

# Private School Affidavit Fall 2006

(covers the period October 1, 2006 through September 30, 2007)

Click on the "Submit Form" button at the bottom of the form to submit the form to the California Department of Education (CDE). An asterisk ("\*") denotes fields required to submit the form. You must complete the entire form during this browser session.

Please [e-mail CDE](#) if you have questions about this form.

## Statutory Notices \*

(Check the boxes below to acknowledge your understanding of each Notice.)

- 1. All Private School Affidavits are public documents viewable by the public.
- 2. The Private School Affidavit is for persons, firms, associations, partnerships, or corporations offering or conducting **full-time day school** at the elementary or high school level for students between the ages of six and eighteen years of age. (Note: Preschools should contact the Community Care Licensing Division (CCLD) of the California Department of Social Services. Contact CCLD at 916-229-4530 or [http://cclld.ca.gov/ChildCareL\\_1728.htm](http://cclld.ca.gov/ChildCareL_1728.htm).)
- 3. The Affidavit is not a license or authorization to operate a private school.
- 4. Filing does not grant state approval, recognition, or endorsement. Filing of this affidavit shall not be interpreted to mean, and it shall be unlawful for any school to expressly or impliedly represent by any means whatsoever, that the State of California, the Superintendent of Public Instruction, the State Board of Education, the State Department of Education, or any division or bureau of the Department, or any accrediting agency has made any evaluation, recognition, approval, or endorsement of the school or course unless this is an actual fact (see [Education Code Section 33190](#)).

File  
between  
Oct. 1  
and 15<sup>th</sup>.  
No  
sooner!

Check  
all four  
of these

Once you  
file, you do  
not need to  
submit any  
changes  
such as  
address  
change

## School Information

5. From <u>Education Code Section 48222</u> : This is "... a private full-time...school...[that]...offer[s] instruction in the several branches of study required to be taught in public schools of the state,...[that offers this] instruction...in English [, and that keeps]...attendance [recorded]"	<b>5. Yes</b>
6. Is this a new school? *	<b>6. Yes or No.</b>
7. Have you submitted an application or renewal for certification as a nonpublic, nonsectarian school (NPS) to the Special Education Division of the California Department of Education? *	<b>7. No</b>
8. County in which school is located *	<b>8. Your county</b>
9. Public school district in which school is located *	<b>9. name of your public school district, usually <i>something</i> Unified</b>
10. If your school was previously assigned a CDS code, please enter it.	<b>10. Schools with less than 6 students do not have a code. Enter nothing. Notice no asterix = not required</b>
11. Name of School *	<b>11. Create a name for you school.</b>
12. Street Address (P.O. Box is not acceptable) *	<b>12. and 13. Your home address.</b>
13. City *	
14. Mailing Address (if different)	<b>14. and 15. Your mailing address if different from home address.</b>
15. Mailing City	
16. School Telephone Number *	<b>16. Your home phone number or a cell.</b>
17. Site Administrator *	<b>17. and 18. Your name and your title such as Director, Principal, Dean, Head Mistress...</b>
18. Site Administrator Title *	
19. School E-mail Address	<b>19. and 20. Not required, but enter if you like.</b>
20. Optional E-mail Address	
21. Type of School *	<b>21. Coeducational. You may specify for one gender or another, but doing so gives them more information than they have requested.</b>
23. Grades Offered *	<b>23. 1<sup>st</sup> through 12<sup>th</sup>. Do not include kindergarten.</b>
24. High School Diploma Offered *	<b>24. Yes</b>
25. Former name of school (if any)	<b>25. If you have chosen a new school name, list the old name here.</b>
26. Former public school district (if any)	<b>26. If your school has moved to a new district, list the old district here.</b>

## Classification of School \*

27. Classification of school

27. You may state that you are a religious school if you choose, but once again, that is giving more information than they have requested. If you do state a religious school, do not claim your school is a part of any organized religious group without the consent of that group.

