

# FY2022 – Private School Reporting Instructions

## Document Revision Updates

Date	Type of Change	Description
07/01/2021		Original Posting for FY2022
10/06/2021	Corrections	Spelling and grammar corrections
10/06/2021	Update	Update Screen captures

# PRIVATE SCHOOL REPORTING INSTRUCTIONS

## **PURPOSE**

The Georgia Code on *requirements for private program*, (O.C.G.A 20-2-690) provides, Within 30 days after the beginning of each school year, it shall be the duty of the administrator of each private school to provide to the school superintendent of each local public school district which has residents enrolled in the private school a list of the name, age, and residence of each resident so enrolled. At the end of each school month, it shall be the duty of the administrator of each private school to notify the school superintendent of each local public school district of the name, age, and residence of each student residing in the public school district who enrolls or terminates enrollment at the private school during the immediately preceding school month. Such records shall indicate when attendance has been suspended and the grounds for such suspension.

Data Collected by the DE1111 in November will be used to cross-reference K-12 enrollment information provided by private schools participating in Equitable Services Under Title II, Part A and Title IV, Part A of ESSA. By law ESSA allocations are determined on a per pupil basis and, in Georgia, are extracted from an official count taken the first Tuesday of October. DE1111 enrollment information submitted in November should reflect enrollment information collected on the first Tuesday of October.

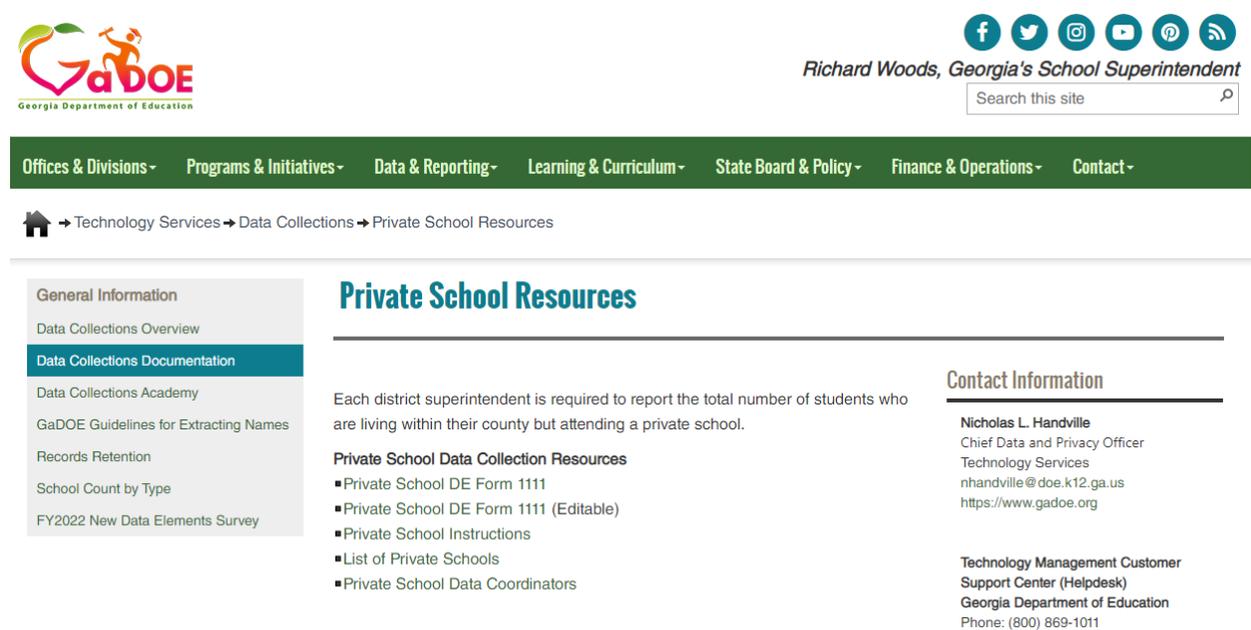
The Private School application has been designed specifically for this purpose. Link to Georgia Code [click here](#). You must agree to the terms, then you will be able to search for 20-2-690.

NOTE: Report the number of students that reside in your district/city school system in the grade and private school the students attend. (Do not just report the students attending a private school located in your geographic district/city system.)

## Private School Data Collection Documentation

Documentation for the Private School Data Collection can be found on the GaDOE Data Collections website: <https://www.gadoe.org/Technology-Services/Data-Collections/Pages/FY2022-Private-School-Resources.aspx> (Figure 1.)

**Figure 1. Gadoe.org**



The Private School Data Collection occurs in two phases. Phase 1 is the school review period and Phase 2 are the data collection period.

## Private School Main Menu

The Private School Main Menu (Figure 2) consists of the following 6 items:

Private School Main Menu	Description
<a href="#">Report Private School Student Enrollment Data</a>	Only available November 2, 2021 – November 18, 2021. Once you have signed off this option is no longer available.

