Nonpublic Data System (NPDS) Navigation Instructions and Technical Assistance Videos

Issue Date: February 24, 2015 **Revised:** February 2022
Key Words: Nonpublic School Services

Summary: Technical assistance videos and instructions for navigating the Nonpublic Data System (NPDS)

The Nonpublic Data System (NPDS) is a Web-based system for collecting data necessary for nonpublic school student participation in *the Every Student Succeeds Act (ESSA)* and *Individuals with Disabilities Education Improvement Act* (IDEIA).

There are four steps to completing NPDS for federal reporting:

1. Nonprofit nonpublic schools enter the enrollment for economically disadvantaged, English learners, immigrant, and eligible children with disabilities;
2. Public school districts engage in consultation with the nonpublic schools;
3. Nonpublic schools indicate the programs in which they intend to participate; and
4. Nonpublic *and* public school districts finalize the Participation Form by confirming programs in which they intend to participate.

Nonpublic and public school users must confirm enrollment and participation data by **Friday, May 6, 2022.** Please note, this is a system close deadline. Public districts should set earlier deadlines for the entry of nonpublic data so there is time for the verification process. Public districts should engage in the consultation process when the system opens to ensure all forms are completed by the May 6 deadline.

To help with understanding how to navigate the system, please refer to this series of technical assistance videos available on YouTube here. These videos have not been updated to reflect enhancements in the system since 2015. However, the basic functionality of system is the same.

System Access:

There are two types of users who will have access to NPDS: 1) nonpublic school users; and 2) public district users. Nonpublic school users (including diocese users) in one of the following roles in the Ohio Educational Directory System (OEDS) will be granted automatic access to NPDS:

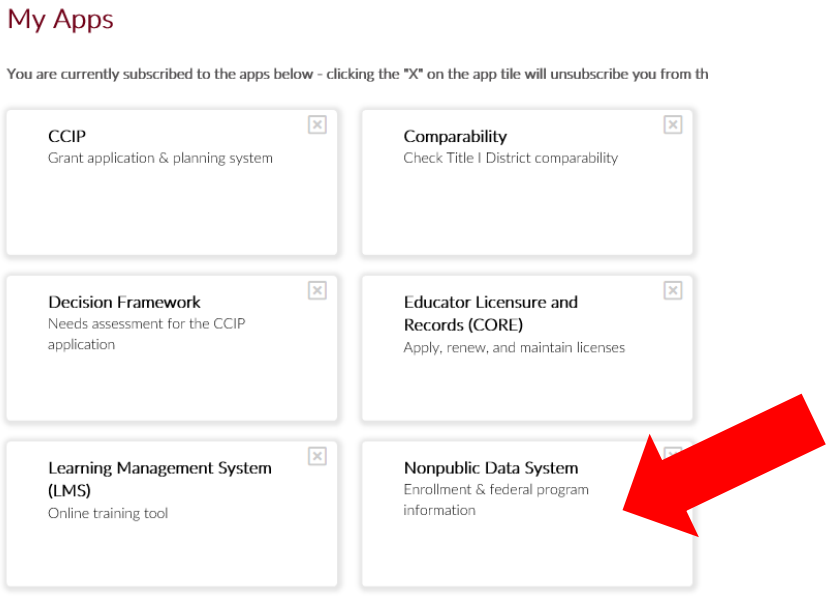
- Principal;
- Supervisor – Auxiliary Services/Nonpublic Programs;
- Data Entry – Nonpublic Program; or
- Signer – Nonpublic Program.

Diocese users who are associated with the diocese IRN will have access to all schools in the diocese, whereas diocese users only associated with school IRNs will have access to those schools only.

Public district users associated with one of the following roles in OEDS will be given access to NPDS:

- Superintendent;
- Coordinator – Title I Programs;
- Director – Title I Programs;
- Supervisor – Title I Programs;
- Treasurer; or
- NPDS Data Entry.

To gain entry to NPDS, you must be assigned one of these roles in OEDS and must log in to the NPDS website using their OH|ID portal account.

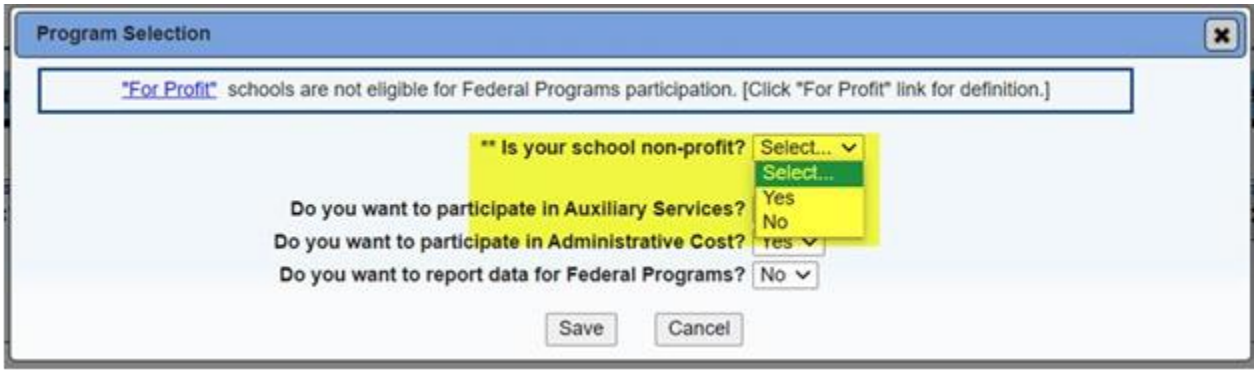


If you need assistance or have questions not addressed in these instructions, please contact the Ohio Department of Education's Office of Federal Programs at (614) 466-5203. Specific instructions for nonpublic and public users are provided below.

