

1968 SURVEY FORM

INSTRUCTIONS FOR FORM OS/CR 101
U.S. DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE
Office for Civil Rights
Washington, D.C.
SCHOOL SYSTEM REPORT
FALL 1968 ELEMENTARY AND SECONDARY SCHOOL SURVEY
Due October 15, 1968

GENERAL INSTRUCTIONS: The Fall 1968 Elementary and Secondary School Survey consists of two report forms: FORM OS/CR-101 for reporting system-wide data; and an Individual School Report (either Form OS/CR-102 or OS/CR-102-1) for reporting individual school data. Complete Form OS/CR-101 for the School System, and an Individual School Report for each individual school. See Instructions for ITEM VI below, requiring a separate report for each campus of each school.

The data reported should reflect the facts when assignments can be considered stabilized, normally in the latter part of September. The report is due October 15, 1968.

Please use a typewriter to complete the report, if possible.

SPECIAL INSTRUCTIONS: The OCR School System Number consists of the first 10 digits of the number at the ^{TOP} of the label affixed to School System Report, Form OS/CR-101. This number should appear in ITEM II of each Individual School Report. If the individual School Report is completed at the individual schools, the principals should be instructed on the correct number to place in ITEM II of the Individual School Report.

ITEM I. Use the school system name your State uses in its published official listing of its school districts. The same name should be used in Item I of each Individual School Report.

ITEM II. Enter street address if different from address on label.

ITEM III. Enter City, County, State and Zip Code, if different from label.

ITEM IV. Enter the name of the Chief Administrative Officer of the school system.

ITEM V. Place an "x" in the appropriate box:

HEW Form 441. Has been accepted from school systems which never had, or have completed the elimination of, a dual school structure pursuant to a voluntary desegregation plan.
HEW Form 441-B. Has been accepted from school systems eliminating a dual school structure pursuant to a voluntary desegregation plan.
Assurance of Compliance with Court Order. Has been accepted from school systems eliminating a dual school structure pursuant to order of a Federal Court.

ITEM VI. Enter the number of schools as the schools are organized by the local school system. If, however, a school has classroom buildings located on separate campuses (classroom buildings on campuses which are not contiguous), count each such separate campus as an individual school. File an Individual School Report for each school (or separate campus).

ITEM VII. Report the number of persons in each category. Do not use percentages. If there are no persons in a category, enter "0" for the category. Do not complete this item until each of the Individual School Reports has been completed.

Column 1: School System Total. Include both minority and non-minority groups.

Column 2: American Indian. Persons considered in school or community to be of American Indian origin.

Column 3: Negro. Persons considered in school or community to be of African or Negroid origin.

Column 4: Oriental. Persons considered in school or community to be of Chinese, Japanese, or other Oriental origin.

Column 5: Spanish Surnamed American. Persons considered in school or community to be of Mexican, Central-American, Cuban, Puerto Rican, Latin-American or other Spanish speaking origin.

NOTE: For the purpose of this report, minority groups are considered to be mutually exclusive; place an individual in *one* minority group only.

Line A: Enrolled Students. Regular day students on the current rolls of the individual schools of this school system; total of Item VII-A of Individual School Reports.

Line B(1) and Line B(2): Full-Time Professional Instructional Staff. Enter in the appropriate category the number of professional instructional staff members who work for this school system on a full-time basis.

Include: Principals, assistant principals, classroom teachers, supervisors of instruction, curriculum consultants, school librarians, non-classroom teachers, audio-visual staff, guidance counselors and school psychologists.

Do NOT include: Higher-level administrators (superintendent of schools); staff members who work for the school system on a part-time basis; para-professional staff members, such as teacher aides and student teachers; non-instructional staff members, such as business, financial, attendance, health, transportation, clerical, custodial and food service personnel.

Line B(1): Assigned to One School Only. Enter on line (1) the full-time professional instructional staff members who work at only one school. These entries should be the total of the equivalent categories reported in Item VII-B(5) of the Individual School Reports.

Line B(2): Assigned to More than One School. Enter on line (2) the full-time professional instructional staff who work at more than one school.

SUBMISSION OF REPORT: This report should be submitted to HEW in accordance with the forwarding instructions sent to the school system with its report forms. Before mailing, remove the school system's file copy from each set of reports. If the school system is instructed to mail the report to HEW through its State education agency, mail the four HEW copies and the State education agency copy to your State education agency. If the report is mailed directly to HEW, mail the State education agency copy to your State education agency and the four HEW copies to:

Office for Civil Rights
Department of Health, Education and Welfare
Post Office Box 14195
Washington, D.C. 20044

Before mailing the report, check the completeness and accuracy of each item, particularly the totals. Errors or omissions may require a refile of the form. Be sure there is an Individual School report for each school.

