
130.0	Toxoplasma Meningoenceph	401.9	Hypertension Nos
132.0	Pediculus Capitis	460	Acute Nasopharyngitis
133.0	Scabies	461.9	Acute Sinusitis Nos
278.0	Obesity	462	Acute Pharyngitis
280.9	Iron Defic Anemia Nos	463	Acute Tonsillitis
281.9	Deficiency Anemia Nos	465.9	Acute URI Nos
285.9	Anemia Nos	466.0	Acute Bronchitis
314.9	Hyperkinetic Synd Nos	472.0	Chronic Rhinitis
343.9	Cerebral Palsy Nos	474.0	Chronic Tonsils
345.9	Epilepsy Nos	474.1	T A Hypertrophy
367	Disorders of Refraction	474.10	Hypertrophy T and A
367.0	Hypermetropia	474.11	Hypertrophy Tonsils
367.1	Myopia	477	Allergic Rhinitis
367.2	Astigmatism	477.9	Allergic Rhinitis Nos
367.20	Astigmatism Nos	486	Pneumonia, Organism Nos
367.9	Refraction Disorder Nos	487.1	Flu W Resp Manifest Nec
368	Visual Disturbances	490	Bronchitis Nos
368.0	Amblyopia Ex Anopsia	493.9	Asthma Nos
368.00	Amblyopia Nos	520.6	Tooth Eruption Disturb
368.59	Color Deficiency Nec	521	Hard Tissue Dis of Teeth
368.9	Visual Disturbance Nos	521.0	Dental Caries
372.0	Acute Conjunctivitis	522.2	Periapical Abscess
372.30	Conjunctivitis Nos	523.0	Acute Gingivitis
378.0	Esotropia	523.6	Accretions on Teeth
378.9	Eye Movement Disorder Nos	524.3	Tooth Position Anomoly
380.1	Infective Otitis Externa	524.4	Malocclusion Nos
380.4	Impacted Cerumen	525.1	Loss of Teeth, Acquired
		525.9	Dental Disorder Nos

¹ The full listing of the Fifth Edition of the Ninth Revision of the International Classification of Diseases (ICD-9-1994) is available at the U.S. Department of Energy's Comprehensive Epidemiologic Data Resource (CEDR) web site. The Tenth Revision of the publication (ICD-10) is now available for ordering from the World Health Organization (WHO). <http://www.who.org>

558.9	Nonif Gastroenteric Nec	V12.05	Whooping Cough
573.3	Hepatitis Nos	V12.06	TB
599.0	Urin Tract Infection Nos	V12.21	Diabetes
599.7	Hematuria	V12.3	HX-Blood Diseases
684	Impetigo	V12.4	HX-Nerv Sys/Sens Org Dis
692.9	Dermatitis Nos	V12.41	Epilepsy
693.1	Dermat D/T Food Ingest	V12.5	HX-Circulatory Sys Dis
706.1	Acne Nec	V12.51	Rheumatic Fever
729.5	Pain in Limb	V12.6	HX-Respiratory Sys Dis
737.30	Idiopathic Scoliosis	V12.7	HX of GI Disease
752.5	Undescended Testicle	V13	HX of Other Diseases
780.3	Convulsions	V13.0	HX-Urinary System Disord
780.6	Pyrexia Unknown Origin	V14	HX of Drug Allergy
783.4	Lack Normal Physiol Devel	V14.0	HX-Penicillin Allergy
784.0	Headache	V15	Oth HX of Health Hazards
784.5	Speech Disturbance Nec	V15.0	HX of Allergy Nec
784.7	Epistaxis	V15.2	HX-Major Organ Surg Nec
785.2	Cardiac Murmurs Nec	V15.5	HX of Injury
785.6	Enlargement Lymph Nodes	V15.8	HX-Other Health Hazards
788.3	Incontinence of Urine	V16	Family HX-Malignancy
789	Oth Abdomen/Pelvis Symp	V17	Family HX-Chr Disabling Dis
789.0	Abdominal Pain	V17.1	Family HX-Stroke
791	Abnormal Urine Findings	V17.2	Family HX-Neurolog Dis Nec
791.0	Proteinuria	V17.21	Epilepsy
795.5	Tuberculin Test Reaction	V17.3	Fam HX-Ischem Heart Dis
799.9	Unkn Cause Morb/Mort Nec	V17.4	Fam HX-Cardiovas Dis Nec
813	Radius Ulna Fracture	V17.41	Hypertension
911.0	Abrasion Trunk	V17.5	Family HX-Asthma
984.9	Tox Eff Lead Compnd Nos	V17.6	Fam HX-Chr Resp Cond Nec
989.5	Toxic Effect Venom	V17.7	Family HX-Arthritis
995.2	Adv Eff Med/Biol Sub Nos	V18.0	Family HX-Diabetes Mellitus
995.3	Allergy, unspecified	V18.3	Family HX-Anemia
V03.1	Vaccine-Typhoid-Parathyroid	V18.4	Family HX-Mental Retardant
V03.2	Vaccine for Tuberculosis	V18.5	Family HX-GI Disorders
V03.6	Vaccine for Pertussis	V18.6	Family HX-Kidney Disease
V03.7	Tetanus Toxoid Inoculant	V18.8	Family HX-Infect/Parasit Dis
V03.8	Vaccine for Bact Dis Nec	V19.0	Family HX-Blindnes
V04.01	Polio Oral	V19.2	Family HX-Deafness
V04.02	Polio Immunization	V19.4	Family HX-Skin Condition
V04.1	Vaccine for Smallpox	V19.5	Fam HX-Congen Anomalies
V04.2	Vaccine for Measles	V19.6	Family HX-Allergic Dis
V04.3	Vaccine for Rubella	V20	Health Supervision Child
V04.6	Vaccine for Mumps	V20.2	Routine Child Health Exam
V04.8	Vaccine for Influenza	V20.3	Med Exam Nec-Admin Purp
V06.1	Vaccine for DTP	V22.2	Pregnant State
V06.12	TD	V70.5	Health Exam-Group Survey
V06.3	Vaccine for DTP + Polio	V71	Observation-Suspect Cond
V06.4	Vac-Measle-Mumps-Rubella	V71.2	Observ-Suspect TB
V06.8	Vac-Dis Combinations Nec	V72	Special Examinations
V10	HX of Malignant Neoplasm	V72.0	Eye Vision Examination
V12	HX of Disease Nec	V72.1	Ear Hearing Exam
V12.0	HX-Infect/Parasitic Dis	V72.2	Dental Examination
V12.01	Measles	V72.8	Examination Nec
V12.02	Rubella	V72.80	Height
V12.03	Mumps	V72.81	Weight
V12.04	Chicken Pox	V74.1	Screening-Pulmonary TB

V75.8 Screen-Parasitic Dis Nec
 V78.0 Screen-Iron Defic Anemia
 V78.2 Screen-Sickle Cell Dis
 V79.3 Screen-Development Prob
 V81.1 Screen for Hypertension

V81.51 Urinalysis (Dipstick)
 V82.0 Screen for Skin Cond
 V82.5 Screen-Contamination Nec
 V82.81 Scoliosis

Current Procedural Terminology¹

00120	Anesthesia for Ear Surgery	87070	Culture Specimen, Bacteria
01230	Anesthesia, Surgery of Femur	87072	Culture Specimen by Kit
10060	Drainage of Skin Abscess	87086	Urine Culture, Colony Count
12001	Repair Superficial Wound(s)	87177	Ova and Parasites Smears
22899	Spine Surgery Procedures	90585	BCG Immunization (TB) Percutaneous
29065	Application of Long Arm Cast	90586	BCG Immunization (bladder) Intravesical
29075	Application of Forearm Cast	90701	DTP Immunization
29405	Apply Short Leg Cast	90702	DT Immunization
36430	Blood Transfusion Service	90703	Tetanus Immunization
50760	Fusion of Ureters	90704	Mumps Immunization
69210	Remove Impacted Ear Wax	90705	Measles Immunization
69420	Incision of Eardrum	90706	Rubella Immunization
69436	Create Eardrum Openings	90707	MMR Virus Immunization
70250	X-ray Exam of Skull	90708	Measles-Rubella Immunization
70470	Contrast CAT Scans of Head	90712	Oral Poliovirus Immunization
71010	X-ray Exam of Chest	90718	TD Immunization
72110	X-ray Exam of Lower Spine	90749	Immunization Procedure
73000	X-ray Exam of Collarbone	90782	Injection of Medication
73060	X-ray Exam of Humerus	90788	Injection of Antibiotic
73090	X-ray Exam of Forearm	90801	Diagnostic Interview
73100	X-ray Exam of Wrist	90865	Special Interview
73120	X-ray Exam of Hand	90887	Consultation with Family
73140	X-ray Exam of Finger(s)	92002	New Eye Exam & Treatment
73560	X-ray Exam of Lower Leg	92004	New Eye Exam & Treatment
73600	X-ray Exam of Ankle	92012	Eye Exam & Treatment
73620	X-ray Exam of Foot	92014	Eye Exam & Treatment
81000	Urinalysis with Microscopy	92020	Special Eye Evaluation
81002	Routine Urine Analysis	92081	Visual Field Examination(s)
81005	Urinalysis	92265	Eye Muscle Evaluation
82465	Assay Serum Cholesterol	92283	Color Vision Examination
82784	Assay Gammaglobulin A/D/G/M	92340	Fitting of Spectacles
82947	Assay Body Fluid, Glucose	92370	Repair & Adjust Spectacles
82948	Stick Assay of Blood Glucose	92390	Supply of Spectacles
83018	Chromatograph Screen, Metals	92395	Supply of Spectacles
83020	Assay Hemoglobin	92502	Ear and Throat Examination
83634	Test Blood for Lead	92504	Ear Microscopy Examination
85014	Hematocrit	92506	Speech & Hearing Evaluation
85018	Hemoglobin, Calorimetric	92507	Speech/Hearing Therapy
85022	Automated Hemogram	92551	Pure Tone Hearing Test, Air
85031	Manual Hemogram, Complete CBC	92552	Pure Tone Audiometry, Air
86580	TB Patch or Intradermal Test	92553	Audiometry, Air & Bone
86585	TB Tine Test	92556	Speech Audiometry, Complete
87060	Nose/Throat Culture, Bacteria	92557	Comprehensive Audiometry

¹ Information contained in the above list is derived from the 1999 version (Revised 4th edition) of the *Physician's Current Procedural Terminology*. For information on how to purchase the entire document, please contact the American Medical Association (AMA). <http://www.ama-assn.org/med-sci/cpt/coding.htm>

92565	Stenger Test, Pure Tone	99392	Periodic Preventive Medicine, 1-4
92567	Tympanometry	99393	Periodic Preventive Medicine, 5-11
92591	Hearing Aid Exam, Both Ears	99394	Periodic Preventive Medicine, 12-17
93000	Electrocardiogram, Complete	99395	Periodic Preventive Medicine, 18-39
93799	Cardiovascular Procedures	99396	Periodic Preventive Medicine, 40-64
95819	Electroencephalogram (EEG)	99397	Periodic Prev. Medicine, 65 and over
96110	Developmental Test, Limited	99499	General Medical Service
96111	Developmental Test, Extended	D0110	Initial Dental Exam
96408	Intravenous Chemotherapy	D0120	Periodic Dental Exam
99025	Initial Surgical Evaluation	D0130	Emergency Dental Exam
99056	Non-Office Medical Services	D0210	Complete Radiology Series
99058	Office Emergency Care	D0220	1 Periapical
99070	Special Supplies	D0230	Addition Films
99075	Medical Testimony	D0270	Bitewing - Single Film
99078	Group Health Education	D0272	2 Bitewings
99080	Special Reports or Forms	D0274	4 Bitewings
99090	Computer Data Analysis	D0330	Panoramic
99199	Special Service or Report	D0471	Dental - Diagnostic Photos
99201	Office Visit, New, Brief	D1110	Adult Prophy
99202	Office Visit, New, Limited	D1120	Child Prophy
99203	Office Visit, New, Intermediate	D1220	Stann. Flu 1 Treat Exc Phoph
99204	Office Visit, New, Extended	D1230	Fluoride Treatment
99205	Office Visit, New, Comprehensive	D1330	Oral Hygiene Instr.
99211	Office Visit, Brief	D1340	Training-Prevent-Dental Care
99212	Office Visit, Limited	D1350	Enamel Sealants
99213	Office Visit, Intermediate	D2110	Amal. Prim. 1 Surf
99214	Office Visit, Extended	D2120	Amal. Prim. 2 Surf
99215	Office Visit, Comprehensive	D2130	Amal. Prim. 3 Surf
99221	Hospital Care, New, Brief	D2131	Amalgam Deciduous 4 Surfaces
99222	Hospital Care, New, Intermediate	D2140	Amal. Perm. 1 Surf
99223	Hospital Care, New, Comprehensive	D2150	Amal. Perm. 2 Surf
99231	Hospital Visit, Limited	D2160	Amal. Perm. 3 Surf
99232	Hospital Visit, Intermediate	D2161	Amalgam Perm. 4 or More Surf
99233	Hospital Visit, Extended	D2310	Acrylic or Plastic
99241	Limited Consultation	D2330	Composite 1 Surf
99281	Emergency Care, Minor, Straightforward	D2331	Composite 2 Surf
99282	Emergency Care, Moderate, Low	D2332	Composite Resin. 3 Surfaces
99283	Emergency Care, Moderate, Moderate	D2335	Composite Resin
99284	Emergency Care, Detailed, Moderate	D2750	Crown Porc./Metal
99285	Emergency Care, High, High	D2830	Stainless Steel
99321	Care Facility Visit	D2940	Sedative Treatment
99341	Home Visit, New, Brief	D3110	Pulp Cap Direct
99342	Home Visit, New, Limited	D3120	Pulp Cap Indirect
99343	Home Visit, New, Intermediate	D3200	Pulpotomy Exc. Final Restor.
99347	Home Visit, Minimal	D3220	Vital Pulpotomy
99348	Home Visit, Brief	D3310	Root Canal 1
99349	Home Visit, Limited	D3330	Root Canal 3
99350	Home Visit, Intermediate	D4220	Subging. Curet./Quad
99381	Initial Preventive Medicine, Infant	D4340	Perio Scale, Comp
99382	Initial Preventive Medicine, 1-4	D4341	Perio S. P.
99383	Initial Preventive Medicine, 5-11	D6750	Porcelain/Metal
99384	Initial Preventive Medicine, 12-17	D7110	Extraction
99385	Initial Preventive Medicine, 18-39	D7120	Add. Extr.
99386	Initial Preventive Medicine, 40-64	D9210	Local Anesthesia
99387	Initial Preventive Medicine, 65 and over	D9230	N202-02 Sedation
99391	Periodic Preventive Medicine, Infant	D9310	Dental Consultation

Appendix I

CLASSIFICATION OF INSTRUCTIONAL PROGRAMS¹

Appendix I provides information in reference to Data Element 1150 “Postsecondary Subject Matter Area.” This appendix provides an exhaustive classification of Series 13, Education Programs, as found in the *Classification of Instructional Programs*, published by NCES. Each entry is followed by either a definition or a referral to another series number (instructional programs other than Education) in the Classification.

13. EDUCATION—A summary of groups of instructional programs that describes the theory and practice of learning and teaching and related research administrative and support services.

—Psychology (refer to 42. Series)²

—Social Sciences and History (refer to 45. Series)²

13.01 Education General—A group of instructional programs that generally describes the theory and practice of learning and teaching; the basic principles of educational psychology; the art of teaching; the planning and administration of educational activities; and the social foundations of education.

13.0101 Education, General—An instructional program that generally describes the theory and practice of learning and teaching; the basic principles of educational psychology; the art of teaching; the planning and administration of educational activities; and the social foundations of education.

13.02 Bilingual/Bicultural Education—A group of instructional programs that describes the design and provision of teaching and other educational services to bilingual/bicultural children or adults, and/or the design and implementation of educational programs having the goal of producing bilingual/bicultural individuals. Includes preparation to serve as teachers and administrators in bilingual/bicultural education programs.

13.0201 Bilingual/Bicultural Education—An instructional program that describes the design and provision of teaching and other educational services to bilingual/bicultural children or adults, and/or the design and implementation of educational programs having the goal of producing bilingual/bicultural individuals. Includes preparation to serve as teachers and administrators in bilingual/bicultural education programs.

— Bilingual Education Assisting (included under 13.0201)²

— Teaching English as a Second Language/Foreign Language (refer to 13.1401)²

— Bilingual/Crosscultural Education, Other (included under 13.0201)²

13.03 Curriculum and Instruction—A group of instructional programs that describes the study of the curriculum and related instructional processes and tools, and that may prepare individuals to serve as professional curriculum specialists. Includes instruction in curriculum theory, curriculum design and planning, instructional material design and evaluation, curriculum evaluation, and applications to specific subject-matter, programs or educational levels.

¹ Source: *Classification of Instructional Programs*. National Center for Education Statistics, United States Department of Education, 1991.

² For descriptions of programs other than those included in Series 13, please refer to the *Classification of Instructional Programs*, National Center for Education Statistics, United States Department of Education, 1991.

13.0301 Curriculum and Instruction—An instructional program that describes the study of the curriculum and related instructional processes and tools, and that may prepare individuals to serve as professional curriculum specialists. Includes instruction in curriculum theory, curriculum design and planning, instructional material design and evaluation, curriculum evaluation, and applications to specific subject-matter, programs or educational levels.

13.04 Education Administration and Supervision—A group of instructional programs that generally describes the study of the principles and techniques of administering a wide variety of schools and other educational organizations and facilities, supervising educational personnel at the school or staff level, and that may prepare individuals as general administrators and supervisors.

