# Documentation to the NCES Common Core of Data Public Elementary and Secondary School Universe: 1993-94 

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## I. Survey Summary

| U.S. Department of Education |
| :---: | :--- |
| Office of Educational Research and Improvement |
| Washington, D.C. 20202 |
| DATA BASE DOCUMENTATION |
| (Authority: Public Law 93-502, Section 552) |

PART I - SURVEY SUMMARY

## A. TITLE

Common Core of Data Public School Universe, 1993-94

## B. DESCRIPTION

This data set contains $\mathbf{8 7 , 1 0 0}$ records, one for each public elementary and secondary school in the $\mathbf{5 0}$ states, District of Columbia, and five outlying areas. Records on this file contain the name, address, and telephone number of the school, name of the district, codes for school type and locale, the full-time-equivalent (FTE) number of classroom teachers, the number of students eligible for free-lunch, and membership.
C. SURVEY METHODOLOGY

| 1. UNIVERSE OR SAMPLE | 2. RESPONDENTS |  |
| :--- | :--- | :--- |
| Universe | State Education Agencies |  |
| 3. DATE OF COVERAGE | 4. FREQUENCY OF SURVEY | 5. RESPONSE RATE |
| School year 1993-94 | Annual | $100 \%$ |

6. HIGHLIGHTS

Regular elementary and secondary schools . . . . . . . .81,608
Special education schools . . . . . . . . . . . . . . . . . . . . .1,962
V ocational/technical schools. . . . . . . . . . . . . . . . . . 916
Other (not elsewhere classified) schools . . . . . . . . . . .2,614

## D. RELATED STUDIES

1. SURVEYS

Common Core of Data Public Education Agency Universe, 1993-94
Common C ore of Data State N onfiscal Report, 1993-94
2. PUBLICATIONS
E.D. TABS: "Public Elementary and Secondary Education - Schools and Agencies, 1993-94"; "Public Elementary and Secondary Education - Final State A ggregate D ata, 1993-94"
IF SPONSORING AGENCY IS NOT OERI (Specify)
OERI FORM 27, 1/86

## II. User's Guide

## COMMON CORE OF DATA PUBLIC SCHOOL UNIVERSE, 1993-94 COMMENTS FOR USERS OF THE DATA SET

Users of the data set need to be aware of certain conditions that are unique to the file.
Imputation Flag Options. Care has been taken to provide a meaningful entry in every cell of this data set. In some cases for NCES assigned a value--including a blank response--other than that reported by the state coordinator responding to the CCD surveys. For each data cell there is a companion cell containing a flag indicating whether the figure in the cell was reported by the state or was placed in the cell by NCES using one of several methods.
$R$ - As reported by the state
A - Adjusted, but no arithmetic manipulation (example, "blank" changed to " $M$ ")
$P$ - Prior year's data were used to estimate value (example, national change rate applied to last year for which item was reported)

I - Imputed from source other than prior year's data (example, missing value based on distribution among reporting agencies)
$T$ - Total based on sum of internal or external detail (example, agency value calculated from sum of associated schools)
$C$ - Combined with data provided elsewhere by the state (example, elementary and secondary teachers disaggregated from total teachers)

The companion cell in each case is identified by the name of the data cell preceded by an "I." The documentation explains any action taken by NCES in regard to each variable. A frequency distribution of the values of each imputation flag is attached.

Missing Value Options. All data elements are either completed by the state or they have been filled with a 0 , "M" or "N."

0 - There are no occurrences of this data element. A value was expected and measured, but there were 0 cases found in the category.

M - Data are missing; that is, a value was expected but none was measured.
$N$ - Data are not applicable; that is, a value was neither expected nor measured.

EIPS Codes. The Common Core of Data Public Education Agency Universe and the Common Core of Data Public School Universe used the "old" FIPS codes for the outlying areas prior to the 1991-92 survey year. A list of the "old" and "new" codes is attached.
(A01) State Agency ID. All records contain a state agency identification number.
(A02) NCES Education Agency ID. Each record contains a unique NCES agency identification number.
(A03) Name of Education Agency. Each record includes an agency name with which the school is affiliated. NCES reviewed any record filling the 30 characters assigned, and may have adjusted the agency name to improve readability (e.g., applied standard abbreviations).
(B01) State School ID. Each record contains a state school identification number.
(B02) NCES School ID. Each record contains a unique NCES school identification number.
(B03) Name of School. Each record has a school name. NCES reviewed any record filling the 30 characters assigned, and may have adjusted the agency name to improve readability (e.g., applied standard abbreviations).
(B04) Mailing Address. Some mailing addresses consist solely of a city and state, indicated by an "N" in the street address field. The mailing address is reported as " N " for 997 schools. No street addresses were reported for 10 percent or more of the schools in Iowa (11\%) and Vermont (15.5\%).
(B05) City. Each record has a city name in address. There are valid cases in which a school may be located in one city and have a mailing address in another city.
(B06) State. Each record has a two-letter postal office code indicating the state in which the school's mailing address is located. There are instances in which a school that is part of one state's education system reports a mailing address in another state; these situations have been confirmed by the reporting state. There are 28 schools in the 1993-94 School Universe that have a different FIPS code from the state abbreviation. A list of these schools is attached.
(B07) Zip Code. Each record has a valid zip code.
(B08) Telephone Number. Telephone numbers were reported as " M " or " N " for 1156 schools $(1.3 \%) .98 .6 \%$ of the schools in Maine were missing telephone numbers.
(C01) School Type. Each record has a school type code. See the Glossary for a detailed definition of each of these codes.
(C02) Status. All schools are coded to reflect their status as reported for the 1993-94 school year. The valid responses include:

1 = School continues operational from the previous year
3 = New school
$4=$ School was operational during the previous year, but was not reported
A status of "2" was used to indicate closed schools. These schools have been removed from the file.
(C03) Locale Type. Due to limitations of the Census files used in assigning the Locale Type Codes, values have previously been present only for schools in the 50 states and the District of Columbia. Schools in four of the five outlying areas now have a value for the code. Puerto Rico schools, however, have not been assigned a type of locale and have an " N " for this field
(LOCALE93, Position 178). All other records have a code ranging from 1-7 indicating the location of the school relative to populous areas, based on the school's mailing address. See the Glossary for a detailed definition of each of the Locale Type Codes.
(C04) FTE Teachers. Full-time equivalent teachers (FTE93, Positions 179-183) are collected to the nearest tenth. These data were not provided by Massachusetts. Massachusetts reported "N" in the teacher field for its 1791 schools because they collect teacher data only at the district level. However, NCES adjusted reports to show FTE as missing for these school records by placing an " M " in the teacher field since a value was expected, but none was measured. In addition to Massachusetts, teacher counts are missing for another 170 schools. NCES imputed FTE counts for Virginia based on the total teacher count reported on the State Nonfiscal Survey.

The submission from Colorado contained a group of records that accounted for district-wide teaching staff. In order to avoid undercounting of teachers at the school and state level, it was decided in consultation with Colorado's CCD coordinator, to apportion these teacher counts across the schools within the associated district. The methodology used was:
a. First, the Colorado file was divided into the district-wide records and the remaining school records.
b. The ratio of each school's reported teachers to the sum of teachers across all schools in a district was calculated.
c. These school records were then matched with the district-wide records and each school's ratio applied to the district-wide teacher total. This resulted in the number to be added to the school's originally reported teacher count.
d. Records which were adjusted through this process may be identified by the value "C" in the TEACHER FLAG field (IFTE93, Position 300).

Some schools may report teachers, but no pupils, while other schools may report pupils in membership but no teacher FTE. These are valid records indicating situations in which more than one school provides services to pupils, but the pupils are attributed to a single school to avoid double-counting; or in which a teacher provides services to pupils at multiple schools. An example of the former situation might be an Area Vocational School whose pupil membership is attributed to high schools that send pupils for vocational services.

Differences from 1992 data. The following states reported FTE teacher counts that differed by 10 percent or more from the totals for the state in 1992: Georgia ( 13\%), North Dakota ( $-17 \%$ ), Northern Marianas (-10\%).
(D01) Ungraded Membership. The classification of "ungraded" is not used for students in Alabama, Alaska, Florida, Georgia, Minnesota, Nebraska, North Dakota, South Carolina and Texas and Washington; ungraded membership counts for schools in these states were adjusted to " N " by NCES if reported as "0." Also, no ungraded students were reported for Delaware, Northern Marianas, Wisconsin and Wyoming. Delaware and Northern Marianas have small numbers of ungraded pupils in unique settings and reported those numbers where applicable and " 0 " where there were no pupils in that category. The corresponding imputation flag assigned is " R " for all of the above cases since the only adjustments made were edits as a result of State Data Plan responses.

