2016-2017 Fall Data Collection Guide: Directions and Tips

Every year the Office for Catholic Schools (OCS) collects data from all 74 schools and reports some of this information to the National Catholic Education Association (NCEA). Data collection occurs online (**ocsww.org**) and you or an assigned assistant can start through **My Desk**, which requires you to login. Under the heading **Tools for Data Input**, select **Fall Data Collection (NCEA).** You will see several tabs across the top; this allows you to work by topic and perhaps have specialists, such as a business manager, complete the Budget data entry. This document is organized by the tool tabs and is in the order in which items are listed. The items below which start with (?) have online pop-up definitions, which you can read as you go. If you have any further questions or need clarification, email us at **ocs@seattlearch.org.**

TAB 1: SCHOOL: General Information - Government Programs - Accreditation

(?) Lowest Grade
(?) Highest Grade
(?) Number of School Families – (New) report the number families who have registered and have a tuition contract.
(?) School Location
School Sponsorship: OCS will enter this for you if you are not sure of your status.

The Government Funded Programs have been edited for more clarity and an additional question has been added for a count of students receiving support through an Individualized Education Plan (IEP).
(?) Title I
(?) Title IIA
(?) Title III
For more detail, please see the Appendix: Government Funded Program on page 4.

TAB 2: ENROLLMENT: Student demographics for the current year

(?) Enrollment by Ethnicity – Ethnicity is not the same as race. We track Hispanic and Non-Hispanic ethnicity. The total should equal the same total as you have for Enrollment by Race and Enrollment by Grade.
(?) Enrollment by Race
(?) Pre-K / PK
(?) Enrollment Capacity by Grade

TAB 3: FACULTY: Professional staff demographics for the current year

(?) Professional Staff by Ethnicity and Religion - Includes all paid professionals (administrators and faculty) who have responsibility for the teaching and learning process. Do not include development or admissions directors, teachers' aides or support staff.
(?) Full and Part-time Professional Staff
(?) OSPI
(?) CCP Certification

TAB 4: BUDGET: Financial information

Revenue Section

(?) Tuition and Fees – Please enter the total amount of tuition and fees the school expects to collect during the 2016-17 school year. This can be achieved by adding together the tuition contracts of each family at the school. There may be variance in the amount of each contract, this is acceptable, but please only enter real dollars the school expects to collect.

(?) Endowment Income – Interest earnings from endowment used for school operation

(?) Fundraising – Enter the total amount received from fundraising activities. For any associated fundraising costs, enter them in the expense section under Fundraising Costs.

(?) Donations

(?) Other Income Sources – These include rentals of space

The total revenue of your budget should be included in the above five entries. We also request the breakout of other items, which may or may not be included in your total revenue.

(?) Neighboring Parishes Subsidy

(?) Parish Indirect Subsidy

Expenses Section

(?) Salaries – Salaries and Benefits have been separated

(?) Benefits

(?) Maintenance and Operations

(?) Local Tuition Assistance – Please only include funds dispersed from school accounts that assist families with tuition. Do not include and amounts for local tuition discounts, discounts should be reflected by tuition and fees collected by the school.

(?) Fundraising Costs

(?) Other Expenses

The total expenses of your budget should be included in the above six entries. We also request the breakout of other items, which may or may not be included in your total expenses.

Other Budget:

(?) Parish Direct Subsidy - Included in Revenue as Tuition and Fees.

(?) Tuition and Fees uncollected from last year/Total Revenue (in percentage)

(?) Total Debt Obligation (includes PRF)/Total Revenue (in percentage)

(?) Parish Direct Subsidy as % of parish ordinary income (in percentage) – Note: parish ordinary income is from Sunday and Holy Day collections, along with periodic automatic deposits. If you do not have this amount, enter 0 or NA and OCS can obtain it for the Indices of Vitality report.

(?) Comparison of entry-level teacher salary to local school district (in percentage)

Tuition Section

This section has different views depending upon whether your school is elementary or high school.

- Elementary schools should enter any multiple children tuitions as they are discounted, such as:
  1st Child: $4000, 2nd Child: $3000, 3rd Child: $2000, 4th Child: $1000.
- The Pre-K Tuition Rate Chart from last year has been removed and will be replaced by a Survey regarding a broader scope.
- High Schools enter only one or two tuition rates.

TAB 5: INDICATORS: Catholic Identity, Academics, Ethnic & Academic Diverse Learners, Governance, and Finance

These questions are used to create the Indices of Vitality. They have been used in the previous year and you might want to review your past entries by looking at the Indicators page of last year's Indices of Vitality.

