

ICPSR 2385

**Program and Enrollments File:
Postsecondary Career School
Survey, 1981: [United States]**

*United States Department of Education
National Center for Education Statistics*

First ICPSR Version
June 2004

Inter-university Consortium for
Political and Social Research
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Data Collection Description

Principal Investigator(s):	United States Department of Education. National Center for Education Statistics
Title:	Program and Enrollments File: Postsecondary Career School Survey, 1981: [United States]
ICPSR Study Number:	2385
Summary:	This survey collected data from postsecondary institutions offering vocational education programs. This data file provides detailed information on the individual program offerings of the responding institutions, including enrollments and completions in various program categories and other outcomes. Information such as school name, city, ZIP code, sampling weight, and institutional and program characteristics are also contained in the file.
Universe:	Individual institutions offering vocational education programs.
Date of Collection:	July 1, 1980-June 30, 1981
Time Period:	1981
Response Rates:	94 percent
Data Collection Notes:	<p>(1) This data collection does not contain records for schools considered active that did not respond to the survey (656 schools in this category were included in national tabulations based on imputed values). As a result, unweighted tabulations on all noncorrespondence schools will not match figures published by NCES. The sample survey did not include flight schools and other schools in the sampling frame. Nevertheless, long forms may be present in the file for such schools if they were located in a state requesting a special survey. Correspondence school data elements and long form staffing variables were not imputed if missing. Long form and short form programs and enrollments data were imputed if missing. (2) This study has different card types and segments and for this reason the number of records might vary for each case. There are also three different Form Types for the study, FORM 1 is the short form with 5,307 cases, FORM 2 is the long form with 1,675 cases, and FORM 3 is the Correspondence schools with 62 cases. (3) The codebook is provided by ICPSR as a Portable Document Format (PDF) file. The PDF file format was developed by Adobe Systems Incorporated and can be accessed using PDF reader software, such as the Adobe Acrobat Reader. Information on how to obtain a copy of the Acrobat Reader is provided on the ICPSR Web site.</p>
Data Source:	self-enumerated questionnaires
Extent of Collection:	1 data file + machine-readable documentation (PDF) + SAS data definition statements + SPSS data definition statements

Extent of Processing: REFORM.DOC/ SCAN/ CONCHK.PR/ DDEF.ICPSR/
UNDOCCHK.ICPSR

Data Format: Card Image with SAS and SPSS data definition statements

File Specifications

<i>Part No.</i>	<i>Part Name</i>	<i>File Structure</i>	<i>Case Count</i>	<i>Variable Count</i>	<i>LRECL</i>	<i>Records Per Case</i>
1	Data file	rectangular	7,044	179	80	-

Related Publications

Kay, Evelyn Reis Ecker. DIRECTORY OF POSTSECONDARY SCHOOLS WITH OCCUPATIONAL PROGRAMS, 1975-1976. Washington, DC: United States Department of Health, Education, and Welfare, National Center for Education Statistics (NCES 77-350), 1977.

Kay, Evelyn Reis Ecker. DIRECTORY OF POSTSECONDARY SCHOOLS WITH OCCUPATIONAL PROGRAMS, 1973-1974. Washington, DC: United States Department of Health, Education and Welfare, National Center for Education Statistics (NCES 76-162), 1975.

Kay, Evelyn Reis Ecker. DIRECTORY OF POSTSECONDARY SCHOOLS WITH OCCUPATIONAL PROGRAMS 1971. Washington, DC: United States Department of Health, Education, and Welfare, National Center for Education Statistics, 1971.

Kay, Evelyn Reis Ecker. DIRECTORY OF POSTSECONDARY SCHOOLS WITH OCCUPATIONAL PROGRAMS 1971: PUBLIC AND PRIVATE. Washington, DC: United States Department of Education, National Center for Educational Statistics (DHEW-OE-73-11410), Adult and Vocational Education Surveys Branch, 1973.

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(1982 Postsecondary Career School Survey)	

DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE
EDUCATION DIVISION
NATIONAL CENTER FOR EDUCATION STATISTICS
WASHINGTON, D.C. 20202

(Reserve)

DATA BASE DOCUMENTATION

(Authority: Public Law 93-502, Section 552)

PART I - SURVEY SUMMARY

A. TITLE

Program and Enrollments File, Postsecondary Career School Survey, 1981

B. DESCRIPTION

This survey collects data from postsecondary institutions offering vocational education programs. This data file provides detailed information on the individual program offerings of the responding institutions, including enrollments in various categories and completions and other outcomes. Institutional and program characteristics are also contained in the file.

C. SURVEY METHODOLOGY

1. UNIVERSE OR SAMPLE 1,675 schools (short form) Universe 5,307 schools (long form) 62 correspondence schools	2. RESPONDENTS Individual institutions
3. DATE OF COVERAGE July 1, 1980 - June 30, 1981	4. FREQUENCY OF SURVEY Biennial 5. RESPONSE RATE 94%

D. HIGHLIGHTS

Lowest level of aggregation are program offerings of individual institutions.

E. RELATED STUDIES

1. SURVEYS

1971, 1973, 1975, 1975, 1977, 1979

2. PUBLICATIONS Directory of Postsecondary Schools with Occupational Programs, 1971 (HE5.96/2:971); Directory of Postsecondary Schools with Occupational Programs, 1973 (Unknown); Directory of Postsecondary Schools with Occupational Programs, Public and Private, 1971, (Unknown); Directory of Postsecondary Schools with Occupational Programs, 1975-76 (NCES 77-350); Directory of Postsecondary Schools with Occupational Programs, 1977-78 (NCES)

IF SPONSORING AGENCY IS NOT NCES (Specify)

PROGRAMS AND ENROLLMENTS TAPE

(1) Overview

This tape contains the totality of information reported on the surveys, plus additional information:

- . School name, city, and zip
- . Sampling weight, if applicable

In addition, records are included for active schools that did not respond to the survey.

(2) Imputations

Enrollments and completion data have been imputed for long forms, and short form schools, both respondents and nonrespondents. Data have not been imputed for staffing variables, charges, months to complete, on the long form. Total enrollments have been imputed for active but not responding correspondence schools.

(3) File Structure

Correspondence School Records

- Card type 30 School name
- Card type 31 Correspondence status, control, affiliation data
- Card type 32, 33 Staffing data
- Card type 34 Program data

Short Form Records

- Card type 10 School name
- Card type 11 Correspondence status, control affiliation data
- Card type 12 Program data

. Long Form Records

- Card type 20 School name
- Card type 21 Correspondence status, control, affiliation data
- Card type 22, 23 Staffing data
- Card type 24 Program data (2 data formats)

(4) Special Notes

- . This tape does not contain records for schools considered active that did not respond to the survey (656 schools in this category were included in national tabulations based on imputed values). As a result, unweighted tabulations on all noncorrespondence schools will not match figures published by NCES.
- . The sample survey did not include flight schools and "other" schools in the sampling frame. Nevertheless, long forms may be present in the file for such schools if they were located in a State requesting a special survey.
- . Correspondence school data elements were not imputed if missing; long form staffing variables were not imputed if missing/ long form and short form programs and enrollments data were imputed if missing.