Differences from 1992 data. The following states reported ungraded pupil counts that differed by 20 percent or more from totals for the state in 1992. The following states reported ungraded
pupil counts that differed by $20 \%$ or more from totals for the state in 1992: Hawaii ( $-99 \%$ ), Indiana ( $-17 \%$ ), Kansas ( $-66 \%$ ), New Hampshire ( $-22 \%$ ), Ohio (36\%) and Vermont ( $-65 \%$ ). The counts in Hawaii dropped from 11,359 pupils in 1992 to 99 in 1993.
(D02) Prekindergarten Membership. No prekindergarten students were reported for Alabama, California, Kentucky, South Carolina, Wyoming, or the Virgin Islands. NCES did not attempt to adjust the "M," "N," or "0" reports for these schools. Because schools are required to provide educational services to 3-to-5-year-old children with disabilities, it is unlikely that all the schools in a state could be accurately reported as " N " or " 0 " for this item. When no students are reported in a specific membership cell (e.g., "ungraded"), NCES enters a zero in that cell so that mathematical operations can be performed.

Differences from 1992 data. The following states reported ungraded pupil counts that differed by 20 percent or more from totals for the state in 1992: Arizona (23\%), Arkansas (39\%), Delaware (22\%), Iowa (20\%), Maine (-24\%), Indiana (23\%), Georgia (61\%), Massachusetts ( $23 \%$ ), Minnesota ( $80 \%$ ), Mississippi ( $30 \%$ ), Missouri ( $100 \%$ ), North Carolina (34\%), New Hampshire (29\%), Ohio (28\%), Tennessee (25\%), Vermont (135\%) and Virginia (61\%).
(D03) Kindergarten Membership. All states reported one or more schools with kindergarten membership. When no students are reported in a specific membership category for a given school NCES enters a zero in that cell so that mathematical operations can be performed.

Differences from 1992 data. Minnesota reported 16 percent greater kindergarten pupils in 1993 than in 1992.
(D04--D15) By Grade, Membership Grades 1--12. NCES uses the sum of students by grade (ungraded and prekindergarten through 12) as the official count of students for the school. When no students are reported in a specific membership cell, NCES enters a zero in that cell so that mathematical operations can be performed. Student membership counts were missing for some schools in the following states: North Dakota (1 school); Maine (30 schools); Kansas, Nevada and Pennsylvania ( 2 schools each); Connecticut and Georgia (3 schools each); South Dakota (14 schools); Idaho and Arkansas (4 schools each); Illinois (5 schools); Wyoming (6 schools); Oklahoma and North Carolina ( 7 schools each); Massachusetts and Michigan ( 8 schools each); Tennessee ( 11 schools); Nebraska ( 18 schools); Maryland and New Jersey (19 schools each); Kentucky and Puerto Rico (26 schools each); Arizona (34 schools); Colorado (39 schools); West Virginia (40 schools); Indiana (45 schools); South Carolina (47 schools); Florida (57 schools); Virginia (89 schools); Mississippi (90 schools); Ohio (150 schools); Missouri (147 schools); Washington ( 154 schools); Minnesota ( 188 schools).
(E01) Free Lunch Eligible. Note that these counts may be taken by the schools at a different time than the membership counts, and that free lunch and membership totals may not be comparable in a given school. In some states, a single school may provide the free lunch program for a cluster of schools, and the free lunch eligible count for the school providing services may be over-represented relative to the school's total membership. To avoid identifying any student as eligible for free lunch, the maximum number reported has been adjusted to be no more than 95 percent of a school's total membership.

Free lunch eligible counts were reported as missing for Alabama, Arizona, Illinois, Kentucky, Massachusetts, Pennsylvania, New Mexico, South Dakota, Tennessee, Virginia, and Washington. NCES imputed missing free lunch eligible counts in Vermont based on FLE counts for 1992-93.

Free lunch counts were reported as "not applicable" for Massachusetts (which collects free lunch data at the school district level), and Tennessee. NCES adjusted the free lunch counts in these states to "M."

Differences from 1992 data.. The following states reported free lunch eligible counts that differed by 20 percent or more form totals for the state in 1992: Connecticut ( $1257 \%$ ), Hawaii ($29 \%$ ), Maryland (22\%), Minnesota (19\%), Missouri (22\%), Guam (21\%), Northern Marianas ($78 \%)$.
(E04-E08) By Race, Membership. Note that these counts may be taken by the schools at a different time than membership counts, and that racial/ethnic status and membership totals may not be the same. The only state that did not provide racial/ethnic data was Idaho.

Differences from 1992 data.. The following states reported counts of white students that differed by 5 percent or more from totals of the state in 1992: Guam (14\%), Minnesota (13\%), Northern Marianas (11\%), and Virgin Islands ( $16 \%$ ). (The racial/ethnic category of white was selected as a flag since it is the largest group and presumably less liable to fluctuate.)

## A.Schools With Mailing Address in Alternative State

| NCESSCH | School Name | City | PO |
| :---: | :---: | :---: | :---: |
| Alaska Schools |  |  |  |
| 020000200001 | ANN C. STEVENS ELEMENTARY SCJ | FPO AP | WA |
| 020000200003 | BOB REEVE HIGH/MT MOFFETT MID | FPO AP | WA |
| Arizona School |  |  |  |
| 040000700160 | SHIPROCK, BIA | SHIPROCK | NM |
| Arkansas Schools |  |  |  |
| 050411000151 | GENOA CENTRAL ELEMENTARY | TEXARKANA | TX |
| 050411000152 | GENOA CENTRAL HIGH SCHOOL | TEXARKANA | TX |
| 051311001068 | ARKANSAS SENIOR HIGH SCHOOL | TEXARKANA | TX |
| 051311001069 | CARVER KINDERGARTEN | TEXARKANA | TX |
| 051311001070 | COLLEGE HILL ELEMENTARY SCH | TEXARKANA | TX |
| 051311001071 | COLLEGE HILL JUNIOR HIGH | TEXARKANA | TX |
| 051311001072 | FAIRVIEW ELEMENTARY SCHOOL | TEXARKANA | TX |
| 051311001073 | NORTH HEIGHTS JUNIOR HIGH | TEXARKANA | TX |
| 051311001074 | UNION ELEMENTARY SCHOOL | TEXARKANA | TX |
| 051311001075 | VERA KILPATRICK ELEMENTARY | TEXARKANA | TX |
| 051311001076 | WASHINGTON INTERMEDIATE | TEXARKANA | TX |
| 051311001264 | EDWARD D TRICE ELEMTARY | TEXARKANA | TX |
| Georgia School |  |  |  |
| 130537001749 | FAIRYLAND ELEMENTARY SCHOOL | LOOKOUT MNTN | TN |
| Idaho Schools |  |  |  |
| 160132000237 | POWELL ELEMENTARY JUNIOR HI | LOLO | MT |
| 160261000459 | PLEASANT VALLEY ELEM/JR HI | JORDAN VALLEY | OR |
| Indiana School |  |  |  |
| 181161001870 | UNION ELEMENTARY SCHOOL | COLLEGE CORNER | OH |
| Minnesota School |  |  |  |
| 273315001446 | SIOUX VALLEY ELEMENTARY SCH | LAKE PARK | IA |
| Nevada School |  |  |  |
| 3200510000415 | PLEASANT VALLEY | WENDOVER | UT |
| North Dakota Schools |  |  |  |
| 380315000073 | STEVENSON SCHOOL | SIDNEY | MT |
| 380567000826 | SQUAW GAP SCHOOL | SIDNEY | MT |
| 381869000820 | UNION SCHOOL | POLLOCK | SD |
| 382034000714 | EAST FAIRVIEW ELEMENTARY | FAIRVIEW | MT |
| Utah Schools |  |  |  |
| 490105000578 | WENDOVER SCHOOL | WENDOVER | NV |
| 490114000892 | HILDALE SCHOOL | COLORADO CITY | AZ |
| Wyoming Schools |  |  |  |
| 560237000369 | BARIOD ELEMENTARY | BELLE FOURCHE | SD |

