



***Dr. John D. Barge, State School Superintendent***  
***"Making Education Work for All Georgians"***

GEORGIA DEPARTMENT OF EDUCATION (GADOE)

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Office of Technology Services Division

**FY2015**

**Private School**

**Reporting Instructions**

# PRIVATE SCHOOL REPORTING INSTRUCTIONS

## PURPOSE

The Georgia Code on *requirements for private program*, (O.C.G.A 20-2-690) notes that each private school must report to the superintendent of the local education authority the students enrolled in a private school monthly. The cumulative enrollment numbers gathered by the superintendents in each local education authority are to be reported annually to the GaDOE for IDEA and Pre-K funding purposes. The Private School application has been designed specifically for this purpose.

## PRIVATE SCHOOL DATA REPORTING OVERVIEW

Private School Main Menu', the 'Private School Main Menu' FISCAL YEAR page opens. Select the current 'Private School Survey Data Collection' link for the current FISCAL YEAR, where current school year data will be entered.

**Private School Main Menu**

[FY2014 Private School Survey Data Collection](#)  
[FY2013 Private School Survey Data Collection](#)  
[FY2012 Private School Survey Data Collection](#)  
[FY2011 Private School Survey Data Collection](#)  
[FY2010 Private School Survey Data Collection](#)  
[FY2009 Private School Survey Data Collection](#)  
[FY2008 Private School Survey Data Collection](#)

Select the current 'Private School Survey Data Collection' link for the current FISCAL YEAR.




## REVIEW OF MENU OPTIONS

- **REPORT PRIVATE SCHOOL DATA**

Use this link for entry of private school enrollment data. Select the private schools that need to be reported by your district and enter the required information.

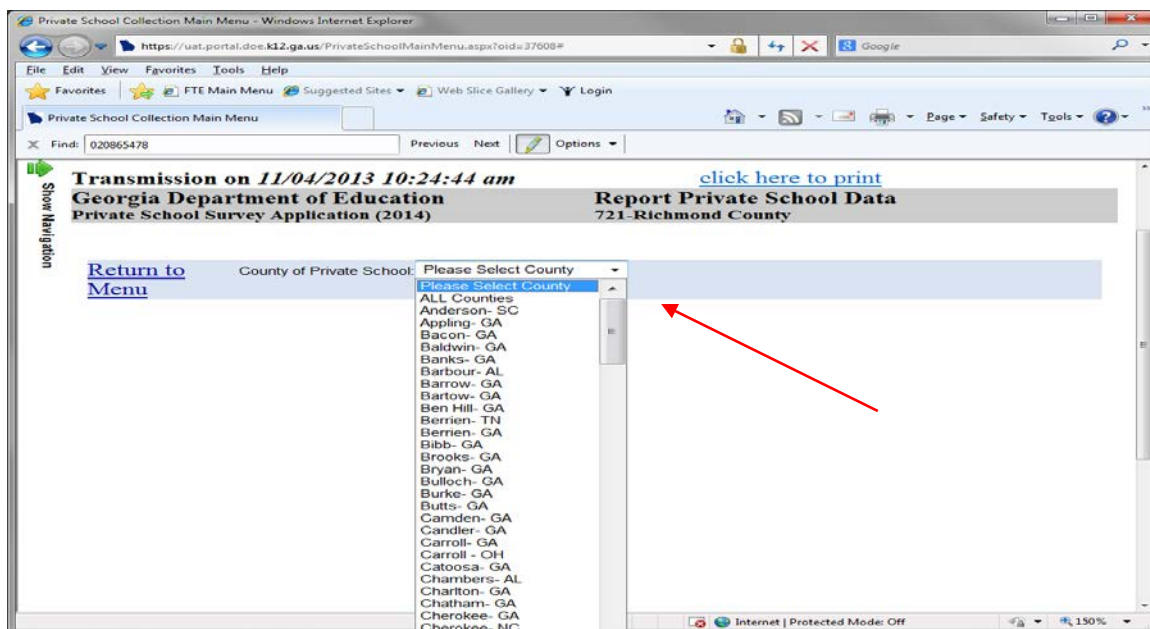
From the 'Private School Main Menu', select **Report Private School Data**

