A light blue background featuring a faint map of Louisiana. The text "Louisiana Believes" is written in a green, chalk-like font and is underlined.

Louisiana Believes

Nonpublic School Annual Data Submission

User Guide

This report is submitted electronically during the annual nonpublic reporting period using the Louisiana Educational Accountability Data Systems (LEADS) application portal and the Nonpublic Schools Annual Data Collection (NPS) application.

Due Date: completed annually by the deadline established by the LDOE

LOUISIANA DEPARTMENT OF EDUCATION

1.877.453.2721

www.louisianabelieves.com

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For further information, contact:

Office of Portfolio

P.O. Box 94064

Baton Rouge, LA 70804-9064

Email: nonpublicschools@la.gov

The mission of the Louisiana Department of Education (LDOE) is to ensure equal access to education and to promote equal excellence throughout the state. The LDOE is committed to providing Equal Employment Opportunities and is committed to ensuring that all of its programs and facilities are accessible to all members of the public. The LDOE does not discriminate on the basis of age, color, disability, national origin, race, religion, sex, or genetic information. Inquiries concerning the LDOE's compliance with Title IX and other civil rights laws may be directed to the Attorney, LDOE, Office of the General Counsel, P.O. Box 94064, Baton Rouge, LA 70804-9064; 877.453.2721 or customerservice@la.gov. Information about the federal civil rights laws that apply to the LDOE and other educational institutions is available on the website for the Office of Civil Rights, USDOE, at <http://www.ed.gov/about/offices/list/ocr/>.

NONPUBLIC ANNUAL SCHOOL REPORT – USER GUIDE

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PART I: GENERAL INFORMATION

What Is The Nonpublic Annual Data Submission?

Each nonpublic school seeking state approval must submit a *Nonpublic Annual Data Submission* to the Louisiana Department of Education (LDOE) by the deadline set by the LDOE. The report shall be authorized by the administrative head of the school. A copy of the report and supporting mandatory documentation must be maintained on file at the school.

The *Nonpublic Annual School Report* is submitted electronically using the **Louisiana Educational Accountability Data System LEADS** application portal and the **Nonpublic Schools Annual Data Collection** application system. Authorized users of LDOE application systems require a valid User ID and password.

Requesting Updates to General School Information

Prior to electronically submitting the *Nonpublic Annual Data Submission*, it is important to verify the accuracy of the information on record at the LDOE for your nonpublic school. This includes such information as *Principal Name, E-mail Address, Physical Address, Mailing Address, Telephone Number, Fax Number, and Grade Structure*.

If the information is incorrect, **a change form** should be completed indicating the required corrections and submitted to the LDOE.

Sponsor Site Information Form

Fill in the contact information, select the function you need to perform, then click Next. You will be brought to the form corresponding to your request. Required fields are denoted by an *.

For Assistance consult the [2018-2019 SPS User Guide Appendix A and B](#) or contact:

Kaylie Loupe
kaylie.loupe@la.gov
SIS, SPS, SPC System Manager
Office of Academic Policy and Analytics

Contact Person Name *

First Name Last Name

Contact Person Email *

Confirm email address

Contact Person Phone Number *

What do you want to do? *

Add a new school/program
 Change an existing school  Select this to update school information
 Close a school
 Verify Alternative Education Schools and Programs

Nonpublic Schools Security and Confidentiality Policy

Data Security Procedures:

Data security standards define specific requirements for managing and controlling access to the Louisiana Educational Accountability Data System (LEADS) application portal and the NPS-Nonpublic Schools Data Collection application system <https://leads3.doe.louisiana.gov/ptl> for the electronic submission of the *Nonpublic Annual Data Submission*. Security goals will be met by requiring all personnel using Louisiana Department of Education (LDOE) computer systems to have a unique user access code, called a User ID, and to be associated with a security profile that will control their access to computer resources. The monitoring and control of access to computer resources will be accomplished using automated security software.

Due to ongoing changes in the data processing environment, situations may occur in which the applicability of these standards may be uncertain. In such cases, it is the user's responsibility to seek the proper interpretation of standards through LDOE/Information Technology Services (ITS). In no event, shall undefined or unclear standards be construed to imply an access authorization. These standards apply to all persons who use or have access to LDOE computer systems.

User Access Authorization:

If you are a new user or if you have a User ID and are authorized to access other LDOE application systems, you will need to be granted authority to access the Nonpublic Schools Annual Data Collection (NPS) application system. To determine whether to authorize access, all requests for User IDs must be submitted via a completed [*NP-002 LEADS NPS Site Level Security Request Form*](#).

If access is authorized, the appropriate User ID, password, and security profile will be assigned according to categories of organizations making the requests.

- User IDs are not to be shared among users.
- Users will be held individually accountable for all system access and any violations recorded under their User ID.
- Notification of the User ID and temporary password will be communicated to the user in confidence by e-mail.

The Principal or School Administrator must notify the Nonpublic Security Coordinator of changes in status for users (i.e. if a user no longer needs access or due to termination or job reassignment). Such updates are critical to the security of the LDOE data systems.

User ID Suspension, Revocation, and Reactivation:

If a User ID has been revoked due to sign-on or resource access denials, the User ID may be reactivated and/or resumed only by the ITS Security Coordinator after a review of the circumstances and a discussion with the user. User IDs will be revoked in any of the following circumstances:

- After five unsuccessful sign-on attempts.
- After five resource access denials in one terminal session.
- At the scheduled end of consulting or temporary labor engagements.
- During their investigation of an actual or suspected security violation, if revocation is requested by management.
- On management request and/or direction due to termination

Passwords may be reset at any time, or if forgotten, using the [*Password Reset System \(PRS\)*](#).

For instructions on resetting your password, see the section **PART II. PASSWORD RESET SYSTEM (PRS)** in this guide.

PART II: TECHNICAL ASSISTANCE

For technical assistance in preparing the mandatory documentation and for electronically submitting the *Nonpublic Annual School Report*, the following websites and contacts should be used.

Louisiana Department of Education:

TOLL FREE #: 1-877-453-2721

Nonpublic Schools Security Coordinator:

nonpublicschools@la.gov

Louisiana Department of Education (LDOE) Websites

Louisiana Department of Education (LDOE): <http://www.louisianabelieves.com>

Nonpublic Schools: <http://www.louisianabelieves.com/schools/nonpublic-schools>

LA Educational Accountability Data System (LEADS): <https://leads3.doe.louisiana.gov/ptl>

Teach Louisiana: <https://www.teachlouisiana.net>

Password Reset System (PRS): <https://password.doe.louisiana.gov>

Nonpublic School Approval and Brumfield v. Dodd Approval

nonpublicschools@la.gov

Data Management and Security - Nonpublic Updates, LEADS/NPS Access & User IDs

nonpublicschools@la.gov

Bureau of Criminal Identification and Information - Background Checks

<http://www.lsp.org/technical.html#criminal>

Instructions For Existing Users of LDOE Application Systems

If you are an existing user for any of the LDOE application systems and you have a valid User ID, you may be required to reset your password (passwords expire every 30 days). For instructions on resetting your password, see the section **PART II. PASSWORD RESET SYSTEM (PRS)** in this guide.

Instructions For New Users of LDOE Application Systems - Requesting A User ID

If you are a **new User** and you have not previously accessed any of the LDOE application systems, you must apply for a User ID by completing the **NP-002 LEADS NPS Site Level Security Request Form**. You will be assigned a User ID and a temporary initial password which you will be required to reset. For instructions on resetting your password, see the section **PART II. PASSWORD RESET SYSTEM (PRS)** in this guide.

NP-002 LEADS NPS Site Level Security Request Form



LEADS Nonpublic School Data Collection (NPS) Site Level Security Request Form (NP-002)

NP-002
Revised: 09/05/13

To obtain access to the Louisiana Educational Accountability Data System (LEADS) portal and the Nonpublic School Data Collection System (NPS) <https://leads3.doe.louisiana.gov/ptf/>, complete this form in its entirety for **each user**. **E-mail** the completed form to nonpublicschools@la.gov.

COMPLETION INSTRUCTIONS: To select a check box, double-click and select the Checked menu box. To enter data, highlight or double-click each shaded field.

Date: Effective Date: (if different from the current date):

Site Code: Parish:

Nonpublic School Name:

Select all that apply:

Delete this User ID

(enter User ID or User Name)

(enter Reason)

Create a new USER ID (Indicate new user information below)

Full Name of User:

Telephone number:

E-mail address:

Instructions for completing NP-002 LEADS NPS Site Level Security Request Form

- Review the [Nonpublic Schools Security and Confidentiality Policy](#) (see page 3,)
- E-mail the completed [NP-002 LEADS NPS Site Level Security Request Form](#) to the nonpublicschools@la.gov.
- Indicate the nonpublic school information (Site Code, Name of School, and Parish),
- Indicate the reason for the request (to create a new User ID, to delete an existing User ID that is no longer needed, or to add NPS access to an existing User ID),
- Enter the full name, telephone number and e-mail address of the user,
- Thoroughly review and affirm that you have read and will adhere to the policies as listed in the [Nonpublic Schools Security and Confidentiality Policy](#) (see page 3),
- Indicate the name of the user and the Principal or Administrator making the request.

PASSWORD RESET SYSTEM (PRS)

Authorized users of LDOE application systems are required to have a valid User ID and password. Passwords must be changed every 30 days.

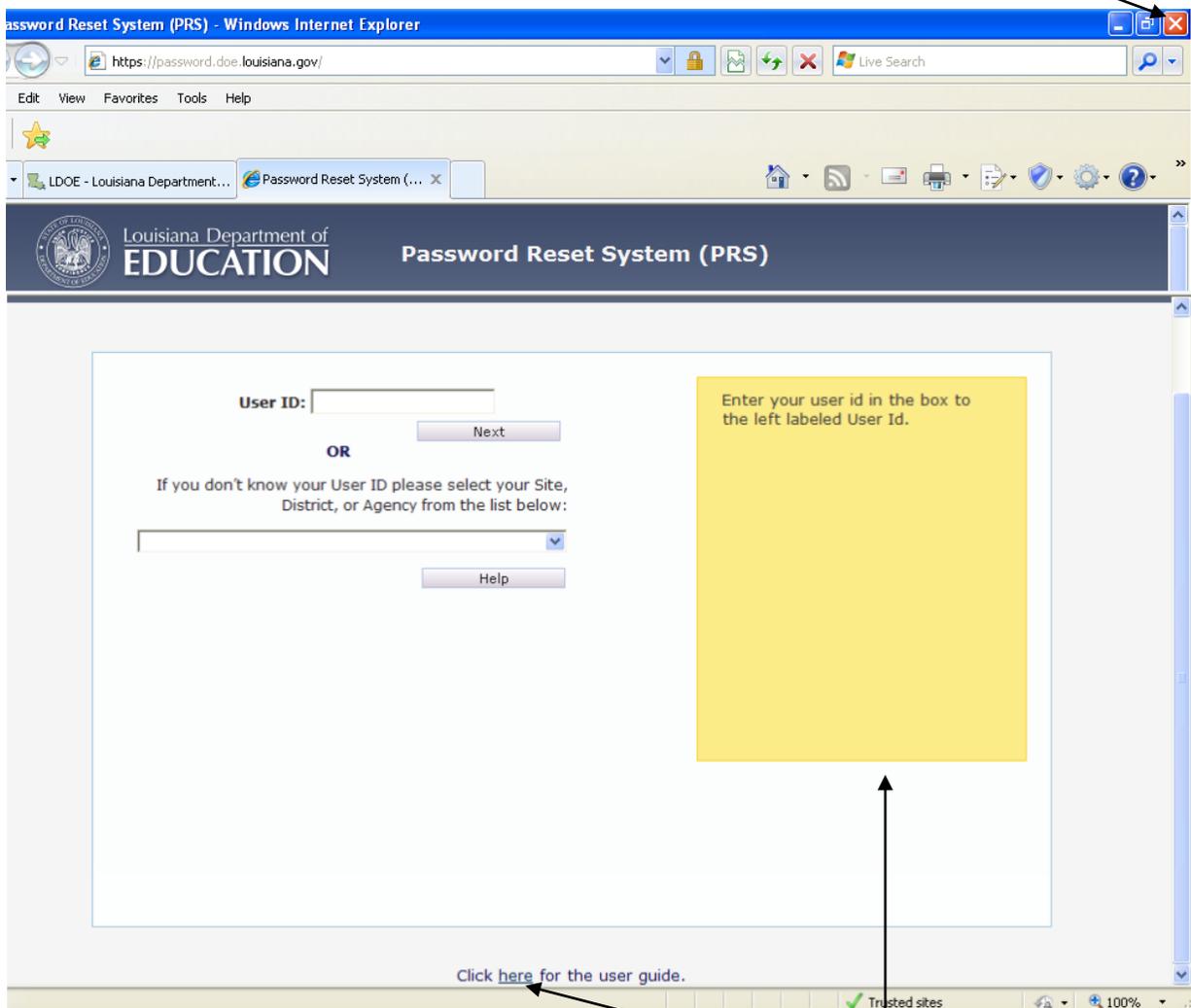
The **Password Reset System (PRS)** is a web interface which allows users to change their password.