13.0401 Education Administration and Supervision, General—An instructional program that generally describes the study of the principles and techniques of administering a wide variety of schools and other educational organizations and facilities, supervising educational personnel at the school or staff level, and that may prepare individuals as general administrators and supervisors.

13.0402 Administration of Special Education—An instructional program that describes the principles and techniques of administering educational facilities and programs provided for children or adults with special learning needs, and that prepares individuals to serve as administrators of such programs. Includes instruction in special education principles, program and facilities planning, personnel management, community and client relations, budgeting and administration, professional standards, and applicable laws and policies.

13.0403 Adult and Continuing Education Administration—An instructional program that describes the principles and techniques of administering programs and facilities designed to serve the basic education needs of undereducated adults, or the continuing education needs of adults seeking further or specialized instruction, and that prepares individuals to serve as administrators of such programs. Includes instruction in adult education principles, program and facilities planning, personnel management, community and client relations, budgeting and administration, professional standards, and applicable laws and policies.

13.0404 Educational Supervision—An instructional program that prepares individuals to supervise instructional and support personnel at the school building, facility or staff level. Includes instruction in the principles of staffing and organization, the supervision of learning activities, personnel relations, administrative duties related to departmental or unit management, and specific applications to various educational settings and curricula.

13.0405 Elementary, Middle and Secondary Education Administration—An instructional program that describes the principles and techniques of elementary, middle or secondary school principalship, and that prepares individuals to serve as principals and other administrative personnel for elementary-, middle- or secondary-level education programs and facilities. Includes instruction in elementary-, middle- or secondary-level education, program and facilities planning, personnel management, community and client relations, budgeting and administration, professional standards, and applicable laws and policies.

13.0406 Higher Education Administration—An instructional program that describes the principles and practice of administration in four-year colleges, universities and higher education systems, the study of higher education as an object of applied research, and which may prepare individuals to function as administrators in such settings. Includes instruction in higher education economics and finance; policy and planning studies; curriculum; faculty and labor relations; higher education law; college student services; research on higher education; institutional research; marketing and promotion; and issues of evaluation, accountability and philosophy.

13.0407 Community and Junior College Administration—An instructional program that describes the principles and techniques of administering community and junior colleges and related postsecondary

systems, the study of community and junior colleges as objects of applied research, and that may prepare individuals to function as administrators in such settings. Includes instruction in community and junior college finance; policy and planning studies; curriculum; faculty and labor relations; higher education law; student services; research on community and junior colleges; institutional research; marketing and promotion; and issues of evaluation, accountability and philosophy.

13.0499 Education Administration and Supervision, Other—Any instructional program in education administration and supervision not described above.

13.05 Educational/Instructional Media Design—A group of instructional programs that describes the principles and techniques of creating instructional materials and related educational resources in various media or combinations, such as film, video, recording, text, art, software, and three-dimensional objects, and that prepares individuals to function as instructional media designers. Includes instruction in the techniques specific to creating in various media; the behavioral principles applicable to using various media in learning and teaching; the design, testing and production of instructional materials; and the management of educational/instructional media facilities and programs.

13.0501 Educational/Instructional Media Design—An instructional program that describes the principles and techniques of creating instructional materials and related educational resources in various media or combinations, such as film, video, recording, text, art, software, and three-dimensional objects, and that prepares individuals to function as instructional media designers. Includes instruction in the techniques specific to creating in various media; the behavioral principles applicable to using various media in learning and teaching; the design, testing and production of instructional materials; and the management of educational/instructional media facilities and programs.

— Educational/Instructional Media Technology/Technician (refer to 10.0101)

13.06 Educational Evaluation, Research and Statistics—A group of instructional programs that describes the application of analytical and evaluation methodologies to educational problems and settings.

13.0601 Educational Evaluation and Research—An instructional program that describes the principles and procedures for generating information about educational programs, personnel and methods, and the analysis of such information for planning purposes. Includes instruction in evaluation theory, evaluation research design and planning, administering evaluations and related data collection activities, data reporting requirements, data analysis and interpretation, and related economic and policy issues.

13.0603 Educational Statistics and Research Methods—An instructional program that describes the application of statistics to the analysis and solution of educational research problems, and the development of technical designs for research studies. Includes instruction in mathematical statistics, research design, computer applications, instrument design, research methodologies, and applications to research problems in specific education subjects.

— Mathematical Statistics (refer to 27.0501)

13.0604 Educational Assessment, Testing and Measurement—An instructional program that describes the principles and procedures for designing, developing, implementing and evaluating tests and other mechanisms used to measure learning, evaluate student progress, and assess the performance of specific teaching tools, strategies and curricula. Includes instruction in psychometric measurement, instrument design, test implementation techniques, research evaluation, data reporting requirements, and data analysis and interpretation.

— Elementary and Secondary Research (included under 13.0601)

— Higher Education Research (included under 13.0601)

13.0699 Educational Evaluation, Research and Statistics, Other—Any instructional program in educational evaluation, research and statistics not described above.

13.07 International and Comparative Education—A group of instructional programs that describes the study of educational phenomena, practices and institutions within different societies and states in comparative perspective, and the study of international educational issues. Includes instruction in comparative research methods, country- or area-specific studies, cross-national studies of learning and teaching styles, international educational policy and development, and analyses of educational migration patterns and experiences.

13.0701 International and Comparative Education—An instructional program that describes the study of educational phenomena, practices and institutions within different societies and states in comparative perspective, and the study of international educational issues. Includes instruction in comparative research methods, country- or area-specific studies, cross-national studies of learning and teaching styles, international educational policy and development, and analyses of educational migration patterns and experiences.

13.08 Educational Psychology—A group of instructional programs that describes the application of psychology to the study of the behavior of individuals in the roles of teacher and learner, the nature and effects of learning environments, and the psychological effects of methods, resources, organization and non-school experience on the educational process. Includes instruction in learning theory, human growth and development, research methods, and psychological evaluation.

— School Psychology (refer to 42.1701)

13.0802 Educational Psychology—An instructional program that describes the application of psychology to the study of the behavior of individuals in the roles of teacher and learner, the nature and effects of learning environments, and the psychological effects of methods, resources, organization and non-school experience on the educational process. Includes instruction in learning theory, human growth and development, research methods, and psychological evaluation.

13.09 Social and Philosophical Foundations of Education—A group of instructional programs that describes the systematic study of education as a social and cultural institution, and the educational process as an object of humanistic inquiry. Includes instruction in such subjects as the philosophy of education, history of education, educational literature, educational anthropology, sociology of education, economics and politics of education, educational policy studies, and studies of education in relation to specific populations, issues, social phenomena, and types of work.

13.0901 Social and Philosophical Foundations of Education—An instructional program that describes the systematic study of education as a social and cultural institution, and the educational process as an object of humanistic inquiry. Includes instruction in such subjects as the philosophy of education, history of education, educational literature, educational anthropology, sociology of education, economics and politics of education, educational policy studies, and studies of education in relation to specific populations, issues, social phenomena, and types of work.

13.10 Special Education—A group of instructional programs that generally describes the design and provision of teaching and other educational services to children or adults with special learning needs or disabilities, and that may prepare individuals to function as special education teachers. Includes instruction in diagnosing learning disabilities, developing individual education plans, teaching and supervising special education students, special education counseling, and applicable laws and policies.

— Psychology (refer to 42. Series)

— Health and Physical Education/Fitness (refer to 31.05 Series)

— Communication Disorder Sciences and Services (refer to 51.02 Series)

— Rehabilitation/Therapeutic Services (refer to 51.23 Series)

13.1001 Special Education, General—An instructional program that generally describes the design and provision of teaching and other educational services to children or adults with special learning needs or disabilities, and that may prepare individuals to function as special education teachers. Includes instruction in diagnosing learning disabilities, developing individual education plans, teaching and supervising special education students, special education counseling, and applicable laws and policies.

— Adapted Physical Education/Therapeutic Recreation (refer to 31.0502)

— Education of Culturally Disadvantaged (included under 13.1099)

13.1003 Education of the Deaf and Hearing Impaired—An instructional program that describes the study and design of educational services for children or adults with hearing impairments which adversely affect their educational performance, and that may prepare individuals to teach such students. Includes instruction in identifying hearing-impaired students, developing individual education plans, teaching and supervising hearing-impaired students, counseling, and applicable laws and policies.

— Audiology/Hearing Sciences (refer to 51.0202)

— Sign Language Interpreting (refer to 51.0205)

13.1004 Education of Gifted and Talented—An instructional program that describes the study and design of educational services for children or adults exhibiting exceptional intellectual, psychomotor or artistic talent or potential, or who exhibit exceptional maturity or social leadership talents, and that may prepare individuals to teach such students. Includes instruction in identifying gifted and talented students, developing individual education plans, teaching and supervising gifted and talented students, counseling, and applicable laws and policies.

13.1005 Education of Students with Emotional Disturbance—An instructional program that describes the study and design of educational services for children or adults with emotional conditions which adversely affect their educational performance, and that may prepare individuals to teach such students. Includes instruction in identifying emotionally disturbed students, developing individual education plans, teaching and supervising emotionally disturbed students, counseling, and applicable laws and policies.

— Clinical Psychology (refer to 42.0201)

13.1006 Education of Students with Mental Impairments—An instructional program that describes the study and design of educational services for children or adults with mental disabilities which adversely affect their educational performance, and that may prepare individuals to teach such students. Includes instruction in identifying students with mental impairments, developing individual education plans, teaching and supervising students with mental impairments, counseling, and applicable laws and policies.

— School Psychology (refer to 42.1701)

13.1007 Education of Students with Multiple Impairments—An instructional program that describes the study and design of educational services for children or adults with multiple disabilities which adversely affect their educational performance, and that may prepare individuals to teach such students. Includes instruction in identifying students with multiple impairments, developing individual education plans, teaching and supervising students with multiple impairments, counseling, and applicable laws and policies.

13.1008 Education of Students with Orthopedic Impairments—An instructional program that describes the study and design of educational services for children or adults with physical disabilities which adversely affect their educational performance, and that may prepare individuals to teach such students. Includes instruction in identifying physically disabled students, developing individual education plans, teaching and supervising physically disabled students, counseling, and applicable laws and policies.

13.1009 Education of Students with Visual Impairments—An instructional program that describes the study and design of educational services for children or adults with visual disabilities which adversely affect their educational performance, and that may prepare individuals to teach such students. Includes instruction in identifying visually handicapped students, developing individual education plans, teaching and supervising blind or visually handicapped students, counseling, and applicable laws and policies.

— Remedial Education (included under 13.1099)

13.1011 Education of the Specific Learning Disabled—An instructional program that describes the study and design of educational services for children or adults with specific learning disabilities which adversely affect their educational performance, and that may prepare individuals to teach such students. Includes instruction in identifying specific learning disabled students, developing individual education plans, teaching and supervising students with specific learning disabilities, counseling, and applicable laws and policies.

— School Psychology (refer to 42.1701)

13.1012 Education of the Speech Impaired—An instructional program that describes the study and design of educational services for children or adults with speech impairments which adversely affect their educational performance, and that may prepare individuals to teach such students. Includes instruction in identifying speech-impaired students, developing individual education plans, teaching and supervising students with speech disabilities, counseling, and applicable laws and policies.

— Speech-Language Pathology (refer to 51.0203)

13.1013 Education of the Autistic—An instructional program that describes the study and design of educational services for children or adults that are autistic, and that prepares individuals to teach such students. Includes instruction in identifying students with autism, developing individual education plans, teaching and supervising autistic students, counseling, and applicable laws and policies.

— Clinical Psychology (refer to 42.0201)

13.1099 Special Education, Other—Any instructional program in special education not described above.

13.11 Student Counseling and Personnel Services—A group of instructional programs that prepares individuals to apply the theory and principles of guidance and counseling to the provision of support for the personal, social, educational, and vocational development of students, and the organizing of guidance services within elementary, middle and secondary educational institutions. Includes instruction in legal and professional requirements, therapeutic counselor intervention, vocational counseling, and related socio-psychological foundations.

13.1101 Counselor Education/Student Counseling and Guidance Services—An instructional program that prepares individuals to apply the theory and principles of guidance and counseling to the provision of support for the personal, social, educational, and vocational development of students, and the organizing of guidance services within elementary, middle and secondary educational institutions.

Includes instruction in legal and professional requirements, therapeutic counselor intervention, vocational counseling, and related socio-psychological foundations.

— School Psychology (refer to 42.1701)

13.1102 College/Postsecondary Student Counseling and Personnel Services—An instructional program that describes the organization and provision of counseling, referral, assistance and administrative services to students in postsecondary educational institutions and adult education facilities, and that may prepare individuals to function as professional counselors in such settings. Includes instruction in applicable laws and policies, residential counseling and services, vocational counseling and placement services, remedial skills counseling, and therapeutic counselor intervention.

13.12 General Teacher Education—A group of instructional programs that prepares individuals to teach at various educational levels.

13.1201 Adult and Continuing Teacher Education—An instructional program that prepares individuals to teach adult students in various settings, including basic and remedial education programs, continuing education programs, and programs designed to develop or upgrade specific employment-related knowledge and skills.

13.1202 Elementary Teacher Education—An instructional program that prepares individuals to teach students in the elementary grades, which may include kindergarten through grade eight, depending on the school system or state regulations. Includes preparation to teach all elementary education subject matter.

13.1203 Junior High/Intermediate/Middle School Teacher Education—An instructional program that prepares individuals to teach students in the middle, intermediate or junior high grades, which may include grades four through nine, depending on the school system or state regulations. May include preparation to teach a comprehensive curriculum or specific subject matter.

13.1204 Pre-Elementary/Early Childhood/Kindergarten Teacher Education—An instructional program that prepares individuals to teach students ranging in age from infancy through eight years (grade three), depending on the school system or state regulations. Includes preparation to teach all relevant subject matter.

13.1205 Secondary Teacher Education—An instructional program that prepares individuals to teach students in the secondary grades, which may include grades seven through twelve, depending on the school system or state regulations. May include preparation to teach a comprehensive curriculum or specific subject matter.

13.1206 Teacher Education, Multiple Levels—An instructional program that prepares individuals to teach students at more than one educational level, such as a combined program in elementary/secondary, early childhood/elementary, elementary/middle school, or junior high/high school teacher education.

13.1299 General Teacher Education, Other—Any instructional program in general teacher education not described above.

13.13 Teacher Education, Specific Academic or Vocational Programs—A group of instructional programs that prepares individuals to teach subject matter in specific academic and vocational programs at various educational levels.

— Health and Physical Education/Fitness (refer 31.05 Series)

13.1301 Agricultural Teacher Education (Vocational)—An instructional program that prepares individuals to teach vocational agricultural programs at various educational levels.

— Agriculture/Agriculture Sciences, General (refer to 02.0101)

— Agricultural Extension (refer to 02.0102)

13.1302 Art Teacher Education—An instructional program that prepares individuals to teach art and art appreciation programs at various educational levels.

— Art, General (refer to 50.0701)

13.1303 Business Teacher Education (Vocational)—An instructional program that prepares individuals to teach vocational business programs at various educational levels.

— Business, General (refer to 52.0101)

13.1304 Driver and Safety Teacher Education—An instructional program that prepares individuals to teach driver and safety education programs at various educational levels.

13.1305 English Teacher Education—An instructional program that prepares individuals to teach English grammar, composition and literature programs at various educational levels.

— English Language and Literature, General (refer to 23.0101)

13.1306 Foreign Languages Teacher Education—An instructional program that prepares individuals to teach foreign languages programs at various educational levels.

— Foreign Languages and Literatures, General (refer to 16.0101)

13.1307 Health Teacher Education—An instructional program that prepares individuals to teach health education programs at various educational levels.

— Health and Physical Education, General (refer to 31.0501)

13.1308 Home Economics Teacher Education (Vocational)—An instructional program that prepares individuals to teach vocational home economics programs at various educational levels.

— Personal and Miscellaneous Services (refer to 12. Series)

— Home Economics, General (refer to 19.0101)

— Vocational Home Economics (refer to entire 20. Series)

13.1309 Technology Teacher Education/Industrial Arts Teacher Education—An instructional program that prepares individuals to teach technology education/industrial arts programs at various educational levels.

— Technology Education/Industrial Arts (refer to 21.0101)

13.1310 Marketing Operations Teacher Education/Marketing and Distributive Teacher Education (Vocational)—An instructional program that prepares individuals to teach vocational marketing operations/marketing and distributive education programs at various educational levels.

— Marketing Operations/Marketing and Distribution (refer to 08. Series)

13.1311 Mathematics Teacher Education—An instructional program that prepares individuals to teach mathematics programs at various educational levels.

— Mathematics (refer to 27.0101)

13.1312 Music Teacher Education—An instructional program that prepares individuals to teach music and music appreciation programs at various educational levels.

— Music, General (refer to 50.0901)

— Nutritional Education (included under 13.1399)

13.1314 Physical Education Teaching and Coaching—An instructional program that prepares individuals to teach physical education programs and/or to coach sports at various educational levels.

— Health and Physical Education, General (refer to 31.0501)

13.1315 Reading Teacher Education—An instructional program that prepares individuals to diagnose reading difficulties and to teach reading programs at various educational levels.

13.1316 Science Teacher Education, General—An instructional program that prepares individuals to teach general science programs, or a combination of the biological and physical science subject matter areas, at various educational levels.

— Biological and Physical Sciences (refer to 30.0101)

13.1317 Social Science Teacher Education—An instructional program that prepares individuals to teach specific social sciences subjects and programs at various educational levels.

