

# **TK - 12 SCHOOL ANNUAL REPORT**

## **INSTRUCTIONS AND SAMPLE FORMATS**

### **FOR FORMS**

**SR 100**

**SR 200**

**SR 210**

IT IS IMPERATIVE THAT THERE BE COMPLETE ACCURACY IN COMPLETING THE ANNUAL REPORT FORMS SINCE THE INPUTTING OF THE DATA WILL BE DONE AT THE UNION OFFICE OF EDUCATION FOR THE NORTH AMERICAN DIVISION.

GENERAL INSTRUCTIONS FOR COMPLETING FORM SR100

TK-12 OPENING REPORT

\* Only one form is to be completed for a TK-12 school. \*

\*\* DO NOT send a separate form for TK-8 and 9-12. \*\*

\*\*\* DO NOT submit a computer generated form unless it matches this form exactly. \*\*\*

**School Information Section**

Question 5

**Type of School**

Check the appropriate box. The categories listed are the only ones which are acceptable. Do not change categories to TK-2, TK-6, etc.

Question 6

**Size of School**

Check the appropriate box that corresponds to the total on Form SR 200.

**Opening Report Section**

Questions 7-9

Totals in all three areas **must equal**.

**\*\*TK students must be listed separate in Sections 8 and 9.**

Do not put a "0" or "-" in a column if there are no figures. Leave box "blank".

**Staff Information**

Questions 10, 11, 13 & 14

Totals must equal the totals on Form SR200.

Do not put a "0" or "-" in a column if there are no figures. Leave box "blank".

**Classified Personnel Information**

Questions 15 & 16

Totals must equal the totals on Form SR210

Do not put a "0" or "-" in a column if there are no figures. Leave box "blank".

**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 grades TK through 12.

|                    |                   |                    |
|--------------------|-------------------|--------------------|
| Conference:<br>XYZ | Union:<br>Pacific | Year:<br>2015-2016 |
|--------------------|-------------------|--------------------|

**School Information**

1. Name of School: XYZ Adventist School

2. Address: 555 Apple Street City: Apple Valley State: CA Zip: 93337

3. Telephone: 909-888-8888 Fax: 909-888-8886 E-mail: principal@aol.com

4. Principal or Head Teacher's First Name: Thomas Last Name: Jones

5. Type of School:  TK-08  TK-09  TK-10  TK-12  9-12

6. Size of School:  1 Teacher  2 Teacher  3 Teacher  4 + Teachers

**Opening Report Information**

7. Enrollment

| TK | K | 1  | 2  | 3  | 4  | 5  | 6  | 7  | 8  | 9  | 10 | 11 | 12 | Special | Total |
|----|---|----|----|----|----|----|----|----|----|----|----|----|----|---------|-------|
| 5  | 5 | 15 | 14 | 18 | 15 | 17 | 16 | 20 | 19 | 20 | 23 | 21 | 24 |         | 232   |

8. Residence and Gender:

|               |       | TK | K-8 | 9-12 | Total |
|---------------|-------|----|-----|------|-------|
| Day Students  | Boys  | 5  | 75  | 38   | 232   |
|               | Girls |    | 64  | 50   |       |
| Dorm Students | Boys  |    |     |      |       |
|               | Girls |    |     |      |       |

9. Religious Affiliation of Students:

|                                                                  | TK | K-8 | 9-12 | Total |
|------------------------------------------------------------------|----|-----|------|-------|
| Baptized students with at least one parent/guardian an Adventist | 1  | 39  | 58   | 232   |
| Baptized students with neither parent/guardian an Adventist      |    | 10  | 10   |       |
| Unbaptized with at least one parent/guardian an Adventist        | 4  | 78  | 15   |       |
| Unbaptized with neither parent/guardian an Adventist             |    | 12  | 5    |       |

