

Collaborative Code



Massachusetts Department of
ELEMENTARY & SECONDARY
EDUCATION

Individual Collaborative Report

Return one copy **by November 20, 2009** to:
The Massachusetts Department of Elementary and Secondary
Education
Information Services & Technology/Data Collection
75 Pleasant Street
Malden, MA 02148
781-338-6824

School Name: _____



October 1, 2009

**INSTRUCTIONAL STAFF
OCTOBER 1, 2009**

**REGULAR DAY
SECTION I: PART A**

COLLABORATIVE CODE _____

Line Number	Certification Code	Title	Current Year			Attrition				9 Transferred within system	10 FTE Staff Newly Hired	11 Degree of Difficulty in Filling Vacancy
			2 FTE Staff	3 Bilingual Certification	4 Bilingual Proficiency	5 Retirement	6 Voluntary Resignation	7 Contract Not Renewed	8 Other-Attach Explanation			
01	03	Early Childhood										
02	01 04	Elementary										
03	05	Middle (Generalist)										
04	11	English										
05	21	French										
06	22	German										
07	24	Italian										
08	26	Polish										
09	27	Portuguese										
10	25	Russian										
11	23	Spanish										
12	28	Other Modern Language										
13	30	Greek										
14	29	Latin										
15	31	Latin and Classical Humanities										
16	13	Geography										
17	12	History										
18	14	Social Studies										
19	18	Biology										
20	16	Chemistry										
21	20	Earth Science										
22	19	General Science										
23	15	Math										
24	32	Math and Science										
25	17	Physics										

Table 3

INDIVIDUAL COLLABORATIVE REPORT

**INSTRUCTIONAL STAFF
OCTOBER 1, 2009**

**REGULAR DAY
SECTION I: PART A (cont.)**

COLLABORATIVE CODE _____

Line Number	Certification Code	Title	Current Year			Attrition				9 within system	10 FTE Staff Newly Hired	11 Degree of Difficulty in Filling Vacancy
			2 FTE Staff	3 Bilingual Certification	4 Bilingual Proficiency	5 Retirement	6 Voluntary Resignation	7 Contract Not Renewed	8 Other-Attach Explanation Transferred			
26	33	Behavioral Sciences										
27	47	Art										
28	36	Dance										
29	37	Drama										
30	48	Music										
31	46	Reading										
32	49	Speech										
33	42	Health										
34	40	Physical Ed.										
35	41	Health and Physical Ed.										
36	50	Driver Ed										
37	43	Business										
38	35	Business Management										
39	44	Home Economics										
40	45	Industrial Arts										
41	34	Secretarial Science										
42	54	Audio-Visual Media Spec.										
43	74	Unified Media Specialist										
44	76	Guidance Counselor										
45	75	School Psychologist										
46	84	Librarian										
47		All Substitutes										
99		TOTAL PART A										

Table 3

INDIVIDUAL COLLABORATIVE REPORT

**INSTRUCTIONAL STAFF
OCTOBER 1, 2009**

**SPECIAL EDUCATION
SECTION I: PART B**

COLLABORATIVE CODE _____

Line Number	Certification Code	Title	Total Staff		Bilingual (head-count)		Funded Vacancies			# Vacancies Filled Last School Year		Degree of Difficulty in Filling Vacancy	11
			2 FTE Staff	3 Headcount	4 Certification	5 Proficiency	6 FTE	7 Headcount If Seek Bilingual	8	9 FTE	10 Headcount		
<i>SPECIAL EDUCATION STAFF (by approval or certification category)</i>													
01	81	Special Education Administrator											
02	51	Generic											
03	53	Moderate											
04	52	Severe											
05	59	Vision											
06	60	Audition											
07	02	Young Children											
08	57	Speech, Language and Hearing											
<i>OTHER RELATED STAFF (not necessarily certified or approved by the Department)</i>													
09	Occupational Therapist												
10	Physical Therapist												
11	Rehabilitation Counselor												
12	Peripatologist												
13	Physician												
14	Nurse												
15	Psychiatrist												
16	Other (Specify)												
17	Contracted Services (Specify)												
<i>Shared Staff</i>													
18	School Adjustment Counselor or Social Worker												
19	75	School Psychologist											
20	40	Physical Education											
21	Vocational Education												
99	TOTAL PART B												