## B. State Codes and Abbreviations Used in Datasets

|  |  | OLD |  |
| :---: | :---: | :---: | :---: |
| STATE NAME | FIPS | FIPS | STABR |
| ALABAMA | 01 | 01 | AL |
| ALASKA | 02 | 02 | AK |
| ARIZONA | 04 | 04 | AZ |
| ARKANSAS | 05 | 05 | AR |
| CALIFORNIA | 06 | 06 | CA |
| COLORADO | 08 | 08 | CO |
| CONNECTICUT | 09 | 09 | CT |
| DELAWARE | 10 | 10 | DE |
| DISTRICT OF COLUMBIA | 11 | 11 | DC |
| FLORIDA | 12 | 12 | FL |
| GEORGIA | 13 | 13 | GA |
| HAWAII | 15 | 15 | HI |
| IDAHO | 16 | 16 | ID |
| ILLINOIS | 17 | 17 | IL |
| INDIANA | 18 | 18 | IN |
| IOWA | 19 | 19 | IA |
| KANSAS | 20 | 20 | KS |
| KENTUCKY | 21 | 21 | KY |
| LOUISIANA | 22 | 22 | LA |
| MAINE | 23 | 23 | ME |
| MARYLAND | 24 | 24 | MD |
| MASSACHUSETTS | 25 | 25 | MA |
| MICHIGAN | 26 | 26 | MI |
| MINNESOTA | 27 | 27 | MN |
| MISSISSIPPI | 28 | 28 | MS |
| MISSOURI | 29 | 29 | MO |
| MONTANA | 30 | 30 | MT |
| NEBRASKA | 31 | 31 | NE |
| NEVADA | 32 | 32 | NV |
| NEW HAMPSHIRE | 33 | 33 | NH |
| NEW JERSEY | 34 | 34 | NJ |
| NEW MEXICO | 35 | 35 | NM |
| NEW YORK | 36 | 36 | NY |
| NORTH CAROLINA | 37 | 37 | NC |
| NORTH DAKOTA | 38 | 38 | ND |
| OHIO | 39 | 39 | OH |
| OKLAHOMA | 40 | 40 | OK |
| OREGON | 41 | 41 | OR |
| PENNSYLVANIA | 42 | 42 | PA |
| RHODE ISLAND | 44 | 44 | RI |
| SOUTH CAROLINA | 45 | 45 | SC |
| SOUTH DAKOTA | 46 | 46 | SD |
| TENNESSEE | 47 | 47 | TN |
| TEXAS | 48 | 48 | TX |
| UTAH | 49 | 49 | UT |
| VERMONT | 50 | 50 | VT |
| VIRGINIA | 51 | 51 | VA |

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State Codes and Abbreviations Used in Datasets (Cont.)
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|  | NEW <br> FIPS | OLD <br> STATE NAME | STABR |
| :--- | :---: | :---: | :---: |
| WASHINGTON | 53 | 53 |  |
| WEST VIRGINIA | 54 | 54 | WA |
| WISCONSIN | 55 | 55 | WV |
| WYOMING | 56 | 56 | WI |
| OUTLYING AREAS |  |  |  |
| AMERICAN SAMOA | 60 | 03 | AS |
| GUAM | 66 | 14 | GU |
| NORTHERN MARIANAS | 69 | 60 | CM |
| PUERTO RICO | 72 | 43 | PR |
| VIRGIN ISLANDS | 78 | 521 | VI |

# Appendix A-1 Record Layout 

Common Core of Data Public School Universe 1993-94<br>$(\mathrm{LRECL}=336)$

(*) Fields have one implied decimal place.

$$
\begin{gathered}
(+) \text { Fields represent } \begin{array}{c}
\text { sub-fields of the fields immediately } \\
\text { preceding them. }
\end{array} .
\end{gathered}
$$

| Name | Type | Position | Size | Description |
| :---: | :---: | :---: | :---: | :---: |
| NCESSCH | AN | 001-012 | 12 | UNIQUE SCHOOL ID (NCES ASSIGNED) |
| +FIPS | AN | 001-002 | 2 | FIPS STATE CODE FOR LOCATION OF SCHOOL |
| +LEAID | AN | 001-007 | 7 | UNIQUE SYSTEM ID (NCES ASSIGNED) |
| +AGENCY | AN | 003-007 | 5 | AGENCY NUMBER WITHIN STATE |
| +SCHNO | AN | 008-012 | 5 | SCHOOL NUMBER WITHIN STATE (NCES) |
| STID93 | AN | 013-026 | 14 | STATE AGENCY ID |
| LEANM93 | AN | 027-056 | 30 | NAME OF OPERATING AGENCY |
| SEASCH93 | AN | 057-076 | 20 | STATE SCHOOL ID |
| SCHNAM93 | AN | 077-106 | 30 | SCHOOL NAME |
| STREET93 | AN | 107-136 | 30 | MAILING ADDRESS OF SCHOOL |
| CITY93 | AN | 137-154 | 18 | CITY NAME (MAILING ADDRESS) |
| ST93 | AN | 155-156 | 2 | STATE ABBREVIATION (POSTAL SERVICE) |
| ZIP93 | AN | 157-161 | 5 | 5-DIGIT ZIP CODE |
| ZIP493 | AN | 162-165 | 4 | ZIP+4 IF ASSIGNED |
| PHONE 93 | AN | 166-175 | 10 | TELEPHONE NUMBER OF SCHOOL |
| TYPE93 | AN | 176-176 | 1 | SCHOOL TYPE CODE |
| STATUS 93 | AN | 177-177 | 1 | OPERATIONAL STATUS CODE |
| LOCALE93 | AN | 178-178 | 1 | TYPE OF LOCALE CODE |
| FTE93 | N | 179-183 | * 5 | CLASSROOM TEACHERS (FTE) |
| GRSPAN93 | AN | 184-187 | 4 | GRADE SPAN OF SCHOOL |
| +GSLO93 | AN | 184-185 | 2 | SCHOOL LOW GRADE (FROM GRADE ENROLLMENT) |
| +GSHI93 | AN | 186-187 | 2 | SCHOOL HIGH GRADE (FROM GRADE ENROLLMENT) |
| UG93 | N | 188-192 | 5 | STUDENTS IN UNGRADED CLASSES |
| PK93 | N | 193-197 | 5 | PREKINDERGARTEN STUDENTS |
| KG93 | N | 198-202 | 5 | KINDERGARTEN STUDENTS |
| G0193 | N | 203-207 | 5 | 1ST GRADE STUDENTS |
| G0293 | N | 208-212 | 5 | 2ND GRADE STUDENTS |
| G0393 | N | 213-217 | 5 | 3RD GRADE STUDENTS |
| G0493 | N | 218-222 | 5 | 4 TH GRADE STUDENTS |
| G0593 | N | 223-227 | 5 | 5 TH GRADE STUDENTS |
| G0693 | N | 228-232 | 5 | 6TH GRADE STUDENTS |
| G0793 | N | 233-237 | 5 | 7TH GRADE STUDENTS |
| G0893 | N | 238-242 | 5 | 8TH GRADE STUDENTS |
| G0993 | N | 243-247 | 5 | 9TH GRADE STUDENTS |
| G1093 | N | 248-252 | 5 | 10 TH GRADE STUDENTS |
| G1193 | N | 253-257 | 5 | 11 TH GRADE STUDENTS |
| G1293 | N | 258-262 | 5 | 12TH GRADE STUDENTS |
| MEMBER93 | N | 263-268 | 6 | TOTAL MEMBERSHIP (SUM OF GRADES) |
| FLE93 | N | 269-274 | 6 | FREE-LUNCH ELIGIBLE STUDENTS |
| IND 93 | N | 275-279 | 5 | AM INDIAN/ALASKAN STUDENTS |
| ASIAN93 | N | 280-284 | 5 | ASIAN/PACIFIC ISLANDER STUDENTS |
| HISP 93 | N | 285-289 | 5 | HISPANIC STUDENTS |
| BLACK 93 | N | 290-294 | 5 | BLACK NON-HISPANIC STUDENTS |
| WHITE93 | N | 295-299 | 5 | WHITE NON-HISPANIC STUDENTS |
| TOTETH93 | N | 300-305 | 6 | TOTAL ETHNIC |
| PUPTCH93 | N | 306-311 | * 6 | PUPIL TEACHER RATIO |
| IFTE93 | AN | 312-312 | 1 | ADJUSTED TEACHERS FLAG |
| IUG93 | AN | 313-313 | 1 | ADJUSTED UNGRADED STUDENTS FLAG |
| IPK93 | AN | 314-314 | 1 | ADJUSTED PREKINDERGARTEN STUDENTS FLAG |
| IKG93 | AN | 315-315 | 1 | ADJUSTED KINDERGARTEN STUDENTS FLAG |
| IG0193 | AN | 316-316 | 1 | ADJUSTED 1ST GRADE STUDENTS FLAG |
| IG0293 | AN | 317-317 | 1 | ADJUSTED 2ND GRADE STUDENTS FLAG |
| IG0393 | AN | 318-318 | 1 | ADJUSTED 3RD GRADE STUDENTS FLAG |
| IG0493 | AN | 319-319 | 1 | ADJUSTED 4TH GRADE STUDENTS FLAG |
| IG0593 | AN | 320-320 | 1 | ADJUSTED 5TH GRADE STUDENTS FLAG |


