

Completing the 2020-2021 (A12C) General Fall Report of Nonpublic Schools

These are instructions to complete the (A12C) General Fall Report, **due October 15, 2020**. Please follow these instructions carefully through to the very end. They include general instructions that outline the type of data to be provided, and technical instructions that outline how to physically complete the survey. Be prepared to complete the survey in one sitting. You will have 30 minutes.

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General Instructions (Type of Data Collected in the A12C Survey)

Enrollment Data

1. **Select the fall enrollment numbers as of October 1, 2020.**
2. In the rows provided for reporting 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. In addition, special education student counts should be included in the overall male and female counts per grade. This count will therefore appear twice in the survey.
3. The Ungraded 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.
4. The Teacher and Aide count is divided into elementary and secondary. You are asked to report staff 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).
5. Out of the enrollments reported, please indicate the number of students that are New Hampshire Residents pursuant to [RSA 193:12 II](#).
6. Be sure to include Home school students in the report. Please report the number of notifications received from families establishing a home education program from October 2, 2019 through October 1, 2020. Schools should not include students who participated in a home

education program that were reported in the prior year. Lastly, the total number of students homeschooled should not include students already reported in Columns B and C. Please reference the [NH Code of Administrative Rules, Ed 315.05](#).

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NEW! Tuition Data

1. In reporting the Advertised tuition per student, select the highest tuition advertised for a student per grade. This may be, for example, out of parish tuition for Catholic schools. Residential schools should select the tuition for boarding students and not that of day students.
2. In reporting the Total tuition collected per grade, select the total amounts outlined in student tuition contracts. Payment plans should not be a factor.
3. Your school will have the option to request that tuition data be kept confidential from the public.

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Technical Instructions (Steps to Completing the Survey)

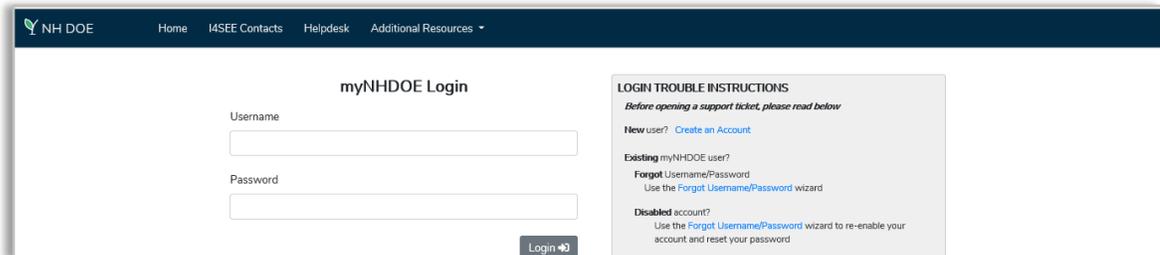
Text Only

1. Sign into your [myNHDOE Account](#).
2. Select Education Statistics System (ESS).
3. Make sure the school year in the drop down menu says 2020-2021.
4. Scroll down to find the 2020-2021 (A12C) General Fall Report of Nonpublic Schools - as of October 1st.
5. Click the Blue Arrow to start the survey.
6. Enter your contact information.
7. On the next page, click on Start.
8. Enter the data for your school.
9. At the bottom of the survey, click on Save.
10. You should see the following at the top: **Survey Saved Successfully**.
11. Click on Return To Form Home in the top right hand corner.
12. Select **View Audit**.
13. Review your data.
14. Click on **Certify**, located at the bottom left hand corner.
15. Click on Return To Form Home.
16. At the top of the page, you should see **Yes** under **Certified**. You are done with the survey!

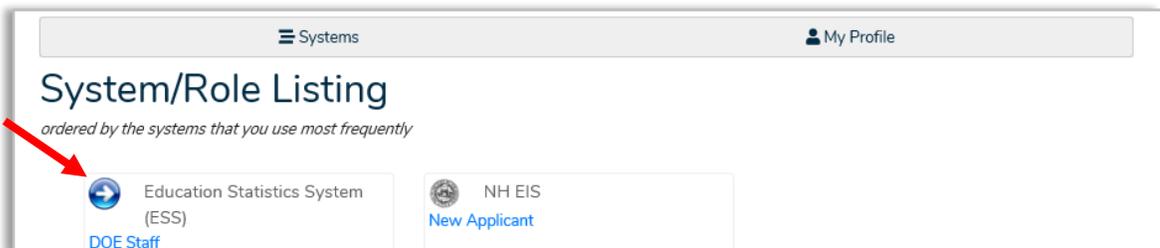
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Text and Graphics