— Psychology, General (refer to 42.0101)

— Anthropology (refer to 45.0201)

— Archaeology (refer to 45.0301)

— Economics, General (refer to 45.0601)

— Geography (refer to 45.0701)

— Political Science, General (refer to 45.1001)

— Sociology (refer to 45.1101)

13.1318 Social Studies Teacher Education—An instructional program that prepares individuals to teach general social studies programs at various educational levels.

— Social Sciences, General (refer to 45.0101)

13.1319 Technical Teacher Education (Vocational)—An instructional program that prepares individuals to teach specific vocational technical education programs at various educational levels.

— Forest Production and Processing (refer to 03.04 Series)

— Engineering-Related Technologies (refer to 15. Series)

— Science Technologies (refer to 41. Series)

13.1320 Trade and Industrial Teacher Education (Vocational)—An instructional program that prepares individuals to teach specific vocational trades and industries programs at various educational levels.

- Personal and Miscellaneous Services (refer to 12. Series)
- Protective Services (refer to 43. Series)
- Construction Trades (refer to 46. Series)
- Mechanics and Repairers (refer to 47. Series)
- Precision Production and Manufacturing (refer to 48. Series)
- Transportation and Material Moving (refer to 49. Series)
- Visual and Performing Arts (refer to 50. Series)

13.1321 Computer Teacher Education—An instructional program that prepares individuals to teach computer education programs at various educational levels.

- Computer and Information Sciences, General (refer to 11.0101)

13.1322 Biology Teacher Education—An instructional program that prepares individuals to teach biology programs at various educational levels.

- Biology, General (refer to 26.0101)

13.1323 Chemistry Teacher Education—An instructional program that prepares individuals to teach chemistry programs at various educational levels.

- Chemistry, General (refer to 40.0501)

13.1324 Drama and Dance Teacher Education—An instructional program that prepares individuals to teach drama and/or dance programs at various educational levels.

- Dance (refer to 50.0301)
- Drama/Theater Arts, General (refer to 50.0501)

13.1325 French Language Teacher Education—An instructional program that prepares individuals to teach French language programs at various educational levels.

- French Language and Literature (refer to 16.0901)

13.1326 German Language Teacher Education—An instructional program that prepares individuals to teach German language programs at various educational levels.

- German Language and Literature (refer to 16.0501)

13.1327 Health Occupations Teacher Education (Vocational)—An instructional program that prepares individuals to teach specific vocational health occupations programs at various educational levels.

- Community Health Services (refer to 51.03 Series)
- Dental Services (refer to 51.06 Series)

- Health and Medical Administrative Services (refer to 51.07 Series)
- Health and Medical Assistants (refer to 51.08 Series)
- Health and Medical Diagnostic and Treatment Services (refer to 51.09 Series)
- Health and Medical Laboratory Technologies/Technicians (refer to 51.10 Series)
- Mental Health Services (refer to 51.15 Series)
- Nursing (refer to 51.16 Series)
- Ophthalmic/Optometric Services (refer to 51.18 Series)
- Miscellaneous Health Aides (refer to 51.26)

13.1328 History Teacher Education—An instructional program that prepares individuals to teach history programs at various educational levels.

- History, General (refer to 45.0801)

13.1329 Physics Teacher Education—An instructional program that prepares individuals to teach physics programs at various educational levels.

- Physics, General (refer to 40.0801)

13.1330 Spanish Language Teacher Education—An instructional program that prepares individuals to teach Spanish language programs at various educational levels.

- Spanish Language and Literature (refer to 16.0905)

13.1331 Speech Teacher Education—An instructional program that prepares individuals to teach speech and language arts programs at various educational levels.

- Speech and Rhetorical Studies (refer to 23.1001)

13.1399 Teacher Education, Specific Academic and Vocational Programs, Other—Any instructional program in teacher education, specific academic and vocational programs not described above.

13.14 Teaching English as a Second Language/Foreign Language—A group of instructional programs that describes the principles and practice of teaching English to students who are not proficient in it or who do not speak, read or write English, and that may prepare individuals to function as teachers and administrators in such programs.

13.1401 Teaching English as a Second Language/Foreign Language—An instructional program that describes the principles and practice of teaching English to students who are not proficient in it or who do not speak, read or write English, and that may prepare individuals to function as teachers and administrators in such programs.

- Bilingual/Bicultural Education (refer to 13.0201)

13.15 Teacher Assistant/Aide—A group of instructional programs that prepares individuals to assist a teacher in regular classroom settings or in providing instruction and supervision to special student populations, such as bilingual/bicultural students, special education students, adult learners, and students learning English. Includes instruction in techniques of general classroom supervision, maintaining order, assisting with lessons and carrying out related assignments.

13.1501 Teacher Assistant/Aide—An instructional program that prepares individuals to assist a teacher in regular classroom settings or in providing instruction and supervision to special student populations, such as bilingual/bicultural students, special education students, adult learners, and students learning English. Includes instruction in techniques of general classroom supervision, maintaining order, assisting with lessons and carrying out related assignments.

13.99 Education, Other—A group of instructional programs in education not described above.

13.9999 Education, Other—Any instructional program in education not described above.

Appendix J

LIST OF REGULATED OCCUPATIONS AND PROFESSIONS EXCEPT SCHOOL TEACHERS¹

Appendix J provides information in reference to Data Element 2020 “Non-Educator Credential Type.”

0010	Abstractor	0450	Audiologist
0020	Accountant, Certified Public	0460	Bail Bond Agent
0030	Accountant, Chartered	0470	Bail Bond Runner
0040	Accountant, General	0480	Bail Bond Permittee
0050	Accountant, Management	0490	Bail Solicitor
0060	Accountant, Public	0500	Bait Dealer
0070	Accounting Practitioner	0510	Barber
0080	Acupuncture Assistant	0520	Barber Apprentice
0090	Acupuncturist	0530	Barber Instructor
0100	Adult Care Home, Manager	0540	Barber Student
0110	Agrologist	0550	Barber Technician
0120	Alligator Parts Dealer	0560	Beekeeper
0130	Ambulance Attendant	0570	Blaster
0140	Ambulance Driver	0580	Boiler Engineer
0150	Applied Science Technician	0590	Boiler Inspector
0160	Applied Science Technologist	0600	Boiler Installer
0170	Appraiser, Public	0610	Boiler Maker
0180	Arborist	0620	Boiler Operator
0190	Architect	0630	Boiler Repairer
0200	Architecture Student	0640	Boiler Welder
0210	Armored Car Personnel	0650	Boxer
0220	Art Therapist	0660	Boxing Announcer
0230	Artificial Inseminator of Animals	0670	Boxing Judge
0240	Asbestos Abatement Air Monitor	0680	Boxing Manager
0250	Asbestos Abatement Consultant	0690	Boxing Matchmaker
0260	Asbestos Abatement Field Technician	0700	Boxing Physician
0270	Asbestos Abatement Inspector	0710	Boxing Promoter
0280	Asbestos Abatement Management Planner	0720	Boxing Referee
0290	Asbestos Abatement Project Designer	0730	Boxing Second
0300	Asbestos Abatement Project Manager	0740	Boxing Timekeeper
0310	Asbestos Abatement Project Monitor	0750	Boxing Trainer
0320	Asbestos Abatement Supervisor	0760	Breath Analyzer Operator
0330	Asbestos Abatement Training Provider	0770	Breeder, Fur Bearing Animals
0340	Asbestos Abatement Worker	0780	Breeder, Game
0350	Assayer	0790	Breeder, Game Birds
0360	Assessor	0800	Breeder, Game Fish
0370	Athlete Agent	0810	Breeder, Wild Animals & Birds
0380	Athletic Trainer	0820	Building Code Officer
0390	Athletic Trainer, Apprentice	0830	Building Inspector
0400	Attorney	0840	Butter Grader
0410	Auction Clerk	0850	Buttermaker
0420	Auction House Operator	0860	Cemetery Real Estate Broker/Salesperson
0430	Auctioneer	0870	Cesspool Cleaner
0440	Auctioneer Apprentice	0880	Cheese Grader

¹ Source: Council on Licensure, Enforcement and Regulation website www.clearhq.org/boards.htm, P.O. Box 11910, Iron Works Pike, Lexington, KY 40578.

0890	Cheesemaker	1450	Contractor, Low Voltage
0900	Chemist	1460	Contractor, Manufactured housing
0910	Chick Dealer	1470	Contractor, Masonry
0920	Child Care Center Administrator	1480	Contractor, Mechanical
0930	Child Care Provider	1490	Contractor, Metal Roofing
0940	Child Health Associate	1500	Contractor, Oilburner
0950	Chiropodist	1510	Contractor, Ornamental Metal
0960	Chiropractic Assistant	1520	Contractor, Painting & Decorating
0970	Chiropractic Trainee	1530	Contractor, Pest Control (Structural)
0980	Chiropractor	1540	Contractor, Pesticide
0990	Clinical Laboratory Assistant	1550	Contractor, Pipefitter
1000	Clinical Laboratory Director	1560	Contractor, Pipeline
1010	Clinical Laboratory Specialist	1570	Contractor, Plastering
1020	Clinical Laboratory Supervisor	1580	Contractor, Plastering, Drywall & Acoustical
1030	Clinical Laboratory Technician	1590	Contractor, Plumbing
1040	Clinical Laboratory Technologist	1600	Contractor, Plumbing & Heating
1050	Clinical Laboratory Trainee	1610	Contractor, Plumbing, Heating & AC
1060	Collection Agency Manager	1620	Contractor, Pollutant Storage Systems
1070	Collection Agency Solicitor	1630	Contractor, Public Works
1080	Collection Agent	1640	Contractor, Pump Installation
1090	Communications Pathologist	1650	Contractor, Refrigeration
1100	Compost Operator	1660	Contractor, Residential
1110	Compressed Natural Gas Technician	1670	Contractor, Roofing
1120	Concrete Technician	1680	Contractor, Roofing, Siding & Sheet Metal
1130	Constable	1690	Contractor, Sanitary System
1140	Construction Supervisor	1700	Contractor, Security Alarm
1150	Contractor, Aerial Pesticide Applicator	1710	Contractor, Sheet Metal
1160	Contractor, Air Conditioning	1720	Contractor, Sign
1170	Contractor, Asbestos Abatement	1730	Contractor, Solar
1180	Contractor, Boiler	1740	Contractor, Specialty
1190	Contractor, Building Moving/Demolition	1750	Contractor, Specialty Electrical
1200	Contractor, Cabinet & Mill Work	1760	Contractor, Specialty Structure
1210	Contractor, Carpentry	1770	Contractor, Sprinklerfitter
1220	Contractor, Chimney Cleaning	1780	Contractor, Steel
1230	Contractor, Communications	1790	Contractor, Swimming Pool
1240	Contractor, Concrete	1800	Contractor, Terrazzo & Marble
1250	Contractor, Dewatering Well	1810	Contractor, Tile
1260	Contractor, Drywall	1820	Contractor, Tile, Marble & Mosaic
1270	Contractor, Earthwork & Paving	1830	Contractor, Tree Services
1280	Contractor, Electrical	1840	Contractor, Utility
1290	Contractor, Elevator	1850	Contractor, Water Conditioning
1300	Contractor, Engineering	1860	Contractor, Welding
1310	Contractor, Excavation	1870	Contractor, Well Drilling
1320	Contractor, Fencing	1880	Contractor, Wrecking
1330	Contractor, Fire Protection System	1890	Cosmetologist
1340	Contractor, Flooring	1900	Cosmetology Apprentice
1350	Contractor, General	1910	Cosmetology Instructor
1360	Contractor, Glass & Glazing	1920	Cosmetology Student
1370	Contractor, Hazardous Materials	1930	Cosmetology Technician
1380	Contractor, Heavy	1940	Cosmetology: Braider
1390	Contractor, Institutional	1950	Cosmetology: Cosmetician
1400	Contractor, Insulation and Acoustical	1960	Cosmetology: Esthetician
1410	Contractor, Lathing	1970	Cosmetology: Esthetician Instructor
1420	Contractor, Lead Abatement	1980	Cosmetology: Facialist
1430	Contractor, Limited Specialty	1990	Cosmetology: Make-up Artist
1440	Contractor, Liquefied Petroleum Gas		

2000	Cosmetology: Manicurist	2560	Embalmer
2010	Cosmetology: Manicurist Instructor	2570	Embalmer Apprentice
2020	Cosmetology: Shampooist	2580	Embryo Transfer Technician (cattle)
2030	Cosmetology: Wig Specialist	2590	Emergency Medical Services Instructor
2040	Cotton Buyer	2600	Emergency Medical Technician (EMT)
2050	Counselor Supervisor	2610	EMT: Ambulance
2060	Counselor, Associate	2620	EMT: Cardiac
2070	Counselor, Clinical	2630	EMT: Defibrillator
2080	Counselor, Pastoral	2640	EMT: Intermediate
2090	Counselor, Professional	2650	EMT: IV
2100	Counselor, Registered Substance Abuse	2660	EMT Shock Trauma
2110	Counselor, Substance Abuse	2670	Employment Agency Manager
2120	Court/Shorthand Reporter	2680	Employment Agent
2130	Crane operator	2690	Employment Counselor
2140	Cytotechnologist	2700	Engineer Technologist
2150	Dental Assistant	2710	Engineer, Acoustical
2160	Dental Hygienist	2720	Engineer, Aeronautic/Aerospace
2170	Dental Laboratory Technician	2730	Engineer, Agricultural
2180	Dental Specialist	2740	Engineer, Architectural
2190	Dental Technician	2750	Engineer, Architectural Marine
2200	Dental Therapist	2760	Engineer, Astronautical
2210	Dentist	2770	Engineer, Ceramic
2220	Denturist	2780	Engineer, Chemical
2230	Dietetic Technician	2790	Engineer, Civil
2240	Dietician	2800	Engineer, Construction
2250	Drafter	2810	Engineer, Consulting
2260	Egg Dealer	2820	Engineer, Control Systems
2270	Egg Grader	2830	Engineer, Corrosion
2280	Egg Handler	2840	Engineer, Electrical
2290	Egg Processor	2850	Engineer, Electronic
2300	Electrical Administrator	2860	Engineer, Engineering Plastics
2310	Electrical Inspector	2870	Engineer, Environmental
2320	Electrical Sign Installer, Journeyman	2880	Engineer, Fire Protection
2330	Electrical Sign Installer, Master	2890	Engineer, Geodetic
2340	Electrician	2900	Engineer, Geological
2350	Electrician, Apprentice	2910	Engineer, Geotechnical
2360	Electrician, Elevator	2920	Engineer, Highway
2370	Electrician Helper	2930	Engineer, Hoisting
2380	Electrician, Industrial Maintenance	2940	Engineer, HVAC
2390	Electrician, Journeyman	2950	Engineer, Hydraulic
2400	Electrician, Limited	2960	Engineer, Industrial
2410	Electrician, Lineman	2970	Engineer, Instrumental
2420	Electrician, Maintenance	2980	Engineer, Manufacturing
2430	Electrician, Master	2990	Engineer, Marine
2440	Electrician, Residential	3000	Engineer, Materials
2450	Electrician, Specialty	3010	Engineer, Mechanical
2460	Electrician, Supervising	3020	Engineer, Metallurgical
2470	Electrician, Supervising Specialty	3030	Engineer, Mining
2480	Electrologist	3040	Engineer, Naval Architecture
2490	Electrology Instructor	3050	Engineer, Nuclear
2500	Electroneuromyographer	3060	Engineer, Petroleum
2510	Elevator Constructor	3070	Engineer, Plastics
2520	Elevator Inspector	3080	Engineer, Plumbing
2530	Elevator Mechanic	3090	Engineer, Professional
2540	Elevator Mechanic, Apprentice	3100	Engineer, Quality
2550	Elevator Operator	3110	Engineer, Railroad

