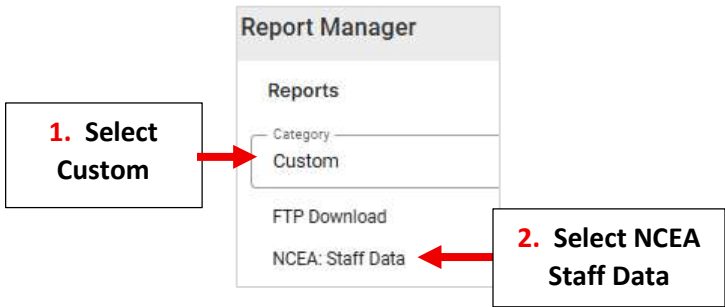


Staff Update for NCEA Reporting in FACTS SIS

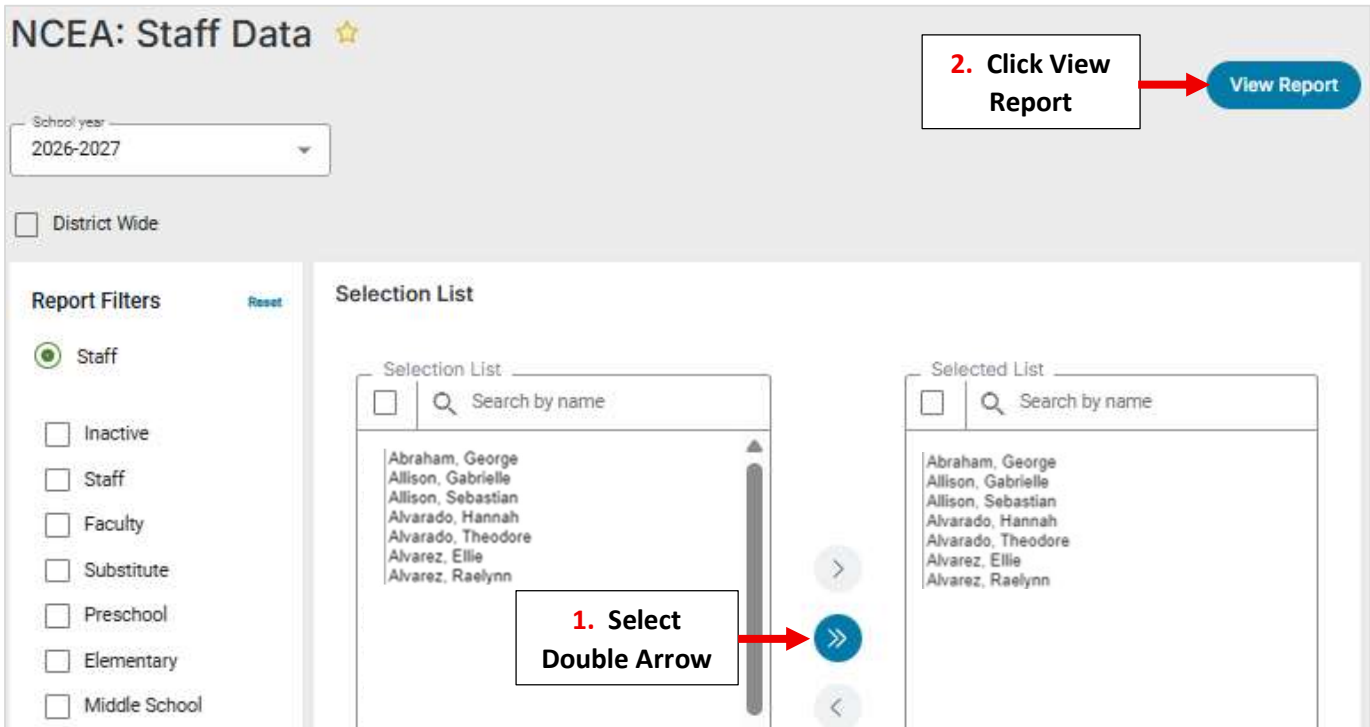
Once logged into FACTS please select **Reports > Report Manager**



Select **Custom > NCEA Staff Data**



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



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

To Exclude a Staff member from the NCEA Report, Select **“Yes”** under **Exclude from NCEA report Dropdown**.
****Please Note: Excluded Staff will appear in Red**

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	Em	
1. Abbott, Hannah	No			Female		Full-Time	Update
2. Albano, Claire	Yes	Lay	Catholic	Female	Hispanic or Latino	Part-Time	Update
3. Bell, Kati		Lay	Catholic	Female		Part-Time	Update

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

1. Click Dropdown to enter Missing Data

Excluded Staff will appear in Red