

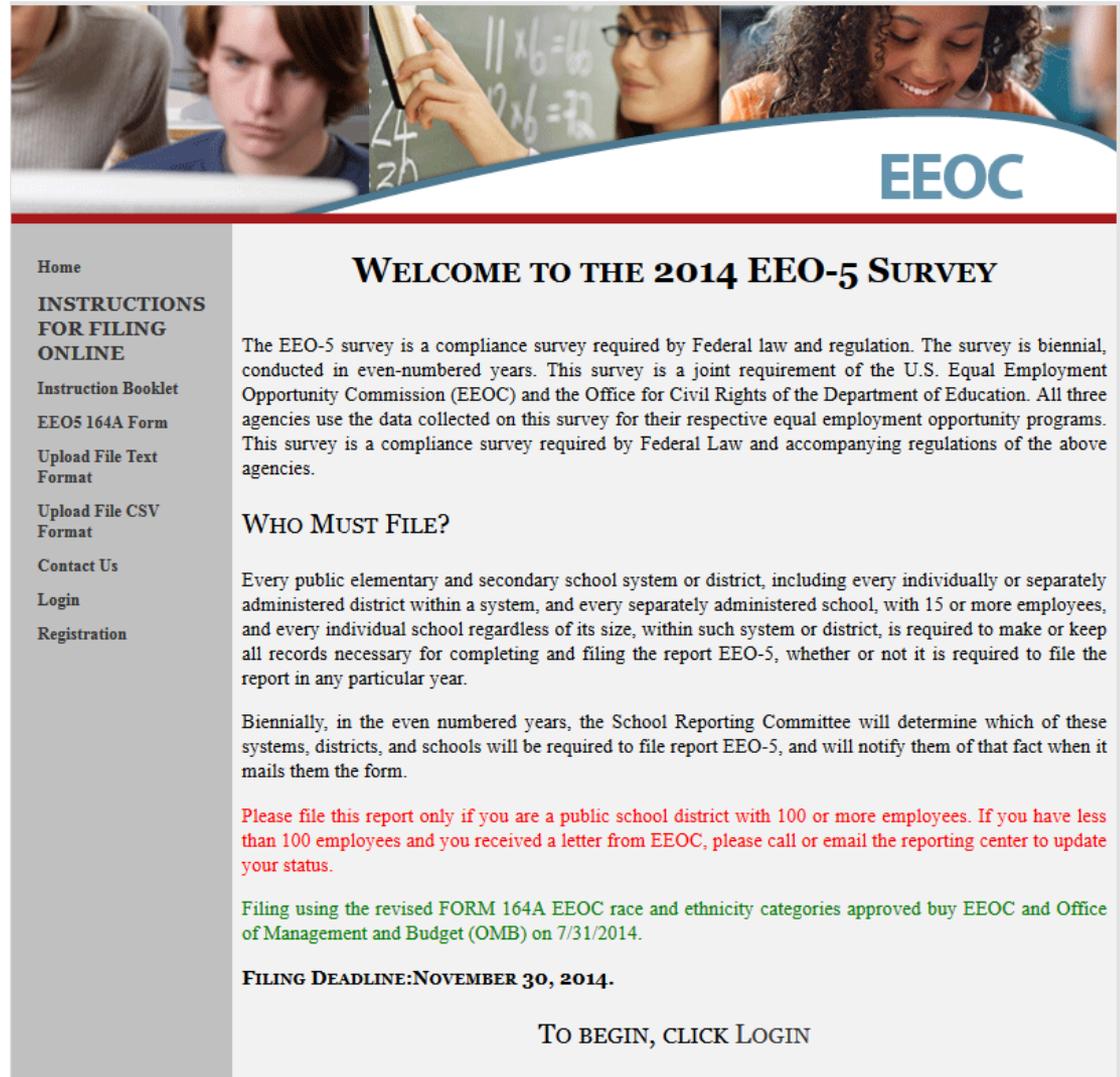
(EEO-5) SURVEY

This document is a guide on how to file online. The following are the necessary main steps to file online.

- Collect employment data
- Then go to URL provided in survey notification letter.
- Select the option to “Fill Survey”
- Certify report once data is entered.
- When finished, print your form

EEO-5 WEBSITE HOME PAGE

- This web page provides information about filing the current year EEO-5 Survey.
- The EEO-5 Survey Home Page provides links to downloadable forms and special instructions.
- This page also provides links to instructions for filing online.
- **Filing using the revised EEOC race and ethnicity categories.**



EEOC

WELCOME TO THE 2014 EEO-5 SURVEY

The EEO-5 survey is a compliance survey required by Federal law and regulation. The survey is biennial, conducted in even-numbered years. This survey is a joint requirement of the U.S. Equal Employment Opportunity Commission (EEOC) and the Office for Civil Rights of the Department of Education. All three agencies use the data collected on this survey for their respective equal employment opportunity programs. This survey is a compliance survey required by Federal Law and accompanying regulations of the above agencies.