| IG0693 | AN | 321-321 | 1 | ADJUSTED | 6TH | GRADE | STUDENTS | FLAG |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| IG0793 | AN | 322-322 | 1 | ADJUSTED | 7 TH | GRADE | STUDENTS | FLAG |  |
| IG0893 | AN | 323-323 | 1 | ADJUSTED | 8TH | GRADE | STUDENTS | FLAG |  |
| IG0993 | AN | 324-324 | 1 | ADJUSTED | 9TH | GRADE | STUDENTS | FLAG |  |
| IG1093 | AN | 325-325 | 1 | ADJUSTED | 10 TH | GRADE | STUDENTS | FLAG |  |
| IG1193 | AN | 326-326 | 1 | ADJUSTED | 11 TH | GRADE | STUDENTS | FLAG |  |
| IG1293 | AN | 327-327 | 1 | ADJUSTED | 12 TH | GRADE | STUDENTS | FLAG |  |
| IMEMB93 | AN | 328-328 | 1 | ADJUSTED | TOTA | , STUD | NTS FLAG |  |  |
| IFLE93 | AN | 329-329 | 1 | ADJUSTED | FREE | LUNCH | ELIGIBLE | FLAG |  |
| IIND93 | AN | 330-330 | 1 | ADJUSTED | AM I | JDIAN / | LASKAN S | TUDENTS | FLAG |
| IASIAN93 | AN | 331-331 | 1 | ADJUSTED | ASIAN | /PACIF | IC ISLAN | DER STU | FLAG |
| IHISP93 | AN | 332-332 | 1 | ADJUSTED | HISP | NIC ST | UDENTS F | LAG |  |
| IBLACK93 | AN | 333-333 | 1 | ADJUSTED | BLAC | NON- | ISPANIC | STUDENT | FLAG |
| IWHITE93 | AN | 334-334 | 1 | ADJUSTED | WHIT | NON- | ISPANIC | STUDENT | FLAG |
| IETH93 | AN | 335-335 | 1 | ADJUSTED | ETHN | CITY | LAG |  |  |
| IPUTCH93 | AN | 336-336 | 1 | ADJUSTED | PUPI | TEAC | ER RATIO | FLAG |  |

## Appendix A-2 Data Element Description, 1993-94


#### Abstract

(Some of the data in this section may differ from Record Layout in the previous section of this appendix--this section is only to be used as an description of the data)


## Variable Description Name

| NCESSCH | ID assigned by NCES to each school |
| :---: | :---: |
| LEAID | ID assigned by NCES to system NOTE: Position \# 001-002 is the FIPS state code for the location of the school, and position \# 003-007 is the agency code. |
| FIPS | Federal Information Processing Standards. A list of the FIPS codes is attached. (The Common Core of Data Public Education Agency and School Universe used the "old" FIPS codes for the outlying areas prior to the 1991-92 survey year.) |
| SCHNO | Unique number for each school within a LEA. |
|  | NOTE: By combining FIPS state code with SCHNO, each school can be uniquely identified within the total file. |
| STID93 | State's own ID for the education agency. |
| LEANM93 | Name of the education agency which operates this school. |
| SEASCH93 | State's own ID for the school. |
| SCHNAM93 | Name of the school. |
|  | NOTE: Throughout the remainder of this file, the following codes may appear as representing missing values whenever they are present in the data or the documentation. |
|  | M - when data are missing; that is, a value is expected but none was measured. |
|  | N - when data are not applicable; that is, a value is neither expected nor measured. |
| STREET93 | The mailing address of the school -- may be a street address, a Post Office box number, or, if verified that there is no address beyond CITY, STATE, and ZIP, the character "N." |
| CITY93 | City name of the mailing address. |
| ST93 | Two-letter U.S. Postal Service abbreviation of the state where the mailing address is located (see attached list). |
| ZIP93 | Five-digit U.S. Postal Service ZIP code for the mailing address. |


| ZIP493 | If the mailing address has been assigned the additional four-digit ZIP +4 , this field contains that number; otherwise, this field is blank. |
| :---: | :---: |
| PHONE93 | Telephone number of school. |
|  | NOTE: Position \# 166-168 is the area code, and position \#169-175 is the exchange and number. |
| TYPE93 | NCES code for type of school : |
|  | 1 = Regular school |
|  | $2=$ Special education school |
|  | 3 = Vocational school |
|  | 4 = Other/alternative school |
| STATUS93 | NCES code for the school status : |
|  | ```1 = School continues operational from previous report. 3 = School has been opened since last report.``` |
|  | 4 = School was operational during previous report but was not reported. |
|  | NOTE: STATUS=2 was used for schools which were closed. |
| LOCALE93 | NCES code for location of the school relative to populous areas |
|  | 1 = Large Central City - A central city of Standard Metropolitan Statistical Area (SMSA) with population greater than or equal to 400,000 or a population density greater than or equal to 6,000 persons per square mile. |
|  | 2 = Mid-size Central City - A central city SMSA not designated Large Central City. |
|  | 3 = Urban Fringe of Large City - A place within am SMSA of Large Central City and defined as urban by the U.S. Bureau of Census. |
|  | 4 = Urban Fringe of Mid-size City - Any incorporated place, Census Designated Place, or non-place territory within a CMSA or MSA of a Mid-size City and defined as urban by the Census Bureau. |
|  | 5 = Large Town - Place not within am SMSA, but with population greater than or to 25,000 and defined as urban by the U.S. Bureau of the Census. |
|  | 6 = Small Town - Place not within an SMSA, with population less than 25,000 but greater than or equal to 2,500 and defined as urban by the U.S. Bureau of the Census. |
|  | 7 = Rural - Place with population less than 2,500 and defined as rural by U.S. Bureau of the Census. |
| FTE93 | Full-time equivalent of classroom teachers, reported to the nearest tenth; field includes one implied decimal point. |


| GRSPAN93 | Range of grades taught in the school, derived from the grades for which students were reported. <br> The following codes are used: <br> UG = Ungraded <br> PK = Prekindergarten <br> KG $=$ Kindergarten <br> 01 -- 12 = First through Twelfth grade <br> $00=$ School had no students reported <br> UG and 00 each occurs only in isolation from other codes. When one of these does occur, it is both the lowest and the highest grade. |
| :---: | :---: |
| GSLO93 | NCES code for lowest grade taught. |
| GSHI93 | NCES code for highest grade taught. |
| UG93 | Students in ungraded classes. |
| PK93 | Prekindergarten students. |
| KG93 | Kindergarten students. |
| G0193 | 1st grade students. |
| G0293. | 2nd grade students |
| G0393 | 3 rd grade students. |
| G0493 | 4 th grade students. |
| G0593 | 5 th grade students. |
| G0 693 | 6 th grade students. |
| G0793 | 7th grade students. |
| G0893 | $8 t h$ grade students. |
| G0993 | 9th grade students. |
| G1093 | 10th grade students. |
| G1193 | 11th grade students. |
| G1293 | 12 th grade students. |
| MEMBER93 | Calculated total of all students reported; if any grades contain missing values, this may not represent the school's actual total. |
| FLE93 | Count of students eligible to participate in the Free Lunch Program under the National School Lunch Act. |