ICPSR PROCESSING NOTES FOR # 2385
Programs and Enrollment file:
Postsecondary Career School Survey, 1981:
[United States]

Users ought to be advised to consider the following inconsistencies in the Data Element Description:

On the “Survey Summary” section (page 9) of the codebook the numbers of cases for the forms are indicated as below:

1,675 schools (short form)

5,307 schools (long form)

62 correspondence schools

This is not consistent with the rest of the codebook and the data. According to the data, **Form Type 1** is the short form and there are 5,307 cases for this type, **Form Type 2** is the long form and there are 1,675 cases for this type and **Form Type 3** is the Correspondence form with 62 cases.

DATA BASE DOCUMENTATION

LEGEND DATA ELEMENT TYPE STANDARDS

AN - Alphanumeric, left justified, space filled

N - Numeric display, right justified, leading zeros

(Reserve)

PART IV - DATA ELEMENT DESCRIPTION

TITLE					FILE NAME
PROGRAMS AND ENROLLMENTS, 1981					NCES.XEEPWP.PRGMENRL.A82.RAW
DATA FIELD NAME <i>(a)</i>	DATA ELEMENT TYPE <i>(b)</i>	RECORD POSITION <i>(from to)</i> <i>(c)</i>	NUMBER OF POSITIONS <i>(d)</i>	SOURCE LOCATION <i>(e)</i>	DESCRIPTION <i>(f)</i>
I. ALL RECORDS					
School Identification	N	1-6	6		
State Number	N	1-2	2		
Serial Number	N	3-6	4		
Card Type	N	7-8	2		
Form Type	N	7-7	1		1 = Short form 2 = Long form 3 = Correspondence form
Card Number	N	8-8	1		
II. SPECIFIC CARD TYPES					
1. Card Types 10, 20, 30					
School Name	AN,B	9-54	46		
School City	AN,B	55-69	15		
School Zip	N,B	70-74	5		

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PROGRAMS AND ENROLLMENTS, 1981					NCES.XEEPWP.PRGMENRL.A82.RAW
DATA FIELD NAME	DATA ELEMENT TYPE	RECORD POSITION (from to)	NUMBER OF POSITIONS	SOURCE LOCATION	DESCRIPTION
(a)	(b)	(c)	(d)	(e)	(f)
2. <u>Card Types 11, 31</u>					
Filler	B	9-11	3		Blank
Eligibility	N,B	12-12	1		1 = Eligible 2 = Ineligible
Correspondence	N,B	13	1		1 = Correspondence only 2 = Mixture 3 = Noncorrespondence only
Control	N,B	14-14	1		1 = Public 2 = Private/for profit 3 = Private/nonprofit
Congressional District	N,B	15-16	2		
Affiliation Code	N,B	17-17	1		1 = Not affiliated 2 = Branch 3 = Part of chain 4 = Parent/home office of chain 5 = Hospital school 6 = Other

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TITLE PROGRAMS AND ENROLLMENTS, 1981					FILE NAME NCES.XEEPWP.PRCMENRL.A82.RAW
DATA FIELD NAME (a)	DATA ELEMENT TYPE (b)	RECORD POSITION (from to) (c)	NUMBER OF POSITIONS (d)	SOURCE LOCATION (e)	DESCRIPTION (f)
Affiliate Data	AN,B	18-74	47		
Name	AN,B	18-47	30		
City	AN,B	48-67	20		
State	N,B	68-69	2		
Zip	N,B	70-74	5		
Number of Programs	N	75-76	2		
3. <u>Card Type 21</u>					
(REPEAT CARD TYPE 11 DESCRIPTION, BUT DROP "NUMBER OF PROGRAMS" DATA ELEMENT)					
Weight	N,B	75-80	6		Cobol format: PIC 99.999
4. <u>Card Type 12</u>					
(SHORT FORM PROGRAMS AND ENROLLMENTS)					
Line Number	N	9-10	2		Ordinal line number used in survey (00 = Summary record)
Filler	B	11-11	1		Blank
Program Code	N	12-14	3		Program Codes. See Appendix A and Note 1.

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PROGRAMS AND ENROLLMENTS, 1981					NCES.XEEPWP.PRGMENRL.A82.RAW
DATA FIELD NAME <i>(a)</i>	DATA ELEMENT TYPE <i>(b)</i>	RECORD POSITION (from to) <i>(c)</i>	NUMBER OF POSITIONS <i>(d)</i>	SOURCE LOCATION <i>(e)</i>	DESCRIPTION <i>(f)</i>
Total Enrollment	N,B	15-19	5		Short Form Question 5, Column 2
Male Enrollment	N,B	20-23	4		Short Form Question 5, Column 3
Female Enrollment	N,B	24-27	4		Short Form Question 5, Column 4
Full-time Enrollment	N,B	28-31	4		Short Form Question 5, Column 5
Part-time Enrollment	N,B	32-35	4		Short Form Question 5, Column 6
Completions	N,B	36-39	4		Computed
Male Completions	N,B	40-43	4		Short Form Question 5, Column 7
Female Completions	N,B	44-47	4		Short Form Question 5, Column 8
Imputation Flags	N	48-55	8		See Note 2.
Total Enrollment	N	48-48	1		
Male Enrollment	N	49-49	1		
Female Enrollment	N	50-50	1		
Full-time Enrollment	N	51-51	1		
Part-time Enrollment	N	52-52	1		

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TITLE					FILE NAME
PROGRAMS AND ENROLLMENTS, 1981					NCES.XEEPWP.PRGMENRL.A82.RAW
DATA FIELD NAME (a)	DATA ELEMENT TYPE (b)	RECORD POSITION (from to) (c)	NUMBER OF POSITIONS (d)	SOURCE LOCATION (e)	DESCRIPTION (f)
Total Completions	N	53-53	1		
Total Male Completions	N	54-54	1		
Total Female Completions	N	55-55	1		
5. <u>Card Type 24</u>					
(LONG FORM PROGRAMS AND ENROLLMENTS)					
Line Number	N	9-10	1		Ordinal line number used in survey, (00 = Summary Record)
Segment Number	N	11-11	1		1 = Segment 1 variables on this card image. 2 = Segment 2 variables on this card image.
				If Segment = 1	
Program Code	N	12-14	3		See Note 1.
Total Clock Hours	N,B	15-18	4		Long Form Question 6, Column 2

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DATA FIELD NAME <i>(a)</i>	DATA ELEMENT TYPE <i>(b)</i>	RECORD POSITION (from to) <i>(c)</i>	NUMBER OF POSITIONS <i>(d)</i>	SOURCE LOCATION <i>(e)</i>	DESCRIPTION <i>(f)</i>
Clock Hours Per Week	N,B	19-20	2		Long Form Question 6, Column 3
Total Charges	N,B	21-24	4		Long Form Question 6, Column 4
Total Enrollment	N,B	25-29	5		Long Form Question 6, Column 5
Male Enrollment	N,B	30-33	4		Long Form Question 6, Column 6
Female Enrollment	N,B	34-37	4		Long Form Question 6, Column 7
Full-time Enrollment	N,B	38-41	4		Long Form Question 6, Column 8
Full-time Male Enrollment	N,B	42-45	4		Long Form Question 6, Column 9
Full-time Female Enrollment	N,B	46-49	4		Long Form Question 6, Column 10
Part-time Enrollment	N,B	50-53	4		Long Form Question 6, Column 11
Part-time Male Enrollment	N,B	54-57	4		Long Form Question 6, Column 12
Part-time Female Enrollment	N,B	58-61	4		Long Form Question 6, Column 13
Imputation Flags	N	62-70	9	See Note 1	

