







Federal Programs Initial Invite to Private Schools

- By October 31st, the LEA should contact and invite private school officials to inquire as to their interest in having their students, teachers, and parents participate in equitable services in ESEA programs.
- For Title I, Part A, the invitation should include private schools with children who reside in Title I attendance zones within the LEA boundaries regardless of private school's location. For Title I, the private school's address may be within the LEA's attendance zones, outside the LEA's boundaries, or in another state.
- For Title III, the invitation should include private schools with children who reside in within the LEA boundaries regardless of private school's location.

Federal Programs Initial Invite to Private Schools continued

- For Title II, Part A; Title IV, Part A; and IDEA, the invite should be to all private schools whose address is within the LEA's geographic boundary.
- The invitation must include the date, time, and place of consultation meeting. The invitation should be made at least three weeks prior to proposed meeting date.
- The following slides will provide guidance on how LEAs can acquire contact information on private schools for this invitation.

Private School Data Collection Modifications

Data cleansing period starts Tuesday, Sept. 19, 2017
and ends Friday, June 29, 2018

Data collection period starts Tuesday, Nov. 07, 2017
and ends Tuesday, Nov. 21, 2017

Data cleansing – entering contact info for each private school (within your geographic school district) and adding new private schools to the list.

Data collection – entering the number of private school students (from your district) attending any private school.

Private School Data Collection Modifications

Data cleansing – entering contact info for each private school (within your geographic school district) and adding new private schools to the list.

1 District (Atlanta City) will enter the contact information for Pace Academy.

Data collection – entering the number of private school students (from your district) attending any private school.

10 Districts will enter the number of students, by grade, attending Pace Academy.

Georgia Department of Education
Private School Survey Application FY2017 Data
Collection System

Pace Academy 966 W. Paces Ferry Rd. Atlanta GA 30327 Fulton County

System	Private School	Enrollment by Grade												Total	
		PK	KC	1	2	3	4	5	6	7	8	9	10		11
1100 Atlanta Public Schools	450 Pace Academy	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1400 Cherokee County	450 Pace Academy	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1400 Cobb County	450 Pace Academy	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1400 DeKalb County	450 Pace Academy	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1400 Douglas County	450 Pace Academy	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1400 Gwinnett County	450 Pace Academy	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1400 Hall County	450 Pace Academy	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1400 Henry County	450 Pace Academy	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1400 Jasper County	450 Pace Academy	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1400 Laurens County	450 Pace Academy	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1400 Lincoln County	450 Pace Academy	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1400 Wilkes County	450 Pace Academy	0	0	0	0	0	0	0	0	0	0	0	0	0	0

The Process

Private School Data Collection – 1 Portal Provisioning

- 1) Get the LEA Private School Coordinator provisioned to access Private School.
- 2) Enter the LEA Private School Coordinator in the FTE Survey. (open 9/13-9/22; not discussed in this webinar)
- 3) LEA will send out the new DE1111.
- 4) As the DE1111s come back in, enter the private school contact info in Private School application.

1) Private School Data Collection – Portal Provisioning

Four Portal Organization Roles will be able to select Private School application: Superintendent, FTE Coordinator, Title 1 Director, and Title IIA Coordinator.

1 To self-provision, click on your name

2 Then click "Request Roles"



Application Roles (User): Portal - User
CIS - User Builder - User Builder
Student Record - School Level User
Private School Collection - District User
Facility and School 2008 - District Contributor
CISRF - Superintendent
GUIDE - GADOE GTED Admin
Organization Role(s): BSA - County - District User
BSA - County - FTE Coordinator

Address: Line 1: Line 2:

Request Roles:

1) Private School Data Collection – Portal Provisioning

Request Provisioning
STEP 1
Enter User Information
Next >>

STEP 2
Select Districts And Roles

- If “Current Role Assignments already has FTE Coordinator, Title I Director, Superintendent, or Title IIA Coordinator click
- Otherwise, select your role from “Roles for Selected Organization” and click “Next.”

Click on a [X] to select that role.
Roles for Selected Organization:
[X] GTD Coordinator - GTD Coordinator
[X] Special Ed Staff - Special Ed Staff
[X] Title I LEA Coordinator - Title I LEA Coordinator
[X] Migrant Coordinator - Migrant Coordinator
[X] Staff - Staff
[X] District User - District User
[X] Title I User - District User
[X] Title III District user - Title III District user
[X] Title IIA Coordinator - Title IIA Coordinator

Current Role Assignments (per Organization):
Click on a [X] to remove that role.
FTE Coordinator (Bibb County) [X]
District User (Bibb County) [X]
Title IIA Coordinator (Bibb County) [X]