Nonpublic users:

Program Selection

The first step is to identify the nonpublic school's non-profit status. On the *Program Selection* tab, the nonpublic user will answer the prompt "Is your school non-profit?" Only non-profit nonpublic schools are eligible to participate in federal programs. If you are unsure about the definition of a "For Profit" school, there is a *Help Link* with a definition. Public districts may ask for documentation of your non-profit status for their compliance documentation.

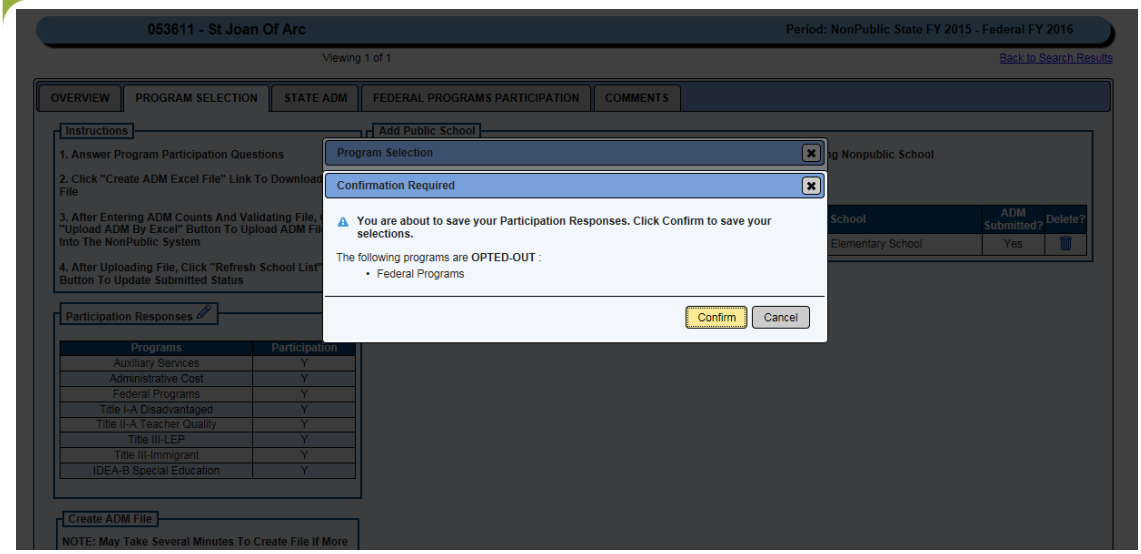


The next step in the process for the nonpublic user is to select the programs in which he/she wishes the school to participate.

- Opt Out – this is the default status. If a nonpublic user does not enter the system and select participation, the nonpublic school will be displayed as Opt Out.

If you do not wish your nonpublic to participate in any federal entitlement programs with any public districts, you can opt out by accessing the NPDS system and clicking the *Details* button. Next, click the *Program Selection* tab. On the left side of the screen, below the Instructions for Uploading Federal ADM, you will find Participation Responses. The Participation Responses initial selections are made when the first nonpublic user logs in to the system in the Intent to Participate questionnaire.

To edit these responses, click on the blue pencil and make the changes. Clicking *No* to Federal Programs will enable the nonpublic building to opt out of all federal programs. A pop-up message will confirm opt out.



- Participation in Title Programs

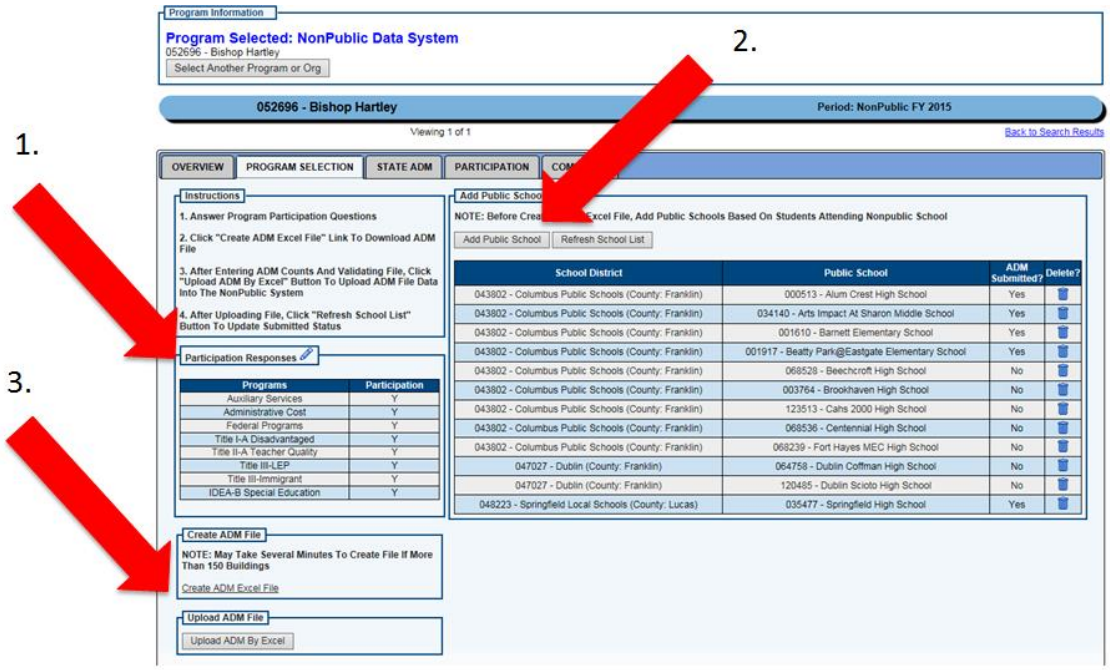
If you select *Yes* to report data for federal programs, you will have the option for your nonpublic to participate in each of the five Title programs: Title I, Title II-A, Title III Immigrant, Title III English Learners, Title IV Student Support Services, and IDEA. Clicking the blue pencil will open the edit tool that will enable changes to Participation Responses (see #1 below).

