

**General Fall Report for Nonpublic Schools (A 12C) Instructions
School Year 2016-2017**

How to complete the Form A 12C:

1. The fall enrollments are to be taken **as of October 3, 2016.**
2. In the rows provided for reporting elementary and secondary special education classes, please enter the number of students who spend the majority of their time in a multi-grade level class containing only special education students. The Ungraded elementary and secondary categories are for reporting students who are part of a class to which a grade cannot be assigned with a focus other than special education. Do not duplicate students already counted in a specific grade.
3. The teacher and aide count is divided into elementary and secondary. **Please include only grades 9-12 in the secondary school column.** You are asked to report staff in full-time equivalents. The definition of "full-time equivalency" is the amount of time required to perform an assignment stated as a proportion of a full-time position. It is computed by dividing the number of work hours for an individual by the number of full-time hours for that position (e.g., 0.5 for a teacher who works half-time).
4. Please ensure that you include the best email address for your school, since we will be sending future reporting forms to that address. In addition, please notify us of any changes that occur to your administrator, school email address/phone number or other contact information.

You should return the completed form by scanning and emailing to i4see.help@doe.nh.gov (preferred), faxing to (603) 271-3875 or sending to the postal address noted above no later than **Monday, October 17, 2016.**

Questions? Please contact Mike Cote at Michael.Cote@doe.nh.gov or 271-2775.