The PRS URL is <https://password.doe.louisiana.gov>

Entering this URL in your Internet browser will produce the following web page.

To Logoff or Exit PRS – Close the Window by clicking the red X in the upper right corner.

To reload the PRS page you may click the  reload button at any time.



You may obtain the most recent PRS User Guide by clicking “here”.

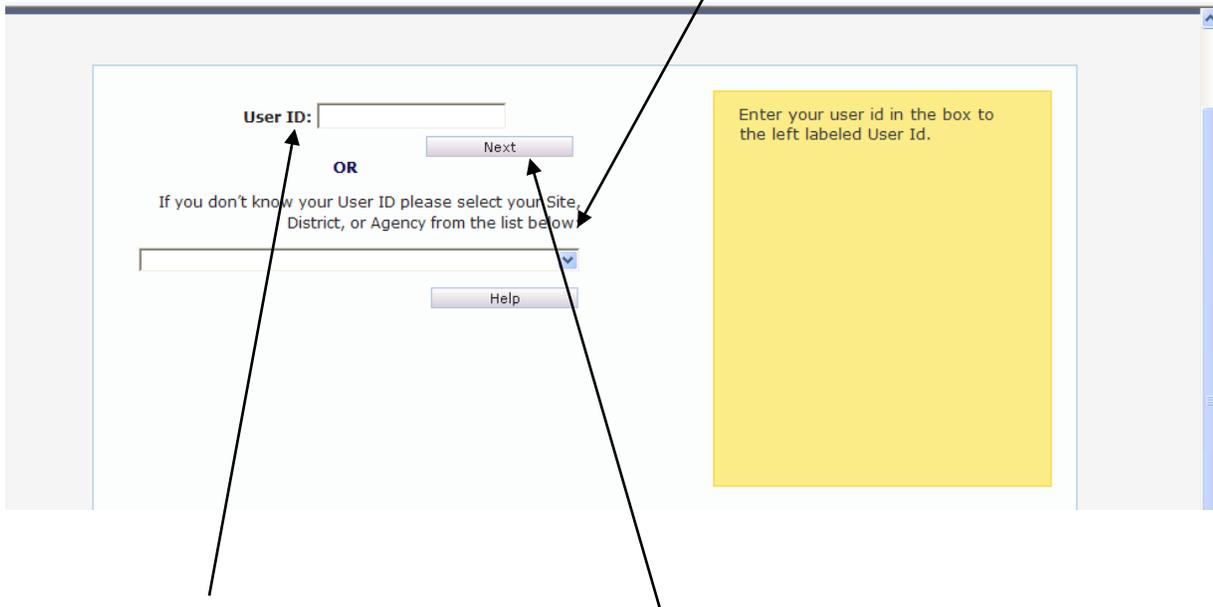
On screen instructions will be displayed to the right of the screen in the yellow box to guide you through the PRS process.

Accessing (PRS) for the first time

The first time you log onto PRS you will need a valid User ID and password and you will be required to provide the answers to your personal questions.

Enter the PRS URL <https://password.doe.louisiana.gov> in your Internet Browser address bar and press enter.

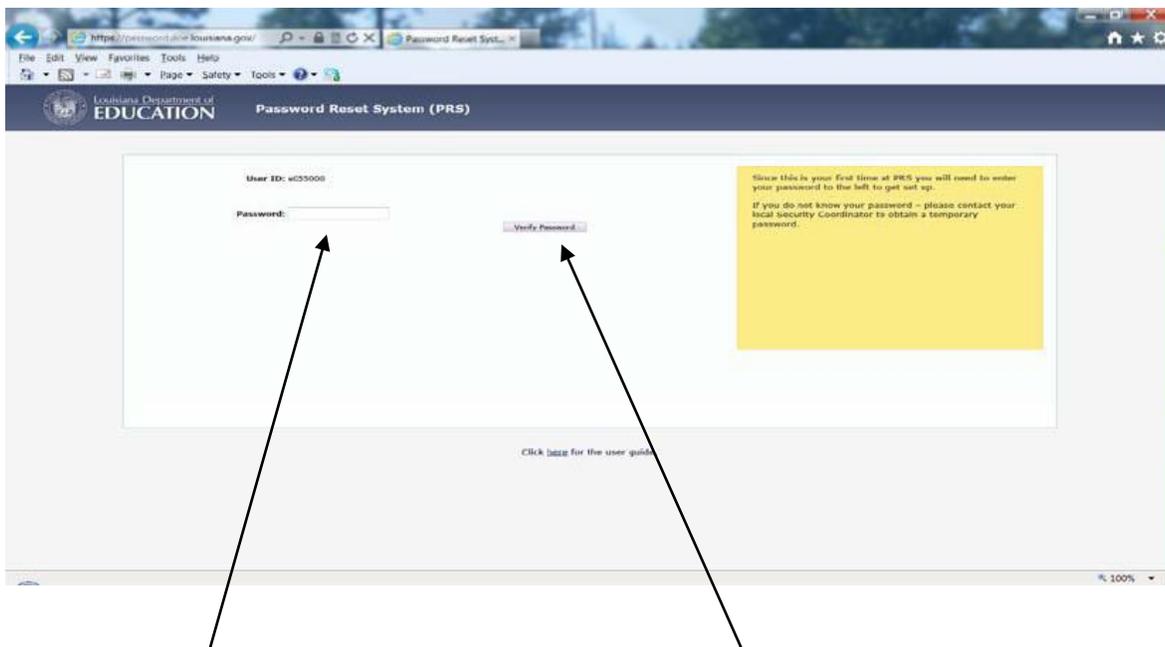
NOTE: If you do not know your User ID, please select your LEA/School (first 3 digits of your site code) from the dropdown box and click the Help button. The nonpublic schools security coordinator contact information will be displayed in the yellow box on the right side of the screen.



The screenshot shows the login interface for the Password Reset System (PRS). It features a 'User ID:' text input field with a 'Next' button to its right. Below this, the word 'OR' is centered. A message reads: 'If you don't know your User ID please select your Site, District, or Agency from the list below'. This is followed by a dropdown menu and a 'Help' button. On the right side, there is a yellow box containing the text: 'Enter your user id in the box to the left labeled User Id.' Two black arrows point from the text above to the 'User ID:' field and the 'Help' button.

Enter your **User ID** in the User ID field and click '**Next**'.

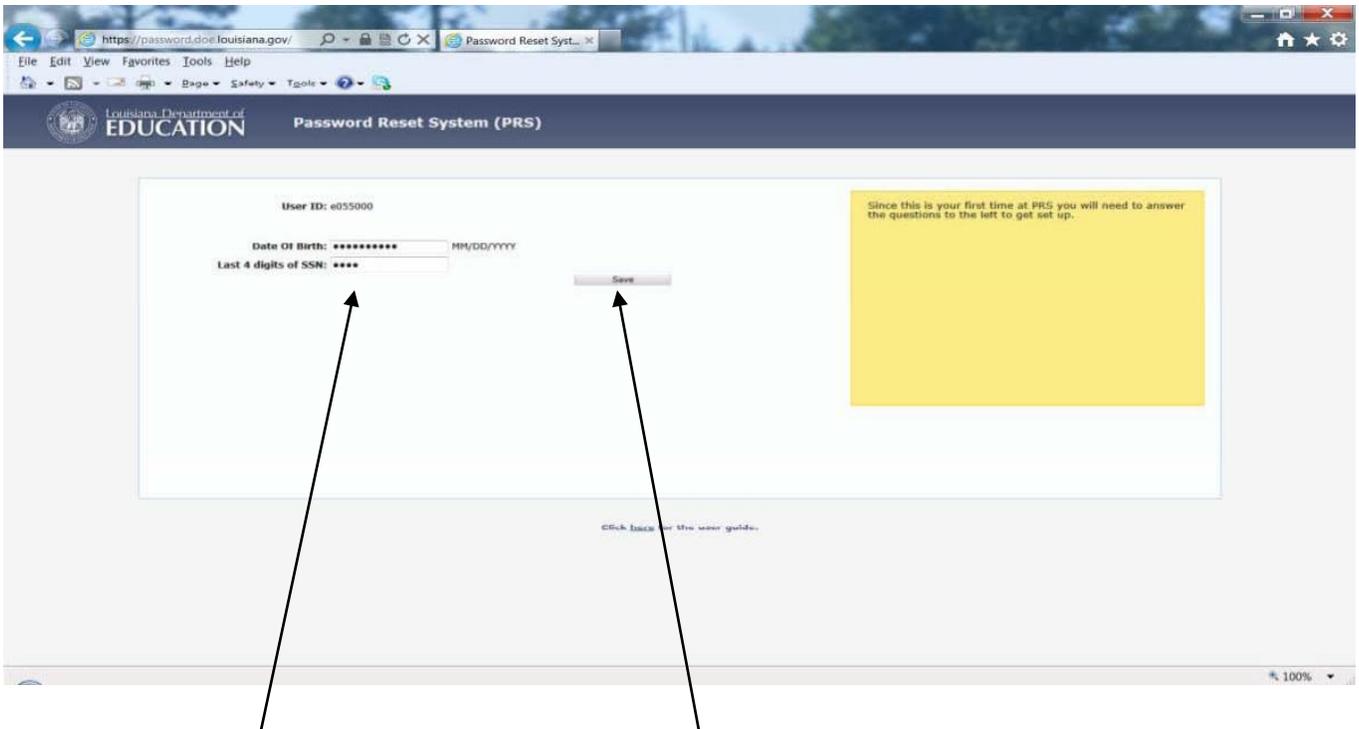
The following screen will be displayed:



The screenshot shows the password verification screen. It includes a 'User ID: w355000' label, a 'Password:' text input field, and a 'Verify Password...' button. On the right, a yellow box contains instructions: 'Since this is your first time at PRS you will need to enter your password to the left to get set up. If you do not know your password - please contact your local security Coordinator to obtain a temporary password.' A link at the bottom says 'Click here for the user guide'. Two black arrows point from the text below to the 'Password:' field and the 'Verify Password...' button.

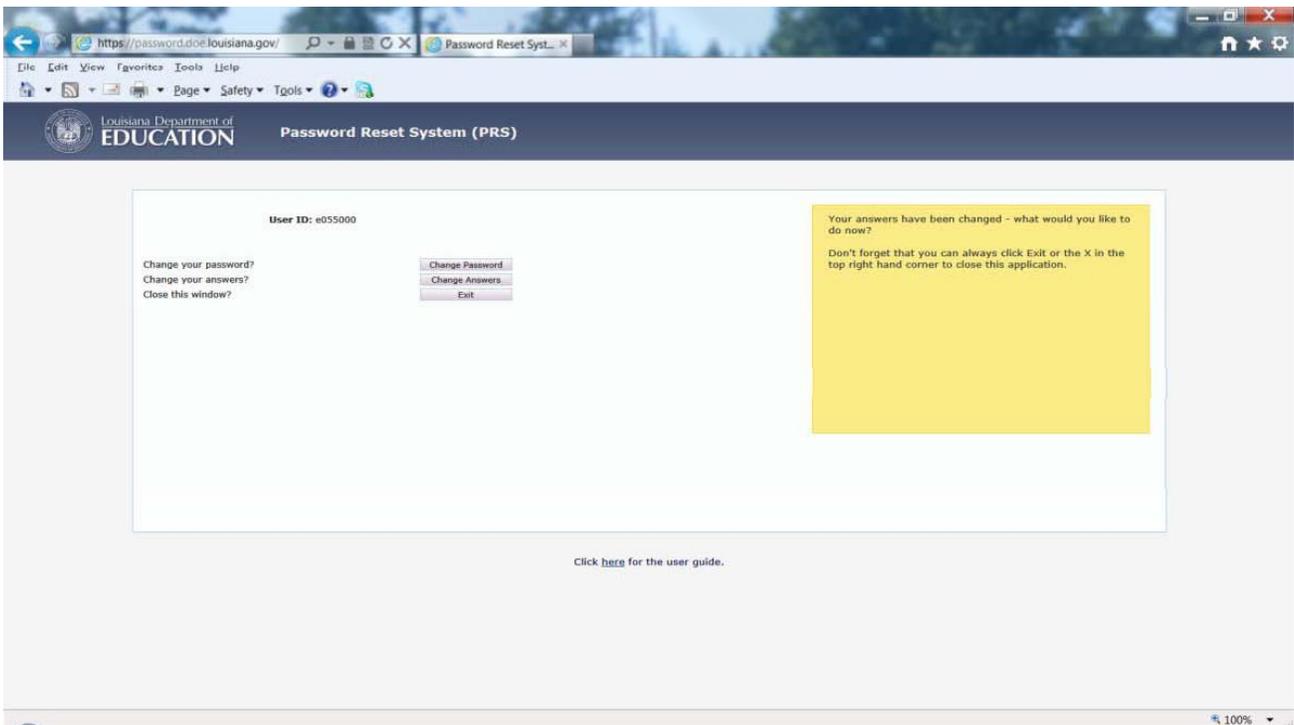
Enter your **Password** in the Password field. Click '**Verify Password**'.

