



## How does SchoolSpeak support NCEA reporting?

- Administrators can generate the NCEA report from within SchoolSpeak Admin section
- The report can use data stored within SchoolSpeak profiles to automatically calculate the various entries - *a single source for data collection*
  - *Administrators have the option to enter the data manually*
- Admins may generate NCEA data reports in either a CSV file, a formatted PDF file or may submit the data directly to a SchoolSpeak implemented diocese

## SchoolSpeak's NCEA Tool Features

- Easily identify the students, teachers and administrators
- Set basic school demographic profile parameters
- Answer key school questions
- Use profile data to populate key calculated fields
  - *SchoolSpeak Administrators may choose to automatically create the profiles fields that will be used as part of the report if not currently listed in the profiles*
    - *Optionally may complete fields manually based on data in other sources*

## Helpful Hints

- Going to take advantage of the groups you already have in your Schoolspeak account
- Check your School Group - Verify that the students and their parents listed are current school families. Remove members who are no longer with the school
  - *Batch Withdraw Members will remove members from all groups outside of the Class of. Left members*
- Review your teachers and school administration staff member profiles and check the member type is correct
- Consider creating groups for Teachers and Admins
  - *Will simplify process of identifying staff member positions*
  - *Recommend that this is reviewed each year*
  - *Remember to add new teachers and admins to these groups when adding staff*
- Verify that the grade groups are set to proper grade levels
  - *Use the EDIT Groups tool to view the group settings*
  - *Example of grade level*
    - *Group name - Grade 1 should be set to Grade level 1*
  - *Example of non-grade level*
    - *Group name - 4<sup>th</sup> grade Book Club - should NOT be set to grade level 4*

## “Cheat Sheet” Valid Field Options

Gender	Religion	Ethnicity	Race	Staff Type	Staff -Employment Type
Male Female	Catholic Non-Catholic Unknown	Hispanic or Latino Non-Hispanic or Latino	Native American Asian Black Native Hawaii /PAC ISL White Two or more races Unknown	Religious Clergy Lay	Full-Time Part-Time

## Preparing for Upload

- Leave the column header!
- Save modified file as a CSV file
- Use Batch Member Update
  - ▶ Verify your field mapping is correct

## Questions?

Please contact support  
[support@schoolspeak.com](mailto:support@schoolspeak.com)  
877-773-2513