2011-2012
OFFICE OF CATHOLIC SCHOOLS
ELEMENTARY FALL SURVEY DIRECTIONS

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Please take time to verify that all your data is correct and that no fields have been left blank.

Not all sections/questions are detailed in the directions; if you have a question please check the OCS Portal, call or email for assistance.

Deadline: October 1, 2011

Survey Changes:

- Race and Ethnicity/Religious Background section has significant changes; please read attachments as well as general directions.
- Genesis section added.
- All surveys should be emailed, do not send via fax or postal mail.
- All questions on the survey must be completed. If a section or question does not apply to your school please type in "DNA." If there is insufficient information, we will call schools.

Delivery Method:

- Attach survey to an email. Put your school's name and city in the header and send to schoolsurvey@archchicago.org

General Directions and Notes:

All Schools – Email survey to schoolsurvey@archchicago.org

Consolidated Schools – Please return only one composite survey, not a survey for each site. If needed, make copies of the survey forms for use by the other campuses and then consolidate all the data on one survey that you will return to us.

Student Information

NOTE: Do not include head start children in your enrollment

PLEASE REMEMBER THAT THE TOTALS FOR A, B, AND C MUST MATCH.

Ⓐ Enrollment

- If any part of the school or the entire school is non-graded, please estimate or average the enrollment at each grade level.
- Please indicate the number of additional students your school can accommodate, per grade, without opening additional classrooms.

Race and Ethnicity/Religious Background section updated

Ⓑ Race and Ethnicity/Religious Background

- To help collect information needed for Section B refer to 'U.S. Department of Education Race and Ethnicity Standards" handout located at end of directions (Appendix I). We have included this form as a tool and we do not require that this form be disseminated. If the parent/ guardian do not fill out the form, it becomes the responsibility of the school to gather needed information. School may use discretion in how this is done.
- **To report results**: all students of Hispanic or Latino ethnicity should be listed ONLY under Hispanic or Latino. Students not of Hispanic or Latino ethnicity should be recorded with corresponding Race category.

Check Appendix II for additional guidance when reporting Race and Ethnicity information.

- **American Indian or Alaskan Native** – Persons having origins in any of the original peoples of North and South America, including Central America, and who maintains tribal affiliations or community attachment.
- **Asian** – Persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. The areas include, for example, China, Japan, Korea, India, and the Philippine Islands.
- **Black or African American** – Persons having origins in any of the Black racial groups of Africa, but not of any Spanish speaking culture or origin.
- **Hispanic or Latino** – Persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.
- **White** – Persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- **Native Hawaiian or Other Pacific Islander** – Persons having origins in any of the original peoples of Hawaii or other Pacific Islands, such as Guam and Samoa, and who maintain cultural identification through tribal affiliation or community recognition.
- **Two or more races** – Persons of two distinct races, e.g., Asian/White; Black/White; Asian/Black, etc. Or not covered by the above categories.

When recording Race information, any student who marked Hispanic or Latino ethnicity should ONLY be placed in the Hispanic or Latino column.

NOTE: Making changes to enrollment? Make sure that all the other sections that are student specific are changed accordingly as well.

Ⓒ Family Information

- Please enter the total number of families (PK-8) with 1 child, 2 children, 3 children, etc. enrolled in the school.
- To check your numbers: multiply the number of families in each row by the number the row represents.
- Make sure this number reflects the official enrollment in section A.

Ⓓ Zip Codes

- Please indicate the number of students residing in each zip code represented in your school.
- Please note that the sum of students by zip code **must** match the **total enrollment**.
- Zip codes are listed in numerical order. Please note that there are additional fields at the bottom of the table to allow for extra zip codes that are not already listed.

Please make sure waiting list numbers are up to date. Do not carry students from last year unless they still plan to register if a space opens up.

Ⓔ Enrollment Waiting List

- Number of students who would enter the school now, if there were room in a given grade.

Ⓕ Catholic Out of Parish Students

- **F-1:** This only refers to a CATHOLIC student who attends your school, but (1) lives in the geographical boundaries of another Catholic parish and (2) is **not** a member of your school's parish.
- **F-2:** Detail the amount of students that are currently enrolled at your school, but are members of a different Parish with a school.

Ⓖ Scholarship/Tuition Assistance Information

- Please detail the number of students for each section, not the amount of money.

Not sure which continent a country is located? Check Appendix III for complete country/continent designations.

Ⓗ Bi-Lingual/Ethnic Students (Immigration Fund)

- This has been defined by Government guidelines. Detail all students that were born outside of the United States and have been in school for three years or less. These numbers assist in the allocation of Emergency Immigration and Refugee Funds.

Ⓘ Transfers Out

- Record all transfers for the previous school year (2010 – 2011).
- Graduating 8th grade students are not transfers out.
- Take time to check that your totals for each grade under "**Transferred To**" and "**Transferred Because**" are equal.

NOTE: A student's first academic experience is not considered a transfer in.

Ⓙ Transfers In

- Please note that although the layout is similar to the **"Transfers Out"** chart, the first table for **"Transfers In"** is for students attending the previous school year, and the second table is for any transfers that will be attending in the fall for the first time.
- The totals at the bottom do not need to be equal. Reflect the totals of each individual table at the bottom where indicated.