Nonpublic users will have the option to import the list of schools used in the prior fiscal year. The nonpublic would then remove schools that are no longer needed and add schools for which you would like to report data. These are the public buildings that the students of your nonpublic school would be attending.

Click the button that says *Add Public School*. From the drop-down menu, choose the Public District. Notice the district name, IRN and county are listed. This will help ensure the correct district has been selected. A list of buildings associated with that public district will appear. Check the boxes to indicate the schools for which you will report data. You may choose as many public districts/schools as needed (see #2 below).

If you need to remove a public building, click the trash can icon on the right side of the row.

Once all public buildings have been selected, click *Create ADM Excel File*. This will create the Excel spreadsheet in which the nonpublic will enter the data (see #3 below).



Once the spreadsheet has been downloaded, open it and save to your computer.

To begin entering data, click *Enable Editing* in the Excel file. **Please note, the agency standard for Excel is Excel 2007. If you have an older version, please contact the Office of Federal Programs at 614-466-4161 for options.

Note that the enrollment data being collected is a little different than in past years. Eligible students with disabilities, along with English learner, English learner immigrant, immigrant, non-English learner, migrant and out-of-state enrollment type will be collected at the District level.

- Information for Private Schools with Children with Disabilities Enrolled by their Parents in the School

A nonpublic school must report in the NPDS the number of students with disabilities enrolled by their parents in the private school. That number must be verified in the NPDS by the school district in which the nonpublic school is located. The school district may or may not be the district of residence of the student.

This means ***all*** parentally placed students at the nonpublic school who have been identified as having disabilities (through Evaluation Team Reports) as of the previous October 31 must be included in the Nonpublic Data System report. The Evaluation Team Report must be current. This count of all parentally placed students with disabilities in the private school includes students participating in the Autism Scholarship and John Peterson Scholarship programs, resident and nonresident students, and identified students who are not receiving services.

The following are collected at the building level:

1.) low-income data (as of Oct. count week).

The Elementary and Secondary Education Act (ESEA) requires the public district to determine an accurate count of children from low-income families who attend public and private schools and live in participating Title I public school attendance areas in order to allocate the proportional share of Title I funds. The most common way to identify low-income status for nonpublic schools are the forms from the National School Lunch Program. If the school participates in this program, they'll have forms that have been completed by parents for free or reduced-price lunch. Many nonpublic schools do not participate in this program. For these schools, the Ohio Household Income verification form may be used. The federal guidance allows a few other methods to determine an accurate count of low-income students. For more information please refer to question B-11 in the Title I, Part A Nonregulatory Guidance.

In NPDS, the nonpublic school reports the number of "Free Lunch or Equivalent," and "Reduced Lunch or Equivalent" students for each grade level by public school building of residence. Then, the public district verifies the low-income counts provided by the nonpublic schools. If the public district has concerns about the accuracy of the data, it's important that the nonpublic school and the public district work in consultation to ensure accurate data is provided in the NPDS participation tab. Ultimately, it falls on the public district to ensure that data is accurate. If a public district believes the nonpublic school needs to use an alternate method to determine accurate low-income counts, it should ensure that the method used is not administratively burdensome for the nonpublic school.

***Please note that because of the pandemic, all children in nonpublic schools that participate in the national school lunch program may have been receiving free lunch this year. This does not mean the nonpublic school can report all their students as free lunch. They must still report actual student low-income counts.

In the *Create ADM Excel File* spreadsheet, the nonpublic school will report its enrollment, Free Lunch or Equivalent and Free and Reduced Price Lunch or Equivalent numbers as seen below:

DISTRICT 043562

Bedford City (043562) Total for Nonpublic School [Blessed Sacrament]

District Enrollment Type	Count
Eligible Students with Disabilities	0
English Learners	0
EL,Immigrant	0
Immigrant,Non-EL	0
Migrant	0

BUILDING 005041

Carylwood Intermediate School (005041); Grade Levels = 4-6

Building Enrollment Type	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
Total Enrollment	0	0	0	0	0	0	0	0	0	0	0	0	0	
Free Lunch Or Equivalent	0	0	0	0	0	0	0	0	0	0	0	0	0	
Reduced Price Lunch Or Equivalent	0	0	0	0	0	0	0	0	0	0	0	0	0	

BUILDING 005561

Central Primary School (005561); Grade Levels = K-3

Building Enrollment Type	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
Total Enrollment	0	0	0	0	0	0	0	0	0	0	0	0	0	
Free Lunch Or Equivalent	0	0	0	0	0	0	0	0	0	0	0	0	0	
Reduced Price Lunch Or Equivalent	0	0	0	0	0	0	0	0	0	0	0	0	0	