## Statistical Information

Sample

28. Range of students' ages \*  
(Youngest may be no younger than 4 years and 9 months)

28. You may state 5 through 18. If you have one child who is 9, you could state 9-9, but they are not asking for such specific information.

29. Enrollment on a single date **October 1-15, 2006** \*

(NOTE: If you identified yourself as a certified nonpublic nonsectarian school (NPS) in number 6, please list only your privately funded students.)

29. Leave all grade boxes blank, and mark the number of ungraded elementary and ungraded secondary students you have in the appropriate boxes. You may mark the number of children you have in each grade, but you will be providing more information than they require. If you choose to do this, Leave kindergarten box blank. If you have only one child, every box will read zero except the grade level for your child.

Number of Twelfth Grade Graduates in 2005-2006 School Year \*

Answer the question or mark zero. If you do not do grade levels, or you had a graduate, but they graduated early, you may still choose to mark zero.

30. Number of School Staff \*

Full-time Teachers 1

Part-time Teachers 0

Administrators 1

Other Staff 0

"Other Staff" includes instructional aides, therapists, secretaries, etc.

30. You may list yourself as both the full time teacher and the administrator.

Sample

## Director, if any, and Principal Officer

31. Name *	<b>31 through 35. List your name and title again along with your home or mailing address. Your email address is optional. You only need to list one person.</b>  <b>Ignore 36-40.</b>
32. Position *	
33. Address *	
34. City *	
35. E-mail Address	
36. Name	
37. Position	
38. Address	
39. City	
40. E-mail Address	

## Tax Status of School \*

41. Tax-exempt, nonprofit status under Section 501(c)(3) of the Internal Revenue Code -	<b>Do Not check.</b>
Tax-exempt, nonprofit status under Section 23701d of the California Revenue and Taxation Code -	<b>Do Not check.</b>
Property tax exemption under Section 214 of the California Revenue and Taxation Code -	<b>Do Not check.</b>
None of the above -	<b>Check This One!</b>

## School Records

The attendance records required by *Education Code* Section 48222 and the records of courses of study, names, addresses, and educational qualifications of the faculty, as required by subdivisions (f)(2) and (3) of [Education Code Section 33190](#), are maintained by the person and at the place listed here and are true and accurate.

43. Name of <b>Individual</b> who is Custodian of Records *	<b>43 through 46. Your name and home address. No PO Box. Email is not required.</b>
44. Address * (Location of Records)	
45. City *	
46. E-mail Address	

## Acknowledgements \*

(Check the boxes below to acknowledge your understanding of each statement.)

47-51.

Check All  
Boxes.

- 47. Private school authorities are responsible for initiating contact with the appropriate local authorities (city and/or county) regarding compliance with ordinances governing health, safety and fire standards, business licenses and zoning requirements applicable to private schools.
- 48. When a school ceases operation, every effort should be made to give copies of pupils' permanent records to parents or guardians. If records cannot be given to the parents or guardians, it is recommended that the school's custodian of records retain the records permanently so that former pupils may obtain copies when needed for future education, employment, or other purposes.
- 49. Make a copy of this document for your records and retain for a period of three years.
- 50. Filing an affidavit does not mean that any accrediting agency has made any evaluation, recognition, approval, or endorsement of the school or course.
- 51. This school is in compliance with [California Education Code Section 44237](#) to the extent that it applies.

## Electronic Signature

**By submitting this form and the electronic signature attached hereto, I declare under penalty of perjury and the laws of the State of California that I am the owner or other head of the school, and the information contained herein is true, accurate, and complete.**

I will maintain a hard copy of this complete document, to be produced on demand, for a period of **three** years.

Name of Person Preparing Form	
Title	<b>Your name, title and telephone number</b>
Telephone Number	
Electronic Signature - Birth Month	<b>Your birth month and day.</b>
Electronic Signature - Birthday	
Electronic Signature - Question	<b>Choose from a question such as "what is your favorite color?" and type in your answer.</b>
Electronic Signature - Answer	