



Review of Enrollments in the Approved Private School Electronic Management (APSEM) System

Recently Local Education Agencies (LEAs) have received a notification about reviewing 4010 enrollments through the Approved Private School Electronic Management (APSEM) system for school year 2023-2024. Please use the following instructions to review your Approved Private School (APS) enrollments.

- 1. Log-in as an APS or a LEA User.
- 2. Click the Reports link on the header
- 3. Choose the 4010 Enrollment Report from the report dropdown.
- 4. Click on the Run button.
- 5. Click the Open button at the bottom of the screen to open the spreadsheet.
- 6. Review the 4010 enrollments data, including the student name, date of birth, primary exceptionality, age category, etc.

Please forward this email to the individual responsible for the APSEM data review in your APS or LEA. If you have questions regarding this information, please contact Eileen Jacobs-Crummel at 717-257-6652 or eiljacobs@pa.gov.



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