





## INSTRUCTIONS FOR NONPUBLIC SCHOOL REGISTRATION

**Step 1.** If your school has access to the Internet, please submit this data using the web-based registration process. The web-based registration process should be available on the Internet by September 8, 2015 on the Federal Programs' web page at <http://dese.mo.gov/quality-schools/federal-programs/nonpublic>.

Use the following steps:

- Under Federal Compliance, select Nonpublic, then Web-Based Nonpublic Registration Form Login Screen.
- Login Page – use authorized representative's user ID and password obtained by completing the "Web Systems User ID Request" form at [http://dese.mo.gov/sites/default/files/dac\\_forms/MO5003125.pdf](http://dese.mo.gov/sites/default/files/dac_forms/MO5003125.pdf)
- Under Nonpublic System Only, choose "Nonpublic Registration Form".

**Step 2.** If the nonpublic school uses the paper report, send the completed, signed set of forms to Federal Programs, Department of Elementary and Secondary Education, P.O. Box 480, Jefferson City, MO 65102.

**Step 3. Deadline for submission: November 15, 2015. Failure to submit the Nonpublic School Registration forms (web-based or paper) to our office by November 15, 2015 will result in the loss of federal program services for your students.**

**Step 4.** The nonpublic school should retain a copy of all economic deprivation data in a confidential file.

### **DIRECTIONS FOR COMPLETING NONPUBLIC SCHOOL REGISTRATION (Page 1)**

**Name and Location of Nonpublic School** -- List the name and address of your nonpublic school. List the name, telephone number, fax, and email (if available) of nonpublic school principal. List the name and county of the public school district in which your nonpublic school building is physically located.

**Federal Program Participation** – Check appropriate box.

**Title I Participation** – Check appropriate box.

Yes -- If any of your students intend to participate in Title I services, the nonpublic school must complete enrollment counts and economic deprivation counts by the public school district in which the student resides. Title I, ESEA regulations state that funds to be spent for services to nonpublic school children are determined by the number of economically deprived private school children who **reside** in Title I participating public school buildings.

No -- If none of your students intend to participate in Title I services, the entire enrollment and economic deprivation of the nonpublic school may be reported by the public school district in which the nonpublic school is physically located. Funds to be spent in other Federal Programs are determined by the enrollment counts of private school children.

**Select one of the following methods for determining economic deprivation. The public school, after consultation with the nonpublic school, shall have the final authority to decide which method is used.**

1. Using the same measure of low income used to count public school children (Free & Reduced Lunch Count). This count may be collected for funding through School Food Services or collected through a survey form.
2. Using the results of a survey that, to the extent possible, protects the identity of families of private school students, and allowing such survey results to be extrapolated if complete actual data are unavailable. This option allows a school to extrapolate the number of low-income private school children from actual data on a representative sample of private school children. The representative sample size should be large enough to reasonably conclude that the poverty estimate is accurate.
3. Applying the low-income percentage of each participating public school attendance area to the number of private school children who reside in that school attendance area.
4. Using an equated measure of low income correlated with the measure of low income used to count public school children.

## INSTRUCTIONS FOR NONPUBLIC SCHOOL REGISTRATION (Continued)

**List the public school district(s) in which students enrolled in this nonpublic school reside.** This section contains information about the entire enrollment as of October 1, 2015. This page should contain the total information that is reported on individual Page 2.

### **If Title I Participation:**

The nonpublic school must complete a separate Page 2 for each public school district. Page 2 is used to indicate your intention to participate in the Title I program for each public school district listed on Page 1. This data must match enrollment and economic deprivation counts reported on Page 1.

If you need assistance with attendance center boundaries, please contact the public school official.

- Public School District Name -- List the name of each public school district in which students of your nonpublic school reside. The enrollment and economic deprivation counts must be listed by public school district of residence.
- Number of Students Enrolled In Nonpublic School Residing In Public School District – This number must be listed according to public school building of residence.
- Number of Economically Deprived Nonpublic Students Residing In Public School District – Economic Deprivation count must be listed by public school building of residence.

### **If NO Title I Participation:**

- Public School District Name -- List all students under the public school district in which the nonpublic school is physically located.
- Number of Students Enrolled In Nonpublic School – Enrollment must be listed according to public school district in which nonpublic is physically located. Enter total number of students per grade level.
- Number of Economically Deprived Nonpublic Students – Economic Deprivation count must be listed by public school district in which nonpublic is physically located. Enter total number of economically deprived students for nonpublic school.

**Certification** -- The principal or administrator of the nonpublic school must sign and date Page 1.

## INSTRUCTIONS FOR NONPUBLIC SCHOOL REGISTRATION (Continued)

### DEFINITIONS

#### **Limited English Proficient (LEP)**

The term limited English proficient, when used with respect to an individual, means an individual —

- A. who is aged three through twenty-one (3-21);
- B. who is enrolled or preparing to enroll in an elementary school or secondary school;
- C. who was not born in the United States or whose native language is a language other than English;
  - a. who is a Native American or Alaska Native, or a native resident of the outlying areas; and
  - b. who comes from an environment where a language other than English has had a significant impact on the individual's level of English language proficiency; or
  - c. who is migratory, whose native language is a language other than English, and
  - d. who comes from an environment where a language other than English is dominant; and
- D. whose difficulties in speaking, reading, writing, or understanding the English language may be sufficient to deny the individual —
  - a. the ability to meet the State's proficient level of achievement on State assessments described in section 1111(b)(3) of the No Child Left Behind act;
  - b. the ability to successfully achieve in classrooms where the language of instruction is English; or
  - c. the opportunity to participate fully in society.

#### **English Language Learners (ELL)**

This term refers to speakers of other languages in the process of learning English. This abbreviation may be used to indicate **LEP**.

#### **Immigrant**

To be eligible as "immigrant", students must meet the following criteria:

- A. are aged three through twenty-one (3-21);
- B. were not born in any State; and
- C. have not been attending one (1) or more schools in any one (1) or more States for more than three (3) full academic years.