Private and Non-Public Enrollment Instruction Manual

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Commonwealth of Pennsylvania
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Department of Education
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The following persons have been designated to handle inquiries regarding the Pennsylvania Department of Education's nondiscrimination policies:

For Inquiries Concerning Nondiscrimination in Employment:
Pennsylvania Department of Education
Equal Employment Opportunity Representative
Bureau of Human Resources
333 Market Street, 11th Floor, Harrisburg, PA 17126-0333
Voice Telephone: (717) 787-4417, Fax: (717) 783-9348

For Inquiries Concerning Nondiscrimination in All Other Pennsylvania Department of Education Programs and Activities:
Pennsylvania Department of Education
School Services Unit Director
333 Market Street, 5th Floor, Harrisburg, PA 17126-0333
Voice Telephone: (717) 783-3750, Fax: (717) 783-6802

If you have any questions about this publication or for additional copies, contact:
Pennsylvania Department of Education
Center for Data Quality and Information Technology
Division of Data Quality
333 Market Street, 13th Floor, Harrisburg, PA 17126-0333
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www.education.pa.gov

All Media Requests/Inquiries: Contact the Office of Press & Communications at (717) 783-9802

Contents

Private and Non-Public Enrollment (PNPE)

Primary Purpose

PNPE is a web-based system to collect the annual (October 1) enrollment information for the private academic licensed and non-public schools under the auspices of the Pennsylvania Department of Education (PDE). The enrollment count includes: students in grades or levels licensed by PDE, students in grades or levels accredited by an accrediting agency accepted by PDE, and students in grades or levels beyond nursery or preschool in other private and non-public schools. Other information collected includes count of students from low-income families, teacher count, full-time equivalent teachers, and participation in services.

Data Use

The data is used to:

- Make allocations to schools participating in the textbooks, instructional materials, equipment, technology and/or auxiliary services programs for which reporting is required by PA Code, Title 22.
- Meet requirements for licensure of licensed schools, according to the Regulations of the State Board of Private Academic Schools.
- Provide information for developmental activities at the local, state and federal levels, and to implement commonwealth programs aiding private and non-public school students.

General Information

The October 1 enrollment report is to be submitted online, as close as possible to **October 15.**

To enter web-based PNPE enrollment reporting, the required PC configuration and alternatives are outlined in Appendix A. It is the responsibility of the institution to bypass any and all firewalls at their site as necessary to utilize the PNPE application. Cookies must be enabled.

The Intermediate Unit (IU) will enter the report for each Amish school and where applicable, Mennonite schools within its jurisdiction.

A diocese in Pennsylvania may enter the report for each diocesan school. Alternatively, a diocesan school in Pennsylvania may enter the report, which is submitted to the diocese for review and submission to PDE.

Only users with established User IDs and passwords can access the web-based system.

School personnel who are new users must register a username, log in to MyPDESuite and be given access to PNPE by the PNPE – Local Administrator or Local Security Administrator for their institution. If your institution does not have a PNPE – Local Administrator or Local Security Administrator you must establish new security for your institution.

PDE has been directed by the Pennsylvania Office of Administration and Pennsylvania Auditor General to implement updated security policies for all educational institutions that use PDE online systems. As a result, all local educational institutions must review and confirm their PDE system users each year.

School personnel who have the PNPE – Local Administrator or Local Security Administrator role for your institution should review your PNPE users annually and remove any users who no longer require access.

For instructions on how to register for security access, establish new security, and review your PNPE users, please visit the PDE website (www.education.pa.gov) and click on K-12, Nonpublic/Private Schools, and then Private and Nonpublic School Enrollment.

Questions about the PNPE data may be addressed to:

Pennsylvania Department of Education	(717) 787-2644
Division of Data Quality	Fax (717) 787-3148
333 Market Street	TTY (717) 783-8445
Harrisburg, PA 17126-0333	E-mail ra-pnpdata@state.pa.us

PNPE Data Entry Guidelines

The following is an overview of data entry guidelines in the PNPE system. It is important to review the guidelines to make sure the data is entered correctly and to avoid possible data entry error messages.

- School name and address information that appear within PNPE is from the "Education Names and Addresses (EDNA)" database maintained by Pennsylvania Department of Education. If any school information is incorrect, updates of this information should be entered in PNPE on the School Info tab.   Please note that there are additional requirements that must be followed when making these changes. Please contact the Non-Public/Private Schools office at ra-nppss@pa.gov regarding your change(s).

- It is important to be accurate when entering the information. The system will give an error message if the format of the phone number, fax number, or e-mail address is incorrect. However, it will not check the validity of such information.

- Contact information will not be rolled over from the previous year and the fields will be blank. Users must enter the information for the Chief School Administrator as the contact person, in order to submit the enrollment report. (For Amish schools only, if no phone number is available, leave blank.)

- An asterisk on the screen indicates that information is required.

- When entering data in PNPE, unless specifically requested to enter a zero, leave blank any space for which the correct value is zero.

- After entering information on a tab, click Save before navigating to the next tab.

- You can complete the data entry in one or more sessions. Click the Save button to save your work, log off and return to it later.

- After the tabs have been completed and saved, review the summary report on the Summary Tab and click Submit in order to submit the report. A message will appear when the report has been submitted successfully. You may have to scroll down the screen to see the Submit button.