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DATA FIELD NAME <i>(a)</i>	DATA ELEMENT TYPE <i>(b)</i>	RECORD POSITION (from to) <i>(c)</i>	NUMBER OF POSITIONS <i>(d)</i>	SOURCE LOCATION <i>(e)</i>	DESCRIPTION <i>(f)</i>
Total Enrollment	N	62-62	1		
Male Enrollment	N	63-63	1		
Female Enrollment	N	64-64	1		
Full-time Enrollment	N	65-65	1		
Full-time Male Enrollment	N	66-66	1		
Full-time Female Enrollment	N	67-67	1		
Part-Time Enrollment	M	68-68	1		
Part-time Male Enrollment	N	69-69	1		
Part-time Female Enrollment	N	70-70	1		
				If Segment = 2	
Total Completions	N,B	12-15	4		Long Form Question 6, Column 14
Male Completions	N,B	16-19	4		Long Form Question 6, Column 15
Female Completions	N,B	20-23	4		Long Form Question 6, Column 16

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DATA FIELD NAME <i>(a)</i>	DATA ELEMENT TYPE <i>(b)</i>	RECORD POSITION (from to) <i>(c)</i>	NUMBER OF POSITIONS <i>(d)</i>	SOURCE LOCATION <i>(e)</i>	DESCRIPTION <i>(f)</i>
Total Left with Skill	N,B	24-27	4		Long Form Question 6, Column 17
Male Left with Skill	N,B	28-31	4		Long Form Question 6, Column 18
Female Left with Skill	N,B	32-35	4		Long Form Question 6, Column 19
Total Left without Skill	N,B	36-39	4		Long Form Question 6, Column 20
Male Left without Skill	N,B	40-43	4		Long Form Question 6, Column 21
Female Left without Skill	N,B	44-47	4		Long Form Question 6, Column 22
Total Continuing in School	N,B	48-51	4		Long Form Question 6, Column 23
Males Continuing in School	N,B	52-55	4		Long Form Question 6, Column 24
Females Continuing in School	N,B	56-59	4		Long Form Question 6, Column 25
Imputation Flags	N	60-71	11		See Note 1

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DATA FIELD NAME (a)	DATA ELEMENT TYPE (b)	RECORD POSITION (from to) (c)	NUMBER OF POSITIONS (d)	SOURCE LOCATION (e)	DESCRIPTION (f)
Total Completions	N	60-60	1		
Male	N	61-61	1		
Female	N	62-62	1		
Total Left with Skill	N	63-63	1		
Male Left with Skill	N	64-64	1		
Female Left with Skill	N	65-65	1		
Total Left without Skill	N	66-66	1		
Male Left without Skill	N	67-67	1		
Female Left without Skill	N	68-68	1		
Total Continuing in School	N	69-69	1		
Male Continuing in School	N	70-70	1		
Female Continuing in School	N	71-71	1		

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DATA FIELD NAME (a)	DATA ELEMENT TYPE (b)	RECORD POSITION (from to) (c)	NUMBER OF POSITIONS (d)	SOURCE LOCATION (e)	DESCRIPTION (f)	
6. Card Types 22, 32						
Filler	B	9-11	3		Blank	
Instructional staff					<u>Card Type 22</u>	<u>Card Type 32</u>
Full-time, Total	N,B	12-15	4		Long Form Q 5	Corr. Form Q 5
Full-time, Male	N,B	16-19	4		Long Form Q 5	Corr. Form Q 5
Full-time, Female	N,B	20-23	4		Long Form Q 5	Corr. Form Q 5
Part-time, Total	N,B	24-27	4		Long Form Q 5	Corr. Form Q 5
Part-time, Male	N,B	28-31	4		Long Form Q 5	Corr. Form Q 5
Part-time, Female	N,B	32-35	4		Long Form Q 5	Corr. Form Q 5
Other Professional Staff						
Full-time, Total	N,B	36-39	4		Long Form Q 5	Corr. Form Q 5
Full-time, Male	N,B	40-43	4		Long Form Q 5	Corr. Form Q 5
Full-time, Female	N,B	44-47	4		Long Form Q 5	Corr. Form Q 5
Part-time, Total	N,B	48-51	4		Long Form Q 5	Corr. Form Q 5
Part-time, Male	N,B	52-55	4		Long Form Q 5	Corr. Form Q 5
Part-time, Female	N,B	56-59	4		Long Form Q 5	Corr. Form Q 5

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7. Card Types 23, 33					
Filler	B	9-11	3		Blank
Nonprofessional Staff	N,B				<div>Card Type 22</div> <div>Card Type 32</div>
Full-time, Total	N,B	12-15	4		Long Form Q 5 Corr. Form Q 5
Full-time, Male	N,B	16-19	4		Long Form Q 5 Corr. Form Q 5
Full-time, Female	N,B	20-23	4		Long Form Q 5 Corr. Form Q 5
Part-time, Total	N,B	24-27	4		Long Form Q 5 Corr. Form Q 5
Part-time, Male	N,B	28-31	4		Long Form Q 5 Corr. Form Q 5
Part-time, Female	N,B	32-35	4		Long Form Q 5 Corr. Form Q 5
Total Staff	N,B				
Full-time, Total	N,B	36-39	4		Long Form Q 5 Corr. Form 5
Full-time, Male	N,B	40-43	4		Long Form Q 5 Corr. Form 5
Full-time, Female	N,B	44-47	4		Long Form Q 5 Corr. Form 5
Part-time, Total	N,B	48-51	4		Long Form Q 5 Corr. Form 5
Part-time, Male	N,B	52-55	4		Long Form Q 5 Corr. Form 5
Part-time, Female	N,B	56-59	4		Long Form Q 5 Corr. Form 5
Total Programs	N	60-61	2		

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8. <u>Card Type 34</u>					
Line Number	N	9-10	2		Ordinal line number (00 = Summary Record)
Filler	B	11-11	1		
Program Code	N	12-14	3		Note 1 and Appendix A.
No. of Req. Response	N,B	15-18	4		Correspondence Form Q 6, Column 2
Months to Complete	N,B	19-20	4		Correspondence Form Q 6, Column 3
Hours to Complete	N,B	21-24	4		Correspondence Form Q 6, Column 4
Res. Hours	N,B	25-28	4		Correspondence Form Q 6, Column 5
Total Tuition	N,B	29-32	4		Correspondence Form Q 6, Column 6
Total Enrollment	N,B	33-37	5		Correspondence Form Q 6, Column 7
Total Completion	N,B	38-43	5		Correspondence Form Q 6, Column 8

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TITLE PROGRAMS AND ENROLLMENTS, 1981					FILE NAME NCES.XEEPWP.PRGMENRL.A82.RAW
DATA FIELD NAME <i>(a)</i>	DATA ELEMENT TYPE <i>(b)</i>	RECORD POSITION (from to) <i>(c)</i>	NUMBER OF POSITIONS <i>(d)</i>	SOURCE LOCATION <i>(e)</i>	DESCRIPTION <i>(f)</i>
<p><u>Note 1:</u> Appendix lists valid program codes. In addition, a code is used to signify a school summary record. Active schools that refused will have a summary record (code 00 and an unknown program record, code 999 or blank; they are otherwise identical.</p> <p><u>Note 2:</u> Imputation Values:</p> <p>0 = No imputation 1 = 0 based on 0 total 2 = Amount computed by subtraction 3 = Imputation based on 1979 data for same school 4,5 = Imputation based on 1981 data from comparable schools 6,7 = Imputation based on raking procedure</p> <p>Appendix A: Program Codes Printout</p>					