WHO MUST FILE?

Every public elementary and secondary school system or district, including every individually or separately administered district within a system, and every separately administered school, with 15 or more employees, and every individual school regardless of its size, within such system or district, is required to make or keep all records necessary for completing and filing the report EEO-5, whether or not it is required to file the report in any particular year.

Biennially, in the even numbered years, the School Reporting Committee will determine which of these systems, districts, and schools will be required to file report EEO-5, and will notify them of that fact when it mails them the form.

Please file this report only if you are a public school district with 100 or more employees. If you have less than 100 employees and you received a letter from EEOC, please call or email the reporting center to update your status.

Filing using the revised FORM 164A EEOC race and ethnicity categories approved buy EEOC and Office of Management and Budget (OMB) on 7/31/2014.

FILING DEADLINE: NOVEMBER 30, 2014.

TO BEGIN, CLICK LOGIN

Home
INSTRUCTIONS FOR FILING ONLINE
Instruction Booklet
EEO5 164A Form
Upload File Text Format
Upload File CSV Format
Contact Us
Login
Registration

DISTRICTS WITH LESS THAN 100 EMPLOYEES

- **YOU ARE NOT SUPPOSE TO FILE IF YOU ARE A PUBLIC SCHOOL DISTRICT WITH LESS THAN 100 EMPLOYEES** (Sum of Full-Time Staff , Part-Time Staff and New Hires).
- Please fax or email the reporting center to update your status.
- Click on **Contact Us** link to get reporting center details.



EEOC

Home

INSTRUCTIONS FOR FILING ONLINE

Instruction Booklet

EEO5 164A Form

Upload File Text Format

Upload File CSV Format

Contact Us

Login

Registration

Contact Us :

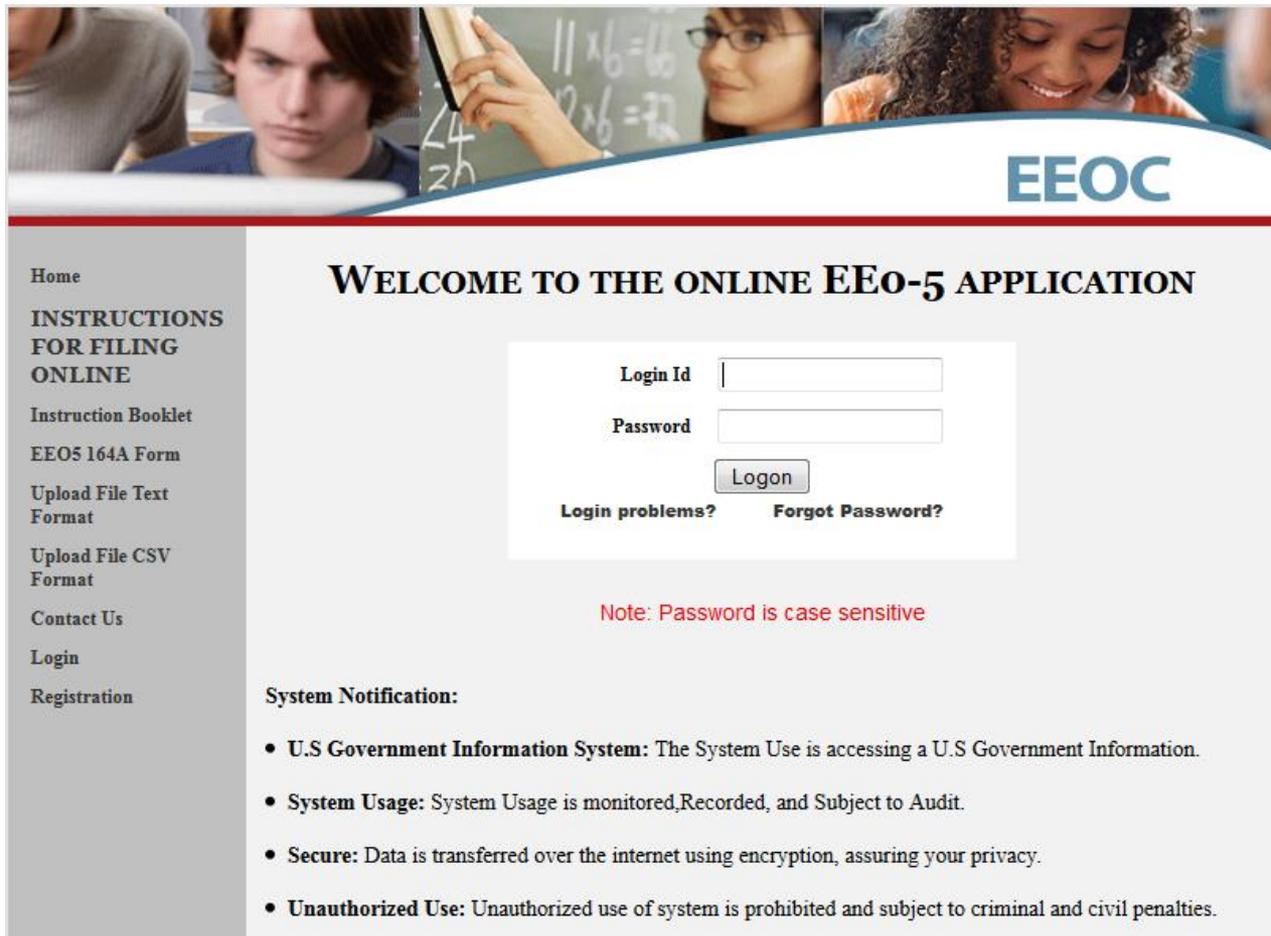
U.S. Equal Employment Opportunity Commission
EEO-5 Reporting Center
P. O. BOX 8127
Reston VA 20195