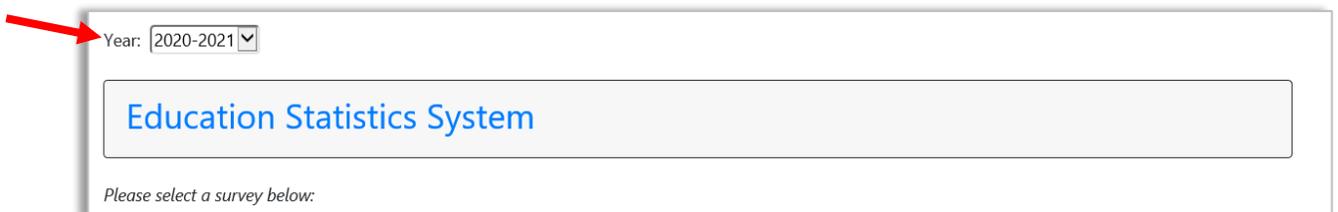
1. Sign into your **myNHDOE Account**: <https://my.doe.nh.gov/myNHDOE/Login/Login.aspx>. If you are having issues getting into or creating a myNHDOE account, please email Gregory.Polish@doe.nh.gov.



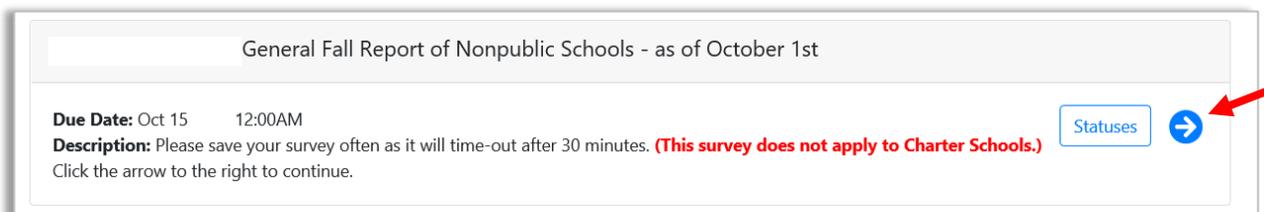
2. Under the System/Role Listing, select **Education Statistics System (ESS)**. If you do not see ESS at this system listing screen, please email Gregory.Polish@doe.nh.gov.



3. Make sure the school year in the drop down menu says **2020-2021**.



4. Scroll down towards the bottom of the page to find the collection. Then click the **BLUE ARROW** to start either survey.



5. The next two screens will ask for your contact information if the collection has not yet been started by your school.

NHDOE Survey ->

1) Please select entities from **each** list below.

Select an SAU:

Select a District:

You are missing required data in your contact information. Please enter that data and proceed.

*First Name:

6. The next screen shows the steps to complete the collection. Click on **Start**.

Steps required to complete the form		
1	Click 'Instructions/FAQ' to get instructions on how to complete the form.	Instructions/FAQ
2	This form has 1 section(s), corresponding with the section(s) on the paper form. Select and complete each section in turn before proceeding to the next step.	Start 
3	Select an audit report to view. This will display a printer-friendly version of the completed form that you can print using your browsers print function. You must print and sign this form and submit it to the Dept. of Education to complete this process.	View Audit
4	Your form should now be complete. Click 'New Form' to select another form to work on.	New Form
5	Go back to Survey List	Survey Home

7. Enter the data for your school, and be prepared to do this is one sitting. **IMPORTANT:** You must enter a value in every cell, even if that value is 0. You will not be able to save your work until every field is populated. **You have 30 minutes to complete this section.** Print your data before moving onto the next step, as back up.

	A	B	C	D	E	F	G	H
	Grade	Male	Female	Total # of Students (B + C)	Advertised Tuition Per Student	Total Tuition Collected Per Grade (Actual Figure)**	Effective Tuition (F/D)	Total # of Students Homeschooled ***
	Preschool	<input type="text"/>	<input type="text"/>	0	<input type="text"/>	<input type="text"/>	0.00	<input type="text"/>
	K	<input type="text"/>	<input type="text"/>	0	<input type="text"/>	<input type="text"/>	0.00	<input type="text"/>
	Readiness	<input type="text"/>	<input type="text"/>	0	<input type="text"/>	<input type="text"/>	0.00	<input type="text"/>

8. Once you reach the bottom of the survey, click on **Save**. Remember, you will not be able to Save until every field is populated.

