

**Instructions for Completing  
The Approved Private School (APS)  
Annual Enrollment Report, PDE-4008**

**School Name: My APS**

**Contact Name: Mr. / Ms. Attendance Doer**

**Contact Phone Number: 123-456-7890**

**Requesting APS Annual Enrollment Reports for All Division(s)/Program(s):**

*The Approved Private School Annual Enrollment Report (PDE-4008) includes all information that has been submitted to the Pennsylvania Department of Education (PDE) on the *Application for Educational Assignment to Approved Private Schools* (PDE-4010) and *Request for Change in Approved Private School Assignment* (PDE-4011) through June 9, 2014. The purpose of this report is for each APS to verify all approved students enrolled at the APS. The data is used for accounting membership data and APS costs to each resident school district. The APS is required to review and update any enrollment data inaccuracies. The PDE-4008 report is sorted by APS and Division. The programs listed within APS and Division are: Instructional, Residential 5 and Residential 7, and within each program the student's name is listed alphabetically by age category.*

This annual report is due on **Friday, August 15, 2014** and should include all PDE approved children enrolled at your school during the immediate preceding school year. Any reports received that are not verified will be returned. Facsimile reports will not be accepted.

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**GENERAL INSTRUCTIONS**

1. A separate PDE-4008 will be provided for each division of the APS.
2. The report should include only students that have been approved by PDE on an authorized PDE-4010 form.
3. Student names are listed alphabetically. If there has been a name change in the last two years, the former name should be written in pen alongside the new name. Court documentation to substantiate name changes is required with the completed PDE-4008 form.
4. Copies of the report should be photocopied and kept on file at your APS for audit purposes.

5. The APS must have a completed and current file of the *Application For Educational Assignment to Approved Private School* (PDE-4010) and *Change In Approved Private School Assignment* (PDE-4011) forms for all children and dates listed on the PDE-4008 and PDE-4008A forms to support the enrollment data reported when reviewed by auditors.
6. After review and revision, one copy of *The Approved Private School Annual Enrollment Report* (PDE-4008) and the *Summarization Report* (PDE-4008A) should be filed with the Office of Comptroller Operations by **Friday, August 15, 2014. Failure to return the PDE-4008 or PDE-4008A will result in delayed subsidies beginning with the September 2014 Advance.** Reports should be mailed to the following address:

**Evan Doyle**  
**Office of Comptroller Operations**  
**Bureau of Payable Services**  
**Special Payments Unit**  
**555 Walnut Street, 9<sup>th</sup> Floor**  
**Harrisburg, Pennsylvania 17101**

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## **SPECIFIC VERIFICATION PROCEDURES**

1. **APS, Division, and Program** - this report lists the APS, Division, and Programs for the 2013-2014 school year.
2. **Instructional Program** - The report lists Instructional program, Residential 5 program and Residential 7 program on separate sheets. (If you cannot locate a student's name, please check the other programs for the name). If a correction is needed, please list the student under the proper program on the report. A PDE-4011 must be filed with PDE to change a student's program status.
3. **Each student's full name and birth date** - Draw a single line through inaccurate information and print the correct information directly above the inaccurate information. Do not use white-out or blacken the preprinted data.
4. **Age category** - Correct differences by writing the correct classification on the line provided; E for Elementary, S for Secondary, and N for pre-school. **Note: PDE does not determine elementary and secondary classifications on the basis of chronological age for the Approved Private Schools.**
5. **Resident District** - If the resident district is incorrect, list the correct district on the line provided. A PDE-4011 must be filed with PDE to change a student's resident district.
6. **Effective Date** - Verify dates that student changes became effective. For example: Resident school district change and/or resident program

change. If the effective date listed is incorrect, list the correct date directly above the date provided. A PDE-4011 is needed to change an effective date.

7. **End Date** - Verify each student's enrollment status end-date. For example: Resident school district changes and/or residential program change. If the enrollment status listed is incorrect, list the correct enrollment status date(s) directly above the date(s) provided. A PDE-4011 must be filed with PDE to change an end-date.
  
8. **Permanent Withdrawal Date** - Upon graduation or permanent withdrawal of an approved student from your APS program, enter the last day of enrollment or graduation for that student per your records. A PDE-4011 must be processed through the resident school district and PDE to withdraw the student from your APS program. **NOTE: This line should be used for permanent withdrawal and graduations only, not simply to display the last day school was in session.**

### **Other information**

Any incorrect information that has not been corrected or noted on the PDE-4008 should be reported on the extra lines provided following the individual Age Category Sections of the report for those students. The Comments Section, located on the last page of the report, should be used to explain any pending changes in your school's program that you requested from PDE for the 2013-2014 school year or future school years. For example: We are planning a new division for deaf students, who also have a Socially and Emotionally Disturbed (SED) exceptionality for the 2014-2015 school year.

**Reminder: Changes will not be processed unless proper documentation (PDE-4010 and PDE-4011) is filed with PDE.**