

# FY2021 – Private School Reporting Instructions

## Document Revision Updates

<b>Date</b>	<b>Type of Change</b>	<b>Description</b>
05/19/2020	Update	Fiscal year updates
05/19/2020	Change	Change wording on 501c3 Status
05/19/2020	Change	Change 'Profit/Non-Profit' wording.
05/19/2020	Add	Added Name of business over school
05/19/2020	Add	Added Business ID and the State for business over the school
05/19/2020	Add	Added EIN field
05/19/2020	Add	Added a unlock feature after signoff
05/19/2020	Update	Updated all report headers.
8/4/2020	Change	Changed wording on ' <b>If applicable, name of business under...</b> '

# 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](#).

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/FY2021-Private-School-Resources.aspx> ([Figure 1](#).)

## **Figure 1. Gadoe.org**

- General Information
- Data Collection Documentation
- Data Collection Overview
- Data Conference
- GaDOE Guidelines for Extracting Names
- Georgia Student Data Privacy, Accessibility, and Transparency Act
- Records Retention
- School Count by Type

## FY2021 Private School

Each district superintendent is required to report the total number of students who are living within their county but attending a private school.

### Private School Data Collection Resources

- Private School DE Form 1111
- Private School Instructions
- List of Private Schools for FY2021

[Prior Year Private School resources](#)

The Private School Data Collection occurs in two phases. Phase 1 is the school review period and Phase 2 is 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 3, 2020 – November 19, 2020. Once you have signed off this option is no longer available.
<a href="#">Edit Private School Contact Data for Appling County</a>	Available for edit July 6, 2020 through June 30, 2021, list of Private Schools for county or city school system.
<a href="#">Contact Info for Private Schools</a>	List of all Private Schools in Georgia.
<a href="#">Private School Contact Report with Prior Three Years Enrollment</a>	List of students reported as enrolled from your district for the current year and the previous three years.

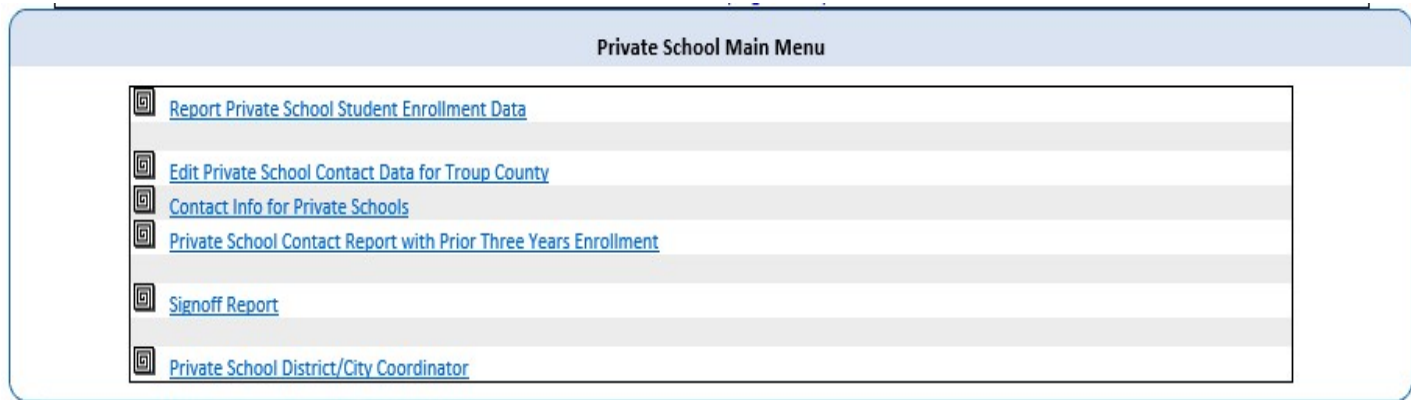
<a href="#"><u>Signoff Report</u></a>	<p>This report will show the private schools where students are enrolled from your district for the current year. The report will remain empty until November 3, 2020, when phase 2 of the collection opens.</p>
<a href="#"><u>Unlock to Update Private School Data</u></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 19th (after signoff) through June 30, 2021.</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					Private School County Location	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
		Address	City	State	Zip	ID					State						
1	<a href="#">A Unique Learning Center</a>	7290 Covington Hwy.	Lithonia	GA	30058	DeKalb	644	Non-Profit	another test			No		7704848226	thegfredchild@bellsouth.net	no website	
2	<a href="#">As Preparatory Academy - test</a>	100 Dudley Drive	Ellenwood	GA	30294	Henry		Profit				No		7703890173	friendpreparatory@att.net	APREPATORYLEARNINGACADEMY.COM	
3	<a href="#">A.A.I.M.S. Montessori School - test</a>	5665 Swiftwater Park Drive, Bldg. #1A	Suwanee	GA	30024	Winnett		Profit				No		6785487700	soldier_mini@yahoo.com	https://eaimsschool.com/index.html	
4	<a href="#">A.W. Spaulding Elementary cat</a>	4820 University Drive	Collegedale	TN	37315	Anderson	602	Non-Profit				No		4239821122	menge@gccsda.com	gccsda.org	
5	<a href="#">AB-New Testing</a>	304 Jesse Hill Jr Drive	Atlanta	GA	30087	Appling	601	Non-Profit	AB			No		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	30253	Henry	675	Profit				No		7709579998	admin@montessori.us	abc-montessori.org	
7	<a href="#">ABLE Christian School</a>	78 Old Jackson Rd	McDonough	GA	30253	Henry	675	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	Non-Profit				No		3345855100	melanie.carlisle@acgenerals.org	acgenerals.org	
9	<a href="#">Academics Plus</a>	717 Industrial Pk. Dr.	Evans	GA	30809	Columbia	636	Profit				No		7063643169	acplus1@aol.com	www.academicplusevans.com	
10	<a href="#">Academy of Double H Ranch</a>	8906 Henderson Mtn. Road	Fairmount	GA	30139	Pickens	712	Non-Profit				Yes		4042733080	info@academyhfranch.org	www.academyhfranch.org	

