



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