The following screen will be displayed:



Type the **answers to your personal questions**. Click **'Save'**. NOTE – the Date of Birth should be entered in the following format MM/DD/YYYY.

The following screen will be displayed:

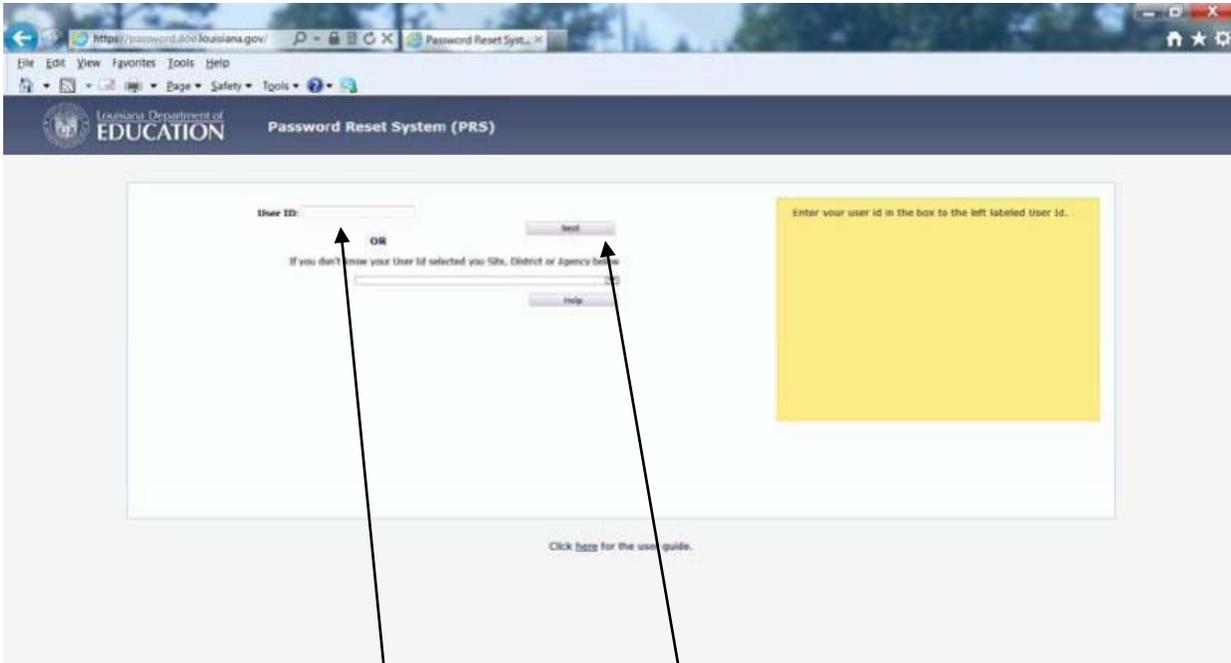


Your PRS account is now set up. You may click **'Exit'** to close PRS.

Resetting your Password

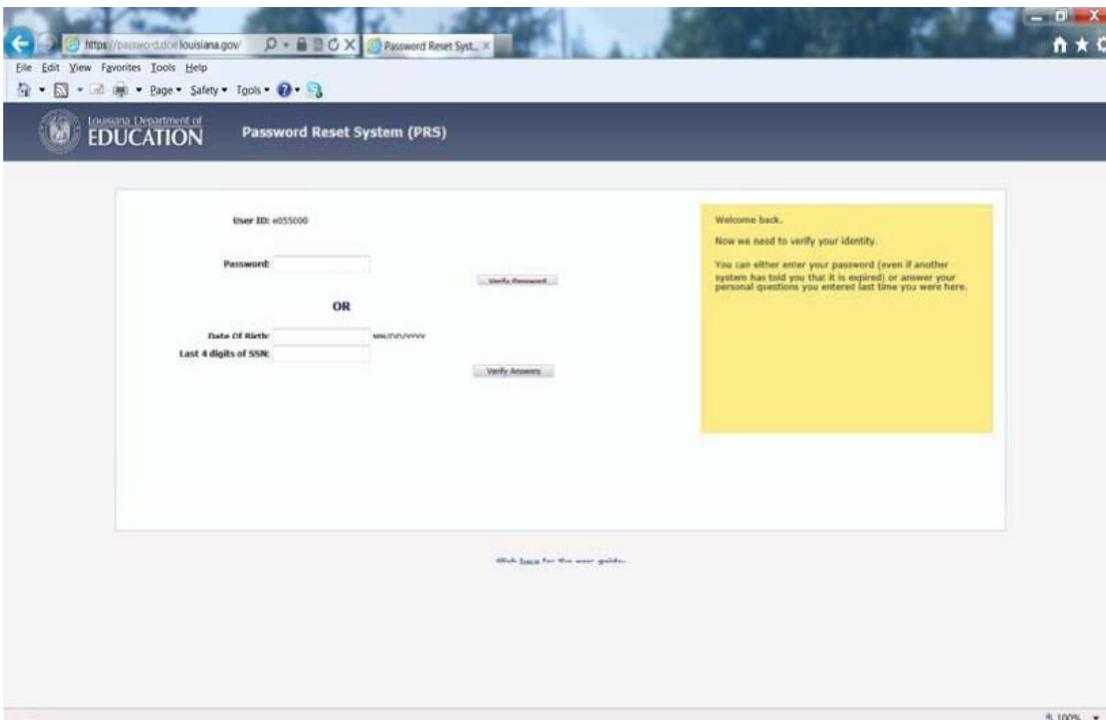
Enter the PRS URL <https://password.doe.louisiana.gov> in your Internet Browser address bar and press enter.

The following screen will be displayed:



Enter your User ID in the **User ID** field and click 'Next'.

The following screen will be displayed:



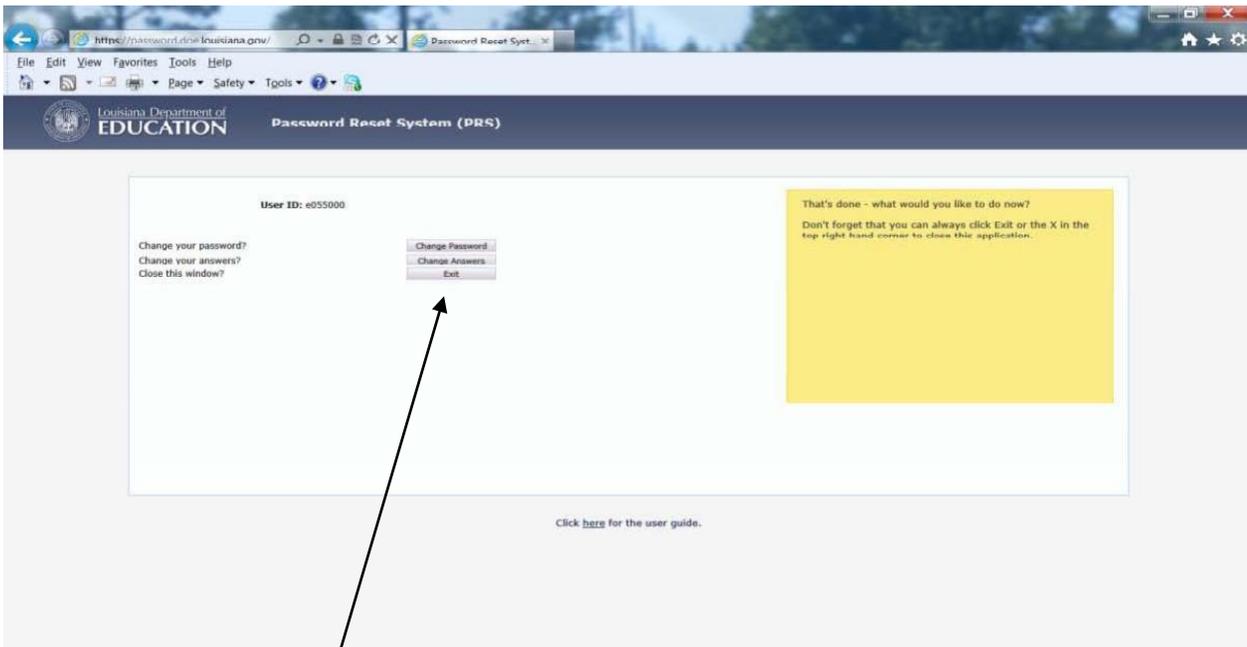
To verify your identity:

- You may enter **your password** in the Password field and click **'Verify Password'**.

Or

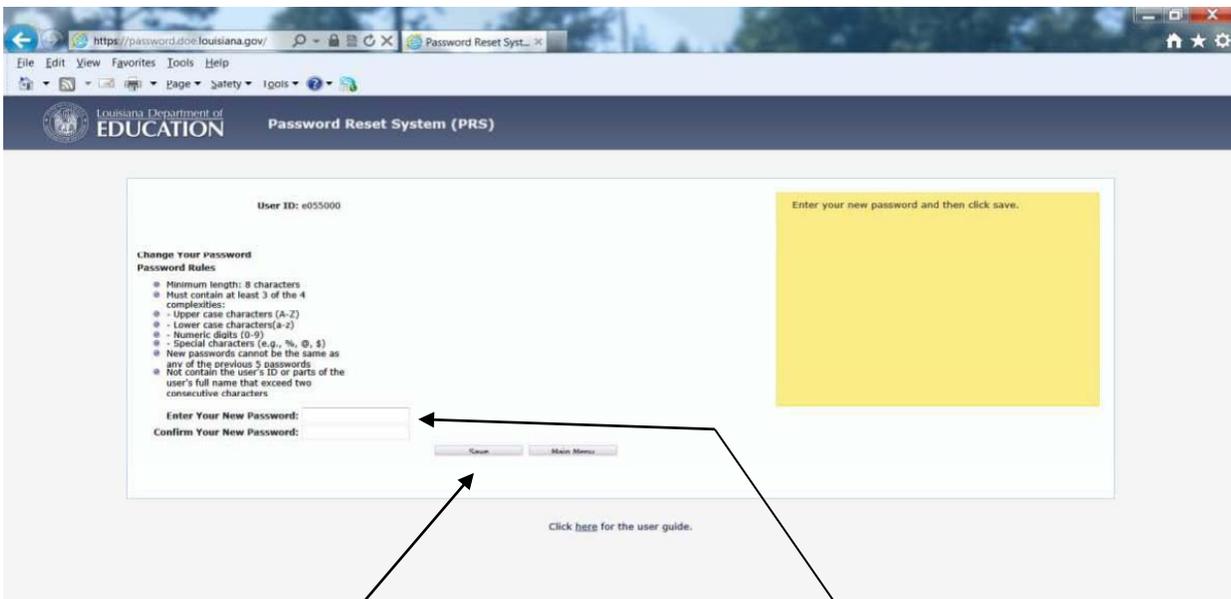
- You may enter the **answers to your personal questions** and click **'Verify Answers'**.

The following screen will be displayed:



Click **'Change Password'**

The following screen will be displayed:



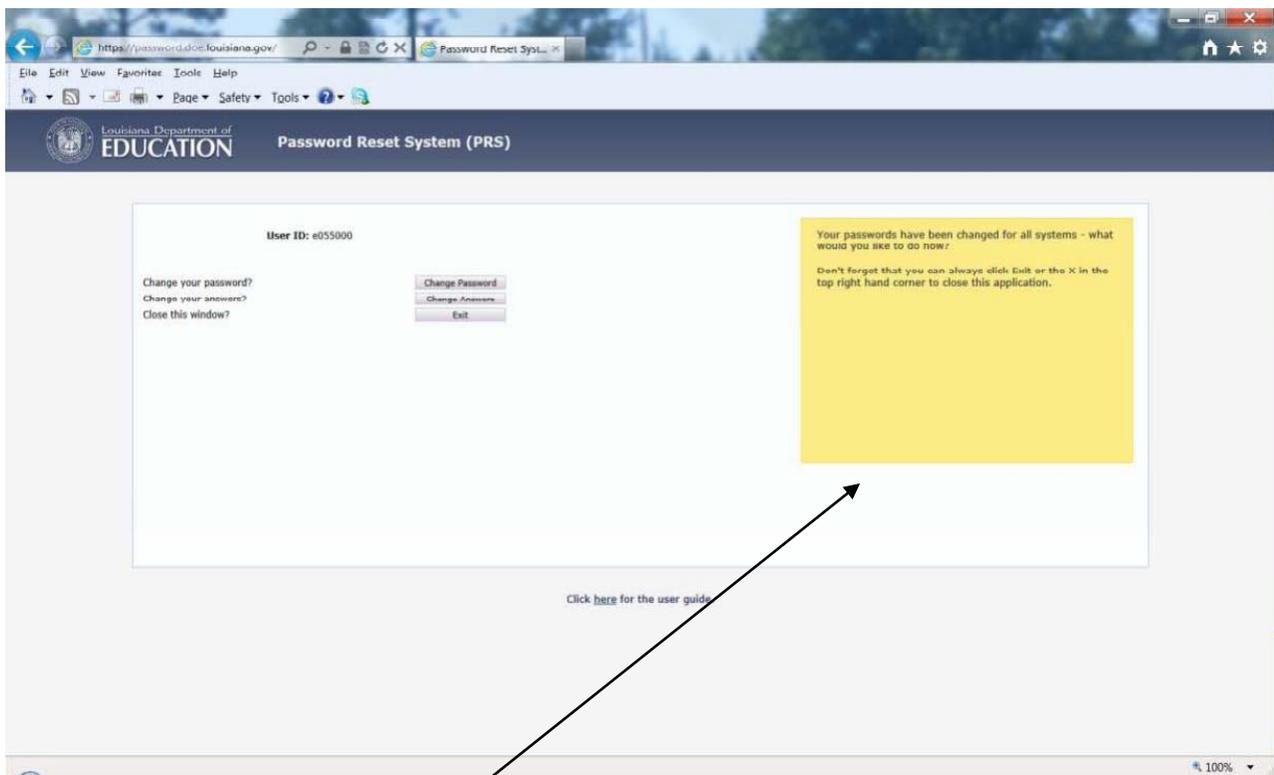
Type the new password value in the **'Enter Your New Password'** and **'Confirm Your New Password'** fields and click **'Save'**.