## Figure 4. Transmission Period

Transmission Period	
Transmission Cycles	Current Documentation
<a href="#">Private School for 2021</a>	<ul style="list-style-type: none"> <li>Private School Instructions</li> </ul>
<a href="#">Private School for 2020</a>	<ul style="list-style-type: none"> <li>DE1111</li> </ul>
<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](mailto:unknown@email.com). For the phone number, use 0000000000.

Figure 5. List of Private Schools assigned to your district

System: 616 Bulloch 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.

[Back to Transmission Status Menu](#) [Admin Menu](#) [List of Private Schools with enrollment students](#) [Request to Add New Private School](#)

#	Private School		Location Address				Private School County Location	GA County/City responsible for Contact Info:	
	ID	Name	Address	City	State	Zip		ID	Name
1	61	<a href="#">Bible Baptist Christian</a>	889 Ga. Hwy. 24	Statesboro	GA	30461	Bulloch (GA)	616	Bulloch County
2	1161	<a href="#">Bibleway Royal Christian Academy</a>	323 West Main Street	Statesboro	GA	30458	Bulloch (GA)	616	Bulloch County
3	79	<a href="#">Bulloch Academy</a>	873 Westside Rd.	Statesboro	GA	30458	Bulloch (GA)	616	Bulloch County
4	615	<a href="#">Trinity Christian School of Statesboro</a>	571 East Main St.	Statesboro	GA	30461	Bulloch (GA)	616	Bulloch 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:(nnnnnnnnn):	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: (nnnnnnnnn)	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 <input type="button" value="v"/>
Business ID Number and State for school or business under which the school is registered/covered.	<input type="text"/> State: <input type="text"/>
501c3 Status of School (or Overarching Business)	No <input type="button" value="v"/>
If 501c3, please enter Employer Identification Number for school or business under which the school is registered/covered	<input type="text"/>
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 - <input type="text"/>
Location Address 1:	483 Walker Dr.
Address 2:	
City:	McDonough State: GA Zip Code: 30253 - <input type="text"/>
Private School County Location:	Henry -GA (675) <input type="button" value="v"/>
GA County/City responsible for Contact Info::	Henry County-GA (675) <input type="button" value="v"/>
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	<input type="text"/>

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](mailto: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

Georgia Department of Education Private School Data Entry	List of Private Schools for FY2020 605-Baldwin County
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System: 605 Baldwin 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.