Phone: 1-877-318-0325
Fax: 1-866-262-0032
Email: EEO5@eeocsurvey.com

Note: If you are contacting the Reporting Center via email or fax, please include your login ID.

LOGIN PAGE

- Survey participants will use their District's Login ID (your OE Number) and a Password to gain access of EEO-5 Online Filing System.
- The Login ID and Password will be included in each District's survey notification letter.



EEOC

WELCOME TO THE ONLINE EEO-5 APPLICATION

Home
INSTRUCTIONS FOR FILING ONLINE
Instruction Booklet
EEO5 164A Form
Upload File Text Format
Upload File CSV Format
Contact Us
Login
Registration

Login Id
Password

[Login problems?](#) [Forgot Password?](#)

Note: Password is case sensitive

System Notification:

- **U.S Government Information System:** The System Use is accessing a U.S Government Information.
- **System Usage:** System Usage is monitored, Recorded, and Subject to Audit.
- **Secure:** Data is transferred over the internet using encryption, assuring your privacy.
- **Unauthorized Use:** Unauthorized use of system is prohibited and subject to criminal and civil penalties.

AFTER LOGIN

- This screen appears after login. Please read the conditions/rule and click 'Accept' to continue.

PLEASE ACCEPT THESE CONDITIONS/RULE TO CONTINUE

Your ability to use this system is dependent on your acceptance of the following conditions,

1. The system is to be used only for the purposes of filing your district's EEO-5 reports and the retrieval of reports that you have filed previously.
2. The system may not be used to access information that is not directly relevant to your district.
3. You may not use the system to retrieve, modify or destroy information that is not your own.
4. The system is only to be accessed using the procedures prescribed by the U.S. Equal Employment Opportunity Commission and only by using the Password and User ID provided by the U.S. Equal Employment Opportunity Commission.
5. If you accidentally obtain access to another organization to another district's data you may not save, utilize or distribute such data and your must notify U.S. Equal Employment Opportunity Commission.

I accept these conditions and will comply with these rules.

You will be logged out if you decline.

PROVIDE THE EMAIL ID AFTER FIRST LOGIN

- Please enter the valid email id and click **submit**.

Please provide us with your email id. This will be used to send you a new password in case you forget it.

E-mail

EEO5 MENU

- These are the menu options available after login.
- **Fill survey** - To fill online survey for the current year.
- **Profile** - **Edit profile** to edit District profile.
 - - **Reset Password**
 - - **Update Email** to update contact email id.
- **Past Reports** - To view previous year reports in PDF.
- **Download Form** - Download link for EEO-5 Form, if you opt to fill survey by paper form.
- **Upload File** - If you opt to fill survey by uploading data in .txt file
- **VIEW/PRINT DATA** - To print current year data. This opens in PDF. You can save PDF for your records.
- **Help** - Download link for EEO-5 Instruction Booklet.



