

*This is a sample PSA form with some suggested answers, provided by*

## California Homeschool Network

Strengthening the Voice of California Homeschoolers™

Scroll down, note the suggestions in **RED**, and you will be done before you know it!

You can find the official PSA form here:

<http://www3.cde.ca.gov/psa/form.asp?formtype=blank>

### Annual Filing

## Private School Affidavit Form 2011-12

(covers the period October 1, 2011 through September 30, 2012)

An asterisk (\*) denotes a required field. Complete the entire form during this Internet session and select the "Submit Form" button at the end/bottom of the form to send the form electronically to the California Department of Education (CDE). If you have completed all fields, you will see a screen with a "Confirmation Number" when you "submit." An automated e-mail confirmation will be sent to the e-mail address in field #8, if supplied.

Please [e-mail CDE](mailto:info@cde.ca.gov) if you have questions about this form.

### NOTICE

Only full-time private schools (see [Education Code \[EC\] Section 48222](#)) should complete this form. A full-time private school:

- Enrolls students who are not enrolled full-time in another public or private elementary or secondary school in any of grades kindergarten through twelve;
- Provides instruction in the several branches of study required to be taught in the public schools of the state (See [EC sections 51210 and 51220](#)) to students not enrolled on a full-time basis at another private or public elementary or secondary school.

DO **NOT** FILE A PRIVATE SCHOOL AFFIDAVIT if this private organization:

- Provides only supplemental or tutorial instruction to students enrolled in other full-time schools;
- Provides instruction ONLY in a single subject area, such as foreign language or driver education/training;
- Provides instruction ONLY to students younger than four years, nine months;
- Does not yet have students enrolled; and/or
- Offers a high school diploma but does not provide instruction in the several branches of study outlined in [EC 51220](#).

From EC Section 48222:  
This is "... a private full-time...school...[that]...offer[s] instruction in the several branches of study required to be taught in public schools of the state,...[that offers this] instruction...in English [, and that keeps]...attendance [records]..." \*

A Private School Affidavit cannot be filed if the answer to this question is NO.

Click on the down arrow and choose 'Yes'

## School Information

1. Name of School *	<input type="text"/> <p>Choose a school name and type it in the box above. Choose something fun or something serious – your choice!</p>
2. Enter your CDE-assigned 14 digit CDS code if one was previously assigned	<input type="text"/> <p>Only schools with six or more students will have a CDE code, so leave it blank</p>
3. County in which school is located *	<input type="text"/> <p>Click the down arrow and choose your county from the list.</p>
4. Public school district in which school is located *	<p><a href="#">Locate and insert the district name</a></p> <input type="text"/> <p>The selection of the district in which your school is located is important. If you are not sure which district you are in, call your County Office of Education and ask for the "district locator."</p> <p>Insert the name of your school district, or click on the blue link to search for it. You may also call a local school and just ask for the name of the district.</p>
5. Street Address (P.O. Box is not acceptable) *	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <p>Type your address in the box.</p>
6. City *	<input type="text"/> State * <input type="text" value="CA"/> Zip * <input type="text"/> - <input type="text"/> <p>Type in your city name, and zip code.</p>

7. School Telephone Number *	<input type="text"/> ( <input type="text"/> ) <input type="text"/> - <input type="text"/> Type in your phone number. Home number is OK.
8. School E-mail Address (primary)	<input type="text"/> Type in your email address. This is optional, but nice because they will send an email with a link to print out your affidavit at a later date, which could come in handy.
9. Optional E-mail Address (primary)	<input type="text"/> Optional second email address
10. Mailing Address (required *, if different from #5 above)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Only required if mailing address is different from #5 above
11. Mailing City (required *, if #10 has response)	<input type="text"/> State <input type="text"/> Zip <input type="text"/> - <input type="text"/>
12. Type of School *	<input checked="" type="radio"/> Coeducational <input type="radio"/> Boys Only      You may choose any of these <input type="radio"/> Girls Only
13. School Accommodations *	<input type="radio"/> Residential Boarding Only <input checked="" type="radio"/> Day Only      Choose: Day Only <input type="radio"/> Both
14. Do you offer Special Education instruction or services?	<input type="radio"/> Yes <input checked="" type="radio"/> No Choose 'No' even if you have 'Special Ed' children
15. Range of grades offered *	Lowest: <input type="text"/> Highest: <input type="text"/> <input type="text"/> You may offer grades 1 to 12, but do not put 'K'
16. High school diploma offered	<input type="radio"/> Yes <input checked="" type="radio"/> No Since you will probably offer a diploma at some point, you can click 'Yes'.
17. Classification of school	<input type="radio"/> Non-Religious      This is optional and can be left blank