BUILDING 007070

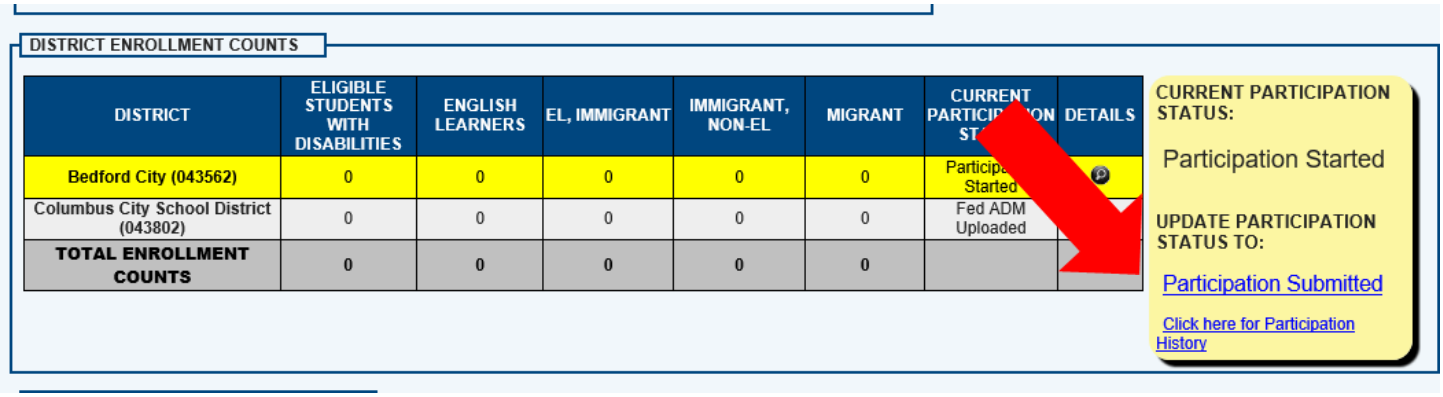
Once the data has been entered into the Excel spreadsheet, save this file to your computer and then upload the spreadsheet to NPDS by clicking *Upload ADM By Excel* at the bottom left-hand side of your screen. A pop-up will prompt you to browse your computer for the ADM file that was just saved. Select the file and click the *Upload ADM File* button.

Once the spreadsheet has been uploaded, the data may be edited on the screen. To edit the uploaded data, click on the blue pencil. This will open the data field to make necessary changes.

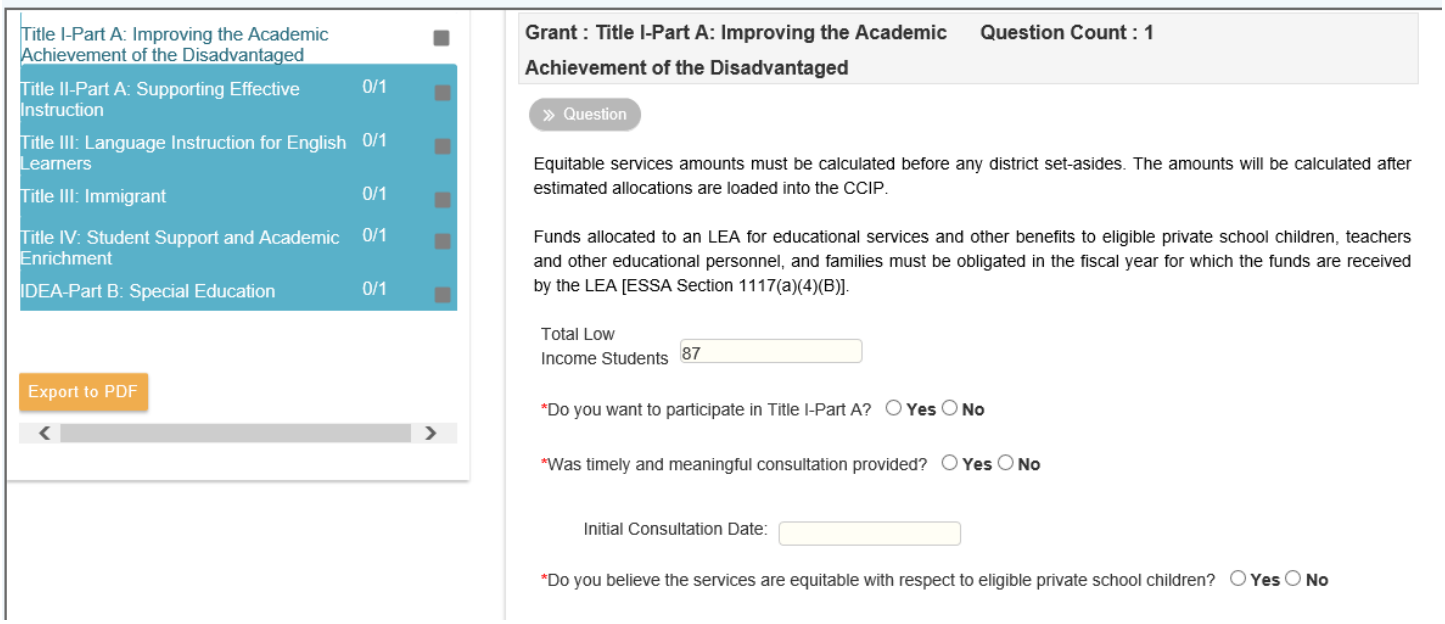
Additional information can be found on the Documents tab.