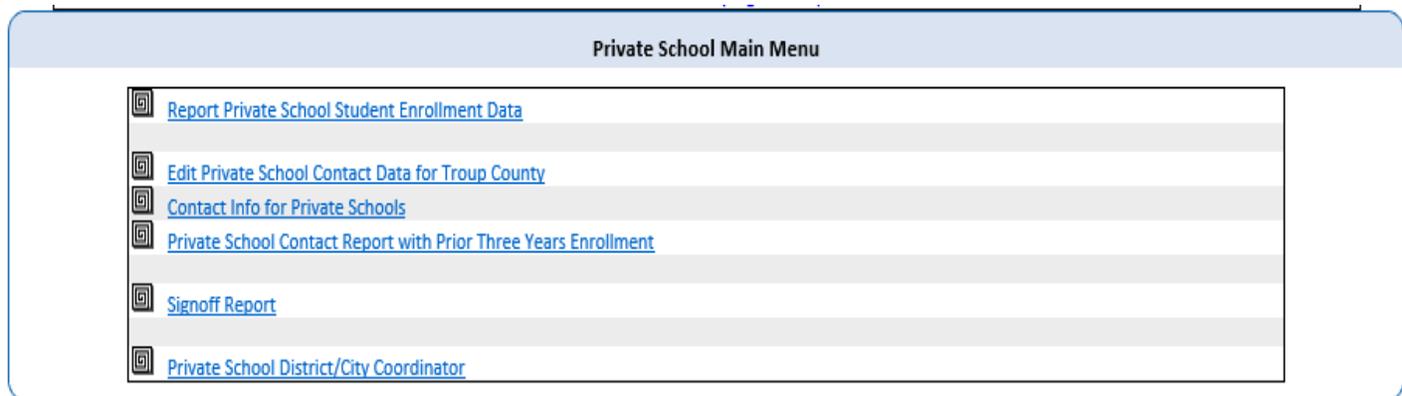
<a href="#"><u>Edit Private School Contact Data for Appling County</u></a>	<p>Available for edit July 6, 2021, through June 30, 2022, list of Private Schools for county or city school system.</p>
<a href="#"><u>Contact Info for Private Schools</u></a>	<p>List of all Private Schools in Georgia.</p>
<a href="#"><u>Private School Contact Report with Prior Three Years Enrollment</u></a>	<p>List of students reported as enrolled from your district for the current year and the previous three years.</p>
<p>-</p>	
<a href="#"><u>Signoff Report</u></a>	<p>This report will show the private schools where students are enrolled from your district for the current year. The report will remain empty until November 2, 2021, when phase 2 of the collection opens.</p>
<a href="#"><u>Unlock to Update Private School Data</u></a>	<p>This will allow you to unlock the Data collection to enter the number of students attending a private school if the private school DID NOT report data in the yearly November Collection. This feature will be available Nov 18th (after signoff) through June 30, 2022.</p>
<p>-</p>	
<a href="#"><u>Private School District/City Coordinator</u></a>	<p>This is a list of Private School District/City Coordinators in Georgia. This list will remain empty until the Data Collection Survey (previously FTE Survey Data) is complete.</p>

## PHASE 1 – Getting Good Contact Information for the Private Schools Located in Your District

### Private School Review Period

The Private School Data Collection in November will be preceded by a school contacts and information review period. Each county/city school system is asked to notify GaDOE, by using the “Edit Private School Contact Data for x County” hyperlink on the Private School Main Menu (see [Figure 2](#) below), if any corrections need to be made to the Private School information. These corrections need to be made before the November data collection begins. County and city school systems are asked to send any address corrections, county (in which the private school is located) corrections, as well as any school additions or closings in September so the Private School List will be accurate when the data collection opens in November. If the Private School is assigned to your county/city you can make changes immediately through the “Edit Private School Contact Data for X County” hyperlink on the Private School Main Menu (see [Figure 2](#)).

Figure 2. Private School Main Menu



### How to Get a Copy of the Private School List

Those without a GaDOE Portal account can view the List of Private Schools in Georgia by going to the following link, [List of Private Schools in Georgia](#), ([Figure 3](#)). This list is updated immediately when changes are made by the district/Private School administrator.

Those with a portal account can view the list of Private Schools in Georgia by logging into the GaDOE Portal, then from the Data Collection fly out menu, click on Private School. Click on the current year Private School Data Collection on the Transmission Period screen ([Figure 4](#)) then select “Contact Info for Private Schools” on the Private School Main Menu ([Figure 2](#)). This list can be copied and pasted into an Excel spreadsheet and then sorted by School Name, City, State, Zip, or County. For example, the (partial) list in ([Figure 3](#)) below was sorted on the Private School County Location. Once the information is copied to Excel, the list can be printed for reference when creating a mailing list to request information on the number of public-school students enrolled in the private school.

Figure 3. Private School List – includes all private schools in Georgia.

