



EPISCOPAL SCHOOLS

**National Association
of Episcopal Schools**
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2010 NAES Database Update Form

To:

From: Linda A. Glad, CAE, CMP, Director of Operations

Date: May 1, 2010

Re: 2010 NAES Database Update Form

We thank you in advance for completing and returning this year's NAES Database Update Form. The information you provide makes it possible for NAES to

- Provide accurate and up-to-date information and statistics about Episcopal schools to The Episcopal Church, the education community, and the general public.
- Send mailings and e-mails to key leaders of your school and its sponsoring organization (if there is one).
Providing correct e-mail addresses is particularly important this year as *Network*, the monthly NAES member newsletter, will be converted to an electronic publication in August 2010.
- Compile the Association's on-line and printed directories.

This form is comprised of eight (8) sections; please be sure to review each one, providing or editing the requested information. Directions for each section are provided.

We ask that you complete the form and **return it no later than June 1, 2010** to

National Association of Episcopal Schools
815 Second Avenue, Suite 819
New York, NY 10017

A return envelope is provided for your convenience. If you have questions about this form, please contact the NAES office at 800.334.7626, ext. 6134, or 212.716.6134, or via e-mail at <info@episcopalschools.org>.

Part I: Program Name, Address, Phone, Fax, Web Site and E-mail

Below is the name of your school/committee, the street address, main telephone and fax numbers, general e-mail address and web site, as well as the mailing address if different from the street address. Please provide any corrections at the right.

NAES Database Record #

Tel:

Fax:

E-mail:

Web Site:

Mailing Address

Part II: School Profile

1. Please reconfirm the year in which your school was founded: _____
2. Please check the box that best describes your school:
 Parish School: Separately Incorporated Religious Order School: Separately Incorporated
 Parish School: Not Separately Incorporated Religious Order School: Not Separately Incorporated
 Cathedral School: Separately Incorporated Seminary School: Separately Incorporated
 Cathedral School: Not Separately Incorporated Seminary School: Not Separately Incorporated
 Diocesan School Independent School/None of the Above
3. The students at the school are:
 Boys Only Girls Only Co-ed Mixed (combination of single sex and co-ed grades)
4. The school is: Day Only Boarding Only Day and Boarding
5. What organization(s) accredit(s) your school? _____
6. What grades will your school serve in 2010-2011? (Please check. "P" includes any and all grades below Kindergarten)
 P K 1 2 3 4 5 6 7 8 9 10 11 12 PG
7. Which of the following programs will your school offer in 2010-2011? (Check all that apply)
 ADHD Baptism Community Service ESL IB LD Post Graduate
 AP Child Care Confirmation Extended Day JROTC Montessori Summer Program
8. In which educational organizations, other than NAES, does your school hold membership?

9. Does your school have a written non-discrimination statement regarding hiring, admission, and financial aid?
If yes, please return a copy of it with this form. Yes (please attach copy of statement) No
10. Does your school have a written policy affirming and seeking out diversity in staff, faculty, student, and board recruitment? If yes, please return a copy of it with this form. Yes (please attach copy of statement) No

Part III: Student Enrollment & Financial Aid Profile

1. Total 2009-2010 Enrollment: _____
2. 2009-2010 Enrollment by Grade
P: 2: 5: 8: 11
K: 3: 6: 9: 12:
1: 4: 7: 10: PG:
3. 2009-2010 Student Profile (% of total enrollment):
_____ % Episcopalians _____ % Hawaiian/Pacific Islander
_____ % Boys _____ % American Indian/Native
_____ % Girls Alaskan
_____ % White _____ % Hispanic/Latino
_____ % Black/African-American (White & Non-white)
_____ % Asian _____ % Other/International
4. 2009-2010 Financial Aid Profile
% of students receiving financial aid:
Total cash aid distributed by the school: \$
Total tuition remission from the school: \$
Total aid from non-school sources: \$
Total value of all financial aid: \$

Part IV: Faculty & Staff Profile

1. Total # of 2009-2010 Faculty & Staff: _____
2. # of Full-time Faculty & Staff: _____
3. # of Part-time Faculty & Staff: _____
4. 2009-2010 Faculty & Staff Profile (% of total #):
_____ % Episcopalians
_____ % Male
_____ % Female
_____ % White
_____ % Black/African-American
_____ % Asian
_____ % Hawaiian/Pacific Islander
_____ % American Indian/Native Alaskan
_____ % Hispanic/Latino (White & Non-white)
_____ % Other/International
5. My school offers: (check all that apply)
 Medical plan Dental plan
 Disability insurance Pension plan

Part V: 2010-2011 School Administration

Below is a list of your school's head/director, administrators, chaplains and teachers of religion currently recorded in the NAES database. Please draw a line through the names of those individuals who will not be at your school in the 2010-2011 school year. Either at the bottom of this page or on an attached sheet of paper please list those individuals you wish to add to your school's record (and the NAES mailing list) for 2010-2011; **be sure to provide their full names, nicknames, titles, e-mail addresses and religious affiliations. E-mails are particularly important as *Network*, the NAES member newsletter, is going electronic in August 2010!**

Head of School or Director

Administrators, Chaplains, Rector serving as Chaplain, and Teachers of Religion *(listed alphabetically by last name)*

Part VI: 2010-2011 School Board Chair

Below are the name, nickname, title, mailing address, e-mail address and religious affiliation of your school's board president/chair as currently recorded in the NAES database. If this person is to be the board president/chair for the 2010-2011 school year, please review the information and provide any corrections at the right. If another individual will serve as board president/chair in 2010-2011, **please provide this person's full name, nickname, title, mailing address, e-mail address, and religious affiliation.**

E-mail:
Rel. Aff.:

To add your school's remaining board members/trustees to our mailing list, please attach a list. NAES is happy to add the names of your school's board members/trustees to its database for inclusion in mailings to member schools. Please attach a list, giving their names, nicknames, titles, mailing addresses, e-mail addresses, and religious affiliations. **E-mails are particularly important as *Network*, the NAES member newsletter, is going electronic this August 2010!**

Part VII: Sponsoring Organization(s) and Its/Their Primary Contact

For those schools sponsored by a parish, cathedral, diocese, religious order or seminary, below is/are the name, address and telephone, fax, web site and mailing address (if different) of the sponsoring organization(s) and its/their primary contact(s) (e.g. rector/vicar, dean, bishop or superior). Please provide any corrections.

Tel:
Fax:
Web Site:

Mailing Address

E-mail:
Rel. Aff.:

Part VIII: Subsidiary Campuses

Below are the names and addresses of your school's subsidiary campuses as recorded in our database. Please provide any corrections or additions. NAES defines a subsidiary campus as a discrete, separate complex housing an entire division of your school and identified as such in your promotional and admission materials. NAES does not define a subsidiary campus as simply a second or third building with a separate street address.

Tel:
Fax:

Tel:
Fax: