

# DATA BANK 2018-2019 Diocesan Summary Report Form



## Dear Superintendent:

Attached you will find the 2018-2019 academic year NCEA Databank Diocesan Report form. Please read all the instructions and definitions before proceeding to complete the form.

All numbers should be the actual count as of Friday, **September 14, 2018**. Schools are asked to return their forms to your office by **October 1, 2018**. The completed diocesan form should be **returned to the NCEA office by November 2, 2018**. Do not send the individual school forms to NCEA. Please consider using the electronic forms referenced in the memo letter accompanying this.

Your timely cooperation in completing all of the information requested is essential and greatly appreciated. Although you may delegate the compilation of the data to someone else in your office, we ask that you assume personal responsibility for the accuracy and timely return of the information. Please review the completed form and sign-off on it before submitting it.

If you have questions, please contact me by e-mail: [mcdonald@ncea.org](mailto:mcdonald@ncea.org) or phone 571-451-2883.

Dale McDonald, PBVM, PhD  
Director of Public Policy and Educational Research

## Instructions and Definitions

**SCHOOLS:** Data will be collected in two categories: elementary/middle and secondary.

**Elementary/Middle:** generally Pre-K-8; or 6-9. Schools that identify as “middle” should respond in this category.

**Secondary:** generally 9-12, but if the school has grades below 9 but identifies as a high school, the school should respond to all sections of the form only in the secondary category.

**K-12:** these schools should respond as lower and upper schools within elementary/middle and secondary categories.

**Pre-K:** the pre-school is part of the school or a separate center that provides an educational program. Do not include daycare programs.

*The diocesan report should include all of the private schools designated as Catholic. NCEA does not contact any school directly.*

### LOCATION:

**urban:** within the limits of a major city or one with at least 50,000 population

**inner-city:** located within a major city and characterized by a concentration (>40%) of low income inhabitants

**suburban:** outside of, but tangent to, a major city or its immediate suburbs

**rural:** located outside of an urban or suburban area and having fewer than 50,000 inhabitants

**RACE:** The U.S. Census Bureau has changed the standards for classification of federal data pertaining to race and ethnicity. Race and ethnicity are considered separate and distinct identities and are to be reported as such. Students should be counted in the category they self-identify with or of which they are most characteristic. *Please provide your schools with the enclosed sheet describing the race/ethnicity issue.*

**ETHNICITY:** Hispanic is recorded as an ethnicity; all students are counted as either Hispanic or Non-Hispanic.

Please refer to both sides of the accompanying yellow sheet (*U.S. Census Bureau Race and Ethnicity Reporting*) for details and explanations. *Please send this form to your schools advising them of these reporting details.*

### PROFESSIONAL STAFF:

Include all **paid professionals:** faculty, administrators, counselors, etc. who have responsibility for the teaching and learning process. Do not include development or admissions directors, volunteers, etc.

**Full time:** paid employees who regularly work a full day or 100% of contract. Full time employees may have one position or divide their time between more than one position (teaching/administration, etc.) but work the full schedule.

**Part-time:** paid employees who work less than the full school day/week or 100% of contract.

**Please return the completed form by November 2, 2018 to:**  
Sr. Dale McDonald • NCEA • 1005 N. Glebe Road • Suite 525 • Arlington, VA 22201-5792