TAB 6: INSTRUCTIONAL MATERIALS

Please update your instructional materials by adding new items in the top window, or editing previous entries shown below by clicking on the pencil on the right side of the entry line. The X-box can be used to delete an existing entry. This year, we ask all schools to update Science entries. In the Comment Box for Science entries, please enter "2016" to show that it is current.

TAB 7: ASSESSMENTS

Please update these entries with the same procedure listed above.

TAB 8: STATUS

Check this tab to see progress on your Fall Data Collection. There is also a reminder and link to the Tech Survey to update as needed throughout the school year. As always, please update the CSED to edit your school roster. Thank you!

OCS SUPPORT

For Accreditation help for elementary schools, please contact Kristin Dixon at kristin.dixon@seattlearch.org

For Accreditation help for high schools, please contact Karen Tarabochia at karen.tarabochia@seattlearch.org

For Assessment help, please contact:
NWEA-MAP- Kristin Dixon kristin.dixon@seattlearch.org
IOWA – Sandy Barton Smith sandra.smith@seattlearch.org

For Financial-Budget information help, please contact Tim Hunt at tim.hunt@seattlearch.org

For Government Programs and Early Learning help, please contact Kaitlyn O'Leary at kaitlyn.oleary@seattlearch.org

For other questions regarding Fall Data Collection tool, please contact Sandy Barton Smith at sandra.smith@seattlearch.org

For technical support assistance, please contact Vireak Ath at vireak.ath@seattlearch.org

APPENDIX: GOVERNMENT FUNDED PROGRAMS

The following is a complete list of the data requested under the heading Government Funded Programs located on the School Tab screen.

1. List services received through all Title funding

For example, professional development, tutoring, and testing

2. Number of students eligible for Title I services

Students in grades Kindergarten and above who reside in a participating public school attendance area AND are considered low income are eligible for Title I services. Students who qualify for free and reduced lunch are considered low income.

3. Number of students who receive Title I services

Students who reside in a participating public school attendance area and demonstrate the educational need (ie they are failing or most at risk of failing to meet academic standards) should receive Title I services. While the number of low income students determines the amount of Title I funding, students do NOT have to come from low income families to receive Title I services.

4. Allocated Title IIA funds in last fiscal year

This information will be used by Office for Catholic Schools (OCS) to help determine OCS future professional development offerings.

5. Total Title IIA funds used in last fiscal year

This information will be used by OCS to help determine OCS future professional development offerings.

6. Number of students who receive Title III services

Students should receive Title III services if: (1) your school is located in a geographic area served by a district that receives a Title III subgrant, AND (2) the district identifies students in your school as Limited English Proficient through an English Language Proficiency Assessment. The district is required to assess students and determine whether or not they qualify for Title III services by the 10th day of attendance each school year.

7. Allocated Title III funds for services

8. Number of students who receive free or reduced price breakfast

To receive free or reduced price breakfast, students must participate in the National School Breakfast Program, which provides cash subsidies to schools who provide free or reduced price breakfast to eligible children. To qualify for the free or reduced breakfast or lunch program, a student's family must meet the federal income eligibility guidelines outlined on the next page.

Number of Family Members	Annual Gross Income for 2015-16
1	$21, 978 or less
2	$29, 637 or less
3	$37, 296 or less
4	$44, 955 or less
5	$52, 614 or less
6	$60, 273 or less
7	$67, 951 or less
8	$75, 647 or less
For each additional family member add . . .	$7, 696

9. Number of students who receive free or reduced price lunch

To receive free or reduced price lunch, students must participate in the National School Lunch Program, which provides cash subsidies to schools who provide free or reduced price lunch to eligible children.

10. Number of students who receive subsidized transportation services

This includes busing, travel passes, compensation to parents, etc..

11. Number of students with a diagnosed disability

12. Number of students who receive support services through a Service Plan (SP or ISP)

Any student who has been evaluated by the district and deemed eligible for special education services may receive support services through a Service Plan (SP) with the school district in which your Catholic school is located. Students who have a Service Plan (SP) are not eligible to receive services through an Individualized Education Plan (IEP).

13. Number of students who receive support services through an Individualized Education Plan (IEP)

Any student who has been evaluated by the district and deemed eligible for special education services may choose to enroll part-time in the local public school district to access services through an Individualized Education Plan (IEP). If a parent chooses to "dually enroll" his/her child in your school and in the local public school district so that he/she can receive IEP services, the child will not be eligible for services through a Service Plan (SP).

14. Type of special needs served