Checklist

To gather the information you will need for data entry into PNPE, refer to the checklist:

- ❑ Correct school name associated with the Administrative Unit Number
- ❑ School location address
- ❑ School mailing address
- ❑ Name of Chief School Administrator
- ❑ Phone number and extension of Chief School Administrator
- ❑ Fax number, if available
- ❑ E-mail address, if available
- ❑ For each grade/level, the count of students enrolled on October 1 who were:
    - ▪ Residents of Pennsylvania who paid their own tuition or were co-pay (Private-Pay)
    - ▪ Residents of Pennsylvania whose entire tuition was Fully Publicly-Funded
    - ▪ Non-residents of PA who paid their own tuition or were co-pay (Private-Pay)
    - ▪ Non-residents of PA whose entire tuition was Fully Publicly-Funded

    Note: Co-pays—put count in the Private Pay column.
- ❑ Number of students from low-income families in kindergarten through 12th grades, where applicable
- ❑ Number of students from low-income families in Licensed or Accredited Nursery/Preschool, where applicable
- ❑ Count of part-time teachers and count of full-time teachers for each instructional level that has enrollments (use whole numbers only)
    - ▪ Elementary, including kindergarten
    - ▪ Secondary
    - ▪ Licensed nursery/preschool
    - ▪ Special Ed Preschool
- ❑ Full-time equivalent teachers for each instructional level that has enrollments (use whole numbers or one decimal place)
    - ▪ Elementary, including kindergarten
    - ▪ Secondary
    - ▪ Licensed nursery/preschool
    - ▪ Special Ed Preschool
- ❑ Identified services in which the school wants to participate

PNPE Enrollment

The first screen to display is the Private and Nonpublic Schools – Enrollment. This screen provides school information, navigation tabs for data entry, Search, Log off, Save, Cancel buttons, and Next, Previous navigation.
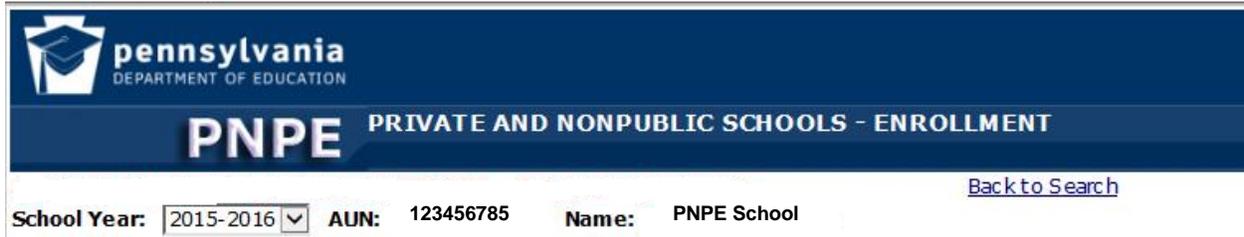
Starting from the top left of the screen, the following features display:

- School Year - drop-down list displays the school year of the data collection
- The AUN - Administrative Unit Number - unique to the school
- Name of School
- Status
  - Not Started – no data entered
  - Started – data is entered and saved
  - Submitted - diocese, intermediate unit, or other school submits data successfully
    - Submitted to Diocese - a diocesan school submits successfully
  - Accepted - submitted report is accepted by PDE
- Log Off – exit out of PNPE

Note: Diocesan and Intermediate Unit users refer to Appendix A for instructions on Search and Back to Search.

Navigation Tabs

Six tabs display:

- School Info tab - Update school information, i.e. school name, address and contact person.
- Enrollment tab - Report enrollment information for instructional level/grade and count of students from low-income families.
- Teachers tab - Enter the count of part-time, full-time teachers, and full-time equivalent teachers.
- Exceptions tab - Enter the required explanations for the statements on the tab, if any.
- Survey tab - Review participation in available school services.

- Summary tab - View a draft summary report of the data that was entered, submit the report, and if necessary, receive messages about corrections needed before submitting.

Navigation

	Save	Cancel	
<< Previous			Next >>

The navigation buttons at the button of the screen are displayed on each tab.

- Save – Retains the data entered
- Cancel – Deletes the data entered
- Previous – Returns to the previous screen
- Next – Moves to the next screen
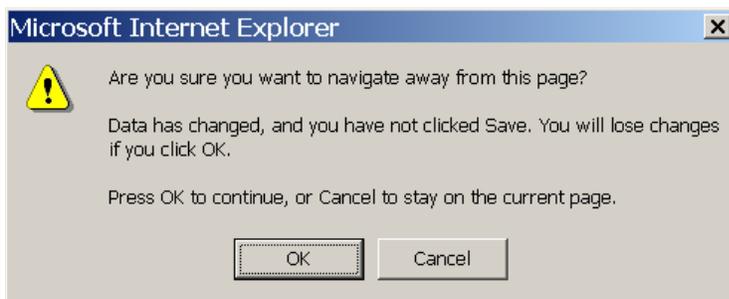
PDE Information

Private and Nonpublic Schools - Enrollment
Pennsylvania Department of Education, 333 Market Street, Harrisburg, PA 17126-0333
Phone: 717-787-2644
Support Policy: Support is provided for the ePDE Web Sites from 8am to 4pm, Monday through Friday (excluding holidays).
Maintenance Policy: The ePDE Web Sites may be unavailable on the first Sunday of each month, from 7am to 5pm, for routine maintenance.

PDE data entry contact information, including support and maintenance policies, is provided at the bottom of the screen.

Error Message

An error message displays if Save or Cancel is not selected prior to navigating to another screen.

Microsoft Internet Explorer

⚠ Are you sure you want to navigate away from this page?