- Participation Forms – Nonpublic User

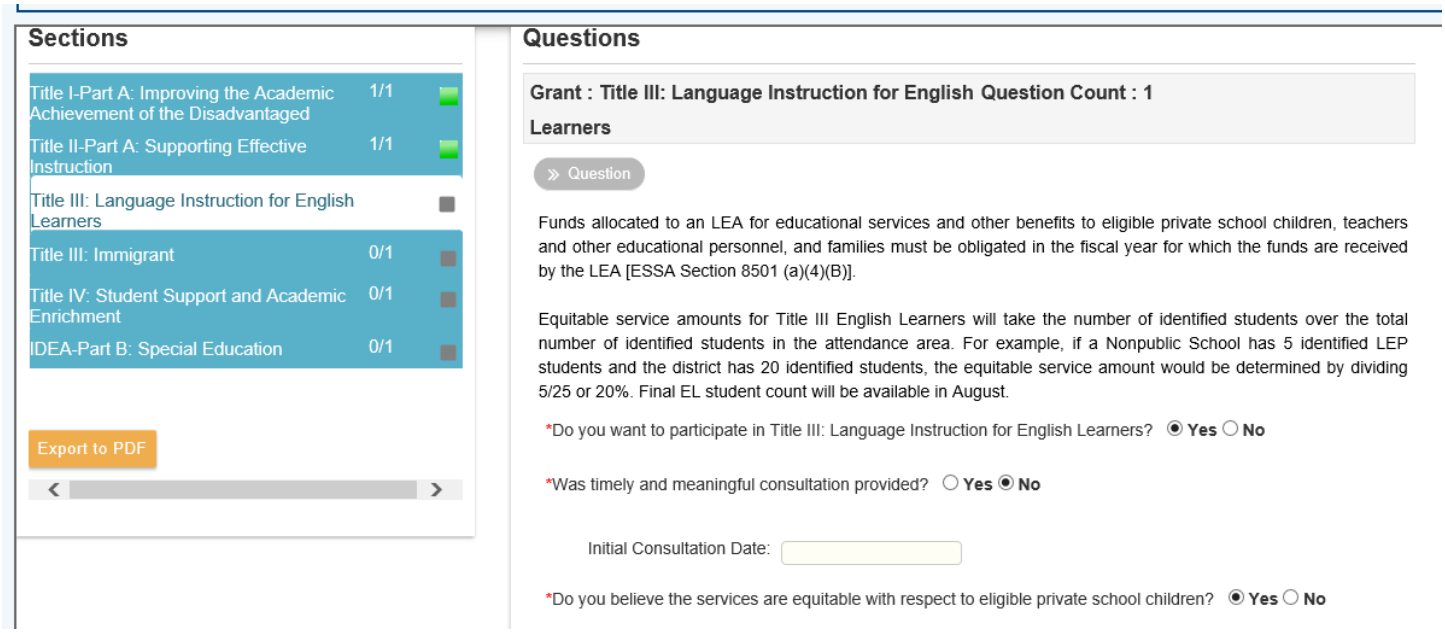
Important to note: In the Nonpublic Data System, the nonpublic principal or designee is responsible for starting the participation process and completing the first five steps. The nonpublic principal or designee will enter enrollment data by uploading the spreadsheet, as noted in the previous section. He or she will click Participation Started in the yellow box on the right side of the Participation tab. The nonpublic principal or designee will move the Participation Form through the process to the status of *Nonpublic Approved*. The first five steps of this process are solely the responsibility of the nonpublic school users; however, consultation with the public district will be ongoing.



Click on the *Federal Programs Participation* tab. The federal grant programs are listed on the tabs to the left, below the report count data. Click the grant to expand the Participation Form and display data. Some of this data is system-generated and some of the data is entered by you, the nonpublic building principal or designee.

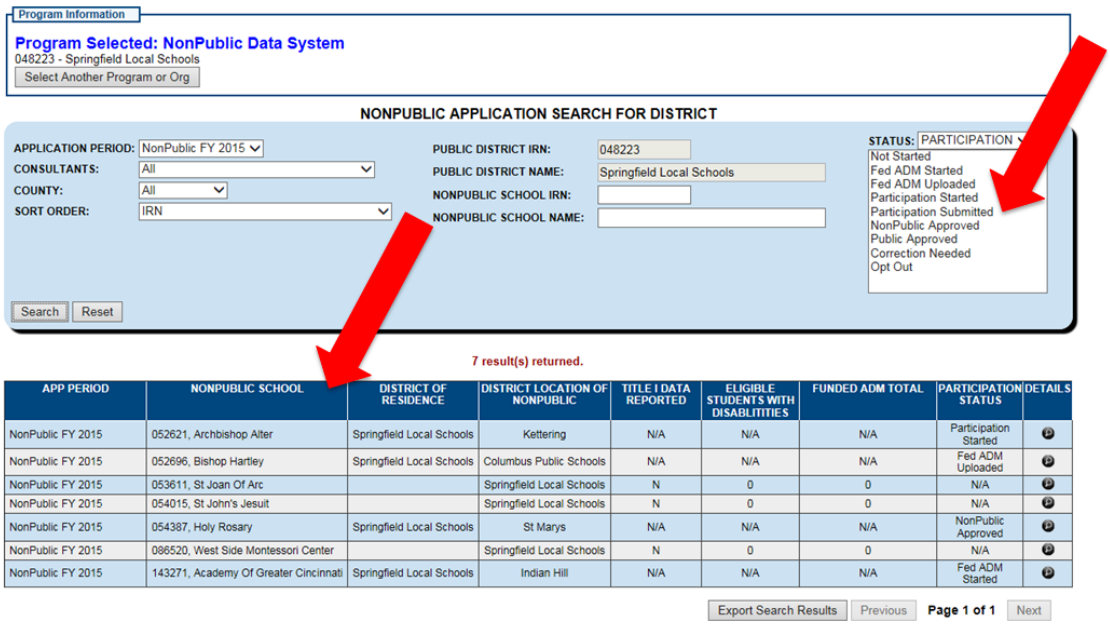


Click on each tab to answer the questions regarding equitable services. Responses to the following are mandatory: “Do you wish to participate…?” “Was timely and meaningful consultation provided?” and “Do you believe services are equitable with respect to eligible private school children?” Once you have answered all the questions, click SAVE. A green square will appear, indicating all questions have been answered for this tab. Click Next to go to the next Title program. Repeat this process until all icons are green squares. Once all icons are green squares, click the COMPLETE button. At this time, you may change the status to *Nonpublic Approved*.

