

New Hampshire Department of Education
Division of Education Analytics and Resources
Bureau of Educational Opportunities
Office of Nonpublic Schools
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Beginning of Year Data Collections for Nonpublic Schools
A12C General Fall Report of Nonpublic Schools - as of October 1st
School Year 2023-2024

Introduction

The following instructions will help nonpublic schools complete one data collection which is **due October 15** of this year. The collection is called the A12C General Fall Report and the purpose is to gather beginning of year enrollment data. Schools should use the enrollment data available no sooner than October 1. Therefore, **please wait until October 1** to complete the data collection.

The submission of this data collection is mandatory for all approved nonpublic schools pursuant to Ed 403.03, RSA 194:31, and RSA 189:28. If you are having trouble accessing the collection online, completing any portion of the collection, or have any questions, please contact Timothy Carney *prior* to the October 15 deadline at nonpublicschools@doe.nh.gov or (603) 271-2634.

Enrollment data must be entered online through the **myNHDOE portal** in one sitting, as will be instructed below.

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A12C GENERAL FALL REPORT OF NONPUBLIC SCHOOLS

General Instructions

The A12C Collection must be completed through the Education Statistics System (ESS) in the myNHDOE portal no later than October 15, using the data that is available to schools no sooner than October 1. The submission of this form is mandatory for all approved nonpublic schools. Please note, for the purposes of this survey the terms male and female apply to the sex assigned at birth and not gender identity.

Definitions

Term	Category Description
Preschool	Total number of preschool students.
K	Total number of kindergarten students.
Readiness	Total number of readiness students.
1-8	Total number of students per grade level - do not include special education students in grade level totals.
Spe Ed Elem	Total number of special education elementary students.
Un Gr Elem	Total number of elementary students who do not fall into a grade level category.
9-12	Total number of students per grade level - do not include special education students in grade level totals.
Spe Ed Sec	Total number of special education secondary students.
Un Gr Sec	Total number of secondary students who do not fall into a grade level category.
PG	Total number of post grad students.
Total	The sum of all categories. This number is automatically generated based on the figures you used in each category and should match your records.

Optional– Equitable Service Data

At the very bottom of the collection, there is an opportunity to submit data relevant to equitable services. This data helps to ensure that schools who choose to participate in equitable services receive the amount to which they are entitled. For questions, please call the office. This section is optional. If you do not wish to share data, please leave the cells blank.

Worksheet for A12C General Fall Report for Nonpublic Schools

This section is **REQUIRED**. Please read the instructions before completing. Provide a student count only once in the table.

A	B	C	D	E
Grade	Male	Female	Total # of Students (B + C)	Total # of Students Homeschooled
Preschool	<input type="text"/>	<input type="text"/>		<input type="text"/>
K	<input type="text"/>	<input type="text"/>		<input type="text"/>
Readiness	<input type="text"/>	<input type="text"/>		<input type="text"/>
1	<input type="text"/>	<input type="text"/>		<input type="text"/>
2	<input type="text"/>	<input type="text"/>		<input type="text"/>
3	<input type="text"/>	<input type="text"/>		<input type="text"/>
4	<input type="text"/>	<input type="text"/>		<input type="text"/>
5	<input type="text"/>	<input type="text"/>		<input type="text"/>
6	<input type="text"/>	<input type="text"/>		<input type="text"/>
7	<input type="text"/>	<input type="text"/>		<input type="text"/>
8	<input type="text"/>	<input type="text"/>		<input type="text"/>
Spe Ed Elem	<input type="text"/>	<input type="text"/>		<input type="text"/>
Un Gr Elem	<input type="text"/>	<input type="text"/>		<input type="text"/>
Total Elem				

A	B	C	D	E
Grade	Male	Female	Total # of Students (B + C)	Total # of Students Homeschooled
9	<input type="text"/>	<input type="text"/>		<input type="text"/>
10	<input type="text"/>	<input type="text"/>		<input type="text"/>
11	<input type="text"/>	<input type="text"/>		<input type="text"/>
12	<input type="text"/>	<input type="text"/>		<input type="text"/>
Spe Ed Se	<input type="text"/>	<input type="text"/>		<input type="text"/>
Un Gr Sec	<input type="text"/>	<input type="text"/>		<input type="text"/>
PG	<input type="text"/>	<input type="text"/>		<input type="text"/>
Total High				
GRAND TOTAL				
Total NH Resident Students	<input type="text"/>	<input type="text"/>		

