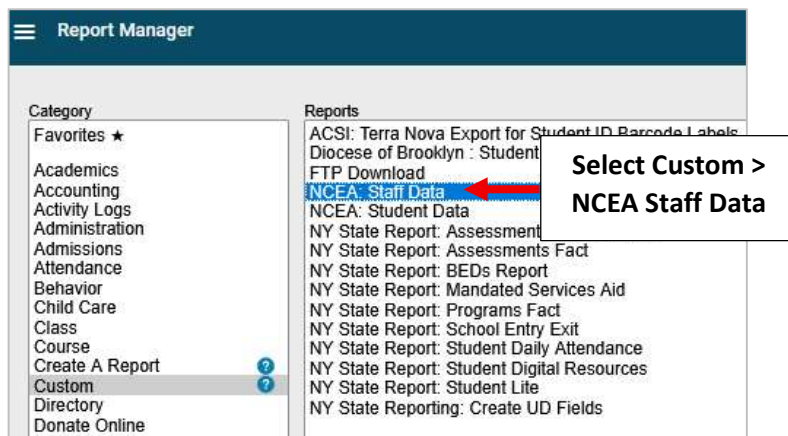


Staff Update for NCEA Reporting in FACTS SIS

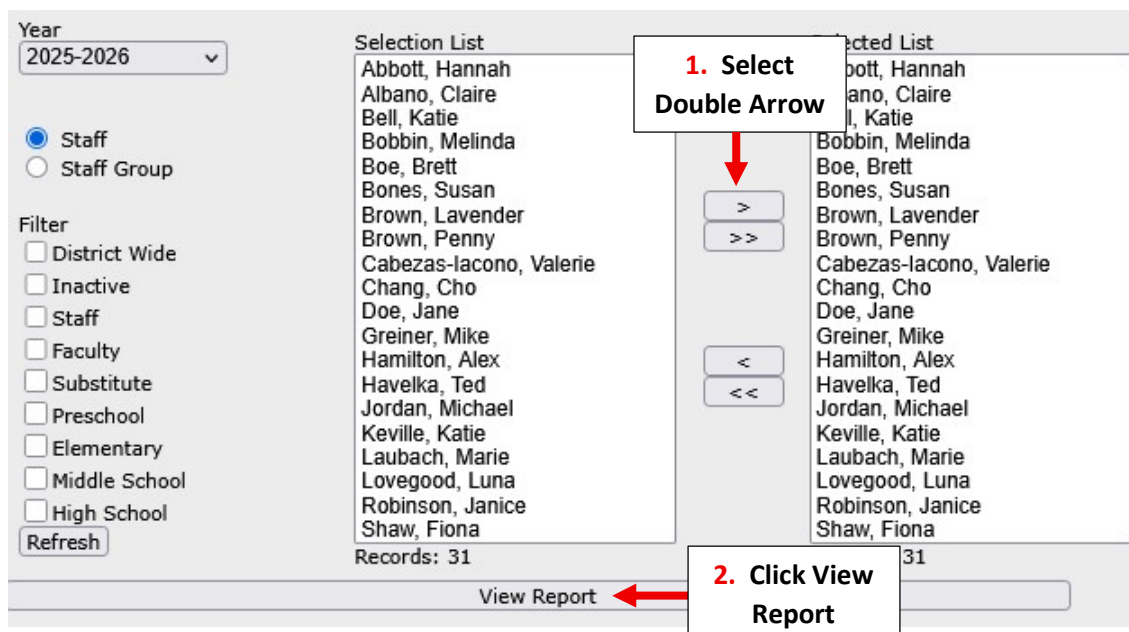
Once logged into FACTS please Select **Report Manager** from the Main Menu



Select **Custom > NCEA Staff Data**



Select **Double Arrow** to move all Staff to **Selected List** and Click **View Report**



Selected Fields will display and **Missing Data** appears **Blank**. Click Dropdown to enter Missing Data. Select **Update** to **Save** your Changes

NCEA Databank Report Cleanup

ALL FIELDS ARE REQUIRED!

Only staff members who have a responsibility for the teaching/learning process should be included on the NCEA report. All other staff members should not be included on the NCEA report. If you determine a staff member should not be included on the NCEA report, that staff member's name will be highlighted in red. Any staff member that has "Yes" selected under the "Exclude from NCEA report" header will NOT be sent with your data to NCEA.

If there are any questions about this report, please contact NCEA@factsmgt.com and be sure to include the school's name and FACTS SIS District Code.

Name	Exclude from NCEA report?	Affiliation	Denomination	Gender	Race	Employment	
1. Abbott, Hannah	No ▾	▾	Catholic ▾	Female ▾	▾	Full-Time ▾	Update
2. Albano, Claire	No ▾	Lay ▾	▾	Female ▾	White ▾	Full-Time ▾	Update
3. Bell, Katie	No ▾	Lay ▾	Catholic ▾	Female ▾	▾	Full-Time ▾	Update

1. Click Dropdown to enter Missing

2. Select **Update** to **Save** your Changes