

**INSTRUCTIONS FOR COMPLETING FORM A 12B
CLASS AND STAFFING FORM**

Please complete this form based on classes and staffing **as of October 3 of this school year**. The data should be entered into ESS (using the myNHDOE Single Sign on System) and the certified, signed form should be returned to the Bureau of Data Management **by October 17.**

NUMBER OF CLASSES: Report the number of classes for grades R through 8. If a classroom is regular ed **multi-grade**, please prorate the class to the nearest hundredth based on the number of students.

For example, if there were 4 first graders and 16 second graders in a classroom, it would result in the following:

$$4 + 16 = 20 \quad 4 \text{ divided by } 20 = 0.20 \quad 16 \text{ divided by } 20 = 0.80$$

You would report 0.20 classes under grade 1 and 0.80 classes under grade 2.

For middle school grades, report the number of classes only if the students receive a majority of their instruction as a group in the same class. If students rotate classes during the day, please leave the field zero (note: "N/A" will not be accepted by ESS).

STAFFING:

- a. Round all FTEs to the nearest tenth.
- b. Include only filled positions; do not count vacant positions.
- c. In this section, the elementary column should include preschool, kindergarten and grade 7 and 8 personnel. Please include **only grades 9-12** in the **secondary** school column.
- d. Record all personnel in **full-time equivalency** (FTE). FTE is the amount of time allocated to an assignment stated as a proportion of a full-time position. It is computed by dividing the number of work hours for an individual by the number of full-time hours for that position. Part-time positions should also be reported in full-time equivalency. For example, if the normal teaching load is four courses, a teacher with only one course would be reported at .3 (.25 rounded to one digit).
- e. An employee having more than one assignment should be counted in terms of full-time equivalency in each assignment. For example, if the full-time work day is 7 hours and a person works 3.5 hours per day as a teacher and 2 hours as a guidance counselor he should be counted as 0.5 teacher and 0.3 guidance counselor.

Teaching Personnel

- Line 1. Record as FTE the number of full and part-time preschool teachers.
- Line 2. Record as FTE the number of full and part-time kindergarten teachers in the school.
- Line 3. Record as FTE the number of full and part-time regular education classroom teachers. Do not include any preschool or kindergarten teachers counted above or any special education teachers, supervisors, principals, librarians, guidance counselors, etc. Use full-time equivalents to apportion their assignment to both elementary and secondary if necessary.

PLEASE NOTE: Music, art, physical education, Title I and ESL teachers are considered classroom teachers. Please report in full time equivalents as defined above.

Line 4. Record as FTE the number of full and part-time special education classroom teachers. Do not include any preschool or kindergarten teachers counted above. Include special education teachers whose classes may or may not be graded and those without classroom. Include special education teachers without classrooms who assist regular teachers with the development of instructional programs.

Lines 5 & 6 Record as FTE the number of persons employed, full or part-time, as instructional aides or paraprofessionals. Instructional aides or paraprofessionals are defined as staff members assigned to assist teachers with such activities as monitoring, clerking, operating equipment and/or providing limited instruction under the supervision of a certified teacher. Note: Include only paid staff, not volunteer aides.

(a) Regular Instructional Aides - Record as FTE the number of persons employed, full or part-time, as regular education instructional aides.

(b) Special Education Aides - Record as FTE the number of persons employed, full or part-time as special education aides. These aides assist special education teachers and students in either a special education classroom or regular education classroom. One-on-one aides, student support specialists and student coaches should be reported here.

Other Professional Personnel and Support Staff

Line 7. Record the FTE of principals employed by the school. Teaching administrators and head teachers should be prorated between this line and the appropriate teacher line.

Line 8. Record the FTE of assistant principals.

Line 9. Record the FTE of guidance counselors/directors. Guidance counselors/directors are those professional staff providing the following types of activities: counseling with students, parents and other staff members; evaluating student abilities; assisting students with educational/career choices, personal/social development, etc.

Line 10. Record the FTE of librarians/media specialists employed by the school. Librarians/media specialists are those professional staff providing the following types of activities: selecting, acquiring, preparing, cataloging, and circulating books and other media materials; planning the use of the library/media center by students, teachers and other members of the instructional staff; and guiding individuals in their use of library books and materials.

Line 11. Record the FTE of library/media support staff employed by the school. Do not count student aides or volunteers. Library /media support staff are those staff members who render other library services.

Line 12. Record the FTE of non-teaching education professionals who have not been reported as teachers such as nurse, resource officer, curriculum coordinator, OT/ PT therapist, reading specialist, speech pathologist, psychologist and technology coordinator.

Line 13. Record the FTE of clerical support staff employed in the school such as clerical workers in the principal's office, guidance office, etc. Do not count the clerical support staff assigned to the superintendent's office as these are counted on a different form.

Line 14. Record the FTE of other support service staff employed in the school. This includes all support services staff not reported in other categories such as social workers, data processing, maintenance, bus drivers, security and food service workers, etc.

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