

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

**School Name: My APS**

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

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

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

The purpose of this form is to summarize the PDE-4008 Annual Enrollment report. Please send this page with your completed PDE-4008A form(s) if you made contact information corrections. The PDE-4008A must accompany all PDE-4008 Enrollment Reports. Please verify the name and phone number on the "Contact Name" and "Contact Phone Number" lines on this page. If this information is not correct, draw a single line through the listed name and/or phone number and write the correct information to the right on the same line.

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**GENERAL INSTRUCTIONS**

1. Each APS is required to prepare the PDE-4008A once a year for the immediate preceding school year.
2. The PDE-4008A must accurately report the actual days in session in the school term and school year.
3. The PDE-4008A must be an accurate compilation of the PDE-4008 report.
4. It is very important that the days not in session and the school's opening and closing dates are accurately reported on this form. Days not in session should agree with the school calendar. For example: snow days, teacher in-service days, and half days.
5. Accurate and appropriate source documents must be available, signed by responsible instructional staff, and maintained on file at the APS to support the entries on this report.
6. The PDE-4008A and a verified PDE-4008 (Annual Enrollment form) should be filed with the Office of Comptroller Operations by **Friday, August 15, 2014**. 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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**PLEASE RECORD/VERIFY:**

1. Circle the type of report you are preparing. If you are filing a PDE-4008A for the first time for this school year, circle "Original." If you are amending your original PDE-4008A, circle "Revised."
2. Your APS name and the applicable Division/Program name from this page on the Division/Program line of the PDE-4008A form. Correct any inaccuracies on the form.
3. The opening and closing dates of the school year.
4. The dates that classes were NOT in session, or when residential students do not receive services during the school year. These dates should agree with your school year calendar.
5. The number of calendar days in the applicable program for the 2013-2014 school year. For example: If a Residential 5 program is approved at 212 days, record 212 days in this field.
6. Place any additional comments in this area.

The form is reviewed, signed (with an original signature) and dated by the Chief School Administrator of the Approved Private School. Please ensure accuracy of the contact person and provide a phone number to reach concerning the preparation of the PDE-4008 and PDE-4008A.