Data has changed, and you have not clicked Save. You will lose changes if you click OK.

Press OK to continue, or Cancel to stay on the current page.

OK   Cancel

- OK – Continue navigation without saving data
- Cancel – Stay on current screen

Data Entry

School Info Tab

The School Info screen is separated into three sections:

- Name and Address – Institution
- Admin Contact Person – Information on Chief School Administrator
- PNPE Contact – Information on Person Responsible for Enrollment Data Entry

Note: An asterisk indicates required information.

Name and Address

The Name and Address section displays previously entered:

- Location Address
- Mailing Address
- Phone Number

Same as Location Address

To change the mailing address:

- Remove the checkmark
- Enter new mailing address

Note: A pop-up error message will appear if information is entered in the wrong format.

Admin Contact Person

The Admin Contact Person section populates with previously provided Administrator information. Administrator information is required to grant access to teacher's FBI background checks.

Email PDE at ra-nppss@state.pa.us with changes to the Admin Contact Person.

PNPE Contact

The PNPE Contact is the person responsible for completing the enrollment report.

Enter the information for the PNPE Contact person:

- Select prefix
- Enter first name, middle initial, last name
- Select suffix
- Enter phone number
- Enter fax number (if applicable)
    - Required formats -
        - 1115557777
        - 111-555-7777
        - (111) 555-7777

- Enter and confirm email address
  - System generated message is sent to this email when enrollment report is accepted.
- Enter comments (if applicable)
  - Limited to 600 characters
  - Appear on Summary Report

Save or Cancel Data

| Save | Cancel |

<< Previous   Next >>

- Click Save - To retain data changes entered prior to data submission
- Click Cancel – To remove newly entered data; saved data will not be removed

Note: To navigate to another tab, click on the tab name.

Enrollment Tab

The Enrollment tab displays the instructional levels (grades) based on the registration/license with the Pennsylvania Department of Education, or accreditation in lieu of licensure. The enrollment count is based on the number of students enrolled at the school on October 1.

No Enrollment

If the school does not have any enrollment on October 1;

1. Click Checkbox
2. Click Save
3. Click Summary tab

| School Info | Enrollment | Teachers | Exceptions | Survey | Summary |

Report the enrollment on October 1 for grades or levels for which you have <u>registration/License</u> with the Pennsylvania Department of Education.

Do not enter zeros on the grade lines, only at the bottom in the low income section of this tab.

<u>Help for Enrollment</u>

☐ No Enrollment on October 1

Check if NO
Enrollment for
October 1

Reporting Student Enrollment

Determining which students to report is based on the following criteria:

- Half-day students – Report each student
- Pre-first students – Report in kindergarten (K5)
- Middle-school students – Report in Elementary section

DO NOT report students in programs that are not under auspices of the Pennsylvania Department of Education or in:

- Day care
- Child care

October 1 Enrollment

Enter the **October 1** enrollment count for the grades or instructional levels for which the school has a registration/license with the Pennsylvania Department of Education, or accreditation in lieu of licensure.

- Enrollment Count – Enter as whole numbers (Do not enter zeros on the grade lines)
- Co-Pays – Enter in Private Pay column

Note: Current accreditation documents must be on file at the Pennsylvania Department of Education. If your school is accredited, registered, or licensed to provide a grade and that grade isn't in PNPE, contact ra-nppss@pa.gov about updating information for your school. If the grade wasn't generated for you, then there is a chance that the Division of Planning isn't aware of the changes to your accreditation/licensure.

Nursery				
Nursery/Preschool	58			
Elementary				
K5*	36			
Grade 1	29			
Grade 2	29			
Grade 3	25			
Grade 4	29			
Grade 5	19			
Grade 6	27			
Grade 7	20			
Grade 8	20			
Ungraded (Elementary)				
Secondary				
Grade 7				
Grade 8				
Grade 9	24		1	
Grade 10	32		2	
Grade 11	28		3	
Grade 12	31		4	
Ungraded (Secondary)				

Instructional Levels (Grades)

Show a separate count, in the appropriate column, for each grade/level.

- Residents of PA - Pay Own Tuition OR are Co-Pay (Private Pay)
- Residents of PA - Tuition is Fully Publicly-Funded
- Nonresidents of PA - Pay Own Tuition OR are Co-Pay (Private Pay)
- Nonresidents of PA - Tuition is Fully Publicly-Funded

Residents Status

A student's resident status is determined by where the student lives, and how long the student has attended the school.

Instructional Levels (Grades)	Residents of PA		Nonresidents of PA	
	Private Pay or CoPay	Fully Publicly-Funded	Private Pay or CoPay	Fully Publicly-Funded

Student's resident status is determined as:

- Residents of PA – Students live in Pennsylvania
- Non-Residents of PA – Students live in another state
- Non-Residents of PA – International students attending school for one year or less

Private Pay includes students who:

- Pay own tuition
- Pay part of own tuition AND receive **partial** funding of tuition, co-pays
- Pay own tuition AND receive various services
- Pay own tuition AND receive funding for time spent in day care
- Receive scholarships

Fully Publicly-Funded students include students who have:

- ***Entire*** tuition **fully** funded by public funds
    - School District
    - Intermediate Unit
    - County
    - Commonwealth of PA
- ***Entire*** tuition **fully** funded by another state

Fully Publicly-Funded students may include students in:

- Approved Private Schools (APS)
- Private Residential Rehabilitative Institutions (PRRI)
- Act 316 Day Treatment Facilities
- Licensed Special Education Schools
- Other Private and Non-Public Schools

Specific Grade Level

Students are reported by the number of students per grade and the resident status of the student.

