

NCEA Worksheets for Schools

August, 2006

To: Administrators
From: Mary Wieser and Virginia Trujillo
Re: NCEA Data Bank Forms

We are emailing to you Excel worksheets and instructions for using them to complete the diocesan data that you have been giving us each year for our annual statistical report on schools, enrollment and staffing. Each worksheet contains a form that mimics the paper NCEA form and one or more other spreadsheets to assist in working with the data.

This is our third year offering an Excel workbook for submitting the diocesan totals to NCEA.

Full instructions follow. (The main problem we encountered during testing was that people dive in without reading the instructions.)

We hope this makes the data gathering task easier and more accurate.

What's on the Worksheet?

Contains three different sheets. [Clicking on the 'sheet tab' at the bottom of the window will allow you to move from one sheet to another.]

- 1) ELEMENTARY sheet looks like the paper form and can be used for entering the required values. Row and column totals are computed automatically. If you numbers do not total you need to go back and find your mistake. *If you are only an elementary school, after this sheet is complete and balance, go straight to the MISC. tab and fill in the required information.
- 2) SECONDARY sheet looks like the paper form and can be used for entering the required values. Row and column totals are computed automatically. If you numbers do not total you need to go back and find your mistake. *If you are only a secondary school, after this sheet is complete and balance, go straight to the MISC. tab and fill in the required information.
- 3) MISC sheet looks like the paper form and can be used for entering the required values. (Elementary and Secondary schools need to fill this information out)
- 4) If you are a Elementary through Secondary school make sure you fill out the Elementary, Secondary and Misc. worksheet.
- 5) Once you have filled in the required information, it balances, save the Excel spreadsheet on your computer. Send it via email to my email address

Trujillo@davenportdiocese.org with the spreadsheet as an attachment. DO NOT put it in text in the body of the email. It will not be easy to read. If you don't want to email it you can print out a hard copy and mail back to me or fax.

Here are a few hints and tips for the use of this Excel Spreadsheet.

1. Do not change any of the column titles.
2. In the yellow boxes will be the total of your column, make sure the areas match as indicated on the spreadsheet. This information needs to be correct otherwise my count and information will be off.
3. When you are done, save the workbook (File/Save or the save icon on the toolbar) and send an e-mail to the diocese with the saved workbook as an attachment. [Do NOT copy the data into the text of an e-mail message – the diocese needs the Excel workbook itself.]