3120	Engineer, Refrigeration	3680	Geologist, Engineering
3130	Engineer, Safety	3690	Geophysicists
3140	Engineer, Sanitary	3700	Ginner, Public
3150	Engineer, Structural	3710	Ginseng Dealer
3160	Engineer, Systems	3720	Ginseng Grower
3170	Engineer, Textile	3730	Grain Dealer
3180	Engineer, Traffic	3740	Grain Sampler/Grader
3190	Engineer, Transportation	3750	Grain Tester
3200	Engineer-in-Training	3760	Grain Warehouse Operator
3210	Engineer/Surveyor	3770	Greyhound Racing Employee
3220	Explosives Dealer	3780	Groundwater Professional
3230	Explosives Handler	3790	Guard Dog Handler
3240	Feed Dealer	3800	Guide/Outfitter
3250	Fertilizer Dealer	3810	Hairdresser
3260	Fire Inspector	3820	Hairdresser Instructor
3270	Fire Investigator	3830	Harness Racing Driver
3280	Fire Protection Company Manager	3840	Harness Racing Employee
3290	Fire Protection System Inspector	3850	Hazardous Material Management Consultant
3300	Fire Protection System Installer	3860	Hazardous Waste Management Specialist
3310	Fire Protection Systems Seller	3870	Hazardous Waste Transporter
3320	Firefighter	3880	Health Facility Administrator
3330	Firefighter Training Instructor	3890	Health Officer, Public
3340	Fireworks Handler	3900	Health Physics Services Vendor
3350	First Responder	3910	Hearing Aid Dealer/Fitter
3360	First Responder: Defibrillation	3920	Hearing Aid Dealer/Fitter Trainee
3370	Fish Dealer	3930	Hemodialysis Technician
3380	Fish Farmer	3940	Hoisting Machinery Operator
3390	Fisher, Commercial	3950	Home Health Aide
3400	Forest Engineer	3960	Home Improvement Salesperson
3410	Forest Product Operator	3970	Home Management Provider
3420	Forester	3980	Homeopath
3430	Franchise Broker/Dealer	3990	Horse Racing Employee
3440	Frog Dealer	4000	Horse Racing Jockey
3450	Fund Raiser, Professional	4010	Horticulturist
3460	Funeral Arranger, Pre-need	4020	Hunter Education Instructor
3470	Funeral Attendant	4030	Hypnotherapist
3480	Funeral Direct Disposer	4040	Incinerator Operator
3490	Funeral Director	4050	Infra-Red Analyzer Repair Technician
3500	Funeral Director Apprentice	4060	Instructor, Guide Dogs for the Blind
3510	Funeral Director, Assistant	4070	Insurance Adjuster
3520	Funeral Director/Embalmer	4080	Insurance Adjuster/Appraiser
3530	Funeral Director/Embalmer Apprentice	4090	Insurance Administrator
3540	Funeral Service Intern	4100	Insurance Agent
3550	Funeral Service Practitioner	4110	Insurance Broker
3560	Fur Buyer	4120	Insurance Consultant
3570	Fur Dealer	4130	Insurance Escrow Officer
3580	Fur Processor	4140	Insurance Representative
3590	Fur Trapper	4150	Insurance Solicitor
3600	Gaming Employee	4160	Insurance: Financial Planner
3610	Gaming Equipment Distributor	4170	Insurance: Reinsurance Intermediary
3620	Gaming Establishment Owner	4180	Insurance: Stock Agent
3630	Gaming Manager	4190	Insurance: Surplus Lines Agent
3640	Gaming Operator	4200	Insurance: Surplus Lines Broker/Agent
3650	Gas Fitter	4210	Insurance: Third Party Administrator
3660	Geochemist	4220	Interior Designer
3670	Geologist		

4230	Irrigator	4790	Milk Processing Plant Operator
4240	Kickboxer	4800	Milk Tank Calibrator
4250	Kinesiological Electromyographer	4810	Milk Tester
4260	Labor Contractor	4820	Mine Belt Examiner
4270	Land Surveyor	4830	Mine Blaster
4280	Land Surveyor-in-Training	4840	Mine Electrician
4290	Landfarming Operator	4850	Mine Examiner
4300	Landfill Operator	4860	Mine Fire Boss
4310	Landscape Architect	4870	Mine Foreman
4320	Landscape Contractor	4880	Mine Hoisting Engineer
4330	Law Enforcement Officer	4890	Mine Inspector
4340	Law Enforcement Training Instructor	4900	Mine Manager
4350	Lead Abatement Supervisor	4910	Mine Operator
4360	Lead Abatement Training Provider	4920	Mine Shot Firer
4370	Lead Abatement Worker	4930	Mine Superintendent
4380	Lead Inspector, Environmental	4940	Mine Supervisor
4390	Lead Inspector-Technician, Environmental	4950	Mine Surface Blaster
4400	Lead Technician, Environmental	4960	Mine Surveyor
4410	Librarian	4970	Miner
4420	Liquefied Petroleum Gas Dealer	4980	Mobile Home Park Manager
4430	Liquefied Petroleum Gas Installer/Repairer	4990	Mobile Home Park Owner
4440	Liquefied Petroleum Gas Safety Supervisor	5000	Money Broker
4450	Liquefied Petroleum Gas Truck Driver	5010	Mortgage Banker
4460	Livestock Agent	5020	Mortgage Lender/Broker
4470	Livestock Auction Operator	5030	Motor Vehicle Brake Mechanic
4480	Livestock Auctioneer	5040	Motor Vehicle Emissions Inspector
4490	Livestock Buyer/Broker	5050	Motor Vehicle Emissions Mechanic
4500	Livestock Dealer	5060	Motor Vehicle Inspector
4510	Livestock Dealer Representative	5070	Motor Vehicle Lamp Mechanic
4520	Livestock Hauler	5080	Motor Vehicle Mechanic
4530	Lobbyist	5090	Motor Vehicle Representative
4540	Manufactured Home Broker	5100	Motor Vehicle Salesperson, New
4550	Manufactured Home Dealer/Salesperson	5110	Motor Vehicle Salesperson, Used
4560	Manufactured Home Inspector	5120	Municipal Auditor
4570	Manufactured Home Installer	5130	Mussel Dealer
4580	Manufactured Home Mechanic	5140	Mussel Sheller
4590	Marital Mediator	5150	Naprapath
4600	Marriage and Family Therapist	5160	Naturopath
4610	Marriage and Family Therapist Intern	5170	Notary Public
4620	Massage Therapist	5180	Nuclear Medicine Technician
4630	Mechanical Inspector	5190	Nuclear Medicine Technologist
4640	Mechanical Journeyman	5200	Nuclear Power Operator
4650	Mechanical Master	5210	Nurse Anesthetist
4660	Medical Assistant	5220	Nurse Midwife
4670	Medical Physicist	5230	Nurse Practitioner
4680	Medication Aide	5240	Nurse Specialist, Clinical
4690	Microbiologist, Public Health	5250	Nurse, Licensed Practical
4700	Midwife, Direct Entry	5260	Nurse, Psychiatric
4710	Milk Dealer	5270	Nurse, Public Health
4720	Milk Distributor	5280	Nurse, Registered
4730	Milk Equipment Installer	5290	Nursery Agent
4740	Milk Gathering Plant Manager	5300	Nursery Dealer
4750	Milk Grader/Sampler/Hauler	5310	Nursery Grower
4760	Milk Inspector	5320	Nursing Assistant
4770	Milk Laboratory Technician	5330	Nursing Home Administrator
4780	Milk Pasteurizer	5340	Nutrition Counselor

5350	Nutritionist	5910	Psychologist Associate
5360	Occupational Therapist	5920	Psychologist Intern
5370	Occupational Therapy Assistant	5930	Psychologist, Clinical
5380	Oculist	5940	Psychologist, Consulting
5390	Off-Track Betting Employee	5950	Pump Installer
5400	Oil Burner Technician	5960	Radiation Machine Inspector
5410	Oil Burner Technician Apprentice	5970	Radiation Therapist
5420	Optician	5980	Radiographer, Industrial
5430	Optician Apprentice	5990	Radiologic Technician
5440	Optician, Technician	6000	Radiologic Technologist
5450	Optometrist	6010	Radiology Practical Technologist
5460	Osteopath	6020	Radon Measurement Specialist
5470	Osteopath Assistant	6030	Radon Mitigation Specialist
5480	Paramedic	6040	Real Estate Appraiser
5490	Pawnbroker	6050	Real Estate Appraiser Intern
5500	Pest Control Applicator, Structural	6060	Real Estate Appraiser, Certified
5510	Pest Control Operator, Structural	6070	Real Estate Appraiser, General
5520	Pesticide Applicator	6080	Real Estate Appraiser, Registered
5530	Pesticide Applicator, Aerial	6090	Real Estate Appraiser, Residential
5540	Pesticide Dealer	6100	Real Estate Associate Broker
5550	Pesticide Operator	6110	Real Estate Auctioneer
5560	Pharmaceutical Clerk	6120	Real Estate Broker
5570	Pharmacist	6130	Real Estate Escrow Officer
5580	Pharmacy Assistant	6140	Real Estate Inspector
5590	Pharmacy Intern	6150	Real Estate Instructor
5600	Physical Therapist	6160	Real Estate Property Manager
5610	Physical Therapy Assistant	6170	Real Estate Salesperson
5620	Physician	6180	Real Estate Timeshare Salesperson
5630	Physician Assistant	6190	Recreational Therapist
5640	Pilot, Marine	6200	Reflexology Therapist
5650	Pipe Layer	6210	Refrigeration & Air Condition Technician
5660	Pipe Mechanic	6220	Refrigeration Journeyman
5670	Pipefitter, Apprentice	6230	Refrigeration Technician
5680	Pipefitter, Journeyman	6240	Refrigeration Trainee
5690	Pipefitter, Master	6250	Rehabilitation Counselor
5700	Plumber	6260	Repossessor Employee
5710	Plumber, Apprentice	6270	Repossessor Qualified Manager
5720	Plumber, Journeyman	6280	Reptile/Amphibian Collector
5730	Plumber, Master	6290	Research Animal Dealer
5740	Plumbing, Inspector	6300	Residential Care Administrator
5750	Podiatrist	6310	Residential Designer
5760	Polygraph Examiner	6320	Respiratory Care Technician
5770	Polygraph Intern	6330	Respiratory Care Trainee
5780	Pre-School Program Director	6340	Respiratory Therapist
5790	Private Investigator	6350	Sanitarian
5800	Private Investigator Agency Owner	6360	Sanitarian Intern
5810	Private Investigator Trainee	6370	School Administrator
5820	Produce Dealer	6380	School Audiologist
5830	Produce Dealers Agent	6390	School Business Official
5840	Produce Packer	6400	School Counselor
5850	Property Tax Agent	6410	School Dance Therapist
5860	Prosthetist	6420	School Guidance Counselor
5870	Psychiatric Aide	6430	School Librarian
5880	Psychological Examiner	6440	School Music Therapist
5890	Psychologist	6450	School Nurse
5900	Psychologist Assistant	6460	School Occupational Therapist

6470	School Physical Therapist	7020	Sweet Potato Dealer
6480	School Principal	7030	Tattoo Artist
6490	School Psychologist	7040	Tax Consultant
6500	School Social Worker	7050	Tax Preparer
6510	School Speech Pathologist	7060	Taxidermist
6520	School Superintendent	7070	Travel Agent
6530	School Supervisor	7080	Tree Injector
6540	Seafood Dealer	7090	Tree Surgeon
6550	Securities Agent	7100	TV/Radio Antenna Installer
6560	Securities Broker/Dealer	7110	TV/Radio Service Dealer
6570	Securities: Agent of Issuer	7120	TV/Radio Service Technician
6580	Securities: Investment Advisor	7130	TV/Radio Service Technician Apprentice
6590	Securities: Investment Advisor Representative	7140	Underground Storage Tank Cathodic Protector
6600	Security Alarm Company Manager	7150	Underground Storage Tank Consultant
6610	Security Alarm Employee/Installer	7160	Underground Storage Tank Inspector
6620	Security Alarm Salesperson	7170	Underground Storage Tank Installer/Remover
6630	Security Guard	7180	Underground Storage Tank Reliner
6640	Security Guard Agency Operator	7190	Underground Storage Tank Repairer
6650	Security Guard Agency Owner	7200	Underground Storage Tank Site Assessor
6660	Seed Broker	7210	Underground Storage Tank Subsurface Evaluator
6670	Seed Dealer	7220	Underground Storage Tank Supervisor
6680	Seed Labeler	7230	Underground Storage Tank Tester
6690	Seed Processor	7240	Underground Storage Tank Upgrader
6700	Seed Seller	7250	Underground Storage Tank: Soil Sampler
6710	Septic Tank Installer	7260	Uniform Dwelling Code Inspector
6720	Septic Tank Pumper	7270	Urban Planner
6730	Septic Tank Site Technician	7280	Veterinarian
6740	Sewage Disposal System Installer	7290	Veterinary Euthanasia Technician
6750	Sewage Hauler	7300	Veterinary Technician
6760	Sewer/Water Apprentice	7310	Voice Stress Analyst
6770	Sewer/Water Installer	7320	Warehouser
6780	Shell Fisher	7330	Waste Disposal Inspector
6790	Shooting Preserve Operator	7340	Waste Disposal Operator
6800	Social Service Aide	7350	Wastewater Collection Operator
6810	Social Service Worker	7360	Wastewater Treatment Operator
6820	Social Work Associate	7370	Water Conditioning Installer
6830	Social Work Technician	7380	Water Distribution Operator
6840	Social Worker	7390	Water Rights Surveyor
6850	Social Worker, Clinical	7400	Water Treatment Installer
6860	Social Worker, Independent	7410	Water Treatment Operator
6870	Soil Classifier	7420	Weatherization Inspector
6880	Soil Classifier-in-Training	7430	Weighmaster
6890	Soil Scientist	7440	Weights and Measures Mechanic
6900	Soil Tester	7450	Welder
6910	Solid Fuel Burner Technician, Apprentice	7460	Well Driller
6920	Solid Fuel Burner Technician, Master	7470	Well Drilling Operator
6930	Speech Pathologist	7480	Well Monitoring Supervisor
6940	Speech Pathology Aide	7490	Well Operator
6950	Sprinklerfitter, Journeyman	7500	Wireman, Residential
6960	Sprinklerfitter, Apprentice	7510	Workers Compensation Adjuster
6970	Steam Engineer	7520	Wrestler
6980	Storage Tank Inspector	7530	Wrestling Judge
6990	Storage Tank Installer	7540	Wrestling Manager
7000	Storage Tank Installer/Remover		
7010	Subcontractor		

7550 Wrestling Matchmaker
7560 Wrestling Promoter
7570 Wrestling Referee
7580 Wrestling Second
7590 Wrestling Timekeeper
7600 X-Ray Machine Servicer
7610 X-Ray Machine Operator
7620 X-Ray Technician
7630 X-Ray Technologist

Appendix K

JOB CLASSIFICATION

Appendix K provides information in reference to Data Element 5010 “Job Classification.” Included in this appendix are terms that are used to describe the duties and responsibilities of a staff position. This data element has two or more levels of options that are coded with four-digit numbers to better clarify the logical hierarchy of the options.

5010 **Job Classification**—A description of the specific group of duties and responsibilities of a position.

0100 Official-administrative—Performs management activities that require developing broad policies and executing those policies through direction of individuals at all levels. This includes high-level administrative activities performed directly for policy makers.

0101 Administrative/supervisory/ancillary services officer—Performs professional management, administrative, research, analytical, supervisory, and/or ancillary services for a senior executive. This includes personnel responsible for services such as evaluation, teacher development, dissemination, curriculum development, admissions and recruitment, marketing and development.

0102 Board of education/school board/board of trustees member—Performs activities as a member of a legally constituted body which has been created and vested with responsibilities for educational policy- and decision-making as specified in education codes and regulations in a given geographical area.

0103 Commandant of cadets—Performs executive management functions of the cadet corps, and is responsible for cadet promotions, leadership training, and the system utilized by the institution to maintain and administer disciplinary measures to promote order and decorum.

0104 Dean/dean of instructions/dean of students/dean of boys/dean of girls/dean of student activities—Oversees either academic/curriculum activities, or, student body activities and behaviors such as student government, school club, rally and assembly.

0105 Deputy/associate/vice-/assistant principal—Performs high-level executive management functions in an individual school, group of schools, or units of a school system. Primary duties include but are not limited to: 1) supervising student behavior; 2) handling specific assigned duties related to school management; 3) continuing curriculum and staff development; 4) working cooperatively with professional staff; 5) providing leadership in the instructional program; and 6) coordinating and/or arranging class schedule.

0106 Deputy/associate/assistant superintendent/ commissioner—Performs high-level executive management functions for a superintendent in the areas of personnel, instruction, and/or administration such as business, transportation, food services, maintenance, operation, facility management/planning, and others. Such an assignment also includes performing the duties of the superintendent in his or her absence as assigned or designated.

0107 Executive assistant—Performs professional activities assisting an executive officer in directing and managing the functions of a school or system.

0108 Instructional program director/coordinator/consultant—Coordinates, manages (including supervising other certified individuals), or directs activities and/or services (e.g., vocational education and special education) within an instructional program or area of instruction.

0109 Manager—Directs individuals and manages functional supporting services (e.g., financial aid) under the direction of a senior staff member. This includes directors/managers of purchasing agents, physical plant maintenance, management information and technology services, business managers, budget managers, and psychological services.

0110 Non-instructional program director/coordinator/consultant—Coordinates, manages (including supervising other certified individuals), or directs activities and/or services within a non-instructional program.

0111 Ombudsperson—Receives and investigates complaints made by individuals against alleged abuses resulting from capricious acts by administrative officials. The ombudsman usually works for the board of education in a quasi-official status.

0112 Principal/headmaster/headmistress/head of school—Performs the highest level of executive management functions in an individual school, a group of schools, or units of a school system. Responsibilities include the administration of instructional programs, extracurricular programs, community relations, operation of the school plant, selection and evaluation of professional and support staff, and the coordination of staff and student activities.

0113 School president—Implements short and long-range plans; performs recruitment, community relations, fund-raising, and other external functions; in some cases, supervises principal and establishes institutional operation philosophy to follow Board policy.

0114 School site council member—Performs activities as a member of an advisory body which has been created by state legislation to provide for an individual school advice/support on various school activities such as fund spending on a particular program.

0115 Superintendent/commissioner—Serves as the chief executive officer and primary advisor to the board of education. Responsibilities include overseeing the development of educational programs and all other activities which impact on those programs.

0200 Professional-educational—Performs duties requiring a high degree of knowledge and skills *generally acquired through at least a baccalaureate degree (or its equivalent obtained through special study and/or experience) including skills in the field of education, educational psychology, educational social work, or an education therapy field.*

0201 Athletic coach—Instructs individuals in the fundamentals of a competitive sport and direct team or individual strategy.

0202 Behavioral management specialist—Performs analysis of students' inappropriate behaviors, devises interventions to change such behaviors, and monitors behavior improvement progress overtime.

0203 Counselor—Guides individuals, families, groups, and communities by assisting them in problem-solving, decision-making, discovering meaning, and articulating goals related to personal, educational, and career development.

0204 Curriculum specialist—Develops or supervises curriculum and instructional development activities. This assignment requires expertise in a specialized field and includes the curriculum consultant and curriculum supervisor.