**Private School Main Menu**

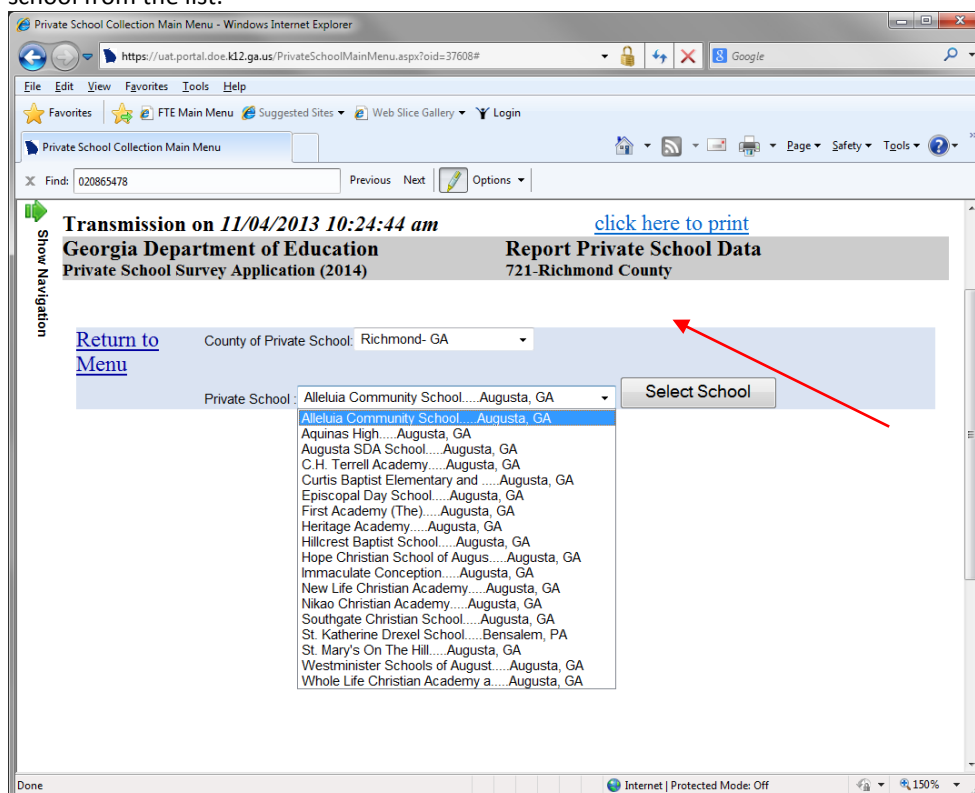
 [Report Private School Data](#)  
 [Private School List](#)  
 [Signoff Report](#)

Once the 'Report Private School Data' page opens, follow the instructions below:

1. Use the drop-down list to select the county in which the private school is located. If you do not know the county, you can view the entire list of schools by using the 'All Counties' option in the county drop-down box.



2. Click the 'Private School' drop-down list and select the private school from the list. NOTE: Only private schools in the county selected will display in the list. If the private school is not in the list, the private school could be located in a county other than the one selected. To check this, select 'ALL Counties' from the 'County of Private School' list, and then click the drop-down next to 'Private School' and select the private school from the list.



- Once the private school has been selected, the page will display the school name, and address information. In the boxes below the GRADE LEVEL, enter the number of students enrolled in that GRADE LEVEL for the private school selected. After entering the number of students enrolled in each GRADE LEVEL for the private school, click **SAVE** to have the data entered for this private school saved. After clicking **SAVE**, the 'TOTAL' box will reflect the sum of students enrolled at the private school, based on the data entered in the boxes for each GRADE LEVEL.

