



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.

Private and Nonpublic Schools - Enrollment

Search | Log off ?

Help for Diocesan User

Diocese: Diocese of I

AUN

Status <All>

Institution Name

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

The screenshot shows the 'Private and Nonpublic Schools - Enrollment' page. At the top left is the PDE logo (PA Dept. of Education). To the right is a yellow header with the title 'Private and Nonpublic Schools - Enrollment' and buttons for 'Search | Log off' and a help icon. Below the header, there is a search area with a dropdown for 'Diocese: Diocese of', an input field for 'AUN', a dropdown for 'Status' (set to 'Not Started'), and an input field for 'Institution Name'. Below these are 'Search' and 'Clear' buttons. A link for 'Help for Diocesan User' is on the right. The 'Search Results' section shows 'Total Catholic Schools: 43' and 'Submitted: 0'. A table displays the results:

Institution Name	AUN	Status
PNPE Sacrament School	123456789	Not Started
PNPE Cathedral	123456788	Not Started

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 to some Mennonite schools. A search screen allows the IU users to locate a specific school to enter and submit enrollment data.

Private and Nonpublic Schools - Enrollment

Search | Log off

[Help for IU User](#)

Intermediate Unit: Midwestern IU 4

AUN

Status

IU Entry

School District

Institution Name

Search Clear

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.

Search [Search] [Clear]

Search Results

Total Schools: 23 Submitted: 7

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

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