| IND93 | American Indian or Alaskan Native students |
| :---: | :---: |
| ASIAN93 | Asian or Pacific Islander students. |
| HISP93 | Hispanic students. |
| BLACK93 | Black, Non-Hispanic students. |
| WHITE93 | White, Non-Hispanic students. |
| TOTETH93 | ```Sum of American Indian/Alaskan; Asian/Pacific Islander; Hispanic; Black, Non-Hispanic; and White, Non-Hispanic.``` |
| PUPTCH93 | Total students divided by FTE classroom teachers. |
| IFTE93 | If the field contains anything other than "R," the FTE of classroom teachers originally submitted was adjusted. (See the user's guide page.) |
| IUG93 | If the field contains anything other than "R," the count of ungraded students originally submitted was adjusted. (See the user's guide page.) |
| IPK93 | If the field contains anything other than "R," the count of prekindergarten students originally submitted was adjusted. (See the user's guide page.) |
| IKG93 | If the field contains anything other than "R," the count of kindergarten students originally submitted was adjusted. (See the user's guide page.) |
| IG0193 | If the field contains anything other than "R," the count of first grade students originally submitted was adjusted. (See the user's guide page.) |
| IG0293 | If the field contains anything other than "R," the count of second grade students originally submitted was adjusted. (See the user's guide page.) |
| IG0393 | If the field contains anything other than "R," the count of third grade students originally submitted was adjusted. (See the user's guide page.) |
| IG0493 | If the field contains anything other than "R," the count of fourth grade students originally submitted was adjusted. (See the user's guide page.) |
| IG0593 | If the field contains anything other than "R," the count of fifth grade students originally submitted was adjusted. (See the user's guide page.) |
| IG0693 | If the field contains anything other than "R," the count of sixth grade students originally submitted was adjusted. (See the user's guide page.) |
| IG0793 | If the field contains anything other than "R," the count of |


|  | seventh grade students originally submitted was adjusted. (See the |
| :--- | :--- |
|  | user's guide page.) |
| IG0893 |  |
|  | If the field contains anything other than "R," the count of eighth |
|  | grade students originally submitted was adjusted. (See the user's |
| guide page.) |  |

## Appendix B - Imputation Flag Frequencies

Imputation Flag Frequencies
11:11 Tuesday, September 20, 19941
Appendix to Dataset Documentation
CCD School Universe 1993-94

ADJUSTED TEACHERS FLAG

| IFTE93 | Frequency | Percent | Cumulative <br> Frequency |  |
| :--- | :---: | :---: | :---: | :---: |
| Armulative | Percent |  |  |  |
| A | 1466 | 1.7 | 1466 | 1.7 |
| R | 84746 | 98.3 | 86212 | 100.0 |


| IUG93 | Frequency | Percent | Cumulative <br> Frequency | Cumulative Percent |
| :---: | :---: | :---: | :---: | :---: |
| A | 19153 | 22.2 | 19153 | 22.2 |
| R | 67059 | 77.8 | 86212 | 100.0 |

ADJUSTED PREKINDERGARTEN STUDENTS FLAG

| IPK93 | Frequency | Percent | Cumulative Frequency | Cumulative Percent |
| :---: | :---: | :---: | :---: | :---: |
| A | 7681 | 8.9 | 7681 | 8.9 |
| R | 78531 | 91.1 | 86212 | 100.0 |

Imputation Flag Frequencies
11:11 Tuesday, September 20, 19942
Appendix to Dataset Documentation
CCD School Universe 1993-94
ADJUSTED KINDERGARTEN STUDENTS FLAG

| IKG93 | Frequency | Percent | Cumulative <br> Frequency | Cumulative <br> Percent |
| :--- | :---: | :---: | :---: | :---: |
| A----------------------------------------------- |  |  |  |  |
| A | 3159 | 3.7 | 3159 | 3.7 |
| R | 83034 | 96.3 | 86193 | 100.0 |

Frequency Missing = 19

ADJUSTED 1ST GRADE STUDENTS FLAG

| IG0193 Frequency | Percent | Cumulative <br> Frequency | Cumulative <br> Percent |  |
| :--- | :---: | :---: | :---: | :---: |
| ---------------------------------------------- |  |  |  |  |
| A | 3402 | 3.9 | 3402 | 3.9 |
| R | 82810 | 96.1 | 86212 | 100.0 |

ADJUSTED 2ND GRADE STUDENTS FLAG

| IG0293 Frequency | Percent | Cumulative <br> Frequency | Cumulative <br> Percent |  |
| :--- | :---: | :---: | :---: | :---: |
| A | 3415 | 4.0 | 3415 | 4.0 |
| R | 82797 | 96.0 | 86212 | 100.0 |

ADJUSTED 3RD GRADE STUDENTS FLAG

| IG0393 | Frequency | Percent | Cumulative <br> Frequency | Cumulative <br> Percent |
| :--- | :---: | :---: | :---: | :---: |
| A | 3425 | 4.0 | 3425 | 4.0 |
| R | 82787 | 96.0 | 86212 | 100.0 |


| IG0493 | Frequency | Percent | Cumulative Frequency | Cumulative Percent |
| :---: | :---: | :---: | :---: | :---: |
| A | 3497 | 4.1 | 3497 | 4.1 |
| R | 82715 | 95.9 | 86212 | 100.0 |
| ADJUSTED | 5TH GRADE | STUDENTS | FLAG |  |
| IG0593 | Frequency | Percent | Cumulative Frequency | Cumulative Percent |
| A | 3601 | 4.2 | 3601 | 4.2 |
| R | 82611 | 95.8 | 86212 | 100.0 |
| ADJUSTED | 6TH GRADE | STUDENTS | FLAG |  |
| IG0693 | Frequency | Percent | Cumulative Frequency | Cumulative Percent |
|  | $4332$ | $5.0$ | $4332$ | $5.0$ |
| R | $81880$ | $95.0$ | $86212$ | $100.0$ |
| ADJUSTED | 7TH GRADE | STUDENTS | FLAG |  |
| IG0793 | Frequency | Percent | Cumulative Frequency | Cumulative Percent |
| A | 5481 | 6.4 | 5481 | 6.4 |
| R | 80731 | 93.6 | 86212 | 100.0 |

```
Imputation Flag Frequencies
```

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Appendix to Dataset Documentation
CCD School Universe 1993-94
ADJUSTED 8TH GRADE STUDENTS FLAG

| IG0893 | Frequency | Percent | Cumulative <br> Frequency | Cumulative <br> Percent |
| :--- | :---: | :---: | :---: | :---: |
| ---------------------------------------------- |  |  |  |  |
| A | 5549 | 6.4 | 5549 | 6.4 |
| R | 80663 | 93.6 | 86212 | 100.0 |

```
ADJUSTED 9TH GRADE STUDENTS FLAG
```

| IG0993 | Frequency | Percent | Cumulative <br> Frequency | Cumulative <br> Percent |
| :--- | :---: | :---: | :---: | :---: |
| ------------------------------------------------ |  |  |  |  |
| A | 5738 | 6.7 | 5738 | 6.7 |
| R | 80474 | 93.3 | 86212 | 100.0 |

ADJUSTED 10TH GRADE STUDENTS FLAG

| IG1093 | Frequency | Percent | Cumulative <br> Frequency | Cumulative <br> Percent |
| :--- | :---: | :---: | :---: | :---: |
| A | 5987 | 6.9 | 5987 | 6.9 |
| R | 80225 | 93.1 | 86212 | 100.0 |

ADJUSTED 11TH GRADE STUDENTS FLAG

| IG1193 Frequency | Percent | Cumulative <br> Frequency | Cumulative <br> Percent |  |
| :--- | :---: | :---: | :---: | :---: |
| A | 5249 | 6.1 | 5249 | 6.1 |
| R | 80963 | 93.9 | 86212 | 100.0 |

```
Imputation Flag Frequencies
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CCD School Universe 1993-94
```

ADJUSTED 12TH GRADE STUDENTS FLAG

| IG1293 | Frequency | Percent | Cumulative Frequency | Cumulative Percent |
| :---: | :---: | :---: | :---: | :---: |
| A | 5261 | 6.1 | 5261 | 6.1 |
| R | 80951 | 93.9 | 86212 | 100.0 |

ADJUSTED TOTAL STUDENTS FLAG

| IMEMB93 | Frequency | Percent | Cumulative <br> Frequency | Cumulative <br> Percent |
| :--- | :---: | :---: | :---: | :---: |
| --------------------------------------------- |  |  |  |  |
| R | 2 | 0.0 | 2 | 0.0 |
| T | 86210 | 100.0 | 86212 | 100.0 |