The screenshot displays the EEOC website interface. At the top, there is a header image of diverse students in a classroom. Below the image is a navigation bar with the following links: [Fill Survey](#), [Profile](#), [Past Reports](#), [Download Form](#), [Upload File](#), [VIEW/PRINT DATA](#), [Help](#), [Welcome 5104153](#), and [Signout](#). The main content area features a list of links: [Instruction Booklet](#), [EEO5 164A Form](#), [Upload Text File Format](#), and [Upload CSV File Format](#). Below this is a welcome message: "Welcome back! To complete the EEO-5 form online, click here or use the menu above. Have you read [How to file Online?](#)". Underneath, there is a section titled "Options for Filling survey" with three numbered options:

1. [File online -- Fill Survey](#)
2. [Upload data File -- Upload File](#)
3. [Paper Filling -- Download Form and fax](#)

ONLINE FILING

(Districts with 100 or more Employees)

- For online filing, Click on **Fill Survey** which opens **EEO-5 FORM Page 1**.
- PART I - IDENTIFICATION INFORMATION**
- A. Type of Agency Which Operates the Reporting School System or District.**
- Check the agency which operates the reporting unit (School System or District) and which has the responsibility or ultimate authority for the employment or dismissal of a member or members of the staff.
- B. School System Identification**
- This section may be omitted if the address information on the preprinted label is correct. If the preprinted address is incorrect, please provide the correct mailing address in this section.
- C. General Statistics/School Information**
- General Statistics (EEOC Form)*
- Enter the total number of schools and separate teaching facilities or ANNEXES operated by the school system. Also enter the total enrollment as of October 1 of the current year or the nearest date when enrollment is stabilized.
- Click on **Continue** to go to **EEO-5 FORM Page 2** (Staff Statistics).

EEOC

Fill Survey Profile Past Reports Download Form Upload File VIEW/PRINT DATA Help Welcome 5104153 Signout

How to file Online? Toll Free Customer Service:1-877-318-0325

FORM APPROVED BY OMB
NO. 3046-0003 Approval
EXPIRES 7/31/2017
This is a joint requirement of EEOC,
and the Office for Civil Rights and
National Center for Education
Statistics of the Department of Education.

**EQUAL EMPLOYMENT OPPORTUNITY COMMISSION
ELEMENTARY-SECONDARY STAFF INFORMATION (EEO-5)
Public School Systems**

DO NOT ALTER INFORMATION PRINTED IN THIS BOX

OE NUMBER: 5104153

NOTE: ALL EMPLOYEES IN YOUR SCHOOL DISTRICT MUST BE INCLUDED ON THIS FORM

U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION
EEO-5 REPORTING CENTER,
P. O BOX 8127
RESTON VA 20195

PART I. IDENTIFICATION

PART A. TYPE OF AGENCY WHICH OPERATES THE REPORTING SCHOOL SYSTEM

Local Public School System Special or Regional Agency State Education Agency Other (Specify)

B. SCHOOL SYSTEM IDENTIFICATION (OMIT IF SAME AS LABEL)

NAME _____

STREET AND NO. OR POST OFFICE BOX _____ CITY/TOWN _____ COUNTY _____ STATE _____ ZIP () _____

VA | _____

C. GENERAL STATISTICS

NUMBER OF SCHOOLS OPERATED 0	NUMBER OF ANNEXES OPERATED 0	OCTOBER 1ST ENROLMENT whole numbers only! no, 0
---------------------------------	---------------------------------	---

D. REMARKS (500 Characters maximum)

AUTHORIZATION

THE NATIONAL CENTER FOR EDUCATION STATISTICS WILL PUBLISH INFORMATION APPEARING IN PART II, TOTAL COLUMN "A" UNLESS THE DISTRICT SPECIFICALLY WITHHOLDS AUTHORITY TO DO SO. IF THE DISTRICT WISHES TO WITHHOLD SUCH AUTHORITY, CHECK HERE.

AUTHORITY WITHHELD

EEOC FORM 168A April 96 EEOC-ORIGINAL Appendix A: EEOC-5 form(EEOC Form 168A) PAGE1

STAFF STATISTICS

Full Time – Revised EEOC race and ethnicity categories

Revised EEOC race and ethnicity categories:

Note: Total in Column O and Row 19 are auto calculated and read-only. Do not try to edit these fields.

PART II – STAFF STATISTICS

This part of the report will reflect, for the given payroll period, the number of employees who are full-time, part-time and new hires by activity assignment classification as shown in the stub of the matrix. The total for each activity assignment classification should be reported in column O. The totals must be further tabulated by sex for each of the designated race/ethnic categories in columns A through N. Be sure to give the actual date of payroll used for your report.