#	Private School Request to Add New Private School	Location Address				GA County/City responsible for Contact Info:	Profit/Non-profit Status of School (or Overarching Business)	If applicable, name of business under which the school is registered/covered:	Business ID Number and State for school or business under which the school is registered/covered:		501c3 Status of School (or Overarching Business)	If 501c3, please enter Employer Identification Number for school or business under which the school is registered/covered	Telephone	Email	Web Address
		ID	Name	Address	City				State	Zip					
1	<a href="#">A Unique Learning Center</a>	7290 Covington Hwy.	Lithonia	GA	30058	DeKalb	644	DeKalb County	Non-Profit	another test	No		7704848226@hgfedchild@bellsouth.net	no website	
2	<a href="#">As Preparatory Academy - test</a>	100 Dudley Drive	Ellenwood	GA	30294	Henry			Profit		No		7703890173@friendapreparatory@att.net	APREPATORYLEARNINGACADEMY.COM	
3	<a href="#">A.I.M.S. Montessori School - test</a>	3665 Swiftwater Park Drive, Bldg #1A	Suwanee	GA	30024	Gwinnett			Profit		No		8785467700@soldier_mini@yahoo.com	https://aimsschool.com/index.html	
4	<a href="#">A.W. Spalding Elementary cat</a>	4820 University Drive	Collegedale	TN	37315	Anderson	602	Anderson County	Non-Profit		No		4233962122@engle@gccsda.com	gccsda.org	
5	<a href="#">AS-New Testing</a>	304 Jesse Hill Jr Drive	Atlanta	GA	30087	Appling	601	Appling County	AB				4046570533@pmiller@doe.k12.ga.us	none.doe.k12.ga.us	
6	<a href="#">ABC Montessori Academy for the Brilliant Child</a>	483 Walker Dr.	McDonough	GA	30259	Henry	675	Henry County	Profit		No		7709579968@admin@montessori.us	abc-montessori.org	
7	<a href="#">ABLE Christian School</a>	78 Old Jackson Rd	McDonough	GA	30252	Henry	675	Penny County	Non-Profit		No		8882351230@none@none.none	http://www.ableschool.net/	
8	<a href="#">Abbeville Christian Academy</a>	258 M.L. Tillis Drive	Abbeville	AL	36510	Henry	630	Clay County	Non-Profit		No		3345855100@melanie.carliste@acagenerals.org	acagenerals.org	
9	<a href="#">Academics Plus</a>	717 Industrial Pk. Dr.	Evans	GA	30809	Columbia	636	Columbia County	Profit		No		7066845168@acplus1@aol.com	www.academicplusofevans.com	
10	<a href="#">Academy of Double H Branch</a>	9906 Henderson Mtn. Road	Fairmount	GA	30139	Pickens	712	Pickens County	Non-Profit		Yes		4042733080@info@academyhbranch.org	www.academyhbranch.org	

Figure 4. Transmission Period

Transmission Period	
Transmission Cycles	Current Documentation
<a href="#">Private School for 2022</a>	<ul style="list-style-type: none"> <li>Private School Instructions</li> </ul>
<a href="#">Private School for 2021</a>	<ul style="list-style-type: none"> <li>DE1111</li> </ul>
<a href="#">Private School for 2020</a>	
<a href="#">Private School for 2019</a>	
<a href="#">Private School for 2018</a>	
<a href="#">Private School for 2017</a>	
<a href="#">Private School for 2016</a>	
<a href="#">Private School for 2015</a>	
<a href="#">Private School for 2014</a>	
<a href="#">Private School for 2013</a>	
<a href="#">Private School for 2012</a>	
<a href="#">Private School for 2011</a>	
<a href="#">Private School for 2010</a>	
<a href="#">Private School for 2009</a>	
<a href="#">Private School for 2008</a>	

## **Edit a Private School**

To edit a Private School assigned to your county or city school system, click on “Edit Private School Contact Data for X County” ([Figure 2](#)) on the Private School Main Menu. This will produce a list of all Private Schools assigned to your country or city ([Figure 5](#)). Select the private school that needs to be updated to display the “Edit Private School Information”, page ([Figure 6](#)). Make the necessary changes and click “CONFIRM – this Private School is located in my Public-School District”. The information should update on screen and in the private school list immediately.

Another method of updating private school information is by using the “Contact Info for Private Schools” on the Private School Main Menu ([Figure 2](#)). Once selecting “Contact Info for Private Schools” hit your CTRL/F keys on the keyboard and enter the private school name or partial name in the search box. Once you find the school, click on the hyperlink to display the “Detail Private School Information” screen, ([Figure 7](#)). To update the private school information, click on the hyperlink “Request Update Private School Info” found at the bottom of the screen. This will bring up the “Update Private School Contact Information” screen, ([Figure 8](#)). On this screen, you will be able to request an update to any or all information on the screen. There is a comments box to explain the change request. This is a required field. You must enter at least 25 characters. Once all changes have been entered, click “Request to Update Private School Info” button located at the bottom of the form. The information is sent to the Private School Administrator at DOE for approval or rejection. The Private School Administrator will send an email with explanation.

NOTE: Contact fields School Telephone, School Email and the section labeled Private School Contact Information must be completed. If a private school does not have a school website or contact, you may fill in ‘NONE’. For the email addresses, fill in [unknown@email.com](#). For the phone number, use 0000000000.

Figure 5. List of Private Schools assigned to your district

Private School		Location Address				Private School County	GA County/City responsible for Contact Info:	
#	ID Name	Address	City	State	Zip	Location	ID	Name
1	980 <a href="#">Hillside Montessori</a>	525 Park Ave	LaGrange	GA	30240	Troup (GA)	741	Troup County
2	345 <a href="#">LaFayette Christian</a>	1904 Hamilton Road	LaGrange	GA	30241	Troup (GA)	741	Troup County
3	346 <a href="#">LaGrange Academy</a>	1501 Vernon Rd.	LaGrange	GA	30240	Troup (GA)	741	Troup County
4	541 <a href="#">Sound Doctrine Christian</a>	202 West Broome St	LaGrange	GA	30240	Troup (GA)	741	Troup County
5	550 <a href="#">Springwood Academy</a>	1814 Cherry Drive	Lanett	AL	36863	Chambers (AL)	741	Troup County

