

## STAF: School & School Support Staff

### Module Instructions

#### DATES

The data reported should be based on the entire regular school year, not including intersession or summer, unless otherwise noted.

#### WHEN to REPORT ZERO (0) and WHEN to USE BLANKS (i.e., NULL VALUES)

Zeros represent an actual count or number for fields that are applicable to a given school or LEA. Report a zero (“0”) only if the LEA has collected the information and the amount to report for that field is zero. Do not report a “0” for data not collected. Leave a field blank if the LEA does not know the answer, does not collect data for that field, or if the question does not apply to the LEA. For additional information, go to: <https://crdc.communities.ed.gov/services/PDCService.svc/GetPDCDocumentFile?fileId=46278>.

#### NOT APPLICABLE (NA) and ZERO (0) AUTOFILLS IN TABLES

The online tool remembers information that has been entered in other tables and modules and uses that information to fill related tables with either a Not Applicable (NA) code or zero (0) where appropriate. For example, if it is reported that a school does not have any female students who are EL, then other tables that ask for counts of female students who are EL will be automatically filled with a zero.

#### KEY DEFINITIONS

A nurse is a qualified health care professional who addresses the health needs of students. The provider meets the state standards and requirements for a nurse. Nurses include school nurses.

A psychologist evaluates and analyzes students’ behavior by measuring and interpreting their intellectual, emotional, and social development, and diagnosing their educational and personal problems. A psychologist may diagnose and treat mental disorders and learning disabilities. A psychologist may also diagnose and treat cognitive, behavioral, and emotional problems using individual, child, family, and group therapies. A psychologist is a licensed professional. Psychologists include school psychologists.

A school counselor is a professional staff member assigned specific duties and school time for any of the following activities: counseling with students and parents, consulting with other staff members on learning problems, evaluating student abilities, assisting students in making education and career choices, assisting students in personal and social development, providing referral assistance, and/or working with other staff members in planning and conducting guidance programs for students.

A social worker provides social services and assistance to improve the social and psychological functioning of children and their families and to maximize the family well-being and the academic functioning of the children. Typical responsibilities include: 1) preparing a social or developmental history on a student with disabilities; 2) group and individual counseling with a student and their family; 3) working with those problems in a student’s living situation (home, school, and community) that affect adjustment in school; and 4) mobilizing school and community resources in order to enable the student to receive maximum benefit from their educational program. The provider of these services is certified, licensed, or otherwise a qualified professional. Social workers include school social workers.

Teachers provide instruction, learning experiences, and care to students during a particular time period or in a given discipline. Teaching may be provided for students in a school classroom, in another location such as a home or hospital, and in other learning situations such as those involving co-curricular activities. It may also be provided through some other approved medium, such as television, radio, computer, the Internet, multimedia, telephone, and correspondence that is delivered inside or outside the classroom or in other teacher-student settings. Teachers are staff whose activities are dealing directly with the interaction with students.

--Teachers include: Regular Classroom Teachers (teach Chemistry, English, mathematics, physical education, history, etc.); Special Education Teachers (teach special education classes to students with

disabilities); General Elementary Teachers [teach self-contained classes in any of grades preschool–8 (i.e., teach the same class of students all or most of the day); team-teach (i.e., two or more teachers collaborate to teach multiple subjects to the same class of students); include preschool teachers and kindergarten teachers]; Vocational/Technical Education Teachers (teach typing, business, agriculture, life skills, home economics as well as any other vocational or technical classes); teaching principals, teaching school counselors, teaching librarians, teaching school nurses, or other teaching administrators [include any staff members who teach at least one regularly scheduled class per week (e.g., a librarian teaches a regularly scheduled class in mathematics once a week)]; teachers of ungraded students; Itinerant, Co-op, Traveling, and Satellite Teachers (teach at more than one school and may or may not be supervised by someone at your school); current Long-Term Substitute Teachers (currently filling the role of regular teachers for four or more continuous weeks); and other teachers who teach students in any of grades preschool–12.

--Teachers exclude: Adult Education and Postsecondary Teachers (teach only adult education or students beyond grade 12); Short-term Substitute Teachers (fill the role of regular or special education teachers for less than four continuous weeks); Student Teachers; Day Care Aides/Paraprofessionals; Teacher Aides/Paraprofessionals; and Librarians who teach only library skills or how to use the library.

A certified teacher is a teacher who has met all applicable state teacher certification requirements for a standard certificate. A certified teacher has a regular/standard certificate/license/endorsement issued by the state. A beginning teacher who has met the standard teacher education requirements is considered to have met state requirements even if he or she has not completed a state-required probationary period. A teacher working towards certification by way of alternative routes, or a teacher with an emergency, temporary, or provisional credential is not considered to have met state requirements.