A. Full-Time Staff (See section 2 of Appendix for definitions of assignment classifications)

Lines 1-19 should include all full-time employees, except for elected and certain appointed officials (as explained in the definition of "Employee" in section 1 of the Appendix). Include in these statistics all full-time employees of the system whether or not they are assigned part-time to one or more schools. With the exceptions of persons required to be reported on line 9, Psychological, report employees having multiple activity assignments, such as teacher-counselor or similar combinations as is frequently the case in guidance, library, audiovisual, etc., as full-time in the assignment in which they spend at least 51 percent of the time. If the employee spends exactly 50 percent of the time in one of two assignments, report him or her as full-time in the more critical one. If the time is distributed between more than two assignments, report the employee as full-time in the one in which he or she spends the major portion of the time or in the more critical one if the time is evenly distributed

PART II. STAFF STATISTICS AS OF (DATE) : 08/27/2012										DO NOT INCLUDE ELECTED/APPOINTED OFFICIALS (SEE DEFINITION IN APPENDIX)						DISTRICT ID #: 5104152
A. FULL-TIME STAFF																
ACTIVITY ASSIGNMENT CLASSIFICATION	RACE/ETHNICITY															TOTAL COLUMN A-N
	HISPANIC OR LATINO		NON HISPANIC OR LATINO										TOTAL COLUMN A-N			
	MALE	FEMALE	MALE					FEMALE								
			WHITE	BLACK OR AFRICAN AMERICAN	ASIAN	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKAN NATIVE	TWO OR MORE RACES	WHITE	BLACK OR AFRICAN AMERICAN	ASIAN	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER		AMERICAN INDIAN OR ALASKAN NATIVE	TWO OR MORE RACES	
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O		
1. Officials, Administrators, Managers	1	2	3	4	5	6	7	8	9	1	2	3	4	5	60	
2. Principals	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
3. Assistant Principal, Teaching	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
4. Assistant Principal, Non Teaching	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
5. Elementary Classroom Teachers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
6. Secondary Classroom Teachers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
7. Other Classroom Teachers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
8. Guidance	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
9. Psychological	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
10. Librarians /Audio Visual Staff	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
11. Consultants /Supervisors of Instruction	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
12. Other Professional Staff	1	2	3	4	5	6	7	8	9	0	0	0	0	0	45	
13. Teachers Aids	1	1	1	1	1	1	1	1	1	1	1	1	1	0	13	
14. Technicians	2	2	2	2	2	2	2	2	2	2	2	2	2	2	28	
15. Clerical/Secretarial Staff	3	3	3	3	3	3	3	3	3	3	3	3	3	3	42	
16. Service Workers	4	4	4	4	4	4	4	4	4	4	4	4	4	4	56	
17. Skilled Crafts	5	5	5	5	5	5	5	5	5	5	5	5	5	5	70	
18. Laborers, Unskilled	6	6	6	6	6	6	6	6	6	6	6	6	6	6	84	
19. TOTAL (1-18)	23	25	27	29	31	33	35	37	39	22	23	24	25	25	398	

STAFF STATISTICS

(Part Time and New Hires) - Revised EEOC race and ethnicity categories

Revised EEOC race and ethnicity categories:

Note: Total in Column O, Row 22 and 28 are auto calculated and read-only. Do not try to edit these fields.

B. Part-Time Staff

Lines 20 through 22 should include statistics for all part-time employees.

C. New Hires

Lines 23-28 should include the number of full-time new employees who appear on the payroll for the first time between July 1 and October 1 of the survey year, for each of the assignment classifications listed. Use the definition of full-time shown in the Appendix for reporting new hires in school systems. Do not report as a new hire an employee who has been on sabbatical or any other type of leave which is not considered a break in service, nor should anyone involved in a change in job category or promotion be reported as a new hire.

New hires must also be counted in part A, Full-Time Staff.

Click on 'Save and Quit' if you are not sure of data and would like to save what you have entered and continue later. You will still be considered as 'Non-Respondent' at this stage.

Click on 'Continue' if you are done with entering data and would like preview and certify your data and be considered as 'Respondent' for this year.

B. PART-TIME STAFF															
20. Professional Instructional	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
21. All Other	9	9	9	9	9	9	9	9	9	9	9	9	9	9	126
22. TOTAL (20-21)	9	9	9	9	9	9	9	9	9	9	9	9	9	9	126
C. NEW HIRES (JULY THRU SEPT. OF THE SURVEY YEAR)															
23. Officials, Administrators, Managers	8	8	8	8	8	8	8	8	8	8	8	8	8	8	112
24. Principals/Asst. Principals	7	7	7	7	7	7	7	7	7	7	7	7	7	7	98
25. Classroom Teachers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
26. Other Professional Staff	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
27. Nonprofessional Staff	0	0	0	0	0	0	4	4	4	4	4	4	5	7	36
28. TOTAL (23-27)	15	15	15	15	15	15	19	19	19	19	19	19	20	22	246
Back Save and Quit Continue															

CERTIFY DATA

Screen to certify your data

- Click on 'Select' button to select date.
- Enter Phone and name/title of authorized official.
- Select the checkbox – Signature.
- Click on '**CERTIFY REPORTS**' to certify data.
- Once you certify your data, you are done with current year filing and will be considered as 'Respondent'.
- In case, you want to modify data before certify, click on 'Back to Survey' to edit your data.
- You have the option to edit your data before survey closure as long as you certify data again.
- Any time you edit data and don't certify it again, you will be considered as 'Non –Respondent'.
- If you have <100 employees, and try to certify data, the following message will be displayed.

