

FY2020 – Private School Reporting Instructions

PRIVATE SCHOOL REPORTING INSTRUCTIONS

PURPOSE

The Georgia Code on *requirements for private program*, (O.C.G.A 20-2-690) 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 residents 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. Such records shall indicate when attendance has been suspended and the grounds for such suspension.

Data Collected by the DE1111 in November will be used to cross-reference K-12 enrollment information provided by private schools participating in Equitable Services Under Title II, Part A and Title IV, Part A of ESSA. By law ESSA allocations are determined on a per pupil basis and, in Georgia, are extracted from an official count taken the first Tuesday of October. DE1111 enrollment information submitted in November should reflect enrollment information collected on the first Tuesday of October.

The Private School application has been designed specifically for this purpose. Link to Georgia Code click [here](#).

NOTE: Report the number of students that reside in your district/city school system in the grade and private school the students attend. (Do not just report the students attending a private school located in your geographic district/city system.)

Private School Data Collection Documentation

Documentation for the Private School Data Collection can be found on the GaDOE Data Collections website: <https://www.gadoe.org/Technology-Services/Data-Collections/Pages/FY2020-Private-School-Resources.aspx> (Figure 1.)

Figure 1. Gadoe.org

The screenshot shows the Gadoe.org website. At the top left is the Georgia Department of Education logo. To the right is a search bar and social media icons for RSS, Pinterest, YouTube, Google+, Twitter, and Facebook. Below these is the name 'Richard Woods, Georgia's School Superintendent'. A dark green navigation bar contains the following menu items: 'Offices & Divisions', 'Programs & Initiatives', 'Data & Reporting', 'Learning & Curriculum', 'State Board & Policy', 'Finance & Operations', 'Contact', and 'Calendar'. Below the navigation bar is a breadcrumb trail: 'Home → Technology Services → Technology Services → Data Collections → FY2020 Private School Data Collection Resources'. The main content area has a left sidebar with 'General Information' and 'Data Collection Documentation' sections. The 'Data Collection Documentation' section includes links for 'Data Collection Overview', 'Data Conference', 'GaDOE Name Processing Rules', 'Georgia Student Data Privacy, Accessibility, and Transparency Act', 'Records Retention', and 'School Count by Type'. The 'General Information' section includes 'New Student Data Elements for the 2019-2020 School Year for'. The main content area features the title 'FY2020 Private School Data Collection Resources' and a paragraph stating that each district superintendent is required to report the total number of students living within their county but attending a private school. Below this is a section titled 'Private School Data Collection Resources' with a bulleted list: 'Private School DE Form 1111', 'Private School Instructions', and 'List of Private Schools for FY2020'. At the bottom of the main content area is a link for 'Prior year Private School resources'.

The Private School Data Collection occurs in two phases. Phase 1 is the school review period and Phase 2 is the data collection period.

Private School Main Menu

The Private School Main Menu ([Figure 2](#)) consists of the following 6 items:

- Report Private School Student Enrollment Data (only available November 5, 2019 – November 27, 2019)
- Edit Private School Contact Data for X County – (list of Private Schools for county or city school system, [Figure 9](#))
- Contact Info for Private Schools – (list of all Private Schools in Georgia, [Figure 3](#))
- Private School Contact Report with Prior Three Years Enrollment – (county of students reported as enrolled from your district for the last three years)
- [Signoff Report](#) – (will show the private schools where students are enrolled)

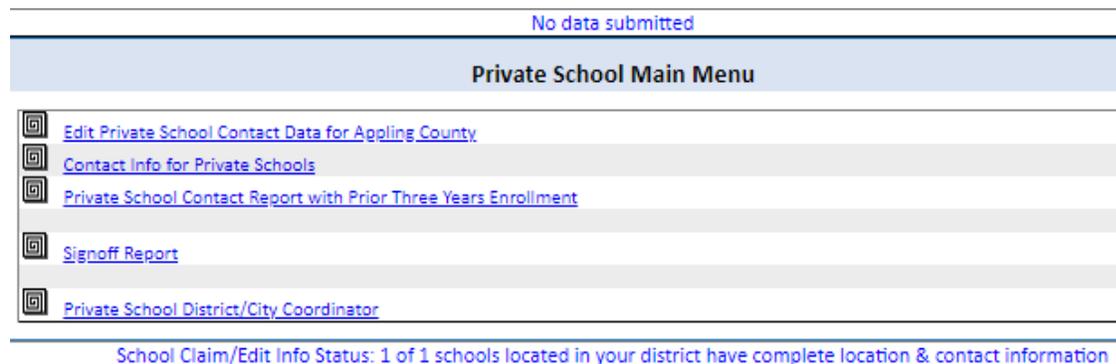
from your district for the current year. The report will remain empty until November 5, 2019)
Private School District/City Coordinator – (list of Private School District/City Coordinators in Georgia. This list will remain empty until the FTE Survey data collection is complete.)

