

Sample PSA, with explanations from CHN in red. Find the CDE form at <http://www.cde.ca.gov/sp/ps/rq/ap/form.asp?formtype=blank>

**Annual Filing
Private School Affidavit Form
Fall 2008**

(Covers the period October 1, 2008 through September 30, 2009)

Select the "Submit Form" button at the bottom of the form to submit the form to the California Department of Education (CDE). An asterisk ("*") denotes fields required to submit the form. You must complete the entire form during this browser session.

Please e-mail CDE if you have questions about this form.

Statutory Notices *

(Check the boxes below to acknowledge your understanding of each Notice.)

1. All Private School Affidavits are public documents viewable by the public.
2. The Private School Affidavit is for 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. (Note: 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.)
3. The Affidavit is not a license or authorization to operate a private school.
4. Filing does not grant state approval, recognition, or endorsement. 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 State Department of Education, 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 Education Code Section 33190).

School Information

5. From <u>Education Code Section 48222</u> : 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]..." *	Yes No
6. Is this a new school? *	Yes No [If it's a new school, check yes]
7. Have you submitted an application or renewal for certification as a nonpublic, nonsectarian school (NPS) to the Special Education Division of the California Department of Education? *	Yes No

8. County in which school is located *	Find your county in the drop down box.
9. Public school district in which school is located *	<u>Locate and insert the district name</u>
10. If your school was previously assigned a CDS code, please enter it.	Optional, can leave blank. Most homeschools do not have a CDS code.
11. Name of School *	Name does not have to be original.
12. Street Address (No PO Boxes here) *	
13. City *	State * Zip *
14. Mailing Address (if different) Optional. Can list your PO Box here.	
15. Mailing City Optional	State Zip
16. School Telephone Number *	() -List your home or cell phone.
17. Site Administrator *	First: * Last: * Typically it will be you or your spouse .
18. Site Administrator Title *	Pick one of the titles from the drop down box.
19. School E-mail Address	Listing the email is optional
20. Optional E-mail Address	Leave blank.
21. Type of School *	Coeducational Boys Only Girls Only Special Education Don't check special ed
22. School Accommodations *	Residential Boarding Only Day Only Both
23. Grades Offered *	Lowest: Highest:
24. High School Diploma Offered *	Yes No
25. Former name of school (if any)	List if you changed school name
26. Former public school district (if any)	

Classification of School *

27. Classification of school	Non-Religious Either choice is fine. If religious, select not affiliated with any denomination since yours is not a church school. Religious - (Select from list:)
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Statistical Information

28. Range of students' ages * (Youngest may be no younger than 4 years and 9 months)	Youngest: Years, Months List age 6 and up Oldest: Years																																		
29. Enrollment on a single date October 1-15, 2008 * Count each pupil enrolled today. (NOTE: If you answered "yes" in #7, report ALL students enrolled in your NPS, both public school-placed and parentally enrolled.) (does not apply) You may assign grade levels or simply choose the ungraded option.	<table border="0"> <thead> <tr> <th style="text-align: left;">Grade</th> <th style="text-align: left;">Number of Pupils</th> </tr> </thead> <tbody> <tr><td>Kindergarten</td><td></td></tr> <tr><td>First Grade</td><td></td></tr> <tr><td>Second Grade</td><td></td></tr> <tr><td>Third Grade</td><td></td></tr> <tr><td>Fourth Grade</td><td></td></tr> <tr><td>Fifth Grade</td><td></td></tr> <tr><td>Sixth Grade</td><td></td></tr> <tr><td>Seventh Grade</td><td></td></tr> <tr><td>Eighth Grade</td><td></td></tr> <tr><td>Ninth Grade</td><td></td></tr> <tr><td>Tenth Grade</td><td></td></tr> <tr><td>Eleventh Grade</td><td></td></tr> <tr><td>Twelfth Grade</td><td></td></tr> <tr><td>Ungraded Elementary</td><td></td></tr> <tr><td>Ungraded Secondary</td><td></td></tr> <tr><td>Total Enrollment</td><td></td></tr> </tbody> </table>	Grade	Number of Pupils	Kindergarten		First Grade		Second Grade		Third Grade		Fourth Grade		Fifth Grade		Sixth Grade		Seventh Grade		Eighth Grade		Ninth Grade		Tenth Grade		Eleventh Grade		Twelfth Grade		Ungraded Elementary		Ungraded Secondary		Total Enrollment	
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Total Enrollment																																			
30. Number of Twelfth Grade Graduates in 2007-2008 School Year *	Put zero if you had no grads last year.																																		
31. Number of School Staff * You can count you and your partner, or just yourself. You can be listed as teacher or administrator – your choice.	<table border="0"> <thead> <tr> <th style="text-align: left;">Staff</th> <th style="text-align: left;">Number</th> </tr> </thead> <tbody> <tr><td>Full-time Teachers</td><td></td></tr> <tr><td>Part-time Teachers</td><td></td></tr> <tr><td>Administrators</td><td></td></tr> <tr><td>Other Staff</td><td></td></tr> </tbody> </table> <p>"Other Staff" includes instructional aides, therapists, secretaries, etc.</p>	Staff	Number	Full-time Teachers		Part-time Teachers		Administrators		Other Staff																									
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Other Staff																																			

Directors & Principal Officers

32. Name * Same information from #17-18	First: * Last: *
33. Position *	
34. Address *	
35. City *	State * Zip *
36. E-mail Address optional	
37. Name leave blank	First: Last:
38. Position leave blank	
39. Address leave blank	
40. City leave blank	State Zip
41. E-mail Address leave blank	

Tax Status of School *

42. Tax-exempt, nonprofit status under Section 501(c)(3) of the U.S. <i>Internal Revenue Code</i> Tax-exempt, nonprofit status under Section 23701d of the California <i>Revenue and Taxation Code</i> Property tax exemption under Section 214 of the California <i>Revenue and Taxation Code</i> None of the above	
43. NDSL Cancellation * - Full-time teachers in private nonprofit schools having concentrations of students from low-income families may have National Direct Student Loans (NDSL) canceled. (Title 20, <i>United States Code</i> , section 1087ee; Title 34, <i>Code of Federal Regulations</i> , section 674.53.) If you believe your school can qualify in either or both categories, select "Yes;" otherwise, select "No."	Yes No

School Records

The attendance records required by *Education Code* 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 *Education Code* Section 33190, are maintained by the person and at the place listed here and are true and accurate.

44. Name of Individual who is Custodian of Records *	First: * Last: * Your name
45. Address * (Location of Records)	
46. City *	State * Zip *
47. E-mail Address optional	

Acknowledgements *

(Check the boxes below to acknowledge your understanding of each statement.)

- 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. Make a copy of this document for your records and retain for a period of three years.
- 51. Filing an affidavit does not mean that any accrediting agency has made any evaluation, recognition, approval, or endorsement of the school or course.
- 52. This school is in compliance with Education Code Section 44237 to the extent that it applies.

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.

I will maintain a hard copy of this complete document, to be produced on demand, for a period of three years.

Name of Person Preparing Form *	
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Name of person listed on #17	
Title * Use the title from # 18	
Telephone Number *	() - ext
Electronic Signature - Birth Month *	
Electronic Signature - Birthday *	
Electronic Signature - Question *	
Electronic Signature - Answer *	

Print this page out before submitting so that you will have a complete record.