Note: The instructional levels (grades) only displays the levels (grades) specific to the school. If your school is accredited to provide a grade, or grades, that is/are missing from your PNPE page, contact ra-nppss@pa.gov with updated accreditation. The grades in PNPE are generated automatically based on your school's last known accreditation/licensure/registration, so the absence of a grade in PNPE may indicate that PDE doesn't have your most current accreditation.

Instructional Levels (Grades)	Residents of PA		Nonresidents of PA	
	Private Pay or CoPay	Fully Publicly-Funded	Private Pay or CoPay	Fully Publicly-Funded
Nursery				
Nursery/Preschool	58			
Elementary				
K5*	36			
Grade 1	29			
Grade 2	29			
Grade 3	25			
Grade 4	29			
Grade 5	19			
Grade 6	27			
Grade 7	20			
Grade 8	20			
Ungraded (Elementary)				
Secondary				
Grade 7				
Grade 8				
Grade 9	24		1	
Grade 10	32		2	
Grade 11	28		3	
Grade 12	31		4	
Ungraded (Secondary)				

Kindergarten

The following criteria must be met to report students in:

- o Kindergarten K5 –
  - o Students must be at least four years, seven months of age on the opening day of school.

7th and 8th Grade

- o Report students at the elementary or secondary level per the school's organizational arrangement for providing levels of instruction.
- o Explanation on Exceptions tab when 7th and/or 8th grade students are reported at both elementary and secondary levels.

Elementary Ungraded or Secondary Ungraded

- Report students who are in an ungraded situation.
- Include exceptional students in full-time ungraded programs for students with:
  - Physical
  - Social disabilities
  - Emotional disabilities
  - Intellectually disabled
  - Mentally gifted students

Nursery/Preschool

Report nursery school or preschool students (ages two years, seven months to four years, seven months) in schools:

- Licensed by Pennsylvania Department of Education
- Accredited by accrediting agency approved by the Pennsylvania Department of Education

Special Ed Preschool

Schools licensed by the Pennsylvania Department of Education for Special Education Pre-school, report:

- Students age three to five years – Pre-school/Nursery ages three, four, and five
- Students age five years in kindergarten program – Pre-school K5

Enrollments for Additional Instructional Levels (Grades)

Instructional levels (grades) may be added if necessary.

Note: To report enrollment for additional grades, check this box

☐ Enrollments for additional Instructional Levels (Grades). An explanation is required.

Check to Add Additional Instructional Levels (Grades)

1. Check to Add Enrollments for Additional Instructional Levels (Grades)
2. Enter Enrollments
3. Click Save
4. Click Exceptions tab
5. Enter Explanation for Additional Instructional Levels (Grades). The grades in PNPE are generated automatically based on your school's last known accreditation/licensure/registration, so the absence of a grade in PNPE may indicate that PDE doesn't have your most current accreditation.)

Low-Income Students

Reporting low-income students' information is located at the bottom of the Enrollment page. Students must meet specific requirements to be eligible for low-income status. This determination is made for each student. A school level lunch program does not qualify the entire student body as low income, for example.

Low-Income Students

Note: Low-income students
- Eligible for Temporary Assistance for Needy Families (TANF) or free and reduced price lunch
- Or have a medical assistance card
- Or have tuition paid by someone other than a family member due to low income

In the box(es) below, enter the number of students who are from low-income families. If zero or unavailable, enter zero.

Number of students from low-income families in grades K through 12.	0
Number of students from low-income families in Licensed or Accredited Nursery/Preschool	0

Save   Cancel

<< Previous   Next >>

Low-income student eligibility guidelines are:

- Eligible for Temporary Assistance for Needy Families (TANF), or
- Eligible to receive free or reduced price lunch, or
- Have a medical assistance card, or
- Have tuition paid by someone other than a family member due to low income

Enter the number of students from low-income families in:

- Grades Kindergarten through 12
- Licensed or Accredited Nursery/Preschool

If zero students or the information is unavailable:

- Enter zero in the appropriate box(es)
- Count must be entered as whole numbers
- Click Save

Note: An error message will appear at the top of the page in red if the information is entered incorrectly.

Teachers Tab

In the appropriate boxes, enter the number of part-time teachers and the number of full-time teachers for the instructional levels or grades for which there is enrollment.

| School Info | Enrollment | Teachers | Exceptions | Survey | Summary |

Help for Teachers

Teachers Count
Report the number of Teachers (Part-Time and Full-Time); do not include aides or assistants.
Do not enter zeros on this tab.

	Part-Time	Full-Time
Teacher Count for the Elementary students including Kindergarten	1	18
Teacher Count for the Secondary students	8	19
Teacher Count for the Nursery/Preschool students		5
Teacher Count for the Special Education Preschool students		

Full-Time Equivalent Teachers

Help to Calculate FTE

Report the number of full-time equivalent Teachers; do not include aides or assistants

FTE Teachers for the Elementary students including Kindergarten	18.2
FTE Teachers for the Secondary students	22.7
FTE Teachers for the Nursery/Preschool students	5.0
FTE Teachers for the Special Education Preschool students	

Save   Cancel

<< Previous   Next >>

Teachers Count

The Teachers Count is the first section on the Teachers page. When reporting data in this section, the following guidelines apply:

- Do not enter zeros
- Do not include aids or assistants
- Only whole numbers are accepted for Teachers Count

Enter the number of part-time teachers and the number of full-time teachers for the instructional levels or grades for which there is enrollment:

- Teacher count for elementary students, including kindergarten
- Teacher count for secondary students
- Teacher count for nursery students
- Teacher count for special education preschool students

If there is only one teacher and the person is teaching students at more than one instructional level:

- Count the teacher as part-time for each of the instructional levels the person is teaching
- Enter an explanation in the comment box
- Proportion this one full-time teacher relative to the number of students at each level

- o   Example: 0.5 and 0.5, 0.7 and 0.3, etc.

