

# NCEA Report Documentation

We would like all data entered into PowerSchool by October 1, 2019 the report uses September 20<sup>st</sup>, 2019 as the count date for student enrollment numbers.

Please note that the NCEA report was rebuilt in PowerSchool with new field names. I have referenced 2015 field names and the new names in this document. Although the custom pages with this data are no longer available, the data is still available through a field name search.

**Please fill out this School page at School/School Information for NCEA Reporting.**

Exclude school from NCEA reporting	<input type="checkbox"/>
School location	R - Rural
School sponsorship	S - Single Parish
School gender	C - Coed
Applied for E-Rate discount	<input checked="" type="checkbox"/>
Received E-Rate discount	<input type="checkbox"/>
School has Board, Commission or Council	<input checked="" type="checkbox"/>
School has waiting list	<input type="checkbox"/>
Students have access to internet	<input checked="" type="checkbox"/>
School has extended day program	<input type="checkbox"/>
School offers Title I services	<input checked="" type="checkbox"/>
School offers federal nutrition programs	<input checked="" type="checkbox"/>
School offers subsidized transportation services	<input type="checkbox"/>
School serves grades PK-12 as a single school	<input type="checkbox"/>

### **Federal Ethnicity guidelines**

We continue to use the federal Ethnicity guidelines that came out in 2010. They allow a student to be identified in more than one race. This was added to the student and staff demographics pages. This is a link to the DPI website explaining how that reporting works. [http://lbstat.dpi.wi.gov/lbstat\\_dataracfaq](http://lbstat.dpi.wi.gov/lbstat_dataracfaq)

It lists a parent sample letter as well as information for educators. This is the field that the NCEA report is using. It is recommended that both the Schedule reporting Ethnicity and this new federal Ethnicity be filled out.

The quickest way to look at your student data is by using the Enrollment summary page under functions from the start page. Choose the Federal Ethnicity and Race and all active enrollments for the current date. The totals for your school will be listed at the bottom and you can choose those students listed as unspecified

### **Working with Federal Ethnicity Settings**

## Federal Ethnicity and Race

Ethnicity  Yes  No **Is the student Hispanic or Latino?**

Race

What is the student's race?

- (W) White    (B) Black or African American    (A) Asian  
 (I) American Indian or Alaska Native  
 (P) Native Hawaiian / Other Pac Islander

Scheduling/Reporting Ethnicity

From the start screen you can also search for

**RaceCode not in I,A,B,P,W**

**Advanced** [View Field List](#) [?](#)

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

-4 -3 PK3 PK4 K 1 2 3 4 5 6 7 8 9 10 11 12 M F All Stored Searches

Stored Selections

This will give you all students identified as White:

RaceCode=W

Field for Yes or No to Hispanic is FedEthnicity. 1 means yes, 0 means no.

yes :

FedEthnicity=1

A B C D E F G H I J K L M N O P Q R S T U

-4 -3 PK3 PK4 K 1 2 3 4 5 6 7 8 9 10 11

Stored Selections

## Gender information

Gender must be filled in for all students and staff

A search for Gender=

Will show all students with a blank gender

## Student Information for NCEA Reporting

Exclude student from NCEA Reporting	<input type="checkbox"/>
Enrolled in Title I	<input type="checkbox"/>
Religious affiliation	C - Catholic
Student has diagnosed disability	<input type="checkbox"/>
Student is ungraded	<input type="checkbox"/>
Student receives free/reduced meals	LU - Lunch only
Student receives subsidized transportation	Not Offered

**Submit**

### Exclude student from NCEA Reporting

Use this checkmark for students that are not enrolled in your school, as might be the case with daycare kids that eat lunch at a school

### Enrolled in Title I

	OLD FIELD NAME	NEW FIELD NAME
Yes:	CS_TitleI=1	S_STU_NCEA_X.TitleI_TF

### Student Religion Field for NCEA report

This can be searched like this:

	OLD FIELD NAME	NEW FIELD NAME
Catholic:	CS_ReligiousAffiliation=C	S_STU_NCEA_X.ReligiousAffiliation=C
Non Catholic:	CS_ReligiousAffiliation=N	S_STU_NCEA_X.ReligiousAffiliation=N
Searching for	CS_ReligiousAffiliation= (Leave Blank)	

Will find all the student at your school that need to be filled in.

Students marked in our religion field were imported to these fields for you

### Student has a Diagnosed disability

	OLD FIELD NAME	NEW FIELD NAME
DisabilityCode#		S_STU_NCEA_X.DiagnosedDisability_TF=1

(Previously, we used these codes for Disabilities, Choice schools may still have these fields.)

Primary and Secondary Disability Codes

Enter Educational Primary and Secondary Disability Codes from the following options.

- SDD and N are not valid Secondary Disabilities codes.
- An IDEA-eligible student may have one or more Secondary Disabilities or may have no Secondary Disability.