Table 3

INDIVIDUAL COLLABORATIVE REPORT

**INSTRUCTIONAL STAFF
OCTOBER 1, 2009**

**REGULAR DAY
SECTION I: PARTS C, D, E**

COLLABORATIVE CODE _____

Line Number	Certification Code	Title	Current Year			Attrition				9 Transferred within system	10 FTE Staff Newly Hired	11 Degree of Difficulty in Filling Vacancy
			2 FTE Staff	3 Bilingual Certification	4 Bilingual Proficiency	5 Retirement	6 Voluntary Resignation	7 Contract Not Renewed	8 Other-Attach Explanation			

PART C. BILINGUAL/ESL

01	10	ESL										
02	"B"	Elementary										
03	PRE-FIX	Secondary										
04		Special Education										
05		Occupational Education										
99	TOTAL PART C											

PART D. OCCUPATIONAL EDUCATION

01	Distributive Education											
02	Vocational Home Economics											
03	Allied Health											
04	Agricultural											
05	Trade & Industry											
06	Technical											
07	Vocational Counselors											
99	TOTAL PART D											

PART E. INSTRUCTIONAL STAFF SUPPORT

01	TEACHER AIDES	Bilingual/ ESL										
02		Occupational Education										
03		Special Education										
04		All Other Instructional Teacher Aides										
05	Clerks and Secretaries (Instructional)											
06	All Other Instructional Staff											
99	TOTAL PART E											

**ADMINISTRATIVE STAFF
OCTOBER 1, 2009**

**STAFF
SECTION II: PARTS F, G**

COLLABORATIVE CODE _____

Line Number	Certification Code	Title	Current Year			Attrition				9 Transferred within system	10 FTE-Staff Newly Hired	11 Degree of Difficulty In Filling Vacancy
			2 FTE Staff	3 Bilingual Certification	4 Bilingual Proficiency	5 Retirement	6 Voluntary Resignation	7 Contract Not Renewed	8 Other-Attach Explanation			

PART F. ADMINISTRATIVE STAFF

01	85	Superintendent of Schools										
02	85	Asst/Assoc/Vice Superintendents										
03	80	School Business Administrators										
04	79	Principal										
05	82	Elementary Principal										
06		Middle School Principal										
07	83	Secondary Principal										
08	77	Guidance Director										
09	81	Supervisor/Director										
10		Supervisor of Attendance										
99		TOTAL PART F										

PART G. ADMINISTRATIVE STAFF-SUPPORT

01		Aides (Administrative)										
02		Clerks and Secretaries (Administrative)										
03		All Other Admin. Staff										
99		TOTAL PART G										

**OTHER STAFF
OCTOBER 1, 2009**

**SERVICE, OPERATIONS AND SUPPORT
SECTION III: PART H, I**

COLLABORATIVE CODE _____

Line Number	Title	Current Year			Attrition				9 Transferred within system	10 FTE Staff Newly Hired	11 Degree of Difficulty In Filling Vacancy
		2 FTE Staff	3 Bilingual Certification	4 Bilingual Proficiency	5 Retirement	6 Voluntary Resignation	7 Contract Not Renewed	8 Other-Attach Explanation			

PART H. SERVICE, OPERATION, AND MAINTENANCE STAFF

01	Social Worker										
02	Food Service Staff										
03	Health Staff										
04	Transportation Staff										
05	Operation and Maintenance										
99	TOTAL PART H										

Part I. SERVICE, OPERATION, AND MAINTENANCE STAFF

01	Aides (Service Operation and Maintenance)										
02	Clerks and Secretaries (Service Operation and Maintenance)										
03	All Other Service Operation and Maintenance Staff										
99	TOTAL PART I										

Contact Person: _____

Title: _____

Telephone Number: _____ **Ext.** _____