APPROVED PRIVATE SCHOOL FOR STUDENTS WITH DISABILITIES
NONPUBLIC ENROLLMENT REPORT
Directions for completing the report

➢ **The enrollment data for this report is based on October 15, 2016 enrollment.**

➢ **The data will be used for the provision of nonpublic student services during the 2017-2018 school year.**

Instructions for Approved Private Schools for Students with Disabilities:
1. ALL APPROVED PRIVATE SCHOOLS FOR STUDENTS WITH DISABILITIES MUST COMPLETE THIS REPORT
2. Complete Section 1. If you have no students whose tuition is privately paid (any other source than a district) you will select NO to textbook, technology, security and nursing funds in question 1.m.
3. Complete Section 2 only if you have students whose tuition is privately paid. Do not include students whose tuition is district paid.
4. Section 3 MUST be completed by all Approved Private Schools for the Disabled.

IMPORTANT INFORMATION FOR COMPLETING
THE NONPUBLIC ENROLLMENT REPORT

- Reports can only be submitted online. Paper submissions will not be accepted. Email changes will not be accepted.

- There is a "Print this page" option at the top of each page. **Print out each page for your records.**

- When the report is completed and you have clicked "finalize", a page will appear that will say "Finalized! Thank you!" **Print this page for your records.**

- During the reporting period, you can go back in the system to make changes. Be sure to re-submit your report if you do make changes. The changes will not be accepted unless you finalize and receive the "Finalized! Thank you!" message.

- Once the reporting period is closed, you will not be able to access the report. NJDOE will not be able to provide you with a copy of your report. **YOU MUST MAKE A COPY OF THE REPORT**. In the event there are any discrepancies when allocations are made, you will need the print out to determine if a correction can be made.

- **Be sure the summary page information is correct for any students you have whose tuition is paid from a private source.** The information you see on this page is what is used to calculate allocations for nonpublic services if you choose to receive them.

- If you wish to receive textbook, security, nursing, or technology services next year, make sure to select "Yes" when prompted and check to see that the summary page says "Yes" as well. If you select "No" or the summary page shows "No" for these programs, your school will not be funded.
  NOTE: Approved Private Schools for Students with Disabilities can only receive these programs for students whose tuition is privately paid.

General Instructions

Section 1 – Basic Information

    a. Type of Nonpublic School -Approved Private School for Students with Disabilities should not choose anything other than one of the three choices for Approved Private School for Disabled choices. To determine school type, click on this link in the application.

      Approved private schools for students with disabilities will not have to complete questions b – k. This information is collected in the CDS System and does not have to be collected here but updates can be made if desired.

    l. School security alerts – select "Yes" if you would like to receive alerts or "No" if you do not. [This is an e-mail notification system which provides information of an emergency threat at a neighboring public school. See FAQ page for more information.]

    m. Funding selection – Only privately paid nonpublic students are eligible for Textbook, Technology, Security and Nursing Aid. Select "Yes" if you wish to receive Textbook Aid, Nursing, Security and/or Technology Services or "No" if you do not wish to receive them. You may select only the programs you wish to participate in. Click on State and Federal Programs for a description of available services to nonpublic school students.
      If you have no privately paid nonpublic students, you will select "No" to all services.

    n. Free meals – select "Yes" if your school offers free meals or milk to your students in accordance with the US Department of Agriculture guidelines or "No" if you do not. See FAQ pages for information on determining eligibility for free meals or milk.

    o. Funding status – select either "For profit" or "Not for Profit". See FAQ page for more information.

    p. Tax ID number – enter your NJ State Tax ID number if you are a Not for Profit school.

Question q – This question is for Approved Private Schools for the Disabled only – you will answer this question if you selected "Approved Private School for the Disabled" in Section 1, question a.

Select "Yes" if you have students whose tuition is paid for privately (any source other than public school district). You will complete Section 2 of the report using information for ONLY students whose tuition is privately paid. Section 3 will be completed using information for all students attending the school.

Select "No" if tuition of all students is paid for by public school districts. By selecting "No", you will not complete Section 2, Enrollment Information, and will be taken to Section 3. Continue until you have finalized the report.

Question r. – **Approved Private Schools for Students with Disabilities will not need to answer this question.**

Section 2 – Enrollment Information

This section will ONLY be completed using information regarding privately paid nonpublic students. Do not include students which are district paid.

a. Privately Paid Student counts by grade level – every cell must contain a number. If there are no students in a category, a "0" must appear in the cell. Enter the number of students in the nonpublic school per grade level. Press the "Save" button and the total will appear in the total column. The total number should add up to the total number of privately paid students you have in your school.

