

NCEA Data Bank School Summary Form Completion Guide

2026–2027 Reporting Year

Instructions and Notes:

Please read all the instructions and definitions before proceeding to complete the form.

Schools should base their data on the actual count as of **September 11, 2026**.

Schools should submit their data to the diocesan office no later than **September 25, 2026**.

If you have questions, please contact us by e-mail databank@ncea.org.

A. School Information

NCEA Membership ID: If you do not know your ID number, use the [NCEA Member School Locator](#).

A.1a. Location

Urban: A densely developed territory that includes residential, commercial, and other non-residential land uses. Typically, with 50,000 or more people.

Suburban: Residential areas outside of, or adjacent to, a major city.

Rural: All territory not classified as urban with low population density.

Virtual: A school that delivers instruction online. Instruction occurs through digital platforms regardless of a pandemic or other extenuating circumstances.

A.1b. Sponsorship

Single Parish: Sponsored by a single parish church community.

Inter-parish/Regional: Sponsored by two or more parishes.

Diocesan: Sponsored by the arch/diocese.

Religious Congregation/Private: Sponsored by a religious order or a private corporation

B. Student Enrollment

B.1. Enrollment by Race and Religion

Students and staff should be counted in the category of which they are most characteristic. The reporting groups are based on guidance from the U.S. Office of Management and Budget, which provides the standards used by the U.S. Census Bureau for its programs.

American Indian/Native Alaskan: Individuals with origins in any of the original peoples of North, Central, and South America, including, for example, Navajo Nation, Blackfeet Tribe of the Blackfeet Indian Reservation of Montana, Native Village of Barrow Inupiat Traditional Government, Nome Eskimo Community, Aztec, and Maya.

Asian: Individuals with origins in any of the original peoples of Central or East Asia, Southeast Asia, or South Asia, including, for example, Chinese, Asian Indian, Filipino, Vietnamese, Korean, and Japanese.

Black/African American: Individuals with origins in any of the Black racial groups of Africa, including, for example, African American, Jamaican, Haitian, Nigerian, Ethiopian, and Somali.

Islander, Native Hawaiian/Other Pacific Islander: Individuals with origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands, including, for example, Native Hawaiian, Samoan, Chamorro, Tongan, Fijian, and Marshallese.

Middle Eastern/North African: Individuals with origins in any of the original peoples of the Middle East or North Africa, including, for example, Lebanese, Iranian, Egyptian, Syrian, Iraqi, and Israeli.

Hispanic or Latino: Includes individuals of Mexican, Puerto Rican, Salvadoran, Cuban, Dominican, Guatemalan, and other Central or South American or Spanish culture or origin.

White: Individuals with origins in any of the original peoples of Europe, including, for example, English, German, Irish, Italian, Polish, and Scottish.

Two or more races: Individuals who belong to more than one racial group.

Hispanic/Latino or Hispanic/Latino and some other race: Total of individuals that identify as Hispanic/Latino and multiracial, including Hispanic/Latino.

How many students are Hispanic/Latino or Hispanic/Latino and some other race?

This question has been reinstated after being removed for 2024-2025 to support consistent tracking of demographic trends over time.

B.2. Enrollment by Grade Level as of September 11, 2026

Data will be collected in four categories: Standalone Early Childhood Education Center, Elementary and Middle Schools, Secondary Schools and (P)K-12 Schools.

Standalone Early Childhood Education Center: a center that is not affiliated with another school that provides an educational program for pre-kindergarten and kindergarten students

Elementary and Middle: Generally, Pre-K-8; or 6-9. Schools that identify as “middle” should respond in this category.

Secondary: Generally, 9-12, but if the school has grades below 9 and is classified as a high school or is a middle school-high school, the school should respond only in the secondary category.

(P)K-12: A school that serves all grades

Early Childhood programs that are part of a school including pre-kindergarten or preschool programs (Younger than 3 years old, PreK3 and/or PreK4) should be included in the school count. Separate, stand-alone centers that provide an educational program should be counted separately in the Standalone Early Childhood Center category. Do not include daycare programs unless they are under the jurisdiction of your school and provide an educational program.

Include enrollment for students who are Younger than 3 years old as of September 1, PreK3, between 3 and 4 years old as of September 1, 2026, and students at least 4 years of age as of September 1, 2026, for PreK4.

B.3. Students by Gender

List the number of students by gender: Male, Female, Not Reported

C. Staff

C.1. Professional Staff by Race and Religion

See B.1. Enrollment by Race and Religion for race guidelines.

C.2. Full and Part-time Professional Staff

Include all paid professionals: Faculty, teachers, administrators, counselors, etc. who have responsibility for the teaching and learning process. Do not include development or admissions directors, teacher assistants/aids, secretaries, volunteers, etc.

Full-Time: Paid employees who regularly work a full day or 100% of their contract. Full-time employees may have one position or divide their time between more than one position (teaching/administration, etc.) but work the full schedule.

Part-Time: Paid employees who work less than the full school day/week or 100% of contract.

Female Religious: Refers to a woman who has committed her life to a religious vocation, typically by taking formal vows within an organized religious community (i.e., sister).

Male Religious: Refers to a man who has entered a recognized Catholic religious order or congregation and lives according to its rule, spirituality, and vows (i.e., brother, etc.).