Figure 6. Edit Private School Information

### Edit Private School Information

<b>Private School ID:</b>	346
<b>Private School Name:</b>	LaGrange Academy dsnfamdsf\
<b>If applicable, name of business under which the school is registered/covered:</b>	<input type="text" value="What is the business name"/>
<b>Profit/Non-profit Status of School (or Overarching Business)</b>	Profit <input type="button" value="v"/>
<b>Business ID Number and State for school or business under which the school is registered/covered.</b>	<input type="text"/> State: <input type="text"/>
<b>501c3 Status of School (or Overarching Business)</b>	Yes <input type="button" value="v"/>
<b>If 501c3, please enter Employer Identification Number for school or business under which the school is registered/covered</b>	<input type="text"/>
<b>School WebSite:</b>	NONE
<b>School Telephone:</b>	7066888097 (nnnnnnnnnn)
<b>School Email:</b>	annachambless@lagrangeacademy.org
<b>Mailing Address 1:</b>	1501 Vernon Rd.
<b>Address 2:</b>	<input type="text"/>
<b>City:</b>	LaGrange State: GA Zip Code: 30240
<b>Location Address 1:</b>	1501 Vernon Rd.
<b>Address 2:</b>	<input type="text"/>
<b>City:</b>	LaGrange State: GA Zip Code: 30240
<b>Private School County Location:</b>	Troup
<b>GA County/City responsible for Contact Info:</b>	741-Troup County
<b>Private School Contact Information</b>	

Figure 7. Detail Private School Information

Detail Private School Information	
Private School ID:	3
Private School Name:	ABC Montessori Academy for the Brilliant Child
If applicable, name of business under which the school is registered/covered:	
Profit/Non-profit Status of School (or Overarching Business)	Profit
Business ID Number and State for school or business under which the school is registered/covered.	
Business State.	
501c3 Status of School (or Overarching Business)	No
If 501c3, please enter Employer Identification Number for school or business under which the school is registered/covered	
School WebSite:	abc-montessori.org
School Telephone:(nnnnnnnnnn):	7709579998
School Email:	admin@montessori.us
Mailing Address :	483 Walker Drive
City, State Zip:	McDonough, GA 30253
Location Address :	483 Walker Dr.
City, State Zip	McDonough, GA 30253
Private School County Location:	Henry (GA)
GA County/City responsible for Contact Info::	Henry County
Contact Last Name:	Phanor
Contact First Name:	Betty
Title of Contact:	Assistant Director
Contact Telephone: (nnnnnnnnnn)	7709579998
School Contact Email:	office@abcmontessori.us
Last Updated:	Nicola.dagostino@henry.k12.ga.us 10/12/2017 11:21:18 am

[Request Delete](#)
[Request Update Private School Info](#)

Figure 8. Update Private School Contact Information

Update Private School Contact Information	
Private School ID:	3
Private School Name:	ABC Montessori Academy for the Brilliant Child
If applicable, name of business under which the school is registered/covered:	
Profit/Non-profit Status of School (or Overarching Business)	Profit
Business ID Number and State for school or business under which the school is registered/covered.	
501c3 Status of School (or Overarching Business)	No
If 501c3, please enter Employer Identification Number for school or business under which the school is registered/covered	
School WebSite:	abc-montessori.org
School Telephone:	7709579998 (nnnnnnnnnn)
School Email:	admin@montessori.us
Mailing Address 1:	483 Walker Drive
Address 2:	
City:	McDonough State: GA Zip Code: 30253
Location Address 1:	483 Walker Dr.
Address 2:	
City:	McDonough State: GA Zip Code: 30253
Private School County Location:	Henry -GA (675)
GA County/City responsible for Contact Info::	Henry County-GA (675)
Contact Last Name:	Phanor
Contact First Name:	Betty
Title of Contact:	Assistant Director
Contact Telephone:	7709579998
School Contact Email	office@abcmontessori.us
Comments: <b>Required</b> characters 25-500	

Request to Update Private School Info

## **Add a Private School**

There are two ways to get to the “Request to add a New Private School” form. Both ways will bring up the same form.

1. On the Private School application, Main Menu, select “Edit Private School Contact Data for X County” to display the schools assigned to your county or city school system ([Figure 9](#)). Click on the hyperlink “Request to Add a New Private If the information is missing or unknown enter the word unknown or none. See [Figure 10](#) for the screen display. Once all the information has been entered, click the “Request to Add New School” button found at the bottom of the form. Upon completion of the form, you will be prompted to complete any missed required fields.

NOTE: Contact fields School Telephone, School Email and the section labeled Private School Contact Information must be completed. If a private school does not have a school website or contact, you may fill in ‘NONE’. For the email addresses, fill in [unknown@email.com](#). For the phone number, use 0000000000.

2. The menu item, “Contact Info for Private Schools” on the Private School Main Menu ([Figure 2](#)) also has a hyperlink under the heading “Private School” to Request to Add New Private School ([Figure 3](#)). Click on the hyperlink “Request to Add a New Private If the information is missing or unknown enter the word unknown or none. See [Figure 10](#) for the screen display. Once all the information has been entered, click the “Request to Add New School” button found at the bottom of the form. Upon completion of the form, you will be prompted to complete any missed required fields.

Figure 9. List of Private Schools assigned to your district

System: 741 Troup County

Edit Private School Contact Data for Your County allows the edit of Private School(s) information by the owning district. All information is required when making an edit to Private school Information. You can also Request to Add a New Private School.