ADJUSTED FREE-LUNCH ELIGIBLE STUDENTS

| IFLE93 | Frequency | Percent | Cumulative <br> Frequency | Cumulative <br> Percent |
| :--- | :---: | :---: | :---: | :---: |
| ------------------------------------------- |  |  |  |  |
| A | 8093 | 9.4 | 8093 | 9.4 |
| R | 78119 | 90.6 | 86212 | 100.0 |

ADJUSTED AM INDIAN/ALASKAN STUDENTS FLAG

| IIND93 | Frequency | Percent | Cumulative <br> Frequency | Cumulative <br> Percent |
| :--- | :---: | :---: | :---: | :---: |
| -------------------------------------------- |  |  |  |  |
| A | 5482 | 6.4 | 5482 | 6.4 |
| R | 80730 | 93.6 | 86212 | 100.0 |

Imputation Flag Frequencies 11:11 Tuesday, September 20, 19945 Appendix to Dataset Documentation CCD School Universe 1993-94

ADJUSTED ASIAN/PACIFIC ISLANDER STU FLAG

| IASIAN93 | Frequency | Percent | Cumulative <br> Frequency | Cumulative <br> Percent |
| :--- | :---: | :---: | :---: | :---: |
| ------------------------------------------------- |  |  |  |  |
| A | 5400 | 6.3 | 5400 | 6.3 |
| R | 80812 | 93.7 | 86212 | 100.0 |

ADJUSTED HISPANIC STUDENTS FLAG

| IHISP93 | Frequency | Percent | Cumulative Frequency | Cumulative <br> Percent |
| :---: | :---: | :---: | :---: | :---: |
| A | 3226 | 3.7 | 3226 | 3.7 |
| R | 82986 | 96.3 | 86212 | 100.0 |

ADJUSTED BLACK NON-HISPANIC STUDENT FLAG

| IBLACK93 | Frequency | Percent | Cumulative Frequency | Cumulative Percent |
| :---: | :---: | :---: | :---: | :---: |
| A | 5105 | 5.9 | 5105 | 5.9 |
| R | 81107 | 94.1 | 86212 | 100.0 |

ADJUSTED WHITE NON-HISPANIC STUDENT FLAG

| IWHITE93 | Frequency | Percent | Cumulative <br> Frequency | Cumulative <br> Percent |
| :--- | :---: | :---: | :---: | :---: |
| -------------------------------------------- |  |  |  |  |
| A | 4049 | 4.7 | 4049 | 4.7 |
| R | 82163 | 95.3 | 86212 | 100.0 |

Imputation Flag Frequencies
11:11 Tuesday, September 20, 19946
Appendix to Dataset Documentation
CCD School Universe 1993-94

ADJUSTED ETHNICITY FLAG

| IETH93 | Frequency | Percent | Cumulative <br> Frequency | Cumulative <br> Percent |
| :--- | :---: | :---: | :---: | :---: |
| -------------------------------------------- |  |  |  |  |
| R | 2 | 0.0 | 2 | 0.0 |
| T | 86210 | 100.0 | 86212 | 100.0 |

ADJUSTED PUPIL TEACHER RATIO FLAG

| IPUTCH93 | Frequency | Percent | Cumulative <br> Frequency | Cumulative <br> Percent |
| :--- | :---: | :---: | :---: | :---: |
| R | 2 | 0.0 | 2 | 0.0 |
| T | 86210 | 100.0 | 86212 | 100.0 |

## Appendix C <br> Glossary

## All Other Support Staff

Support staff not reported in other categories, such as, data processing, health, maintenance, bus drivers, security, and cafeteria workers.

## Alternative Education School

A public elementary/secondary school that:

- addresses needs of students which typically cannot be met in a regular school,
- provides nontraditional education,
- serves as an adjunct to a regular school,
- falls outside of the categories of regular, special education, or vocational education.


## Central City

- within a Metropolitan Statistical Area (MSA)
- with a minimum population of 50,000
- has a Census Urbanized Area Code


## Classroom Teachers

Total number of classroom teachers for all graded and/or ungraded classes in a school

- stated as a proportion of a full-time position,
- computed by dividing the amount of time employed by the time normally required for a full-time position.


## Consolidated Metropolitan Statistical Area (CMSA)

Area of greater than $1,000,000$ population that is the totality of the PMSAs in a single geographical area.

## Diploma, High School

Formal document certifying the successful completion of a secondary school program prescribed by the state education agency or other appropriate body.

## Dropout

A dropout is an individual who:

- Was enrolled in school at some time during the previous school year;
- Was not enrolled at the beginning of the current school year;
- Has not graduated from high school or completed a state- or district-approved educational program, and
- Does not meet any of the following exclusionary conditions:
- $\quad$ transfer to another public school district, private school, or state- or district-approved educational program;
- temporary absence due to suspension or school-approved illness, or
- death.


## Education Agency

Government agency administratively responsible for providing public elementary and/or secondary instruction or educational support services.

## Elementary

General level of instruction classified by state and local practice as elementary

- composed of any span of grades not above grade 8 ,
- preschool or kindergarten included only if it is an integral part of an elementary school or a regularly established school system.


## Elementary Guidance Counselors

Professional staff assigned specific duties and school time for the following activities with elementary grades:

- counseling with students and parents;
- consulting with other staff members on learning problems;
- evaluating student abilities;
- assisting students in making educational and career choices;
- assisting students in personal and social development;
- providing referral assistance;
- working with other staff members in planning and conducting guidance programs for students.

The state should apply its own standards in apportioning the aggregate of guidance counselors/directors into the components, elementary and secondary.

## Elementary Teachers

Elementary teachers are those teachers of general level instruction classified by state and local practice as elementary. Composed of any span of grades not above grade 8 .

- EXCLUDES pre-kindergarten and kindergarten teachers.


## Federally Operated Education Agency

Federally operated agency charged at least in part with providing elementary and/or secondary instruction or support services.

## Free Lunch Program

Program under the National School Lunch Act which provides cash subsidies for free lunches to students based on family size and income criteria.

## FTE (Full-time Equivalency)

Amount of time required to perform an assignment stated as a proportion of full-time position, and computed by dividing the amount of time employed by the time normally required for a full-time position.

## General Education Development Test

Comprehensive test used primarily to appraise the educational development of students who:

- have not completed their formal high school education, and
- may earn a high school equivalency certificate through achievement of satisfactory scores.


## Graduate, High School

Individual who has received formal recognition from school authorities, by the granting of a diploma, for completing a prescribed course of studies in a secondary level school.

- does not include other completers, or high school equivalency recipients, or other diploma recipients.


## Headstart Program

Federally funded program that provides comprehensive educational, social, health, and nutritional services to:

- low-income preschool children and their families, and
- children from ages 3 to school entry age, i.e., the age of compulsory school attendance.


## High School Completers

Counts of graduates and other completers including regular diploma recipients, other diploma recipients, high school equivalency recipients, and other high school completers.

## High School Equivalency Certificate

Formal document certifying that an individual met the state requirements for high school graduation equivalency by:

- obtaining satisfactory scores on an approved examination, and
- meeting other performance requirements (if any) set by one state education agency or other appropriate body.


## High School Equivalency Recipients

Count of individuals age 19 years or younger who have received a high school equivalency certificate during the previous school year, and subsequent summer.

## Individualized Educational Program (IEP)

As used here, refers to written instructional plan for students with disabilities designated as special education students under the Individuals With Disabilities Education Act (IDEA-Part B) which includes:

- statement of present levels of educational performance of a child,
- statement of annual goals, including short-term instructional objectives,
- statement of specific educational services to be provided and the extent to which the child will be able to participate in regular educational programs,
- projected date for initiation and anticipated duration of services,
- appropriate objectives, criteria and evaluation procedures and schedules for determining, on at least an annual basis, whether instructional objectives are being achieved.


## Instructional Aides

Instructional aides are staff members assigned to assist a teacher in activities requiring minor decisions regarding students, and in such activities as monitoring, conducting rote exercises, operating equipment and clerking. Includes only paid staff, and excludes volunteer aides.

## Instructional Coordinators and Supervisors

Staff supervising instructional programs, at the school district or sub-district level. Includes curriculum coordinators or supervisors and in-service training staff; Chapter 1 supervisors, home economics supervisors, educational television staff; coordinators and supervisors of audiovisual services; and staff engaged in development of computer-assigned instruction. Excludes school-based department chairperson.

