

## 2006-2007 Diocesan Summary Report Form

Please read the instructions and definitions before proceeding to complete the Excel Spreadsheet.

All numbers should be the actual count as of Friday, September 29, 2006. Schools are asked to return their forms to our office by October 6, 2006. **DO NOT SEND FORMS TO THE NCEA.**

Your timely cooperation in completing all of the information requested is essential and greatly appreciated. Although you may delegate the compilation of the data to someone else in your office, we ask that you assume personal responsibility for the accuracy and timely return of the information. Please review the completed form and sign-off on it before submitting it.

If you have questions, please contact me by email: [Trujillo@davenportdiocese.org](mailto:Trujillo@davenportdiocese.org) or phone 563-324-1912 ext. 256 or fax 563-324-5811.

### Instructions and Definitions

**Schools:** Data will be collected in two categories: elementary/middle and secondary.  
**Elementary/Middle:** generally Pre-K-8; or 6-9. Schools that identify as ‘middle’ should respond in this category.  
**Secondary:** generally 9-12, but if the school has grades below 9 but identifies as a high school, the school should respond to all sections of the form only in the secondary category.  
**K-12:** these schools should respond as lower and upper schools within elementary/middle and secondary categories.  
**Pre-K:** the pre-school is part of the school or a separate center that provides an educational program. **DO NOT INCLUDE DAYCARE PROGRAMS.**

#### **Location:**

**Urban:** within the limits of a major city or one with at least 50,000 population  
**Inner-city:** located within a major city and characterized by a concentration (>40%) of low income inhabitants  
**Suburban:** outside of, but tangent to, a major city or its immediate suburbs  
**Rural:** located outside of an urban or suburban area and having fewer than 50,000 inhabitants

#### **Race/Ethnicity: Students should be counted in the category of which they are most characteristic.**

**Asian:** identifies as having origins in Far East, Southeast Asia or Indian Sub-continent: (Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, Philippines, Thailand, Vietnam, etc.)

**American Indian/Native Alaskan:** identifies as one of the two classifications of Native Americans

**Black/African American:** identifies as black whether from US, Africa or other parts of the world

**Hispanic:** identifies as of Hispanic origin

**Native Hawaiian/Other Pacific Islander:** includes Native Hawaiians living anywhere in the US (but not non-Hawaiian residents of Hawaii); also includes other Pacific Islands: Guam, Samoa, Fiji, Micronesia, Polynesia

**White:** Caucasian from any part of the world (**including Middle East**) that does not identify as one of the other groups. The US Census does not classify Muslims/Arab as a racial category; it is a religious category.

**Multi-racial:** person belongs to more than one racial group

#### **Professional staff:**

Include all **paid professionals:** faculty, administrators, counselors, etc. who have responsibility for the teaching and learning process. Do not include development or admissions directors, volunteers, etc.

**Full-time:** paid employees who regularly work a full day or 100% of contract. Full time employees may have one position or divide their time between more than one position (teaching/administration, etc.) but work the full schedule.

**Part-time:** paid employees who work less than the full school day/week or 100% of contact.

*Please return the completed form by October 6, 2006 to:  
Virginia Trujillo ♦ Diocese of Davenport ♦ 2706 N. Gaines St. ♦ Davenport, IA 52804*