	<input type="radio"/> Religious - Select from list: <input type="text"/> <p style="color: red;">You may not indicate a religious branch without permission from that religion. You can choose 'non-religious' even if you include religion in your curriculum.</p>
--	---

### Prior Year School Information

18. Has this school ever filed a Private School Affidavit under a different school name? *	<input type="radio"/> Yes <input checked="" type="radio"/> No <p style="color: red;">If answer is Yes, then enter the former school name below</p>
19. Enter former name of school (if "Yes" answered to previous question)	<input type="text"/> <p style="color: red;">Only enter a name if you have changed the name of your school.</p>
20. Has this school changed public school districts? *	<input type="radio"/> Yes <input checked="" type="radio"/> No <p style="color: red;">Answer 'No' unless you have moved to a new district.</p>
21. Former public school district (if "Yes" answered to previous question)	<input type="text"/> <p style="color: red;">Enter new district name if you have moved to a new school district.</p>

### Statistical Information

22. Range of students' ages * (Youngest may be no younger than 4 years and 9 months)	<b>Youngest:</b> <input type="text"/> Years, <input type="text" value="0"/> Months <b>Oldest:</b> <input type="text"/> Years <p style="color: red;">List the age range of your students from age 6 – 18. Do not list any age under 6. You may list the same age for both youngest and oldest if it applies.</p>								
23. Enrollment on a single date <b>October 1-15, 2011</b> *  (NOTE: Do not report pre-school enrollment; pre-schools that do not offer kindergarten should not file this PSA.)	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 50%;"><b>Grade</b></th> <th style="text-align: right; width: 50%;"><b>Number of Pupils</b></th> </tr> </thead> <tbody> <tr> <td style="text-align: left;">Kindergarten</td> <td style="text-align: right;"> <p style="color: red;">Leave Kindergarten set at Zero</p> <input type="text" value="0"/> <p style="color: red;">You may list each child by grade level or list all as ungraded elementary and/or ungraded secondary boxes below.</p> </td> </tr> <tr> <td style="text-align: left;">First Grade</td> <td style="text-align: right;"><input type="text" value="0"/></td> </tr> <tr> <td style="text-align: left;">Second Grade</td> <td style="text-align: right;"><input type="text" value="0"/></td> </tr> </tbody> </table>	<b>Grade</b>	<b>Number of Pupils</b>	Kindergarten	<p style="color: red;">Leave Kindergarten set at Zero</p> <input type="text" value="0"/> <p style="color: red;">You may list each child by grade level or list all as ungraded elementary and/or ungraded secondary boxes below.</p>	First Grade	<input type="text" value="0"/>	Second Grade	<input type="text" value="0"/>
<b>Grade</b>	<b>Number of Pupils</b>								
Kindergarten	<p style="color: red;">Leave Kindergarten set at Zero</p> <input type="text" value="0"/> <p style="color: red;">You may list each child by grade level or list all as ungraded elementary and/or ungraded secondary boxes below.</p>								
First Grade	<input type="text" value="0"/>								
Second Grade	<input type="text" value="0"/>								

