



## Annual Report System

### GETTING STARTED

#### ▪ Minimum Requirements

To run the system, you will need the following:

- ✓ a computer with access to the Internet via modem or direct Internet connection.
- ✓ a WWW browser such as Netscape, installed on a computer with Internet access. We support Netscape versions 3.02 and higher and IE versions 4.01 and higher.

#### ▪ Startup

1. Complete the usual startup routine for your computer and launch your WWW browser (e.g., Netscape, Internet Explorer). The Web Page address for the NCA Commission on Schools Home Page is:

**<http://www.ncacasi.org>**

2. Follow the **Reporting** link. The system will ask you to register with the NCA website if you have not already done so. If you have done so, please enter your email address and website password. After you have registered or logged in to the site, the system should return you to the Reporting page. Select the link for the **Annual Report**. You will be presented with the Announcements page, and you may also download more detailed documentation from there. At the bottom of that page, click on the link that says **Click here to begin completing the Annual Report**.
3. The Login screen for the Annual Report will appear. Type in your school ID number (identified on the colored label affixed below) on the Login Screen and click on **Continue**.

NCA State Office to Affix Label Here  
School Name, City  
School ID  
Password

<b>Login Screen for NCA Annual Report</b>	
To access the data and forms for your school's annual report please enter your school ID below.	
<b>School ID Number</b>	<input type="text"/>
Continue	
Exit	

Type in the five-digit  
**School ID Number**  
identified on colored label

- A table will appear containing your school name, school ID, school type, endorsement, and endorsement date. Review the data displayed in the table using the scroll bar to scroll down the page. Type in your school password (identified on the colored label) and click on Continue to display the Annual Report Main Menu.

## Welcome to the NCA Annual Reporting Service

If any of the data are INCORRECT,  
please EXIT and contact your state office to make the appropriate changes

School ID:	12345
School Name:	Central High School
School Type:	Secondary
Membership Status:	Accredited Without Warning
Endorsement Pursuing:	School Improvement

**Enter School Password:**

Type in the *Password* identified on colored label

- The Annual Report Main Menu**

The Annual Report Main Menu consists of eight sections.

### Main Menu

Membership and Improvement Criteria

New and Reassigned Staff

Endorsements

Last Year's Violations

Generate Annual Report

Signature Page and Sign Off

View The NCA Standards Booklet

Exit

- Membership and Improvement Criteria**

- At the Annual Report Main Menu, click on **Membership and Improvement Criteria**. The first page of questions will appear. Update any information that has changed. Use the scroll bar to scroll down the page as you review the questions and type in the responses. The types of responses are:

Fill-in-the-blank: Click inside the box and type your response.

Check boxes: Two or more choices will be displayed. You may choose as many as needed. Click inside the box to select that choice; click on a selected box to deselect that choice.

Drop-down list boxes: The current selection will be displayed in the box. Click inside the box or on the down arrow to display the other choices. Click on the choice you wish to select.

Radio buttons: Two or more choices will be displayed. You may choose only one. Click inside the circle to select that choice. Any previous choice for that field will be deselected when you select a new choice.

NOTE: Criteria numbers appear throughout the system where relevant. These numbers will be underlined and highlighted in color. When clicked on, these numbers link to a related document in the system and provide you with the text for that criterion. To return, click on the **Back** button on your browser tool bar.

2. When you have finished entering information on the page, click on **Save and Continue** to save your responses and continue to the next page. Click on **Return to Main Menu** if you wish to return to the Annual Report Main Menu without saving your changes.

**IMPORTANT: Anytime you make changes that you wish to save, you MUST click on Save and Continue. If you click on Return to Main Menu, any changes made on the current page will not be saved. Changes previously saved on other pages will not be affected when you click on Return to Main Menu.**

3. Continue in the same manner to answer the remaining pages of questions in the Membership and Improvement Criteria section. When you finish the last page, the Annual Report Main Menu will redisplay.