[Back to Transmission Status Menu](#) [Admin Menu](#) [List of Private Schools with enrollment students](#) [Request to Add New Private School](#)

#	Private School		Location Address			Private School County Location	GA County/City responsible for Contact Info:	
	ID	Name	Address	City	State		Zip	ID
1	187	<a href="#">E.B.L.A. Academy</a>	1943 N. Jefferson St. Suite 4	Milledgeville	GA	31061	Baldwin (GA)	605 Baldwin County
2	249	<a href="#">Georgia Military College Prep.</a>	201 E. Greene St.	Milledgeville	GA	31061	Baldwin (GA)	605 Baldwin County
3	331	<a href="#">John Milledge Academy</a>	197 Log Cabin Rd., NE	Milledgeville	GA	31061	Baldwin (GA)	605 Baldwin County
4	1109	<a href="#">Milledgeville Christian Academy</a>	100 Mount Pleasant Church Rd.	Gordon	GA	31031	Baldwin (GA)	605 Baldwin County
5	535	<a href="#">Sinclair Christian Academy</a>	102 Airport Rd. NE	Milledgeville	GA	31061	Baldwin (GA)	605 Baldwin 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: 25%;" type="text"/> State: <input style="width: 10%;" 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: 25%;" type="text"/>
<b>School WebSite:</b>	<input style="width: 95%;" type="text"/>
<b>School Telephone:</b>	<input style="width: 95%;" type="text" value="(nnnnnnnnnn)"/>
<b>School Email:</b>	<input style="width: 95%;" type="text"/>
<b>Mailing Address 1:</b>	<input style="width: 95%;" type="text"/>
<b>Address 2:</b>	<input style="width: 95%;" type="text"/>
<b>City:</b>	<input style="width: 30%;" type="text"/> State: <input style="width: 10%;" type="text"/> Zip Code: <input style="width: 10%;" type="text"/> - <input style="width: 10%;" type="text"/>
<b>Location Address 1:</b>	<input style="width: 95%;" type="text"/>
<b>Address 2:</b>	<input style="width: 95%;" type="text"/>
<b>City:</b>	<input style="width: 30%;" type="text"/> State: <input style="width: 10%;" type="text"/> Zip Code: <input style="width: 10%;" type="text"/> - <input style="width: 10%;" type="text"/>
<b>Private School County Location:</b>	<input style="width: 95%;" type="text" value="Troup -GA (741) v"/>
<b>GA County/City responsible for Contact Info::</b>	<input style="width: 95%;" type="text" value="Troup County-GA (741) v"/>
<b><u>Private School Contact Information</u></b>	
<b>Contact Last Name:</b>	<input style="width: 95%;" type="text"/>
<b>Contact First Name:</b>	<input style="width: 95%;" type="text"/>
<b>Title of Contact:</b>	<input style="width: 95%;" type="text"/>
<b>Contact Telephone:</b>	<input style="width: 25%;" type="text"/>
<b>School Contact Email</b>	<input style="width: 95%;" type="text"/>
<b>Comments:</b> <i>Maximum 500 characters</i>	<input style="width: 95%; height: 40px;" type="text"/>

Request to Add New School

## **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 FY2021” 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 FY2021

Transmission on 11/03/2020 12:00:00 am

Georgia Department of Education	Request Delete Private School for FY2021
Private School Data Entry FY2021	601-Applying County

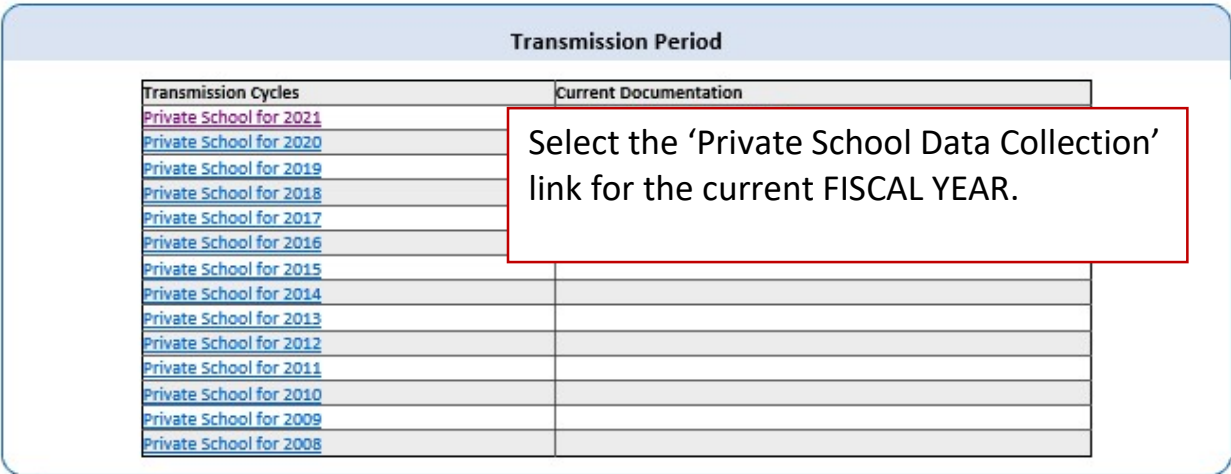
You are requesting [A Unique Learning Center](#) be removed. In 500 characters or less, please provide an explanation for the removal request, to include proof. Did you get an email (from whom and date), does the school website (provide website url) state that the school has closed, or have you received 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