PHASE 1 – Getting Good Contact Information for the Private Schools Located in Your District

Private School Review Period

The Private School Data Collection in November will be preceded by a school contacts and information review period. Each county/city school system is asked to notify GaDOE, by using the “Edit Private School Contact Data for x County” hyperlink on the Private School Main Menu (see [Figure 2](#) below), if any corrections need to be made to the Private School information. These corrections need to be made before the November data collection begins. County and city school systems are asked to send any address corrections, county (in which the private school is located) corrections, as well as any school additions or closings in September so the Private School List will be accurate when the data collection opens in November. If the Private School is assigned to your county/city you can make changes immediately through the “[Edit Private School Contact Data for X County](#)” hyperlink on the Private School Main Menu (see [Figure 2](#)).

Figure 2. Private School Main Menu



How to Get a Copy of the Private School List

Those without a GaDOE Portal account can view the List of Private Schools in Georgia by going to the following link, [List of Private Schools in Georgia](#), ([Figure 3](#)). This list is updated immediately when changes are made.

Those with a portal account can view the list of Private Schools in Georgia by logging into the GaDOE Portal, then from the Data Collection fly out menu, click on Private

School. Click on the current year Private School Data Collection on the Transmission Period screen (Figure 4) then select “Contact Info for Private Schools” on the Private School Main Menu (Figure 2.). This list can be copied and pasted into an Excel spreadsheet and then sorted by School Name, City, State, Zip, or County. For example, the (partial) list in (Figure 3) below was sorted on the Private School County Location. Once the information is copied to Excel, the list can be printed for reference when creating a mailing list to request information on the number of public school students enrolled in the private school.

Figure 3. Private School List – includes all private schools that have Georgia students enrolled.

#	Private School Request to Add New Private School	Location Address				Private School County Location	GA County/City responsible for Contact Info: ID Name	No, for profit Sch Flag	Telephone	Email	Web Address
		ID	Name	Address	City						
1	19	Appling Christian Academy	1479 Hatch Parkway, S.	Baxley	GA	31513	Appling County	No, for profit	9123673004	applingchristian@bellsouth.net	
2	187	E.B.L.A. Academy	1943 N. Jefferson St. Suite 4	Milledgeville	GA	31061	Baldwin County	No, for profit	4784530910	ebiaoffice@aol.com	
3	249	Georgia Military College Prep.	201 E. Greene St.	Milledgeville	GA	31061	Baldwin County	No, for profit	4783874878	pgrant@gmc.edu	https://www.gmcprep.com/
4	331	John Milledge Academy	197 Log Cabin Rd., NE	Milledgeville	GA	31061	Baldwin County	No, for profit	4784525570	jjones@johnmilledge.org	www.johnmilledge.org
5	535	Sinclair Christian Academy	102 Airport Rd. NE	Milledgeville	GA	31061	Baldwin County	No, for profit	4784524242	dddcoburn@yahoo.com	http://www.sinclairchristianacademy-sca.com
6	1109	Milledgeville Christian Academy	100 Mount Pleasant Church Rd.	Gordon	GA	31031	Baldwin County	No, for profit	4782519527	mca.inc1516@gmail.com	NONE

Figure 4. Transmission Period

Transmission Period

Transmission Cycles	Current Documentation
Private School for 2020	<ul style="list-style-type: none"> • Private School Instructions • DE111
Private School for 2019	
Private School for 2018	
Private School for 2017	
Private School for 2016	
Private School for 2015	
Private School for 2014	
Private School for 2013	
Private School for 2012	
Private School for 2011	
Private School for 2010	
Private School for 2009	
Private School for 2008	

Edit a Private School

To edit a Private School assigned to your county or city school system, click on “Edit Private School Contact Data for X County” (Figure 2) on the Private School Main Menu. This will produce a list of all Private Schools assigned to your country or city (Figure 5). Select the private school that needs to be updated to display the “Edit Private School Information”, page (Figure 6). Make the necessary changes and click “CONFIRM – this Private School is located in my Public-School District”. The information should update on screen and in the private school list immediately.

