

September 1, 2025

Dear Principal,

As we start a new school year, it is now time to complete a new NCEA Report. The form is again a Google Sheet; please follow the instructions in your email from Stephanie for how to access your form. The form is very similar to last year's form so returning principals should be accustomed to the procedures for finding the needed information. A few new questions have been added (and some have been removed) so please review [the attached instructions](#) to assist you while you complete your NCEA report.

Please complete all pages of the report (tabs 1 through 9 or 10) using the actual count as of Friday, September 12, 2025. We are often asked by funding sources and government agencies for summary information of all Catholic schools in Western New York. The full participation of all elementary and high schools is very important for the creation of this summary data.

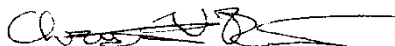
To make things easier this year, we have again populated some of the fields with data you supplied last year (demographic information, faculty information). Please be sure to edit as needed, removing unneeded names and information while adding new employees, districts and other information (please do not delete or add any "rows" to the spreadsheet - it will affect the summary cells on the form). In order to avoid a time crunch prior to September 29th (the report deadline), I recommend you begin working on the Professional Staff demographics, "Finance", "Tuition and Fees", "Administration & Support Staff Profile", and "Teachers Profile" tabs prior to September 12th.

Although there are some sensitive questions asked, you can be certain that we do not ever give out information about a particular school. We are often asked general questions and your participation will hopefully save us time gathering the data later in the year as needs dictate if we already have the information available inside the Department of Catholic Schools.

If you have any concerns about releasing certain data requested, I urge you to call me. I would be happy to discuss alternate methods of reporting that meet your need for privacy and our need for specific school information.

Thank you again for completing all parts of the form online by no later than September 29th. If you have any questions, please contact me.

Sincerely,



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