Full-Time Equivalent Teachers

In the next section, enter the full-time equivalent teachers for the instructional levels or grades for which there is enrollment. When reporting data in this section, the following guidelines apply:

- Do not include aides or assistants
- Include only filled positions
- Do not include vacancies
- Whole number and/or one decimal place are accepted for FTE teachers
    - o   Example: 0.5, 1, 1.3, 5, 10.8
- The number of FTE teachers **cannot** be greater than the teachers count for any instructional level

Full-Time Equivalent Teachers

Help to Calculate FTE

Report the number of full-time equivalent Teachers; do not include aides or assistants

FTE Teachers for the Elementary students including Kindergarten	18.2
FTE Teachers for the Secondary students	22.7
FTE Teachers for the Nursery/Preschool students	5.0
FTE Teachers for the Special Education Preschool students	

Save   Cancel

<< Previous   Next >>

Full-Time Equivalent (FTE) is the amount of time required to perform the teaching assignment stated as a proportion of a full-time position.

- Full-Time teacher –
    - o   Equals one full-time equivalent
- Part-Time teacher -
    - o   Divide the amount of time the person teaches by the amount of time normally required for a full-time position
    - o   If no part-time teachers, the FTE teachers will be **equal** to the full-time teacher count
    - o   If only part-time teachers, the FTE teachers will be **less** than the part-time teacher count

Help to Calculate FTE

The Help to Calculate FTE provides a link to download an Excel spreadsheet. The spreadsheet is designed to calculate FTE teachers simply by entering school-specific data. The Help to Calculate FTE also provides multiple examples for calculating FTE teachers.

Full-Time Equivalent Teachers

Examples for Calculating FTE Teachers:

- Example 1: A teacher working half-time is reported as 0.5 full-time equivalent.
- Example 2: Two teachers fill a teaching position, each working a half day--each person is 0.5 full-time equivalent, and the total FTE is 0.5 + 0.5 = 1.0 FTE teacher.
- Example 3: A teacher works 15 hours out of a 37.5-hour week--divide 15 by 37.5 and report it to one decimal place, 0.4 FTE.
- Example 4: A teacher works four hours each day on the elementary level and two hours each day on the secondary level. 4 divided by a total of 6 = 0.7 FTE for the elementary level, and 2 divided by 6 = 0.3 FTE for the secondary level.
- Example 5: Several teachers working varied hours each week for the same level (grades). Teacher #1 works 20 hours, teacher #2 works 15 hours, and teacher #3 works 10 hours. Total hours worked each week is 20 + 15 + 10 = 45 hours. 45 divided by 37.5 = 1.2 FTE.
- Example 6: Montessori school shares teachers over different levels (grades) mixed together. Two teachers for a group that is one-half nursery/preschool students and one-half kindergarten students. One-half of two teachers equals one FTE for nursery/preschool level and one FTE for kindergarten level.
- Example 7: Two Montessori teachers for a group that is one-third nursery/preschool students and two-thirds kindergarten students. One-third of two teachers equals 0.7 FTE for nursery/preschool level and two-thirds of two teachers is 1.3 FTE for kindergarten level.

Note: Click Save before exiting the PNPE application or navigating to the next tab.

Exceptions Tab

The Exceptions tab is used to enter the required explanations for information entered on previous tabs, or to generate data errors on other tabs. Statements are generated for:

- Discrepancies in data entered
- Additional explanation required

| School Info | Enrollment | Teachers | Exceptions | Survey | Summary |

Help for Exceptions

* Indicates required information

Explain change in total enrollment. This year 3. Last year 25. *

Enrollments per paper form from school.mlh

Explain change in number of FTE teachers. This year 0.5. Last year 4.0. *

Staff count per paper form from school.mlh

Save   Cancel

<< Previous   Next >>

Statements

- Errors:
    - Return to Appropriate Tab
    - Correct Error
    - Click Save
    - Click Exceptions Tab
    - Verify Error Corrected – Statement No Longer Appears on Exceptions Tab
    - Click Save
- Other Statements:
    - Enter Explanations in Appropriate Space(s)
    - Explanation is Limited to 600 Alpha and Numeric Characters
    - Special Characters are **Not** Valid
    - Click Save

Note: Explanations must be completed prior to submitting your enrollment report.

Survey Tab

The Survey tab is a review of the state and federally funded educational services available to students who meet specific eligibility requirements.

Navigation

On the right side of the screen, the Participation Status is indicated by Yes and No radio buttons, for the state funded and/or federally funded educational services. Additional information regarding a specific service is available by clicking Information. For new participation in a specific service, click Download Form beside the specific service type name.