STAFFING		Elementary	Secondary
Teaching Personnel		P-8	9-12
1.	Number of regular education classroom teachers in full-time equivalents	<input type="text"/>	<input type="text"/>
2.	Number of regular instructional aides in full-time equivalents	<input type="text"/>	<input type="text"/>

This section is **OPTIONAL**. Please complete this section IF you intend to receive equitable services through a local public school district (LEA). If you decide not to provide data, please leave the cells blank (do not populate with 0's). Please read the instructions before completing. The following data helps to ensure that schools receive adequate services to which they are entitled.

Selected Population	Male	Female	Total Number of Students (B+C)
English Language Learners	<input type="text"/>	<input type="text"/>	
Economically Disadvantaged	<input type="text"/>	<input type="text"/>	

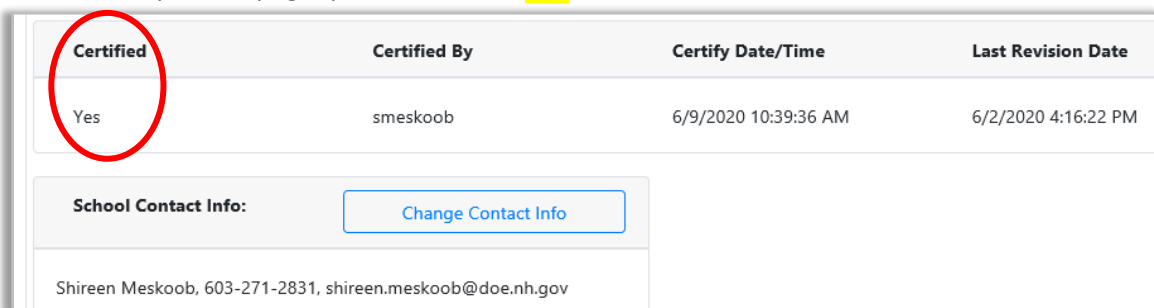
How to Enter the Data Online – Text Only

Introduction

- ✦ If you have a myNHDOE account, please proceed to Step 1.
- ✦ If you do not have a myNHDOE account, please follow the instructions under [How to Create a myNHDOE Account](#) located at the end of this guide.
- ✦ If you have a myNHDOE account, but do not see the Education Statistics System option upon signing in, please contact nonpublicschools@doe.nh.gov or (603) 271-2634.
- ✦ Be prepared to complete the collection in one sitting.

Steps

1. Sign into your myNHDOE account: <https://my.doe.nh.gov/myNHDOE/Login/Login.aspx>.
2. Select Education Statistics System (ESS). If you do not see this, please contact the office.
3. Make sure the school year in the drop down menu says **2022-2023**.
4. Scroll down to find the A12C General Fall Report of Nonpublic Schools. Click the **Blue Arrow** to start.
5. Enter your contact information.
6. On the next page, click on **Start**.
7. **Enter the data** for your school. In the required section, if there are cells that do not apply, enter 0's. You will not be able to save the data unless every cell is populated in the required section. In the optional section at the bottom, by contrast, leave the cells blank if you do not wish to submit data.
8. At the bottom of the screen, click on **Save**.
9. You should see the following at the bottom: **Saved Successfully**. Now, **PRINT** this screen for your records.
10. Scroll to the top and click on **Return to Form Home**.
11. Select **View Audit & Certify**.
12. Review your data and make sure it is correct.
13. **Click on the red flashing Certify button located at very the bottom of the page.**
14. You should see the following at the bottom: This form has already been certified by: **Your Name, Date, Time**.
15. Scroll to the top and click on **Return to Form Home**.
16. At the top of the page, you should see **YES** under "Certified".



The screenshot shows a table with the following data:

Certified	Certified By	Certify Date/Time	Last Revision Date
Yes	smeskoob	6/9/2020 10:39:36 AM	6/2/2020 4:16:22 PM

Below the table is a section for "School Contact Info:" with a "Change Contact Info" button. The contact information listed is: Shireen Meskoob, 603-271-2831, shireen.meskoob@doe.nh.gov.

Note on Technical Difficulties

If you run into any technical difficulties, please call the office and have on hand either the worksheet or the printed screen in step 9.