



Department of Education –
Division of Education Analytics and Resources

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

(A12D) CENTRAL OFFICE PERSONNEL FORM

As of October 1, 2024

Enter data into ESSP (using the myNHDOE Single Sign On System) complete the online form and have certified by October 31, 2024

Instructions: Report the number of individuals in full-time equivalents to the nearest 100th.

Certified: Yes – Superintendent must certify the data.

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

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 etc.

Line 5: Other non-instructional professional personnel include school psychologists, accountants, etc.

Line 6: Clerical support staff include 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.

Professional Personnel *

	Male	Female
1. Number of Superintendents in full-time equivalents	<input type="text"/>	<input type="text"/>
2. Number of Assistant Superintendents in full-time equivalents	<input type="text"/>	<input type="text"/>
3. Number of Finance professionals in full-time equivalents	<input type="text"/>	<input type="text"/>
4. Number of Instructional Support professionals in full-time equivalents	<input type="text"/>	<input type="text"/>
5. Number of other (non-instructional) professional personnel in full-time equivalents	<input type="text"/>	<input type="text"/>

Non-professional Personnel *

	Male	Female
6. Number of clerical support staff in full-time equivalents	<input type="text"/>	<input type="text"/>
7. Number of other services support staff in full-time equivalents	<input type="text"/>	<input type="text"/>

The superintendent of schools or charter school leader must certify the collection at the end.