[Private School Main Menu](#)    [Request to Add New Private School](#)

#	Private School		Location Address				Private School County	GA County/City responsible for Contact Info:	
	ID	Name	Address	City	State	Zip	Location	ID	Name
1	980	<a href="#">Hillside Montessori</a>	525 Park Ave	LaGrange	GA	30240	Troup (GA)	741	Troup County
2	345	<a href="#">LaFayette Christian</a>	1904 Hamilton Road	LaGrange	GA	30241	Troup (GA)	741	Troup County
3	346	<a href="#">LaGrange Academy</a>	1501 Vernon Rd.	LaGrange	GA	30240	Troup (GA)	741	Troup County
4	541	<a href="#">Sound Doctrine Christian</a>	202 West Broome St	LaGrange	GA	30240	Troup (GA)	741	Troup County
5	550	<a href="#">Springwood Academy</a>	1814 Cherry Drive	Lanett	AL	36863	Chambers (AL)	741	Troup County

Figure 10. Request to add a New Private School

Request to add a New Private School

<b>Private School Name:</b>	<input style="width: 95%;" type="text"/>
<b>If applicable, name of business under which the school is registered/covered:</b>	<input style="width: 95%;" type="text"/>
<b>Profit/Non-profit Status of School (or Overarching Business)</b>	<input style="width: 95%;" type="text" value="v"/>
<b>Business ID Number and State for school or business under which the school is registered/covered.</b>	<input style="width: 60%;" type="text"/> State: <input style="width: 30%;" type="text"/>
<b>501c3 Status of School (or Overarching Business)</b>	<input style="width: 95%;" type="text" value="v"/>
<b>If 501c3, please enter Employer Identification Number for school or business under which the school is registered/covered</b>	<input style="width: 95%;" type="text"/>
<b>School WebSite:</b>	<input style="width: 95%;" type="text"/>
<b>School Telephone:</b>	<input style="width: 20%;" type="text"/> (nnnnnnnnnn)

School Email:	<input type="text"/>
Mailing Address 1:	<input type="text"/>
Address 2:	<input type="text"/>
City:	<input type="text"/> State: <input type="text"/> Zip Code: <input type="text"/> - <input type="text"/>
Location Address 1:	<input type="text"/>
Address 2:	<input type="text"/>
City:	<input type="text"/> State: <input type="text"/> Zip Code: <input type="text"/> - <input type="text"/>
Private School County Location:	Troup -GA (741) <input type="button" value="v"/>
GA County/City responsible for Contact Info::	Troup County-GA (741 ) <input type="button" value="v"/>
<b><u>Private School Contact Information</u></b>	
Contact Last Name:	<input type="text"/>
Contact First Name:	<input type="text"/>
Title of Contact:	<input type="text"/>
Contact Telephone:	<input type="text"/>
School Contact Email:	<input type="text"/>
Comments: <i>Maximum 500 characters</i>	<input type="text"/>

## **Delete a Private School**

To delete a Private School, click on the link for the menu item “Contact Info for Private Schools” on the Private School Main Menu ([Figure 2](#)). To find a specific school in the list, use your ALT/F keys on the keyboard and enter the private school name or partial name in the search box. Once you find the school, click on the hyperlink to display the “Detail Private School Information” screen, ([Figure 7](#)). To request the private school be deleted, click on the hyperlink “Request Delete” found at the bottom of the screen. This will bring up the “Request Delete Private School for FY2022” screen, ([Figure 11](#)). On this screen, you will need to enter information pertaining to the request to delete the school. Include any supporting web links or other information received indicating the school has closed. There is a comments box to explain the request. This is a required field. Once the request has been entered, click “Save” located at the bottom of the form. The information is sent to the Private School Administrator at DOE. The Private School Administrator will send an email response.

## Figure 11. Request Delete Private School for FY2022

Georgia Department of Education	Request Delete Private School for FY2022
Private School Data Entry FY2022	741-Troup County

You are requesting [Acton Academy Savannah](#) be removed. In 500 characters or less, please provide an explanation for the removal request, to include proof. Did you get an email (from whom and date), does the school website (provide website url) state that the school has closed, or have you received a returned DE1111 etc. The Private School Administrator will be notified of the request. You will be notified when the request has been reviewed.

## PHASE 2: ENTERING DATA DURING THE DATA COLLECTION PERIOD

### Sign into the Portal

After signing into the Portal (<https://portal.doe.k12.ga.us>), select 'Private School' from the Data Collections flyout menu. Select the current year 'Private School Data Collection' link for the current FISCAL YEAR ([Figure 12](#)).

Figure 12. Private School Transmission Period selection menu

**Transmission Period**

Transmission Cycles	Current Documentation
<a href="#">Private School for 2022</a>	
<a href="#">Private School for 2021</a>	
<a href="#">Private School for 2020</a>	
<a href="#">Private School for 2019</a>	
<a href="#">Private School for 2018</a>	
<a href="#">Private School for 2017</a>	
<a href="#">Private School for 2016</a>	
<a href="#">Private School for 2015</a>	
<a href="#">Private School for 2014</a>	
<a href="#">Private School for 2013</a>	
<a href="#">Private School for 2012</a>	
<a href="#">Private School for 2011</a>	
<a href="#">Private School for 2010</a>	
<a href="#">Private School for 2009</a>	
<a href="#">Private School for 2008</a>	

Select the 'Private School Data Collection' link for the current FISCAL YEAR.

### Report Private School Student Enrollment Data

Use the link (Report Private School Student Enrollment Data) for entry of private school enrollment data. Select the private schools that need to be reported by your district/city school system and enter the required

information. From the 'Private School Main Menu' ([Figure 2](#)), select "Report Private School Student Enrollment Data" to display the list of private schools to report enrollment, ([Figure 13](#)).

