



California Homeschool Network

Strengthening the Voice of California Homeschoolers™

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The private school affidavit must be filed every year between October 1-15 for those people who have private schools, including home based private schools.

The new 2006 school year electronic PSA is now online at <http://www.cde.ca.gov/sp/ps/rq/ap/form.asp?formtype=blank>

The California Department of Education (CDE) has reworded and rearranged some questions. There are no surprises and nothing alarming. If you have any questions, call CHN at 800-327-5339, email legal@CaliforniaHomeschool.net, or better yet, ask on the CaliforniaHS elist, and we'll be happy to help!

CHN is often asked which items on the state PSA are required by law. You can read ed code 33190, or go to <http://californiahomeschool.net/howTo/pdf/SIL1.pdf> and review the CHN in lieu of statement, which has been reviewed by the CDE and acknowledged to be complete, and has only the information required by law on it - think of it as the short form! The state electronic form has many extra questions that they collect for statistical purposes, but this information is voluntary. However, they require that these "voluntary" questions be answered, and if you miss one, and try to submit an incomplete form, a box pops up to tell you what still needs to be done before your affidavit can be submitted electronically. Either form, or one of your own design is legal and acceptable. It's a matter of choice, and comfort level, and that's up to the individual to decide.

The following line by line comments have been written to help you out in filing the state private school affidavit (also known as PSA or R-4). This information may be forwarded, provided the entire post is sent.

1-4 . You'll have to check 4 "statutory notice" boxes indicating your understanding. The CDE seems to increasingly be concerned that people might think they have approved or are otherwise liable for any private school, so they want it clear that you understand that they do not approve or endorse any private school. They are requiring that you click all four boxes as an acknowledgement.

5. Check yes.

6. If it's a new school, check yes.

7. This is one of those questions that one can say, if you don't understand what they are saying, it's not about you, so check "no". While this form is used by thousands of homeschoolers, it's also used by all California site-based private schools.

8. Find your county in the drop down box, and click on it.

9. They want the name of the school district in which the school is located, and if you don't know, click to open a box which will help you find the name.

10. They ask for the CDS code if you have it. Don't know what they're talking about? See question #7. Yes, this is another one of those questions that you'd know if you had one.

11. Name of school. Ok, this is the tough question. Ask if you need inspiration! Your family will have different ideas, but you have to come up with ONE name, and if you try to ignore it, the CDE won't process your affidavit. It can be any name you want, and it doesn't have to be original. Many schools throughout the state have the same name. Don't worry about drawing attention to yourself. They will know this is a home based school, even if you call it an academy. Some people select a name that they'd like to see on their child's diploma and transcript, and others have fun and pick something meaningful to them.

12. and 13. Put the street address where the school is located. If you have a home based private school, it's going to be your home address. No PO Boxes allowed. No fudging and putting a fake address (you'll get to the perjury part later on).

14. and 15. A mailing address is optional. Do you always get mail at a different address, perhaps a PO Box, because you live in a rural area that does not deliver on your street? Then this is where you place it. Don't expect to get mail from the CDE, though; they don't mail out confirmations.

16. Yes, you have to put your phone number here. It's not required by law to have it, but it is required on this particular form, and they won't accept it without all parts filled in. Don't worry too much; they aren't going to call you unless they have a question with your affidavit.

17. They ask for the name of the site administrator. That will be your name or your spouse.

18. What is the title of the administrator? This is easy - they provide a pull down menu so you can select from several choices. Director is a good choice, since you'll be asked for the director information in #31.

19. They ask for your school email address, but it is optional. However, if you provide it, you will probably receive a confirmation email, if they continue with the same policy as last year.

20. This is an optional second email address. One would think that providing one email would be adequate.

21. They ask for the type of school, and California Homeschool Network has always suggested "coeducational" even if you have a school with just one child. It's not suggested that you mark "special education" even if you will be providing it for your child.

22. For school accommodations, check "day only".

23. For grades offered, you can put 1-12.

24. They ask if a high school diploma is offered. You can put "yes" even if your oldest is still in elementary school.

25. and 26. They ask for the former name of your school. You'll leave this blank, unless you're changing names this year.

27. They ask if your school is religious or not. This is a bit of a change from previous years. Mark either non-religious or religious and then in the pull down box, "not affiliated with any denomination" (they aren't asking what church you are a member of). One has to wonder why they are asking this, but answering either one will not impact your right to homeschool, so choose what you want here.

28. Range of ages. If you have one child, you can write the same number in both boxes. If you have several children, they say you can list children as young as 4; CHN would suggest sticking with age six, which would be first grade children, since kindergarten is not required by law.

29. List the number of children in each grade on a date between October 1 and 15. A nice option is ungraded elementary or ungraded secondary. If your children enter school at a later date, it won't be a problem, since schools put children in classes based on their birthdays. Skip kindergarten since it's not required by law.

30. The number of school staff always stresses people. Remember, this form is used by the big schools, so don't worry about this. If you are married, you might have one teacher and one administrator. Or you might just put down one full time teacher or one administrator.

31.- 40. They want the name of a director or principal officer. You can use the same name as you used for #17-18. They give you an option to list a second administrator, but it's optional, so why bother with that?

41. For tax status of your school, mark "none of the above". Your school is not tax-exempt.

42. No on the NDSL cancellation.

43. - 46. Who keeps the school records? It's probably you, and the records are at your home, so once again, fill in your name and address.

47. - 51. You started this form what now feels like hours ago by checking off that you understood certain things, and you'll end with 5 more items you need to check off. Number 51 is about ed code 44237 and it is the requirement that states that teachers must be fingerprinted, and "to the extent that it applies" is the one silent reference to homeschoolers, because parents teaching their own child are exempt from fingerprinting.

End it all by filing the information they require for the electronic signature. Make a screen shot print (or cut and paste and put in a word document) before you send it so that you know how you answered, and also because they require you to keep a copy for three years (I bet most of us keep ours and pass them on to our kids as an important part of their history!).

For more information, check out CHN's website, www.CaliforniaHomeschool.net. If this message was forwarded to you, please consider joining the CaliforniaHS elist at CaliforniaHS-subscribe@yahoogroups.com We'll be discussing filing issues until the October 15th deadline!