Ⓚ Food Service Program

- **K-1:** Record the number of students that take part in your breakfast program.
- **K-2, 3:** Record the amount of students that take part in your lunch program.

Ⓛ Religion

- **L-2a:** New teachers are those that have been teaching three years or less. The number of teachers at each CEU level is no longer needed.
- **L-2d:** List only those that have been certified by the Archdiocese of Chicago.
- **L-5a, b, c:** Please list the name, publisher, and publication year.

School Staff Data

Kindly take the time to review all information so as to provide the most accurate answers.

Please make sure that the number of teachers listed in M11 is the same as the tally of row 3 in the Personnel table.

Ⓜ School Personnel

- This section details your school personnel profile, including the positions in the school and the qualifications of your teachers.
- **M-1 – 10: School Personnel Table.** Please enter all teachers into row 3 of the table; this includes your Art, Music, P.E., Tech, etc. If you have someone in the school that serves the school in multiple roles, please determine what their primary role is, and insert them into that category. Make sure the totals at the bottom are correct.
- **M-11: Teacher Certification.** Please check that the total in the chart equals the number of teachers that are listed in the personnel table (the sum of row 3). If a teacher has dual certification, list them only once.
- **M-12-a, b: Student and Faculty Average Daily Attendance.** Use the first month average to figure out annual average for both students and faculty.
- **M-12-c: Student Teacher Ratio.** Please respond to the question as a ratio i.e. 20:1 (Students: Teachers).

For more information on the IDEA act please visit: http://www.ed.gov/offices/OSERS/Policy/IDEA/

Ⓝ Individuals with Disabilities Educational Improvement Act of 2004 (IDEA)

- **N-1, 2:** Please indicate the total number of students that receive services prescribed by specified plan (IEP and/or ISP).
- **N-3:** Please indicate students' involvement with local public school.
- **N-5:** Number should be equal or greater than N-3 and N-4.
- **N-8, 9, 10:** Check all answers that describe how students with disabilities are instructed in your school.
- **N-12:** Confirm whether or not your school conducts a universal study and list the grades that are screened.
- **N-13:** Please specify different Learning Specialists at your school.

Ⓞ Inclusive Learning Program

- **O-2:** Detail your ESL program if you have one.

Ⓟ Tuition

- **P-1 and P-2**: Please add rows A, D, and E to calculate the total in row F. List fundraising if it is mandatory and added to tuition when obligation is not fulfilled.
- **P-3:** Please indicate any uncollected tuition per child for both K-8 and Pre-K.

Ⓠ Fundraising and External Funding

- Please detail individual sources of external funding, the net funds from each source, and the projected funds for the 2011-2012 school year.

Ⓡ Federal Funding and NCLB

Please note that this section is ONLY for SUBURBAN schools.

Use data from your FY 2010-2011 the No Child Left Behind Section.

- **R-1, Title I:** Detail information about Title I funds.
- **R-3, Title II:** Please detail if you have accessed the above title, and/or if you have accessed e-rate.
- **R-4, Title III:** Detail the amount of funds received.
- **R-5, Illinois Textbook:** Give the amount received last year under this program.
- **R-6, American Recovery and Reinvestment Act:** Please detail the funds received in the fiscal year 2010-2011 and from which program.
- For more information on these programs please visit: http://www.ed.gov/offices/OESE/esea/

Ⓢ Institutional Advancement

- **S-1 through 3:** Detail information about your annual fund and/or endowment fund and paid development staff.
- **S-4:** Please indicate the total amount from all fundraising.
- **S-6:** Please indicate information about parent satisfaction.
- **S-7:** Please indicate information about stakeholders.
- **S-8:** Please indicate who involved in marketing, recruitment, and retention in your school.
- **S-9:** Please indicate how you would characterize your enrollment management efforts.
- **S-10:** Please indicate the total amount of scholarship/tuition assistance/financial aid awarded to your school last year.

Ⓣ People

- Please note that this section is **MANDATORY.**

Ⓤ Facilities

- Kindly take the time to review all information so as to provide the most accurate answers.

Technology

Ⓥ Network and Internet

- **V-1:** The Local Area Network (LAN) refers to a connection between your computers in you school. For example, your computer lab may run on a LAN.
- **V-2-4:** These questions detail if you have an internet connection, if you are connected to the internet, please answer all of the associated questions.

Ⓦ Hardware and Budget

- **W-5:** Please detail the computers you have in use at your school
- **W-8:** Item "e: Total Technology Budget" should reflect the totals of line a – d.
- **W-13:** Please give details about your E-rate.

Genesis

ⓧ Catholic

New Item

- **X-1, 2:** Make sure answer reflect **ALL** students
- **X-4:** Only include teachers that have completely finished their "Four Pillars" requirement.