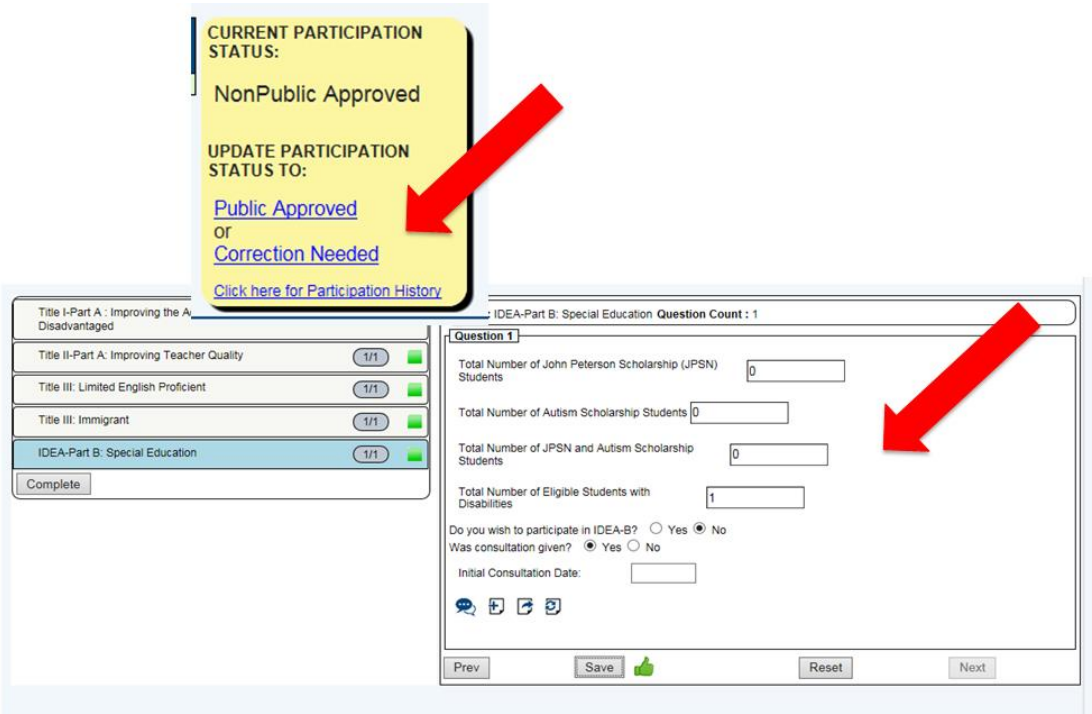


- Participation Forms – Public User

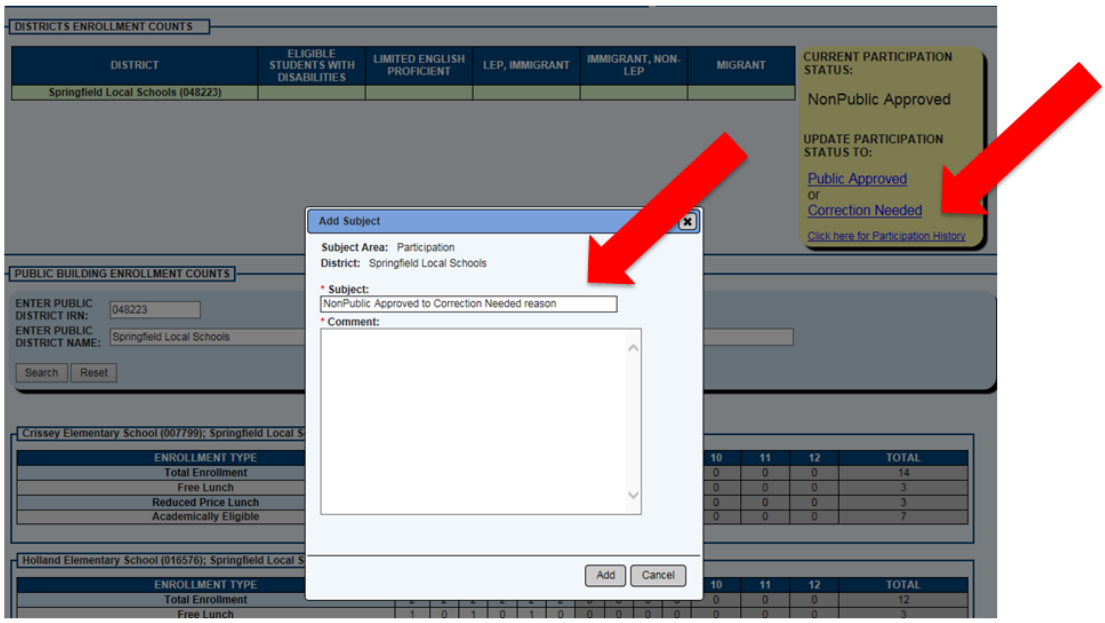
The public district will search by Nonpublic Approved to find the list of Participation Forms awaiting approval.



Click on the details and then select the *Federal Programs Participation* tab. Verify the information in the Participation Form. If it is correct, change the status to *Public Approved*.