OE NUMERIC STATE CODES					
↓	TOTALS				
10	Alabama				
11	Alaska				
12	Arizona				
13	Arkansas				
14	California				
15	Colorado				
16	Connecticut				
17	Delaware				
18	District of Columbia				
19	Florida				
20	Georgia				
21	Hawaii				
22	Idaho				
23	Illinois				
24	Indiana				
25	Iowa				
26	Kansas				
27	Kentucky				
28	Louisiana				
29	Maine				
30	Maryland				
31	Massachusetts				
32	Michigan				
33	Minnesota				
34	Mississippi				
35	Missouri				
36	Montana				
37	Nebraska				
38	Nevada				
39	New Hampshire				
40	New Jersey				
41	New Mexico				
42	New York				
43	North Carolina				
44	North Dakota				
45	Ohio				
46	Oklahoma				
47	Oregon				
48	Pennsylvania				
49	Rhode Island				
50	South Carolina				
51	South Dakota				
52	Tennessee				
53	Texas				
54	Utah				
55	Vermont				
56	Virginia				
57	Washington				
58	West Virginia				
59	Wisconsin				
60	Wyoming				
61	U. S. Service Schools				
62	Canal Zone				
63	Guam				
64	Puerto Rico				
66	Virgin Islands				

APPENDIX
PROGRAM CODES

PROGRAM CODES

HANDBOOK VI CODES

101 Agricultural Production	010100
102 Agricultural Supplies/Services	010200
103 Agricultural Mechanics	010300
104 Agricultural Products	010400
105 Horticulture (Lands, Greenhs, Nursery)	010500
106 Agricultural Resources	010600
107 Forestry (Production & Development)	.010700
108 Animal Caretaker	019900
201 Advertising Services	040100
202 Apparel and Accessories - Fashion Coord.	040200
203 Auto Sales	040300
204 Banking	040400
205 Floristry Sales/Design	040500
206 Food Sales and Distribution (Checker)	040600
207 Food Services (Waiter/Waitress)	040700
208 Merchandising, General (Purchasing & Sales)	040800
209 Hardware, Building Materials Marketing	040900
210 Home Furnishings Marketing	041000
211 Hotel and Lodging Management	041100
212 Industrial Marketing	041200
213 Insurance Sales	041300
214 International Trade (Import/Export)	041400
215 Personal Services Marketing	041500
216 Petroleum Products Sales and Distribution	041600
217 Real Estate	041700
218 Recreation and Tourism	041800
219 Transportation Services	041900
220 Retail Trade, NEC (Salesperson)	042000
221 Wholesale Trade, NEC	043100
222 Distributive Education, Instructional Programs	049900
223 Entertainment Services	040800
301 Dental Assistant	070101
302 Dental Hygienist	070102
303 Dental Laboratory Assistant	070103
304 Dental Technologies, NEC	070199
305 Cytology, Cytotechnology	070201
306 Histology	070202
307 Medical Lab Assistant	070203
308 Hematology (Blood Bank Technologist)	070204
309 Medical Lab Technology, NEC	070209
310 Nursing, Associate Degree (2-yr Programs)	070301
311 Practical Nursing	070302
312 Nursing, Assistant/Aide (Orderly)	070303
313 Psychiatric Aide	070304
314 Operating Room Technician	070305
315 Nursing, Diploma (3-yr Programs)	070399
316 Occupational Therapy	070401
318 Rehabilitation Services	070499
319 Radiology Technician	070501
320 Radiation Therapy	070502
321 Nuclear Medical Technology	070503
322 Radiologic Occupations, NEC	070599
323 Ophthalmic Occupations (Optics, etc.)	070600
324 Environmental Health Technology	070700
325 Counselor (Mental Health)	070800
326 Electroencephalograph Technology	070901

327 Electrocardiograph Technology	070902
328 Respiratory Therapy	070903
329 Medical Assistant (Physician's Office)	070904
330 Community Health Aide	070906
331 Medical Emergency Technician	070907
332 Funeral Service Education	070909
333 Medical Record Technician (Med Librar.)	070915
334 Physician's Assistant	070926
335 Health Occupations, NEC	079900
336 Veterinary Assistant	070900
401 Care and Guidance of Children	090201
402 Clothing Management, Product, and Serv.	090202
403 Dietician (Food Science, and Human Nutrit.)	090203
404 Home Furnishings Production	090204
405 Institutional and Home Management & Servs.	090205
406 Home Economics, Other	090299
409 Tailoring	090202
501 Accounting	140100
502 Computer Operator	140201
503 Peripheral Equipment Operator	140202
504 Computer Programmer	140203
505 System Analyst	140204
506 Data Processing, NEC	140299
507 Clerk	140300
508 Information Communications Occupations	140400
509 Materials Support Occupations (Stock Clerk)	140500
510 Personnel, Training and Related Occupations	140600
511 Secretary	140700
512 Business Administration	140800
513 Typing	140900
514 Office Occupations, NEC	149900
601 Aeronautical Technologies	160101
602 Agricultural Technologies	160102
603 Architectural Design & Construct. Tech.	160603
604 Automotive Technologies (2-year Programs)	160104
605 Chemical Technologies	160105
606 Civil Technologies	160106
607 Electrical Technologies	160107
608 Electronics Technologies	160108
609 Electromechanical Technologies	160109
610 Environmental Control Technology	160110
611 Industrial Technology	160111
612 Instrumentation Technology	160112
613 Mechanical Technology	160113
614 Metallurgical Technology	160114
615 Nuclear Technology	160115
616 Petroleum Technologies	160116
617 Scientific Data Processing	160117
618 Food Processing Technology	160203
619 Pilot (Commercial, ATP, Flight Instructor)	160601
620 Fire Safety Technology	160602
621 Forestry Products Processing Technology	160603
622 Oceanographic Technology	160604
623 Police Science Technology	160605
624 Education Technologies (Teacher's Aide)	160503
625 Library Assistant	160600
626 Communications Technologies	160608
627 Performing Artists - Music, Dance, Drama	160695
628 Technical Ed. Misc.	160699
701 Air Conditioning Installation and Repair	170100
702 Appliance Repair	170200