- Participation Status - Click either **Yes** or **No**
- Additional Information - Click **Information**
- Download Form - Click **Download Form**

| School Info | Enrollment | Teachers | Exceptions | Survey | Summary |

Help for Survey

State programs indicated below are populated with data on file with the Division of Nonpublic, Private & Charter School Services. Use the radio buttons to indicate your desire to change participation status. To become a new participant, you must contact the Division by either clicking the Download Form link for a particular service or call 717-783-5146 ext. 3 to request the required forms. PLEASE NOTE THAT CHANGING THE PARTICIPATION STATUS HERE DOES NOT AUTOMATICALLY MAKE YOU ELIGIBLE TO RECEIVE THOSE SERVICES. Participation may be dependent on available funding and/or nonprofit/profit status.

Type of Services	Participation Status
These state-funded educational services are available only to Pennsylvania resident students attending full-time in grades Kindergarten through 12 and whose tuition is not paid by a school district or other public funds.	
Auxiliary Services (Act 89) Information Download Form	● Yes ○ No
Textbooks, Instructional Materials and Equipment (Act 195/90/35) Information Download Form	● Yes ○ No
Technology Services Information Download Form	● Yes ○ No

Your interest in the Federal programs indicated below is requested by the Division of Federal Programs. Use the radio buttons to indicate your participation status for the next school year. PLEASE NOTE THAT ENTERING THE PARTICIPATION STATUS HERE DOES NOT MAKE YOU IMMEDIATELY ELIGIBLE TO RECEIVE THOSE SERVICES. If you choose to participate in any of these services, you will be contacted by the Intermediate Unit from your area to determine services. These are not direct dollars, but SERVICES.

Type of Services	Participation Status
These federally-funded educational services are available to Pennsylvania resident and non-resident students attending full-time in grades Kindergarten through 12 regardless of the source of tuition payments.	
Title IV - Safe and Drug-Free Schools Information	● Yes ○ No
Title V - Innovative Educational Programs Information	● Yes ○ No
Title II A - Improving Teacher Quality Information	● Yes ○ No
Title II D - Enhancing Education through Technology Information	● Yes ○ No

Save   Cancel

Type of Services

The Type of Services is separated into state funded educational services and federal educational services.

State

Note on the screen for state-funded educational services:

"State programs indicated below are populated with data on file with the Division of Non-public, Private & Charter School Services. Use the radio buttons to indicate your desire to change participation status. To become a new participant, you must contact the Division by either clicking the Download Form link for a particular service or call 717-783-5146 ext. 3 to request the required forms. PLEASE NOTE THAT CHANGING THE PARTICIPATION STATUS HERE DOES NOT AUTOMATICALLY MAKE YOU ELIGIBLE TO RECEIVE THOSE SERVICES. Participation may be dependent on available funding and/or nonprofit/profit status."

| School Info | Enrollment | Teachers | Exceptions | Survey | Summary |

Help for Survey

State programs indicated below are populated with data on file with the Division of Nonpublic, Private & Charter School Services. Use the radio buttons to indicate your desire to change participation status. To become a new participant, you must contact the Division by either clicking the Download Form link for a particular service or call 717-783-5146 ext. 3 to request the required forms. PLEASE NOTE THAT CHANGING THE PARTICIPATION STATUS HERE DOES NOT AUTOMATICALLY MAKE YOU ELIGIBLE TO RECEIVE THOSE SERVICES. Participation may be dependent on available funding and/or nonprofit/profit status.

Type of Services	Participation Status
These state-funded educational services are available only to Pennsylvania resident students attending full-time in grades Kindergarten through 12 and whose tuition is not paid by a school district or other public funds.	
Auxiliary Services (Act 89) Information Download Form	● Yes ○ No
Textbooks, Instructional Materials and Equipment (Act 195/90/35) Information Download Form	● Yes ○ No
Technology Services Information Download Form	● Yes ○ No

These state-funded educational services are available only to Pennsylvania resident students attending full-time in grades Kindergarten through 12 and whose tuition is not paid by a school district or other public funds.

- Auxiliary Services (Act 89)
- Textbooks, Instructional Materials and Equipment (Act 195/90/35)
- Technology Services

Federal

Note on the screen for federally funded educational services:

"Your interest in the Federal programs indicated below is requested by the Division of Federal Programs. Use the radio buttons to indicate your participation status for the next school year. PLEASE NOTE THAT ENTERING THE PARTICIPATION STATUS HERE DOES NOT MAKE YOU IMMEDIATELY ELIGIBLE TO RECEIVE THOSE SERVICES. If you choose to participate in any of these services, you will be contacted by the Intermediate Unit from your area to determine services. These are not direct dollars, but SERVICES."

Your interest in the Federal programs indicated below is requested by the Division of Federal Programs. Use the radio buttons to indicate your participation status for the next school year. PLEASE NOTE THAT ENTERING THE PARTICIPATION STATUS HERE DOES NOT MAKE YOU IMMEDIATELY ELIGIBLE TO RECEIVE THOSE SERVICES. If you choose to participate in any of these services, you will be contacted by the Intermediate Unit from your area to determine services. These are not direct dollars, but SERVICES.

Type of Services	Participation Status
These federally-funded educational services are available to Pennsylvania resident and non-resident students attending full-time in grades Kindergarten through 12 regardless of the source of tuition payments.	
Title IV - Safe and Drug-Free Schools Information	⦿ Yes ○ No
Title V - Innovative Educational Programs Information	⦿ Yes ○ No
Title II A - Improving Teacher Quality Information	⦿ Yes ○ No
Title II D - Enhancing Education through Technology Information	⦿ Yes ○ No

Save | Cancel

These federally funded educational services are available to Pennsylvania resident and nonresident students attending full-time in grades Kindergarten through 12 regardless of the source of tuition payments.