   Include privately paid students who are in any of your programs who are ages 3, 4, or 5. These students may be in any program such as preschool, pre-k or other kindergarten class but are not old enough to attend public school.

   Kindergarten - count only students who are old enough to be in public kindergarten and attend your program instead of public school. Do not count students who attend public school for any portion of the day.

b. Enter the number of privately paid students between the ages of 5 and 17. This number cannot be greater than the total privately paid enrollment for your school.

For c. – h. below, see the FAQ page for details on determining eligibility for Free meals and milk/Reduced meals.

c. Enter the number of privately paid NJ resident students eligible for FREE meals or milk as of October 15 of this current school year – This number cannot be greater than the total number of NJ resident students enrolled in your school.

d. Enter the number of privately paid NJ resident students eligible for REDUCED meals as of October 15 of this current school year.

e. Enter the number of privately paid Out of State students eligible for FREE meals or milk

as of October 15th of this current school year.

f. Enter the number of privately paid Out of State students eligible for REDUCED meals as of October 15 this school year.

g. Enter the number of all privately paid students, ages 5 – 17, eligible for FREE meals or milk as of October 15 of this school year.

h. Enter the number of all privately paid students, ages 5-17, eligible for REDUCED meals as of October 15 of this current school year.

i. Enter the count of limited English proficient (LEP) students who have been identified as eligible for and are receiving Chapter 192 ESL services as of October 15th. This number cannot be greater than the total number of NJ resident students enrolled in your school. This number will be verified by the local school district.

j. Enter the count of out-of-state students and/or foreign exchange students who have been identified as LEP using the identification process for ESL services listed on pages 16 -17 in Chapter 192 manual http://www.state.nj.us/education/nonpublic/for/192193man.pdf

k. The nonpublic enrollment report will collect the total number of immigrant students, which is based on students' country of birth and their date of entry into a United States school. The number the school reports should be the total number of immigrant students enrolled as of October 15.

Enter the count of students who meet the federal definition of "immigrant student" as follows:
1. Are ages 3-21; and
2. Were not born in any US State or territory; and
3. Have not attended one or more schools in one or more states for more than three full academic years.

l-r. Enter the count of nonpublic students who are eligible and receiving services under Chapter 192 and 193. Use data from the last school day of the 2013-2014 school year, not October 15th data. Count only students who have submitted 407-1 forms, have been approved, and have received services. The information provided will be used to support public district data submission for the calculation of Chapter 192/193 funding for the next fiscal year.

s-t. Naples Placement – School aged students with disabilities may be placed in accredited nonpublic schools which are not specifically approved for the education of students with disabilities with the consent of the Commissioner of Education, by order of a court of competent jurisdiction, or by order of an administrative law judge as a result of a due process hearing. If you have students in your school who are placed through Naples

Placement, answer YES to question s. If you answer YES in question s., enter the number of Naples Placement students attending your school in question t.

Section 3- Approved Private Schools for Students with Disabilities Program Enrollment

This section will be completed using data for all students but is separated by District paid, private paid students whose residence is New Jersey, and private paid students whose residence is out of New Jersey.

For each program type listed, enter the 2015-2016 Enrollment for Public School Placement by Type of Program. The total column will automatically sum.

For each program type listed, enter the 2015-2016 Enrollment of Private Placements by either "In-State" or "Out–Of-State". The total columns will automatically sum.

When completed, the total number of students on this page should include the total number of students in your school, both district paid and private paid.

Select the save button and the system will direct to the summary. The summary allows for review prior to submission, see Summary section below. Select print for verification to review the data prior to finalizing the report. If it is determined that a revision is necessary to the report, you must select main menu and select the Approved Private Schools for Disabilities (APSSD) button.

Once you have finalized the report, you will receive the following message on the main page, "This report has been submitted/finalized for SY 15-16. If you add, delete, or modify existing data, you must finalize your report again."

Summary

Review information to be certain it is correct. The Summary Page will only show student totals for Section 2 data (privately paid students). Once you are satisfied that the information is correct, click on the "Finalize Page" at the bottom of the page. If you need to make a change, you can return to any section, make changes, and click on the "save" button once again.   When you are completely satisfied with the numbers, click the "Finalize Page" which will submit the report. **YOU HAVE NOT SUBMITTED THE REPORT UNTIL YOU GET TO THE PAGE THAT SAYS "Finalized! Thank you!".**

Technical Assistance

If you have questions about completing the report, send an email to nonpublicschoolservices@doe.state.nj.us . Include your question, name of your school, school code, and a contact name.