'Data not certified. Total Full-Time Staff + Total of Part-Time Staff + Total of New Hires must be ≥ 100 . Call reporting center 800 number to check if you are not required to file'.

Fill Survey Profile Past Reports Download Form Upload File VIEW/PRINT DATA Help Welcome [redacted] Signout

CERTIFY DATA

OE Number: [redacted] yet to be Certified. Oenum: 5104152

[Back To Survey](#) [Back](#) Toll Free Customer Service: 1-877-318-0325

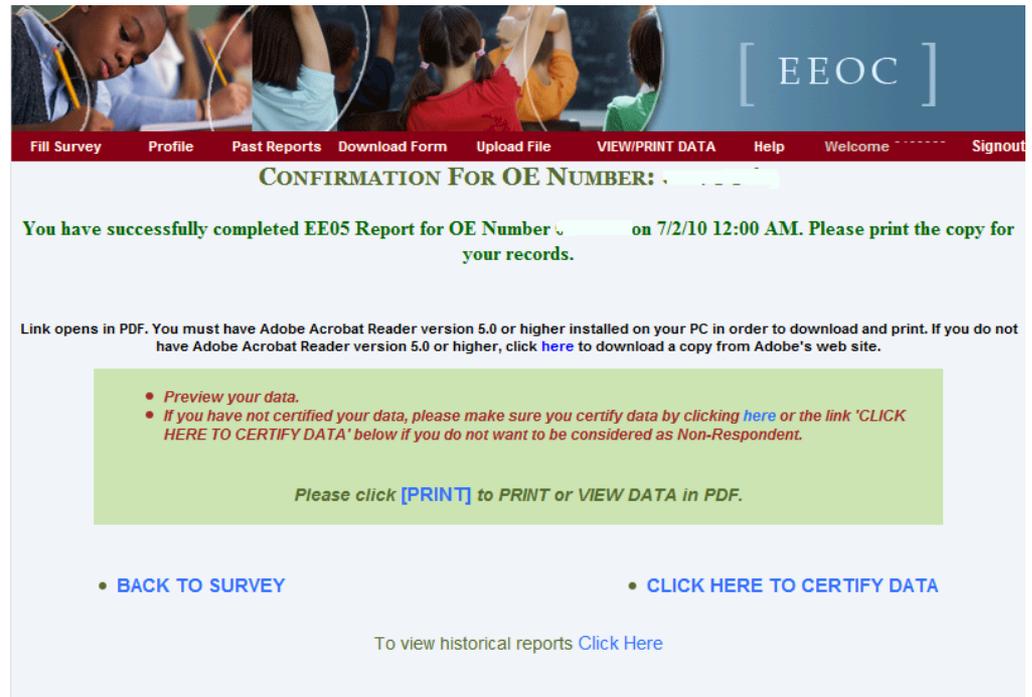
CERTIFICATION: I certify that the information given in this report is correct and true to the best of my knowledge and was prepared in accordance with accompanying instructions. Willfully false statements on this report are punishable by law, U.S. Code, Title 18, and Section 1001.

Phone (Include Area Code)	Typed Name/Title of Person Responsible for Report	Signature <input type="checkbox"/>
Fax (Include Area Code)	Email	Date 08-20-2012 <input type="button" value="Select"/>

Email: EE05@eeocsurvey.com Toll Free Customer Service: 1-877-318-0325 Logout Home Contact us

PRINT OR SAVE YOUR DATA FOR YOUR RECORDS

- You have a chance to print or save data for your records..
- Click on 'PRINT' to print or save your data. Link opens in PDF.
- If have certified, you are done with current year filing.
- In case you wish edit your data, Click on '**BACK TO SURVEY.**
- If you have not certified your data, Click on '**CLICK HERE TO CERTIFY DATA**'