Passwords must be of the following format:

- Minimum length: 8 characters
- Must contain **at least 3 of the 4** complexity categories as follows:
 - Upper case characters (A-Z)
 - Lower case characters (a-z)
 - Numeric digits (0-9)
 - Non-alphanumeric characters (e.g., %, &, \$)
 - New passwords cannot be the same as any of the previous 5 passwords.

Passwords will automatically expire every 30 days.

The following screen will be displayed:



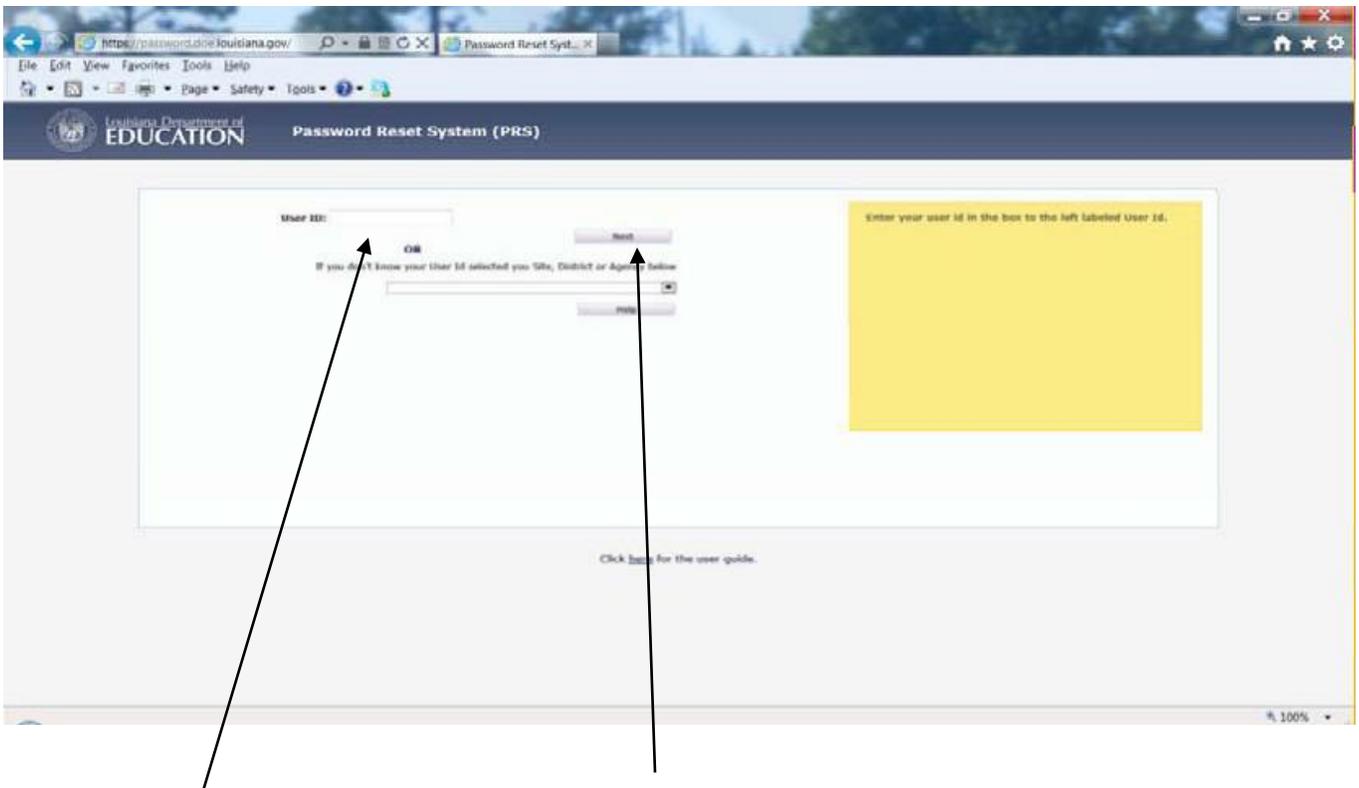
Notice the message in the yellow box states that your password has been changed.

You may click 'Exit' to close PRS.

Changing the answers to your personal questions

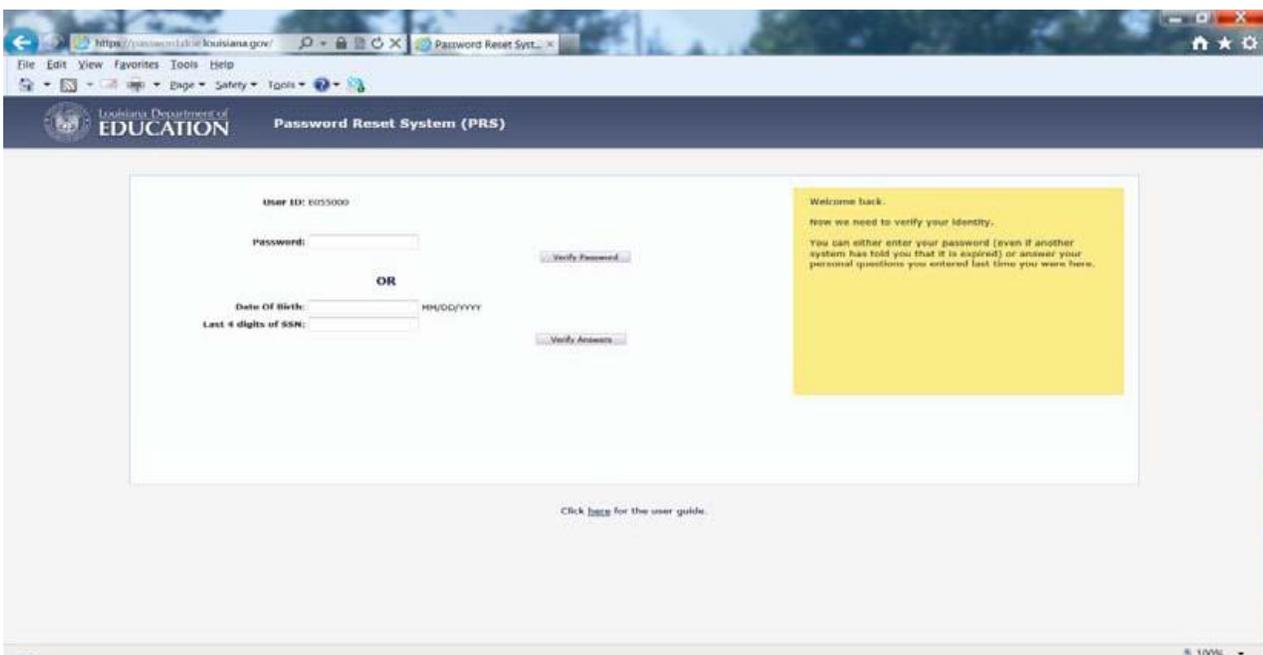
Enter the PRS URL <https://password.doe.louisiana.gov> in your Internet Browser address bar and press enter.

The following screen will be displayed:



Enter your **User ID** in the User ID field and click **'Next'**.

The following screen will be displayed:



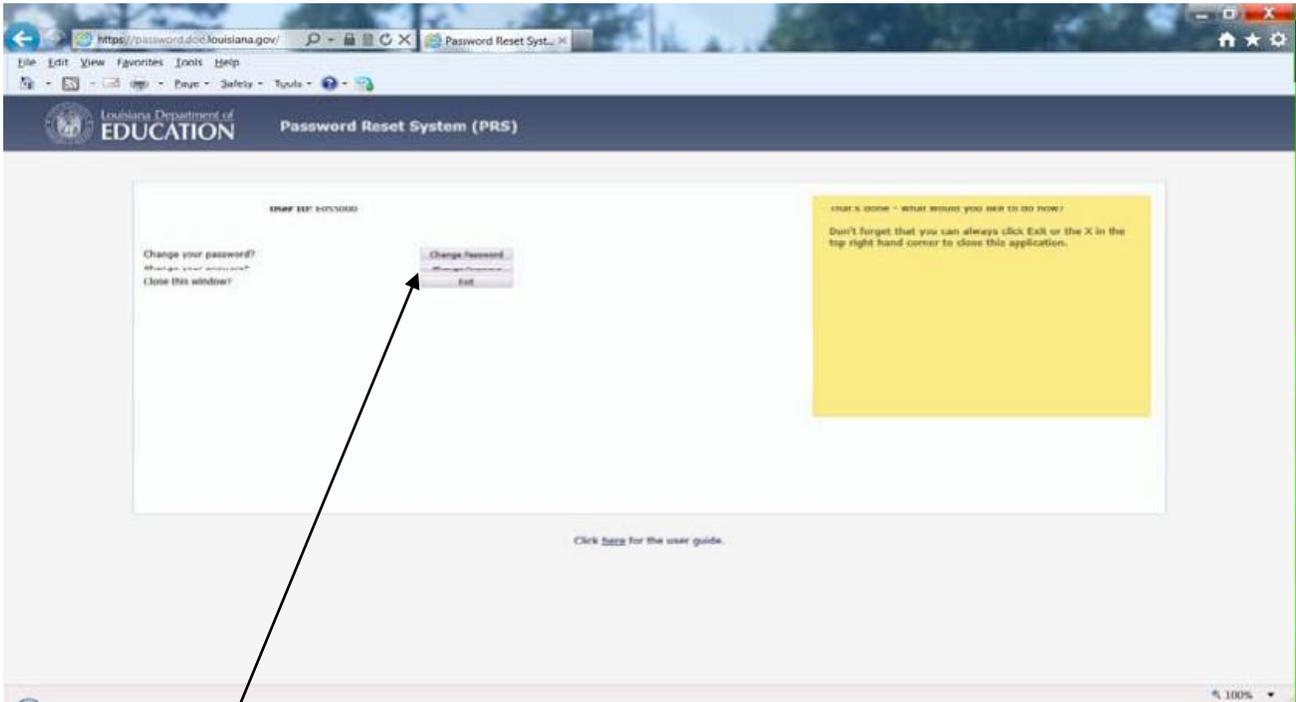
To verify your identity:

- You may enter **your password** in the password field and click **‘Verify Password’**.

Or

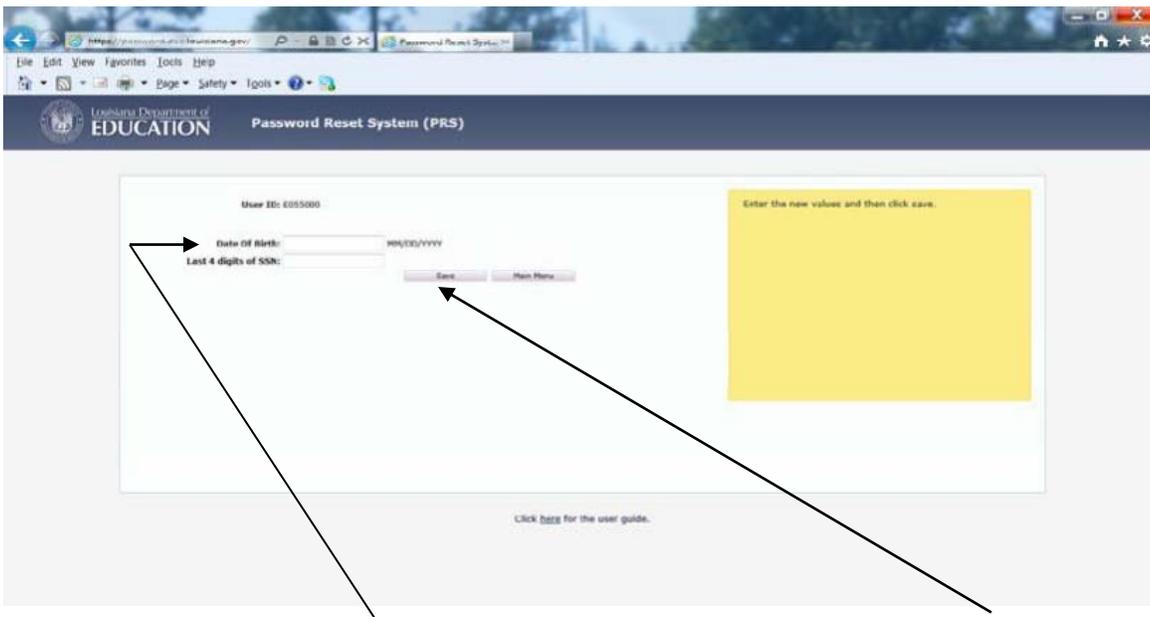
- You may enter the **answers to your personal questions** and click **‘Verify Answers’**.