Full-time equivalent (FTE) is a unit that indicates the workload of an employed person in a way that makes workloads comparable across various contexts. FTE is used to measure a worker's service in a place (e.g., school). FTE is the number of total hours the person is expected to work divided by the maximum number of compensable hours in a full-time schedule. An FTE of 1.00 means that the person is equivalent to a full-time worker; while an FTE of 0.50 signals that the worker is only half-time.

### **SPECIAL INSTRUCTIONS**

Numbers of teachers and staff should be reported in full-time equivalency of assignment (FTE).

Include teachers and staff for preschool, grades K-12, and comparable ungraded levels, regardless of how staff were funded (i.e., federal, state, and/or local funds or funds from another entity).

FTE values should be entered as decimal numbers to the hundredths place (i.e., two decimal places; e.g., 4.00, 4.75).

## **STAF-1: Teachers – FTE Count and Certification**

All schools and justice facilities, preschool-grade 12, UG

### **Instructions**

- Enter the total number of FTE teachers. Include all teachers, regardless of whether they meet state licensing/certification requirements.
- Enter the number of FTE certified teachers (i.e., who meet all state licensing/certification requirements).
- Enter the number of FTE non-certified teachers (i.e., who did not meet all state licensing/certification requirements). Teachers working toward certification by way of alternative routes, or teachers with an emergency, temporary, or provisional credential are not considered to have met state requirements.
- Include teachers regardless of how they were funded (i.e., federal, state, and/or local funds).
- Values should be entered as decimal numbers to the hundredths place (i.e., two decimal places; e.g., 4.00, 4.75).
- Justice facilities should include only teachers who served students in the educational program offered at the justice facility during the regular school year.

**For the regular 2023–24 school year, not including intersession or summer, enter the number of full-time equivalent (FTE) teachers in preschool and grades K-12 (or the ungraded equivalent) who were employed at this school overall and by their certification status.**

	FTE
Total number of full-time equivalent (FTE) teachers	XX.XX
Number of FTE teachers who are certified	XX.XX
Number of FTE teachers who are not certified	XX.XX

## STAF-2: Teacher Certification in Specialized Areas OPTIONAL FOR 2021–22, REQUIRED FOR 2023–24

All schools and justice facilities, preschool-grade 12, UG

### Instructions

- Enter the number of FTE teachers who are certified/licensed/endorsed (i.e., who meet all state licensing/certification/endorsement requirements) in the specified areas.
- Teachers working toward certification/licensure/endorsement by way of alternative routes, or teachers with an emergency, temporary, or provisional credential are not considered to have met state requirements.
- English as a Second Language refers to teaching English to non-native speakers. It is also commonly known as Teaching English to Speakers of Other Languages and English Language Teaching.
- Include teachers regardless of how they were funded (i.e., federal, state, and/or local funds).
- Values should be entered as decimal numbers to the hundredths place (i.e., two decimal places; e.g., 4.00, 4.75).
- Justice facilities should include only teachers who served students in the educational program offered at the justice facility during the regular school year.

**For the regular 2023–24 school year, not including intersession or summer, enter the number of [full-time equivalent \(FTE\) teachers](#) in [preschool](#) and grades K-12 (or the [ungraded](#) equivalent) who were employed at this school and are certified/licensed/endorsed in the specified areas.**

	FTE
Number of FTE teachers—mathematics	XX.XX
Number of FTE teachers—science	XX.XX
Number of FTE teachers—English as a Second Language	XX.XX
Number of FTE teachers—special education	XX.XX

## STAF-3: Teacher Years of Experience OPTIONAL FOR 2021–22, REQUIRED FOR 2023–24

All schools and justice facilities, preschool-grade 12, UG

- Year of teaching refers to the number of year(s) of teaching experience, including the current year, but not including any student teaching or other similar preparation experiences. Experience includes teaching in any school, subject, or grade; it does not have to be in the school, subject, or grade that the teacher is presently teaching.

### Instructions

- Enter the number of FTE teachers with the specified length of experience as listed.
- Include teachers regardless of how they were funded (i.e., federal, state, and/or local funds).
- Values should be entered as decimal numbers to the hundredths place (i.e., two decimal places; e.g., 4.00, 4.75).
- Justice facilities should include only teachers who served students in the educational program offered at the justice facility during the regular school year.

For the regular 2023–24 school year, not including intersession or summer, enter the number of [full-time equivalent \(FTE\) teachers](#) in [preschool](#) and grades K-12 (or the [ungraded](#) equivalent) who were employed at this school and were in their first year and second year of teaching.

	FTE
Number of FTE teachers in their first year of teaching	XX.XX
Number of FTE teachers in their second year of teaching	XX.XX

#### STAF-4: Teacher Absenteeism OPTIONAL FOR 2021–22, REQUIRED FOR 2023–24

All schools and justice facilities, preschool-grade 12, UG

- A [teacher](#) was absent if he or she was not in attendance on a day in the regular school year when the teacher would otherwise be expected to be teaching students in an assigned class. This includes both days taken for sick leave and days taken for personal leave. Personal leave includes absences for reasons other than sick leave. Administratively approved leave for professional development, field trips or other off-campus activities with students should not be included.