**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		Private School County Location	GA County/City responsible for Contact Info:	
	ID	Name		ID	Name
1	1278	1 Last time. Though PS Co. Location and GA County was fixed?	Clay (NC)	601	Appling County
2	1279	2 Last time	Barbour (AL)	603	Bacon County
3	725	A Unique Learning Center	DeKalb (GA)	644	DeKalb County
4	1052	A+ Preparatory Academy	Henry (GA)	675	Henry County
5	1219	A.A.I.M.S. Montessori School	Gwinnett (GA)	667	Gwinnett County
6	1	A.W. Sealsing Elementary	Hamilton (TN)	623	Catoosa County
7	3	ABC Montessori Academy for the Brilliant Child	Henry (GA)	675	Henry County
8	1220	ABLE Christian School	Henry (GA)	675	Henry County
9	703	Abbeville Christian Academy	Clay (GA)	630	Clay County
10	5	Academics Plus	Columbia (GA)	636	Columbia County
11	1075	Academy of Double H Ranch	Pickens (GA)	712	Pickens County
12	43	Academy of Innovation	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														
				PK	KK	01	02	03	04	05	06	07	08	09	10	11	12	Total
<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.

### Private School Main Menu

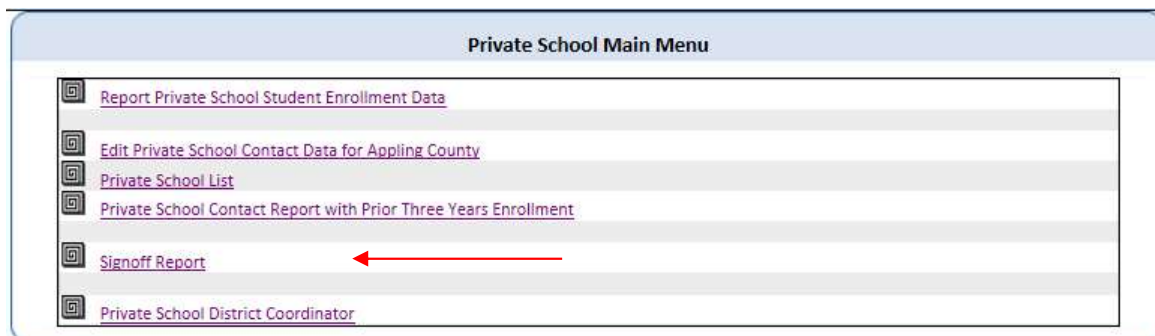
Private School Contact Report with Prior Three Years Enrollment																		
#	System		Geographic System		Private School		Mailing Address				Contact Information			Student Enrollment				
	ID	Name	ID	Name	ID	Name	Address	City	State	Zip	First Name	Last Name	Phone	Email	2021	2020	2019	2018
1	741	Troup County	656	Fayette County	915	Our Lady of Mercy Catholic High School	861 Hwy 279	Fayetteville	GA	30214	Judy	Godwin	7704612202	jam@mercycatholic.org	0	0	1	0
2	741	Troup County	741	Troup County	541	Sound Doctrine Christian test	202 West Broome St	LaGrange	GA	30240	Ernest	Parham	7623231029	sounddoctrine97@yahoo.com	0	0	26	34
3	741	Troup County	638	Coweta County	92	Carolyn Barron Montessori School	195 Jackson Street	Newnan	GA	30263	Dayna	Chopko	7702532135	info@cbms.net	0	1	0	0
4	741	Troup County	706	Muscogee County	86	Calvary Christian	7556 Old Moon Road	Columbus	GA	31909	Jeff	Halstead	7063230467	jeffhalstead@calvaryknights.com	0	1	0	1
5	741	Troup County	638	Coweta County	614	Trinity Christian School	8817 Highway 54 West	Sharpsburg	GA	30277	Hannah	Carr	7702516770	hannah.carr@tcsliions.org	0	2	0	0

## **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 anymore 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



This report shows all private schools where students were enrolled from your district. Please review the information for accuracy before signing off.