- Title IV - Safe and Drug-Free Schools
- Title V - Innovative Educational Programs
- Title II A - Improving Teacher Quality
- Title II D - Enhancing Education through Technology
- Availability of Services is Related to the Profit or Non-Profit Status of the School

Note: Click Save before exiting the PNPE application or navigating to another tab.

Summary Tab

The Summary screen provides a data summary draft and final PDF document of the information entered into PNPE. To view the draft format of the summary, Adobe Acrobat Reader **must** be installed on the computer. Adobe Acrobat Reader is a free application that can be downloaded by clicking Get Acrobat Reader.

Summary Report

To view the Draft Summary Report, click Summary Report.

The draft summary report will display in PDF at the bottom of the screen. The word "draft" appears across the report.

- Review the data summary draft to verify that the information entered is correct.
- If it is not correct, click the Edit button, to return to the previous pages
- Make corrections, click Save
- Then return to this summary page

Note this message on the screen:

"Caution: If you click Submit, and there are no discrepancies, the report will be submitted successfully, and you can no longer modify your data on-line. For assistance, contact Division of Data Quality (717) 787-2644 or e-mail: ra-pnpdata@state.pa.us"

Discrepancies

When the "Submit" button is clicked, the system will check all of the tabs for discrepancies. If any discrepancies are found, error messages will appear in red at the top of the Summary page.

Corrections

Correct error messages that are identified in red at the top of the Summary page by:

- Navigating to the appropriate tab
- Correcting errors
- Clicking Save

AND/OR

- Completing Required Explanations on the Exceptions tab
- Clicking Save

When all error messages have been corrected:

- Return to the Summary tab
- Click Submit

If no discrepancies are found, the summary report will appear.

Note: Appendix D is a list of possible problems, associated error messages, and the related tab for correcting the error.

Submit

If the draft summary report is correct; click Submit

- Diocesan schools in Pennsylvania - Click **Submit to Diocese**
- All others - Click **Submit to PDE**

When the report is submitted successfully,

- A message will appear:

  "Thank You. Your information has been submitted successfully.

  Print a copy to retain in your files, by clicking the "Print" button on the Acrobat toolbar."

- The upper part of the screen will display the date and the person who submitted the report.
- The summary report (without the word "draft" across it) will appear at the bottom of the screen; print a copy for your files.

When your report has been successfully submitted, at the upper right of the screen, the status will change to Submitted.

- Click Log off

Appendix A

Diocesan & Intermediate Unit – Search Screens

Diocesan Users

Diocese users enter and/or submit data for all of the schools within the diocese. A search screen provides the Diocesan users with the ability to locate a specific school within the dioceses.

Search

To view a list of schools by status:

- Select Status from Drop-Down List
    - All
    - Not Started
    - Started
    - Submitted to Diocese
    - Submitted to PDE
    - Accepted
- Click Search

Specific School

To search for a specific school:

- In the appropriate box, enter one of the following:
    - Institution name
    - First few letters of the name
    - An asterisk and part of the name
    - AUN
- Click Search

Search Results

The screen displays:

- Total number of schools in Diocese, listed alphabetically
- Number of submitted reports
- Ten schools display per page with:
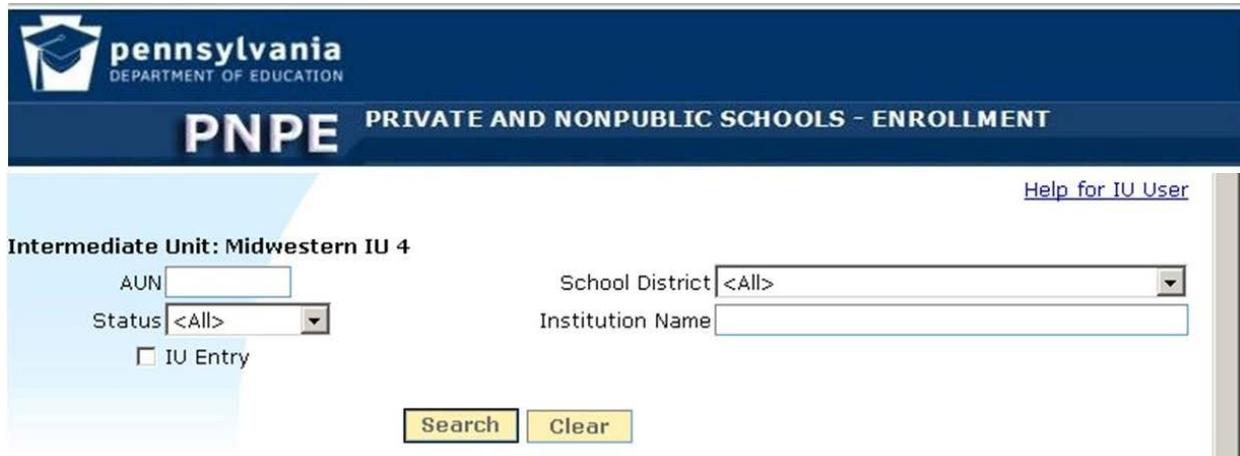   - Institution name
    - AUN
    - Status

Navigation

To access a specific school or view additional search results screens:

- Click Institution Name – Displays selected school's data entry enrollment tabs
- Next or Previous – View additional search result pages
- Click Clear – Removes search criteria and results

Intermediate Unit Users

Intermediate unit users enter and submit enrollment information for the Amish schools and some Mennonite schools. A search screen allows the IU users to locate a specific school to enter and submit enrollment data. If you receive an enrollment sheet without an AUN number, do not enter data based solely on a school name. You are required to have the school's AUN number in order to access and submit their enrollment for the school year.

