

Division of School Finance 1500 Highway 36 West Roseville, MN 55113-4266

# NONPUBLIC FALL REPORT 2013-14

ED-00027-38

DUE: 11/15/13

**GENERAL INFORMATION AND INSTRUCTIONS:** The information requested on this report is used for a variety of purposes, many of which will ultimately benefit your school and/or your teachers. Please print or type all entries on this report. Except for the number of high school graduates, all information should be as of October 1, 2013. Additional instructions and definitions are on page 3 of this report. Please make two copies of this completed report. Retain one copy for your files, send one copy to your local public school district, and return the **original** to the above address by **November 15, 2013.** 

IDENTIFICATION INFORMATION																					
School Name:					School Number:								County:								
Address:					City:							State:			9:		Zip Code:				
Telephone Number: Fax				x Numbe	Number:						E-Mail Address or Website:										
Located in Public School District (Name and Number):				Are you accredited? Yes No Indicate accrediting agency:  AASDA ACSI ICAA ISACS MNSAA AdvanceD  If you are not accredited, are you in the process? Yes No  Indicate accrediting agency:																	
FALL ENROLLMENT BY STUDENT GRADE LEVEL																					
Fall enrollment is the total number of students enrolled in your solution of Students and Students should be reported in a grade. If any students should be reported in a grade.							Age		5	6	7	8	9	10	11	12	13	14	15	16	17
ungraded classes, place them in the beginning of the school year, using	-		•	neir age at	the		dent Grad el Equivale		K	1	2	3	4	5	6 7 8 9 10 1				11	12	
FALL ENROLLMENT BY STUDENT GRADE LEVEL	К	1	2	3	4	5	6	7		8		9		10	1	.1	12	2	K-1	2 Tot	:al
NUMBER OF 2012-13 12 <sup>TH</sup> GRADE GRADUATI		MALE:							FE	FEMALE:											
FREE/REDUCED PRICE MEAL ELIGIBILITY																					
Indicate the total number of students enrolled in your school who meet the income eligibility requirements of the free/reduced-price meal program. If your school does not provide a meal program, refer to the directions for soliciting income eligibility information on page 3 of this form.																					
Free Meals: Reduced-Price Meals:																					
Of the total number of students eligible for free/reduced-price meals, indicate the number of students who reside within boundaries of the public school district in which your school is located:																					
Free Meals:				Reduced-Price Meals:																	

School Name:		School Numb	School Number:						
	FNGI	ISH LEARNER (EL) ENROLLM	FNT						
Report the number of EL stud	lents enrolled in your school on Octo			n on page 3 of this form.					
	IMMIGRAN'	T CHILDREN AND YOUTH ENI	ROLLMENT						
Report the number of immigi eligibility information on page	rant children and youth enrolled in your end of the control of the	our school any time during the r	month of February of the prev	ious school year. See immigrant					
NUMBER OF SCHOOL PERSONNEL									
STAFF	CATEGORY	FULL-TIME	PART-TIME	FULL-TIME EQUIVALENT					
INSTRUCTIONAL STAFF	Kindergarten								
	Elementary (Grades 1-6)								
	Secondary (Grades 7-12)								
ADMINIST	FRATIVE STAFF								
	·	VERIFICATION OF DATA							
I hereby verify that the above data is true and correct to the best of my belief and knowledge.									
Name of Administrator (Print or Type):									
Signature: Date:									

#### COMPLETION INSTRUCTIONS - NONPUBLIC FALL REPORT (ED-00027)

For questions not covered by the following instructions, please contact Carol Hokenson at 651-582-8840, e-mail at <a href="mailto:carol.hokenson@state.mn.us">carol.hokenson@state.mn.us</a>, or write to the address given on the front of this report. Schools enrolling only preschool age students need complete the Identification Section only. Mark the enrollment section as **NOT APPLICABLE** and return to the address indicated on the front of this report.

#### **IDENTIFICATION:**

- 1. Your school name and address has been printed on the report. Please correct it if it is wrong.
- 2. Your school number has also been printed on the report. Please ignore this number. It is used for state purposes only.