The following screen will be displayed:



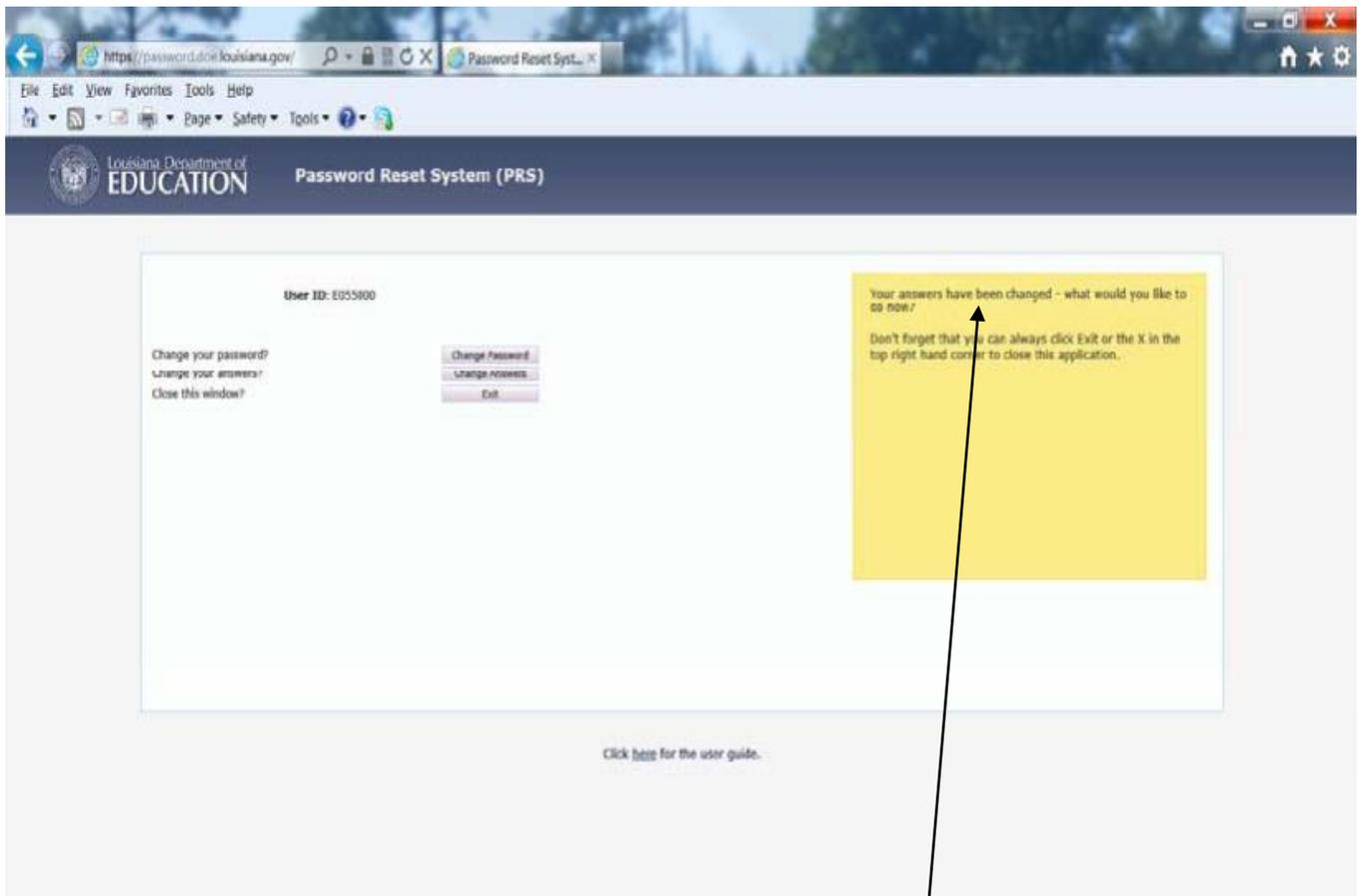
Click **‘Change Answers’**

The following screen will be displayed:



Enter the new values in the 'Date of Birth' and 'Last 4 digits of SSN' fields. Click 'Save'.

The following screen will be displayed:



The following message will be displayed in the yellow box 'Your answers have been changed – what would you like to do now?'

You may click 'Exit' to close PRS.

PART III: ELECTRONIC SUBMISSION OF THE *NONPUBLIC ANNUAL DATA SUBMISSION*

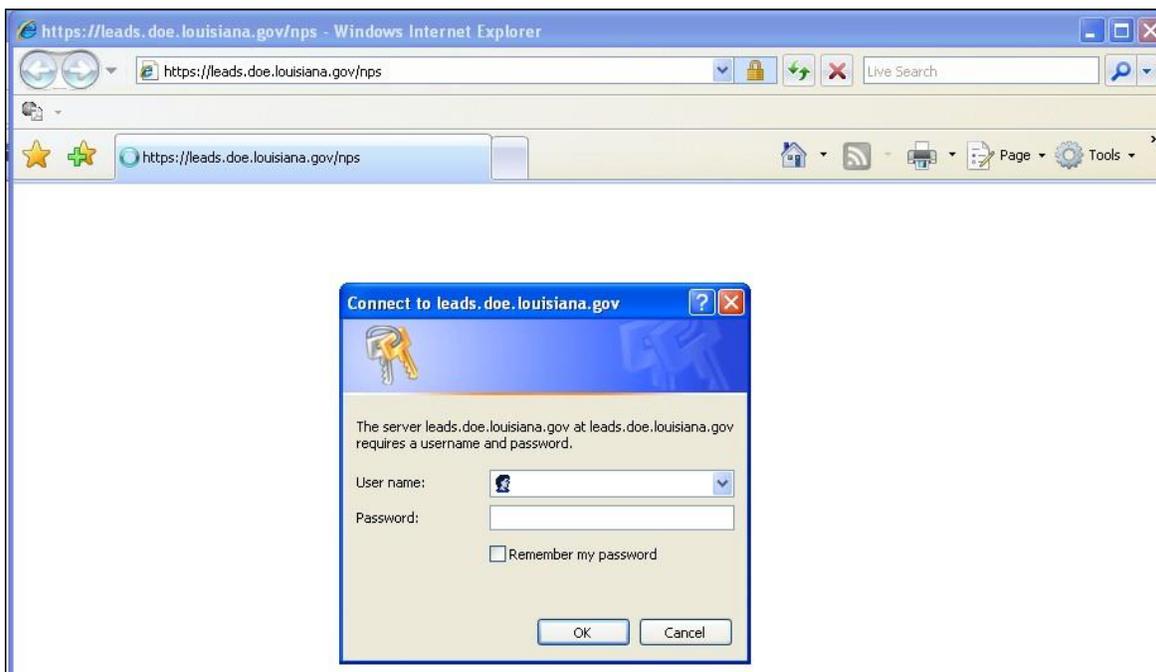
LEADS Application Portal Log-In Screen

The *Nonpublic Annual Data Submission* is submitted electronically using the **Louisiana Educational Accountability Data System LEADS** application portal and the **Nonpublic Schools Annual Data Collection (NPS)** application system.

*Users are requested to use **Internet Explorer** browser, **turn off all pop-up blockers**, and close all other applications and windows before accessing the LEADS application portal.*

Enter the URL <https://leads3.doe.louisiana.gov/pt/> in your Internet Browser address bar. Enter your User ID (User Name) and Password. If you already have a User ID for other LDOE application systems (e.g. Student Transcript System (STS), Scholarships For Educational Excellence (SEE), etc.), enter the same password you use for those systems.

Press the **OK** button.

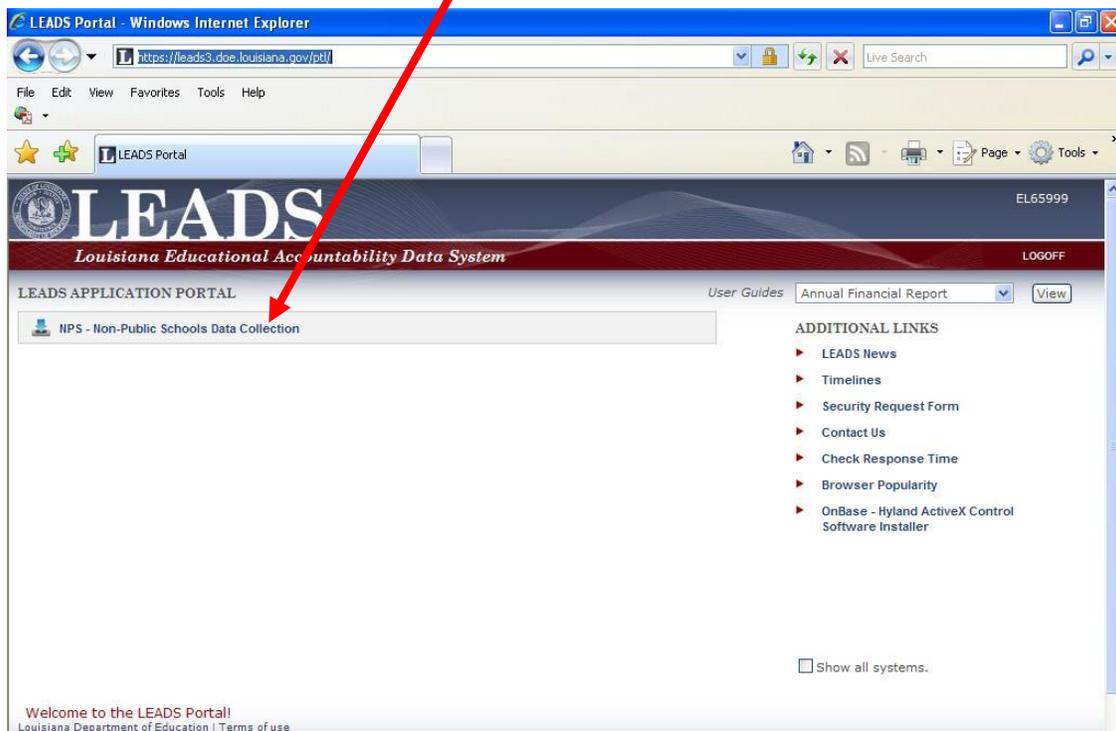


If your password has expired (**passwords expire every 30 days**), or if you are a new User and you have been assigned a temporary initial password, you will be required to reset your password using the **Password Reset System (PRS)**. For instructions on resetting your password, see the section **PART II. PASSWORD RESET SYSTEM (PRS)** in this guide.

If you have a valid User ID and password and you are having technical difficulties accessing the **Louisiana Educational Accountability Data System LEADS** application portal, contact the Nonpublic Schools Security Coordinator at nonpublicschools@la.gov.

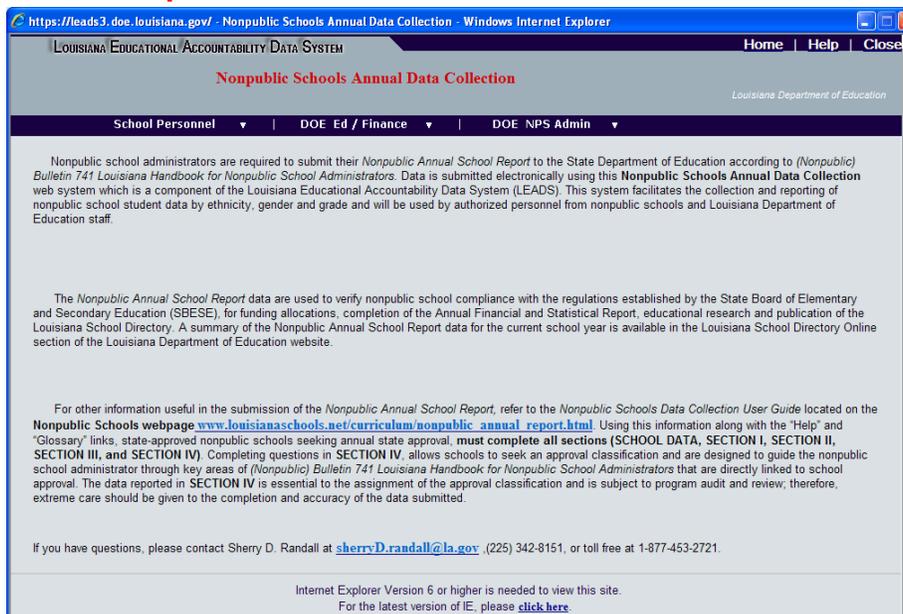
Once you have successfully logged into the **Louisiana Educational Accountability Data System LEADS** application portal with a valid User ID (User Name) and Password, the list of LDOE application systems you are authorized to access will be displayed.