STAFFING		Elementary	Secondary
Teaching Personnel		P-8	9-12
1.	Number of regular education classroom teachers in full-time equivalents	<input type="text" value="15"/>	<input type="text" value="25"/>
2.	Number of regular instructional aides in full-time equivalents	<input type="text" value="12"/>	<input type="text" value="8"/>

I give NH Department of Education permission to make tuition data provided by my school in the 2020-2021 A12C survey available to the public.
 I do not give NH Department of Education permission to make tuition data provided by my school in the 2020-2021 A12C survey available to the public.

[Save](#)

9. If you were successful in saving your data, you will notice the words **Survey Saved Successfully** in green lettering at the top of the next screen.

Survey Saved Successfully!

A	B	C	D	E	F	G	H
Grade	Male	Female	Total # of Students (B + C)	Advertised Tuition Per Student	Total Tuition Collected Per Grade (Actual Figure)**	Effective Tuition (F/D)	Total # of Students Homeschooled ***
Preschool	<input type="text" value="1"/>	<input type="text" value="1"/>	2	<input type="text" value="1"/>	<input type="text" value="1"/>	0.50	<input type="text" value="1"/>
K	<input type="text" value="1"/>	<input type="text" value="1"/>	2	<input type="text" value="1"/>	<input type="text" value="1"/>	0.50	<input type="text" value="1"/>
Readiness	<input type="text" value="1"/>	<input type="text" value="1"/>	2	<input type="text" value="1"/>	<input type="text" value="1"/>	0.50	<input type="text" value="1"/>

10. Scroll to the top of the page, and click on **Return To Form Home**, located in the top right hand corner.

[Return To Form Home](#)

Please remember to save your work! Information not saved by timeout expiration will be lost!
 The data collection will timeout in:
28 Minutes, 53 Seconds

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11. Select **View Audit**.

Steps required to complete the form		
1	Click 'Instructions/FAQ' to get instructions on how to complete the form.	Instructions/FAQ
2	This form has 1 section(s), corresponding with the section(s) on the paper form. Select and complete each section in turn before proceeding to the next step.	Start
3	Select an audit report to view. This will display a printer-friendly version of the completed form that you can print using your browser's print function. You must print and sign this form and submit it to the Dept. of Education to complete this process.	View Audit
4	Your form should now be complete. Click 'New Form' to select another form to work on.	New Form
5	Go back to Survey List	Survey Home

12. Review your data carefully to make sure it is accurate. If the data is accurate, then click on **Certify**, located at the bottom left hand corner of the screen.

** Total tuition collected should include the total amount outlined in student tuition contracts. Payment plans are inconsequential.

*** Total number of students homeschooled should not include students already reported in Columns B and C.

Teaching Personnel		Elementary P-8	Secondary 9-12
1.	Number of regular education classroom teachers in full-time equivalents	1.00	1.00
2.	Number of regular instructional aides in full-time equivalents	1.00	1.00

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I do not give NH Department of Education permission to make tuition data provided by my school in the 2020-2021 A12C survey available to the public.

[Certify](#)

13. Scroll to the top of the page, and click on **Return To Form Home**, located in the top right hand corner.

[Return To Form Home](#)

Please remember to save your work! Information not saved by timeout expiration will be lost!

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28 Minutes, 53 Seconds

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14. In the banner at the top of the page, you should see **Yes** under **Certified** and the *Certify Date/Time*.

Certified	Certified By	Certify Date/Time	Last Revision Date
Yes	smeskoob	9/15/2020 12:35:59 PM	9/15/2020 12:33:39 PM

SAU/School Contact Info: [Change Contact Info](#)

Shireen Meskoob, 603-271-2831, shireen.meskoob@doe.nh.gov

Congratulations! You are done!

For question on the type of data collected in the A12C, please contact Shireen Meskoob at Shireen.Meskoob@doe.nh.gov or 603-271-2831.

For question about the technical completion of the survey, please contact Greg Polish at 603-271-5198 or Gregory.Polish@doe.nh.gov

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