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TO: Principal

September 16, 2011

FROM: Dr. Judith D. Fillion, Director
Division of Program Support

SUBJECT: Form A12C - General Fall Report of Nonpublic Schools, 2011-2012

The information reported on the enclosed Form A12C (General Fall Report) is required by the Department of Education to meet federal reporting requirements of all nonpublic school enrollment, for the allocation of Chapter I and Chapter II federal funds, and for enrollment trends and statistical studies.

Instructions for completing the Form A12C:

1. Please check the label in the upper right corner and verify the information. If changes need to be made, please note them on the label.
2. The fall enrollments are to be taken **as of October 3, 2011**. Report all students in only one of the five race/ethnic categories on the form. Multi-racial students should be reported under the category in which they identify themselves.
3. In the rows provided for reporting elementary and secondary special education classes, please enter the number of students who spend the majority of their time in a multi-grade level class containing only special education students. The Ungraded elementary and secondary categories are for reporting students who are part of a class to which a grade cannot be assigned with a focus other than special education. Do not duplicate students already counted in a specific grade.
4. In the last column labeled Home Schooled, record the number of home schooled students for whom you act as the participating agent. Report only a head count of students by grade and **DO NOT** include these students in the enrollment counts in the other columns.
5. Teacher count data is on the back of the form. It is divided into elementary and secondary. **Please include only grades 9-12 in the secondary school column.** You are asked to report teachers in full-time equivalents. The definition of "full-time equivalency" is the amount of time required to perform 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 (e.g., 0.5 for a teacher who works half-time).
6. There is a section to submit your school's phone/fax numbers, email address, and website to update the Department's records and ensure that we have the most up-to-date contact information.

Please return the completed form by mail or fax (271-3875) to the Bureau of Data Management no later than **Monday, October 17, 2011**. If you have any questions, please contact Sandy Hyslop at sandy.hyslop@doe.nh.gov or 271-2831. Thank you for your cooperation.