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FORM SR100 TK-12 Opening Report

The principal or head teacher should submit this report as an email attachment or mail to the conference office of education at the close of the third week of school. This report should include data for grades TK through 12.

Union: Pacific Conference: Year:

SCHOOL INFORMATION

1. Name of School:
2. Address: City: State: Zip:
3. Telephone: Fax: E-mail:
4. Principal or Head Teacher's First Name: Last Name:
5. Type of School: ☐ TK-8 ☐ TK-9 ☐ TK-10 ☐ TK-12 ☐ 9-12
6. Size of School: ☐ 1 Teacher ☐ 2 Teacher ☐ 3 Teacher ☐ 4+ Teacher

OPENING REPORT INFORMATION

7. Enrollment Note: If a change or correction is made to any field which calculates, that field and the total field must be zeroed out so that the form calculates correctly.

TK	Subtotal	K	1	2	3	4	5	6	7	8	Subtotal	9	10	11	12	Special	Subtotal	Total
	0										0						0	0

8. Residence and Gender

		TK	K-8	9-12	
Day Students	Boys				
	Girls				
Dorm Students	Boys				
	Girls				Grand Total
	Totals	0	0	0	0

9. Religious Affiliation of Students

	TK	K-8	9-12	
Baptized students with at least one parent/guardian an Adventist				
Baptized students with neither parent/guardian an Adventist				
Unbaptized with at least one parent/guardian an Adventist				
Unbaptized with neither parent/guardian an Adventist				Grand Total
Totals	0	0	0	0

FORM SR100 TK-12 Opening Report

Instructional & Administrative Staff Information

10. Head Count (total generates from pg 3-4): 0

11. Non-Adventist (total generates from pg 3-5): 0

12. Gender (totals generates from pg 3-4):

Male	0
Female	0
Total	0

13. Degrees (enter totals):

Less than a BA	
BA/BS	
MA/MS	
EdS	
EdD/PhD	
Other	
Total	0

14. Full-time Equivalent (FTE) (totals generates from pg 3 & 4):

TK-8	9-12	Admin	Total
0	0	0	0

Classified Personnel Information

15. Head Count (total generates from pg 5):

Total
0

16. Full-time Equivalent (FTE) (totals generate from pg 5):

TK-8	9-12	Admin	Total
0	0	0	0

Instructions

5. Check the one that most closely matches your school's grade range.
6. Number of full-time employed instructional staff (including principal) at the school
7. Give the number of students in each grade in the appropriate box. Include transitional-kindergarten, but do not include pre-kindergarten students. (Totals calculate automatically.) Note: The Special category can only be used for 9-12 students. The total number of students must equal the total enrollment.
8. Give a breakdown of dormitory and day students by grade and gender. If you have no boarding students, enter all your data under day students. (Totals calculate automatically.) The total number of students must equal the total enrollment.
9. Give a breakdown of your students' religious affiliation. If you are unsure if a student's parent(s)/guardian(s) are baptized or not, add them to the "neither" part of the question based on the baptized status of the student. (Totals calculate automatically.) The total number of students must equal the total enrollment.
10. Total number of teachers and administrators automatically calculate from Staff Worksheets. Administrative personnel include: principals, vice-principals, business managers, treasurers, librarians, registrars, deans, guidance counselors, and non-teaching chaplains.
11. Number of non-Adventist teachers and administrators employed by the school automatically calculate from Staff Worksheets.
12. Number of male and female staff should equal total head count. These will automatically calculate from the Staff Worksheets.
13. Give total number of degrees for staff. Total number of degrees should equal total head count.
14. No Administrative FTE should be counted for one, two, or three teacher schools.

While Total FTE can be less than or equal to Total Head Count, it cannot be greater than Total Head Count. Total FTE's cannot exceed 100% for an individual or a school. FTE is to be expressed as a fractional percent of the load normally expected of a full-time (100% or 1.0) staff person. For employees that are both administrative and instructional, calculate their FTE by dividing the hours spent on a specific duty by 38. For example, if a person spends 30 hours a week as an administrator and 8 hours as a teacher, FTE would be calculated as follows: 30/38=0.79 (78.94%) for administrative, and 8/38=0.21 (21.06%) for instructional.

FTE Calculation Example (use Form SR200)

Person	**Total FTE**	**TK-8**	**9-12**	**Admin.**
Ima Lemon	1.0	1.0		
George Bush	0.75	0.50	0.25	
Joe John	1.00	0.33	0.33	0.34
TOTALS	**2.75**	**1.83**	**0.58**	**0.34**

15. Total number of classified personnel regardless of the total FTE count. This will automatically calculate from Staff Worksheet.
16. Classified personnel are any employees who are not teachers or administrators. See #14 instructions for FTE calculations. This will automatically calculate from Staff Worksheet.

*NOTE: Most administrative categories listed are found only in senior academies. Only the largest elementary school typically would have a director or business manager/ treasurers who would be considered an administrator. Therefore, most business office or library employees in elementary schools are classified personnel, counted under #15 and #16 of this report rather than in the administrative section.

Staff Worksheet codes for Highest Degree: A=Less than BA; B=BA/BS; C=MA/MS; D=EdS; E=EdD/PhD; F=Other

FORM SR200 TK-12 STAFF WORKSHEET

Union: Pacific Conference:

School:

STAFF INFORMATION (Codes for highest degree: A=less than BA; B=BA/BS; C=MA/MS; D=EdS; E=EdD/PhD; F=Other)

Name	NON SDA (1 yes, 0 no)	MALE (1 yes, 0 no)	FEMALE (1 yes, 0 no)	HIGHEST DEGREE (A-F)	FTE TOTAL	TK-8	9-12	ADMIN
					0			
					0			
					0			
					0			
					0			
					0			
					0			
					0			
					0			
					0			
					0			
					0			
					0			
					0			
					0			
					0			
					0			
					0			
TOTALS	0	0	0		0	0	0	0

FORM SR200 TK-12 STAFF WORKSHEET

STAFF INFORMATION (Codes for highest degree: A=less than BA; B=BA/BS; C=MA/MS; D=EdS; E=EdD/PhD; F=Other)

Name	NON SDA **(1 yes, 0 no)**	MALE **(1 yes, 0 no)**	FEMALE **(1 yes, 0 no)**	HIGHEST DEGREE **(A-F)**	FTE TOTAL	TK-8	9-12	ADMIN
					0			
					0			
					0			
					0			
					0			
					0			
					0			
					0			
					0			
					0			
					0			
					0			
					0			
					0			
					0			
					0			
					0			
					0			
					0			
					0			
TOTALS	0	0	0		0	0	0	0

FORM SR210 TK-12 CLASSIFIED SCHOOL STAFF WORKSHEET

Union: Pacific Conference:

School:

STAFF INFORMATION (Codes for highest degree: A=less than BA; B=BA/BS; C=MA/MS; D=EdS; E=EdD/PhD; F=Other)

Name	NON SDA (1 yes, 0 no)	MALE (1 yes, 0 no)	FEMALE (1 yes, 0 no)	HIGHEST DEGREE (A-F)	FTE TOTAL	TK-8	9-12	ADMIN
					0			
					0			
					0			
					0			
					0			
					0			
					0			
					0			
					0			
					0			
					0			
					0			
					0			
					0			
					0			
					0			
					0			
					0			
TOTALS	0	0	0		0	0	0	0