**Private School Enrollment Survey Instructions**

Alabama State Department of Education

**Reminders:**

1. **Please read ALL reminders and instructions before filling out the survey.**
2. Please remember that this data is used to calculate federal allocations to the state for Fiscal Year 2023, however, **this is not a projection of next year’s data. It is important that you use data from the 2021-2022 school year** when completing the survey.
3. Please be sure that all data is accurate, entered into the survey, and verified by your LEA Superintendent **no later than April 16, 2022.**
4. If you are unable to complete the survey in one session, enter as much data as possible for the school for which you are currently entering data. Answering “NO” to the last question will take you to final section with the submit button. You can use the “edit response” link in the email sent to you after submission to complete the survey at a later time.
5. Corrections may be made to the survey by using the “edit response” link in the email sent after submission any time **prior to April 16, 2022**.
6. Answering the survey questions will go more smoothly if all data is collected **prior** to entering the survey. For your convenience, you may use the chart on the next page to record your LEA’s data. **This chart is for your use only and should NOT be used as an alternate method of submission.**
7. If you have any issues accessing or filling out the survey, please contact Amanda Rylant, Federal Programs Specialist, at

334-694-4528 or arylant@alsde.edu for help.

Please follow the instructions below to fill out and submit your system’s private school enrollment data:

1. You will need to collect the following **2021-22** school year data for **each** Private school in your attendance area **before** you go to the survey:
	1. The name and address of each private school in your attendance area for the **2021-2022** school year.
	2. Is the school participating?
	3. The total enrollment for each private school for the **2021-2022** school year.
	4. If the private school is participating in Title I-A, the number of participating students in its **Targeted Assistance Program**.
	5. If the private school is participating in Migrant (Title I-C), the number of **eligible** students participating.
	6. If the private school is participating in Title-II, the number of **teachers** participating.
	7. If the private school is participating in Title-III, the number of EL **eligible** students participating.
2. Follow the link below to get to the survey:

<https://forms.gle/fepXjufEMPCmLM6U9>

1. If you do not have any private schools in your attendance area, you will answer “no” and submit the survey. If you do have private schools in your attendance area, you will answer the questions above for each private school until all data has been entered.
2. Once every school’s data has been entered, you will be directed to the “Thank you for your Participation” Section. The two questions in this section are to be answered by the LEA Superintendent for accountability purposes. Leave these questions unanswered and hit the submit button.
3. An email will be sent to you after submittal which contains an “edit response” link. Forward this email to your LEA superintendent and ask them click the link to re-enter the survey, check that all data entered is accurate, answer the last two questions in the “Thank you for your Participation” section and re-submit. This provides verification to the ALSDE that the information entered is accurate according to the evidence submitted by the individual schools.

**Private School Enrollment Data Collection Form**

(This form is provided for your convenience only and is not to be used to submit data)

**For each private school in your area, please provide the following information:**

1. Name and address of each private school in your attendance area for the 2021-22 school year.
2. Is the private school participating? Indicate yes or no.
3. Total enrollment for each private school for the 2021-22 school year.
4. If the private school is participating in Title I-A, give the number of participating students in its **Targeted Assistance Program.**
5. If the private school is participating in Migrant (Title I-C), give the number of **eligible** students participating.
6. If the private school is participating in Title-II, give the number of **teachers** participating.
7. If the private school is participating in Title-III, give the number of EL **eligible** students participating.

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| --- | --- | --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** |
| **Name of School** | **Address** | **Participating?****(yes or no)** | **School Enrollment** **(2021-22)** | **Title I-A** | **Migrant****(Title 1-C)** | **Title II****(teachers)** | **Title-III** |
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