## Kindergarten

Group or class that is part of a public school program, and is taught during the year preceding first grade.

## Kindergarten Teachers

Kindergarten teachers are those teachers of a group or class that is part of a public school program, and is taught during the year preceding the first grade.

## LEA Administrative Support Staff

Staff members who provide direct support to LEA administrators.

- INCLUDE clerical staff and secretaries.


## LEA Administrators

Includes local education agency superintendents, deputies, and assistant superintendents; other persons with district-wide responsibilities such as business managers, administrative assistants. Exclude supervisors of instructional or student support programs.

## Librarians and Media Specialists

Professional staff members and supervisors who are assigned specific duties and school time to professional library service activities, including: selecting, acquiring, preparing, cataloging, and circulating books and other printed materials; planning the use of the library and media services by students, teachers and other members of the instructional staff; guiding individuals in their use of media services, library books and materials, whether maintained separately or as part of an instructional materials center.

## Library and Media Support Staff

Staff members who render other library or media services, such as preparing, caring for, and making available to members of the instructional staff the equipment, films, filmstrips, transparencies, tapes, TV programs, and similar materials whether maintained separately as part of an instructional materials center.

## Media Specialists

Directors, coordinators, and supervisors of media centers (see Librarians).

## Membership Count

Count of students on current roll

- sums original entries and reentries, subtracts total withdrawals, or
- sums total present and total absent
- shows count taken on the closest school day to October 1.


## Metro Status

Classification of an education agency's service area relative to a Metropolitan Statistical Area.

## Metropolitan Statistical Area (MSA)

Area may be an MSA if it is the only MSA in the immediate area and it has a city of at least 50,000 population, or it is an urbanized area of at least 50,000 with a total metropolitan population of at least 100,000 .

## Non-MSA City

City or place not in an MSA with a minimum population of 25,000 inhabitants and a population of density of at least 1,000 per square mile

- does not have a Census Urbanized Area Code.


## Other Diploma Recipients

Count of individuals who received a diploma from other than the regular school program during the previous school year and subsequent summer school.

## Other High School Completers

Count of individuals who have received a certificate of attendance or other certificate of completion in lieu of a diploma during the previous school year and subsequent summer school.

## Other Support Staff

All support services staff not reported in other categories, e.g., data processing, health, maintenance, bus drivers, security, and cafeteria workers.

## Outside Urbanized Area

Area not contiguous to any city or urban fringe area

- with a minimum population of 2,500 inhabitants,
- with a population density of at least 1,000 per square mile,
- without a Census Urbanized Area Code.


## Prekindergarten

Group or class that is part of a public school program, and is taught during the year or years preceding kindergarten.

## Prekindergarten Teachers

Prekindergarten teachers are those teachers of a group or class that is part of a public school program, and is taught during the year or years preceding kindergarten; includes teachers of Head Start Students of part of authorized program.

Primary Metropolitan Statistical Area (PMSA)
A PMSA is a metropolitan statistical area that is a component of a consolidated metropolitan statistical area (see MSA). Several adjacent PMSAs comprise a single CMSA.

## Public School

Institution which provides educational services, has one or more grade groups (PK-12) or which is upgraded, and

- has one or more teachers to give instruction,
- is located in one or more buildings
- has an assigned administrator,
- receives public funds as primary support,
- is operated by an education agency.


## Regional Education Service Agency

Agency providing services to a variety of local education agencies, or county superintendent serving the same purposes.

## Regular Diploma Recipients

Count of graduates who received a regular diploma during the previous school year, and subsequent summer school.

## Regular School

A public elementary/secondary school that does not focus primarily on vocational, special, or alternative education

## Rural

An area with 2,500 inhabitants or fewer, and/or a population density of less than 1,000 per square mile

- does not have a Census Urbanized Area Code.


## School Administrative Support Staff

Those whose activities are concerned with the support of the teaching and administrative duties of the office of the principal or department chairpersons.

- INCLUDE clerical staff and secretaries.


## School Administrators

Staff members whose activities are concerned with the directing and managing the operation of a particular school. Includes:

- principals, assistant principals, and other assistants,
- those who supervise school operations, assign duties to staff members, supervise and maintain the records of the school, and coordinate school instructional activities with those of the education agency; and
- department chairpersons.


## School District

Education agency or administrative unit which operates under a public board of education.

## Secondary

General level of instruction classified by state and local practice as secondary and composed of any span of grades beginning with the next grade following the elementary grades and ending with or below grade 12 .

## Secondary Guidance Counselors

Professional staff assigned specific duties described for elementary guidance counselors, but conducting activities with secondary grades. (See Elementary Guidance Counselors.)

## Secondary Teachers

Secondary teachers are those teachers of general level instruction classified by state and local practice as secondary and composed of any span of grades beginning with the next grade following the elementary grades and ending with or below grade 12.

## Special Education School

Public elementary/secondary school that:

- focuses primarily on special education, including instruction for any of the following: hard of hearing, deaf, speech-impaired, health-impaired, orthopedically impaired, mentally retarded, seriously emotionally disturbed, multi-handicapped, visually handicapped, deaf and blind.
- adapts curriculum, materials or instruction for students served.


## State Education Agency

The agency of the state charged with primary responsibility for coordinating and supervising public instruction including the setting of standards for elementary and secondary instruction programs.

## State-Operated Agency

State-operated agency charged at least in part with providing elementary and/or secondary instruction or support services.

## Student

Individual for whom instruction is provided in an elementary or secondary educational program under the jurisdiction of a school, school system, or other educational institution.

## Student Support Services Staff

Professional and supervisory staff providing noninstructional services to students. Includes attendance officers; staff providing health, psychology, speech pathology, audiology, social work services; supervisors of the preceding staff and of health, transportation and food services.

## Supervisory Union

Educational agency where administrative services are performed

- for more than one school district
- by a common superintendent.


## Teacher

A professional school staff member who instructs students and maintains daily student attendance figures.

## Teachers of Ungraded Classes

Teachers of classes or programs to which students are assigned without standard grade designation.

## Total FTE Teachers

Sum of all reported teacher FTE.

## Total Guidance

Sum of FTE for elementary and secondary guidance counselors.

## Ungraded

Classes or programs to which students are assigned without standard grade designation.

## Urban Fringe

Closely settled area, contiguous to a central city:

- outside a central city,
- with a minimum population of 2,500 inhabitants,
- with a population density of at least 1,000 per square mile, and
- has a Census Urbanized Area Code.


## Urbanized Area

An area with a population concentration of at least 50,000 , generally consisting of a central city and the surrounding, closely settled, contiguous territory and with a population density of at least 1,000 per square mile.

## Vocational Education School

Public elementary/secondary school that:

- focuses primarily on vocational education, and
- provides education and training in one or more semi-skilled or technical operations.


## Appendix D-Nonresponse Tables

Common Core of Data Public School Universe, 1993-94
Number of records lacking telephone number and street address, by state

| State | Total records | Records lacking telephone number |  | Records lacking street address |
| :---: | :---: | :---: | :---: | :---: |
|  |  | N | M |  |
| Total on file | 87100 | 33 | 1123 | 997 |
| Alabama | 1294 | 0 | 0 | 3 |
| Alaska | 496 | 0 | 0 | 48 |
| Arizona | 1133 | 0 | 14 | 12 |
| Arkansas | 1070 | 0 | 0 | 0 |
| California | 7734 | 0 | 0 | 0 |
| Colorado | 1419 | 0 | 34 | 13 |
| Connecticut | 1000 | 0 | 0 | 2 |
| Delaware | 177 | 0 | 0 | 0 |
| District of Columbia | 173 | 0 | 0 | 0 |
| Florida | 2615 | 4 | 0 | 1 |
| Georgia | 1755 | 0 | 0 | 71 |
| Hawaii | 241 | 0 | 1 | 0 |
| Idaho | 603 | 1 | 2 | 1 |
| Illinois | 4195 | 2 | 1 | 0 |
| Indiana | 1912 | 0 | 0 | 9 |
| Iowa | 1556 | 7 | 0 | 173 |
| Kansas | 1482 | 0 | 0 | 143 |
| Kentucky | 1372 | 0 | 0 | 43 |
| Louisiana | 1459 | 0 | 10 | 39 |
| Maine | 706 | 0 | 696 | 9 |
| Maryland | 1271 | 0 | 0 | 4 |
| Massachusetts | 1791 | 0 | 0 | 0 |
| Michigan | 3356 | 0 | 0 | 0 |
| Minnesota | 2083 | 0 | 68 | 0 |
| Mississippi | 1009 | 0 | 0 | 0 |
| Missouri | 2217 | 1 | 36 | 2 |
| Montana | 900 | 0 | 1 | 34 |
| Nebraska | 1427 | 0 | 0 | 0 |
| Nevada | 407 | 0 | 1 | 16 |
| New Hampshire | 461 | 0 | 0 | 4 |
| New Jersey | 2287 | 0 | 0 | 0 |
| New Mexico | 709 | 2 | 0 | 42 |
| New York | 4082 | 1 | 0 | 60 |
| North Carolina | 1958 | 1 | 0 | 0 |
| North Dakota | 640 | 0 | 0 | 0 |
| Ohio | 3818 | 0 | 15 | 4 |
| Oklahoma | 1820 | 0 | 1 | 0 |
| Oregon | 1219 | 0 | 0 | 0 |
| Pennsylvania | 3193 | 0 | 2 | 29 |
| Rhode Island | 311 | 0 | 0 | 0 |
| South Carolina | 1094 | 0 | 0 | 0 |
| South Dakota | 777 | 0 | 0 | 1 |


