



California Homeschool Network

Strengthening the Voice of California Homeschoolers™

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Line by Line PSA Filing Instructions

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The private school affidavit (PSA) must be filed every year between October 1-15 for those people who have private schools, including home based private schools. The electronic PSA is online at: <http://www.cde.ca.gov/sp/ps/rq/affidavit.asp> If you have any questions, call CHN at 800-327-5339, or ask on the CaliforniaHS Yahoo elist, <http://groups.yahoo.com/group/CaliforniaHS/> and we will be happy to help!

The following line-by-line comments have been written to help you file the California State Private School Affidavit (also known as PSA). There are 7 sections and 52 items to respond to, followed by an electronic signature. This state electronic form has many extra questions that they collect for statistical purposes. Although the information is not required by law, 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. All boxes with an asterisk must be completed.

STATUTORY NOTICES

1-4. You'll have to check 4 "statutory notice" boxes indicating that you understand that the CDE does not approve or endorse any private school.

SCHOOL INFORMATION

5. Check yes.

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

7. Check no. This question is for 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. It is optional. This is another one of those questions that you'd know if you had one. Most homeschoolers will be leaving it blank.

11. Name of school. Ok, this is the tough question. 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.

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 about your affidavit, and that's highly unlikely.

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

18. Select your administrator title. This is easy - they provide a pull down menu so you can select from several choices.

19. They ask for your school email address, but it is optional. However, if you provide it, you might receive a confirmation email for your records.

20. This is an optional second email address. You can leave this blank. One email is more than enough.

21. Select coeducational even if you have a school with just one child. Don't 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.

CLASSIFICATION OF SCHOOL

27. They ask if your school is religious or not. 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). Answering either way will not impact your right to homeschool, so choose what you want here.

STATISTICAL INFORMATION

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 starting 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 the date you file. Do not add extra children even if you think you might be homeschooling them later. 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. Ignore the "Note" in the box.

30. Enter "0" or a number if you had any graduates last year.

31. 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.

DIRECTORS & PRINCIPAL OFFICERS

32- 36. They want the name of a director or principal officer. You can use the same name and title that you used for 17-18 along with your mailing address. You can leave the email blank since it's optional.

37-41. They have a place to list a second administrator, but it's optional, so why bother with that? Leave these blank.

TAX STATUS OF SCHOOL

42 - 43. On #42 mark "none of the above". Your school is not tax-exempt. For # 43. mark no on the NDSL cancellation.

SCHOOL RECORDS

44 - 47. 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. Number 47 is another email request, but it's optional, so leave it blank.

ACKNOWLEDGEMENTS

48 - 52. 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 52 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.

ELECTRONIC SIGNATURE

End it all by filling in 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 (most of us probably keep ours longer than that and will pass them on to our kids as an important part of their history!). That's it for this year! Don't forget that next year, you'll need to file again if you are still an independent homeschooler.