Clergy: ordained ministers in the Catholic Church—specifically bishops, priests, and deacons—who have received the sacrament of Holy Orders

D. Government Funded Programs

Title I services: The number of students who receive Title I services are students in need of academic intervention who are enrolled in programming paid for by Title I. If a school does not receive any Title I services or does not participate in Title I, no students receive Title I services.

Title II services: A federal grant program that provides supplemental funding to state education agencies who then subgrant funds to local education agencies to support professional learning for educators and school leaders to improve student achievement and the quality of teaching.

Title III services: A federal program that provides funding to states and local education agencies to support the education of English learners.

Title IV services: A federal grant program that supports K-12 education by funding initiatives for well-rounded education, safe and healthy environments, and effective technology use to improve the academic achievement and digital literacy of all students.

Free or reduced-priced lunch: Students whose household income is below the free or reduced-priced lunch threshold, as indicated by the U.S. Department of Agriculture's guidelines, should be counted as eligible for free or reduced-priced lunch. These students should be counted regardless of whether the school offers federal nutrition programs. Students who are receiving a free or reduced-price lunch should be counted as receiving a free or reduced-price lunch. If every student in the school is receiving free or reduced lunch, regardless of the student's household income, all students should be counted.

Parental choice program: A state program that provides children the option to attend the public or private elementary or secondary school of their parents' choice through tax credit, voucher, or scholarship.

E. Additional Information

1. Does the school have a Board, Commission or Council? If yes, what type?

Advisory: Recommends policy to another entity that makes final decisions (such as a pastor), who can seek the board's advice at their discretion.

Consultative: Like an advisory board, it recommends and gives advice. However, the entity with final authority is required to consult with this type of board before making decisions.

Limited jurisdiction: Authority to make final decisions relating to a limited set of issues.

Full authority: Complete governing authority and does not share that authority with any other entity.

2. Does the school have an Extended Day Program?

A school-sponsored program that offers care, supervision, and enrichment activities for students before and/or after the regular school day.

3. Does the school have a waiting list at any grade?

A list of students who have applied for admission and meet the school's enrollment criteria but cannot be enrolled at the current time due to capacity limits.

4. Did the school receive E-rate telecom discounts in the last school year?

E-rate: A Program that provides discounts to schools to obtain high-speed internet and telecommunication services

5. Does your school offer a dual-language immersion program?

Dual-language immersion programs: Dual-language immersion programs provide both native English speakers and English learners with general academic instruction in two languages. It can be offered from kindergarten onward.

6. Does your school offer an International Baccalaureate program?

International Baccalaureate program: The International Baccalaureate® (IB) offers a continuum of international education through four challenging, high-quality educational programs to students aged 3 to 19.

7. Is your school considered a microschool?

Microschool: A sustainable Catholic school that is rooted in the tenets of Catholic faith and that has employed excellence in faith formation, academic programs and operational vitality while maintaining a student population that is smaller than its neighboring schools. Enrollment in microschools is typically fewer than 150 students.

8. Is your school considered a classical school?

Classical School: Catholic Liberal Education-A school rooted in traditional liberal arts education. The curriculum in classical schools is based on trivium (grammar, logic, rhetoric) and quadrivium (arithmetic, geometry, music, astronomy).

9. Number of students with the following diagnosed disabilities and disorders.

- a. Other Health Impairment (OHI) Attention-Deficit Hyperactivity Disorder: A neurodevelopmental disorder characterized by persistent patterns of inattention, hyperactivity, and/or impulsivity that interfere with daily functioning and development.
- b. Autism Spectrum Disorder: Involves both persistent deficits in social communication/interaction and restricted, repetitive patterns of behavior. Additionally, individuals with ASD may or may not have significant language deficits and may or may not have significant deficits in cognitive abilities.
- c. Specific Learning Disability: Characterized by difficulties acquiring and using academic skills, such as reading, writing, or mathematics, despite having an average to above-average intelligence. It includes dyslexia, dyscalculia, dysgraphia, and other learning differences.
- d. Intellectual or Development Disability: Developmental disabilities are impairments in physical, learning, language, or behavior that begin during the developmental stage and typically last throughout a person's lifespan, i.e., cerebral palsy. Intellectual disabilities limit a person's adaptive functioning in conceptual, practical, and social domains, i.e., Down syndrome, and fetal alcohol spectrum disorder.
- e. Physical Disability: A long-term condition that limits a person's physical functioning, mobility, dexterity, or stamina. It can be caused by a variety of factors, including congenital conditions, injuries (such as accidents or trauma), or diseases.
- f. Speech and Language Impairment: Speech or language impairment refers to communication disorders that affect speech sound production, fluency, voice quality, or language development, making it challenging for individuals to express themselves effectively.
- g. Other not listed including but not limited to, orthopedic visual, deafness, hearing impairment, traumatic brain injury, and/or emotional disturbance.

h. Multiple Diagnosed Disabilities: the coexistence of two or more disabilities that have a significant impact on a child's educational needs, requiring specialized services to address their unique **combination of challenges. Do not count twice.**

10. Number of international students with visas.

International students with visas: Students from another country who have an F-1 visa to study at a private school in the United States.

11. Catholic Conversion

Number of students who were newly baptized into the Catholic Church or received full communion (i.e., previously baptized in another Christian tradition and now received into the Catholic Church) during the 2025-2026 school year. Do not include students completing First Communion or Confirmation through traditional sacramental preparation programs who were already baptized Catholic prior to the academic year.