	Third Grade	<input type="text" value="0"/>
	Fourth Grade	<input type="text" value="0"/>
	Fifth Grade	<input type="text" value="0"/>
	Sixth Grade	<input type="text" value="0"/>
	Seventh Grade	<input type="text" value="0"/>
	Eighth Grade	<input type="text" value="0"/>
	Ninth Grade	<input type="text" value="0"/>
	Tenth Grade	<input type="text" value="0"/>
	Eleventh Grade	<input type="text" value="0"/>
	Twelfth Grade	<input type="text" value="0"/>
	Ungraded Elementary	<input type="text" value="0"/>
	Ungraded Secondary	<input type="text" value="0"/>
	<b>Total Enrollment</b>	<input type="text"/>

24. Number of twelfth grade graduates in 2010-2011 school year *	<input type="text" value="0"/>
How many graduates did you have in the past school year?	

25. Number of school staff *	<b>Staff Type</b>	<b>Number of Staff</b>
	List the number of adult staff in your school. List each person only once. You may choose to list one parent as teacher and one as administrator, or only one as teacher.	
	Full-time Teachers	<input type="text" value="0"/>
	Part-time Teachers	<input type="text" value="0"/>
	Administrators	<input type="text" value="0"/>
	Other Staff	<input type="text" value="0"/>
"Other Staff" includes instructional aides, therapists, secretaries, etc.		

## Administrative Staff

26. Site Administrator *	<input type="text"/> First: * <input type="text"/> Last: * <input type="text"/>	This can be you
27. Site Administrator Title *	<input type="text"/>	Choose your title from drop down menu.
28. Director or Principal Officer Name *	<input type="text"/> First: * <input type="text"/> Last: * <input type="text"/>	This can also be you or your spouse.
29. Director or Principal Officer Position *	<input type="text"/>	Choose title from drop down menu.
30. Director or Principal Officer Address *	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	List your director's address. It can be the same as your home address.
31. Director or Principal Officer City *	<input type="text"/> State * <input type="text"/> Zip * <input type="text"/> - <input type="text"/>	
32. Director or Principal Officer E-mail Address	<input type="text"/>	No need for this as it is listed above.

## School Records

The person named as Custodian of Records below maintains attendance records required by [EC Section 48222](#) and the records of courses of study, names, addresses, and educational qualifications of the faculty, as required by subdivisions (f)(2) and (3) of [EC Section 33190](#). Such records are true and accurate and are accessible at the place or through the person listed here.

33. Name of <b>Individual</b> who is Custodian of Records *	<input type="text"/> First: * <input type="text"/> Last: * <input type="text"/>	This can be you
34. Custodian of Records Address *	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	This can be your home address
35. Custodian of Records City *	<input type="text"/> State * <input type="text"/> Zip * <input type="text"/> - <input type="text"/>	This can be your home address
36. Custodian of Records E-mail Address	<input type="text"/>	Not necessary – you can leave blank.

## Tax Status of School \*

Click – 'None of the above'

- 37.  Tax-exempt, nonprofit status under [501\(c\)\(3\) of the U.S. Internal Revenue Code](#)
- 38.  Tax-exempt, nonprofit status under [Section 23701d of the California Revenue and Taxation Code](#)
- 39.  Property tax exemption under [Section 214 of the California Revenue and Taxation Code](#)
- 40.  None of the above

## Count of Immigrant Students and LEP Immigrant Students \*

**Questions 41 and 42 apply only to schools with SIX or more students**

**ITEMS 41 AND 42 APPLY ONLY TO SCHOOLS WITH SIX OR MORE STUDENTS:**

For questions regarding items 41 and 42 please contact Michele Anberg-Espinosa at 916-323-4872.