Search

The search screen provides the option to search for schools for which the IU enters the school's data, or to search for all schools in a selected category.

To search for IU data entry schools:

- Check IU Entry
- Click Search

To search for all schools in a selected category:

- Uncheck or leave blank IU Entry
- Click Search

To search for schools by school district:

- Select school district from drop-down
- Click Search

To view a list of schools by status:

- Select Status from drop-down list
    - All
    - Not Started
    - Started
    - Submitted
    - Accepted

- Click Search

Note: If only a few Amish schools in the IU, select All.

Specific School

To search for a specific school;

- In the appropriate box, enter one of the following:
    - Institution name
    - First few letters of the name
    - An asterisk and part of the name
    - AUN
- Click Search

Search Results

The screen displays:

- Total number of schools in Diocese, listed alphabetically
- Number of submitted reports
- Ten schools display per page with:
    - Institution name
    - AUN
    - Status

Note: Schools for which the IU does not enter data have read-only access.

Institution Name	AUN	School District	Status
PNPE Amish School	123456789	Area SD	Not Started

Search Clear

Search Results

Total Schools: 23   Submitted: 7

Navigation

To access a specific school or view additional search results screens:

- Click Institution Name – Displays selected school's data entry enrollment tabs
- Next or Previous – View additional search result pages
- Click Clear – Removes search criteria and results

Glossary

ACCREDITATION – A voluntary process to assure that an entity meets standards established by a group of external experts in a particular field. It refers to the recognition of an educational institution as maintaining certain standards. Accrediting associations approved by the Board of Education include: Middle States Association of Colleges and Schools, National Academy of Early Childhood Programs, National Association for the Education of Young Children, Pennsylvania Association of Private Academic Schools, and United Private Academic Schools Association of Pennsylvania.

ADMINISTRATIVE UNIT NUMBER (AUN) – A nine-digit unique number identifying a private academic licensed school or non-public/non-licensed religious school under the auspices of the Pennsylvania Department of Education.

CHIEF SCHOOL ADMINISTRATOR – Person who directs and manages the operation of a school. For a private academic licensed school, this is the Board approved Education Director and for the non-public, non-licensed religious school, it is the Principal/Administrator.

MyPDESuite - Provides security and access to the PNPE website. A user must log into MyPDESuite (https://www.mypdeapps.pa.gov) to access the PNPE application.

EXCEPTIONS – In PNPE, discrepancies detected by the system for which the user must provide an explanation or make corrections.

FULL-TIME EQUIVALENT (FTE) TEACHERS – Expression of all teachers on the basis of full-time positions. A part-time position is a portion or fraction of a full-time position. For example, two half-time teachers make one full-time equivalent teacher.

INTERMEDIATE UNIT (IU) – One of 29 multi-services public entities in Pennsylvania authorized to develop, manage, and provide services, programs, or other support to schools.

LICENSURE – mandatory government process to assure that an entity meets certain requirements established by the legislature. It refers to approval/permission to engage in a business activity.

NON-PUBLIC NONLICENSED SCHOOL – A school that is owned or operated by or under the authority of a bona fide religious institution and registered with the PDE by filing the notarized: "Certification

By Principal Of Non-public Non-licensed School" or the "Affidavit/Certificate Of Non-public Non-licensed Day School Operated By A Bona Fide Church Or Other Religious Body In Pennsylvania." For Amish and Mennonite Schools, there would also be a "State Certification of Amish or Mennonite Parochial Schools."

PRIVATE ACADEMIC SCHOOL – A school licensed by compliance with the Regulations Governing the State Board of Private Academic Schools. The license is renewed annually on the anniversary date of the license, upon payment of the annual renewal fee.

STATE BOARD OF PRIVATE ACADEMIC SCHOOLS – A nine-member board, appointed by the Secretary of Education, with the duty to approve or disapprove the initial and renewal licensure of private academic schools; to suspend or revoke the licensure of schools; to establish qualifications for teachers, professional staff and directors; to adopt policies and principles and to establish standards, rules and regulations.

SCHOOL - A division of a school system comprised of one or more grade groups, organized as one unit usually under the direction of a principal or a head teacher. The private and non-public schools each have a unique administrative unit number (AUN).

SCHOOL DISTRICT (SD) – An educational agency or administrative unit that operates under a public board of education.

Appendix A

Required PC Configuration and Alternatives

The recommended minimum hardware and software configuration for any ePDE application is:

Processor

- o 300 MHz Pentium II or compatible minimum
- o 800 MHz Pentium III or compatible recommended

Memory

- o 64 MB RAM minimum
- o 192 MB RAM recommended

Operating System

- Windows 98 minimum
- Windows 2000 recommended

Browsers

- Internet Explorer 6.0 or higher
- Netscape 7.0 or higher

Internet Connection

- An Internet connection with a throughput of at least 45kbps is recommended

While the ePDE applications will function using a PC with the minimum configuration, the recommended configuration is based on the commonwealth desktop (PC) technology standard. If you will be purchasing a PC for the purpose of using any of the ePDE applications, you should consider purchasing the recommended configuration. The ePDE applications have been tested using this configuration.

Suggested alternate solutions which may provide short-term assistance:

1. Complete the data submission process at a public computer site such as a public library.

2. Use a staff member's personal computer at home.