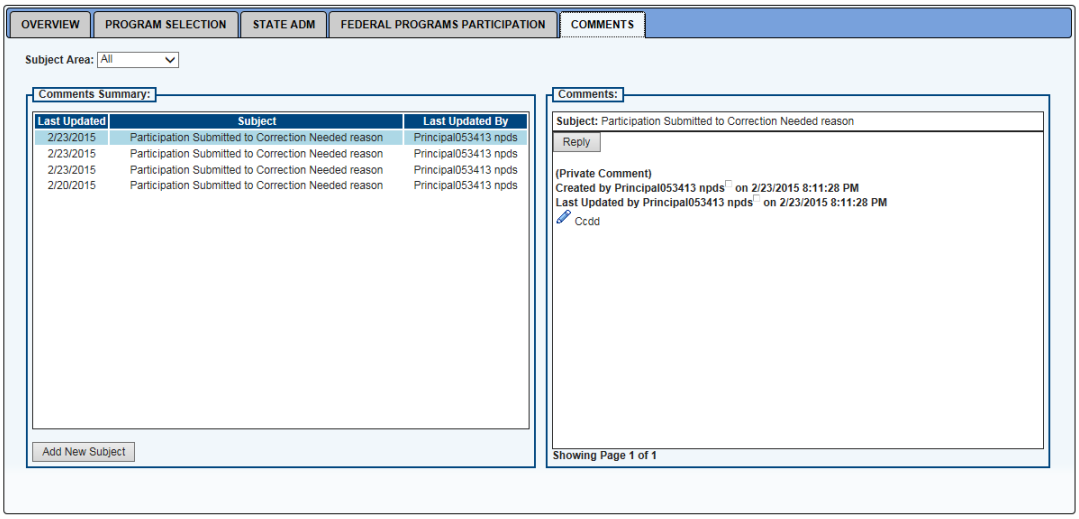
If a correction is needed, click the *Correction Needed* link. A text box will prompt you to enter the reason for the Correction Needed status. Please be very clear in the reasons so the issue may be resolved quickly. Click the button that says ADD when you have finished your comment.



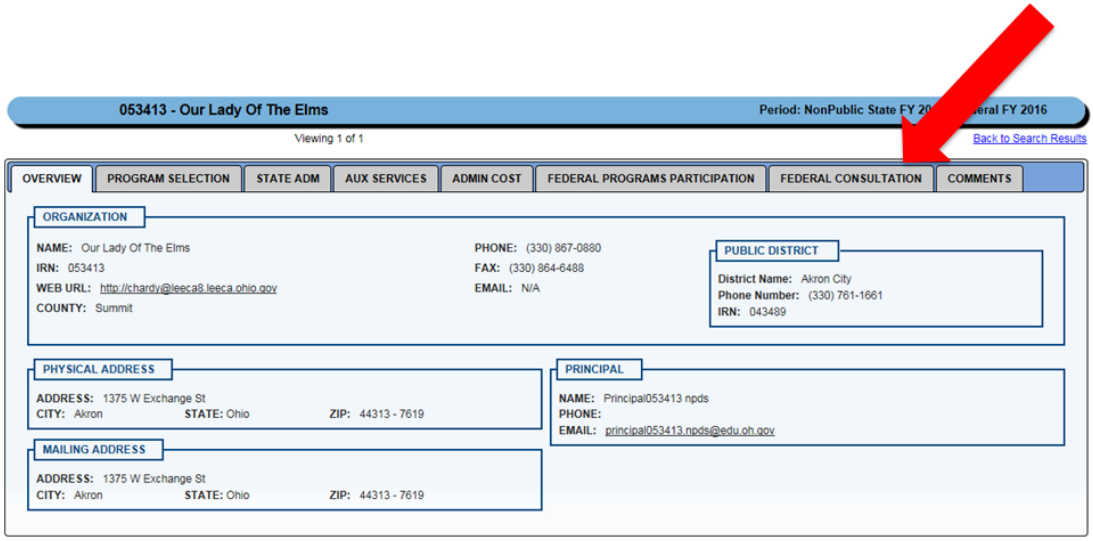
As mentioned above, the Elementary and Secondary Education Act (ESEA) requires the public district to determine an accurate count of children from low-income families who attend public and private schools and live in participating Title I public school attendance areas in order to allocate the proportional share of Title I funds. The public district should verify the low-income counts provided by the nonpublic schools. If the public district has concerns about the accuracy of the data, it's important that the nonpublic school and the public district work in consultation to ensure accurate data is provided in the NPDS participation tab. Ultimately, it falls on the public district to ensure that data is accurate. If a public district believes the nonpublic school needs to use an alternate method to determine accurate low-income counts, it should ensure that the method used is not administratively burdensome for the nonpublic school.

To view the Participation History, click the link that says *Click Here for Participation History*.

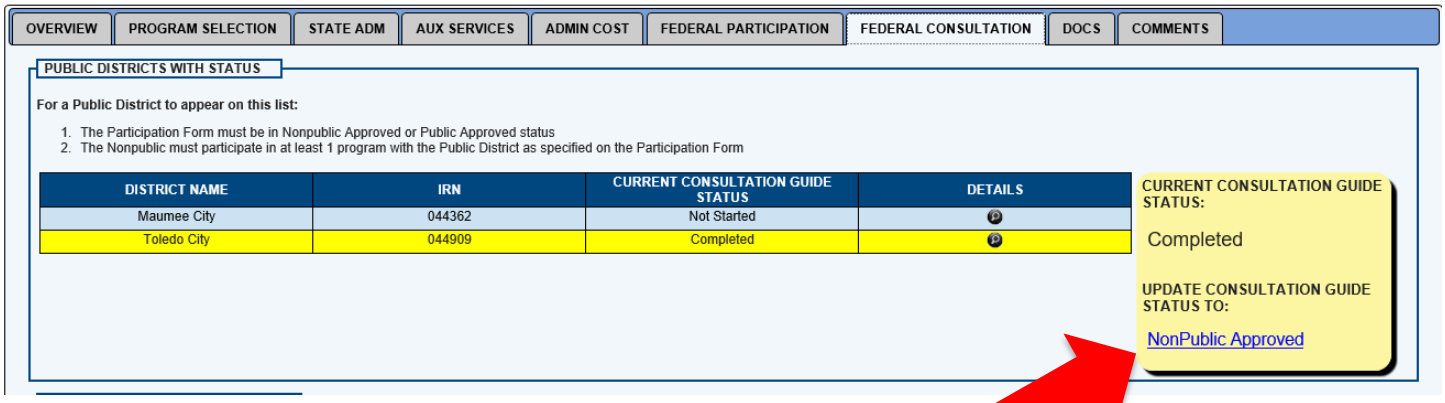
The Comments Log tab may be used to record any comments.