0205 Education diagnostician—Diagnoses students who might need special education services and/or other educational interventions.

0206 Librarian/media consultant—Develops plans for and manage the use of teaching and learning resources, including the maintenance of equipment, content material, services, multi-media, and information sources.

0207 Remedial specialist—Performs activities concerned with developing specific cognitive skills, usually in language arts or mathematics, from a deficient level to one that is appropriate to the educational abilities and aspirations of the student.

0208 Student activity advisor/non-athletic coach—Instructs individuals in the fundamentals of a non-athletic activity and develops training and competition schedules.

0209 Student teacher—Provides learning experiences and care to students under the supervision of a certified teacher as part of a formalized higher education program of teacher preparation.

0210 Teacher—Provides instruction, learning experiences, and care to students during a particular time period or in a given discipline.

0211 Teacher trainer—Provides instruction, learning experiences, and/or professional development activities to teachers during a particular time period or in a given discipline.

0212 Teaching intern—Provides instruction, learning experiences, and care to students while obtaining the necessary knowledge and skills in education and/or educational psychology.

0213 Resource teacher—Assists a classroom teacher by providing services to enrich the instruction of the students with special education needs.

0300 Professional-other—Performs assignments requiring a high degree of knowledge and skills *usually acquired through at least a baccalaureate degree (or its equivalent obtained through special study and/or experience) but not necessarily requiring skills in the field of education.*

0301 Accountant—Designs and maintains financial, staff, student, program, or property records; summarizes, analyzes, audits, or verifies such records; and/or controls and certifies expenditures and receipts.

0302 Accreditation officer—Reviews and evaluates an organizational unit to certify the observation of legal requirements or prescribed standards for the operation of such units.

0303 Administrative intern—Performs administrative activities as part of a formal training program requiring supervision and periodic evaluation.

0304 Admissions officer—Examines academic records of students to determine eligibility for graduation or for entrance to school.

0305 Analyst—Examines, evaluates, and makes recommendations in such areas as cost, systems, curriculum, educational sectors, or other areas including management, research and assessment, policy, budget, and personnel.

0306 Architect—Performs activities such as designing and preparing plans and specifications for the construction, remodeling, or repair of buildings and facilities, modification of site, and overseeing the construction to ensure compliance with plans and specifications.

0307 Athletic trainer—Coordinates and implements training activities for athletes to improve their athletic performance.

0308 Attendance officer—Monitors compulsory attendance laws.

0309 Audiologist—Provides services including: 1) identification of individuals with hearing loss; 2) determination of the range, nature, and degree of hearing loss, including referral for medical or other professional attention; 3) provision of habilitating activities such as language habilitation, auditory training, speech reading (lip-reading), hearing evaluation, and speech conservation; 4) creation and administration of programs for prevention of hearing loss; 5) counseling and guidance of students, parent/guardians, and teachers regarding hearing loss; and 6) determination of an individual's need for group and individual amplification, selecting and fitting an appropriate aid, and evaluating the effectiveness of amplification.

0310 Auditor—Performs activities concerned with examining, verifying, and reporting on accounting records.

0311 Benefits specialist—Organizes and provides information to employees about organizational fringe benefits.

0312 Campus minister/chaplain (clergy or layperson)—Performs religious functions in a school.

0313 Caseworker—Counsels and aids individuals and families requiring assistance of social service agencies and secures information on factors contributing to a clients situation. Counsels clients regarding plans for meeting needs and aids clients in mobilizing capacities and environmental resources to improve social functioning.

0314 Computer programmer—Prepares sets of instructions for a computer, based on project specifications, in order to solve problems.

0315 Computer systems analyst—Analyzes user requirements, procedures, and problems in processing or to improve and/or modify an existing computer system.

0316 Curator and archivist—Collects, classifies, preserves, and exhibits objects of interest in such fields as science, literature, history and art.

0317 Dental hygienist—Performs dental prophylactic treatments and instructs patients in the care of the teeth and mouth.

0318 Dentist—Diagnoses and treats diseases, injuries, and malformations of the teeth and gums.

0319 Dietitian/nutritionist—Plans and directs food service menu preparation including determining the nutritional value of food for meals.

0320 Engineer—Applies scientific and mathematical principles to practical ends such as the design, construction, and operation of efficient and economical structures, equipment, and systems.

0321 Evaluator—Determines the value or effect of plans, programs, and activities by appraisal of data and activities in light of specified goals and objectives (e.g. personnel evaluator).

0322 Family/community support coordinator—Fosters ties between the school, the family, and/or community by conducting services such as family education, the integration of community services, and/or direct intervention as needed.

0323 Financial aid officer—Reviews and assesses student applications for financial aid programs such as loans, grants-in-aid, or scholarships, in order to make determinations concerning assistance.

0324 Functional application support specialist—Assists individual computer users in a mini- or micro-computer [e.g., personal computer (PC)] environment to resolve hardware and software issues.

0325 Grant developer—Expands opportunities to obtain funds from outside parties in exchange for completion of a task.

0326 Historian—Prepares a chronological account or record of past or current events dealing with some phase of human activity, either in terms of individuals, social, ethnic, political, or geographic groupings.

0327 Internal auditor—Verifies account records, including evaluating the adequacy of the internal control system, verifying and safeguarding assets, reviewing the reliability of the accounting and reporting systems, and ascertaining compliance with established policies and procedures.

0328 Interpreter—Translates consecutively or instantaneously from one language into another language using spoken and/or manual words (e.g., sign language interpreter).

0329 Lawyer—Practices law and performs such activities as conducting lawsuits, drawing up legal documents, and advising on legal rights.

0330 Legislative liaison—Coordinates with the legislature in the preparation of legislation, provides information to legislative committees and members, and testifies before such bodies.

0331 Negotiator—Performs such activities as resolving labor/management problems and helping to settle disputes and effect compromises. This includes representatives of either management or labor (e.g., shop stewards).

0332 Network administrator—Coordinates the inputs, outputs, and use of computer networks (e.g., local area networks (LAN) and wide area networks (WAN)).

0333 Nurse Practitioner—Performs the functions of a registered nurse either independently, or dependently with a written agreement of a medical doctor.

0334 Occupational therapist—Provides services that address the functional needs of an individual related to the following: 1) improving developing or restoring functions impaired or lost through illness, injury, or deprivation; 2) improving ability to perform

tasks for independent functioning when functions are impaired or lost; 3) preventing through early intervention, initial or further impairment or loss of function. The provider of these services is a certified, licensed, or otherwise qualified individual.

0335 Ophthalmologist—Provides specialized services in the care of the eye and its related structures.

0336 Optometrist—Treats optical and muscle defects of the eye without the use of drugs or surgery.

0337 Personnel officer/specialist—Performs activities concerned with staff recruitment, selection, training, and assignment. This includes maintaining staff records, working with administrators in developing pension and insurance plans, and maintaining employer-employee harmony and efficiency through negotiations and internal public relations efforts.

0338 Physical therapist—Facilitates remediation and compensation for deficits in foundation skills necessary for classroom and/or basic job performance, particular areas of emphasis include gross motor skills, functional mobility and gait, musculoskeletal alignment, strength, endurance, and positioning. Typical responsibilities include: screening, evaluation, and assessment of children to identify movement dysfunction; obtaining, interpreting, and integrating information appropriate to program planning, to prevent or alleviate movement dysfunction and related functional problems; and providing individual and group services to treatment to prevent, alleviate, or compensate for movement dysfunction and related functional problems. The provider of these services is a licensed, certified, or otherwise qualified professional.

0339 Physician—Diagnoses and treats diseases and disorders of the human body.

0340 Physician assistant—Provides health care services to patients under the direction and responsibility of a physician.

0341 Planning specialist—Performs activities concerned with selecting or identifying the goals, priorities, objectives, and projected trends of an organization and formulating the courses of action necessary to fulfill these objectives.

0342 Psychiatrist—Diagnoses and treats diseases and disorders of the mind.

0343 Psychologist—Evaluates and analyzes students' behavior by measuring and interpreting their intellectual, emotional, and social development, and diagnosing their educational and personal problems.

0344 Public relations/informational services officer—Attempts to foster good relations between an organization and the public as a whole, by planning and conducting programs to disseminate accurate information through such media as newspapers, radio and television, public forums, and civic activities, and by reviewing material for and directing preparation of publications.

0345 Recreational therapist—Plans, organizes, and directs medically-approved recreation programs for patients. Activities include sports, trips, dramatics, social activities, and arts and crafts.

0346 Recreation worker—Conducts group recreation activities; organizes and promotes activities such as arts and crafts, sports, games, music, dramatics, social recreation, camping, and hobbies, taking into account the needs and interests of individual members.

0347 Registered nurse—Conducts a health service program at a school or system for the evaluation, improvement and protection of the health of students and school personnel in accordance with state law and local policies and procedures.

0348 Registrar—Coordinates and directs registration activities, including the compilation and analysis of registration data for administrative use.

0349 Rehabilitation counselor—Provides services in individual or group sessions that focus specifically on career development, employment preparation, achieving independence, and integration in the workplace and community of a student with a disability. The provider of these services is a certified, license, or otherwise qualified professional. The term also includes vocational rehabilitation services provided to students with disabilities by vocational rehabilitation programs funded under the Rehabilitation Act of 1973, as amended.

0350 Research and development specialist—Performs activities concerned with systematic study and investigation using the products of research and judgement to improve programs.

0351 Respiratory therapist—Administers respiratory therapy care and life support to patients with deficiencies and abnormalities of the cardiopulmonary system, under the direction and responsibility of a physician.

0352 Social worker—Provides social services for clients who may be individuals, families, groups, communities, organizations, or society in general. Typical responsibilities include: 1) preparing a social or developmental history on a student with disabilities; 2) group and individual counseling with a student and his or her family; 3) working with those problems in a student's living situation (home, school, and community) that affect adjustment in school; 4) mobilizing school and community resources in order to enable the student to receive maximum benefit from his or her educational program; and 5) other related services as necessary. The provider of these services are certified, licensed, or otherwise qualified professionals.

0353 Speech pathologist/therapist—Diagnoses communicative disorders, plans, directs and participates in individual or group therapy sessions which focus on the remediation of specific articulation problems including: 1) identification of children with speech or language impairments; 2) diagnosis and appraisal of specific speech or language impairments; 3) referral for medical or other professional attention necessary for the habilitation of speech or language impairments; 4) provision of speech and language services for the habilitation or prevention of communicative impairments; and 5) counseling and guidance of parents, children, and teachers regarding speech and language requirements. The provider of these services are certified, licensed, or otherwise qualified professionals.

0354 Staff developer/teacher trainer—Plans, coordinates, and implements inservice training activities that help individuals to identify future career options and improve skills necessary to achieve them.

0355 Statistician—Plans surveys and collects, summarizes, and interprets numerical data, applying statistical theory and methods to provide usable information.

0356 Student personnel officer—Works with the family, school, and community to determine the cause of and provide solutions for students who are experiencing serious attendance, academic and/or discipline problems in order to promote positive educational development.

0357 Tax assessor/collector—Provides services in the assessment of real and personal property for tax computation purposes and in the collection of taxes for the school or system.

0358 Transition coordinator—Provides services that: 1) strengthen and coordinate special programs and related services for individuals with special needs, including students with disabilities, who are currently in school or have recently left school and may benefit from assistance during the transition to postsecondary education, vocational training, competitive employment (including supported employment), continuing education or adult services; 2) stimulate the improvement and development of programs for secondary special education; and/or 3) stimulate the improvement of vocational and life skills to enable students with special needs to be better prepared for transition to adult life and services.

0359 Translator—Expresses in another language systematically to retain the original sense, primarily of written works.

0360 Volunteer coordinator—Oversees and coordinates the activity of individuals who enter into positions without the promise of compensation.

0361 Work study coordinator—Plans and conducts special education work-study programs. He or she confers with school and community personnel to impart information about program and to coordinate program functions with related activities.

0362 Writer/editor—Writes original prose materials and reviews manuscripts for distribution and/or publication.

0363 Mediator/intervention specialist—Specializes in serving as a third party to help resolve disputes between individuals and/or organizations.

0400 Paraprofessionals—Works alongside and assists professional individuals.

0401 Assistant counselor—Assists students, parents, teachers, or other staff, under the supervision or direction of a counselor, by helping individuals make plans and decisions in relation to education, career, or personal development.

0402 Bilingual aide—Assists in the instruction of students using more than one language for teaching content.

0403 Bilingual special education aide—Assists in the instruction of students in a special education program using more than one language for teaching content

0404 Career aide—Assists students in the process of choosing a profession or occupation.

0405 Child care giver—Assists in organizing and leading prekindergarten children in activities such as reading, drawing, and games.

0406 Computer aide—Assists and provides direction to computer users.

0407 Extra-curricular activity aide—Supervises school-sponsored activities that are not related to curriculum (e.g., sports), including all direct and personal services that are planned for student enjoyment.

0408 Financial aid specialist—Interviews students applying for financial aid, including loans, grants-in-aid, or scholarships, to determine eligibility for assistance.

0409 Monitor/prefect—Monitors the conduct of students in classrooms, detention halls, lunch rooms, playground, hallways, and places where alternatives to classroom instruction are provided (e.g., test sites).

0410 Library aide—Assists in the maintenance and operation of a library by aiding in the selection, ordering, cataloging, processing, and circulation of all media.

0411 Media center aide—Assists in the maintenance and operation of a media center by serving as a specialist in the organization and use of all teaching and learning resources, including hardware, content material and services.

0412 Psychologist assistant—Assists a psychologist with routine activities associated with providing psychological services.

0413 Teaching/classroom aide—Assists a teacher with routine activities associated with teaching (i.e., those activities requiring minor decisions regarding students, such as conducting rote exercises, operating equipment, and clerking).

0414 Teaching assistant—Performs the day-to-day activities of teaching students while under the supervision of a teacher. The teaching assistant does not make diagnostic or long-range evaluative decisions regarding students. This includes individuals who may or may not be certified but must have completed at least two years of formal education preparation for teaching or the equivalent in experience or training.

0415 Tutor—Provides academic instruction (e.g., in English, mathematics, and foreign language) to students requiring additional assistance outside of the classroom.

0500 Technical—Performs tasks requiring a combination of basic scientific knowledge and manual skills which can be obtained through approximately two years of postsecondary education such as that which is offered in community/junior colleges and technical institutes, or through equivalent special study and/or on-the-job training.

0501 Audiometrist—Administers audiometric (hearing acuity) screening tests while under the direction and responsibility of an audiologist or physician.

0502 Computer technician—Installs and maintains computer hard- and software equipment.

0503 Drafter—Drafts detailed drawings, such as writing diagrams, layout drawings, mechanical detail drawings, and drawings of intermediate and final assemblies, used to manufacture, assemble, install, and repair electronic components, printed circuit boards, and other equipment.

0504 Engineering aide—Assists in planning and directing operations in a technical field.

0505 Graphic artist—Plans and arranges art layouts which illustrate programs or processes for publication, demonstration, and more effective communication.

0506 Inspector—Examines the condition of equipment and buildings as they relate to safety and health the condition of new construction as it relates to specifications and codes.

0507 Licensed practical nurse—Performs auxiliary medical services, such as taking and recording temperature, pulse, and respiration rate, and giving medication under the direction and responsibility of a physician or a registered nurse.

0508 Media technologist—Maintains and programs audio, video, and other media equipment.

0509 Photographer—Uses cameras and flashbulb equipment to photograph individuals and may take exposed film to a darkroom for processing and developing.

0510 Psychometrist—Measures the intellectual, social, and emotional development of individuals through the administration and interpretation of psychological tests. These activities are usually carried out under the direction or supervision of a psychologist or a related professional.

0511 Purchasing agent—Buys supplies, equipment, and materials used in the operation of an organization.

0512 Speech language technician—Assists with the provision of speech and language services in collaboration with a speech pathologist.

0513 Supervisor—Supervises the day-to-day operations of a group of skilled, semiskilled, or unskilled workers (e.g., warehouse or garage workers). Frequently called a foreman or crew leader.

0600 Office/clerical/administrative support—Performs the activities of preparing, transferring, transcribing, systematizing, or preserving communications, records, and transactions.

0601 Bookkeeping/accounting/auditing clerk—Keeps a systematic record of accounts or transactions and prepares statements reflecting those activities.

0602 Cashier—Collects and records payments received for items purchased.

0603 Computer operator—Operates computer and peripheral equipment to process data by entering commands using a keyboard or computer terminal.

0604 Data entry clerk—Enters information into a data processing format using data processing equipment.

0605 Dispatcher—Assigns vehicles and drivers to perform specific services and to record such information concerning vehicle movement as a school or system may require.

0606 Duplicating/photocopying assistant—Operates duplicating machines to print typewritten or handwritten documents directly from a master copy.

0607 Electrical and electronic repairers—Installs and repairs electric and electronics equipment.

0608 File clerk—Classifies records in alphabetical or numerical order or according to subject matter or other system.

0609 General office clerk—Performs such activities as preparing, transcribing, systematizing or preserving written communication and reports or operating mechanical equipment (e.g., computers, fax machines, typewriters, calculators, and word-processing equipment).

0610 Mail clerk—Routes mail, prepares outgoing materials for mailing, and maintains internal written communication systems.

0611 Messenger—Delivers messages, documents, packages, and other items to offices or departments within or outside of an organization.

0612 Office manager—Coordinates office services such as personnel, budget preparation and control, housekeeping, records control, and special management activities.

0613 Receptionist—Receives callers or visitors at the establishment, determine the nature of business, and directs callers or visitors to destinations.