Reference your received DE1111s and click on the private school name in the Private School List, ([Figure 13](#)).

Figure 13. List of Private Schools to Report Enrollment

#	Private School Request to Add New Private School		Private School County Location	GA County/City responsible for Contact Info:	
	ID	Name		ID	Name
1	1278	<a href="#">1 Last time. Though PS Co. Location and GA County was fixed?</a>	Clay (NC)	601	Appling County
2	1279	<a href="#">2 Last time</a>	Barbour (AL)	603	Bacon County
3	725	<a href="#">A Unique Learning Center</a>	DeKalb (GA)	644	DeKalb County
4	1032	<a href="#">A+ Preparatory Academy</a>	Henry (GA)	675	Henry County
5	1219	<a href="#">A.A.I.M.S. Montessori School</a>	Gwinnett (GA)	667	Gwinnett County
6	2	<a href="#">A.W. Soaring Elementary</a>	Hamilton (TN)	623	Catoosa County
7	3	<a href="#">ABC Montessori Academy for the Brilliant Child</a>	Henry (GA)	675	Henry County
8	1220	<a href="#">ABC Christian School</a>	Henry (GA)	675	Henry County
9	703	<a href="#">Abbeville Christian Academy</a>	Clay (GA)	630	Clay County
10	5	<a href="#">Academics Plus</a>	Columbia (GA)	636	Columbia County
11	1075	<a href="#">Academy of Double H Ranch</a>	Pickens (GA)	712	Pickens County
12	43	<a href="#">Academy of Innovation</a>	Hall (GA)	776	Gainesville City

Once the private school has been selected, the page will display the school name, and address information, ([Figure 14](#)). In the boxes below the GRADE LEVEL, enter the number of students enrolled in that GRADE LEVEL for the private school selected. After entering the number of students enrolled in each GRADE LEVEL for the private school, click Save to have the data entered for this private school saved. After clicking Save, the 'TOTAL' box will reflect the sum of students enrolled at the private school, based on the data entered in the boxes for each GRADE LEVEL. See [Figure 15](#).

NOTE: You are reporting all students that reside in your district/city school system that attend any private school (Do not just report the students attending a private school located in your geographic district/city system.)

Figure 14.

Selected Private School Information:														
<b>School Name:</b>		Advance Learning Center												
<b>Mailing Address:</b>		PO Box 2598 Kingsland, GA 31548												
<b>Location Address:</b>		3451 Charlie Smith Sr Hwy St. Marys, GA 31558												
<b>County:</b>		Camden												
Please enter the number of the students enroll at the grade														
Pre-K	KK	01	02	03	04	05	06	07	08	09	10	11	12	Total
0	1	0	0	0	1	0	0	0	0	1	0	0	3	6
							Save	Reset						

Once you Save the enrollment data, a screen ([Figure 15](#)) will display showing all the Private Schools for which you have reported students.

To continue adding Enrollment data click on the hyperlink for “List of Private Schools” to display the list again, search for the Private School, select the school, enter the number of students for each grade, click Save when done. Continue this process until you have entered all the information received from private schools.

Figure 15.

[Private School Main Menu](#) [List of Private Schools](#)

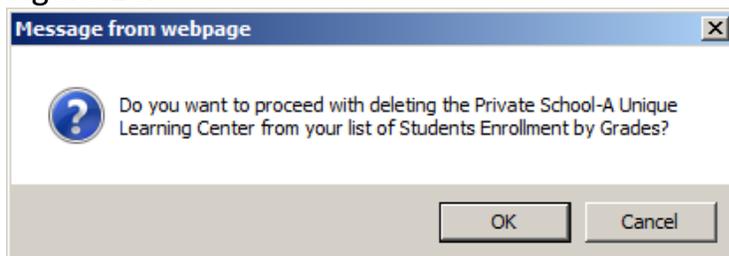
	Private School Name	City	Grades taught at School	Students Enrollment by Grades													Total	
				PK	KK	01	02	03	04	05	06	07	08	09	10	11		12
<a href="#">Delete</a>	Academy of the Oaks	Decatur	06	0	0	0	0	0	0	0	0	5	0	0	0	0	0	5
<a href="#">Delete</a>	Adamsburg Christian Academy	Fort Payne	05	0	0	0	0	0	0	6	0	0	0	0	0	0	0	6
<a href="#">Delete</a>	Advance Learning Center	St. Marys	KK, 01, 04, 09, 12	0	1	1	0	0	1	0	0	0	0	1	0	0	3	7
Total Private School Students for 601-Applying County																	18	

### Deleting Data Entered by Mistake

If data is entered for a private school in error, you can delete the entire school entry. This deletes the school from your report. It does not delete the private school from the Private School List. If any data entered is incorrect, click the ‘Delete’ hyperlink in front of the school name to be deleted ([Figure 15](#)).

You will get a message ([Figure 16](#)) asking if you are sure you want to delete the private school from your list of schools. Click ‘OK’ if you are sure or ‘Cancel’ if you want to go back to the previous screen. If you don’t get the following pop-up dialog box, you will need to allow pop-ups from all doe.k12.ga.us web addresses. In Internet Explorer, this means you must add the web address to your compatibility view allowed sites (from the IE **Tools** menu, select Compatibility View settings, then Add doe.k12.ga.us to the compatible sites). If you have trouble with this functionality, contact the DOE Helpdesk.

Figure 16.



Once you click 'OK' the Private School will be removed from your list of reported schools.