1) Private School Data Collection – Portal Provisioning

STEP 3
Select Applications And Roles

Select an Application Role:
Click on a [X] to see list of roles for that application.
Click on a [X] to select that role.
* Pre Identify for Testing
[X] Private School Collection
[X] District User - District User (FTE Coord., Superintendent)

Current Application Role Assignments (per Application):
Click on a [X] to remove that role.
Unit Builder (GSO Unit Builder) [X]
School Level User (Student Record) [X]
District User (Private School Collection) [X]
District Contributor (Facility and School 2008) [X]
Superintendent (CCRP) [X]
District GTD Admin (GUIDE) [X]

- Select “Private School Collection” from the “Select an Application Role” and click “Next.”
- After selecting “Private School Collection,” it will show under the “Current Application Role Assignments” on the right side of the screen

Next >>

1) Private School Data Collection – Portal Provisioning

STEP 4
Request Submission Summary

Step 4
Summary of Request
First Name: Patricia
Last Name: Miller
Email Address: pmillerdoe2@gmail.com
Organization: My County

Summary of Organizations Roles Applied For:
Title IIA Coordinator

Summary of Applications Applied For:
Application: Private School Collection
Application Role: District User

<< Back
Submit

- Click “Submit.”
- Your district Security Officer will have to approve.

3) Private School Data Collection – DE1111

- The New and Improved DE1111 was posted August 28th.
- The Private School data collection application has been modified to collect contact information.

PRIVATE SCHOOL REPORT OF STUDENTS ENROLLED

Georgia law O.C.G.A. § 20-2-480 provides, "Within 30 days after the beginning of each school year, it shall be the duty of the administrator of each private school to provide to the school superintendent of each local public school district which has students enrolled in the private school a list of the name, age, and residence of each resident so enrolled. At the end of each school month, it shall be the duty of the administrator of each private school to notify the school superintendent of each local public school district of the name, age, and residence of each student residing in the public school district who enrolls or terminates enrollment at the private school during the immediately preceding school month."

NAME OF PRIVATE SCHOOL: _____ SCHOOL WEBSITE: _____
 Is this school a K-12 (non-profit school)? Yes or No _____ SCHOOL EMAIL: _____
 SCHOOL TELEPHONE: _____ MAILING ADDRESS: _____ MAILING STATE: _____ MAILING ZIP CODE: _____
 MAILING CITY: _____ LOCATION ADDRESS: _____ LOCATION STATE: _____ LOCATION ZIP CODE: _____
 LOCATION CITY: _____ Private School is located within the geographic boundary of _____ City or County Public School System (State name)

Private School Contact Information

CONTACT LAST NAME: _____ CONTACT FIRST NAME: _____
 CONTACT TITLE: _____ CONTACT EMAIL: _____
 CONTACT TELEPHONE: _____

4) Private School Data Collection – Entering Contact Info

As the DE1111s come back in, enter the private school contact info in Private School application.

Reminder – You may send out 20 DE1111s but only have to enter contact info for the 12 located in your geographic district.

There is no deadline for entering contact data.

Entering contact data in the PS application

1. Sign in to the Portal.
2. From the Data Collection menu, select Private School.

4) Private School Data Collection – Entering Contact Info

3. New option to EDIT Private School Contact Info

No data submitted

Private School Main Menu

- Edit Private School Data
- Private School List
- Signoff Report
- Private School Primary Contacts

School Claim Edit Info Status: 0 of 17 schools located in your district have complete location & contact information

Status of entering Private School contact info

4) Private School Data Collection – Entering Contact Info

4. To edit a school, click on a hyperlink under “Name.”

Georgia Department of Education
Private School Survey Application Data Collection System

System: 611 Bibb County
Link to Main Menu Add New Private School

List of Private Schools for FY2018
611-Bibb County

#	ID	Name	Location Address	City	State	Zip	County Location	Public School District of Private School Location
1	1100	A. Lee School	123 West St	Jeff	TN	30204	DBB	
2	1009	Stacy's Christian Academy	1000 Stone Pine Road	Mecon	GA	31204	DBB	611-Bibb County
3	36	Central Fellowship Church	5400 Henderson Rd.	Mecon	GA	31216	DBB	
4	144	Calvary Church	4632 Curtis Rd.	Mecon	GA	31210	DBB	
5	224	First Presbyterian Church	5671 Oakley Dr.	Mecon	GA	31210	DBB	
6	309	Episcopal Church	5702 Highland Rd.	Lawrenceville	GA	31102	DBB	
7	404	Methodist Church	555 Towler Place	Mecon	GA	31210	DBB	
8	410	Mount Carmel Church	851 Orange Street	Mecon	GA	31204	DBB	
9	553	St. Andrews Methodist Church	521 Davis Rd.	Mecon	GA	31210	DBB	
10	564	St. Joseph Catholic School	555 High St.	Mecon	GA	31204	DBB	
11	576	St. Peter's Church	133 Ward St.	Mecon	GA	31204	DBB	

4) Private School Data Collection – Entering Contact Info

Information on the DE1111 has been changed to reflect data entered in PS app.