703 Auto Body and Fender Repair	170301
704 Auto Mechanics	170302
705 Auto Specialization Repair	170303
706 Auto Services, NEC	170399
707 Aircraft Maintenance	170401
708 Aircraft Operations (Pilot Supp. Activ.)	170402
709 Air Traffic Control	170403
710 Blueprint Reading	170500
711 Business Machine Maintenance and Repair	170600
712 Commercial Art Occupations	170700
713 Fishing, Commercial	170800
714 Photography Occupations	170900
715 Carpentry, Construction	171001
716 Electricity, Construction	171002
717 Construction Equipment Operats. & Maintenance	171003
718 Masonry, Construction	171004
719 Painting and Decorating, Construction	171005
720 Plastering, Construction	171006
721 Plumbing and Pipefitting, Construction	171007
722 Drywall Installation, Construction	171008
723 Glazing, Construction	171009
724 Roofing, Construction	171010
725 Construction & Building Technologies, NEC	171099
726 Custodial Services	171100
727 Diesel Mechanic	171200
728 Drafting	171300
729 Electrical Occupations, Industrial	171400
730 Radio/TV Repair	171503
731 Electronics Occupations, Excl. Radio/TV Repr	171599
732 Fabric Maintenance Technology (Drycleaning, Laundering)	171600
733 Foreman, Supervisor, & Managt Dvlpt	171700
734 Graphic Arts (Printing, Photoengraving)	171900
735 Industrial Atomic Energy Occupations	172000
736 Instrument Maintenance and Repair	172100
737 Maritime Occupations	172200
738 Machine Shop Occupations	172302
739 Machine Tool Operator	172303
740 Welding and Cutting	172306
741 Tool and Diemaking	172307
742 Metalworking Occupations, NEC	172399
743 Metallurgical Occupations	172400
744 Barber	172601
745 Cosmetology	172602
746 Personnel Services, NEC	172699
747 Plastic Industry Occupations	172700
748 Fireman Training	172801
749 Law Enforcement Training	172802
750 Public Service Occupations, NEC	172899
751 Quantity Food Occupations	172900
752 Refrigeration, Commercial and Industrial	173000
753 Small Engine Repair & Internal Combustion	173100
754 Boiler Room Technology	173200
755 Textile Production and Fabrication	173300
756 Shoe Manufacture and Repair	173400
757 Upholstering	173500
758 Woodworking, Cabinetmaking	173600
759 Truck/Trailer Driving	174000
760 Dog Grooming	175000
761 Miscellaneous	179900
999 Unknown	999999

DIRECTORY UPDATE -- SCHOOL IDENTIFYING INFORMATION (PLEASE INCLUDE ANY NECESSARY CHANGES.)		NCS NUMBER	
NAME OF SCHOOL:		FORM APPROVAL FELAC NO. R37, EXPIRATION DATE 12/82	
MAILING ADDRESS:		DUE DATE 02/15/82	
TELEPHONE:		DATA OBTAINED THROUGH THIS SURVEY WILL BE USED AS FOLLOWS:	
CONGRESSIONAL DISTRICT:		1. SCHOOL NAME AND ADDRESS, PROGRAMS OFFERED, AND TOTAL ENROLLMENT WILL BE USED TO DEVELOP A DIRECTORY OF POSTSECONDARY SCHOOLS.	
1. IS YOUR SCHOOL A POSTSECONDARY SCHOOL OFFERING ANY PROGRAMS WHICH LEAD TO A SPECIFIC OCCUPATIONAL OBJECTIVE?		2. ALL OTHER INFORMATION WILL BE USED IN NATIONAL SUMMARY TABLES ONLY. NO DATA, OTHER THAN FOR THE DIRECTORY LISTING, WILL BE IDENTIFIED WITH THE NAME OF YOUR SCHOOL.	
AN OCCUPATIONAL PROGRAM IS A PLANNED SEQUENCE OF COURSES LEADING TO A SPECIFIC OCCUPATIONAL SKILL, SUCH AS SECRETARIAL SCIENCE, ORNAMENTAL FORTICULTURE, RADIOLOGY, COSMETOLOGY, OR BODY AND FINGER REPAIR. PROGRAMS WHICH DO NOT LEAD TO CAREERS SHOULD BE EXCLUDED, SUCH AS FOOD PREPARATION FOR HOMEMAHERS, PRIVATE PILOT TRAINING, CHARM COURSES, OR PROGRAMS FOR SELF IMPROVEMENT.		THIS SURVEY IS AUTHORIZED BY LAW 120 L.S.G. 12211-11. FAILURE TO RESPOND WILL IN NO WAY BE DETRIMENTAL TO YOU.	
<input type="checkbox"/> YES-CONTINUE WITH QUESTIONNAIRE. <input type="checkbox"/> NO-STOP HERE AND RETURN QUESTIONNAIRE IN THE ENCLOSED ENVELOPE.		4. IS THIS SCHOOL RELATED TO OR AFFILIATED WITH ANOTHER ORGANIZATION? (CHECK ONE) <input type="checkbox"/> WE ARE NOT AFFILIATED WITH ANOTHER ORGANIZATION. <input type="checkbox"/> THIS SCHOOL IS A BRANCH OF ANOTHER ORGANIZATION. (PROVIDE NAME AND ADDRESS OF PARENT INSTITUTION.) <input type="checkbox"/> THIS SCHOOL IS ONE OF A CHAIN OF SCHOOLS. (PROVIDE NAME AND ADDRESS OF PARENT INSTITUTION.) <input type="checkbox"/> THIS SCHOOL IS THE PARENT OR HEAD OFFICE OF A CHAIN OF SCHOOLS. <input type="checkbox"/> THIS IS A HOSPITAL SCHOOL AND STUDENTS REGISTER THROUGH A COLLEGE OR UNIVERSITY. (PROVIDE NAME AND ADDRESS OF THE INSTITUTION.) <input type="checkbox"/> OTHER (SPECIFY).....	
2. DOES YOUR SCHOOL OFFER ANY CORRESPONDENCE COURSES?			
<input type="checkbox"/> YES-ONLY CORRESPONDENCE. IF YOUR SCHOOL OFFERS ONLY CORRESPONDENCE, CHECK HERE AND RETURN QUESTIONNAIRE IN ENCLOSED ENVELOPE. <input type="checkbox"/> YES-SOME CORRESPONDENCE. IF YOUR SCHOOL OFFERS SOME CORRESPONDENCE COURSES, CHECK HERE; EXCLUDE CORRESPONDENCE COURSES IN ANSWERING THE REMAINDER OF THE QUESTIONNAIRE. <input type="checkbox"/> NO CORRESPONDENCE, CHECK HERE AND CONTINUE WITH QUESTIONNAIRE.			
3. WHICH OF THE FOLLOWING BEST DESCRIBES THE TYPE OF AGENCY THAT OPERATES THIS SCHOOL?			
<input type="checkbox"/> PUBLIC <input type="checkbox"/> PRIVATE PROPRIETARY <input type="checkbox"/> INDEPENDENT NONPROFIT		NAME OF AFFILIATE..... STREET..... CITY.....STATE.....ZIP.....	
NAME OF PERSON COMPLETING THIS FORM.....		TITLE.....	
TELEPHONE: AREA CODE.....NUMBER.....		DATE.....	

DIRECTORY UPDATE -- PROGRAMS AND ENROLLMENTS

NCES NUMBER:

5. IN ANSWERING THE FOLLOWING QUESTION, PLEASE USE THE PERIOD JULY 1, 1980, THROUGH JUNE 30, 1981. IF YOU CANNOT USE THAT PERIOD, USE THE MOST RECENT 12-MONTH PERIOD IN WHICH YOUR RECORDS ARE BASED. IF DIFFERENT, INDICATE HERE THE PERIOD YOU ARE USING.....

PROGRAM OFFERINGS: PLEASE LIST ALL OCCUPATIONAL PROGRAMS THAT YOU OFFERED DURING THE TIME PERIOD FOR WHICH YOU ARE REPORTING.

ENROLLMENTS: PROVIDE FIGURES FOR TOTAL STUDENTS EVER ENROLLED. INCLUDE ONLY THOSE STUDENTS WHO WERE ENROLLED IN PROGRAMS WHICH LED TO A SPECIFIC OCCUPATIONAL OBJECTIVE. SPACE IS ALSO PROVIDED FOR REPORTING MALE/FEMALE AND FULL-TIME/PART-TIME ENROLLMENTS.

