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.)
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 9**)
- 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

<table>
<thead>
<tr>
<th>No data submitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Private School Main Menu</td>
</tr>
<tr>
<td>Edit Private School Contact Data for X County</td>
</tr>
<tr>
<td>Contact Info for Private Schools</td>
</tr>
<tr>
<td>Private School Contact Report with Prior Three Years Enrollment</td>
</tr>
<tr>
<td>Signoff Report</td>
</tr>
<tr>
<td>Private School District/City Coordinator</td>
</tr>
<tr>
<td>School Claim/Edit Info Status: 1 of 1 schools located in your district have complete location &amp; contact information</td>
</tr>
</tbody>
</table>

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.

Figure 4. Transmission Period

<table>
<thead>
<tr>
<th>Transmission Cycles</th>
<th>Current Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Private School for 2020</td>
<td>Private School Instructions</td>
</tr>
<tr>
<td>Private School for 2019</td>
<td>DfE111</td>
</tr>
<tr>
<td>Private School for 2018</td>
<td></td>
</tr>
<tr>
<td>Private School for 2017</td>
<td></td>
</tr>
<tr>
<td>Private School for 2016</td>
<td></td>
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<tr>
<td>Private School for 2015</td>
<td></td>
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<tr>
<td>Private School for 2014</td>
<td></td>
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<tr>
<td>Private School for 2013</td>
<td></td>
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<tr>
<td>Private School for 2012</td>
<td></td>
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<tr>
<td>Private School for 2011</td>
<td></td>
</tr>
<tr>
<td>Private School for 2010</td>
<td></td>
</tr>
<tr>
<td>Private School for 2009</td>
<td></td>
</tr>
<tr>
<td>Private School for 2008</td>
<td></td>
</tr>
</tbody>
</table>

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 county 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
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.
2. 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

<table>
<thead>
<tr>
<th>Georgia Department of Education</th>
<th>List of Private Schools for FY2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Private School Data Entry</td>
<td>605-Baldwin County</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Private School</th>
<th>Location Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
<th>GA County/City responsible for Contact Info:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 387 F.E.L.A. Academy</td>
<td>1543 N. Jefferson St. Suite 4 Milledgeville</td>
<td>GA</td>
<td>31061</td>
<td>Baldwin (GA) 605 Baldwin County</td>
<td></td>
</tr>
<tr>
<td>2 249 Georgia Military College Prep.</td>
<td>201 E. Greene St. Milledgeville</td>
<td>GA</td>
<td>31061</td>
<td>Baldwin (GA) 605 Baldwin County</td>
<td></td>
</tr>
<tr>
<td>3 331 John Milledge Academy</td>
<td>197 Log Cabin Rd., NE Milledgeville</td>
<td>GA</td>
<td>31061</td>
<td>Baldwin (GA) 605 Baldwin County</td>
<td></td>
</tr>
<tr>
<td>4 1109 Milledgeville Christian Academy</td>
<td>100 Mount Pleasant Church Rd. Gordon</td>
<td>GA</td>
<td>31031</td>
<td>Baldwin (GA) 605 Baldwin County</td>
<td></td>
</tr>
<tr>
<td>5 535 Sinclair Christian Academy</td>
<td>102 Airport Rd. NE Milledgeville</td>
<td>GA</td>
<td>31061</td>
<td>Baldwin (GA) 605 Baldwin County</td>
<td></td>
</tr>
</tbody>
</table>

Figure 10. Request to add a New Private School

Request to add a New Private School

Private School Name:  
Is this school a 501(c)3 or No, for profit school? 
School Telephone: 
Mailing Address 1: 
Address 1:  
City:  
State:  
Zip Code:  
Private School County Location:  
GA County/City responsible for Contact Info:  
Contact Last Name:  
Contact First Name:  
Contact Telephone:  
School Contact Email:  
Comments:  

Request to Add New School
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

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).
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).

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.

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.

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).

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

**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.