0614 Records clerk—Establishes and maintains an adequate and efficient system for controlling records (e.g., registration, admission, attendance) of an organization.

0615 Secretary—Schedules appointments, gives information to callers, takes dictation, and otherwise relieves officials of clerical work and minor administrative and business detail.

0616 Stenographer—Takes dictation of correspondence, reports, and other materials in shorthand and operates a typewriter, wordprocessor, or computer to transcribe the dictated material.

0617 Stores/supplies handler—Receives, stores, and dispenses supplies, materials, and equipment.

0618 Switchboard/PBX operator—Operates a telephone switchboard and relays incoming, outgoing, and interoffice calls.

0619 Typist and wordprocessor—Operates a typewriter, computer or a wordprocessor to compile, type, revise, combine, edit, print, and/or store documents.

0700 Crafts and trades—Performs tasks requiring high manual skill level which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs. This assignment requires considerable judgement and a thorough and comprehensive knowledge of the processes involved in the work.

0701 Brick mason—Works with brick and similar materials in the construction, erection, and reparation of structures and fixtures.

0702 Carpenter—Constructs, erects, installs, and repairs wooden structures and fixtures.

0703 Cement mason—Works with cement and similar materials in the construction, erection, and reparation of structures and fixtures.

0704 Electrician—Plans, layouts, installs, and repairs wiring, electrical fixtures, apparatus, and control equipment.

0705 HVAC mechanic—Services heating units, ventilation systems and air conditioners in buildings.

0706 Locksmith—Installs, repairs, rebuilds, and services mechanical or electrical locking devices using hand tools and specialized equipment.

0707 Maintenance repairers/general utility—Repairs and maintains buildings, machinery, electrical and mechanical equipment.

0708 Painter and paperhanger—Paints, varnishes, and stains or wallpaper the interior and/or exterior of buildings and fixtures.

0709 Plasterer—Applies and repairs plaster in the interior and/or exterior of buildings.

0710 Plumber—Assembles, installs, and repairs pipes, fittings, and fixtures of heating, water, and drainage systems.

0711 Printer—Makes copies by chemical or photographic means.

0712 Vehicle mechanic—Inspects, repairs, and maintains functional parts of mechanical equipment and machinery.

0800 Operative—Performs tasks requiring an intermediate level manual skills which can be mastered in a few weeks through limited training to operate machines. This includes bus drivers and vehicle operators.

0801 Bus driver—Drives a bus used in the service of a school or system.

0802 Other vehicle operator—Drives a vehicle such as a truck or automobile used in the service of a school or system.

0900 Laborer—Performs tasks requiring some manual skills which can be conducted with no special training. This includes individuals performing lifting, digging, mixing, loading, and pulling operations.

0901 Construction laborer—Performs any combination of duties on construction projects, usually working in utility capacity, by transferring from one task to another. Duties include measuring distances from grade stakes, signaling operators of construction equipment, and mixing concrete.

0902 Freight, stock, and materials handlers—Loads, unloads, and moves freight, stock, and other materials manually or with equipment that does not require technical skill to operate (e.g., wheel barrows, conveyor belts, etc).

0903 Garbage collector—Collects refuse in designated areas. May drive a truck and operate hoisting device that raises refuse bin into the opening of the truck body.

0904 Gardener—Works a plot of ground where herbs, fruits, flowers, or vegetables are cultivated.

0905 Groundskeeper—Maintains grounds that are owned, rented, or leased and used by a school or system. This does not include the operation of machinery requiring semi-skilled training or experience.

0906 Garage/parking-lot attendant—Patrols and monitors parking areas to prevent thefts of and from parked automobiles and collects parking fees from drivers.

0907 Vehicle washer/equipment cleaner—Washes vehicles and equipment with washing and rinsing solutions to remove debris. May manually dislodge debris from objects being washed and dry objects using a cloth or airhose.

1000 Service work—Performs tasks regardless of level of difficulty which relates to both protective and nonprotective supportive services.

1001 Bus monitor/crossing guard—Helps keep order on buses or other school or system modes of transportation. This includes traffic guards for loading buses, crossing guards for monitoring pedestrian traffic.

1002 Child care worker—Assists in implementing child care activities, including custodial functions.

1003 Cook/food preparer—Prepares and cooks foodstuffs in quantities according to menu and number of persons to be served.

1004 Custodian—Performs plant housekeeping and servicing activities consisting of the cleaning; operation of the heating, ventilating, and air-conditioning systems; and the servicing of building equipment.

1005 Dietary technician—Advises and assists personnel in public and private establishments in food services systems by making recommendations for foods that will constitute nutritionally adequate meals.

1006 Elevator operator—Transports passengers and freight between floors of a building via an elevator.

1007 Facilities maintenance worker—Inspects buildings and office areas to evaluate suitability for occupancy considering such factors as air circulation, lighting, location, and size.

1008 Food server—Serves sandwiches, salads, beverages, desserts and other kinds of food. May order items to replace stocks and collect money for purchases.

1009 Police officer—Maintains order, enforces the law, prevents and investigates crime in a school building and its surrounding areas.

1010 Resident/dormitory supervisor—Supervises a dormitory or building in which students reside.

1011 Security guard—Provides protection to individuals and safeguard the school facility.

1012 Extended day-care provider—Provides professional day-care services, whether at home or in a center, and who has satisfied any state requirement regarding those services.

9999 Other

Appendix L

PROGRAM TYPE

Appendix L provides information in reference to Data Element 5210 “Program Type.” Included in this appendix are examples of the educational programs in which staff members are involved. They are especially useful for policy analyses (e.g., to assess school performance or planning special programs). This data element has two or more levels of options that are coded with four-digit numbers to better clarify the logical hierarchy of the options.

5220 Program Type—The system outlining instructional or non-instructional activities and procedures designed to accomplish a predetermined educational objective or set of objectives or to provide support services to individuals and/or the community.

0100 Regular education—A program that provides students from the prekindergarten level to grade 12 with learning experiences that focus primarily on knowledge and skills for the appropriate age or grade level of students. This contrasts with that designed to improve or overcome physical, mental, social, and/or emotional disabilities.

0200 Special Education Services—A service, specially designed and at no cost to the parent/guardian, that adapts the curriculum, materials, or instruction for students identified as needing special education. This may include specially designed instruction for students with any of the following: autism, deaf-blindness, developmental delay (to age 9), hearing impairment, mental retardation, multiple disabilities, orthopedic impairment, serious emotional disturbance, specific learning disability, speech or language impairment, traumatic brain injury, visual impairment, and other health information.

0201 Early identification—A service that develops and implements a formal plan for identifying a disability as early as possible in a child's life.

0202 Early intervention—A service that: 1) is designed to meet the developmental needs of each child eligible under Part C of the Individuals with Disabilities Education Act (IDEA) of 1997 and the needs of the family related to enhancing the child's development; 2) is selected in collaboration with the parents; 3) is provided under public supervision by qualified personnel; 4) is in conformity with an individualized family service plan; and 5) is offered at no cost, unless federal or state law provides for a system of payments by families, including a schedule of sliding fees; and 6) meets the standards of the state.

0203 Service for individuals with autism—A service of instruction or services for students with a developmental disability significantly affecting verbal and non-verbal communication and social interaction, generally evident before age three, which adversely affects educational performance. Characteristics of autism include irregularities and impairments in communication, engagement in repetitive activities and stereotyped movements, resistance to environmental change or change in daily routines, and unusual responses to sensory experiences. This does not include services for children with characteristics of the disability "serious emotional disturbance."

0204 Service for individuals with deaf-blindness—A service of instruction or services for students with concomitant hearing and visual impairments which cause such severe communication and other developmental and educational problems that an individual with deaf-blindness cannot be accommodated in special education services solely for deaf or blind individuals.

0205 Service for individuals with mental retardation—A service of instruction or services for students with significantly subaverage general intellectual functioning existing concurrently with deficits in adaptive behavior that is manifested during the developmental period, which adversely affects an individual's educational performance.

0206 Service for individuals with hearing impairment—A service of instruction or services for students with either: 1) a hearing impairment which is so severe that an individual is impaired in processing linguistic information through hearing with or without amplification (which would be considered to be a state of deafness), and which adversely affects his or her educational performance; or 2) a hearing impairment whether permanent or fluctuating (which would not be considered to be a state of deafness) that adversely affects an individual's educational performance.

0207 Service for individuals with visual impairment—A service of instruction or services for students with a visual impairment which, even with correction, adversely affects an individual's educational performance. This includes service for both partially seeing and blind individuals.

0208 Service for individuals with orthopedic impairment—A service of instruction or services for students who have a severe orthopedic impairment which adversely affects an individual's educational performance. The term includes impairments caused by congenital anomaly (e.g., clubfoot or absence of some member), impairments caused by some disease (e.g., poliomyelitis or bone tuberculosis), and impairments from other causes (e.g., cerebral palsy, amputations, and fractures or burns which cause contractures).

0209 Service for individuals with speech or language impairment—A service of instruction or services for those students who have a communication disorder such as stuttering, impaired articulation, and language or voice impairments which adversely affect an individual's educational performance.

0210 Service for individuals with serious emotional disturbance—A service of instruction or services for: 1) those individuals exhibiting one or more of the following characteristics over a long period of time and to a marked degree, which adversely affects an individual's performance:

- a. An inability to learn that cannot be explained by intellectual, sensory, or health factors;
- b. An inability to build or maintain satisfactory interpersonal relationships with peers and teachers;
- c. Inappropriate types of behavior or feelings under normal circumstances;
- d. A general pervasive mood of unhappiness or depression; or
- e. A tendency to develop physical symptoms or fears associated with personal or work problems.

or 2) schizophrenic individuals. This does not include services for those individuals who are socially maladjusted unless it is determined that they are seriously emotionally disturbed.

0211 Service for individuals with specific learning disabilities—A service of instruction or services for those students who have a disorder in one or more of the basic psychological processes involved in understanding or in using language whether spoken or written, which may manifest itself as an imperfect ability to listen, think, read, write, spell, or perform mathematical calculations. This includes services for individuals with such conditions as perceptual impairments, brain injury, minimal brain dysfunction, dyslexia, and developmental aphasia; but does not include individuals who have learning problems which are primarily the result of visual, hearing, or motor impairments, mental retardation, emotional disturbance or environmental, cultural, or economic disadvantage.

0212 Service for individuals with multiple disabilities—A service of instruction or services for those students who have concomitant impairments (e.g., mental retardation-blind or mental retardation-orthopedic impairments) which cause such severe educational problems that an individual with multiple disabilities cannot be accommodated in special education services solely for one of the impairments. This does not include deaf-blindness.

0213 Service for individuals with traumatic brain injury—A service of instruction or services for those individuals that acquired injury to the brain caused by an external physical force, resulting in total or partial functional disability or psychosocial impairment, or both, that adversely affects a child's educational performance. The term applies to open or closed head injuries resulting in impairments in one or more areas, such as cognition; language; memory; attention; reasoning; abstract thinking; judgment; problem-solving; sensory, perceptual, and motor abilities; psychosocial behavior; physical functions; information processing; and speech. The term does not apply to brain injuries that are congenital or degenerative, or to brain injuries induced by birth trauma.

0214 Psychological service—A service that includes 1) administering psychological and educational tests, and other assessment procedures; 2) interpreting assessment results; 3) obtaining, integrating, and interpreting information about child behavior and conditions relating to learning; 4) consulting with other staff members in planning school programs to meet the special needs of children as indicated by psychological tests, interviews, and behavioral evaluations; 5) planning and managing a program of psychological services, including psychological counseling for children and parents; and 6) assisting in developing positive behavioral intervention strategies.

0215 Cross categorical—A service of instruction or services that focuses on more than one specific type of disability and in which individuals with different types of disabilities are served.

0216 Service for individuals with developmental delay—A service of instruction or services for students who are experiencing developmental delays in one or more of the following areas: physical development, cognitive development, communication development, social or emotional development, or adaptive development.

0299 Other—Other special education service which cannot be classified above.

0300 Vocational education—Organized educational programs offering a sequence of courses that are directly related to the preparation of individuals for paid or unpaid employment in current or emerging occupations requiring other than a baccalaureate or advanced degree.

0301 Agriculture—A vocational program that prepares students with the knowledge, skills, and understanding necessary to enter a wide range of agriculturally related occupations.

0302 Consumer and home-making—A vocational program that prepares students with the knowledge, skills, and understanding relevant to personal, home and family life.

0303 Marketing—A vocational program that teaches about the promotion and distribution of goods and services from the producer to the consumer including appropriate utilization.

0304 Health—A vocational program that prepares students with the knowledge, skills, and understanding necessary to enter a wide range of occupations that support health professionals.

0305 Technology/industrial arts—A vocational program that prepares students with the understanding about all aspects of industry and technology. These activities include

experimenting, designing, constructing, and evaluating; using tools, machines, materials; and using processes which may help individuals make informed and meaningful occupational choices, or may prepare them to enter advanced trade, industrial or technical education programs.

0306 Occupational home economics—A vocational program that prepares students with the knowledge, skills, and understanding relevant to occupational home economics.

0307 Business—A vocational program that prepares, upgrades, or retrain students for selected business occupations.

0308 Technical—A vocational program that prepares students for job opportunities in a specialized field of technology.

0309 Trade and industrial—A vocational program that prepares students for initial employment in a wide range of trade and industrial occupations.

0399 Other vocational education—Other vocational education activities that cannot be classified by the categories above.

0400 Technical preparatory—A program that offers four-year planned sequence of vocational-technical instruction beginning in the eleventh year of high school. The sequence extends through two years of postsecondary occupational education or an apprenticeship program of at least two years following secondary instruction, and culminates in a certificate or associate degree.

0500 Head Start—A federally funded child development program that provides health, educational, nutritional, social, and other services primarily to economically disadvantaged preschool children, including Indian children on federally recognized reservations, and children of migratory workers and their families; and involves parents in activities with their children so that the children will attain overall social competence. Examples of Head Start demonstration projects include Comprehensive Child Development Program, Family Service Centers, and Head Start/Public School Early Childhood Transition Projects.

0600 Even Start—A program that provides family-centered education projects which help parents become full partners in the education of their children, assists children in reaching their full potential as learners, and provides literacy training for their parents. The purpose of this program is to integrate early childhood education and adult education for parents into a program that builds on existing community resources.

0700 Migrant education—A program of instruction and services for those children who move periodically with their families from one school to another in a different geographical area in order that a parent or other member of the immediate family may secure seasonal employment.

0800 Indian education—A program of instruction and services for those children who are American Indian or Alaskan natives.

0900 Compensatory services for disadvantaged students—A program of instruction and/or services which is designed for economically disadvantaged and/or academically challenged children. Services primarily consist of educational support services, counseling, and other supplemental non-instructional support.

1000 Bilingual education program—A program of instruction and services that uses more than one language to teach a content area. Students served by this program may or may not be proficient in English.

1001 Curriculum content in native language—A program in which instruction and academic content are taught in a student's native, non-English language.

1002 Developmental bilingual education—A program in which students with the same non-English language background receive language arts and content area instruction in both the student's native language and English.

1003 Native language support—A program in which reading is initially taught in both the students' non-English home language and their second language (English) until their English is proficient enough for them to participate successfully in a regular classroom. Use of the non-English home language is phased out as regular English instruction is gradually phased in. This is also known as transitional bilingual education.

1004 Two-way bilingual education—A program in which native English-speaking and non-native-English speaking students are placed together to receive language arts and content area instruction in English and another non-English language.

1100 English as a second language (ESL) program—A program of instruction and services in which students identified as limited English proficient are placed in regular immersion instruction for most of the school day but receive extra instruction in English for part of the day. This extra help is based on a special curriculum designed to teach English as a second language and to develop the student's ability to use the English language in an academic setting. The non-English home language may or may not be used in conjunction with ESL instruction.

1101 Content ESL—A program of language development that goes beyond the teaching of basic vocabulary and grammar skills, and is designed to parallel English language instruction for native speakers in content and approach; English vocabulary and mechanics are often embedded in engaging content and/or literature.

1200 Gifted and talented—Programs that provide special educational opportunities including accelerated promotion through grades and classes and an enriched curriculum for students who are endowed with a high degree of mental ability or who demonstrate unusual physical coordination, creativity, interest, or talent (often in the visual or performing arts).

1300 Cocurricular programs—A program of activities that are related to the current curriculum in which a student is enrolled. This may be any type of school-sponsored activity designed to provide opportunities to participate in experiences on an individual or group basis (at school or public events) for the improvement of skills. The following characteristics apply to cocurricular activities: 1) participation is necessary for meeting class requirements, for credit, or for graduation; 2) sessions are conducted at regular and uniform times during school hours, or may be conducted during authorized non-school hours; 3) programs are directed or supervised by instructional staff in a learning environment similar to that found in classes offered for credit; and 4) services are primarily or totally funded by school-operating funds for general instructional purposes under the direction and control of local education authorities.

1400 Athletics—School-sponsored activities, under the guidance and supervision of school staff, that provide opportunities for students to pursue various aspects of physical education.

1500 Adult/continuing education—A program of instruction provided by an adult/continuing education instructional organization for adults and youth beyond the age of compulsory school attendance.

1501 Adult basic education—A program which provides learning experiences concerned with providing the fundamentals to adults who have never attended school or who have not completed formal schooling. These individuals need knowledge and skills to raise their level

of education to increase self confidence and/or self determination, to prepare for an occupation, and to function more responsibly as citizens in a democracy.

1502 Adult English as a second language—A program which provides learning experiences for adults with a non-English background to develop the English language skills necessary to successfully participate in an English-speaking environment.