FULL-TIME ENROLLMENT REFERS TO A FULL WORK LOAD AS DETERMINED BY THE SCHOOL OR STATE
PART-TIME ENROLLMENT REFERS TO A LESS THAN FULL WORKLOAD AS DETERMINED BY YOUR SCHOOL OR STATE
COMPLETIONS REFER TO THE NUMBER WHO COMPLETED THE PROGRAM IN THE REPORTING PERIOD.

NOTE: PLEASE CHECK TOTALS. COLUMNS 3 PLUS 4 SHOULD EQUAL 2; 5 PLUS 6 SHOULD EQUAL 2. IF MORE SPACE IS NEEDED, CONTINUE ON ANOTHER SHEET AND NUMBER LINES AND COLUMNS.

LINE NO.	NCES USE ONLY	PROGRAMS (1)	TOTAL		ENROLLMENTS		COMPLETIONS	
			(2)	MALE (3)	FEMALE (4)	FULL-TIME (5)	PART-TIME (6)	MALE (7)
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								

PLEASE RETURN FORM TO RACED SYSTEMS INC.

8630 FENTON ST.

SILVER SPRING, MD 20910

* THANK YOU *

* FOR YOUR *

* COOPERATION *

NCES FORM 235B-2.10/81 REPLACES NCES FORM 235B-2.11/79 WHICH IS OBSOLETE.

DIRECTORY UPDATE -- PROGRAMS AND ENROLLMENTS (CONTINUED)

AGE 3
NCES NUMBER 521607

6. (CONTINUED) IF MORE SPACE NEEDED CONTINUE ON ANOTHER SHEET AND NUMBER LINES AND COLUMNS.

LINE NO.	PROGRAM (11)	TOTAL HOURS (12)	HOURS/ WEEK (13)	TOTAL CDS (14)	--TOTAL ENROLLMENT--			--FULL-TIME ENROLLMENT--			--PART-TIME ENROLLMENT--		
					TOTAL (15)	MALE (16)	FEMALE (17)	TOTAL (18)	MALE (19)	FEMALE (20)	TOTAL (21)	MALE (22)	FEMALE (23)
1													
2													
3													
4													
5													
6													
7													
8													
9													
TOTALS													

LINE NO.	PROGRAM (11)	COMPLETED REQUIREMENTS			---LEFT WITH SKILL---			---LEFT WITHOUT SKILL---			---CONTINUING PROGRAM---		
		TOTAL (15)	MALE (16)	FEMALE (17)	TOTAL (18)	MALE (19)	FEMALE (20)	TOTAL (21)	MALE (22)	FEMALE (23)	TOTAL (24)	MALE (25)	FEMALE (26)
1													
2													
3													
4													
5													
6													
7													
8													
9													
TOTALS													

PLEASE RETURN FORM TO MACRO SYSTEMS, INC.

8630 FENTON ST.

SILVER SPRING, MD 20910

* THANK YOU *

* FOR YOUR *

* COOPERATION *

NCES FORM 2350, 10/81 REPLACES NCES FORM 2350, 11/79 WHICH IS OBSOLETE.

DIRECTORY UPDATE -- SCHOOL IDENTIFYING INFORMATION (PLEASE INDICATE ANY
NECESSARY CHANGES.)

NCES NUMBER

521609

NAME OF SCHOOL:

MAILING ADDRESS:

TELEPHONE:

CONGRESSIONAL DISTRICT:

1. IS YOUR SCHOOL A POSTSECONDARY SCHOOL OFFERING ANY PROGRAMS
WHICH LEAD TO A SPECIFIC OCCUPATIONAL OBJECTIVE?

AN OCCUPATIONAL PROGRAM IS A PLANNED SEQUENCE OF COURSES
LEADING TO A SPECIFIC OCCUPATIONAL SKILL, SUCH AS
SECRETARIAL SCIENCE, ORNAMENTAL HORTICULTURE, RADIOLOGY,
COSMETOLOGY, OR BODY AND FENDER REPAIR. PROGRAMS WHICH
DO NOT LEAD TO CAREERS SHOULD BE EXCLUDED, SUCH AS FOOD
PREPARATION FOR HOMEOWNERS, PRIVATE PILOT TRAINING,
CHARM COURSES, OR PROGRAMS FOR SELF IMPROVEMENT.

FORM APPROVED FIDAC NO. B37, EXPIRATION DATE 12/12
DUE DATE 02/15/82

DATA OBTAINED THROUGH THIS SURVEY WILL BE USED AS
FOLLOWS:

1. SCHOOL NAME AND ADDRESS, PROGRAMS OFFERED, AND
TOTAL ENROLLMENT WILL BE USED TO DEVELOP A
DIRECTORY OF POSTSECONDARY SCHOOLS.
2. ALL OTHER INFORMATION WILL BE USED IN NATIONAL
SUMMARY TABLES ONLY. NO DATA OTHER THAN
FOR THE DIRECTORY LISTING, WILL BE IDENTIFIED
WITH THE NAME OF YOUR SCHOOL.

THIS SURVEY IS AUTHORIZED BY LAW
(20 U.S.C. 1221E-1). FAILURE TO
RESPOND WILL IN NO WAY BE
DETRIMENTAL TO YOU.

1. YES--CONTINUE WITH QUESTIONNAIRE.

1. NO--STOP HERE AND RETURN QUESTIONNAIRE IN THE
ENCLOSED ENVELOPE.

2. DOES YOUR SCHOOL OFFER ANY CORRESPONDENCE COURSES?

1. YES--ONLY CORRESPONDENCE. IF YOUR SCHOOL OFFERS ONLY
CORRESPONDENCE, CHECK HERE AND RETURN QUESTIONNAIRE
IN ENCLOSED ENVELOPE.

1. YES--SOME CORRESPONDENCE. IF YOUR SCHOOL OFFERS SOME
CORRESPONDENCE COURSES, CHECK HERE; EXCLUDE CORRESPONDENCE
COURSES IN ANSWERING THE REMAINDER OF THE QUESTIONNAIRE.

1. NO CORRESPONDENCE, CHECK HERE AND CONTINUE WITH
QUESTIONNAIRE.

3. WHICH OF THE FOLLOWING BEST DESCRIBES THE TYPE OF AGENCY
THAT OPERATES THIS SCHOOL?

1. PUBLIC

1. PRIVATE PROPRIETARY

1. INDEPENDENT NONPROFIT

4. IS THIS SCHOOL RELATED TO OR AFFILIATED WITH ANOTHER
ORGANIZATION? (CHECK ONE)

1. WE ARE NOT AFFILIATED WITH ANOTHER ORGANIZATION.

1. THIS SCHOOL IS A BRANCH OF ANOTHER ORGANIZATION. (PROVIDE
NAME AND ADDRESS OF PARENT INSTITUTION.)

1. THIS SCHOOL IS ONE OF A CHAIN OF SCHOOLS. (PROVIDE
NAME AND ADDRESS OF PARENT INSTITUTION.)

1. THIS SCHOOL IS THE PARENT OR HOME OFFICE OF A CHAIN
OF SCHOOLS.

1. THIS IS A HOSPITAL SCHOOL AND STUDENTS REGISTER THROUGH
A COLLEGE OR UNIVERSITY. (PROVIDE NAME AND ADDRESS OF
THE INSTITUTION.)

1. OTHER (SPECIFY)

NAME OF AFFILIATE

STREET

CITY

STATE

ZIP

NAME OF PERSON COMPLETING THIS FORM

TELEPHONE: AREA CODE.....NUMBER.....

