School Name: 
Street Address: 
City, State: 
Zip/Postal Code: 
Telephone Number: 
Fax Number: 
Arch/diocese: 
Designated Contact Person: 
Telephone Number: 
E-mail: 
Principal/School Leader Name: 
Principal/School Leader Title: 
Telephone Number: 
E-mail: 

School Characteristics
1. What term best describes the ownership or sponsorship of this school? Please check only one.
   □ 1. Arch/diocesan  □ 4. Regional (include interparochial schools)
   □ 2. Parochial  □ 5. Private, religious congregation (co)sponsored/owned
   □ 3. Private, independent

Please identify all grade levels included in your school by checking the boxes below.
Check all that apply:
□ 2. Pre-kindergarten  □ 9. Sixth grade
□ 3. Kindergarten  □ 10. Seventh grade
□ 4. First grade  □ 11. Eighth grade
□ 5. Second grade  □ 12. Ninth grade
□ 6. Third grade  □ 13. Tenth grade
□ 7. Fourth grade  □ 14. Eleventh grade
□ 8. Fifth grade  □ 15. Twelfth grade

________ 16. Total number of students currently enrolled at your school (i.e., all grade levels combined).
17. Please indicate the gender profile of students at this school: Check only one.
☐ 1. Co-educational  ☐ 2. All male  ☐ 3. All female

Yes  No
☐  ☐  18. Are students in your school required to wear a school uniform?

Staff
How many full-time administrators and FTE classroom teachers are involved in educating students at the following grade levels? Enter the numbers for the school configuration(s) listed below that best fit your campus. Please do not double count administrators or teachers.

<table>
<thead>
<tr>
<th>Full-time Administrators</th>
<th>FTE Teachers</th>
</tr>
</thead>
<tbody>
<tr>
<td>19a.</td>
<td>19b. Pre-kindergarten</td>
</tr>
<tr>
<td>20a.</td>
<td>20b. Elementary school (K through 5th or 6th grade)</td>
</tr>
<tr>
<td>21a.</td>
<td>21b. Middle School (6th or 7th through 8th grade)</td>
</tr>
<tr>
<td>22a.</td>
<td>22b Primary School (K through 8th grade)</td>
</tr>
<tr>
<td>23a.</td>
<td>23b. High School (9th through 12th grade)</td>
</tr>
<tr>
<td>24a.</td>
<td>24b. Pre-K through High School (PK through 12th grade)</td>
</tr>
</tbody>
</table>

Enrollment

25. How many students enrolled in your school during 2014-2015 had a diagnosed disability for which accommodations or special services were provided?

Yes  No
☐  ☐  26. Does your school have a program for gifted students?
☐  ☐  27. Does your school have a resource teacher paid by the school to assist children with special needs?

Which of these disabilities were identified among these classified students?
Please check all that apply.
☐  28. ADD/ADHD  ☐  32. Learning disabilities
☐  29. Autism/Aspergers  ☐  33. Physical disabilities
☐  30. Emotional/behavioral  ☐  34. Speech/language impairments
☐  31. Hearing impairments  ☐  35. Visual impairments

Leadership

36. Which of the following best describes your school’s administrative/leadership model?
☐  1. Principal model
☐  2. President/principal model
☐  3. Head of school model

37. The school leader at this school is a:
☐  1. Lay woman  ☐  3. Lay man  ☐  5. Religious sister
38. Who signs the employment contract for the school leader? Check only one.

☐ 1. School Board ☐ 4. Arch/diocese (e.g., Catholic Schools Office)
☐ 2. Pastor ☐ 5. Religious congregation
☐ 3. College/university president ☐ 6. Other: __________________________________________

Is the school leader paid a stipend or a salary (excluding benefits)?

☐ 39. The school pays a stipend to the school leader: $________

☐ 40. Salaried; annual salary: $________

$________

41. If the school leader is president or someone with a title other than principal, provide the annual salary (excluding benefits) paid to the principal (or equivalent) in the current school year.

$________

42. If the school has an assistant principal, provide the annual salary (excluding benefits) for this position (or equivalent) in the current school year.