Another method of updating private school information is by using the “Contact Info for Private Schools” on the Private School Main Menu (Figure 2). Once selecting “Contact Info for Private Schools” hit your CTRL/F keys on the keyboard and enter the private school name or partial name in the search box. Once you find the school, click on the hyperlink to display the “Detail Private School Information” screen, (Figure 7). To update the private school information, click on the hyperlink “Request Update Private School Info” found at the bottom of the screen. This will bring up the “Update Private School Contact Information” screen, (Figure 8). On this screen, you will be able to request an update to any or all information on the screen. There is a comments box to explain the change request. This is a required field. You must enter at least 25 characters. Once all changes have been entered, click “Request to Update Private School Info” button located at the bottom of the form. The information is sent to the Private School Administrator at DOE for approval or rejection. The Private School Administration will send an email with explanation.

NOTE: Contact fields School Telephone, School Email and the section labeled Private School Contact Information must be completed. If a private school does not have a school website or contact, you may fill in ‘NONE’. For the email addresses, fill in unknown@email.com. For the phone number, use 0000000000.

Figure 7. Detail Private School Information

Detail Private School Information	
Private School ID:	19
Private School Name:	Appling Christian Academy
Is this school a 501C3 or No, for profit school?	No, for profit
School WebSite:	
School Telephone:(nnnnnnnnnn):	9123673004
School Email:	applingchristian@bellsouth.net
Mailing Address :	1479 Hatch Parkway, S.
City, State Zip:	Baxley, GA 31513
Location Address :	1479 Hatch Parkway, S.
City, State Zip	Baxley, GA 31513
Private School County Location:	Appling (GA)
GA County/City responsible for Contact Info:	Appling County
<u>Private School Contact Information</u>	
Contact Last Name:	Dyal
Contact First Name:	Kay
Title of Contact:	Unknown
Contact Telephone: (nnnnnnnnnn)	9123673004
School Contact Email:	acakaydial@bellsouth.net
Last Updated:	pmiller@doe.k12.ga.us 10/22/2018 04:11:03 pm
Request Delete Request Update Private School Info	

Figure 8. Update Private School Contact Information

Update Private School Contact Information

Private School ID:	725		
Private School Name:	A Unique Learning Center		
Is this school a 501C3 or No, for profit school?	No, for profit	School WebSite:	none
School Telephone: (nnnnnnnnn)	7704848226	School Email:	thegiftedchild@bellsouth.net
Mailing Address 1:	7290 Covington Hwy.		
Address 2:			
City:	Lithonia	State:	GA Zip Code: 30058
Location Address 1:	7290 Covington Hwy.		
Address 2:			
City:	Lithonia	State:	GA Zip Code: 30058
Private School County Location:	DeKalb -GA (644)		
GA County/City responsible for Contact Info::	DeKalb County-GA (644)		
Private School Contact Information			
Contact Last Name:	Hunt	First Name:	Pauline
Title of Contact:	Director		
Contact Telephone: (nnnnnnnnn)	7704848226	School Contact Email:	thegiftedchild1@bellsouth.net
Comments: Required characters 25-500			

Add a Private School

There are two ways to get to the “Request to add a New Private School” form. Both ways will bring up the same form.

1. On the Private School application, Main Menu, select “Edit Private School Contact Data for X County” to display the schools assigned to your county or city school system (Figure 9). Click on the hyperlink “Request to Add a New Private School” to display the form “Request to add a New Private School”, (Figure 10). Once the “Request to Add a New Private School” form is pulled up all information fields must be completed on the form. If the information is missing or unknown enter the word unknown or none. Once all the information has been entered, click the “Request to Add New School” button found at the bottom of the form.

NOTE: Contact fields School Telephone, School Email and the section labeled Private School Contact Information must be completed. If a private school does not have a school website or contact, you may fill in ‘NONE’. For the email addresses, fill in unknown@email.com. For the phone number, use 0000000000.

- The menu item, "Contact Info for Private Schools" on the Private School Main Menu ([Figure 2](#)) also has a hyperlink under the heading "Private School" to Request to Add New Private School. Click on the hyperlink and complete the information in the fields on the form.

