

California Homeschool Network

Strengthening the Voice of California Homeschoolers™

Below is a *sample* 2016-2017 *Private School Affidavit* form
with some suggested answers, provided by:

California Homeschool Network

<http://www.CaliforniaHomeschool.net>

Scroll down, note the suggestions in **RED**, mark them on the official form, and you will be done before you know it! Not so hard after all!

Do not submit this form if your child is enrolled in a charter school, public school or another private school.

Click here to fill out the *official* PSA form as you read along below:

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

Annual Filing

Private School Affidavit Form 2016-17

(covers the period October 1, 2016 through September 30, 2017)

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 if an e-mail address is entered in #9.

Please [e-mail CDE](mailto:legal@californiahomeschool.net) if you have questions about this form.

Note: As a homeschooler, it is better to stay "under the radar" as far as the CDE is concerned. Try CHN at (800)327-5339 or legal@californiahomeschool.net before contacting the CDE.

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 *

Choose a school name and type it in the box above. Choose something fun or something serious – your choice!

2. Enter your CDE-assigned 14 digit CDS code if one was previously assigned

Only schools with six or more students will have a CDE code, so leave it blank.

3. County in which school is located *

Click the down arrow and choose your county from the list.

4. Public school district in which school is located *	<p>Use the district name lookup tool to enter information into the box. You may need to configure your Web browser to allow pop-up windows for this site.</p> <input data-bbox="561 394 987 436" 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 for assistance.</p> <p>Click on the link above and scroll to your district. It will be entered into the box.</p>
5. Street Address (P.O. Box is not acceptable) *	<input data-bbox="561 674 1084 716" type="text"/> <p>Examples: 5432 West Oak Street, Suite 12 853 Park Street 286 Avenue 14, Building A Type your address in the box.</p>
6. City *	<input data-bbox="561 957 837 999" type="text"/> State * <input data-bbox="971 957 1027 999" type="text" value="CA"/> Zip * <input data-bbox="1133 957 1206 999" type="text"/> - <input data-bbox="1239 957 1312 999" type="text"/> <p>Type in your city name and Zip Code.</p>
7. School Telephone Number *	<input data-bbox="561 1062 634 1104" type="text"/> (<input data-bbox="659 1062 732 1104" type="text"/>) <input data-bbox="756 1062 829 1104" type="text"/> - <input data-bbox="854 1062 927 1104" type="text"/> <p>Type in your phone number. Home number is OK.</p>
8. Optional School Fax Number	<input data-bbox="561 1188 634 1230" type="text"/> (<input data-bbox="659 1188 732 1230" type="text"/>) <input data-bbox="756 1188 829 1230" type="text"/> <input data-bbox="854 1188 927 1230" type="text"/> <p>Not necessary.</p>
9. School E-mail Address *	<input data-bbox="561 1293 987 1335" type="text"/> <p>Type in your email address. They will send an email with a link to print out your affidavit at a later date, which is very handy.</p>
10. Optional School E-mail Address	<input data-bbox="561 1482 987 1524" type="text"/> <p>Not necessary.</p>
11. Optional School Web Site Address	<input data-bbox="561 1577 987 1619" type="text"/> <p>Not necessary.</p>
12. Mailing Address (required *, only if different from #5 above)	<p>Only required if mailing address is different from #5 above</p>
13. Mailing City (required *, only if #12 has response)	<input data-bbox="561 1797 837 1839" type="text"/> State <input data-bbox="951 1797 1008 1839" type="text"/> Zip <input data-bbox="1089 1797 1162 1839" type="text"/> - <input data-bbox="1195 1797 1268 1839" type="text"/>

14. Type of School *	<input checked="" type="checkbox"/> Coeducational <input type="checkbox"/> Boys Only <i>You may choose any of these</i> <input type="checkbox"/> Girls Only
15. School Accommodations *	<input type="checkbox"/> Residential Boarding Only <input checked="" type="checkbox"/> Day Only <i>Choose: Day Only</i> <input type="checkbox"/> Both
16. Does the school provide special education services?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>Click No</i>
17. Grade Span offered *	<input type="text"/> ▾ Lowest: <input type="text"/> ▾ Highest: <i>You may offer grades 1 to 12, but do not put 'K'</i>
18. High school diploma offered	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>Since most homeschools will offer a diploma at some point, you can click 'Yes'.</i>
19. Classification of school	<input type="checkbox"/> Non-Religious <input type="checkbox"/> Religious - Select from list: <input type="text"/> ▾ <i>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.</i>