$________

43. If the school has a full-time advancement director, provide the annual salary (excluding benefits) for this position (or equivalent) in the current school year.

Yes No

☐ ☐ 44. Does your school have a board?

45. If yes, what is the primary responsibility of the school board? Check one.

☐ 1. Policy-making ☐ 2. Consultative/advisory

Institutional Advancement

Yes No

☐ ☐ 46. Does this school have an endowment?

$________

46a. If yes, value of the endowment at the end of last fiscal year.

Yes No

☐ ☐ 47. Does the school have a Development Director?

47a. If yes, is the Development Director: Check only one.

☐ 1. Salaried, part-time; salary: $________

☐ 2. Salaried, full-time; salary: $________
For the questions below, please indicate the yearly base tuition (money paid directly to the school for the education of the child) for the first child in a family for 2015-2016.

Please indicate the yearly base tuition (money paid directly to the school for the education of the child) for the first child in a family for 2015-2016. For parish-affiliated schools provide the tuition for families registered with the parish. Write “0” if the school does not enroll students in a grade.

$___________ 48. ½ day Pre-kindergarten  $___________ 57. Sixth grade
$___________ 49. Full day Pre-kindergarten  $___________ 58. Seventh grade
$___________ 50. ½ day Kindergarten  $___________ 59. Eighth grade
$___________ 51. Full day Kindergarten  $___________ 60. Ninth grade
$___________ 52. First grade  $___________ 61. Tenth grade
$___________ 53. Second grade  $___________ 62. Eleventh grade
$___________ 54. Third grade  $___________ 63. Twelfth grade
$___________ 55. Fourth grade
$___________ 56. Fifth grade

How does this school handle tuition collection? Check all that apply.

- [ ] 64. Tuition is collected in full at the start of each term (quarter, semester, year).
- [ ] 65. Tuition is collected monthly by the school.
- [ ] 66. Tuition is collected by a tuition management company.

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>
| [ ] | [ ] | 67. Do tuitions differ for students who are not Catholic at your school?  

67a. If yes, how so? ____________________________ |
| [ ] | [ ] | 68. Is there a tuition scale for more than one child from the same family?  |
| [ ] | [ ] | 69. Is there an automatic reduction in tuition when a student is the child of an employee?  |
| [ ] | [ ] | 70. Do your parents receive tuition support from state or federal vouchers or tax credits?  |
| [ ] | [ ] | 71. Is there a school- and/or diocesan-based tuition assistance program?  |
| [ ] | [ ] | 72. Does this school use a standardized financial aid application?  

If yes, who provides the application? Please check all that apply.  

- [ ] 72a. It is provided by the arch/diocese
- [ ] 72b. It is provided by a national company
- [ ] 72c. It is developed by the school
- [ ] 72d. Other: ____________________________

73. At what level is this school able to meet financial aid requests for enrolled students? Please check only one.  

- [ ] 1. All or nearly all (over 90%) students who express need receive aid
- [ ] 2. Most (75-90%) students who express need receive aid
- [ ] 3. Many (50-74%) students who express need receive aid
- [ ] 4. Some (25-49%) students who express need receive aid
- [ ] 5. A few (1-24%) students who express need receive aid
Financial aid is funded by: Please check all that apply.

☐ 74. Operating scholarship budget    ☐ 78. General endowment funds
☐ 75. Restricted funds                ☐ 79. Publicly funded voucher
☐ 76. Sponsoring religious congregation ☐ 80. Private or corporate funding sources
☐ 77. Arch/diocese                    ☐ 81. Other:________________________

_____%  82. Percentage of students requested financial aid for the 2014-2015 school year.
_____%  83. Percentage of defined student need met by school financial aid, on average.

$_____________  84. In 2014-2015, the total amount of financial aid, (including scholarships, tuition reductions, grants, work-study, and support from sponsoring parishes, dioceses, and religious orders) awarded to students by this school.

$_____________  85. The dollar value of the average financial aid allocation for one student.