Figure 9. List of Private Schools assigned to your district

System: 605 Baldwin County

[Edit Private School Contact Data for Your County](#) allows the edit of Private School(s) information by the owning district. All information is required when making an edit to Private school Information. You can also [Request to Add a New Private School](#).

[Back to Transmission Status Menu](#) [Admin Menu](#) [List of Private Schools with enrollment students](#) [Request to Add New Private School](#)

#	Private School		Location Address				Private School County Location	GA County/City responsible for Contact Info:	
	ID	Name	Address	City	State	Zip	ID	Name	
1	187	E.B.L.A. Academy	1943 N. Jefferson St. Suite 4	Milledgeville	GA	31061	Baldwin (GA)	605 Baldwin County	
2	249	Georgia Military College Prep.	201 E. Greene St.	Milledgeville	GA	31061	Baldwin (GA)	605 Baldwin County	
3	331	John Milledge Academy	197 Log Cabin Rd., NE	Milledgeville	GA	31061	Baldwin (GA)	605 Baldwin County	
4	1109	Milledgeville Christian Academy	100 Mount Pleasant Church Rd.	Gordon	GA	31031	Baldwin (GA)	605 Baldwin County	
5	535	Sinclair Christian Academy	102 Airport Rd. NE	Milledgeville	GA	31061	Baldwin (GA)	605 Baldwin County	

Figure 10. Request to add a New Private School

Request to add a New Private School

Private School Name:

Is this school a 501C3 or No, for profit school? School WebSite:

School Telephone: (nnnnnnnn) School Email:

Mailing Address 1:

Address 2:

City: State: Zip Code: -

Location Address 1:

Address 2:

City: State: Zip Code: -

Private School County Location:

GA County/City responsible for Contact Info:

Private School Contact Information

Contact Last Name: First Name:

Title of Contact:

Contact Telephone: (nnnnnnnn) School Contact Email:

Comments:
Maximum 500 characters

Delete a Private School

To delete a Private School, click on the link for the menu item “Contact Info for Private Schools” on the Private School Main Menu ([Figure 2](#)). To find a specific school in the list, use your ALT/F keys on the keyboard and enter the private school same or partial name in the search box. Once you find the school, click on the hyperlink to display the “Detail Private School Information” screen, ([Figure 7](#)). To request the private school be deleted, click on the hyperlink “Request Delete” found at the bottom of the screen. This will bring up the “Request Delete Private School for FY2020” screen, ([Figure 11](#)). On this screen, you will need to enter information pertaining to the request to delete the school. Include any supporting web links or other information received indicating the school has closed. There is a comments box to explain the request. This is a required field. Once the request has been entered, click “Save” located at the bottom of the form. The information is sent to the Private School Administrator at DOE. The Private School Administrator will send an email response.

Figure 11. Request Delete Private School for FY2020

Transmission on 11/10/2019 12:00:00 am

Georgia Department of Education Request Delete Private School for FY2020

Private School Data Entry FY2020 667-Gwinnett County

You are requesting [Hebron Christian Academy](#) be removed. In 500 Characters or less please provide an explanation for the removal request, to include proof. Did you get an email (from whom and date), go to website (provide website url), received a returned DE1111 etc. The Private School Administrator will be notified of the request. You will be notified when the request has been reviewed.

Save

PHASE 2: ENTERING DATA DURING THE DATA COLLECTION PERIOD

Sign into the Portal

After signing into the Portal (<https://portal.doe.k12.ga.us>), select ‘Private School’ from the Data Collections flyout menu. Select the current year ‘Private School Data Collection’ link for the current FISCAL YEAR ([Figure 12](#)).

Figure 12. Private School Transmission Period selection menu

Transmission Period

Transmission Cycles	
Private School for 2019	
Private School for 2018	
Private School for 2017	
Private School for 2016	
Private School for 2015	
Private School for 2014	
Private School for 2013	
Private School for 2012	
Private School for 2011	
Private School for 2010	
Private School for 2009	
Private School for 2008	

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

Report Private School Student Enrollment Data

Use this link for entry of private school enrollment data. Select the private schools that need to be reported by your district/city school system and enter the required information. From the 'Private School Main Menu' (Figure 2), select "Report Private School Student Enrollment Data" to display the list of private schools to report enrollment, (Figure 13).

Reference your received DE1111s and click on the private school name in the Private School List, (Figure 13).

