

**DATA AND FORMS FOR THE CATHOLIC SCHOOLS OFFICE**

The Catholic Schools Office is responsible for gathering statistics and data for the Diocese, for the Diocesan School Board, state and federal governments and for national associations. Data requested from each school should be uploaded to the CSOsite by the date requested. The office depends on the accuracy of the data supplied.

**Diocesan Forms/Information**

Diocesan education information and statistics must be made available to the Catholic Schools Office. This information may be on forms provided or it may be electronically generated at the local level as long as all information is included.

Keep at the local level

Asbestos Emergency Card  
Emergency Medical Form  
Employee Contract  
Employee Separation Report  
Fieldtrip Permission Form  
Minimum Time Schedule  
Pupil Transfer Report  
Request for Leave  
Request for Research Program  
Staff Application  
Support Staff Evaluation  
Teacher Application  
Teacher Evaluation  
Teacher Formation and Summative Report  
Any other forms and information as requested by the Catholic Schools Office

Uploaded to CSOsite

Asbestos  
Administration Contact Information  
Annual Financial Report  
Basic Textbook Summary  
Catholic School Employee Database (UPDATED AS NECESSARY AND ANNUALLY)  
Day Care Census  
Emergency Preparedness Plan  
Extended Day Census  
Faculty Handbook  
Finance Information Report  
NCEA Report (available from NCEA)  
Opening Day Census  
Principal's Annual Assessment  
Principal's Contract  
Student Parish Census  
Student Withdrawal Report  
Student Accident Form  
Student/Parent Handbook  
Technology Plan  
Western Catholic Educational Association Report  
Any other forms and information as requested by the Catholic Schools Office