REPORTING REQUIREMENT:

This report is required pursuant to the HEW Regulation (45 CFR 80) issued to carry out the purposes of Title VI of the Civil Rights Act of 1964. Section 80.6(b) of the Regulation provides:

Compliance Reports. Each recipient shall keep such records and submit to the responsible Department official or his designee timely, complete and accurate compliance reports at such times, and in such form and containing such information as the responsible Department official or his designee may determine to be necessary to enable him to ascertain whether the recipient has complied or is complying with this Regulation

If you have any questions write:

Office for Civil Rights
Department of Health, Education & Welfare
Box 14195
Washington, D.C. 20044
or telephone 202-338-7866

U.S. DEPARTMENT OF HEALTH, EDUCATION AND WELFARE
Office for Civil Rights
Washington, D.C.

SCHOOL SYSTEM REPORT
FALL 1968 ELEMENTARY AND SECONDARY SCHOOL SURVEY
Required Under Title VI of the Civil Rights Act of 1964
Due October 15, 1968

FORM
OS/CR 101
(5/68)

Budget Bureau
No:51-R550

Expiration
Date: 6/30/69

- I. Name of School System _____
- II. Street Address _____
- III. City, County, State, Zip Code _____
- IV. Name of Chief Administrative Officer of School System _____
- V. Most recent type of Assurance of Compliance accepted by HEW:
- ☐ HEW Form 441
- ☐ HEW Form 441-B
- ☐ Assurance of Compliance with Court Order
- ☐ Other. Please explain: _____
- VI. Number of Schools in this School System.
- VII. Students and Professional Staff.

Report number of persons in each category. Do not use percentages.

| | Column 1 School System Total (BOTH minority and non-minority groups) | MINORITY GROUP (Persons included in Column 1 who are members of the minority groups listed below) | | | | |
|-----------------------------------------------|----------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|-------------------|----------------------|---------------------------------------------|---------------------------------------------------------------------------|
| | | Column 2 American Indian | Column 3 Negro | Column 4 Oriental | Column 5 Spanish Surnamed American | Column 6 Total Minority Group (Sum of Columns 2, 3, 4, and 5) |
| A. Enrolled Students. | | | | | | |
| B. Full-Time Professional Instructional Staff | | | | | | |
| (1) Assigned to One School Only | | | | | | |
| (2) Assigned to More Than One School | | | | | | |
| (3) TOTAL of (1) and (2) | | | | | | |

To assure the submission of correct Title VI compliance data, check the completeness and accuracy of each item reported. Errors or omissions may require a refiling of this form. Be sure there is an Individual School Report for each of the schools (or separate campuses) reported in Item VI.

Certification: I certify that the information given with this report is true and accurate to the best of my knowledge and belief. A willfully false statement is punishable by law. (U.S. Code, Title 18, Section 1001).

Signature and Title of Person Furnishing Information

Telephone Number

Date Signed



INSTRUCTIONS
FOR FORM OS/CR 102
U.S. DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE

Office for Civil Rights
Washington, D.C.

INDIVIDUAL SCHOOL REPORT
FALL 1968 ELEMENTARY AND SECONDARY SCHOOL SURVEY

Due October 15, 1968

GENERAL INSTRUCTIONS: Normally, complete one Individual School Report (Form OS/CR-102) for each school, as the schools are organized in the local school system. If, however, a school has classroom buildings located on separate campuses (classroom buildings on campus not contiguous to each other), file a separate report Form OS/CR-102 for each campus.

Please use a typewriter to complete the report, if possible.

- ITEM I.** Use the school system name your State uses in its published official listing of its school districts.
- ITEM II.** The OCR school system number consists of the first 10 digits of the number at the bottom of the label affixed to Form OS/CR-102 sent to the school system superintendent. If this form is completed at individual schools, the superintendent should transmit the OCR school system number to each school.
- ITEM III.** State the name of the school (or separate campus) covered by this report.
- ITEM IV.** Give the street address of the school (or separate campus) covered by this report.
- ITEM V.** Complete the address. Do not forget to give the zip code.
- ITEM VI-A.** If a school has more than one campus, each campus should file an Individual School Report.
- ITEM VI-B.** Mark all the boxes that apply to your school, (or separate campus).
- ITEM VII.** Report the number of persons in each category. Do not use percentages. If there are no persons in a category, enter "0" for each category.

Column 1: School Total. Include both minority and non-minority groups.
Column 2: American Indian. Persons considered in school or community to be of American Indian origin.
Column 3: Negro. Persons considered in school or community to be of African or Negroid origin.
Column 4: Oriental. Persons considered in school or community to be of Chinese, Japanese, or other Oriental origin.
Column 5: Spanish Surnamed American. Persons considered in school or community to be of Mexican, Central-American, Cuban, Puerto Rican, Latin-American or other Spanish speaking origin.