[Return to Menu](#) County of Private School: Richmond- GA Private School : Alleluia Community School.....Augusta, GA

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**Selected Private School Information:**

School Name: [Alleluia Community School](#)

Mailing Address:

Location Address: 2819 Peach Orchard Rd. Augusta, GA 30906

County: Richmond

Please enter the number of the students enroll at the grade

| Pre-K | KK | 01 | 02 | 03 | 04 | 05 | 06 | 07 | 08 | 09 | 10 | 11 | 12 | Total |
|-------|----|----|----|----|----|----|----|----|----|----|----|----|----|-------|
| 0     | 0  | 3  | 3  | 3  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 9     |

When you click **SAVE**, the next screen will display a list of all the schools/data you have entered so far.

|                                                       | Private School Name       | City    | Grades taught at School | Students Enrollment by Grades |    |    |    |    |    |    |     |    |    |    |    |    |    |     | Total |
|-------------------------------------------------------|---------------------------|---------|-------------------------|-------------------------------|----|----|----|----|----|----|-----|----|----|----|----|----|----|-----|-------|
|                                                       |                           |         |                         | PK                            | KK | 01 | 02 | 03 | 04 | 05 | 06  | 07 | 08 | 09 | 10 | 11 | 12 |     |       |
| <a href="#">Delete</a>                                | Alleluia Community School | Augusta | 01, 02, 03              | 0                             | 0  | 3  | 3  | 3  | 0  | 0  | 0   | 0  | 0  | 0  | 0  | 0  | 0  | 9   |       |
| <a href="#">Delete</a>                                | Aquinas High              | Augusta | 06                      | 0                             | 0  | 0  | 0  | 0  | 0  | 0  | 100 | 0  | 0  | 0  | 0  | 0  | 0  | 100 |       |
| <a href="#">Delete</a>                                | Episcopal Day School      | Augusta | 03, 04, 05, 06, 07, 08  | 0                             | 0  | 0  | 0  | 3  | 4  | 5  | 6   | 7  | 8  | 0  | 0  | 0  | 0  | 33  |       |
| Total Private School Students for 721-Richmond County |                           |         |                         |                               |    |    |    |    |    |    |     |    |    |    |    |    |    | 142 |       |

To continue, select another private school within the same county or repeat steps 1 and 2 to select a different county and private school in that county.

Remember to **SAVE** each school's data separately, and review the Sign-Off Report to make sure all schools are included.

## Deleting a School entry

If a school is selected in error, you can delete the entire school entry. This deletes the school from your report, not from the lookup table.

Transmission on 11/04/2013 12:42:29 pm

[click here to print](#)

Georgia Department of Education  
Private School Survey Application (2014)

Report Private School Data  
721-Richmond County

[Return to Menu](#)