Yes  No
☐  ☐  86. Did this school receive a parish subsidy in 2014-2015?
☐  ☐  87. Did this school receive a subsidy from more than one parish in 2014-2015?
☐  ☐  88. Did this school receive a diocesan subsidy or tuition assistance in 2014-2015?
☐  ☐  89. Did this school receive a subsidy from a sponsoring religious congregation in 2014-2015?

Does this school receive local, state, or federal government support for these services?

Yes  No
☐  ☐  90. Title II: Professional Development
☐  ☐  91. IDEA Services
☐  ☐  92. Textbooks and materials
☐  ☐  93. Mandated services (attendance, testing)
☐  ☐  94. Capital improvement (e.g. energy efficiencies, environmental req.)
☐  ☐  95. Other:________________________
For the questions below, please indicate the school's total operating budget from the last school year, using the categories shown. Round to the nearest thousand dollars

<table>
<thead>
<tr>
<th>Operating Income 2014-2015</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>$___________ 96. Tuition and fees</td>
<td></td>
</tr>
<tr>
<td>$___________ 97. Contributed services</td>
<td></td>
</tr>
<tr>
<td>$___________ 98. Subsidy or grant from religious community</td>
<td></td>
</tr>
<tr>
<td>$___________ 99. Subsidy or grant from parish(es)</td>
<td></td>
</tr>
<tr>
<td>$___________ 100. Subsidy or grant from arch/diocese</td>
<td></td>
</tr>
<tr>
<td>$___________ 101. Other subsidy or grant</td>
<td></td>
</tr>
<tr>
<td>$___________ 102. Annual fund contributions</td>
<td></td>
</tr>
<tr>
<td>$___________ 103. Fundraising (including special events and general campaigns)</td>
<td></td>
</tr>
<tr>
<td>$___________ 104. Income from state government sources</td>
<td></td>
</tr>
<tr>
<td>$___________ 105. Income from endowment transferred to operating budget</td>
<td></td>
</tr>
<tr>
<td>$___________ 106. Gifts-in-kind/non-cash services</td>
<td></td>
</tr>
<tr>
<td>$___________ 107. All other income</td>
<td></td>
</tr>
<tr>
<td>$___________ 108. <strong>Total school operating income</strong> (i.e., sum of income sources above)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Operating Expenses 2014-2015</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>$___________ 109. Salaries of lay professional faculty/staff, including development office staff</td>
<td></td>
</tr>
<tr>
<td>$___________ 110. Salaries of religious professional faculty/staff (actual cash paid)</td>
<td></td>
</tr>
<tr>
<td>$___________ 111. Contributed services</td>
<td></td>
</tr>
<tr>
<td>$___________ 112. Other salaries (e.g., general office, maintenance, but not auxiliary services)</td>
<td></td>
</tr>
<tr>
<td>$___________ 113. All benefits paid by the school (FICA, health insurance, retirement, etc.)</td>
<td></td>
</tr>
<tr>
<td>$___________ 114. Expenses for all auxiliary services</td>
<td></td>
</tr>
<tr>
<td>$___________ 115. Maintenance, facilities, and capital costs</td>
<td></td>
</tr>
<tr>
<td>$___________ 116. All other operating costs</td>
<td></td>
</tr>
<tr>
<td>$___________ 117. <strong>Total school operating expenses</strong> (i.e., sum of expenses above)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

118. Does your school have an official salary schedule by level of education or years of experience that determines lay teachers’ salaries?  
If yes, who determines the salary schedule? Check all that apply.  
☐ 118a. The arch/diocese (i.e., Catholic Schools Office)  
☐ 118b. The school leader  
☐ 118c. Sponsoring religious congregation  
☐ 118d. The school board  
☐ 118e. Union contract  
☐ 118f. Other: ___________________________________________
119. Are religious working full-time in your school paid on the same salary scale as lay personnel? Please check only one.
- 1. N/A - There are no religious working full-time at this school.
- 2. Yes
- 3. No
- 4. Some are, some are not

$___________ 120. If no, what is the annual stipend for religious who teach full-time?