Figure 13. List of Private Schools to Report Enrollment

#	Private School		Private School County Location	GA County/City responsible for Contact Info:	
	ID	Name		ID	Name
1	1278	1 Last time. Though PS Co. Location and GA County was fixed?	Clay (NC)	601	Appling County
2	1279	2 Last time	Barbour (AL)	603	Bacon County
3	725	A Unique Learning Center	DeKalb (GA)	644	DeKalb County
4	1032	A- Preparatory Academy	Henry (GA)	675	Henry County
5	1219	A A I M S. Montessori School	Gwinnett (GA)	667	Gwinnett County
6	1	A.W. Sealsline Elementary	Hamilton (TN)	623	Catoosa County
7	3	ABC Montessori Academy for the Brilliant Child	Henry (GA)	675	Henry County
8	1220	ABLE Christian School	Henry (GA)	675	Henry County
9	703	Abbeville Christian Academy	Clay (GA)	630	Clay County
10	5	Academics Plus	Columbia (GA)	636	Columbia County
11	1075	Academy of Double H Ranch	Pickens (GA)	712	Pickens County
12	43	Academy of Innovation	Hall (GA)	776	Gainesville City

Once the private school has been selected, the page will display the school name, and address information, (Figure 14). 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.

NOTE: You are reporting all students that reside in your district/city school system that attend any private school (Do not just report the students attending a private school located in your geographic district/city system.)

Figure 14.

Selected Private School Information:														
School Name: Advance Learning Center														
Mailing Address: PO Box 2598 Kingsland, GA 31548														
Location Address: 3451 Charlie Smith Sr Hwy St. Marys, GA 31558														
County: Camden														
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	1	0	0	0	1	0	0	0	0	1	0	0	3	6
													Save	Reset

Once you Save the enrollment data, a screen ([Figure 15](#)) will display showing all the Private Schools for which you have reported students.

To continue adding Enrollment data click on List of Private Schools to display the list again, search for the Private School, select the school, enter the number of students for each grade, click Save when done. Continue this process until you have entered all the information received from private schools.

Figure 15.

[Private School Main Menu](#) [List of Private Schools](#)

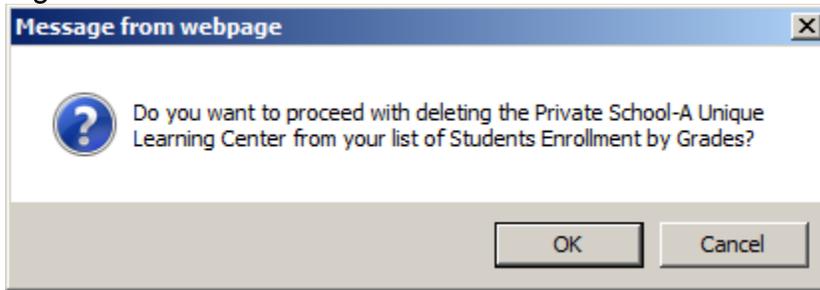
	Private School Name	City	Grades taught at School	Students Enrollment by Grades													Total	
				PK	KK	01	02	03	04	05	06	07	08	09	10	11		12
Delete	Academy of the Oaks	Decatur	06	0	0	0	0	0	0	0	0	5	0	0	0	0	0	5
Delete	Adamsburg Christian Academy	Fort Payne	05	0	0	0	0	0	0	6	0	0	0	0	0	0	0	6
Delete	Advance Learning Center	St. Marys	KK, 01, 04, 09, 12	0	1	1	0	0	1	0	0	0	0	1	0	0	0	3
Total Private School Students for 601-Applying County																	18	

Deleting Data Entering by Mistake

If data is entered for a private school in error, you can delete the entire school entry. This deletes the school from your report. It does not delete the private school from the Private School List. If any data entered is incorrect, click the 'Delete' hyperlink in front of the school name to be deleted ([Figure 15](#)).

You will get a message ([Figure 16](#)) asking if you are sure you want to delete the private school from your list of schools. Click 'OK' if you are sure or 'Cancel' if you want to go back to the previous screen. If you don't get the following pop-up dialog box, you will need to allow pop-ups from all doe.k12.ga.us web addresses. In Internet Explorer, this means you must add the web address to your compatibility view allowed sites (from the IE **Tools** menu, select Compatibility View settings, then Add doe.k12.ga.us to the compatible sites). If you have trouble with this functionality, contact the DOE Helpdesk.