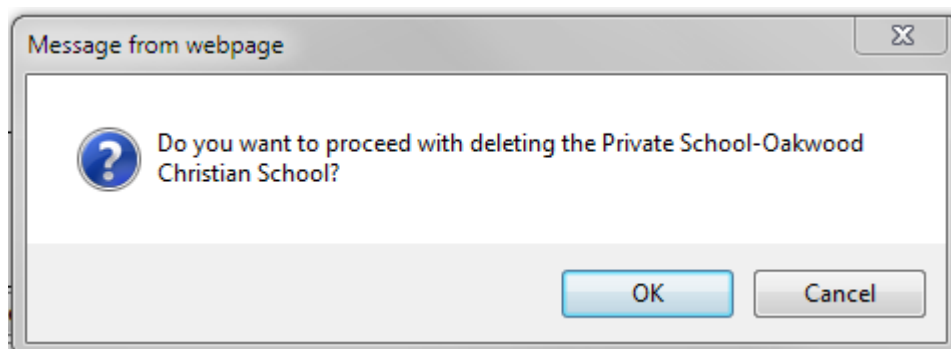
County of Private School: Anderson- SC

Private School : Oakwood Christian School.....Anderson, SC

Select School

|                                                       | Private School Name       | City     | Grades taught at School | Students Enrollment by Grades |    |    |    |    |    |    |     |    |    |    |    |    |    | Total               |
|-------------------------------------------------------|---------------------------|----------|-------------------------|-------------------------------|----|----|----|----|----|----|-----|----|----|----|----|----|----|---------------------|
|                                                       |                           |          |                         | PK                            | KK | 01 | 02 | 03 | 04 | 05 | 06  | 07 | 08 | 09 | 10 | 11 | 12 |                     |
| <a href="#">Delete</a>                                | Alleluia Community School | Augusta  | 01, 02, 03              | 0                             | 0  | 3  | 3  | 3  | 0  | 0  | 0   | 0  | 0  | 0  | 0  | 0  | 0  | <a href="#">9</a>   |
| <a href="#">Delete</a>                                | Aquinas High              | Augusta  | 06                      | 0                             | 0  | 0  | 0  | 0  | 0  | 0  | 100 | 0  | 0  | 0  | 0  | 0  | 0  | <a href="#">100</a> |
| <a href="#">Delete</a>                                | Episcopal Day School      | Augusta  | 03, 04, 05, 06, 07, 08  | 0                             | 0  | 0  | 0  | 3  | 4  | 5  | 6   | 7  | 8  | 0  | 0  | 0  | 0  | <a href="#">33</a>  |
| <a href="#">Delete</a>                                | Oakwood Christian School  | Anderson | PK                      | 1                             | 0  | 0  | 0  | 0  | 0  | 0  | 0   | 0  | 0  | 0  | 0  | 0  | 0  | <a href="#">1</a>   |
| Total Private School Students for 721-Richmond County |                           |          |                         |                               |    |    |    |    |    |    |     |    |    |    |    |    |    | 143                 |

To delete a school entry from your report, click on the "Delete" hyperlink in front of the school name to be deleted. Click 'OK' to continue or 'Cancel' to go back



- **PRIVATE SCHOOL LIST**

On the “**List of Private Schools for FY 2015**” report, you can sort the list by Name, City, State, Zip Code or County when looking for a particular school. Just click on the underlined column heading.

Georgia Department of Education  
Private School Survey Application Data Collection System

List of Private Schools for FY2013

[Back to Main Menu](#)

| #  | Private School |                                         | Address                       | City          | State | Zip   | County   |
|----|----------------|-----------------------------------------|-------------------------------|---------------|-------|-------|----------|
|    | ID             | Name                                    |                               |               |       |       |          |
| 2  | 795            | Oakwood Christian School                | 304 Pearman Dairy RD          | Anderson      | SC    | 29625 | Anderson |
| 3  | 19             | Appling Christian Academy               | 1479 Hatch Parkway, S.        | Baxley        | GA    | 31513 | Appling  |
| 4  | 441            | New Vision Academy                      | 189 Highway 64                | Alma          | GA    | 31510 | Bacon    |
| 5  | 187            | E.B.L.A. Academy                        | 1943 N. Jefferson St. Suite 4 | Milledgeville | GA    | 31061 | Baldwin  |
| 6  | 249            | Georgia Military College Prep.          | 201 E. Greene St.             | Milledgeville | GA    | 31061 | Baldwin  |
| 7  | 331            | John Milledge Academy                   | 197 Log Cabin Rd., NE         | Milledgeville | GA    | 31061 | Baldwin  |
| 8  | 535            | Sinclair Christian Academy              | 102 Airport Rd.               | Milledgeville | GA    | 31061 | Baldwin  |
| 9  | 753            | Georgia Military Prep School            | 201 East Greene               | Milledgeville | GA    | 31061 | Baldwin  |
| 10 | 354            | Lakeside School                         | 1020 Lake Dr.                 | Eufaula       | AL    | 36027 | Barbour  |
| 11 | 59             | Bethlehem Christian Academy             | 548 Christmas Ave.            | Bethlehem     | GA    | 30620 | Barrow   |
| 12 | 646            | Westbrook Academy                       | 1059 Dee Kennedy Rd.          | Auburn        | GA    | 30011 | Barrow   |
| 13 | 305            | Hope Christian Academy                  | 8 Pleasant Hill Church Rd.    | Winder        | GA    | 30680 | Barrow   |
| 14 | 45             | Barrow County Christian Academy         | 83 Patrick Mill Rd.           | Winder        | GA    | 30680 | Barrow   |
| 15 | 378            | Living Way Christian                    | 118 E. George St.             | Adairsville   | GA    | 30103 | Barrow   |
| 16 | 619            | Trinity School of Cartersville          | 814 West Avenue               | Cartersville  | GA    | 30120 | Barrow   |
| 17 | 204            | Excel Christian Academy of Cartersville | 325 Old Mill Rd.              | Cartersville  | GA    | 30120 | Barrow   |
| 18 | 66             | Rowen's Mill Christian Center           | 1721 Rowen's Mill Hwy         | Fitzgerald    | GA    | 31750 | Ben Hill |