If you need to enter data for additional schools click on the hyperlink "List of Private Schools". Otherwise, click on Private School Main Menu to return to the Private School Main Menu.

### **Private School Contact Report with Prior Three Years Enrollment.**

This report shows the number of students reported as enrolled from your district/city school system for the current year and the prior 3 years, if you have entered current year data ([Figure 17](#)).

Figure 17.

The private schools on this list have students reported as enrolled from your district. To see contact information for all private schools, go to the Private School List on the Private School Main Menu. This report will also allow edits to schools where contact information is missing. Just click on the available link and update the information.

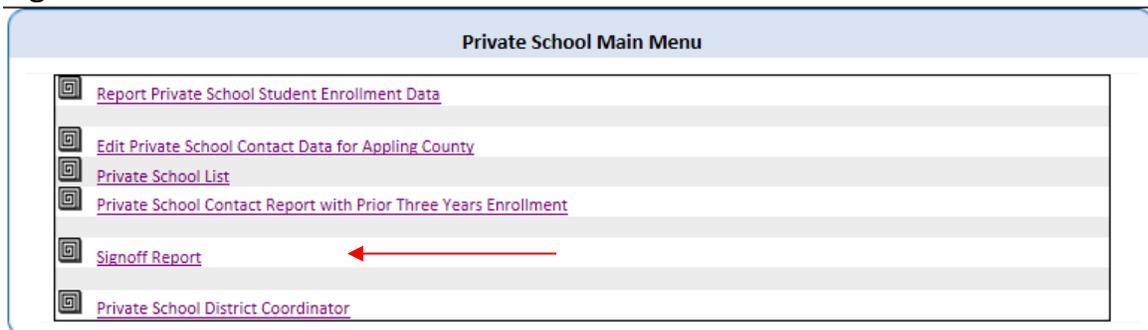
[Back to Transmission Status Menu](#) [Admin Menu](#)  
[Private School Main Menu](#)

Private School Contact Report with Prior Three Years Enrollment																		
#	System		Geographic System		Private School		Mailing Address				Contact Information			Student Enrollment				
	ID	Name	ID	Name	ID	Name	Address	City	State	Zip	First Name	Last Name	Phone	Email	2022	2021	2020	2019
1	601	Appling County	793	Vidalia City	633	Vidalia Heritage Academy	P.O. Box 2005	Vidalia	GA	30475	Robin	Mobley	9125376679	rmobley@vidaliaheritage.com	0	0	3	1
2	601	Appling County	673	Hart County	44	The Barnes Academy	154 Hart Service Road	Hartwell	GA	30643	Amanda	Baker	7063773856	vikingstba@gmail.com	0	3	0	0
3	601	Appling County	680	Jeff Davis County	1185	Mt. Zion Learning Center and Christian School	186 Will Waters Road	Hazlehurst	GA	31539	Priscilla	Waters	9123757429	mzlc7429@yahoo.com	0	16	4	2
4	601	Appling County	601	Appling County	19	Appling Christian Academy	1479 Hatch Parkway, S.	Baxley	GA	31513	Kay	Dyal	9123673004	acakaydya@bellsouth.net	0	73	65	64

### **Signoff Report**

Select "Signoff Report" from the Private School Main Menu ([Figure 18](#)) when the district/city school system has completed entering private school data.

Figure 18.



The length of the signoff report will depend on the number of private schools reported. Review data for accuracy. See [Figure 19](#).

Note: If while reviewing the data you need to remove a private school or update the information reported, follow the steps here:

1. Go to the Private School Main Menu
2. Select Report Private School Student Enrollment Data
3. Select a private school that you have already entered data for.
4. Click 'Save'.
5. Now you will be able to delete the school, go back to the List of Private Schools to enter the information properly.
6. If you do not need to add any more information, click on Private School Main Menu, then select the Signoff Report and review the enrollment data again before signing off.

Use the scroll bar to access the sign off box at the end of the report. Signoff is required even if no students who live in your geographic area have been reported from any private school. **Superintendent signoff is not required. Signoff can be completed by the Private School Coordinator.**

The following data elements will need to be entered on the “Signoff Report” before the district/city school system can sign off ([Figure 20](#)):

1. The **Last Name, First Name** of the person signing off.
1. The **Title** of the person signing off for the district/city school system (this does not need to be the superintendent).
2. The **Contact Email Address** of the person signing off.
3. The **Contact Phone Number** of the person signing off (include area code).
4. Click the “Sign Off” button.

Figure 19. Student Enrollment Data on the Signoff Report

Transmission on 11/01/2021 08:42:44 am

Georgia Department of Education		Reporting Private School Student Enrollment for FY2022													
Private School Data Entry FY2022		741-Troup County													

[Private School Main Menu](#) [List of Private Schools](#)

	Private School Name	City	Grades taught at School	Students Enrollment by Grades														
				PK	KK	01	02	03	04	05	06	07	08	09	10	11	12	Total
<a href="#">Delete</a>	Academy ABA - Cartersville	Cartersville	02, 07, 12	0	0	0	2	0	0	0	0	20	0	0	0	0	5	<a href="#">27</a>
<a href="#">Delete</a>	Bridgeway Christian Academy	Alpharetta	PK, KK, 01, 02, 03	1	2	3	5	10	0	0	0	0	0	0	0	0	0	<a href="#">21</a>
<a href="#">Delete</a>	Chattanooga Christian School	Chattanooga	07, 08, 09, 10, 11, 12	0	0	0	0	0	0	0	0	4	5	6	10	15	20	<a href="#">60</a>
Total Private School Students for 741-Troup County																	108	

Figure 20. Signoff By:

**Signoff By:**

**I certify that the information submitted above is accurate to the best of my knowledge.**

**Last Name:**

**First Name:**

**Title:**

**Email:**

**Phone:**

### Unlock to Update Private School Data

After you have signed off on the Enrollment data you can unlock/Re-Open the data collection to enter the number of students attending a private school if the private school DID NOT report data in the yearly November Collection.