TITLE

DATE

DIRECTORY UPDATE -- PROGRAMS AND ENROLLMENTS

IN ANSWERING THE FOLLOWING QUESTIONS, PLEASE USE THE PERIOD JULY 1, 1980, THROUGH JUNE 30, 1981. IF YOU CANNOT USE THAT PERIOD, USE THE MOST RECENT 12-MONTH PERIOD ON WHICH YOUR RECORDS ARE BASED. IF DIFFERENT, INDICATE PERIOD:.....

5. HOW MANY OF EACH OF THE FOLLOWING TYPES OF STAFF WERE EMPLOYED BY YOUR SCHOOL DURING THE PERIOD FOR WHICH YOU ARE REPORTING? FOR THOSE WITH TWO OR MORE FUNCTIONS, COUNT ONLY ONCE AND LIST BY MAIN FUNCTION. FULL-TIME REFERS TO A FULL WORK LOAD AS DETERMINED BY YOUR SCHOOL. PART-TIME REFERS TO A LESS THAN FULL WORK LOAD AS DETERMINED BY YOUR SCHOOL.

OTHER PROFESSIONAL REFERS TO THOSE EMPLOYED IN ADMINISTRATION, MANAGEMENT, SALES, PLACEMENT, LIBRARY, ETC.
NONPROFESSIONAL REFERS TO THOSE EMPLOYED AS OFFICE AND CLERICAL WORKERS, IN MACHINE MAINTENANCE, ETC. EXCLUDE CUSTODIAL PERSONNEL.

-----FULL-TIME-----			-----PART-TIME-----		
TOTAL	MALE	FEMALE	TOTAL	MALE	FEMALE
11	12	13	14	15	16

INSTRUCTIONAL STAFF

OTHER PROFESSIONAL

NONPROFESSIONAL

TOTAL STAFF

NOTE: PLEASE CHECK TOTALS. COLUMNS 2 PLUS 3 SHOULD EQUAL 11. 5 PLUS 6 SHOULD EQUAL 4.

6. PROGRAMS AND ENROLLMENTS. IF MORE SPACE IS NEEDED, USE AN ADDITIONAL SHEET AND CONTINUE NUMBERING THE ADDITIONAL PROGRAMS. INSERT FIGURES IN THE SPACES PROVIDED. IF ANSWER IS "NONE", INSERT "00". IF DATA ARE NOT AVAILABLE, INSERT "NA".

- COL. 1 LIST THE PROGRAMS YOU OFFERED DURING THE PERIOD FOR WHICH YOU ARE REPORTING. USE A LINE FOR EACH PROGRAM. IF YOU OFFERED SEVERAL PROGRAMS IN THE SAME FIELD BUT OF DIFFERENT LENGTHS, LIST EACH PROGRAM ON A SEPARATE LINE.
- COL. 2 INDICATE THE TOTAL LENGTH OF EACH PROGRAM IN CLOCK HOURS.
- COL. 3 FULL-TIME STUDENTS ONLY. INDICATE THE TOTAL NUMBER OF CLOCK HOURS PER WEEK OF REQUIRED ATTENDANCE. INCLUDE CLASSES, LABORATORY, PRACTICAL EXPERIENCE.
- COL. 4 FULL-TIME STUDENTS ONLY. REPORT THE TOTAL CHARGES TO COMPLETE THE PROGRAM. INCLUDE FEES, TUITION, BOOKS, SUPPLIES, MIS, EQUIPMENT, AND OTHER CHARGES. EXCLUDE HOUSING, MEALS, CLOTHING, AND OTHER PERSONAL ITEMS.
- COL. 5-7 REPORT THE TOTAL NUMBER OF STUDENTS WHO WERE EVER ENROLLED DURING THE REPORTING PERIOD. INCLUDE ALL STUDENTS EVEN THOUGH THEY MAY HAVE HAD DIFFERENT STARTING DATES.
- COL. 8-10 FULL-TIME REFERS TO A FULL WORK LOAD AS DETERMINED BY YOUR SCHOOL OR STATE. OF THE TOTAL NUMBER OF STUDENTS IN COLUMNS 5-7, REPORT THE NUMBER OF FULL-TIME STUDENTS.
- COL. 11-13 PART-TIME REFERS TO LESS THAN A FULL WORK LOAD AS DETERMINED BY YOUR SCHOOL OR STATE. OF THE TOTAL NUMBER OF STUDENTS IN COLUMNS 5-7, REPORT THE NUMBER OF PART-TIME STUDENTS.
- COL. 14-16 REPORT THE NUMBER OF STUDENTS WHO COMPLETED ALL REQUIREMENTS OF THE PROGRAM.
- COL. 17-19 REPORT THE NUMBER OF STUDENTS WHO DID NOT COMPLETE ALL REQUIREMENTS OF THE PROGRAM BUT HAD LEFT WITH ENOUGH SKILL TO TAKE A JOB IN THE FIELD.
- COL. 20-22 REPORT THE NUMBER OF STUDENTS WHO DROPPED OUT OF THE PROGRAM WITHOUT SUFFICIENT TRAINING TO TAKE A JOB IN THE FIELD.
- COL. 23-25 REPORT THE NUMBER OF STUDENTS WHO ARE (OR WERE) STILL ENROLLED IN THE TRAINING PROGRAM.

NOTE: PLEASE CHECK TOTALS. COLUMNS 8 AND 11 SHOULD EQUAL COLUMN 5. COLUMNS 14, 17, 20, AND 23 SHOULD EQUAL COLUMN 5.

NCES FORM 235H, 10/91 REPLACES NCES FORM 235H, 11/79 WHICH IS OBSOLETE. (PLEASE CONTINUE ON NEXT PAGE)

DIRECTORY UPDATE -- SCHOOL IDENTIFYING INFORMATION (PLEASE INDICATE ANY NECESSARY CHANGES.)

NCES NUMBER:

NAME OF SCHOOL:

FORM APPROVED FELAC NO. R37, EXPIRATION DATE 12/82
DUE DATE 02/12/82

MAILING ADDRESS:

DATA OBTAINED THROUGH THIS SURVEY WILL BE USED AS FOLLOWS:

TELEPHONE:

CONGRESSIONAL DISTRICT:

1. SCHOOL NAME AND ADDRESS, PROGRAMS OFFERED, AND TOTAL ENROLLMENT WILL BE USED TO DEVELOP A DIRECTORY OF POSTSECONDARY SCHOOLS.
2. ALL OTHER INFORMATION WILL BE USED IN NATIONAL SUMMARY TABLES ONLY. NO DATA, OTHER THAN FOR THE DIRECTORY LISTING, WILL BE IDENTIFIED WITH THE NAME OF YOUR SCHOOL.

1. IS YOUR SCHOOL A POSTSECONDARY SCHOOL OFFERING ANY PROGRAMS WHICH LEAD TO A SPECIFIC OCCUPATIONAL OBJECTIVE?

AN OCCUPATIONAL PROGRAM IS A PLANNED SEQUENCE OF COURSES LEADING TO A SPECIFIC OCCUPATIONAL SKILL, SUCH AS SECRETARIAL SCIENCE, ORNAMENTAL FERTILIZATION, RADIOLOGY, COSMETOLOGY, OR BODY AND FINGER REPAIR. PROGRAMS WHICH DO NOT LEAD TO CAREERS SHOULD BE EXCLUDED, SUCH AS FOOD PREPARATION FOR FINEMAKERS, PRIVATE PILOT TRAINING, CRAFT COURSES, OR PROGRAMS FOR SELF-IMPROVEMENT.