If you still do not find the school you need, contact the GaDOE Help Desk for assistance. It is possible that we need to add a school not previously identified as a private school serving Georgia’s students. The Help Desk can assist with this.

- **SIGN OFF REPORT**

Select 'Signoff Report' when the district is finished entering private school data. This option, on the Main Menu, will list all the information reported by your district.

### Private School Main Menu

[Report Private School Data](#)  
[Private School List](#)  
[Signoff Report](#) ←

### SIGNOFF REPORT

The length of the signoff report will depend on the number of private schools reported. Use the scroll bar to access the sign off box at the end of the report.

| Georgia Department of Education<br>Private School Survey Application (2014) |          |                         |                               |    |    |    | Signoff Report<br>721-Richmond County |    |    |     |    |    |    |    |    |    |       |     |
|-----------------------------------------------------------------------------|----------|-------------------------|-------------------------------|----|----|----|---------------------------------------|----|----|-----|----|----|----|----|----|----|-------|-----|
| <a href="#">Main Menu</a>                                                   |          |                         |                               |    |    |    |                                       |    |    |     |    |    |    |    |    |    |       |     |
| Private School Name                                                         | City     | Grades taught at School | Students Enrollment by Grades |    |    |    |                                       |    |    |     |    |    |    |    |    |    |       |     |
|                                                                             |          |                         | PK                            | KK | 01 | 02 | 03                                    | 04 | 05 | 06  | 07 | 08 | 09 | 10 | 11 | 12 | Total |     |
| Alleluia Community School                                                   | Augusta  | 01, 02, 03              | 0                             | 0  | 3  | 3  | 3                                     | 0  | 0  | 0   | 0  | 0  | 0  | 0  | 0  | 0  | 0     | 9   |
| Aquinas High                                                                | Augusta  | 06                      | 0                             | 0  | 0  | 0  | 0                                     | 0  | 0  | 100 | 0  | 0  | 0  | 0  | 0  | 0  | 0     | 100 |
| Episcopal Day School                                                        | Augusta  | 03, 04, 05, 06, 07, 08  | 0                             | 0  | 0  | 0  | 3                                     | 4  | 5  | 6   | 7  | 8  | 0  | 0  | 0  | 0  | 0     | 33  |
| Oakwood Christian School                                                    | Anderson | PK                      | 1                             | 0  | 0  | 0  | 0                                     | 0  | 0  | 0   | 0  | 0  | 0  | 0  | 0  | 0  | 0     | 1   |
| Total Private School Students for 721-Richmond County                       |          |                         |                               |    |    |    |                                       |    |    |     |    |    |    |    |    |    |       | 143 |

The following data elements will need to be entered on the Signoff Report before the district can sign off:

1. The **name** of the person signing off.
1. The **title** of the person signing off for the district (this does not need to be the superintendent).
2. The **contact phone number** of the person signing off (include area code).
3. The **contact email address** of the person signing off.

### Signoff By:

**I certify that the information submitted above is accurate to the best of my knowledge.**

**Last Name:**  
**First Name:**  
**Title:**  
**Email:**  
**Phone:**

### **REQUESTS FOR ASSISTANCE**

For assistance with any aspect of reporting data, accessing the portal, or general questions, please contact Information Technology Customer Support at [dTicket@doe.k12.ga.us](mailto:dTicket@doe.k12.ga.us).