Minnesota Department of Education	Division of School Finance 1500 Highway 36 West Roseville, MN 55113-4266	**NONPUBLIC FALL REPORT** **2014-15**	ED-00027-39 DUE: 11/17/14

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, 2014. 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 17, 2014.**

IDENTIFICATION INFORMATION

School Name:		School Number:	County:	
Address:	City:		State:	Zip Code:
Telephone Number:	Fax Number:	E-Mail Address or Website:		
Located in Public School District (Name and Number):				

Are you currently accredited by a Minnesota state-recognized accrediting agency? ☐ Yes ☐ No

Indicate accrediting agency: ☐ AACS ☐ AASDA ☐ ACSI ☐ AdvancED ☐ ICAA ☐ ISACS ☐ MNSAA ☐ NLSA ☐ WELSA

If you are not, are you accredited by an accrediting agency that is not Minnesota recognized? ☐ Yes ☐ No

Indicate accrediting agency:

FALL ENROLLMENT BY STUDENT GRADE LEVEL

Fall enrollment is the total number of students enrolled in your school as of October 1. All students should be reported in a grade. If any students attend ungraded classes, place them in the grade level according to their age at the beginning of the school year, using the table at the right.

Age	5	6	7	8	9	10	11	12	13	14	15	16	17
Student Grade Level Equivalent	K	1	2	3	4	5	6	7	8	9	10	11	12

FALL ENROLLMENT BY STUDENT GRADE LEVEL	K	1	2	3	4	5	6	7	8	9	10	11	12	K-12 Total

NUMBER OF 2013-14 12TH GRADE GRADUATES:	MALE:	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: _____

ENGLISH LEARNER (EL) ENROLLMENT

Report the number of EL students enrolled in your school on October 1 of the current school year. See EL eligibility information on page 3 of this form.

_____

IMMIGRANT CHILDREN AND YOUTH ENROLLMENT

Report the number of immigrant children and youth enrolled in your school any time during the month of February of the previous school year. See immigrant eligibility information on page 4 of this form.

_____

NUMBER OF SCHOOL PERSONNEL

STAFF CATEGORY		FULL-TIME	PART-TIME	FULL-TIME EQUIVALENT
INSTRUCTIONAL STAFF	Kindergarten			
	Elementary (Grades 1-6)			
	Secondary (Grades 7-12)			
ADMINISTRATIVE 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 carol.hokenson@state.mn.us, 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.
3. 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.
   AAcs-American Association of Christian Schools, AASDA-Seventh Day Adventist, ACSI-Association of Christian Schools International; AdvancED (formerly Minnesota North Central Association); ICAA-International Christian Accrediting Association; ISACS-Independent School Association of the Central States; MNSAA-Minnesota Nonpublic School Accrediting Association; NLSA-National Lutheran School Accreditation, Missouri Synod; WELSA,Wisconsin Evangelical Lutheran Synod School Accreditation.
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, 2014. 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 2013-2014 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 (2014-15) 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 (http://education.state.mn.us/MDE/SchSup/FNS/SNP/AppStuMeals/index.html), or an alternative form (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.