Checklist

To gather the information you will need for data entry into PNPE, refer to the checklist.

- Correct school name associated with the Administrative Unit Number
- School location address
- School mailing address
- Name of Chief School Administrator
- Phone number and extension, of Chief School Administrator
- Fax number, if available
- E-mail address, if available
- For each grade/level, the count of students enrolled on October 1 who were:
  - Residents of Pennsylvania who paid their own tuition or were co-pay (Private-Pay)
  - Residents of Pennsylvania whose entire tuition was Fully Publicly-Funded
  - Non-residents of PA who paid their own tuition or were co-pay (Private-Pay)
  - Non-residents of PA whose entire tuition was Fully Publicly-Funded

  **Note:** Co-pays—put count in the Private Pay column.

- Number of students from low-income families in kindergarten through 12th grades, where applicable
- Number of students from low-income families in Licensed or Accredited Nursery/Preschool, where applicable
- Count of part-time teachers and count of full-time teachers for each instructional level that has enrollments (use whole numbers only)
  - Elementary including kindergarten
  - Secondary
  - Licensed nursery/preschool
  - Special Ed Preschool
- Full-time equivalent teachers for each instructional level that has enrollments (use whole numbers or one decimal place)
  - Elementary including kindergarten
  - Secondary
  - Licensed nursery/preschool
  - Special Ed Preschool
- Identified services in which the school wants to participate