Select **NPS - Non-Public Schools Data Collection** from the list of application systems displayed.



Nonpublic Schools Annual Data Collection (NPS) – Main Screen

With a valid User ID and password, once you have successfully logged in and selected the NPS application system, the **Nonpublic Schools Annual Data Collection** main screen will be displayed.

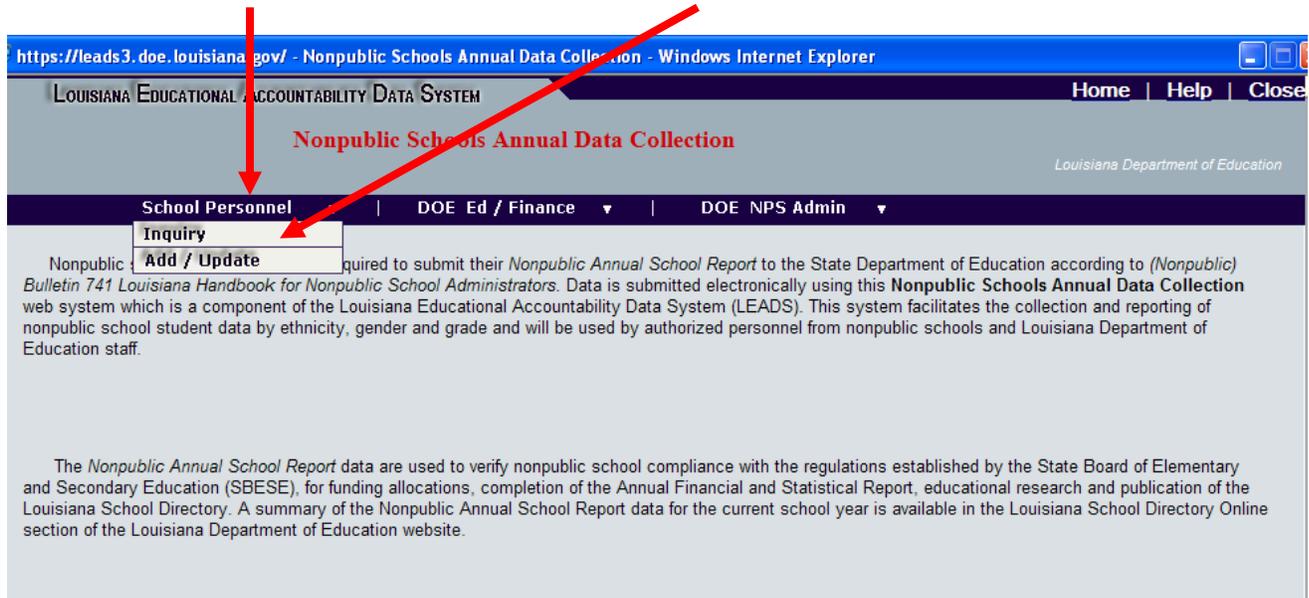


If you are having technical difficulties with system access, contact nonpublicschools@la.gov.

Nonpublic Schools Annual Data Collection (NPS) - **INQUIRY** Function

The **INQUIRY** function is available to review *Nonpublic Annual School Reports* that were electronically submitted for previous years beginning with the 1999-2000 school year.

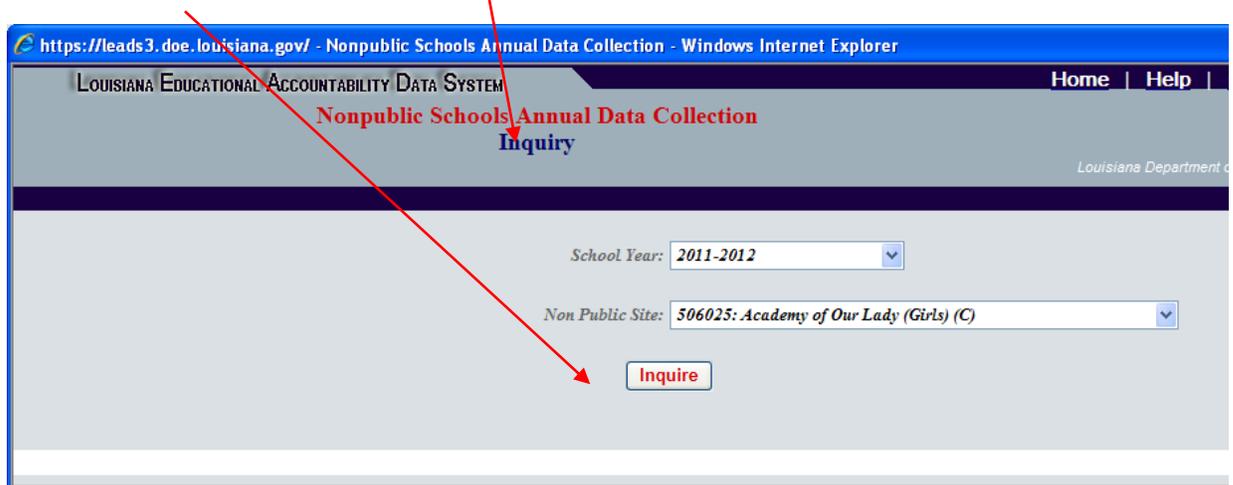
Click on the '*School Personnel*' tab and then select '*Inquiry*' from the drop-down box.



This will automatically link you to the **INQUIRY** screen. Select the appropriate **School Year** from the drop-down box.

Select the appropriate School Name from the drop-down box for the **Non Public Site** field. A list of schools may displayed if you are authorized to view data for more than one school.

Next, press the '*Inquire*' button.

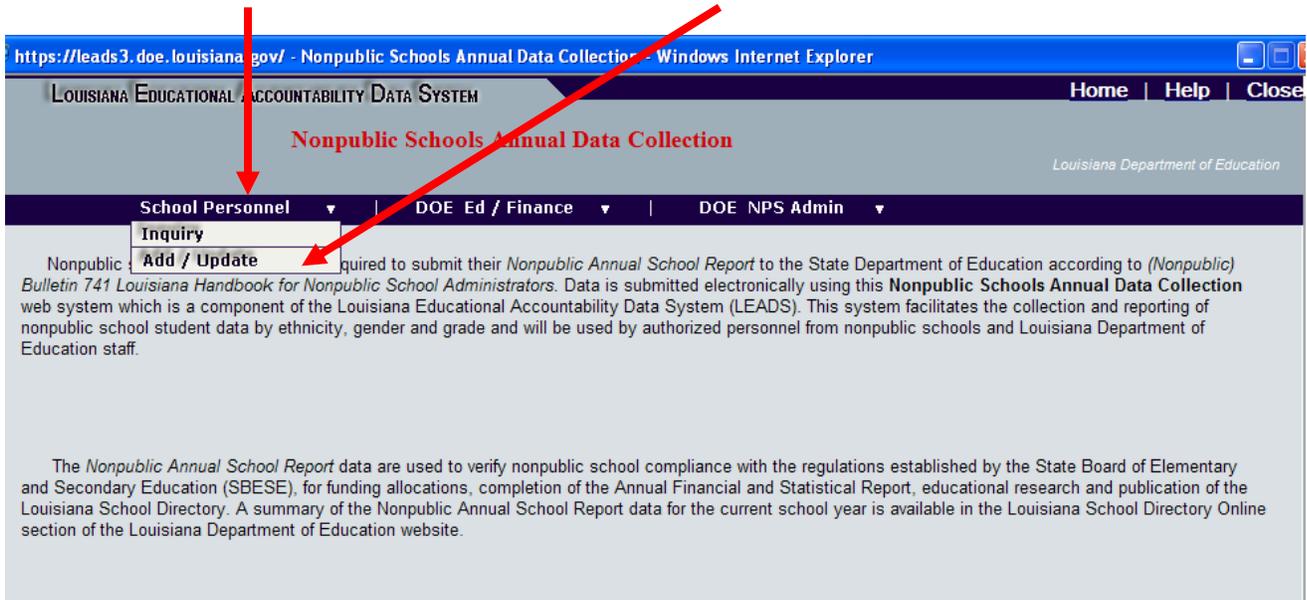


This will automatically link you to the data input screen for **SCHOOL DATA**.

Nonpublic Schools Annual Data Collection (NPS) - **ADD/UPDATE** Function

The **ADD/UPDATE** function is only available during the annual nonpublic reporting period when the Nonpublic Schools Annual Data Collection application system is available to enter information.

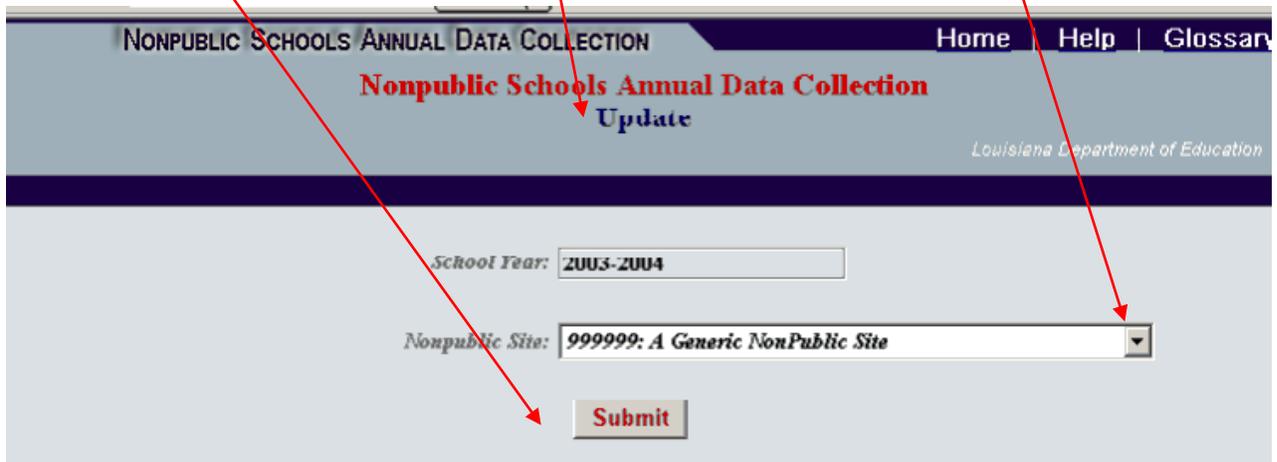
Click on the **'School Personnel'** tab and then select **'Add/Update'** from the drop-down box.



This will automatically link you to the **UPDATE** screen. The current reporting period will be displayed in the **School Year** field.

Select the appropriate School Name from the drop-down box for the **Non Public Site** field. A list of schools may displayed if you are authorized to enter data for more than one school.

Next, press the **'Submit'** button.



This will automatically link you to the data input screen **SCHOOL DATA**.

Nonpublic Schools Annual Data Collection (NPS) - **SCHOOL DATA** Tab

Entering the Preparer's Information

The current information on record for your nonpublic school will be displayed on the **SCHOOL DATA** screen.

During the annual nonpublic reporting period, input the **preparer's information** and press the **'Submit School Data'** button to save your data.

If any other information displayed is incorrect, you will not be able to correct it on this screen. The information must be corrected by completing and submitting the [NP-005 Nonpublic School Information Update Form](#) indicating the required corrections. Refer to the section **Part I. Requesting Updates to General School Information** in this guide.

LOUISIANA EDUCATIONAL ACCOUNTABILITY DATA SYSTEM Home | Help | Glossar

Academy of the Sacred Heart (Girls) (C)
2004-2005 Louisiana Department of Education

School Data Section I Section II Section III Section IV

Chief Administrator: Mrs. Mary Burns
Site Code: 504001
E-mail Address: mburns@ashcoteau.org

Official Title: HEADMASTER
School District: St. Landry Parish

Physical Address: 1821 Academy Road
City: Grand Coteau, LA 70541

Mailing Address: P.O. Box 310
City: Grand Coteau, LA 70541-0310

Preparer Prefix: Mrs.
Preparer First Name: Cyndia
Preparer Middle Name: B
Preparer Last Name: Babineaux
Preparer Suffix Name:
Title: SECRETARY

Telephone Number: (337)-662-5275
FAX Number: (337)-662-3011
Religious Affiliation: CATHOLIC
Previous Year
Approval Status: APPROVED
Date Established: 8/1/1821

[New Inquiry](#)

This will automatically link you to the data input screen **SECTION I: GRADES TAUGHT, PROGRAMS OFFERED, NUMBER OF INSTRUCTIONAL DAYS AND FACULTY COUNTS.**

If there are errors during the electronic submission of the *Nonpublic Annual School Report*, error messages will be displayed on the screen. Refer to the section **Error Pop-Up Messages** beginning on page 25 of this guide.