▪ **New and Reassigned Staff**

1. At the Annual Report Main Menu, click on **New and Reassigned Staff**. Report information on new and reassigned staff for the current school year (2002-2003) only.
  - Click **Yes** if you have New and Reassigned Staff to report, or **No** if you do not, then click on **Save and Continue**.
  - To add a new/reassigned staff member to your report, click on **Add New/Reassigned Staff Member** and enter the information in the spaces provided.
  - To make changes to a staff member already entered, select the staff member's name from the drop-down list and click on **Update Staff Member** and make the appropriate changes.
  - If you discover you've added a staff member by mistake and wish to delete the name from your report, select the staff member's name from the drop-down list, and click on **Delete Staff Member**.
2. When the new and reassigned staff section of the report is complete for all staff members, click inside the verification check box to mark it with a ✓, then click **Submit**.

▪ **Endorsements**

1. At the Annual Report Main Menu, click on **Endorsements**. The first page of questions will appear, with your school's name and current data displayed. On the following page, identify the steps completed by filling in the month and year of completion.
2. Use the scroll bar to scroll down the page as you type in the responses. Procedures for entering information in this section are the same as Membership Criteria. When you have completed the Endorsements section, click on **Return to Main Menu**.

▪ **Last Year's Violations**

1. At the Annual Report Main Menu, click on **Last Year's Violations**. If your school had no violations last year, the message "All violations have been resolved and/or cleared by the state" will display. Click on **Continue** to return to the Annual Report Main Menu. If your school had violations last year, the screen will display the criterion number, the violation description, and a space for your school's explanation. In the space provided, describe the progress made toward the resolution of the violation and click on **Save and Continue** to save your responses and continue to the next violation.
2. Continue in the same manner to enter progress made toward the resolution for the remainder of last year's violations. When you finish the last violation, the Annual Report Main Menu will redisplay.

▪ **Generate Copy of Annual Report**

To print a complete copy of the entire annual report:

1. At the Annual Report Main Menu, click on **Generate Copy of Annual Report**. A complete "formatted copy" of the report will display on your screen. **To print the actual copy, you must click on the print icon on your browser tool bar.** NOTE: The signature page must be printed separately (see the section below on Signature Page and Sign Off). After printing is complete, click on the **Back** button on your browser tool bar to return to the annual report.

To print a specific page of the annual report:

Click on the **Print** button on your browser tool bar (e.g., Print on the Netscape tool bar).

▪ **Signature Page and Sign Off**

**IMPORTANT: NCA CASI DOES NOT REQUIRE THAT YOU SEND OR FAX A COPY OF THIS PAGE TO YOUR STATE OFFICE; HOWEVER, YOU ARE REQUIRED TO KEEP A COPY OF THE ENTIRE REPORT WITH THE SIGNATURE PAGE SIGNED ON FILE AND AVAILABLE FOR EXTERNAL PEER REVIEW TEAMS.**

1. At the Annual Report Main Menu, click on **Signature Page and Sign Off**. If there are no violations, the screen will display "No violations." If there are violations, the screen will display a list of your school's violations for this year and your school's explanations of these violations, followed by a list of last year's violations. A space for the signatures of your principal and superintendent, and a check box for certifying that the information you have provided is correct will follow the list of violations. If you are ready to certify that the information is correct, click inside the verification check box to mark it with a ✓, then print the page. Print, sign, and file a copy even if there are no violations.
2. Read the final page. If you are ready to submit your annual report, click on **Submit Annual Report and Exit System**.

**WARNING: You may not make any changes after you submit your annual report! It is inaccessible until next year.**

If you are not ready to submit your annual report, click on **Cancel and Return to Main Menu**. Choosing Cancel will not cause data to be lost; it allows you to continue entering/updating data.

▪ **Exiting the System**

1. At the Annual Report Main Menu, click on **Exit**. A "thank you" page will display. Click on the word "**Here**" to return to the NCA Annual Report Home Page.
2. At the NCA Annual Report Home Page, you may exit your browser.