[Private School Main Menu](#)

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 Unique Learning Center	Lithonia	PK, 02, 05, 09, 12	1	0	0	0	2	0	0	0	3	0	0	0	0	4	0	5	15
A+ Preparatory Academy - test	Ellenwood	PK, 02, 06, 09, 12	2	0	0	2	0	0	0	2	0	0	0	2	0	0	0	2	10
A.A.I.M.S. Montessori School - test	Suwanee	12	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	2
Abbeville Christian Academy	Abbeville	PK, 03, 07, 11	2	0	0	0	4	0	0	0	0	6	0	0	0	6	0	18	
Total Private School Students for 741-Troup County																			45

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

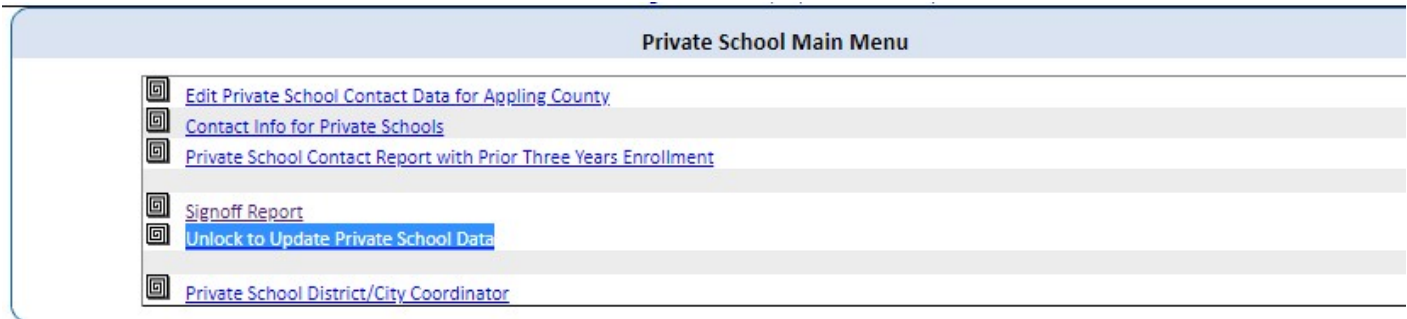
After you have signed off on the Enrollment data you can unlock/Re-Open the data collection to enter the number of students attending a private school if the private school DID NOT report data in the yearly November Collection.

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](#).

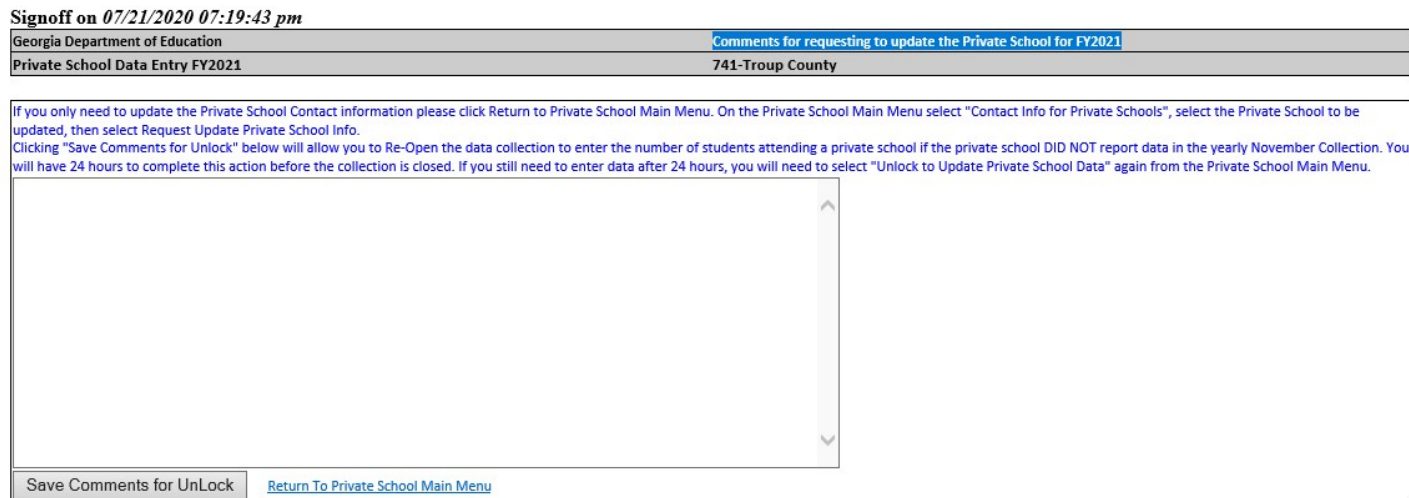
You must enter comments explaining why you need the data collection Re-Opened. Enter your comments and click “Save Comments for Unlock”. See [Figure 22](#).

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 FY2021**



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