<p>41. Report the total number of immigrant students enrolled in grades K through 12. *</p> <p>"Immigrant student" is defined as an individual who (a) is age 3 though 21, (b) was not born in any State, and (c) has not been attending one or more schools in any one or more States for more than 3 full academic years. "State" means the 50 states, the District of Columbia, and Puerto Rico. Therefore, children born to U.S. citizens abroad (e.g., children born on a military base overseas) are considered immigrants if they meet the criteria in the definition of immigrant.</p>	<input type="text" value="0"/>
<p>42. Of the immigrant students reported in Question 41, report the number that are NOT English learners/LEP. *</p> <p>A LEP student (also known as an English Learner in California) is a student aged 3 through 21, enrolled or preparing to enroll in an elementary school or a secondary school, with difficulties with the English language which may prevent the student from meeting proficiency level of achievement on state assessments; or from achieving in English language classrooms; or deny the student the opportunity to participate fully in society. Additionally, the student is either not born in the United States or has a primary language other than English; Native American or Alaska Native, or a native resident of the outlying areas and whose exposure to languages other than English impacts proficiency in English; or is migratory, and whose first language and linguistic surroundings are other than English.</p>	<input type="text" value="0"/>

## Acknowledgements and Statutory Notices \*

Each box is required. Checking a box indicates your understanding of the statement and your school's compliance.

Put a check in each box below:

43.  All Private School Affidavits are public documents viewable by the public.
44.  The Private School Affidavit must be filed by persons, firms, associations, partnerships, or corporations offering or conducting **full-time day school** at the elementary or high school level for students between the ages of six and eighteen years of age.
45.  Preschools should contact the Community Care Licensing Division (CCLD) of the California Department of Social Services. Contact CCLD at 916-229-4530 or contact a regional office.
46.  The Affidavit is not a license or authorization to operate a private school.
47.  The Private School Affidavit does not indicate approval, recognition, or endorsement by the state. Filing of this Affidavit shall not be interpreted to mean, and it shall be unlawful for any school to expressly or impliedly represent by any means whatsoever, that the State of California, the Superintendent of Public Instruction, the State Board of Education, the CDE, or any division or bureau of the Department, or any accrediting agency has made any evaluation, recognition, approval, or endorsement of the school or course unless this is an actual fact (see [EC Section 33190](#)).
48.  Private school authorities are responsible for initiating contact with the appropriate local authorities (city and/or county) regarding compliance with ordinances governing health, safety and fire standards, business licensing, and zoning requirements applicable to private schools.
49.  When a school ceases operation, every effort should be made to give a copy of pupils' permanent records to parents or guardians. If records cannot be given to the parents or guardians, it is recommended that the school's custodian of records **retain the records permanently** so that former pupils may obtain copies when needed for future education, employment, or other purposes.
50.  Retain a copy of this document for a period of three years.
51.  Filing a Private School Affidavit is not equivalent to obtaining accreditation. A Private School Affidavit does not signify that any accrediting agency has made any evaluation, recognition, approval, or endorsement of the school or courses offered by the school.
52.  A private school shall not employ a person who has been convicted of a violent or serious felony or a person who would be prohibited from employment by a public school district pursuant to *EC* Section 44237. This school is in compliance with [EC Section 44237](#) to the extent that it applies.

53.  The students enrolled in this private school and included in the school's enrollment total are full-time students in this school and are not enrolled in any other public or private elementary or secondary school on a full-time basis.

Note that you may not fill out this form if your child is enrolled full time in another public or private school.

## Electronic Signature

By submitting this form and the electronic signature attached hereto, I declare under penalty of perjury and the laws of the State of California that I am the owner or other head of the school, and the information contained herein is true, accurate, and complete.

Name of owner or other head of school *	<input type="text"/> Your name here
Title *	<input type="text"/> Your title from above, or create a new title!
Telephone Number *	( <input type="text"/> ) <input type="text"/> - <input type="text"/> ext <input type="text"/> Your phone number here – home phone is fine.
Electronic Signature - Birth Month *	<input type="text"/> <input type="text"/> Your birth month from drop down menu
Electronic Signature - Birthday *	<input type="text"/> <input type="text"/> <input type="text"/> Your birthday from drop down menu
Electronic Signature - Question *	<input type="text"/> Choose a security question from drop down menu
Electronic Signature - Answer *	<input type="text"/> Type in your answer to your security question

Submit Form

Questions: [Private Schools Office](#)

California Department of Education  
1430 N Street  
Sacramento, CA 95814