ⓨ Excellent

New Item

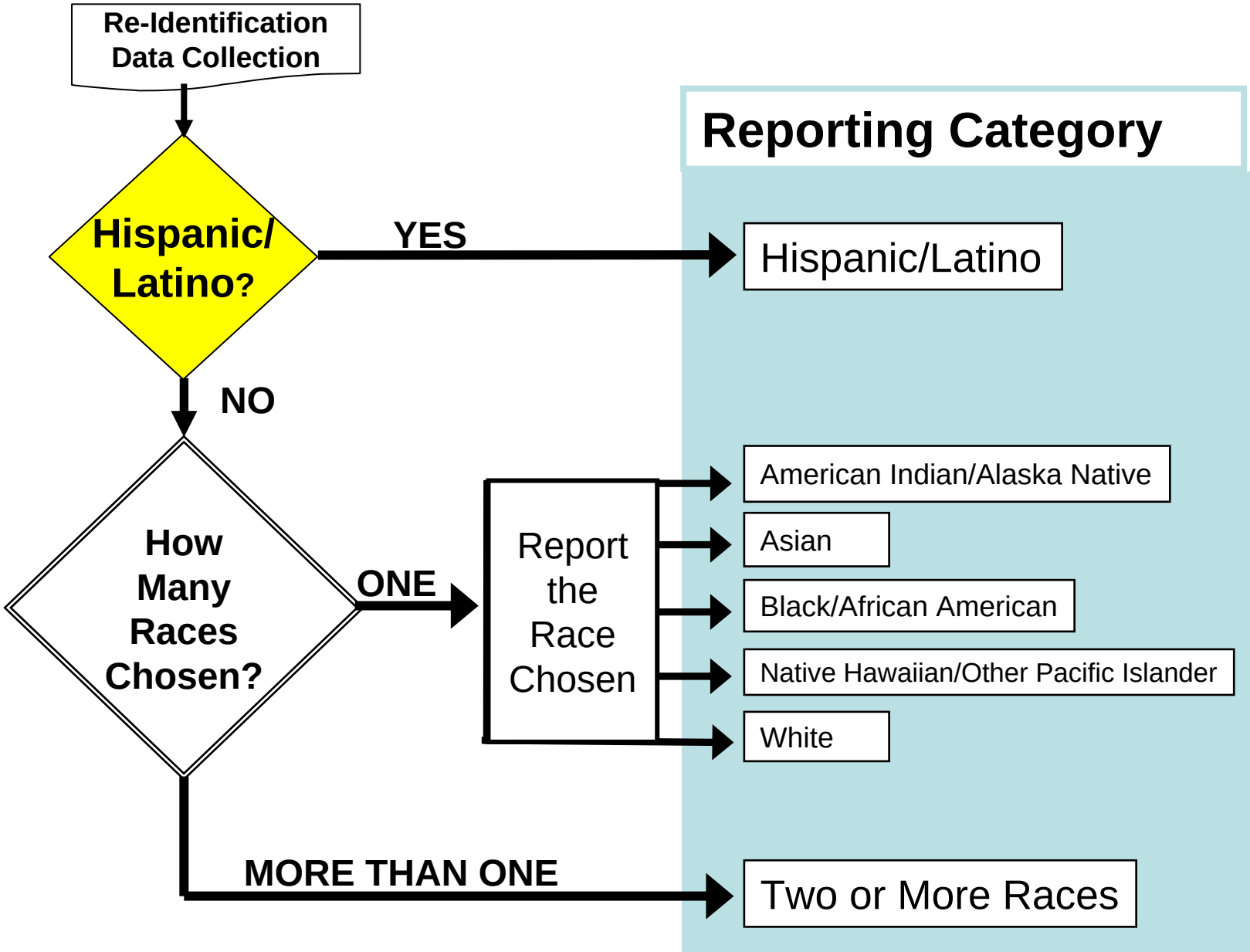
- **Y-7:** Make sure to list the date of the event, the title of the event, and who provided or ran the event.

ⓩ School Vitality

New Item

- **Z-8:** Please detail the percentage of uncollected tuition, not the amount of money.
- **Z-13:** Please only fill in one of the three: Fully Implemented, Being Developed, or Not Yet Begun with the school's information.

Data Collection to Reporting Flowchart



ARCHDIOCESE CHICAGO
CATHOLIC SCHOOLS
faith, focus, and achievement

U.S. Department of Education Race and Ethnicity Standards

_____ _____

Student Name **Homeroom**

Instructions: This form is to be filled out by the student's parents or guardians, and both questions must be answered. Part A asks about the student's ethnicity and Part B asks about the student's race. If you decline to respond to either question, the school district is required to provide the missing information by observer identification.

Part A. Is this student Hispanic/Latino? (A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.) **Choose only one**.

☐ **No, not Hispanic/Latino**

☐ **Yes, Hispanic/Latino**

The question above is about ethnicity, not race. No matter which answer you selected, continue to respond to the question below by marking one or more boxes to indicate what you consider the student's race to be.

Part B. What is the student's race? Choose one or more.

☐ **American Indian or Alaskan Native** (A person having origins in any of the original peoples of North and South America, including Central America, and who maintains tribal affiliations 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.)

☐ **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.)

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Please return to school by:

_____ _____

Parent/Guardian Signature *Date*