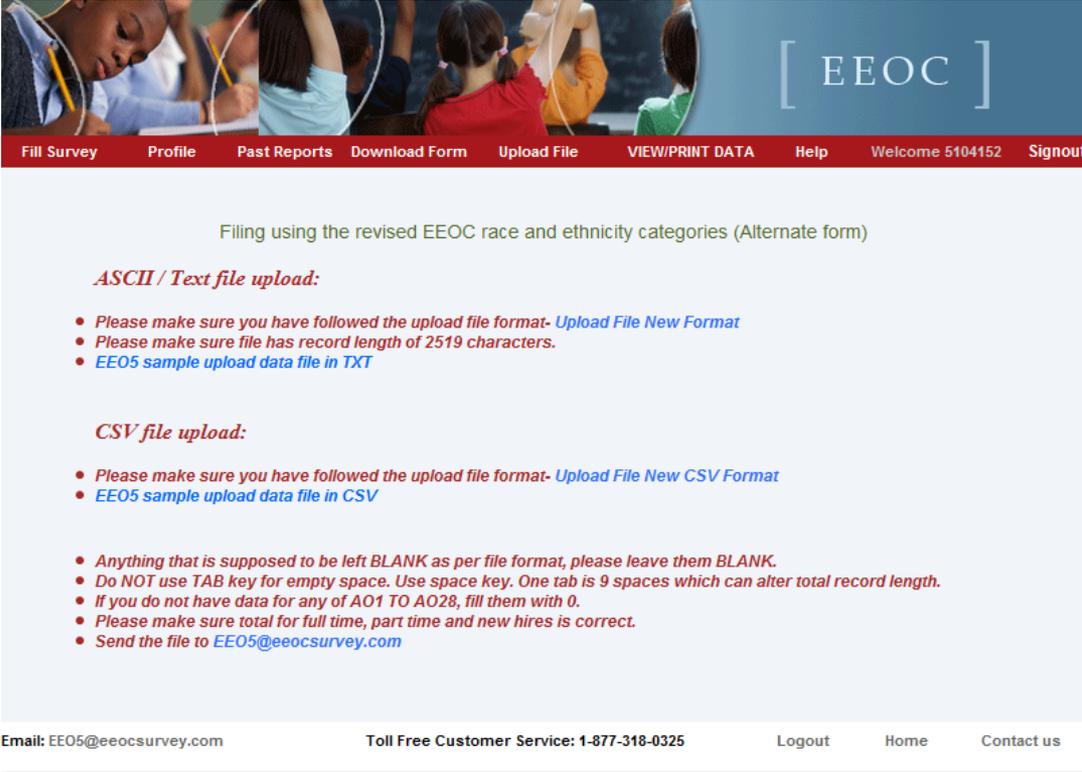


The screenshot shows the EEOC website interface. At the top, there is a navigation bar with links: Fill Survey, Profile, Past Reports, Download Form, Upload File, VIEW/PRINT DATA, Help, Welcome, and Signout. Below the navigation bar, a confirmation message reads: "CONFIRMATION FOR OE NUMBER: [REDACTED]". The main message states: "You have successfully completed EE05 Report for OE Number [REDACTED] on 7/2/10 12:00 AM. Please print the copy for your records." Below this, a note says: "Link opens in PDF. You must have Adobe Acrobat Reader version 5.0 or higher installed on your PC in order to download and print. If you do not have Adobe Acrobat Reader version 5.0 or higher, click here to download a copy from Adobe's web site." A green box contains instructions: "Preview your data." and "If you have not certified your data, please make sure you certify data by clicking here or the link 'CLICK HERE TO CERTIFY DATA' below if you do not want to be considered as Non-Respondent." Below the green box, it says: "Please click [PRINT] to PRINT or VIEW DATA in PDF." At the bottom, there are two buttons: "BACK TO SURVEY" and "CLICK HERE TO CERTIFY DATA". At the very bottom, there is a link: "To view historical reports Click Here".

FILING VIA UPLOAD FILE OPTION

Filing using the **revised** EEOC race and ethnicity categories

- **Download Upload File Format**
- Download Sample upload file – by clicking ‘[Click here for Sample upload files](#)’.
- Sample upload file has dummy data. Please make sure dummy data is replaced with real data if sample file is used as base.
- Make sure you have followed the **Upload File Format**. Please upload only .txt or .csv file
- Please make sure file has record length of 2519 characters for ASCII file.
- Anything that is supposed to be left BLANK as per file format, please leave BLANK.
- Do NOT use TAB key for empty space. Use space bar. One tab is 9 or 7 spaces which can alter total record length.
- If you do not have data for any of AO1 to AO28, fill them with 0.
- Please make sure total for full time, part time and new hires is correct.