Prior Year School Information

20. Has this school ever filed a Private School Affidavit under a different school name? *	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>If answer is Yes, then enter the former school name below</i>
21. Enter former name of school (if "Yes" answered to previous question)	<input type="text"/> <i>Only enter a name here if you have changed the name of your school</i>
22. Has the public school district changed since filing last year's PSA?*	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>Answer 'No' unless you have moved to a new district.</i>
23. Former public school	<input type="text"/>

district (if "Yes" answered to previous question)

Enter old district name if you have moved to a new school district

Statistical Information

24. Range of students' ages *
(Youngest may be no younger than 4 years and 9 months)

Youngest: Years, Months

Oldest: Years

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.

25. Specify the enrollment counts by grade on or around the date the affidavit is filled. *

(NOTE: Do not report pre-school enrollment; pre-schools that do not offer kindergarten should not file this PSA.)

Grade

Number of Pupils

You may list each child by grade level or list all as ungraded elementary and/or ungraded secondary boxes below.

Leave Kindergarten set at Zero

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

26. Number of twelfth grade graduates in 2014-2015 school year *	<input type="text" value="0"/> How many graduates did you have in the past school year?														
27. Number of school staff *	<table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: center;">Staff Type</th> <th style="text-align: center;">Number of Staff</th> </tr> </thead> <tbody> <tr> <td colspan="2">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.</td> </tr> <tr> <td style="text-align: right;">Full-time Teachers</td> <td style="text-align: center;"><input type="text" value="0"/></td> </tr> <tr> <td style="text-align: right;">Part-time Teachers</td> <td style="text-align: center;"><input type="text" value="0"/></td> </tr> <tr> <td style="text-align: right;">Administrators</td> <td style="text-align: center;"><input type="text" value="0"/></td> </tr> <tr> <td style="text-align: right;">Other Staff</td> <td style="text-align: center;"><input type="text" value="0"/></td> </tr> <tr> <td colspan="2">"Other Staff" includes instructional aides, therapists, secretaries, etc.</td> </tr> </tbody> </table>	Staff Type	Number of Staff	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.	
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Other Staff	<input type="text" value="0"/>														
"Other Staff" includes instructional aides, therapists, secretaries, etc.															

Administrative Staff

28. Site Administrator *	<input type="text"/> First: * <input type="text"/> Last: * <input type="text"/> This can be you
29. Site Administrator Title *	<input type="text"/> Choose your title from drop down menu.
30. Site Administrator E-mail Address *	<input type="text"/> Fill in your administrator email address
31. Director or Principal Officer Name *	<input type="text"/> First: * <input type="text"/> Last: * <input type="text"/> This can also be you or your spouse.
32. Director or Principal Officer Position *	<input type="text"/> Choose title from drop down menu.
33. Director or Principal Officer Address *	<input type="text"/> List your director's address. It can be the same as your home address.
34. Director or Principal Officer City *	<input type="text"/> State * <input type="text"/> Zip * <input type="text"/> - <input type="text"/> Just fill in the City, State and Zip
35. Director or Principal	<input type="text"/>

Officer E-mail Address 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.

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

Tax Status of School *

Click #43 – ‘None of the above’

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

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:

- 44. All Private School Affidavits are public documents viewable by the public.
- 45. 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.

- 46. 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.
- 47. The Affidavit is not a license or authorization to operate a private school.
- 48. 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](#)).
- 49. 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.
- 50. 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.
- 51. Retain a copy of this document for a period of three years.
- 52. 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.
- 53. 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.
- 54. 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.

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.

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

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"/>	Your birth month from drop down menu
Electronic Signature - Birthday *	<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

Please print and retain for your records the image on your computer screen after you click the Submit Form button. This is your school's 2016-17 Private School Affidavit with Confirmation Number.

Questions: [Private Schools Office](#)

California Department of Education
 1430 N Street
 Sacramento, CA 95814

Be sure to **keep a copy for your files.**

It is always a good idea to **save the file to your computer too.**

Submit the form and you are done until next year!

This line by line suggested format for filling out the Private School Affidavit is provided by:

California Homeschool Network – *“Strengthening the Voice of California Homeschoolers”*

<http://www.californiahomeschool.net>
 (800) 327-5339