1503 Advanced adult basic education—A program which provides learning experiences designed to develop the knowledge, skills, understanding, attitudes, and behavioral characteristics considered to be needed by adults who may or may not have completed formal schooling. These individuals have accepted adult roles and responsibilities and are preparing for postsecondary careers and/or postsecondary education programs.

1504 Life enrichment—A program which provides learning experiences offering skills, knowledge, and understanding designed primarily for enjoyment without regard to a vocation.

1505 Occupational—A program which provides learning experiences offering the knowledge, skills, and understanding required to prepare learners for immediate employment in an occupation or cluster of occupations.

1506 Retraining for new occupation—A program which provides learning experiences offering skills, knowledge, and understanding required for preparation for employment in a new and different occupation.

1507 Special interest—A program which provides learning experiences offering the skills, knowledge, and understanding required to prepare adults for a subordinate occupation in addition to their vocation. Such programs also are referred to as avocational programs.

1508 Upgrading in current occupation—A program which provides learning experiences offering the skills, knowledge, and understanding designed primarily to extend or update workers' competencies for occupations in which they are employed.

1509 General Educational Development (GED) preparation—A program which provides learning experiences designed to develop the knowledge, skills, and understanding required for the successful completion of the Test of General Educational Development (GED).

1599 Other adult/continuing education—Other adult/continuing education program which cannot be classified in any of the categories above

1600 Community/junior college education program—Postsecondary education institutions, commonly organized into two-year programs, which offer instruction that has usually been adapted in content, level and schedule to meet the needs of the community in which they are located. Community or junior colleges generally offer a comprehensive curriculum which includes basic liberal arts, science, occupational, general education and adult education components. The program awards an Associate of Arts (A.A.) certificate to those who successfully complete the requirements.

1700 Community services program—A program of activities which are not directly related to the provision of educational services in a school system. These include services provided to the community as a whole or some segment of the community.

1701 Civic services—A program of activities concerned with providing services to civic affairs or organizations. This includes services to parent-teacher association meetings, public forums, lectures, and civil defense planning.

1702 Community recreation—A program of activities concerned with providing recreation for the community as a whole, or for some segment of the community. This includes such staff activities as organizing and supervising playgrounds, swimming pools, and similar programs.

1703 Coordination of casework—A program of activities designed to manage the counsel and aid given to individuals and families requiring assistance of social service agencies.

1704 Custody and child care services—A program of activities pertaining to the provision of programs for the custodial care of children in residential day schools, or child care centers which are not part of, or directly related to, the instructional program, and where the attendance of the children is not included in the attendance figures for the school or school system.

1705 Public library services—A program of activities pertaining to the operation of public libraries by a school or school system, or the provision of library services to the general public through the school library. This includes such activities as budgeting, planning and augmenting the library's collection in relation to the community, and informing the community of public library resources and services.

1706 Welfare activities—A program of activities pertaining to the provision of personal needs of individuals who have been designated as needy by an appropriate governmental entity. These needs include stipends for school attendance, salaries paid to students for work performed (whether for the school, school system, or for an outside source), and for clothing, food, or other personal needs.

1799 Other community services—Other community services program provided to the community which cannot be classified above.

1800 Substance abuse education/prevention—A program that provides a variety of services including: 1) individual, group, and/or family counseling; 2) knowledge and skill-enhancing activities; and 3) structured groups that focus on family dynamics, problem solving, self-esteem, and/or similar issues. These programs care for students who are at risk of drug abuse, for example, those who are currently in an experimental stage (light use), who have family members or peer groups who use alcohol or drugs, or who have behavioral, emotional, or other problems at home, in school, in the community, or with the criminal justice system. Substance abuse education programs also offer presentations about the risks of substance use to students at their schools as well as in various other community settings.

1900 Student retention—A program that develops and implements educational strategies and practices including special instructional methods and materials to encourage students to remain in school and complete their elementary and secondary education.

2000 Extended day/child care services—A program that provides custodial care of students enrolled in a school or system before school day starts and/or after a school day ends.

2100 Counseling services—A program that helps a student to better identify his or her perceived educational, personal, or occupational potential; relate his or her abilities, emotions, and aptitudes to educational and career opportunities; use his or her abilities in formulating realistic plans; and achieve satisfying personal and social development.

2200 Immigrant education—A program of instruction and services designed and implemented especially for those children who have immigrated to the United States.

2300 College preparatory—A program that provides learning experiences that focus primarily on knowledge and skills considered to be needed by students desiring further education in postsecondary education. These experiences are usually achieved in secondary education.

2400 International Baccalaureate—A program established to provide an internationally recognized, interdisciplinary, pre-collegiate course of study. Its curriculum is designed to qualify students, especially those who are internationally mobile, for college admission. Upon completion of this program, a student may receive an International Baccalaureate diploma.

2500 Magnet/Special Program Emphasis—A school within the public education system that has been designed: 1) to attract students of different racial/ethnic backgrounds for the purpose of reducing, preventing, or eliminating racial isolation; and /or 2) to provide an academic or social focus on a particular theme (e.g., science/math, performing arts, gifted/talented, or foreign language).

2600 Alternative education—An instructional program that: 1) addresses needs of students which cannot typically be met in a regular school/program; 2) provides nontraditional education; 3) serves as an adjunct to a regular school; and 4) falls outside of the categories of regular, magnet/special program emphasis, special, or vocational/technical education.

2700 Library/media services—A program that provides library and media services to students and school staffs. Services include selecting, acquiring, cataloging, classifying, circulating, and maintaining library materials; furnishing reference and bibliographical services; selecting music, films, or other audio-visual materials for programs.

2800 Health services—A program that provides physical and mental health services which are not direct instruction, including medical, dental, and nursing services provided for students.

2900 Remedial education—A program that is designed to develop specific cognitive skills, usually in language arts or mathematics, from a deficient level to one that is appropriate to the educational abilities and aspirations of the student.

3000 School-To-Work Opportunities—A program that meets the system components which: 1) integrates work-based and school-based learning; 2) integrates occupational and academic learning; 3) provides linkages between secondary education and postsecondary education/job opportunity; and 4) is a partnership involving participation of educators, employers, governments, local communities, and other public or private organizations. The purpose of this program is to assist youths in making effective transitions from school to career-oriented work. Program examples include tech-prep education, career academies, youth apprenticeships, cooperative education, school-to-apprenticeship, business-education compacts, and school-sponsored enterprises.

3100 Service learning—A program that is designed to help students develop a deeper understanding of academic subjects through participation in meaningful service to their school or community.

9999 Other—Other programs which cannot be classified above.

Appendix M

FUNCTION TYPE

Appendix M provides information in reference to Data Element 5220 “Function Type.” Included in this appendix are examples of the educational activities purposes in which staff members are involved. This data element has two or more levels of options that are coded with four-digit numbers to better clarify the logical hierarchy of the options. The code numbers for this option list correspond to those used in *Financial Accounting for Local and State School Systems (1990)* (often referred to as *Handbook 2R²*, July 1990, available from the National Center for Education Statistics).

5260 **Function Type**—The purpose of the program activities to which an individual is assigned as related to students.

1000 Instruction—Activities which involve direct interaction between teachers and students. Instruction may be provided for students in a school classroom, in another location such as a home or hospital, and in other learning situations such as those involving cocurricular activities. It may also be provided through some other approved medium such as television, radio, telephone, computer and correspondence. This includes aides and classroom assistants of any type (e.g., clerks or graders) who assist in the instructional process.

2000 Support services—Services to provide administrative, technical, personal (e.g., guidance and health), and logistical support to facilitate and enhance instruction. These services exist as adjuncts for fulfilling the objectives of instruction, community services and enterprise programs, rather than as entities within themselves.

2100 Student support services—Activities to assess and improve the well-being of students and to supplement the instructional process.

2110 Attendance and social work—Activities to improve student attendance at school and which attempt to prevent or solve student problems involving the home, school, and community. They also include registration activities for adult education programs.

2111 Supervision of attendance and social work—Activities to direct, manage, and supervise attendance and social work services.

2112 Attendance services—Activities to promptly identify non-attendance patterns, promote improved attitudes toward attendance, analyze causes of non-attendance, act on non-attendance problems, and enforce compulsory attendance laws.

2113 Social work services—Activities to investigate and diagnose student problems arising out of the home, school, or community; provide casework and group work services for the child, parent, or both; interpret the problems of students for other staff members; and promote modification of the circumstances surrounding the individual student which are related to his or her problem.

2114 Student accounting services—Activities to acquire and maintain records of school attendance, location of home, family characteristics, and other census data. Portions of these records become a part of the cumulative record which is sorted and stored for teacher and guidance

information. These include the preparation of pertinent statistical reports.

2119 Other attendance and social work services—Other attendance and social work services which cannot be classified above.

2120 Guidance services—Activities to counsel with students and parents; consult with other staff members on learning problems; evaluate the abilities of students; assist students as they make their own educational and career plans and choices; assist students in personal and social development; provide referral assistance; and work with other staff members in planning and conducting guidance programs for students.

2121 Supervision of guidance services—Activities to direct, manage, and supervise guidance services.

2122 Counseling services—Activities to help a student to better identify his or her perceived educational, personal, or occupational potential; relate his or her abilities, emotions, and aptitudes to educational and career opportunities; utilize his or her abilities in formulating realistic plans; and achieve satisfying personal and social development. These activities take place between one or more counselors and one or more students as counsees, between students and students, and between counselors and other staff members.

2123 Appraisal services—Activities to assess student characteristics which are used in administration, instruction, and guidance; and assist the student in assessing his or her purposes and progress in personality and career development.

2124 Information services—Activities to disseminate educational, occupational, and personal/social information to help acquaint students with the curriculum and also with educational and vocational opportunities and requirements. Such information might be provided directly to students through group activities or it might be provided indirectly to students through other staff members or parents.

2125 Record maintenance services—Activities to compile, maintain, and interpret cumulative records for individual students, including systematic consideration of such factors as home and family background, physical and medical status, standardized test results, personal and social development and school performance.

2126 Placement services—Activities to help place students in appropriate situations. These could be educational situations, part-time employment while in school, and appropriate educational and occupational situations after they leave school. These activities also help ease the students' transition from one educational experience to another. The transition may include, for example, admissions counseling, referral services, assistance with records, and follow-up communications with employers.

2129 Other guidance services—Other guidance services which cannot be classified above.

2130 Health services—Activities to provide physical and mental health services which are not direct instruction. They include activities that provide students with appropriate medical, dental, and nursing services.

2131 Supervision of health services—Activities to direct, engage, and supervise health services.

2132 Medical services—Activities to improve the physical and mental health of students such as health appraisal, including screening for vision, hearing deficiencies and communicable diseases; screening for psychiatric services; periodic health examinations; emergency injury and illness care; and communications with parents and medical officials.

2133 Dental services—Activities to perform dental screening, dental care, and orthodontic activities.

2134 Nursing services—Activities to perform nursing such as health inspection, treatment of minor injuries, and referrals for other health services.

2139 Other health services—Other health services which cannot be classified above.

2140 Psychological services—Activities concerned with administering psychological tests and interpreting the results; gathering and interpreting information about student behavior; and working with other staff members in planning school programs to meet the special needs of students as indicated by psychological tests and behavioral evaluation. They also include planning and managing a program of psychological services encompassing psychological counseling for students, staff, and parents.

2141 Supervision of psychological services—Activities to direct, manage, and supervise psychological services.

2142 Psychological testing services—Activities to administer psychological tests, standardized tests, and inventory assessments. These tests measure ability, aptitude, achievement, interests, and personality. These activities also include interpretation of these measurements for students, other staff members, and parents.

2143 Psychological counseling services—Activities to help students perceive, clarify, and solve problems of adjustment and interpersonal relationships. These activities take place between a school psychologist or other qualified individual as counselor, and one or more students as counselees.

2144 Psychotherapy services—Activities to help students to perceive, clarify, and work through emotional problems or disorders. These activities involve a therapeutic relationship between a qualified mental health professional and one or more students.

2149 Other psychological services—Other psychological services which cannot be classified above.

2150 Speech pathology and audiology services—Activities to identify, assess, and treat students with speech, hearing, and language impairments.

2151 Supervision of speech pathology and audiology services—Activities to direct, manage, and supervise speech pathology and audiology services.

2152 Speech pathology services—Activities to identify students with speech and language disorders; diagnose and appraise specific speech and language disorders; refer problems for medical or other professional attention necessary to treat speech and language disorders; provide required speech treatment services; and counsel and guide students, parents, and teachers.

2153 Audiological services—Activities to: 1) identify individuals with hearing loss; 2) determine the range, nature, and degree of hearing loss, including referral for medical or other professional attention; 3) provide habilitating activities such as language habilitation, auditory training, speech reading (lipreading), hearing evaluation, and speech conservation; 4) create and administer programs for prevention of hearing loss; 5) counsel and guide students, parent/guardians, and teachers regarding hearing loss; and 6) determine an individual's need for group and individual amplification, select and fit an appropriate aid, and evaluate the effectiveness of amplification.

2159 Other speech pathology and audiology services—Other speech pathology and audiology services which cannot be classified above.

2190 Other student support services—Other student support services which cannot be classified above.

2200 Instructional staff support services—Activities to assist the instructional staff with content and process of providing learning experiences for students.

2210 Improvement of instructional services—Activities to primarily assist the instructional staff in planning, developing, and evaluating the process of providing learning experiences for students. These include curriculum development, techniques of instruction, child development, and staff training.

2211 Supervision of improvement of instruction services—Activities to direct, manage, and supervise the improvement of instructional services.

2212 Instruction and curriculum development services—Activities to assist teachers in developing the curriculum, preparing and utilizing special curriculum materials, and becoming acquainted with the various techniques which stimulate and motivate students.

2213 Instructional staff training services—Activities to promote the professional or occupational growth and competence of members of the instructional staff during the time of their service to the school or school system. These include workshops, demonstrations, school visits, courses for college credit, sabbatical leaves, and travel leaves.

2219 Other improvement of instruction services—Other improvement of instruction services which cannot be classified above.

2220 Educational media services—Activities to coordinate the use of hardware, devices, content materials (including printed and non-printed sensory materials), methods, or experiences for teaching and learning purposes.

2221 Supervision of educational media services—Activities to direct, manage, and supervise educational media services.

2222 School library services—Activities to select, acquire, prepare, catalog, and circulate books and other printed materials; plan the use of the library by students, teachers and other members of the instructional staff; and guide individuals in their use of library books and materials whether maintained separately or as a part of an instructional materials center and/or related work study area.

2223 Audiovisual services—Activities to select, prepare, care for, and make available to the instructional staff: equipment, films, filmstrips, transparencies, tapes, television programs, and other similar materials, whether maintained separately or as a part of an instructional materials center. These activities include an audiovisual center, television studio, related work-study areas, and the services provided by audiovisual personnel.

2224 Educational television services—Activities to plan, program, write, and present educational programs or segments of programs by closed circuit or broadcast television.

2225 Computer-assisted instruction services—Activities to plan, program, write, and present educational lessons which have been especially programmed for a computer to be used as the principal medium of instruction.

2229 Other educational media services—Other educational media services which cannot be classified above.

2290 Other instructional staff support services—Other instructional staff support services which cannot be classified above.

2300 General administration support services—Activities to establish and administer policy for operating a school system.

2310 Board of education services—Activities to perform the duties of an elected body which has been created according to state law and vested with responsibilities for educational activities in a given administrative unit.

2311 Supervision of board of education services—Activities to direct, manage, and supervise the general operation of the board of education. These include the activities of the members of the board of education, but do not include any special activities defined in other areas of responsibility described below. They also include any activities of the district performed in support of the school district meeting. These may include legal activities such as interpreting the laws and statutes and general liability situations, and the activities of external auditors.

2312 Board secretary/clerk services—Activities to perform the duties of the secretary or clerk of the board of education.

2313 Board treasurer services—Activities to perform the duties of the treasurer of the board of education

2314 Election services—Activities to perform duties involved with any school system election, including the election of officers and bond elections.

2315 Tax assessment and collection services—Activities to perform duties involved with tax assessment and collection.

2316 Staff relations and negotiations services—Activities to perform duties involved with staff relations systemwide and contractual negotiations with both instructional and non-instructional personnel.

2319 Other board of education services—Other board of education services which cannot be classified above.

2320 Executive administration services—Activities to perform the overall general administration or executive duties of the entire school system.

2321 Office of the superintendent services—Activities to direct and manage all affairs of the school system. These are performed by the superintendent and such assistants as deputy, associate, and assistant superintendents. These include activities of all personnel and materials in the office of the chief executive officer.

2322 Community relations services—Activities to develop and operate systemwide programs for the bettering of school/community relations.

2323 State and federal relations services—Activities to develop and maintain good relations with state and federal officials. These include grant procurement activities.

2329 Other executive administration services—Other executive administration services which cannot be classified above.

2400 School administration support services—Activities to perform the overall administrative duties for a school.

2410 Office of the principal services—Activities to direct and manage the operation of a particular school. These include activities performed by the principal, assistant principals, and other assistants when they supervise all operations of the school, evaluate individuals of the school, assign duties to individuals, supervise and maintain the school records, and coordinate school instructional activities with those of the school or school system. These activities also include the work of clerical staff in support of teaching and administrative duties.

2419 Other school administration support services—Other school administration services which cannot be classified above.

2500 Business support services—Activities to pay, transport, exchange, and maintain goods and services for a school or school system. They include fiscal and internal services necessary for operating the school or school system. These include the activity of the chief business official.

2510 Fiscal services—Activities to perform the fiscal operations of a school or school system. These include budgeting, receiving and disbursing, financial and property accounting, payroll, inventory control, internal auditing and managing funds.