The screenshot shows the EEOC survey upload interface. At the top, there is a navigation bar with links: Fill Survey, Profile, Past Reports, Download Form, Upload File, VIEW/PRINT DATA, Help, Welcome 5104152, and Signout. The main content area is titled "Filing using the revised EEOC race and ethnicity categories (Alternate form)". It provides instructions for two file upload options: ASCII/Text file upload and CSV file upload. The ASCII/Text file upload instructions include: "Please make sure you have followed the upload file format- Upload File New Format", "Please make sure file has record length of 2519 characters.", and "EEO5 sample upload data file in TXT". The CSV file upload instructions include: "Please make sure you have followed the upload file format- Upload File New CSV Format" and "EEO5 sample upload data file in CSV". Below these, there are additional instructions: "Anything that is supposed to be left BLANK as per file format, please leave them BLANK.", "Do NOT use TAB key for empty space. Use space key. One tab is 9 spaces which can alter total record length.", "If you do not have data for any of AO1 TO AO28, fill them with 0.", "Please make sure total for full time, part time and new hires is correct.", and "Send the file to EE05@eocsurvey.com". At the bottom of the page, there is a footer with contact information: "Email: EE05@eocsurvey.com", "Toll Free Customer Service: 1-877-318-0325", "Logout", "Home", and "Contact us".

FILING VIA UPLOAD FILE OPTION

Filing using the **revised** EEOC race and ethnicity categories

- **To Upload:**
- Once you have created the data file, browse the file and click on 'Submit'.
- Error will be displayed if file has record length of less than 2519 characters, if total is incorrect, if file does not follow the file upload format.
- If file has no issues, **Continue** button will be provided to continue upload process.
- 'The file was Uploaded Successfully!' message will be displayed upon successful upload, and will have the option to **PRINT** or view data in PDF
- If the file has no issue and qualifies filing criteria (full-time + non full-time + new hire) employees > 100 , file will be certified by the certification information provided in the file.

The screenshot shows the EEOC filing interface. At the top, there is a navigation bar with links: Fill Survey, District Info, Status Updates, Extensions, Reports, Welcome datae, and Signout. Below the navigation bar, the page title is "Filing using the revised EEOC race and ethnicity categories (Alternate form)".

The main content area is titled "ASCII / Text file upload:" and contains the following instructions:

- Please make sure you have followed the upload file format- [Upload File Alternative Format](#)
- Please make sure file has record length of 2519 characters.
- [EEO5 sample upload data file in TXT](#)

Below this, there is a section titled "CSV file upload:" with the following instructions:

- Please make sure you have followed the upload file format- [Upload File Alternative CSV Format](#)
- [EEO5 sample upload data file in CSV](#)
- Anything that is supposed to be left BLANK as per file format, please leave them BLANK.
- Do NOT use TAB key for empty space. Use space key. One tab is 9 spaces which can alter total record length.
- If you do not have data for any of AO1 TO AO28, fill them with 0.
- Please make sure total for full time, part time and new hires is correct.

Below the instructions, there is a large green banner that says "PLEASE UPLOAD DATA FILE". Underneath this banner, there is a "Browse..." button, the text "No file selected.", and a "Submit" button.

The screenshot then shows the successful upload screen. The navigation bar now includes "Profile", "Past Reports", "Download Form", "Upload File", "VIEW/PRINT DATA", "Help", "Welcome", and "Signout". A large blue banner at the top of the main content area says "THE FILE WAS UPLOADED SUCCESSFULLY!".

Below the banner, there is a message: "Link opens in PDF. You must have Adobe Acrobat Reader version 5.0 or higher installed on your PC in order to download and print. If you do not have Adobe Acrobat Reader version 5.0 or higher, click [here](#) to download a copy from Adobe's web site."

A green box contains the following instructions:

- Preview your data.
- If you have not certified your data, please make sure you certify data by clicking [here](#) or the link 'CLICK HERE TO CERTIFY DATA' below if you do not want to be considered as Non-Respondent.

Below the green box, there is a message: "Please click [\[PRINT ALL\]](#) to PRINT or VIEW ALL DATA in PDF."

At the bottom of the page, there are two buttons: "BACK TO UPLOAD" and "CLICK HERE TO CERTIFY DATA".

At the very bottom, there is a link: "To view historical reports [Click Here](#)".

PRINT/VIEW DATA

- To print or view current year data anytime click on [‘PRINT/VIEW DATA’](#).
- If you have not filled current year yet, message [‘OE Number has no data for current year.’](#) will be displayed.
- To view previous year reports, click on [‘Past Reports’](#).



THE END OF PRESENTATION

- We hope that you found this series of slides helpful in understanding the work flow for the EEO-5 Online Filing System.
- If you have any questions, please contact the reporting center via the information in the Notification Letter or via the Contacts link on the left hand side of the home page.
- Don't forget to print a copy of your completed work.