# Please complete the following:

- 1. The name of the county in which your school is located.
- 2. Your school's telephone, FAX (if applicable) numbers, and e-mail or website address.
- Your school's accreditation status. Indicate 'Yes' or 'No' and your accrediting agency. If you are
  in the process of being accredited check the 'In Process' box.

  AASDA-Seventh Day Adventist, ACSI-Association of Christian Schools International; ICAA-International
  Christian Accrediting Association; ISACS-Independent School Association of the Central States; MNSAAMinnesota Nonpublic School Accrediting Association; AdvancED (formerly Minnesota North Central
  Association).
- 4. Review the name and number of the public school district in which your school is located. If it is incorrect, please insert the correction information.

#### **FALL ENROLLMENT BY STUDENT GRADE LEVEL:**

Please list the total number of students by grade level who are enrolled in your school as of October 1, 2013. Also include those students who are enrolled in your school on October 1 and are residents of another state.

Report all students in a grade level. For reporting purposes, place ungraded students in a grade level according to their age at the beginning of the school year. A table is given on the front of this report for your convenience. Report the number of high school graduates for the 2012-2013 school year.

# FREE/REDUCED-PRICE MEAL ELIGIBILITY:

Indicate the total number of students who meet the income eligibility guidelines of the free and reduced price meal program. Of this number, report the number of students who reside within the boundaries of the public school district in which your school is located. Report separately, those students who meet the income criteria for free meals and those who meet the criteria for reduced priced meals. Include: 1)Nonpublic students who have an application on file and processed by your school prior to submission of this form and who were enrolled in your school as of October 1. 2) Nonpublic students receiving a meal at a public school site. This information must be solicited during the current school year (2013-14) and reflect the income eligibility criteria for that year. If your school does not provide a meal program you may use the first page of the "Application for Educational Benefits" form that is posted on the Minnesota Department of Education's website

(http://education.state.mn.us/MDE/SchSup/FNS/SNP/AppStuMeals/index.html) or an alternative format (http://education.state.mn.us/MDE/SchSup/SchFin/Nonpublic/index.html) to solicit this information. This information will be used for the distribution of Title I, II, Special Education funds and eligibility for the Loan Forgiveness Program. The Loan Forgiveness Program is important to teachers who can have a portion of their school loan forgiven if they are teaching in an area that meets federal poverty guidelines.

## **ENGLISH LEARNER (EL) ENROLLMENT**

Report the number of EL students enrolled in your school as of October 1. EL students are identified on the basis of the home language **AND** developmentally appropriate assessments. Nonpublic schools must establish a consistent and reasonable process for identifying EL students but are not required to use exactly the same

assessments as the public school district. This entails using appropriate procedures and English language proficiency assessments to assess the ability of students whose first language is not English. Residency of the nonpublic school student within the public school attendance area is not a factor.

#### **IMMIGRANT CHILDREN AND YOUTH**

Report the number of immigrant children and youth meeting the definition of an immigrant child and enrolled in your school in the month of February of the previous school year. Immigrant students may or may not be limited English proficient. An immigrant student is defined as a student who:

- 1. is aged 3 through 21;
- 2. was not born in any state or U.S. territory;
- 3. has not been attending one or more schools in any one or more states for more than three full academic years;
- 4. enrolled any time in the month of February of the previous school year.

Immigrant students include foreign exchange students and students who accompany their families on international business and diplomatic missions, if they meet the definition of immigrant student.

# **NUMBER OF SCHOOL PERSONNEL:**

Report the number of full-time, part-time, and full-time equivalent staff for the given categories. The numbers of full-time and part-time staff are "head" counts. Full-time equivalent (F.T.E.) is the ratio of the number of hours a staff person works to the number of hours a full-time staff person works. For example:

- 1. A person working full-time has an F.T.E. of 1.00.
- 2. A person working half-time has an F.T.E. of 0.50.
- 3. A person working two hours per day (as compared to a full-time person working six hours per day) has an F.T.E. of 0.33 (two hours divided by six hours).

## **INSTRUCTIONAL STAFF:**

Individuals who provide direct personnel services which are in the nature of teaching. Include classroom teachers as well as principals who teach.

## **ADMINISTRATORS:**

Include the chief executive officer of the school and any other persons having management responsibility such as the superintendent or director.