

# INSTRUCTIONS

## GENERAL INSTRUCTIONS:

A12F information should be entered in ESS using the myNHDOE Single Sign On System. After the data is entered and certified, the forms need to be printed, signed and returned to the Bureau of Data Management. This report is due by October 17. Aid payments may be placed on hold if this form is not received by the due date.

## SECTION I - HIGHEST EDUCATIONAL ATTAINMENT

All A12B forms **MUST** be entered into ESS prior to completing the A12F. ESS calculates the total teachers from lines 2 through 4 of the Class and Staffing Form (A 12B) and inserts this total on the first line of the A12F. This section includes the number of kindergarten through high school classroom and special education teachers only in full-time equivalents (FTE) reported. **Do not include preschool teachers, administrators or other non-teaching professionals.**

On Lines 2-5, please report the highest **earned degree**. Note: The category "Degree beyond Master's" should include CAGS, but does NOT include interim levels such as Master's + 15, Master's + 30, etc. Do not use the teacher salary schedule data if the salary schedule includes categories that combine degrees with non-degree credits, for example "Bachelor's Plus 30/Master's."

## SECTION II – SALARY

Record the average salary of all FULL-TIME classroom teachers rounded to the nearest whole dollar. Include salary longevity and other bonuses, but do not include stipends for extracurricular or non-teaching activities, or medical insurance buy backs.

Music, art, physical education, Title I, ESL and special education teachers are considered classroom teachers and **SHOULD BE INCLUDED** if they are full- time.

**DO NOT INCLUDE** the salaries of other professional staff such as principals, guidance counselors, librarians, school nurses, etc.