NOTE: For the purposes of this report, minority groups are considered to be mutually exclusive; place an individual in only one minority group only.

Line A: Enrolled Students. Enter the number of regular day school students on the current rolls as of the date of the report.

Line B(1) through B(4): Full-time Professional Instructional Staff. Enter in the category which represents their major assignment the number of professional instructional staff members assigned to this school on a full-time basis. These are professional instructional staff members whose current assignments require their services at this school for the whole of the regular school day.

Line B(1): The Principal. The professional staff member who is the administrative head of the school.

Line B(2): Assistant Principals. The professional staff members, other than the principal, who direct and manage the operation of the school.

Line B(3): Classroom Teachers. The professional staff members who instruct students in courses in classroom situations.

Line B(4): Other Instructional Staff. The professional staff members who are supervisors of instruction, curriculum consultants, school librarians, non-classroom teachers (homebound, etc.), audiovisual staff, guidance counselors and school psychologists - assigned to this school on a full time basis.

Do not include: staff members who work at this school on a part-time basis; para-professional staff members, such as teacher's aides and student teachers; or non-instructional staff members, such as attendance, business, financial, health, transportation, clerical, custodial and food service personnel.

Line C: Give the date as of which Item VII is answered.

ITEM VIII. Give the year when the school enrolled its first students.

ITEM IX. Instructions are contained in the item.

SUBMISSION OF REPORT: It is the responsibility of each school system to submit this report by October 15, 1968. If the report is completed at the individual schools, it should be returned to the superintendent's office for forwarding to HEW. Before submitting the report, check the accuracy and completeness of each item, particularly the totals. Errors or omissions may require a re-filing of the form.

REPORTING REQUIREMENT:

This report is required pursuant to the HEW Regulation (45 CFR 80) issued to carry out the purposes of Title VI of the Civil Rights Act of 1964. Section 80.6(b) of the Regulation provides:

Compliance Reports. Each recipient shall keep such records and submit to the responsible Department official or his designee timely, complete and accurate compliance reports at such times, and in such form and containing such information as the responsible Department official or his designee may determine to be necessary to enable him to ascertain whether the recipient has complied or is complying with this Regulation.

U.S. DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE

Office for Civil Rights
Washington, D.C.

**INDIVIDUAL SCHOOL REPORT
FALL 1968 ELEMENTARY AND SECONDARY SCHOOL SURVEY**

Required Under Title VI of the Civil Rights Act of 1964

Due October 15, 1968

FORM
OS/CR-102
(5/68)

Budget Bureau
No: 51-R0662

Expiration
Date: 6/30/69

- I. Name of School System _____
- II. OCR School System Number _____
- III. Name of School _____
- IV. Street Address _____
- V. City, County, State, Zip Code _____

- VI. A. Number of Campuses at this School

NOTE: File a separate report form (OS/CR 102) for each campus.

- B. Grades offered (Put an "x" in the appropriate box for each grade offered at this school)

Pre-K K 1 2 3 4 5 6 7 8 9 10 11 12 Ungraded
☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

- VII. Students and Professional Staff

Report number of persons in each category. Do not use percentages.

| Column 1 School Total (BOTH minority and non- minority groups) | MINORITY GROUP MEMBERSHIP OF STUDENTS AND PROFESSIONAL STAFF (Persons included in Column 1 who are members of the minority groups listed below) | | | | |
|-----------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|--------------------------|-------------------------------------------------|-------------------------------------------------------------------------|
| | Column 2 American Indian | Column 3 Negro | Column 4 Oriental | Column 5 Spanish Surnamed American | Column 6 Total Minority Group (Sum of Columns 2,3,4, and 5) |
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- C. Data for Item VII furnished as of (Date) _____

- VIII. In what school year (e.g., 1966-67) did this school first enroll students? _____

- IX. State the school year in which additions to this school, if any, were opened. Include only the two most recent additions. Do not include additions opened before 1954-1955 school year. For the purpose of this question, additions do NOT include (A) temporary structures, such as mobile classrooms, or (B) structures which do not increase the student capacity of the school, such as a cafeteria, gymnasium, or school library. (If no additions, write "NONE.")

1. _____

2. _____

To assure the submission of correct Title VI compliance data, please check the completeness and accuracy of each item reported. Errors or omissions may require a refiling of this Form.

Certification: I certify that the information given above is true and correct to the best of my knowledge and belief. (A willfully false statement is punishable by law. U.S. Code Title 18, Section 1001.)

Signature and Title of Person Furnishing Information _____

Telephone Number _____

Date Signed _____