

Certified Enrollment Reporting Instructions for Nonpublic Schools

Overview

The Nonpublic Certified Enrollment application gathers information in order to maintain accurate contact information and collect enrollment information (grades KG-12) by Iowa public school resident district. It is important that this report reflect the accurate accounting of Iowa school-age students based on their district of residence. District of residence is the public-school location where the student resides while attending the nonpublic school; not necessarily the same district where the nonpublic school is located. Students that are enrolled in the nonpublic or college preparatory schools may receive AEA services from AEA in which the school is located.

Nonpublic schools must complete the Certified Enrollment/NP Application through the [Iowa Education Portal](#) by October 15 of the current school year.

Helpful Information & Reports

[Nonpublic Certified Enrollment reports](#) are located on the Iowa Department of Education [website](#).

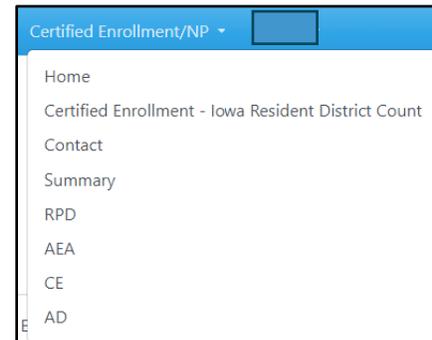
To determine resident district of a student, use one of the following:

- [Iowa Public School District Boundaries](#)
 - Choose the Shapefiles and current year. Once in the file use the magnifying glass to type an address to find the student's resident district.
- [Iowa Tax Mapper](#)

When in the Certified Enrollment/NP application, utilize the dropdown in the upper left corner to navigate you to other reports and information.

Contact Information

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Completing Nonpublic Certified Enrollment

There is a total of three steps to this application. The first two steps **must** be completed and the third is to be reviewed prior to certifying.

If you are a school that participates in Student Reporting in Iowa (SRI), your process may vary. Please read through the steps below carefully.

Step 1: Contact Information

- Enter the contact information of the person submitting the application
- Once complete, click Save Contact

Step 1. – Please enter the contact information for the person submitting this application.

Name	Title	Phone	E-mail
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date Modified	Date Certified		
<input type="text" value="7/25/2024 1:45:28 PM"/>	<input type="text"/>		

If you need to update anything in this section prior to certifying, please do so and remember to click Save Contact.

Step 2: Resident Public District Enrollment Counts

Please note that there are a couple of ways outlined below how the data gets populated in this section. Please follow the instructions that pertain to your school and keep in mind that you are only to include Iowa school age resident students (KG-12) actively attending on count day, October 1.

Entering Resident District Counts (non-SRI)

- Use the **Resident District** dropdown to select a public district where your actively attending student(s) reside
- Enter the total number of students in the **Enrollment** box next to the chosen public district
- Click **Add Enrollment** and the information will now appear in the chart within step 2
- Continue adding resident districts and counts of students until all are accounted for

Adjustments: If you notice an enrollment count needs to be adjusted once the data is first entered (prior to certification), click on the Edit button (left side of entry) to input the correct number and Save. If you need to delete an entry, click the Delete button (right side of entry) and then click delete again.

Resident District Enrollment Counts 2023-2024 School Year

Step 2. Select the public district from the pull-down below and indicate the number of KG-12 students who reside in that district. Remember it is very unlikely all your students reside in the same public school district.

Resident District	Enrollment	<input type="button" value="Add Enrollment"/>
<input type="text" value="0009 AGWSR Comm School District (Ackley)"/>	<input type="text" value="1"/>	

Resident District	Enrollment	Date Modified
<input type="button" value="Edit"/> 0225 Ames Comm School District	15	7/25/2024 3:58:37 PM
<input type="button" value="Delete"/>		
Total	15	

Schools participating in Student Reporting in Iowa (SRI)

- Resident District enrollment count will be pre-populated based on your data once it moves into Student Reporting in Iowa (SRI) from Cedar Connect.
- Since the list is pre-populated, it cannot be changed in this application. Any changes need to be made in your student information system (SIS) followed by taking a new snapshot in Cedar Connect and pushing data back to SRI. Please allow up to 30-60 minutes for the data to appear.
- The date and time stamp below the total number line indicates when the data was populated in SRI.

Important: The student count must be reported using a breakdown of the students' public-school district of residence. District of residence is the Iowa public-school location where the student resides while attending the nonpublic school. *It is rare that ALL students live in one district.* A few websites were provided above to assist with locating resident district.

Step 3: Review Total Enrollment

Total Enrollment KG-12 will automatically populate from step 2 to step 3. Please review the number to ensure accuracy.

- If not correct, please adjust items in step 2 if a non-SRI school or your student information system for SRI schools.

Total Enrollment for the 2023-2024 School Year

Step 3. Please review the Total Enrollment number based off of step 2. If correct, please Certify. If not correct, please adjust accordingly either in Step 2 for non-SRI schools or in your student information system for those completing SRI.

Total Enrollment KG-12
15 

Certifying

Once all steps are completed and reviewed, click the **Certify** button. The date and time stamp of the certification will appear in step 1.

Once you review the information on this page and all required elements are provided please press the Certify button. After October 15th you cannot modify the application but you can contact the Department of Education to help you make changes.



Adjustments once Certified

If you notice an error in the data entered after the application has been certified and it is prior to the due date (October 15), click the **UnCertify** button and make any changes necessary.

- Schools that entered data in application:
 - Adjust items in either or both steps within the application
 - Save and Certify once again
- Student Reporting in Iowa schools:
 - Step 1 needs to be updated directly within the application. Click the Save Contact button and go to the bottom of the application to Certify.
 - Step 2 data needs to be updated in your SIS first, then go to Cedar Connect to take a new snapshot and push the data back to SRI. Once data makes it back to the application, review and Certify once again.