**Instructional & Administrative Staff Information (from Form SR200)**

|                                                                                                            |                |   |
|------------------------------------------------------------------------------------------------------------|----------------|---|
| 10. Head Count: <span style="float: right; border: 1px solid black; padding: 2px 10px;">5</span>           | 13. Degrees:   |   |
| 11. Non-Adventist: <span style="float: right; border: 1px solid black; width: 50px; height: 20px;"></span> | Less than a BA | 1 |
| 12. Gender:                                                                                                | BA/BS          | 2 |
| Male <span style="float: right; border: 1px solid black; padding: 2px 10px;">2</span>                      | MA/MS          |   |
| Female <span style="float: right; border: 1px solid black; padding: 2px 10px;">3</span>                    | EdS            | 1 |
|                                                                                                            | EdD/PhD        | 1 |
|                                                                                                            | Other          |   |

|                                 |      |      |        |       |
|---------------------------------|------|------|--------|-------|
| 14. Full-Time Equivalent (FTE): | TK-8 | 9-12 | Admin. | Total |
|                                 | 1.30 | 1.55 | 2.15   | 5.00  |

**Classified Personnel Information (from Form SR300)**

|                                 |      |      |        |       |       |
|---------------------------------|------|------|--------|-------|-------|
| 15. Head Count:                 |      |      |        |       | Total |
|                                 |      |      |        |       | 2     |
| 16. Full-Time Equivalent (FTE): | TK-8 | 9-12 | Admin. | Total |       |
|                                 | .50  | 1.50 |        | 2.00  |       |

**Instructions**

5. Check the one that most closely matches your school's grade range.
6. Number of full-time employed instructional staff (including principal) at the school.
7. 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.**
8. 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.
9. 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.
10. 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.
11. Number of non-Adventist teachers and administrators employed by school.
12. Number of male and female staff should equal total head count.
13. Total number of degrees should equal total head count.
14. 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   | TK-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        |
| <b>TOTALS</b> | <b>2.75</b> | <b>1.83</b> | <b>0.58</b> | <b>0.34</b> |

15. Enter the total number of classified personnel regardless of the total FTE count.
16. 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.

**INSTRUCTIONS FOR COMPLETING FORM SR200**  
**SCHOOL STAFF WORK SHEET**

Column 1      **Name of Staff Person.**

Last name, first name

*List any employee who is teaching and/or an administrator (principals, vice-principals, business managers, treasurers, librarians, registrars, deans, guidance counselors and non-teaching chaplains).*

*Include **all** teaching and/or administrative staff paid either on conference payroll or school payroll. Volunteers and task force works are not to be included.*

Column 2      **Non-SDA** [Total for Question 11 on SR100.]

Check box if employee is non-SDA

Column 3      **State Certified**

*Optional data.*

Column 4      **Gender** [Total for Question 12 on SR 100.]

M = Male  
F = Female

Column 5      **Highest Degree** [Total for Question 13 on SR 100.]

Use the following codes for listing the highest degree for a staff member.

|                  |             |
|------------------|-------------|
| A = Less than BA | D = EdS     |
| B = BA/BS        | E = EdD/PhD |
| C = MA/MS        | F = Other   |

Columns 6-9      **FTE**

While Total FTE can be less than or equal to Total Head Count, it cannot be greater than Total Head Count. Columns 7-9 on Form SR200 should equal Column 6 for total FTE.

These are the numbers to be reported in **Question 14** on Form SR100.

**\*\*** *Be sure and total the columns at the bottom of the page. If you need more than one page for school staff, sub-total the first page and sub-total the second page with a grand total on the second page. In large TK-12 schools you may list the TK-8 staff first and then the 9-12 staff.*



**INSTRUCTIONS FOR COMPLETING FORM SR210  
CLASSIFIED STAFF WORK SHEET**

Column 1      **Name of Staff Person**

Last name, first name

*List any employee who is not a teacher or an administrator. This includes classified staff paid either on conference payroll or school payroll. Volunteers and task force works are not to be included.*

Column 2      **Non-SDA**

Check box if employee is non-SDA

Column 3      **Gender**

M = Male  
F = Female

Columns 4-7      **FTE**

While Total FTE can be less than or equal to Total Head Count, it cannot be greater than Total Head Count. Columns 5-7 on Form SR210 should equal Column 4 for total FTE.

These are the numbers to be reported in **Questions 15 & 16** on **Form SR100**.

**\*\*      *Be sure and total the columns at the bottom of the page. If you need more than one page for classified staff, sub-total the first page and sub-total the second page with a grand total on the second page.***

