

(A12D) General Fall Report - Central Office Personnel as of October 3

School Year 2016-2017

Instructions:

This form is completed through the Education Statistics System (ESS) in the MyNHDOE Single Sign-On System. Once the form is completed, the superintendent will need to certify the data.

Do not include any teaching personnel on this form. All teachers should be prorated to the schools in which they teach.

For lines 1-7 Report the number of individuals in **full-time equivalents** to the nearest 100th.

- Line 3 Finance Professionals include assistant superintendents for business or finance, chief financial officers, business administrators, business or finance managers, etc. It may be appropriate in large SAUs to include assistant business managers or head accountants.
- Line 4 Instructional support professionals include teacher consultants, curriculum coordinator, teacher mentors etc.
- Line 5 Other non-instructional professional personnel include school psychologists, accountants, etc.
- Line 6 Clerical support staff include secretaries clerical and accounting staff who provide direct support to SAU administrators. Do not include support staff assigned to the school principal, guidance personnel, etc. on this line.
- Line 7 Record the number of other services support staff in the central office not included on Line 6 above.