☐ YES--CONTINUE WITH QUESTIONNAIRE.

☐ NO--STOP HERE AND RETURN QUESTIONNAIRE IN THE ENCLOSED ENVELOPE.

4. IS THIS SCHOOL RELATED TO OR AFFILIATED WITH ANOTHER ORGANIZATION? (CHECK ONE)

2. DOES YOUR SCHOOL OFFER ANY CORRESPONDENCE COURSES?

☐ WE ARE NOT AFFILIATED WITH ANOTHER ORGANIZATION.

☐ YES--ONLY CORRESPONDENCE. IF YOUR SCHOOL OFFERS ONLY CORRESPONDENCE, CHECK HERE AND CONTINUE WITH QUESTIONNAIRE.

☐ THIS SCHOOL IS A BRANCH OF ANOTHER ORGANIZATION. (PROVIDE NAME AND ADDRESS OF PARENT INSTITUTION.)

☐ YES--SOME CORRESPONDENCE. IF YOUR SCHOOL OFFERS SOME CORRESPONDENCE COURSES, CHECK HERE; EXCLUDE RESIDENTIAL COURSES IN ANSWERING THE REMAINDER OF THE QUESTIONNAIRE. HOWEVER, INCLUDE RESIDENTIAL HOURS REQUIRED OF SOME CORRESPONDENCE COURSES.

☐ THIS SCHOOL IS ONE OF A CHAIN OF SCHOOLS. (PROVIDE NAME AND ADDRESS OF PARENT INSTITUTION.)

☐ NO CORRESPONDENCE. RETURN QUESTIONNAIRE IN ENCLOSED ENVELOPE.

☐ THIS SCHOOL IS THE PARENT OR HOME OFFICE OF A CHAIN OF SCHOOLS.

☐ THIS IS A HOSPITAL SCHOOL AND STUDENTS REGISTER THROUGH A COLLEGE OR UNIVERSITY. (PROVIDE NAME AND ADDRESS OF THE INSTITUTION.)

3. WHICH OF THE FOLLOWING BEST DESCRIBES THE TYPE OF AGENCY THAT OPERATES THIS SCHOOL?

☐ OTHER (SPECIFY)

☐ PUBLIC

NAME OF AFFILIATE

☐ PRIVATE PROPRIETARY

STREET

☐ INDEPENDENT NONPROFIT

CITY

STATE

ZIP

NAME OF PERSON COMPLETING THIS FORM

TITLE

TELEPHONE: AREA CODE NUMBER

DATE

DIRECTORY UPDATE -- PROGRAMS AND ENROLLMENTS

NCES NUMBER:

IN ANSWERING THE FOLLOWING QUESTIONS, PLEASE USE THE PERIOD JULY 1, 1980, THROUGH JUNE 30, 1981. IF YOU CANNOT USE THAT PERIOD, USE THE MOST RECENT 12-MONTH PERIOD ON WHICH YOUR RECORDS ARE BASED. IF DIFFERENT, INDICATE PERIOD:.....

5. HOW MANY OF EACH OF THE FOLLOWING TYPES OF STAFF WERE EMPLOYED BY YOUR SCHOOL DURING THE PERIOD FOR WHICH YOU ARE REPORTING? FOR THOSE WITH TWO OR MORE FUNCTIONS, COUNT ONLY ONCE AND LIST BY MAIN FUNCTION. FULL-TIME REFERS TO A FULL WORK LOAD AS DETERMINED BY YOUR SCHOOL. PART-TIME REFERS TO A LESS THAN FULL WORK LOAD AS DETERMINED BY YOUR SCHOOL.

OTHER PROFESSIONAL REFERS TO THOSE EMPLOYED IN ADMINISTRATION, MANAGEMENT, SALES, PLACEMENT, LIBRARY, ETC.
NONPROFESSIONAL REFERS TO THOSE EMPLOYED AS OFFICE AND CLERICAL WORKERS, IN MACHINE MAINTENANCE, ETC. EXCLUDE
CUSTODIAL PERSONNEL.

FULL-TIME			PART-TIME		
TOTAL	MALE	FEMALE	TOTAL	MALE	FEMALE
(1)	(2)	(3)	(4)	(5)	(6)

INSTRUCTIONAL STAFF

OTHER PROFESSIONAL

NONPROFESSIONAL

TOTAL STAFF

NOTE: PLEASE CHECK TOTALS. COLUMNS 2 PLUS 3 SHOULD EQUAL 1; 5 PLUS 6 SHOULD EQUAL 4.

NCES FORM 235B-1, 10/81 REPLACES NCES FORM 235B-1, 11/79 WHICH IS OBSOLETE.

(PLEASE CONTINUE ON NEXT PAGE)

DIRECTORY UPDATE -- PROGRAMS AND ENROLLMENTS (CONTINUED)

BUS NUMBER

4. PROGRAMS AND ENROLLMENTS. PLEASE INSERT FIGURES IN SPACES PROVIDED.
IF ANSWER IS NONE, INSERT '0'. IF DATA ARE NOT AVAILABLE, INSERT 'NA'.

COL. 1 PLEASE LIST THE PROGRAMS THAT YOU OFFERED IN THE PERIOD FOR WHICH YOU ARE REPORTING. IF MORE SPACE IS
NEEDED, USE AN ADDITIONAL SHEET AND NUMBER LINES AND COLUMNS FOR REPORTING ADDITIONAL PROGRAMS.

COL. 2 ENTER THE NUMBER OF RESPONSES (LESSONS, TESTS, ETC.) REQUIRED TO COMPLETE THE PROGRAM.

COL. 3 ENTER THE AVERAGE NUMBER OF MONTHS REQUIRED TO COMPLETE THE PROGRAM.

COL. 4 ENTER AVERAGE NUMBER OF HOURS REQUIRED TO COMPLETE THE PROGRAM THROUGH CORRESPONDENCE ONLY.

COL. 5 ENTER AVERAGE NUMBER OF RESIDENTIAL HOURS REQUIRED TO COMPLETE THE PROGRAM, NOT INCLUDED IN COL. 4.

COL. 6 ENTER TOTAL COST (TUITION, FEES, ETC.) FOR THE PROGRAM.

COL. 7 ENTER THE NUMBER OF STUDENTS EVER ENROLLED IN THE PROGRAM IN THE PERIOD SHOWN ABOVE.

COL. 8 ENTER THE NUMBER OF STUDENTS WHO COMPLETED THE PROGRAM IN THE PERIOD SHOWN ABOVE.

LINE NO.	NCS SSE ONLY	PROGRAM (1)	NUMBER OF RESPONSES (2)	AVERAGE MONTHS (3)	AVERAGE HOURS (4)	RESIDENTIAL HOURS (5)	TOTAL COST (6)	NUMBER OF STUDENTS (7)	NUMBER OF COMPLETIONS (8)
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									

TOTALS

PLEASE RETURN FORM TO MACRO SYSTEMS INC.

4630 FENTON ST.

SILVER SPRING, MD 20910

* THANK YOU *
* FOR YOUR *
* COOPERATION *

NCS FORM 2350-1, 10/81 REPLACES NCS FORM 2350-1, 11/79 WHICH IS OBSOLETE.