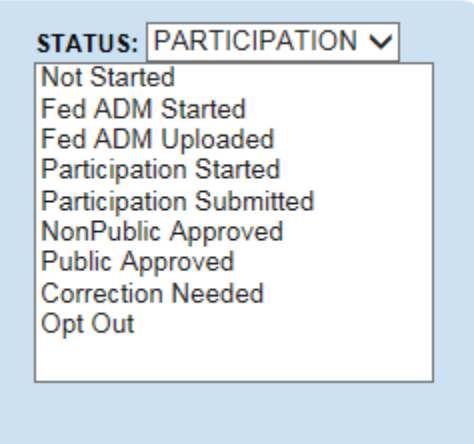
Clicking on the *Federal Consultation* tab will open the Consultation Guide.



Nonpublic Principals now will be required to sign off on the Consultation Guide. They will mark it Nonpublic Approved.



Quick Reference



Not Started: The process has not been started by the nonpublic principal or designee.

Federal ADM Started: The nonpublic principal or designee has started the process of adding public schools and enrollment information. The enrollment spreadsheet has been created.

Federal Enrollment Uploaded: The nonpublic principal or designee has entered enrollment data by uploading the spreadsheet.

Participation Started: The nonpublic principal or designee has started answering the questions on the Participation Form.

Participation Submitted: The nonpublic principal or designee has marked the Participation Form complete.

Nonpublic Approved: The nonpublic principal has changed the status to *Nonpublic Approved* verifying the data and completion of the Participation Form.

The first five steps of this process are solely the responsibility of the nonpublic school; however, consultation with the public district will be ongoing.

Public Approved: The public district will review the Participation Form, verify the data and change the status to *Public Approved*, indicating consultation has occurred and the public district approves the form.

Correction Needed: If at any point throughout the process the Participation Form needs to be returned to the nonpublic principal or designee, the *Correction Needed* status may be used. A text box will prompt the user to specifically explain the correction that is needed.

Quick Reference Definitions

Free and Reduced Lunch
Eligible free and reduced lunch students refer to district-of-residence students who qualify for free and reduced-price meals, if the nonpublic school is on the National School Lunch Program. If not on the lunch program, the nonpublic school can report low-income students using the Student Income Form available under the User Manuals and Forms menu in NPDS. Reference the Consultation Guide for optional methods to determine free/reduced lunch status of families. The low-income counts reported by nonpublic schools are verified by the public district and should be accurate with the public district to determine the proportional share of Title I funds.

Eligible Students with Disabilities
Eligible students with disabilities are students who have been evaluated by the public district and found eligible for special education and related services.

The total nonpublic students with disabilities student count includes those who attend a nonpublic school in the district's attendance area who are eligible for special education services with (served) or without (unserved) IEPs/ISPs.

The nonpublic students with disabilities count who are "Eligible" on October 31 are used for this NPDS data report.

English Learners
English learners refers to students whose home/native language is not English and whose level of proficiency in English (listening, speaking, reading and/or writing) is such that they are not able to effectively participate in classrooms where English is the language of instruction.

English learners are identified through a formal English language proficiency assessment.

English Learner and Immigrant Students: 20 USC § 7801(20)
Eligible students who are English learners and immigrant meet the following criteria:

- Immigrant students (not including foreign exchange students) are those students who
  - Are age 3 through 21
  - Were not born in any state (of the United States)
  - Have not been attending one or more schools in any one or more states for more than three full academic years.
- English learners refers to students whose home/native language is not English and whose level of proficiency in English (listening, speaking, reading and/or writing) is such that they are not able to effectively participate in classrooms where English is the language of instruction.

English learners are identified through a formal English language proficiency assessment.

Migrantory child: 34 CFR § 200.81
A child is a "migratory child" if all the following conditions are met:

(1)The child is not older than 21 years of age; and
(2)(a) The child is entitled to a free public education (through grade 12) under State law, or (b) The child is not yet at a grade level at which the LEA provides a free public education, and
(3) The child made a qualifying move in the preceding 36 months as a migratory agricultural worker or a migratory fisher, or did so with, or to join a parent/guardian or spouse who is a migratory agricultural worker or a migratory fisher; and
(4) With regard to the qualifying move identified in paragraph 3, above, the child moved due to economic necessity from one residence to another residence, and—(a) From one school district to another; or (b) In a State that is comprised of a single school district, has moved from one administrative area to another within such district; or (c) Resides in a school district of more than 15,000 square miles and migrates a distance of 20 miles or more to a temporary residence.

***Immigrant, Non-English Learners:**
Students who are immigrants but not English learners.

***Immigrant Disclaimer:**
The public district must have an immigrant student count of 30 (including nonpublic count) and a 5 percent increase in the number of immigrant students over the average of the previous two years in order to be eligible for the Title III-Immigrant allocation.