Nonpublic Schools Annual Data Collection (NPS) - SECTION I Tab

SECTION I: GRADES TAUGHT, PROGRAMS OFFERED, NUMBER OF INSTRUCTIONAL DAYS, AND FACULTY COUNT

On the SECTION I screen, verify that Question 1 lists the correct grades taught at the school.

Question 1: What Grades are taught at this school?



If the grades listed are incorrect, **DO NOT** attempt to answer the questions on this **SCHOOL DATA** screen. Before you can continue, the grade structure **must be corrected** by completing and submitting the [Sponsor Site Information Form](#). Refer to the section **Part I. Requesting Updates to General School Information** in this guide. Once you have been notified that the corrections have been made, you can resume entering the information for your school.

If the grades listed in **Question 1** are correct, continue to answer **Questions 2 thru 5** (See instructions below). When complete, press the **'Submit Section I Data'** button to save your data. You will be automatically linked to the data input screen for **SECTION II: NUMBER OF STUDENTS BY ETHNICITY, GENDER AND GRADE**.

https://leads3.doe.louisiana.gov/ - Nonpublic Schools Annual Data Collection - Windows Internet Explorer

LOUISIANA EDUCATIONAL ACCOUNTABILITY DATA SYSTEM Home | Help | Glossary

Academy of Our Lady (Girls) (C)
2010-2011 Louisiana Department of Education

School Data Section I Section II Section III Section IV

SECTION I: GRADES TAUGHT, NUMBER OF INSTRUCTIONAL DAYS, AND FACULTY COUNT

1. What Grades are taught at this school?
Verify that the grades listed are taught in your school. If the grade structure listed is incorrect, complete and submit Nonpublic School Information Update Form (NP-005).

2. Are Special Education Classes taught at this school?
Refers to program of instruction for Special Education Ages 3-5 and/or 6-21.

3. What are the number of days the students were taught during the 2010-2011 school year?
List the actual number of instructional days (days the students were taught the courses outlined in the Program of Studies under supervision of qualified personnel) during the 2010-2011 school year (See instructions for additional information.)

4. What is the total number of the faculty at this school?
List the total number of faculty members during the 2010-2011 school year. Faculty refers to school-based personnel. In addition to full-time classroom teachers, these individuals include principals, assistant principals, guidance counselors, librarians, and other instructional staff (provided these individuals are assigned to teach at least one class in the Program of Studies).

5. Are you operating an Early Childhood Program at this school?
Refers to programs for children ages 3-4, the minimum age being a child's third birthday, when operated as a developmental program within the total school or when operated as a separate program. Children in early childhood programs are eligible to enter pre-kindergarten and kindergarten at the established age requirement for each program
Verify the 'Early Childhood' status of your school. If this data is incorrect, contact Adrian Franklin at (225) 342-2089 or adrian.franklin@la.gov

Click [Help](#) for additional information
For definitions, refer to the [Glossary](#)

If the answer to Question 1 is correct, continue to answer **Question 1B** through **Question 5**.

Question 1B: What grades will be taught at this school for the upcoming school year?

Please indicate what grades the school plans on serving for the upcoming school year by checking the appropriate boxes.

Question 2: Are Special Education Classes taught at this school?

Refers to the program of instruction for Special Education Ages 3-5 and Special Education Ages 6-21.

Question 3: Are there at least 180 days in the school calendar, of which, are there at least 175 days consisting of 330 instructional minutes or the equivalent (exclusive of recess, lunch, and planning periods)? (Bulletin 741, §117)

List the actual number of instructional days (days the students were taught the courses outlined in the Program of Studies under supervision of qualified personnel) during the current school year (See instructions for additional information.)

Each school shall adopt a calendar as follows:

- Minimum session of 180 days consisting of 330 minutes or the equivalent total minutes (59,400 minutes = 180 days times 330 minutes)

- Minimum instruction of 175 days consisting of 330 minutes or the equivalent total instructional minutes (57,750 minutes = 175 days times 330 minutes)

Exception: If school contains Grade Pre-Kindergarten and Kindergarten only, for one-half day, only 165 instructional minutes are required each day.

Question 4: What is the total number of the faculty at this school?

List the total number of faculty members during the school year. *Faculty* refers to school-based instructional personnel. In addition to full-time classroom teachers, these individuals include principals, assistant principals, guidance counselors, librarians. Other instructional staff should be included provided these individuals are assigned to teach at least one class in the Program of Studies.

Question 5: Are you operating a Prekindergarten program at this school?

Refers to developmental programs for children ages 3-4, the minimum age being 3 by September 30 of the school year in which the student enters pre-kindergarten. Must be listed on the *Nonpublic Annual Data Submission* when operated as part of an approved elementary school program in conjunction with other grades or when operated solely as an approved pre-kindergarten program. These approved programs are considered to be elementary schools adhering to nonpublic school approval guidelines and the health and safety rules and regulations for three-year olds. Any other program which operates in a school shall follow the licensing daycare standards and should not be listed on the *Nonpublic Annual Data Submission*.

If there are errors during the electronic submission of the <i>Nonpublic Annual Data Submission</i> , error messages will be displayed on the screen. Refer to the section Error Pop-Up Messages beginning on page 25 of this guide.

SECTION II: NUMBER OF STUDENTS BY ETHNICITY, GENDER AND GRADE

On the **SECTION II** screen, verify that a row is displayed for entering your enrollment data for all Grades taught at the school. If there is not a row displayed for each grade, **DO NOT attempt to enter your enrollment data.** Before you can continue, the grade structure must be corrected by completing and submitting the [Sponsor Site Information Change Form](#). Refer to the section **Part I. Requesting Updates to General School Information** in this guide. Once you have been notified that the corrections have been made, you can resume entering the information for your school.



Grades	Hispanic/Latino of any race		American Indian or Alaskan Native		Asian		Black or African American		Native Hawaiian or other Pacific Islander		White		Two or more races		Totals by Grade
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	
8	0	2	0	0	0	2	0	7	0	0	0	24	0	0	35
9	0	7	0	1	0	15	0	22	0	0	0	94	0	3	142
10	0	9	0	1	0	11	0	31	0	0	0	80	0	2	134
11	0	5	0	0	0	15	0	34	0	0	0	77	0	2	133
12	0	10	0	1	0	7	0	21	0	0	0	72	0	1	112
Totals by Ethnicity / Gender	0	33	0	3	0	50	0	115	0	0	0	347	0	8	556
Totals by Ethnicity	33		3		50		115		0		347		8		

Click [Help](#) for additional information
For definitions, refer to the [Glossary](#)

Submit Section I Data

Enter the enrollment data (See instructions below). When complete, press the **‘Submit Section II Data’** button to save your data. Press the **‘Next Screen’** button, or if your grade structure includes 12th grade, you will be automatically linked to the data input screen for **SECTION III: NUMBER OF HIGH SCHOOL GRADUATES**.

To complete **SECTION II**, in each column enter the total number of students enrolled as of the day completing report.

For Prekindergarten P3 (three year olds) and P4 (four year olds), only include those pre-kindergarten students enrolled in programs that are part of your approved elementary school. Do not include enrollments for prekindergarten students in programs operated by your school under an early childhood license.

For **Regular Education students**, information is requested by grade level (P3, P4, K, 1-12). Do not include Special Education students within the Regular Education student counts. Enter the student enrollments for each grade according to ethnicity and gender. There is a separate column for each ethnic group: Hispanic/Latino, American Indian/Alaskan Native, Asian, Black or African American, Native Hawaiian or other Pacific Islander, White or Two or more races (Refer to the glossary noted below for each ethnic group).

For **Special Education students**, information is requested by age groups (Special Education Ages 3-5 or Special Education Ages 6-21). Refer to the glossary for a definition of Special Education.

Enter the student enrollments for each grade according to ethnicity and gender. There is a separate column for each ethnic group: Hispanic/Latino, American Indian/Alaskan Native, Asian, Black or African American, Native Hawaiian or other Pacific Islander, White or Two or more races (Refer to the glossary noted below for each ethnic group).

Ethnic/Racial Group Glossary:

The definitions listed below were obtained from the U.S. Department of Commerce, Bureau of the Census, 2010 Census Questionnaire Reference Book

http://2010.census.gov/partners/pdf/langfiles/qrb_English.pdf

- **Hispanic/Latino:** People of Hispanic, Latino, or Spanish origin are those who trace their origin or descent to Mexico, Puerto Rico, Cuba, Spanish-speaking countries of Central or South America, and other Spanish cultures. Origin can be considered as the heritage, nationality group, lineage, or country of birth of the person or the person's parents or ancestors before their arrival in the United States. People of Hispanic, Latino, or Spanish origin may be of any race.
- **American Indian or Alaskan Native:** A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment. This category includes people who indicate their race as "American Indian or Alaska Native."
- **Asian:** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam. This includes "Asian Indian," "Chinese," "Filipino," "Korean," "Japanese," Vietnamese," and "Other Asian."
- **Black or African American:** A person having origins in any of the Black racial groups of Africa. This includes people who indicate their race as "Black, African American, or Negro," or provide written entries such as African American, Afro-American, Kenyan, Nigerian, or Haitian.
- **Native Hawaiian or other Pacific Islander:** A person of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes China, India, Japan, Korea, the Philippine Islands, Samoa, or other Pacific Islands.
- **White:** A person of the original peoples of Europe, North Africa, or the Middle East. This includes people who report entries such as Irish, German, Italian, Lebanese, Near Easterner, Arab, or Polish. This category excludes persons of Hispanic origin.
- **Two or more races**

Observer identification is used as "a last resort" only after efforts of having a parent identify the student or a student to identify themselves have failed.

Nonpublic Schools Annual Data Collection (NPS) - SECTION III Tab

SECTION III: NUMBER OF HIGH SCHOOL GRADUATES

SECTION III data should be entered for those schools whose grade structure includes 12th grade. Enter the number of graduates for the prior school year. This information can be verified by reviewing the Nonpublic Annual School Report for the prior school year.

Enter the number of high school graduates (See instructions below). When completed, press the **'Submit Section III Data'** button to save your data.

LOUISIANA EDUCATIONAL ACCOUNTABILITY DATA SYSTEM Home Help Glossary

A Generic NonPublic Site
2003-2004 Louisiana Department of Education

School Data Section I Section II Section III Section IV

SECTION III: NUMBER OF HIGH SCHOOL GRADUATES

Ethnic/Racial Group	Fall/Spring 2002-03 Graduates and Summer 2003 Graduates		Totals
	Male	Female	
American Indian or Alaskan Native	<input type="text"/>	<input type="text"/>	<input type="text"/>
Asian or Pacific Islander	<input type="text"/>	<input type="text"/>	<input type="text"/>
Black	<input type="text"/>	<input type="text"/>	<input type="text"/>
Hispanic	<input type="text"/>	<input type="text"/>	<input type="text"/>
White	<input type="text"/>	<input type="text"/>	<input type="text"/>
Totals	<input type="text"/>	<input type="text"/>	<input type="text"/>

Click [Help](#) for additional information
For definitions, refer to the [Glossary](#)

Submit Section III Data

To complete SECTION III, enter the total number of high school graduates for the prior school year.

Enter the data by gender and by ethnicity in the columns provided. The last column is the total of high school graduates in each ethnicity. (This number should equal the number of males + the number of females in each respective ethnicity.)

Note: A *high school graduate* is a student who has received formal recognition for the successful completion of an approved secondary school program of study (Required # of Carnegie Units). Refer to the glossary for a complete definition of *high school graduate*.

Do **not** leave any part of the report that is relevant to your school incomplete. It is extremely important that the information submitted be accurate. The most common error detected is usually in the TOTAL columns. Carefully check your calculations for each data element reported.

Nonpublic Schools Annual Data Collection (NPS) – Error Pop-Up Messages

One of the following screens will be displayed if there are errors.