| Tennessee | 1523 | 0 | 2 | 55 |
| :--- | ---: | ---: | ---: | ---: |
| Texas | 6324 | 8 | 1 | 0 |
| Utah | 718 | 0 | 2 | 19 |
| Vermont | 400 | 0 | 0 | 62 |
| Virginia | 1828 | 0 | 0 | 32 |
| Washington | 2030 | 0 | 2 | 3 |
| West Virginia | 907 | 0 | 0 | 54 |
| Wisconsin | 2032 | 0 | 0 | 0 |
| Wyoming | 409 | 2 | 0 | 0 |
| American Samoa | 31 | 0 | 0 | 1 |
| Guam | 35 | 0 | 0 | 0 |
| Northern Marianas | 25 | 0 | 0 | 1 |
| Puerto Rico | 1584 | 4 | 234 | 0 |

Common Core of Data Public School Universe, 1993-94
Total number of schools, student membership, and classroom teachers with count of records lacking membership, classroom teacher, free-lunch eligible student count, and racial/ethnic student counts, by state

| State | Student membership |  |  | Teachers |  | Records lacking <br> free-lunch eligible counts | Records lacking racial/ethnic counts |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  | Number of schools | Total | Records lacking $\qquad$ | Total | Records lacking $\qquad$ |  |  |
| Total on file | 87100 | 43985864 | 1772 | 2438906 | 1961 | 25198 | 2435 |
| Alabama | 1294 | 726999 | 0 | 41117 | 0 | 1294 | 0 |
| Alaska | 496 | 125364 | 0 | 6710 | 0 | 146 | 11 |
| Arizona | 1133 | 710742 | 21 | 35926 | 23 | 1133 | 21 |
| Arkansas | 1070 | 442017 | 0 | 26041 | 0 | 3 | 0 |
| California | 7734 | 5268501 | 0 | 215002 | 0 | 555 | 0 |
| Colorado | 1419 | 625062 | 46 | 33721 | 6 | 130 | 46 |
| Connecticut | 1000 | 496164 | 3 | 34197 | 1 | 38 | 11 |
| Delaware | 177 | 105547 | 0 | 6296 | 0 | 9 | 0 |
| District of Columbia | 173 | 80678 | 0 | 4530 | 0 | 19 | 0 |
| Florida | 2615 | 2037684 | 59 | 109510 | 0 | 150 | 59 |
| Georgia | 1755 | 1235304 | 0 | 75149 | 0 | 28 | 0 |
| Hawaii | 241 | 180427 | 0 | 10142 | 1 | 1 | 0 |
| Idaho | 603 | 236677 | 4 | 12008 | 0 | 76 | 603 |
| Illinois | 4195 | 1905521 | 17 | 105991 | 0 | 4195 | 17 |
| Indiana | 1912 | 965264 | 51 | 53815 | 35 | 102 | 52 |
| Iowa | 1556 | 494692 | 2 | 32351 | 0 | 13 | 3 |
| Kansas | 1482 | 457270 | 0 | 29990 | 0 | 41 | 0 |
| Kentucky | 1372 | 641375 | 25 | 38227 | 0 | 1372 | 53 |
| Louisiana | 1459 | 800477 | 0 | 48136 | 0 | 107 | 0 |
| Maine | 706 | 212245 | 2 | 13682 | 1 | 33 | 2 |
| Maryland | 1271 | 772556 | 18 | 44338 | 0 | 40 | 18 |
| Massachusetts | 1791 | 877726 | 11 | 0 | 1791 | 1791 | 11 |
| Michigan | 3356 | 1523793 | 260 | 76550 | 0 | 357 | 260 |
| Minnesota | 2083 | 810425 | 249 | 44879 | 0 | 464 | 249 |
| Mississippi | 1009 | 505907 | 119 | 28041 | 8 | 121 | 119 |
| Missouri | 2217 | 852962 | 167 | 53305 | 0 | 898 | 167 |
| Montana | 900 | 163009 | 0 | 9952 | 0 | 177 | 0 |
| Nebraska | 1427 | 285097 | 21 | 19558 | 0 | 380 | 21 |
| Nevada | 407 | 235885 | 3 | 12169 | 1 | 73 | 3 |
| New Hampshire | 461 | 185360 | 0 | 11971 | 0 | 35 | 0 |
| New Jersey | 2287 | 1151307 | 0 | 79943 | 0 | 76 | 0 |
| New Mexico | 709 | 322219 | 1 | 18055 | 0 | 709 | 9 |
| New York | 4082 | 2729011 | 6 | 171385 | 0 | 1289 | 6 |
| North Carolina | 1958 | 1132162 | 6 | 70911 | 0 | 31 | 8 |
| North Dakota | 640 | 120826 | 39 | 7939 | 0 | 74 | 39 |
| Ohio | 3818 | 1809589 | 146 | 101468 | 0 | 494 | 146 |
| Oklahoma | 1820 | 603728 | 5 | 38262 | 0 | 88 | 5 |
| Oregon | 1219 | 517260 | 4 | 26053 | 0 | 78 | 4 |


| Pennsylvania | 3193 | 1744082 | 73 | 95098 | 2 | 3193 | 73 |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Rhode Island | 311 | 145662 | 2 | 9907 | 5 | 12 | 2 |
| South Carolina | 1094 | 636575 | 47 | 38752 | 1 | 79 | 54 |
| South Dakota | 777 | 142825 | 3 | 9635 | 1 | 777 | 3 |
| Tennessee | 1523 | 861877 | 27 | 48680 | 1 | 1523 | 23 |
| Texas | 6324 | 3606837 | 0 | 224144 | 0 | 179 | 0 |
| Utah | 718 | 470405 | 0 | 19524 | 0 | 45 | 2 |
| Vermont | 400 | 102755 | 22 | 8046 | 69 | 215 | 22 |
| Virginia | 1828 | 1045471 | 84 | 70014 | 1 | 299 | 84 |
| Washington | 2030 | 915952 | 170 | 45426 | 0 | 2030 | 170 |
| West Virginia | 907 | 314352 | 37 | 20507 | 9 | 91 | 37 |
| Wisconsin | 2032 | 843741 | 0 | 51592 | 3 | 67 | 0 |
| Wyoming | 409 | 100695 | 8 | 6401 | 0 | 53 | 8 |
| American Samoa | 31 | 14484 | 0 | 674 | 0 | 0 | 0 |
| Guam | 35 | 30919 | 0 | 1619 | 0 | 0 | 0 |
| Northern Marianas | 25 | 8188 | 0 | 413 | 0 | 0 | 0 |
| Puerto Rico | 1584 | 631460 | 14 | 39583 | 2 | 15 | 14 |
| Virgin Islands | 32 | 22752 | 0 | 1570 | 0 | 0 | 0 |

Form Approved OMB No. 1850-0067
Public Elementary/Secondary Expires 12/31/95 School Universe Shuttle

| Description | Item <br> Code |
| :--- | :--- | :--- |
| NCES Education Agency ID: A01 |  |
| State Education Agency ID: A02 |  |

ED (NCES) Form 2442
This report is authorized by law (20 U.S.C. 1221E-1). While you are not required to respond, your cooperation is needed to make the results of this survey comprehensive, accurate, and timely.