PRIVATE SCHOOL SURVEY OF CONTACT INFORMATION

Georgia law (O.C.G.A. § 20-2-480) provides: "Within 30 days after the beginning of each school year, it shall be the duty of the administrator of each private school to provide to the school superintendent of each local public school district which has students enrolled in the private school a list of the names, ages, and residences of each student as enrolled in the end of each school month. It shall be the duty of the administrator of each private school to notify the school superintendent of each local public school district of the name, age, and residence of each student residing in the public school district who enrolls or terminates enrollment at the private school during the immediately preceding school month."

NAME OF PRIVATE SCHOOL: _____

Is this school a 501(c)(3) non-profit school? Yes or No: ☐ YES ☐ NO

SCHOOL WEBSITE: _____

SCHOOL TELEPHONE (optional): _____

MAILING ADDRESS: _____

MAILING CITY: _____ MAILING STATE: _____ MAILING ZIP CODE: _____

LOCATION ADDRESS: _____

LOCATION CITY: _____ LOCATION STATE: _____ LOCATION ZIP CODE: _____

Private School is located within the geographic boundary of _____ City or County Public School System (none) _____

Private School Contact Information

CONTACT LAST NAME: _____ CONTACT FIRST NAME: _____

CONTACT TITLE: _____ CONTACT EMAIL: _____

CONTACT TELEPHONE (optional): _____

Edit Private School Information

Private School Name: _____ Is a Non-Profit School? ☒ YES ☐ NO

School Website: _____ School Telephone (optional): _____ School Email: _____

Mailing Address 1: _____ Address 1: _____ City: _____ State: GA Zip Code: 30204

Location Address 1: _____ Address 1: _____ City: _____ State: GA Zip Code: 30204

County location: _____ (Choose GA county) _____

Private School Contact Information: _____

Contact Last Name: _____ First Name: _____

State of Contact: _____

Contact Telephone (optional): _____ School Contact Email: _____

4) Private School Data Collection – Entering Contact Info

Edit Private School Information

Private School Name: _____ Path: Academy

Is a Non-Profit School? ☒ YES ☐ NO

School Website: _____ School Telephone (optional): _____ School Email: _____

Mailing Address 1: _____ Address 1: _____ City: _____ State: GA Zip Code: 30213 30740

Location Address 1: _____ Address 1: _____ City: _____ State: GA Zip Code: 30213 30740

Block's Location: _____ (Choose GA county) _____

Private School Contact Information: _____

Contact Last Name: _____ First Name: _____

State of Contact: _____

Contact Telephone (optional): _____ Contact Email: _____

Data requirements:

- If this is a small school with no website, and/or email, type "none".
- Emails have to have @. If none, type "none@none".
- If there is no Mailing Address entered, copy the Location Address into both fields. Both Mailing Address and Location Address are required.

Clicking on CONFIRM at the bottom of the page is your claim that this private school is located in your geographic school district. If not in your district, put in a ticket to have the geographic district changed.

4) Private School Data Collection – Adding a New School

Access the ADD function by clicking on the Edit Private School Data from the Main Menu.

Just like the Edit function, you can only Add a New Private School if that school is in your geographic district.

Georgia Department of Education
Private School Survey Application Data Collection System 722-Rockdale County

System: 722 Rockdale County

[Back to Main Menu](#) [Add New Private School](#)

#	ID	Name	Address	City	State	Zip	County	Public School District of Private School Location
1	128	Atlanta Christian Academy	200 Wynnton Rd	Convers	GA	30044	Rockdale	
2	148	Atlanta Christian Academy	2400 Lenox Road	Convers	GA	30311	Rockdale	
3	168	Atlanta Christian Academy	2400 Lenox Road NE	Convers	GA	30311	Rockdale	
4	188	Atlanta Christian Academy	2400 Lenox Road NE	Convers	GA	30311	Rockdale	
5	208	Atlanta Christian Academy	2400 Lenox Road NE	Convers	GA	30311	Rockdale	
6	228	Atlanta Christian Academy	2400 Lenox Road NE	Convers	GA	30311	Rockdale	
7	248	Atlanta Christian Academy	2400 Lenox Road NE	Convers	GA	30311	Rockdale	
8	268	Atlanta Christian Academy	2400 Lenox Road NE	Convers	GA	30311	Rockdale	

If you know of a new private school in another district, you can contact the other district's primary contact from the list on the main menu.