From the Private School Main Menu, you will now have the option “Unlock to Update Private School Data”, [Figure 21](#). Click “Unlock to Update Private School Data” to open the “Comments for requesting to update the Private School for FY2021” screen, [Figure 22](#).

You must enter comments explaining why you need the data collection Re-Opened. Enter your comments and click “Save Comments for Unlock”. See [Figure 22](#).

If you only need to update the Private School Contact information, please click “Return to Private School Main Menu” option. On the Private School Main Menu select "Contact Info for Private Schools", select the Private School to be updated, then select Request Update Private School Info.

Figure 21. Private School Main Menu with the Unlock option available.

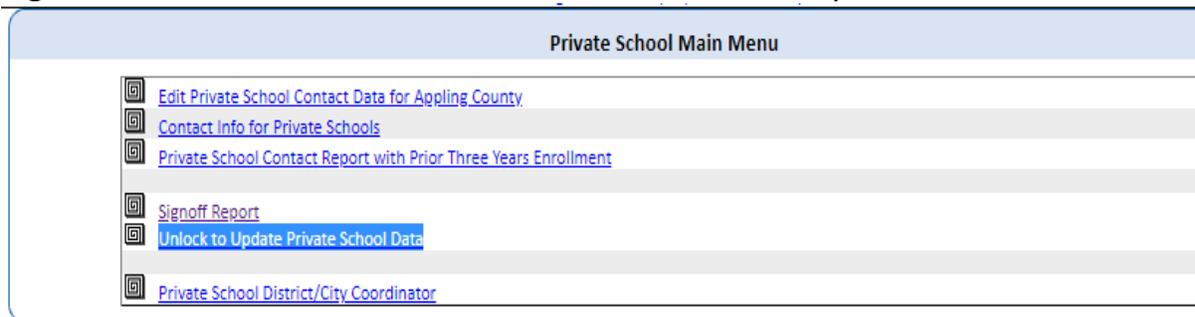
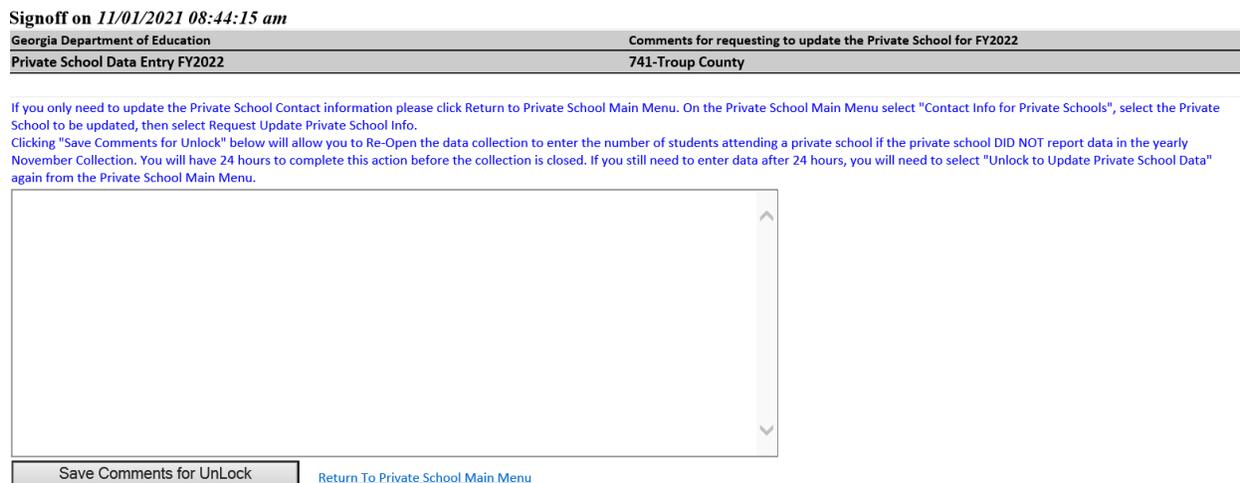


Figure 22. Comments for requesting to update the Private School for FY2022



After you have entered your Comments for Unlock and saved, you will be taken to the Private School Main Menu ([Figure 2](#)) where you can click on “Report Private School Student Enrollment Data” and follow the [Phase 2](#) instructions.

All previously signed off data will still be available and you will need to sign off on the data again. You can unlock as often as needed to enter the number of

students attending a private school if the private school DID NOT report data in the yearly November Collection.

### **REQUESTS FOR ASSISTANCE**

For assistance with any aspect of reporting data, accessing the portal, or general questions, contact the Technology Services - Service Desk Team by logging into the MyGaDOE Portal and clicking on the **Help Desk Portal link** and entering your request there.

To Login to the MyGaDOE portal please follow this link:

<https://portal.doe.k12.ga.us/Login.aspx>

You may also request assistance by calling **1-800-869-1011**. Please provide a detailed message as well as your contact information.



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[www.gadoe.org](http://www.gadoe.org)



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Richard Woods, State School Superintendent  
*Educating Georgia's Future*