

New Hampshire Department of Education  
Division of Education Analytics and Resources  
Bureau of Educational Statistics  
25 Hall Street, Concord, NH 03301

**(A12D) General Fall Report - Central Office Personnel as of October 1  
School Year 2024-2025**

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**Data Collection Location:** Complete this data collection through the Education & Student Success Platform- **ESSP** in the MyNHDOE Single Sign-On System.

**Instructions:** Report the number of individuals in full-time equivalents to the nearest 100<sup>th</sup>

**Due Date:** October 31, 2024

**Certified:** Yes – Superintendent must certify the data.

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**Do not include any teaching personnel on this form. All teachers should be prorated to the schools in which they teach.**

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|---------------|--|
| For lines 1-7 | Report the number of individuals in full-time equivalents to the nearest 100th.  |
| Line 3        | Finance Professionals include assistant superintendents for business or finance, chief financial officers, business administrators, business or finance managers, etc. It may be appropriate in large SAUs to include assistant business managers or head accountants. |
| Line 4        | Instructional support professionals include teacher consultants, curriculum coordinator, teacher mentors, special education administrators, etc.   |
| Line 5        | Other non-instructional professional personnel include school psychologists, accountants, etc.   |
| Line 6        | Clerical support staff includes secretaries, clerical and accounting staff who provide direct support to SAU administrators. Do not include support staff assigned to the school principal, guidance personnel, etc. on this line.                                     |
| Line 7        | Record the number of other services support staff in the central office not included on Line 6 above.  |

If you have any questions or need assistance, please submit a help desk ticket at [ESS/ESSP HELPDESK](#)