

Suggested PSA Filing Instructions

- An asterisk (*) denotes a required field. All required fields are in red below. If a question is left blank, no answer is required.
- If a box pops up, do NOT click "Prevent this page from creating additional dialogs".
- If your children are already enrolled in a charter school, virtual school, public school or another private school, do not file this form.

From <u>EC Section 48222</u> : This is "... a private full-time...school...[that]...offer[s] instruction ...		Click on the pull down menu and click Yes	
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1. Name of School *	Your School Name		
2. Enter your CDE-assigned...			
3. County... school is located *	Click on the pull down menu and select the county where you live		
4. Public school district in which school is located *	Use the district name lookup tool to enter information into the box. Click on the purple link above, then click on county, then school district.		
5. Street Address ...	Your home street address (No PO Boxes)		
6. City *	Your city, state and zip		
7. School Telephone... *	Your home phone number		
8. Optional School Fax...			
9. School E-mail Address *	Your email address		
10. Optional School E-mail...			
11. Optional School Web...			
12. Mailing Address...			
13. Mailing City...			
14. Type of School *	Coeducational		
15. School Accommodations *	Day Only		
16. Does the school provide special education services?	No Answer NO even if you have special needs students		
17. Grade Span offered *	Lowest:	K	Highest: 12
18. High school diploma offered	Yes		
19. Classification of school	Non-Religious (Answer Non-Religious even if you belong to a religious group.)		

20. Has this school ever filed a Private School Affidavit under a different school name? *	Yes or No
21. Enter former name of school (if "Yes" answered to previous question)	If Yes above, School Name
22. Has the public school district changed since filing last year's PSA? *	Yes or No
23. Former public school district (if "Yes" answered to previous question)	If Yes above, former district

24. Range of students' ages * (Youngest may be no younger than 4 years and 9 months)	Youngest: Age of your youngest student in Years, Months Oldest: Age of your oldest student in Years
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25. Specify the enrollment counts by grade on or around the date the affidavit is filed. *	Grade	Number of Pupils	
	Kindergarten	0	
	First Grade	0	You may list students by grade, but listing ungraded students below instead gives you more flexibility and is less invasive
	Second Grade	0	
	Third Grade	0	
	Fourth Grade	0	
	Fifth Grade	0	
	Sixth Grade	0	
	Seventh Grade	0	
	Eighth Grade	0	
	Ninth Grade	0	
	Tenth Grade	0	
	Eleventh Grade	0	
	Twelfth Grade	0	
	Ungraded Elementary	0	Fill in number of K-8th students
Ungraded Secondary	0	Fill in number of 9th-12th students	
Total Enrollment		Click on this box and it will list total	
26. Number of twelfth grade graduates in 2016-2017 school year *	List number of graduating 12th graders LAST YEAR		
27. Number of school staff *	Staff Type	Number of Staff	
	Full-time Teachers	1	You may count a spouse or another family member, but that is not required information
	Part-time Teachers	0	
	Administrators	0	
	Other Staff	0	

28. Site Administrator *	Mr/Ms/Mrs... Your First and Last name (title is required)	You may list different people as Site Admin, Officer and Custodian, but that is not required.
29. Site Administrator Title *	Click on the link and choose a title such as Director	
30. Site Administrator E-mail Address *	Your email again	
31. Director or Principal Officer Name *	Mr/Ms/Mrs... Your First and Last name again (title is required)	
32. Director or Principal Officer Position *	Click again on the Title you chose in question 29	
33. Director or Principal Officer Address *	Your home address again	
34. Director or Principal Officer City *	Your city, state, zip again	
35. Director or Principal Officer E-mail Address		

36. Name of Individual who is Custodian of Records *	Mr/Ms/Mrs... Your First and Last name again (title is required)
37. Custodian of Records Address *	Your home address again
38. Custodian of Records City *	Your city, state, zip again
39. Custodian of Records E-mail Address	

Tax Status of School *

40. Tax-exempt, nonprofit status under [501\(c\)\(3\) of the U.S. Internal Revenue Code](#)
 41. Tax-exempt, nonprofit status under [Section 23701d of the California Revenue and Taxation Code](#)
 42. Property tax exemption under [Section 214 of the California Revenue and Taxation Code](#)
 43. None of the above **Check this box next to number 43. Leave 40-42 unchecked**

Acknowledgements and Statutory Notices *

Each box is required. Checking a box indicates your understanding of the statement and your school's compliance.

You must check each of the boxes below numbered 44-54.

44. All Private School Affidavits are public documents viewable by the public.
 45. The Private School Affidavit must be filed by persons, firms, associations, partnerships, or corporations offering or conducting **full-time day school** at the elementary or high school level for students between the ages of six and eighteen years of age.
 46. Preschools should contact the Community Care Licensing Division (CCLD) of the California Department of Social Services. Contact CCLD at 916-229-4530 or contact a regional office
 47. The Affidavit is not a license or authorization to operate a private school.
 48. The Private School Affidavit does not indicate approval, recognition, or endorsement by the state. Filing of this Affidavit shall not be interpreted to mean, and it shall be unlawful for any school to expressly or impliedly represent by any means whatsoever, that the State of California, the Superintendent of Public Instruction, the State Board of Education, the CDE, or any division or bureau of the Department, or any accrediting agency

- has made any evaluation, recognition, approval, or endorsement of the school or course unless this is an actual fact (see [EC Section 33190](#)).
49. Private school authorities are responsible for initiating contact with the appropriate local authorities (city and/or county) regarding compliance with ordinances governing health, safety and fire standards, business licensing, and zoning requirements applicable to private schools.
 50. When a school ceases operation, every effort should be made to give a copy of pupils' permanent records to parents or guardians. If records cannot be given to the parents or guardians, it is recommended that the school's custodian of records **retain the records permanently** so that former pupils may obtain copies when needed for future education, employment, or other purposes.
 51. Retain a copy of this document for a period of three years.
 52. Filing a Private School Affidavit is not equivalent to obtaining accreditation. A Private School Affidavit does not signify that any accrediting agency has made any evaluation, recognition, approval, or endorsement of the school or courses offered by the school.
 53. A private school shall not employ a person who has been convicted of a violent or serious felony or a person who would be prohibited from employment by a public school district pursuant to [EC Section 44237](#). This school is in compliance with [EC Section 44237](#) to the extent that it applies.
 54. The students enrolled in this private school and included in the school's enrollment total are full-time students in this school and are not enrolled in any other public or private elementary or secondary school on a full-time basis.

Electronic Signature

By submitting this form and the electronic signature attached hereto, I declare under penalty of perjury and the laws of the State of California that I am the owner or other head of the school, and the information contained herein is true, accurate, and complete.

Name of owner or other head of school *	Your First and Last Name again
Title *	Type in the title you used above, for example, Director
Telephone Number *	Your telephone number
Electronic Signature - Birth Month *	Choose your birth month
Electronic Signature - Birthday *	Choose your birth date
Electronic Signature - Question *	Choose one of the questions
Electronic Signature - Answer *	Type your answer to the question above

- **DOUBLE CHECK YOUR FORM!**
- **PRESS SUBMIT**

Once you press submit, a copy of all of the questions and your answers will be generated with a date and confirmation number on the top. You will also receive an email confirmation with your confirmation number and a link to access your PSA online.

- **PRINT A COPY OF THIS FORM/CONFIRMATION FOR YOUR RECORDS!**
- **ALSO PRINT A COPY OF THE EMAIL FOR YOUR RECORDS! (If applying for co-enrollment at community college, it may be required)**