Code	Description
A	Autism
CD	Cognitive Disability
DB	Deaf-Blind
EBD	Emotional Behavioral Disability
H	Hearing Impairment

LD	Specific Learning Disability
OHI	Other Health Impairment
OI	Orthopedic Impairment
SL	Speech or Language Impairment
SDD	Significant Developmental Delay (Not a valid Secondary Disability)
TBI	Traumatic Brain Injury
V	Visual Impairment
N	Not IDEA Eligible or No Disability

### Student is ungraded

New question for this year. Used for students in a non-traditional school setting that does not use k-12 grade levels

### Student Receives Free/Reduced Meals

CS\_FederalNutrition

S\_STU\_NCEA\_X.FederalNutrition

Select if the student receives free or reduced-priced meals.

Valid values:

- BR – Breakfast only
- LU – Lunch only
- BT – Both lunch and breakfast

**Note:** If the student is enrolled in a school that does not offer Federal Nutrition programs, this selection will not be available.

### Subsidized Transportation

Need the number of students who use/receive the subsidized bussing. Do not add students who are eligible, but not using the service

OLD FIELD NAME

NEW FIELD NAME

Yes: CS\_SubsidizedTransportation=1

S\_STU\_NCEA\_X.SubsidizedTrans\_TF=1

### Enrollment errors

Enrollment dates are also very important. In order to make sure you did not enter students with the wrong entry date you can run these reports.

#### Attendance changes-

ADA/ADM reports attendance calculations

Things to look for to make sure attendance is accurate

- Entry date for students  ENSURE ALL STUDENTS DO NOT HAVE AN ENTRY DATE PRIOR To the first day of school.
  - In search field entrydate<mm/dd/yyyy (first day of school).
  - Another option to identify students with the incorrect entry days -, use system report.

ADA/ADM By Student. Use defaults. Select all students. Correct entry dates for any students that do not have the correct entry date on the transfer info screen.

## NCEA Staff Information





<b>School-Specific Information</b>	
Exclude staff member from NCEA reporting (this school only)	<input type="checkbox"/>
Teacher FTE (this school only)	Select FTE (this school only) ▾
<b>Staff-Specific Information</b>	
Religious affiliation	Select affiliation ▾
Religious, clergy or lay	Select ▾
<b>Submit</b>	

- Please fill out Faculty Race/Ethnicity data:
- Please fill out Faculty Gender data:
  - NCEA Staff Info
    - Who should be excluded from NCEA reporting?
      - Professional Staff qualifies:
        - All paid professionals (administrators, counselors and faculty) who have responsibility for the teaching/learning process. Do not include development or admissions directors, teachers' aides, support staff, or custodial.
          - 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 contract. **Fill out for each site that a teacher works at.**
          - FTE information is for each school that the staff is employed at. **This info must be completed at each school separately.**

### Printing Reports

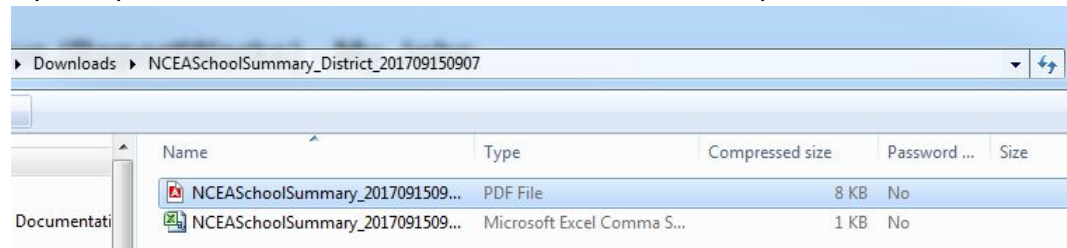
- From the System Reports you will find a tab labeled NCEA

## Reports

NCEA Summary Reports	Version	Description
 NCEA Diocese Summary	1.1	Diocese summary in CSV and PDF format
 NCEA School Summary	1.2	School summary in CSV and PDF format
 NCEA Student Detail Validation Report	1.0	This report gathers the relevant details for NCEA reporting
 NCEA Faculty Detail Validation Report	1.0	This report gathers the relevant details for NCEA reporting

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- The school summary report will open in a zip folder that contains a PDF or CSV file that will open in Excel

- Choose the 9-21 count date for all of your data.
- Run report
- Save report to downloads
- Open Zip Folder to view PDF and Excel versions of the report



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- NCEA Student Detail Validation Report will help make sure all students have all data entered
- NCEA Faculty Detail Validation Report will help make sure all staff have data entered

## General NCEA Instructions and Definitions.

**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 and identifies as a high school, the school should respond in the secondary category.

**K-12:** these schools should respond as lower and upper schools within elementary/middle or 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 that are not under the jurisdiction of your school.

### 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:** Students should be counted in the category of which they are most characteristic. See document U.S. Census Bureau Ethnicity and Race Reporting. **Every student must have at least one Race checked**

**Asian:** identifies as having origins in Far East, Southeast Asia or Indian Sub-continent: (Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, Phillipines, 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

**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, Somoa, Fiji, Micronesia, Polynesia

**White:** Caucasian from any part of the world (including Middle East) and does not identify as one of the other groups

**Two or more races:** person belongs to more than one racial group

**ETHNICITY:** Hispanic is now reported as a separate ethnic category. All students are counted as either Hispanic or Non-Hispanic.

### 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 contract.