

FORM SR300 K-12

CLASSIFIED STAFF WORKSHEET			
School:		Year:	
Union:		Conference:	
Classified Staff Information			
Name (Last, First)	Full-Time Equivalent (FTE)		
	K-8	9-12	Total
TOTALS			

List (above) the classified staff in your school. This includes teacher aides, office staff, maintenance and grounds staff, library staff (other than certified librarians), and any other employees not counted as instructional or administrative staff.

The information from this page should be used to complete questions 15 and 16 on Form SR100, K-12. The number of people listed on this form is the head count for questionn 15 on Form SR100. FTE figures should be calculated in the same way as the instructional and administrative staff (a full-time person is 1.0 FTE). If your school is K-9 or K-10, you may divide the FTE between K-8 and 9-12 by estimating the amount to be credited to each level or just count it all as K-8.

FORM SR100 K-12

OPENING REPORT

The principal or head teacher should submit this report as an email attachment or mailed to the conference office of education at the close of the third week of school. This report should include data for Kindergarten through Grade 12.

Conference:	Union:	Year:
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School Information

1. Name of School:			
2. Address:	City:	State:	Zip:
3. Telephone:	Fax:	E-mail:	
4. Principal or Head Teacher's First Name:		Last Name:	
5. Type of School: <input type="checkbox"/> K-08 <input type="checkbox"/> K-09 <input type="checkbox"/> K-10 <input type="checkbox"/> K-12 <input type="checkbox"/> 9-12			
6. Size of School: <input type="checkbox"/> 1 Teacher <input type="checkbox"/> 2 Teacher <input type="checkbox"/> 3 Teacher <input type="checkbox"/> 4 + Teachers			

Opening Report Information

7. Enrollment

K	1	2	3	4	5	6	7	8	9	10	11	12	Special	Total

8. Residence and Gender:

			K-8	9-12	
Day Students	Boys				
	Girls				
Dorm Students	Boys				
	Girls				
					Total

9. Religious Affiliation of Students:

	K-8	9-12	
Baptized students with at least one parent/guardian an Adventist			
Baptized students with neither parent/guardian an Adventist			
Unbaptized with at least one parent/guardian an Adventist			
Unbaptized with neither parent/guardian an Adventist			
			Total

Instructional & Administrative Staff Information (from Form SR200)

10. Head Count:	<input type="text"/>	13. Degrees:	Less than a BA	<input type="text"/>
11. Non-Adventist:	<input type="text"/>		BA/BS	<input type="text"/>
12. Gender:			MA/MS	<input type="text"/>
	Male	<input type="text"/>	EdS	<input type="text"/>
	Female	<input type="text"/>	EdD/PhD	<input type="text"/>
			Other	<input type="text"/>

14. Full-Time Equivalent (FTE):	K-8	9-12	Admin.	Total
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Classified Personnel Information (from Form SR300)

15. Head Count:	Total
	<input type="text"/>

16. Full-Time Equivalent (FTE):	K-8	9-12	Admin.	Total
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Instructions

- Check the one that most closely matches your school's grade range.
- Number of full-time employed instructional staff (including principal) at the school.
- Give the total number of students in the bolded box, then the number of students in each grade in the appropriate box. Do not include pre-kindergarten students.
Note: The Special category can only be used by schools classified as 9-12 or K-12.
- Give a breakdown of dormitory and day students by grade and gender. If you have no boarding students, enter all your data under day students. The total number of students must equal the total enrollment.
- Give a breakdown of your students' religious affiliation. If you are unsure if a student's parent(s) are baptized or not, add them to the "neither" part of the question based on the baptized status of the student.
- Enter the total number of teachers and administrators. Administrative personnel include: principals, vice-principals, business managers, treasurers, librarians, registrars, deans, guidance counselors, and non-teaching chaplains.
- Number of non-Adventist teachers and administrators employed by school.
- Number of male and female staff should equal total head count.
- Total number of degrees should equal total head count.
- No Administrative FTE should be counted for one, two, or three teacher schools. Only include teachers and administrators counted in question 11 when figuring FTE.

While Total FTE can be less than or equal to Total Head count, it cannot be greater than Total Head count. Total FTE's cannot exceed 100% for an individual or a school. FTE is to be expressed as a fractional percent of the load normally expected of a full-time (100% or 1.0) staff person. For employees that are both administrative and instructional, calculate their FTE by dividing the hours spent on a specific duty by 38. For example, if a person spends 30 hours a week as an administrator and 8 hours as a teacher, FTE would be calculated as follows: $30/38 = 0.79(78.94\%)$ for administrative, and $8/38 = 0.21(21.06\%)$ for instructional.

FTE Calculation Example (use Form SR200)

Person	Total FTE	K-8	9-12	Admin.
Ima Lemon	1.0	1.0		
George Bush	0.75	0.50	0.25	
Joe John	1.00	0.33	0.33	0.34
TOTALS	2.75	1.83	0.58	0.34

- Enter the total number of classified personnel regardless of the total FTE count.
- Classified personnel are any employees who are not teachers or administrators. See #14 instructions for FTE calculations.

*NOTE: Most administrative categories listed are found only in senior academies. Only the largest elementary school typically would have a media director or business manager/treasurer who would be considered an administrator. Therefore, most business office or library employees in elementary schools are classified personnel, counted under #15 and #16 of this report rather than in the administrative section.