2511 Supervision of fiscal services—Activities to direct, manage, and supervise the fiscal service area. These include the activities of the assistant superintendent, director, or school business official who directs and manages fiscal activities.

2512 Budgeting services—Activities to supervise budget planning, formulation, control, and analysis of finances.

2513 Receiving and disbursing funds services—Activities to take in and pay out money. These include the current audit of receipts; the pre-audit of requisitions and purchase orders to determine whether the amounts are within the budgetary allowances, and determining that disbursements are lawful expenditures of a school or school system; and the management of school funds.

2514 Payroll services—Activities to periodically pay individuals entitled to remuneration for services rendered. Payments are also made for such payroll associated costs as federal income tax withholding, retirement, and social security.

2515 Financial accounting services—Activities to maintain the financial records and transactions of a school or school system. These include accounting and interpreting financial transactions and account records.

2516 Internal auditing services—Activities to verify account records including evaluating the adequacy of the internal control system, verifying and safeguarding assets, reviewing the reliability of the accounting and reporting systems, and ascertaining compliance with established policies and procedures.

2517 Property accounting services—Activities to prepare and maintain current inventory records of land, buildings, and equipment. These records are to be used in equipment control and facilities planning.

2519 Other fiscal services—Other fiscal services which cannot be classified above.

2520 Purchasing services—Activities to purchase supplies, furniture, equipment, and materials used in a school or school system.

2530 Warehousing and distributing services—Activities to receive, store, and distribute supplies, furniture, equipment, materials, and mail. These include cash collection and transportation from school facilities to the central administration office or bank for control and/or deposit.

2540 Printing, publishing, and duplicating services—Activities to print and publish administrative publications such as annual reports, school directories, and manuals. These include centralized services for duplicating school materials and instruments such as school bulletins, newsletters, and notices.

2590 Other business support services—Other business support services which cannot be classified above.

2600 Operation and maintenance of plant services—Activities to keep the physical plant open, comfortable, and safe for use, and keep the grounds, buildings, and equipment in effective working condition and state of repair. These include maintaining safety in school buildings, grounds, and in the vicinity of schools.

2610 Supervision of operation and maintenance of plant services—Activities to direct, manage, and supervise the operation and maintenance of the school plant facilities.

2620 Operating buildings services—Activities to keep the physical plant clean and ready for daily use. These include operating the heat, light, and ventilation systems and repairing and replacing facilities and equipment.

2630 Care and upkeep of grounds services—Activities to maintain and improve the land. These include snow removal, landscaping, ground maintenance, and similar activities.

2640 Care and upkeep of equipment services—Activities to maintain equipment owned or used by the school or school system. These include servicing and repairing furniture, machines, and movable equipment.

2650 Vehicle servicing and maintenance services—Activities to maintain general purpose vehicles other than student transportation vehicles such as trucks, tractors, graders, and staff vehicles. These include repairing vehicles, replacing vehicle parts, preventative maintenance servicing, cleaning, painting, greasing, fueling, and inspecting vehicles for safety.

2660 Security services—Activities to maintain order and safety in school buildings, grounds, and in the vicinity at all times. These include police activities for school functions, traffic control on the grounds and in the vicinity, building alarm systems, and hall monitoring services.

2690 Other operation and maintenance of plant services—Other operation and maintenance of plant services which cannot be classified above.

2700 Student transportation services—Activities to convey students to and from school, as provided by state and federal law. These include trips between home and school, and trips to school activities. They also include specialized equipment (such as special or adapted buses, lifts, and ramps), if required to provide special transportation for a child with a disability.

2710 Supervision of student transportation—Activities to direct, manage, and supervise student transportation services.

2720 Vehicle operation services—Activities to operate vehicles for student transportation from the time the vehicles leave the point of storage until they return to storage. These include driving buses or other student transportation vehicles.

2730 Monitoring services—Activities to supervise students in the process of being transported between home and school or between school and school activities. Such supervision can occur while students are in transit, while they

are being loaded and unloaded, and in directing traffic at the loading and unloading stations.

2740 Vehicle servicing and maintenance services—Activities to maintain student transportation vehicles. These include repairing vehicles, replacing vehicle parts, cleaning, painting, fueling, and inspecting vehicles for safety.

2750 Driver training services—Activities to ensure and maintain safety standards of driver's skills to operate student transportation vehicles. These include training and testing of school bus drivers.

2790 Other student transportation services—Other student transportation services which cannot be classified above.

2800 Central support services—Activities, other than general administration, to support each of the other instructional and support services programs. These include planning, research and development, evaluation, information, staff, statistical, and data processing services.

2810 Planning, research, development, and evaluation services—Activities to conduct and manage programs of planning, research, development, and evaluation for a school system on a systemwide basis.

2811 Supervision of managing, planning, research, development, and evaluation services—Activities associated with the direction, management, and supervision of planning, research, development, and evaluation services.¹

2812 Planning services—Activities to select or identify overall, long-range goals, priorities and objectives of an organization or program; and formulate various courses of action needed to achieve those goals. This is done by identifying needs and relative costs and benefits of each course of action.*

2813 Research services—Activities to perform systematic study and investigation of various aspects of education undertaken to establish facts and principles.*

2814 Development services—Activities to deliberate evolving process of improving educational programs.*

2815 Evaluation services—Activities to ascertain or judge the value or amount of an action or an outcome. This is done through careful appraisal of previously specified data in light of a particular situation and the goals and objectives previously established.*

2819 Other planning, research, development, and evaluation services—Other planning, research, development, and evaluation services which can not be classified above.*

¹ Entry has been added in this volume and cannot be found in *Financial Accounting for Local and State School Systems 1990* (often referred to as *Handbook 2R2*), July 1990, available from the National Center for Education Statistics.

2820 Information services—Activities to write, edit, and prepare materials for disseminating educational and administrative information to students, staff members, managers, or the general public through direct mailing, the various news media, or personal contact.

2821 Supervision of information services—Activities to direct, manage, and supervise information services.

2822 Internal information services—Activities to write, edit, and provide administrative information to students and staff members.

2823 Public information services—Activities to write, edit, and prepare materials for disseminating educational and administrative information to the public through various news media or personal contact.

2824 Management information services—Activities to write, edit, and prepare materials for disseminating to management the needed information about the operation of the school or school system, and the community, state, and nation, in order to make logical decisions.

2829 Other information services—Other information services which cannot be classified above.

2830 Staff services—Activities to maintain an efficient staff for a school or school system. These include recruiting and placement, staff transfers, inservice training, health services, and staff accounting.

2831 Supervision of staff services—Activities to direct, manage, and supervise staff services.

2832 Recruitment and placement services—Activities to employ and assign personnel for a school or school system.

2833 Staff accounting services—Activities to maintain the systematic recording and summarization of information relating to individuals employed by a school or school system.

2834 Inservice training services (for non-instructional staff)—Activities to train non-instructional personnel in all classifications. These activities are developed by the school or school system.

2835 Health services—Activities to provide medical, dental, and nurse services for the school or school system employees. These include physical examinations, referrals, and emergency care.

2839 Other staff services—Other staff services which cannot be classified above.

2840 Data processing services—Activities to prepare data for storage, storage of data, and retrieval of them for reproduction as information for management and reporting.

2841 Supervision of data processing services—Activities to direct, manage, and supervise data processing services.

2842 Systems analysis services—Activities to identify and evaluate alternatives for achieving defined objectives, based on judgment and, wherever possible, on quantitative methods. These activities pertain to the development of data processing procedures or application to electronic data processing equipment.

2843 Programming services—Activities to prepare a logical sequence of operations to be performed, either manually or electronically, in solving problems or processing data. These also involve preparing coded instructions and data for such sequences.

2844 Operations services—Activities to schedule, maintain, and produce data. These include operating business machines, data preparation services, and data processing machines.

2849 Other data processing services—Other data processing services which cannot be classified above.

2890 Other central support services—Other central support services which cannot be classified above.*

2900 Other support services—Other support services which cannot be classified above.

3000 Operation of Non-Instructional Services—Activities to provide non-instructional services to students, staff members, or the community.

3100 Food services operations—Activities to provide food to students and staff members in a school or school system. These include preparing and serving regular and incidental meals, lunches, or snacks in connection with school activities, and food delivery.

3110 Supervision of food services—Activities to direct, manage, and supervise food services operations.*

3120 Food preparation and dispensing services—Activities to prepare and serve regular and incidental meals, lunches, or snacks to students and staff members in a school or school system. These include cooking, operating kitchen equipment, preparing food, serving food, cleaning dishes, and storing dishes and kitchen equipment.*

3130 Food delivery services—Activities to deliver food to the school or school system.*

3190 Other food services—Other food services which cannot be classified above.*

3200 Enterprise operations—Activities that are financed and operated in a manner similar to private business enterprises with the stated intent that costs are financed or recovered primarily through use charges (e.g., a bookstore in a school or system).

3300 Community services operation—Activities to provide community services to students, staff or other community participants. These include community recreation programs, civic activities, public libraries, programs of custody and care of children, and community welfare activities. These are provided by the school or school system for the community as a whole or for some segment of the community.

3310 Supervision of community services activities—Activities to direct, manage, and supervise community services activities.*

3320 Community recreation services—Activities to provide recreation for the community as a whole, or for some segment of the community. These include organizing and supervising playgrounds and swimming pools, as well as other recreation programs for the community.*

3330 Civic activities—Activities to provide services to civic affairs or organizations. These include services to parent-teacher association meetings, public forums, lectures, and civil defense planning.*

3340 Public library services—Activities to operate public libraries by a school or school system, or provide library services to the general public through the school library. These include planning the library's collection in light of community needs and informing the community of public library resources and services.*

3350 Custody and care of children—Activities to provide programs for the custodial care of children in residential day schools or in child care centers which are not part of, nor directly related to, the instructional program, and where the attendance of the children is not included in the attendance figures for the school or system.*

3360 Extended day/child care services—Activities to provide programs for the custodial care of students enrolled in a school or system before the school day starts and/or after the school day ends.*

3370 Welfare activities—Activities to provide for the personal needs of individuals who have been designated as needy by an appropriate governmental entity. These include payment of stipends for school attendance; payment of salaries to students for work performed (whether for the school system or for an outside concern); or the provision of clothing, food, or other personal needs.*

3390 Other community services—Other community services which cannot be classified above.*

3400 Residential housing services—Activities to provide living accommodations for students and individuals in facilities either owned or leased by the school or school system.*

3410 Supervision of residential housing services— Activities to direct, manage, and supervise residential housing services.*

3420 Student residence services—Activities to provide living accommodations for students in facilities either owned or leased by the school or school system. This category may be subdivided into residences for single students and residences for married students.*

3430 Staff residence services (other than administrative staff)—Activities to provide living accommodations for individuals other than administrative staff in facilities either owned or leased by the school or system.*

3440 Administrative staff residence services—Activities to provide living accommodations for administrative staff in facilities either owned or leased by the school or system.*

3490 Other residential housing services—Other residential housing services which cannot be classified above.*

4000 Facilities acquisition and construction services—Activities to acquire land and buildings; remodel buildings and construct additions to buildings; install and extend service systems and other built-in equipment; and improve sites.

4100 Site acquisition services—Activities to initially acquire and improve new sites.

4200 Site improvement services—Activities to improve sites, and maintain existing site improvements.

4300 Architecture and engineering services—Activities to acquire and improve sites and buildings performed by architects and engineers.

4400 Educational specifications development services—Activities to prepare and interpret specific space requirements for the various learning experiences of students to be accommodated in a building. These specifications are interpreted by architects and engineers in the early stages of blueprint development.

4500 Building acquisition and construction services—Activities to buy or construct buildings.

4600 Building improvement services—Activities to build additions to buildings and install or extend service systems and other built-in equipment.

4900 Other facilities acquisition and construction services—Other facilities acquisition and construction activities which cannot be classified above.

9999 Other—Other type of function which cannot be classified above.*

Appendix N

CROSSWALK OF FIELD OF STUDY CODES FOR THE SCHOOLS AND STAFFING SURVEY AND THE CLASSIFICATION OF INSTRUCTIONAL PROGRAMS

Included in this appendix is a crosswalk of the codes included in the *Classification of Instructional Programs* (CIP), published by the National Center for Education Statistics (NCES), and those used in the NCES Schools and Staffing Survey for major and minor field of study. In this handbook, Data Element 1150, Postsecondary Subject Matter Area, uses the CIP Codes as options. Appendix I in this document contains a detailed listing of the Education Programs. The listing below indicates equivalent codes from the two NCES listings. The CIP Codes are under revision at the time this is being published, and there will be additional relevant codes available in the revised version.

SASS Major and Minor

Field of Study Codes	CIP Codes
Education Fields	
General Education	
01 Early childhood education or pre-elementary education	13.1204 Pre-elementary/Early childhood/Kindergarten teacher education
02 Prekindergarten	
03 Kindergarten	
04 Elementary education	13.1202 Elementary teacher education
05 Secondary education	13.1205 Secondary teacher education
Education-Subject Areas	
06 Agricultural education	13.1301 Agricultural teacher education (vocational)
07 Art education	13.1302 Art teacher education
08 Bilingual education	13.02 Bilingual/Bicultural Education
09 Business education	13.1303 Business teacher education (vocational)
10 Cross-cultural education	
11 English as a Second Language education	13.14 Teaching English as a second language/foreign language
12 English/language arts education	13.1305 English teacher education
13 Family and consumer science education	13.1308 Home economics teacher education (vocational)
14 Foreign languages education	13.1306 Foreign languages teacher education
15 Health education	13.1307 Health teacher education
16 Indian education (Native American)	
17 Mathematics education	13.1311 Mathematics teacher education
18 Music education	13.1312 Music teacher education
19 Physical education	13.1314 Physical education teaching and coaching
20 Reading education	13.1315 Reading teacher education
21 Religious education	
22 Science education	13.1316 Science teacher education, general
23 Social studies/social science education	13.1317 Social science teacher education
	13.1318 Social studies teacher education
24 Trades and industry/industrial arts education	13.1320 Trades and industrial teacher education (vocational)

Special Education

25	Special education, general	13.1001	Special education, general
26	Autism	13.1013	Education for the autistic
27	Deaf and heard-of-hearing	13.1003	Education of the deaf and hearing impaired
28	Developmentally delayed		
29	Early childhood special education		
30	Emotionally disturbed or behavior disorders	13.1005	Education of emotionally handicapped
31	Learning disabilities	13.1011	Education of the specific learning disabled
32	Mentally retarded	13.1006	Education of mentally handicapped
33	Mildly or moderately disabled		
34	Orthopedically impaired	13.1008	Education of the physically handicapped
35	Severely or profoundly disabled		
36	Speech or language impaired	13.1012	Education of the speech impaired
37	Traumatically brain injured		
38	Visually impaired	13.1009	Education of the blind and visually handicapped
39	Other special education	13.1099	Special education, other

Other Education

40	Counseling and guidance	13.1101	Counselor education/Student counseling and guidance services
41	Curriculum and instruction	13.03	Curriculum and instruction
42	Educational administration	13.04	Education administration and supervision
43	Educational psychology	42.18	Educational psychology
44	Other education	13.1399	Education, other

General Fields**Arts**

45	Art, fine and applied	50.07	Fine arts and art studies
		50.04	Design and applied arts
46	Drama or theater	50.05	Dramatic/Theater arts and stagecraft
47	Music	50.08	Music
48	Other visual/performing arts	50.99	Visual and performing arts, other

English

49	English literature or composition	23.01	English and literature, general
50	Communications or journalism	09.01	Communications, general
		09.04	Journalism and mass communications

Foreign Languages

51	French	16.0901	French language and literature
52	German	16.0501	German language and literature
53	Latin	16.1203	Latin language and literature
54	Russian	16.0402	Russian language and literature
55	Spanish	16.0905	Spanish language and literature
56	Other languages	16.99	Foreign languages and literature, other

Mathematics

57	Mathematics	27.01	Mathematics
58	Statistics	27.06	Mathematical statistics

Natural Sciences

59	Biology/Life science	26.01	Biology, general
60	Chemistry	40.05	Chemistry
61	Geology/Earth science	40.06	Geological and related science
62	Physics	40.08	Physics
63	Other natural sciences	40.99	Physical sciences, other
		26.99	Biological sciences/Life sciences, other

Other Areas

64	Agriculture and natural resources	01	Agriculture business
		02	Agriculture sciences
		03	Conservation and renewable natural resources
65	American Indian/Native American studies	05.0202	American Indian/Native American studies
66	Architecture, environmental design	04.02	Architecture
		04.04	Architectural environment design
67	Business and management	52	Business management and administrative services
68	Computer science	11.01	Computer and information systems, general
69	Engineering	14	Engineering
70	Family and consumer science (home economics)	19	Home economics
		20	Vocational home economics
71	General studies	24	Liberal Arts and Sciences, and general studies
72	Health professions and occupations	51	Health professions and related services
73	Humanities		
74	Law	22	Law and legal studies
75	Library and information science	25	Library science
76	Military science	29	Military technologies
77	Multi- or interdisciplinary studies	30	Multi/InterDisciplinary studies
78	Philosophy	38.01	Philosophy
79	Public administration or service	44	Public administration and services
80	Religion or theology	38	Theological studies and religious vocations
81	Other area or ethnic studies	05	Area, ethnic, and cultural studies

Social Sciences

82	Economics	45.06	Economics
83	History	45.08	History
84	Political science and government	45.10	Political science and government
85	Psychology	42	Psychology (except for 42.15)
86	Sociology	45.11	Sociology
87	Other social sciences	45.99	Social sciences and history, other