

INSTRUCTIONS FOR FORM COMPLETION

PDE-4552CS "LISTING OF STUDENTS IN CHARTER SCHOOL"

- A. Complete the PDE-4552CS form in ink, by typewriter, or on-line from the Web Site. One copy of the PDE-4552CS 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-4552CS, it should include all data columns shown on the PDE-4552CS. Additionally, the statement explaining the purpose of this form should accompany the printout. (See "Note to School District" on the PDE-4552CS.)
- B. **Prepare a separate PDE-4552CS form for each different school district and for each different residency status.** Complete heading information: Name and Address of Charter School, Contact Person, Telephone Number, School Year, Days in Session, and School District. Determine and mark proper category: Resident District, Section 1305 District, or Section 1306 Wards of State Host District based on the following:

Resident District -- Mark an "X" for students (1) residing with the custodial parent or guardian, (2) residing with a foster parent and the custodial parent or guardian resides in the same school district, or (3) students whose residency has been acknowledged on the PDE-4605 "Determination of District of Residence for Students in Facilities or Institutions in Accordance with Section 1306 of School Code."

Section 1305 District -- Mark an "X" for students living with a foster parent and the custodial parent or guardian resides in a different school district.

Section 1306 Wards of State Host District -- Mark an "X" for students residing in an institution for whom no school district of residence was acknowledged on the PDE-4605 "Determination of District of Residence for Students in Facilities or Institutions in Accordance with Section 1306 of School Code." The school district where the charter school is located is considered the "host" school district.

NOTE: 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."

C. COLUMN INSTRUCTIONS

1. **Student Name and Birth Date:** List the name and birth date for each student enrolled.
2. **Level (K-HT, K-FT, Elem, or Sec):** Indicate for each student the instructional level: kindergarten half-time (K-HT), kindergarten full-time (K-FT), elementary (ELEM) for grades 1-6, or secondary (SEC) for grades 7-12.
3. **Name and Address of Custodial Parent or Guardian:**
 - If “Resident District” is marked, record the name and address of the custodial parent or guardian.
 - If “Section 1305 District” is marked, record the name and address of the foster parent.
 - If “Section 1306 Wards of State Host District” is marked, record “unknown” on this line.
4. **Date Enrolled:** Report for each student the date the student enrolled at the charter school. If the student is continuing enrollment from the prior school year, indicate the first day of the current school year.
5. **Date Withdrew:** Report for each student the date the student withdrew from the charter school. If the student was still enrolled on the last day of the school year, leave this item blank.
6. **Days Membership:** Report the total days membership for the school year for each student listed (days present plus days absent).
7. **Days Attendance:** Report the number of days the student was in attendance (days present) during the school year.
8. **Days Absent:** Report the number of days the student was absent during the school year.
9. **Total Aggregate Days Membership by Instructional Level for This Page:** Report the total aggregate days membership by instructional level (Kindergarten Half-time, Kindergarten Full-time, Elementary, or Secondary) as indicated for each student. Use whole numbers.
10. **Total Aggregate Days Attendance by Instructional Level for This Page:** Report the total aggregate days attendance by instructional level (Kindergarten Half-time, Kindergarten Full-time, Elementary, or Secondary) as indicated for each student. Use whole numbers.