Minnesota Department of Education

**M E M O R A N D U M**

TO: Nonpublic School Administrators

FROM: Carol Hokenson, Supervisor
General and Special Education Funding and Data
Division of Program Finance

DATE September 9, 2013

SUBJECT: Nonpublic Fall Report (Form ED-00027-38)

Enclosed you will find the Nonpublic Fall Report form (ED-00027-38) and completion instructions. The information collected on this form is used for a variety of purposes, many of which will ultimately benefit your school and/or your teachers. Therefore, it is of the utmost importance that this form be completed with accuracy and submitted in a timely manner.

Data from this form is used as a funding base for several federal education programs, including Title II, Part A – Teacher and Principal Training (formerly known as Eisenhower Professional Development); Title II, Part D; Title III Limited English Proficient Students; and the Individuals with Disabilities Education Act (IDEA), Part B, Section 611 and Section 619 (special education). If you choose not to participate in these programs, it is still important that you complete this form. In addition to providing information for analysis purposes at the state level, data generated from this report could provide eligibility for teachers to attain loan forgiveness of Perkins, National Direct Student, and Stafford Loans (if program is over 30 percent free and reduced-price lunches).

**Reporting Items of Special Interest**

Fall Enrollment by Student Grade Level

- Include in this count, students enrolled in your school, but who are residents of another state.

Include the number of students that are residents of the district in which your school is located and who are eligible for the free and reduced meal program.

- This information is needed for distributing Title I funds to the district in which your school is located.
- This number is a subset of the total number of students enrolled in your school who meet the income eligibility requirements of the free and reduced meal program.

Immigrant Children and Youth

- This information is needed for federal reporting purposes and implementation of the Title III Immigrant Program.

- You are to 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 above.

Please complete the form and submit it to the Minnesota Department of Education by the **November 15, 2013 deadline.** The instructions for completion are also enclosed. If you have any questions, please contact Carol Hokenson at 651-582-8840 or e-mail at carol.hokenson@state.mn.us . Please make three copies of the completed form and mail the original to:

Division of Program Finance
Minnesota Department of Education
1500 Highway 36 West
Roseville, MN 55113

Also, send one copy to your local public school superintendent and retain a copy for your records.

Thank you for your cooperation.

CH: GM

Enclosures