$___________ 121. What is the scheduled salary (not including benefits) for a beginning lay teacher with a B.A./B.S. and no Previous teaching experience?

$___________ 122. What is the highest scheduled salary (not including benefits) for an experienced lay teacher with an advanced (M.A./M.S./M.Ed.) degree?

$___________ 123. What is the median salary (not including benefits) for the teachers in your school?

$___________ 124. In the current school year, what is the highest salary (excluding benefits) actually paid to any teacher at this school?

Yes  No
- 125. Is merit a factor in establishing teachers' compensation in this school?
- 126. Does a negotiating group represent some or all teachers during contract negotiations?
- 127. Does your school or your arch/diocese have a formal policy that maintains your salary structure at a certain percentage of your local public school district?

______%  127a. If yes, what is the percentage relative to the public school district salary?

$___________ 128. What is the average dollar amount of the benefit package paid by the school (e.g., pension, social security [school's contribution only], medical insurance, and life insurance) for a full-time lay teacher?
Please use the responses below for the next series of questions.

1 = School funds fully
2 = School funds partially, employee contributes
3 = Employee contributes, school does not fund
4 = Not offered by the school

What standard benefits are included in your employees' compensation? For each question, please check only one response.

<table>
<thead>
<tr>
<th></th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>129</td>
<td>130</td>
<td>131</td>
<td>132</td>
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<td>2</td>
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<td>4</td>
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</tr>
</tbody>
</table>

129. Disability insurance
130. Health or medical insurance
131. Dental program
132. Vision program
133. Retirement program
134. Life insurance
135. Tuition for graduate courses

______% 136. What percentage of the classrooms in your school have at least one computer available for student use?

Yes   No
□   □  137. Do any grades in the school use individual laptops, tablets, etc. as part of the instructional program?
□   □  138. Do any of the grades use a blended learning or flipped classroom approach?
GLOSSARY

**Annual fund:** refers to a revenue-generating program that is solicitation-based; it excludes special events, capital campaign or funds transferred from endowment interest.

**Auxiliary Services:** Income and expenses from auxiliary services should be netted, a net gain providing an additional source of revenue, while a net loss is an additional expense. Otherwise, gross revenue would be misleading, and total expenses would distort educational expenses, per pupil costs, etc. The usual auxiliary services are cafeterias, bookstores, bussing, facility rentals, dormitories, and summer camps.

**Benefits:** include pension, Social Security paid by employer, medical insurance, life insurance, etc.

**Classified:** For this question, please include only those students who have an official Individual Education Plan (I.E.P.) or 504 plan from the public school district. These plans specify the modifications and accommodations that will be needed for these students to have an opportunity perform in school at the same level as their peers.

**Full time equivalent (FTE):** The ratio of the total number of paid hours during a period (part time, full time, contracted) by the number of working hours in that period Mondays through Fridays. The ratio units are FTE units or equivalent employees working full-time. In other words, one FTE is equivalent to one employee working full-time. For example: You have three employees and they work 35 hours, 20 hours, and 5 hours per week – totaling 60 hours. Assuming a full-time employee works 30 hours per week, your full time equivalent calculation is 60 hours divided by 30 hours, or 2.0 FTE.

**IDEA** funding includes assessment and services for individuals with disabilities.

**Reduced Price Meals:** Students are eligible for reduced price meals if their family income does not exceed 185% of the Federal poverty guideline ($21,200 annually for a family of four). They are eligible for free meals if their family income does not exceed 130% of that guideline. Thus, a student from family of four is eligible for reduced price meals if income does not exceed $39,220 and for free meals if income does not exceed $27,560.

**Salary:** The actual wages paid to the individual.

**Stipend:** The amount paid to a religious congregation for services.

**Title I:** Improving the Academic Achievement of the Disadvantaged. This Title includes remedial services for students deficient in reading and math.

**Title II:** Preparing, Training and Recruiting High Quality Teachers and Principals. This Title includes professional development, Mathematics and Science Partnerships and Enhancing Education through Technology.

**Title III:** Language Instruction for Limited English Proficiency and Immigrant Students