##### Instructions

- Enter the number of FTE teachers who were absent more than 10 school days during the regular school year. Include teachers who were absent for more than 10 days, regardless of whether the absences were consecutive.
- Include teachers for preschool and grades K-12 (and the ungraded equivalent), regardless of how teachers were funded (i.e., federal, state, and/or local funds).
- Report values as decimal numbers to the hundredths place (i.e., two decimal places; e.g., 4.00, 4.75).
- Report absences for jury duty, military leave, sick leave, and personal leave.

For the regular 2023–24 school year, not including intersession or summer, enter the number of [full-time equivalent \(FTE\) teachers](#) employed at this school who were absent for more than 10 school days.

	FTE
Number of FTE teachers who were absent more than 10 school days	XX.XX

#### STAF-5a: Current Year Teachers Count OPTIONAL FOR 2021–22, REQUIRED FOR 2023–24

All schools and justice facilities, preschool-grade 12, UG

- [Current school year teachers](#) are teachers employed at the school in the current school year. These teachers may include teachers employed at the school in the previous school year.

##### Instructions

- Enter the number of teachers employed at the school during the current school year.
- Current school year refers to the 2023–24 school year.
- Include all teachers, regardless of how teachers were funded (i.e., federal, state, and/or local funds).
- Report a count, not a full-time equivalency number.
- Justice facilities should include only teachers who served students in the educational program offered at the justice facility during the regular school year.

For the regular 2023–24 school year, not including intersession or summer, enter the number of [teachers](#) in [preschool](#) and grades K-12 (or the [ungraded](#) equivalent) who were employed at this school.

	Hispanic or Latino of any race	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Black or African American	White	Two or more races	Total
Male teachers who were employed at this school during the regular school year:								
Female teachers who were employed at this school during the regular school year:								
<b>Total number of teachers who were employed at this school during the regular school year:</b>								

**STAF-5b: Teacher Retention Count** *OPTIONAL FOR 2021–22, REQUIRED FOR 2023–24*

All schools and justice facilities, preschool-grade 12, UG

**Instructions**

- Enter the number of teachers employed at the school during both the current school year and the previous school year.
- Previous school year refers to the 2022–23 school year.
- Include all teachers, regardless of how teachers were funded (i.e., federal, state, and/or local funds).
- Report a count, not a full-time equivalency number.
- Teachers do not have to be teaching the same subject or grade level, each school year.
- Teacher retention count is a subset of current year teachers count (i.e., the teachers who were reported in STAF-5a). Therefore, a teacher counted in the “teacher retention count” table should also be counted in the “current year teachers count” table.
- Justice facilities should include only teachers who served students in the educational program offered at the justice facility during the regular school year.

**Enter the number of [teachers](#) in [preschool](#) and grades K-12 (or the [ungraded](#) equivalent) who were employed at this school during both the 2023–24 regular school year and the 2022–23 regular school year.**

	Count
Number of teachers who were employed at this school for both the 2023–24 school year and the 2022–23 school year	

## STAF-6: School Counselors FTE Count

All schools and justice facilities, preschool-grade 12, UG

### Instructions

- Include school counselors regardless of how they were funded (i.e., federal, state, and/or local funds).
- Values should be entered as decimal numbers to the hundredths place (i.e., two decimal places; e.g., 4.00, 4.75).
- Justice facilities should include only school counselors who served students in the educational program offered at the justice facility during the regular school year.

**For the regular 2023–24 school year, not including intersession or summer, enter the number of [full-time equivalent \(FTE\) school counselors](#) in [preschool](#) and grades K-12 (or the [ungraded equivalent](#)) who were employed at this school.**

	FTE
Number of FTE school counselors	XX.XX

## STAF-7: Support Services Staff FTE Count

All schools and justice facilities, preschool-grade 12, UG

### Instructions

- Include staff regardless of how they were funded (i.e., federal, state, and/or local funds).
- Values should be entered as decimal numbers to the hundredths place (i.e., two decimal places; e.g., 4.00, 4.75).
- Justice facilities should include only staff who served students who are in the educational program offered at the justice facility during the regular school year.

**For the regular 2023–24 school year, not including intersession or summer, enter the number of [full-time equivalent \(FTE\) nurses](#), [psychologists](#), and [social workers](#) in [preschool](#) and grades K-12 (or the [ungraded](#) equivalent) who were employed at this school.**

	FTE
Number of FTE nurses	XX.XX
Number of FTE psychologists	XX.XX
Number of FTE social workers	XX.XX