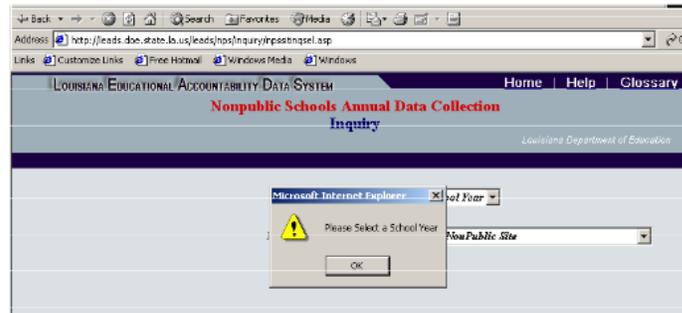
Error Pop-Up Message 1: No School Year

Screens: Inquiry

Edit: Must select a school year

Cause: No school year selected

Solution: Select a school year



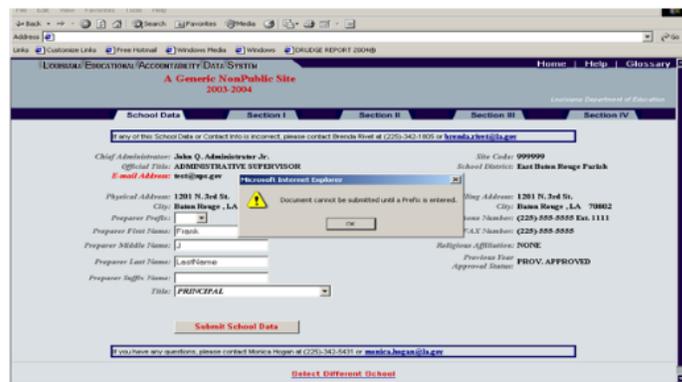
Error Pop-Up Message 2: No Prefix

Screens: Inquiry

Edit: Must select a prefix

Cause: No prefix selected

Solution: Select a prefix



Error Pop-Up Message 3: Illegal Character entered

Screens: All 4 Update screens: **SCHOOL DATA, SECTION I, SECTION II, SECTION III**

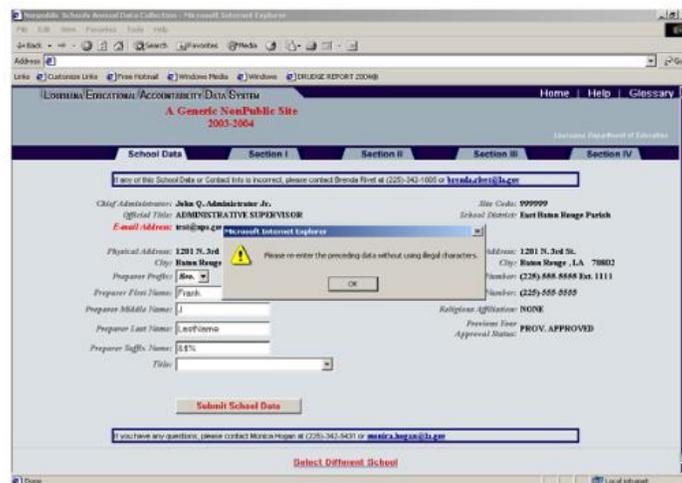
Edit: An entry cannot contain the following illegal characters:

^ \ [] < > % “

Cause: An entry contains one or more of the following characters:

^ \ [] < > % “

Solution: Retype the entry without using any illegal characters



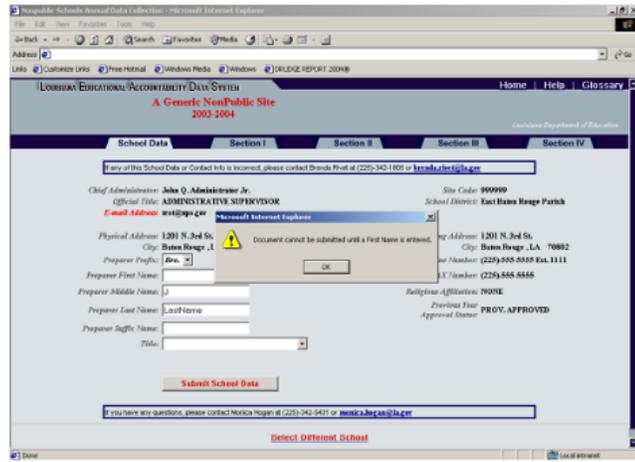
Error Pop-Up Message 4: Blank First Name

Screen: Update **SCHOOL DATA**

Edit: Preparer First Name cannot be left blank

Cause: Preparer First Name is blank when **'Submit School Data'** is clicked

Solution: Enter a Preparer First Name and resubmit



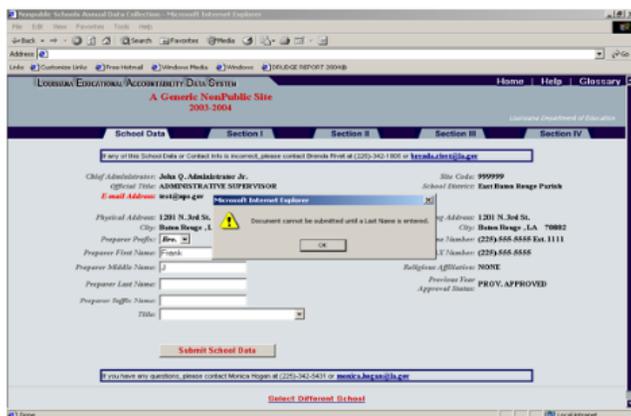
Error Pop-Up Message 5: Blank Last Name

Screen: Update **SCHOOL DATA**

Edit: Preparer Last Name cannot be left blank

Cause: Preparer Last Name is blank when **'Submit School Data'** is clicked

Solution: Enter a Preparer Last Name and resubmit



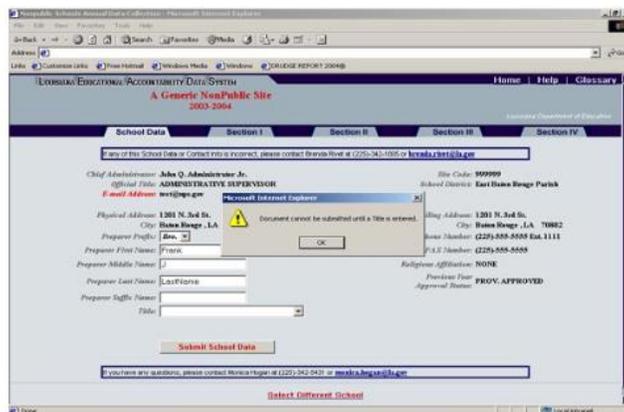
Error Pop-Up Message 6: Blank Preparer Title

Screen: Update **SCHOOL DATA**

Edit: Preparer Title cannot be left blank

Cause: Preparer Title is blank when **'Submit School Data'** is clicked

Solution: Select a Preparer Title and resubmit



Error Pop-Up Message 7: Invalid Integer

Screen: Update **SECTION I** Data, Update **SECTION II** Data, Update **SECTION III** Data

Edit: Field must be an Integer

Cause: Field is not an Integer

Solution: Change value to an Integer and resubmit



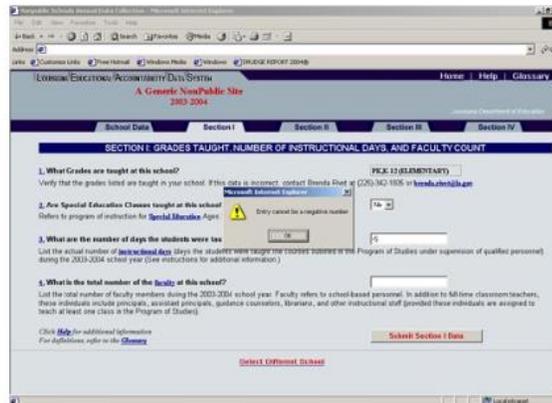
Error Pop-Up Message 8: Negative Integer

Screen: Update **SECTION I** Data, Update **SECTION II** Data, Update **SECTION III** Data

Edit: Field must be positive number

Cause: Field is a negative number

Solution: Change value to a positive Integer and resubmit



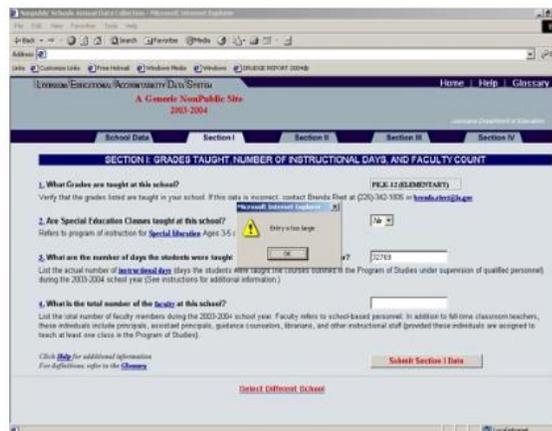
Error Pop-Up Message 9: Entry Too Large

Screen: Update **SECTION I** Data, Update **SECTION II** Data, Update **SECTION III** Data

Edit: Field must be less than 32,768 (the limit on an Integer field)

Cause: Entry is greater than 32,768

Solution: Reenter the value and resubmit



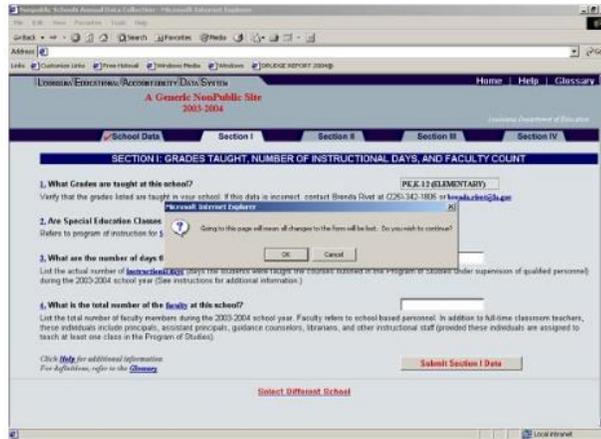
Pop-Up Decision 1: Changing Screens without Submitting Data

Screen: All 5 Update screens: **SCHOOL DATA, SECTION I, SECTION II, SECTION III, and SECTION IV**

Edit: In order for data to be saved, the user must first click the Submit button

Cause: Data is entered on a page after which the user clicks a page tab instead of the Submit button

Solution: The user can choose to cancel the action or to go to the new page and lose any changes entered



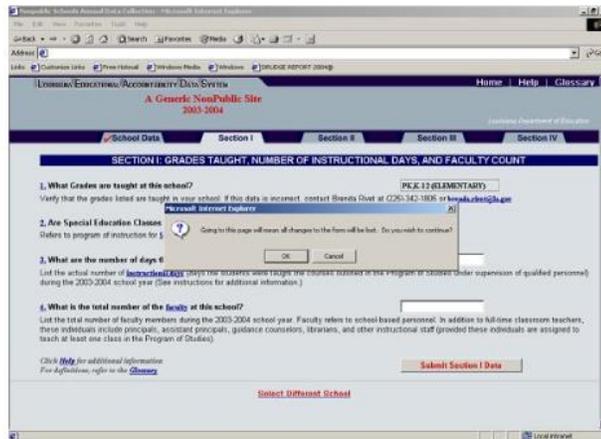
Pop-Up Decision 1: Changing Screens without Submitting Data

Screen: All 5 Update screens: **SCHOOL DATA, SECTION I, SECTION II, SECTION III, and SECTION IV**

Edit: In order for data to be saved, the user must first click the Submit button

Cause: Data is entered on a page after which the user clicks a page tab instead of the Submit button

Solution: The user can choose to cancel the action or to go to the new page and lose any changes entered



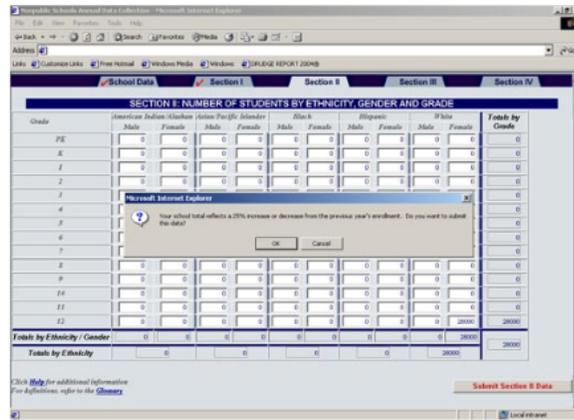
Pop-Up Decision 2: 25% Increase/Decrease in School Population

Screen: Update **SECTION II** Data

Edit: Sites should have no more or less than a 25% change in attendance from year to year

Cause: The total population of the site entered is 25% larger or smaller from the previous year

Solution: Once asked to confirm the numbers, the data is submitted.



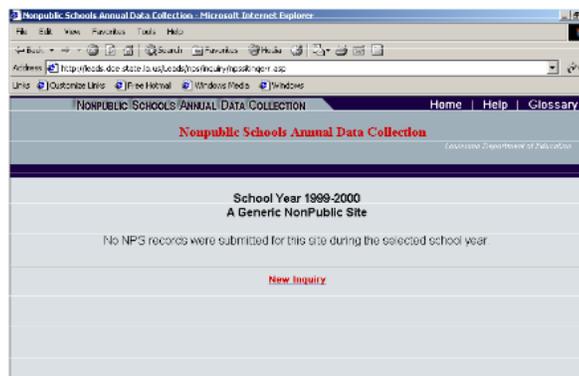
Error Screen 1: No NPS Records found for Inquiry

Screen: NPS Inquiry Selection Screen

Edit: Data must exist on the NPS tables for the given School Year and Site

Cause: Data not found using the criteria entered

Solution: Click the *New Inquiry* link and enter new criteria



Error Pop-Up Message 1: Blank Fields

Screens: Update **SECTION IV** Data

Edit: A field on this page cannot be left blank

Cause: One or more fields was left blank when the form was submitted

Solution: Select an answer and resubmit

