

## INSTRUCTIONS FOR FORM COMPLETION

### PDE-4552 "LISTING OF STUDENTS COURT-PLACED IN PRIVATE RESIDENTIAL REHABILITATIVE INSTITUTION"

- A. Complete the PDE-4552 "Listing of Students Court-Placed in Private Residential Rehabilitative Institution" forms in ink or by typewriter. One copy of the PDE-4552 is to be retained in files for review by auditors and one copy is to be sent to the resident school district. If a computer printout is used in place of the PDE-4552, it should include all data columns shown on the PDE-4552. Additionally, a statement explaining the purpose of the form should accompany the printout. (See "Note to Resident School District" on the PDE-4552.)
- B. Prepare a separate PDE-4552 form for each different school district of residence. Complete heading information: Name and Address of PRRI, Contact Person, Telephone Number, School Year, Days in Session, and School District of Residence.

**NOTE:** Days in session cannot exceed 180 days. If the PRRI has more than 180 days of instruction, days in excess of 180 cannot be reported for any student. If, however, a student was enrolled for 180 or less days but some of those days occurred after day 180 on the PRRI instructional calendar, the student would be counted as enrolled for the total number of days (up to 180) educated at the PRRI.

1. **Student Name and Birth Date:** List the name and birth date for each student enrolled.
2. **K, E or S:** Indicate the instructional level for each student: (K) kindergarten, (E) elementary or (S) secondary.
3. **Name and Address of Custodial Parent or Guardian:** Report for each student the name and address of the custodial parent or guardian as acknowledged on the PDE-4605 "Determination of District of Residence for Students in Facilities or Institutions in Accordance With Section 1306 of School Code."
4. **Date Enrolled:** Report for each student the date the student enrolled at the PRRI. If the student is continuing enrollment from the prior school year, indicate the first day of the school year.
5. **Date Withdrew:** Report for each student the date the student withdrew from the PRRI. If the student was still enrolled on the last day of the school year, leave this item blank.
6. **Aggregate Days Membership:** Report the aggregate days membership for the school year for each student listed. Aggregate days membership cannot exceed 180 days.

7. **Total Aggregate Days Membership by Instructional Level:** Report the total aggregate days membership by instructional level (kindergarten, elementary, or secondary) as indicated for each student. Use whole numbers.

**NOTE:** A separate form should be kept for those students classified as “1306 wards of the state” (students whose school district of residence cannot be determined.) If the school district of residence cannot be determined for a student whose parent or guardian resides outside of Pennsylvania, refer to Basic Education Circular 24 P.S. §13-1308 “Determination of Residence of Children Living in Pennsylvania Institutions” for guidance on eligibility to be designated as “1306 ward of the state.”