4) Private School Data Collection – Entering Contact Info for a CITY school district

New option to EDIT Private School Contact Info

No data submitted

Private School Main Menu

- ☐ Edit Private School Data
- ☐ Private School List
- ☐ School Report
- ☐ Private School Primary Contacts

School Claim/Edit Info Status: 0 of 17 schools located in your district have complete location & contact information

4) Private School Data Collection – Entering Contact Info for a CITY school district

System: 761 Atlanta Public Schools

Add New Private School

#	ID	Name	Location Address	City	State	Zip	County	Public School District of Private School Location
1	1	Atlanta Christian Academy	140 New Street	Doraville	GA	30020	DeKalb	
2	2	Atlanta Christian Academy	1075 Center Rd NE	Atlanta	GA	30324	Fulton	
3	3	Atlanta Christian Academy	1060 Powers Pl	Alpharetta	GA	30009	Fulton	
4	4	Atlanta Christian Academy	44 Academy St	Alpharetta	GA	30009	Fulton	
5	5	Atlanta Christian Academy	4772 Venable Bridge Rd	Alpharetta	GA	30005	Fulton	
6	6	Atlanta Christian Academy	2500 Clairmont Road Atlanta	Atlanta	GA	30329	DeKalb	
7	7	Atlanta Christian Academy	3800 Linwood Rd	Ellenwood	GA	30294	DeKalb	
8	8	Atlanta Christian Academy	44 Academy Street	Alpharetta	GA	30009	Fulton	

Only difference will be that the city school systems will have a list of all private schools in their encompassing county or counties.

4) Private School Data Collection – Entering Contact Info for a CITY school district

Georgia Department of Education
Private School Survey Application
Data Collection System

List of Private Schools for FY2018
761-Atlanta Public Schools

System: 761 Atlanta Public Schools
Back to Transmission Status Menu Admin Menu List of Private Schools with enrollment students Add New Private School

#	Private School	Location Address	County Location	Public School District of Private School Location
15	402 Lighthouse Learning Center	3000 North Point Pkwy	DeKalb	DeKalb County
16	1144 North Atlanta Hills	30 North Main Street	Alpharetta	GA 30009 Fulton
17	968 Glenwood Academy	1600 Ardmore Dr	Alpharetta	GA 30009 Fulton
18	614 Atlanta Christian Academy	44 Academy Street	Alpharetta	GA 30009 Fulton
19	637 Action Academy	1075 Carter Rd NE	Atlanta	GA 30324 Fulton
20	676 Association Day School	2500 Champlain Road	Atlanta	GA 30329 DeKalb
21	24 Atlanta Adventist Academy	3070 Cascade Rd	Atlanta	GA 30331 Fulton
22	11 Atlanta Country Day	8725 Dunwoody	Atlanta	GA 30008 Fulton

Sort by
City or Zip

4) Private School Data Collection – Entering Contact Info for a CITY school district

Edit Private School Information

Private School Name: Annunciation Day School

Is A Non-Profit School? ☒ School Website:

Religious Telephone: (nnnnnnnnnn) School Email:

Mailing Address 1: 2500 Champlain Road

Address 2:

City: Atlanta State: GA Zip Code: 30329

Location Address 1: 2500 Champlain Road

Address 2:

City: Atlanta State: GA Zip Code: 30329

County Location: 641 DeKalb County
County/City School District: 761 Atlanta Public Schools

Private School Contact Information

Contact Last Name: First Name:

Title of Contact:

Contact Telephone: (nnnnnnnnnn) School Contact Email:

CONFIRM - this Private School is located in my Public School District

After EDITTING the Private School Information and CONFIRMING, the County Location will show the 'old' county and the County/City School District will show the city school district.

Private School Application Changes

These 3 functions will still be state admin only:

1. delete a private school;
2. change contact info for an out of state private school;
3. change the county or city where the private school is located.

Reminders

- The 'big' entry of contact info will only need to be done this year. After this year, only changes and new schools will need to be touched. (In a previous example, 12 of 20 DE1111s returned were for schools within the geographic boundary of the school district.)
- These changes can be done anytime between September 19 and June 29.
- The entry of data (number of students from your district, by grade level, going to each private school) will be November 7 – 21. (In the previous example, the number of students from all 20 of 20 DE1111s returned would be entered during the data entry period.)

Thank you for your attention!

Questions?

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 Shaun Owen - Director of Consolidated Federal Initiatives
 Carly Ambler - Program Manager, Title II, Part A
 Elaine Dawsey - Education Program Specialist, Title I
 Patty Miller - Private School Data Manager
 Kathy Aspy - Data Collections and Reporting Manager