Figure 16.



Once you click 'OK' the Private School will be removed from your list of reported schools.

If you need to enter data for additional schools click on the hyperlink "List of Private Schools". Otherwise, click on Private School Main Menu to return to the Private School Main Menu.

Private School Contact Report with Prior Three Years Enrollment.

This report shows the number of students reported as enrolled from your district/city school system for the last 3 years or 4 years if you have entered current year data ([Figure 17](#)).

Figure 17.

The private schools on this list have students reported as enrolled from your district. To see contact information for all private schools, go to the Private School List on the Private School Main Menu. This report will also allow edits to schools where contact information is missing. Just click on the available link and update the information.

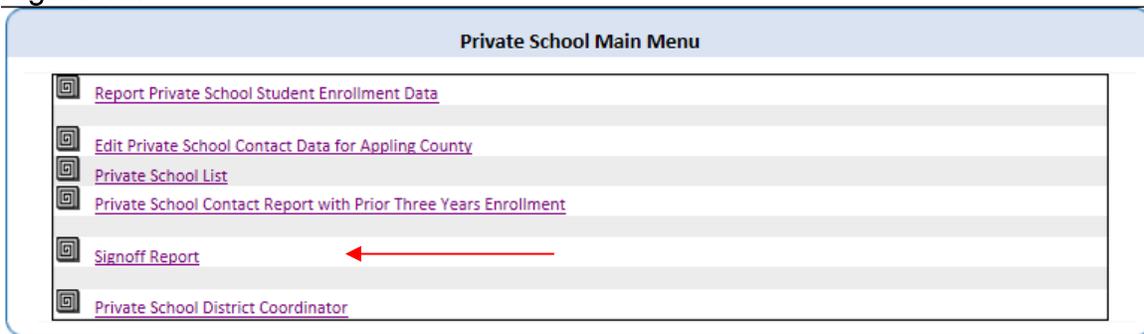
Private School Main Menu

Private School Contact Report with Prior Three Years Enrollment																		
#	System		Geographic System		Private School		Mailing Address				Contact Information		Student Enrollment					
	ID	Name	ID	Name	ID	Name	Address	City	State	Zip	First Name	Last Name	Phone	Email	2019	2018	2017	2016
1	601	Appling County	680	Jeff Davis County	1135	Mt. Zion Learning Center and Christian School	185 Will Waters Road	Hazlehurst	GA	31539	Christy	Dixon	9123757429	mzlc7429@yahoo.com	0	0	2	0
2	601	Appling County	721	Richmond County	13	Alleluia Community School	2819 Peach Orchard Rd	Augusta	GA	30906	Teresa	Maniccia	7067939663	lmaniccia001@comcast.net	0	1	0	0
3	601	Appling County	785	Rome City	1211	PALS at Trinity Unity Methodist Church	606 Turner McCall Blvd	Rome	GA	30165	Deborah	Lewis	7062910033	pals@trinityumcrome.org	0	1	0	0

Signoff Report

Select "Signoff Report" from the Private School Main Menu ([Figure 18](#)) when the district/city school system has completed entering private school data.

Figure 18.



The length of the signoff report will depend on the number of private schools reported. Review data for accuracy. Use the scroll bar to access the sign off box at the end of the report. Signoff is required even if no students who live in your geographic area have been reported from any private school. **Superintendent signoff is not required. Signoff can be completed by the Private School Coordinator.**

The following data elements will need to be entered on the "Signoff Report" before the district/city school system can sign off ([Figure 19](#)):

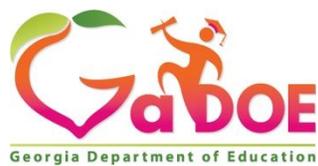
1. The **Last Name, First Name** of the person signing off.
1. The **Title** of the person signing off for the district/city school system (this does not need to be the superintendent).
2. The **Contact Email Address** of the person signing off.
3. The **Contact Phone Number** of the person signing off (include area code).

Figure 19.

A screenshot of a web form titled "Signoff By:". At the top, there is a blue box containing the text "I certify that the information submitted above is accurate to the best of my knowledge." Below this, there are five input fields labeled "Last Name:", "First Name:", "Title:", "Email:", and "Phone:". At the bottom of the form is a button labeled "SignOff".

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.



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Richard Woods, State School Superintendent
Educating Georgia's Future