

Free/Reduced-Price Meal Eligibility

Enrolled: Indicate the total number of students enrolled in your school who meet the income eligibility requirements of the free/reduced-price meal program. If your school does not provide a meal program, refer to the directions for soliciting income eligibility information on Page 4 of this form.

Total Free Meals: _____ Total Reduced-Price Meals: _____

F-1 Visa Students Free Meals: _____ (subset of free meals) F-1 Visa Students Reduced-Price Meals: _____ (subset of reduced-price meals)

Residents: Of the total number of students eligible for free/reduced-price meals, indicate the number of students who reside within boundaries of the public school district in which your school is located: Free Meals: _____ Reduced-Price Meals: _____

English learner (EL) Enrollment

Report the number of EL students enrolled in your school on October 1 of the current school year. See EL eligibility information on Page 4 of this form.

Total EL Students: _____ F-1 Visa EL Students: _____ (subset of EL students)

Immigrant Children and Youth Enrollment

Report the number of immigrant children and youth enrolled in your school any time during the month of February of the previous school year. See immigrant eligibility information on Page 5 of this form. Total: _____ F-1 Visa Immigrant Children/Youth Enrolled: _____ (subset of total immigrants)

Number of School Personnel

Staff Category (Do not change grade ranges indicated)		Full-Time	Part-Time	Full-Time Equivalent
Instructional Staff	Kindergarten			
	Elementary (Grades 1-6)			
	Secondary (Grades 7-12)			
Administrative Staff				

Verification of Data

I hereby verify that the above data is true and correct to the best of my belief and knowledge.

Name of Administrator (Print or Type): _____ Date: _____

Signature: _____ Title of Signer: _____

Completion Instructions—Nonpublic Fall Report (ED-00027)

For questions not covered by the following instructions, please contact [Michelle Carey](mailto:michelle.carey@state.mn.us) (michelle.carey@state.mn.us), 651-582-8287, or write to the address given on the front of this report. Schools enrolling only preschool-age students need complete the Identification section only. Mark the enrollment section as **not applicable** and return to the address indicated on the front of this report.

You may either email the completed form to mde.funding@state.mn.us or mail the original to the following address. It is not necessary to both email and mail a hard copy.

Minnesota Department of Education
Division of School Finance
1500 Hwy 36 W
Roseville, MN 55112

Please be sure to retain a copy for your records and send a copy to your local public school district superintendent.

Identification Information

Your school name and address has been printed on the report. Please correct it if it is wrong.

Your school number has also been printed on the report. Please ignore this number, as it is used for **state purposes only**.

Please complete the following:

1. Your school's telephone number, fax number (if applicable) and email or website address.
2. Review the name and number of the public school district in which your school is located. If it is incorrect, please insert the correct information.
3. Review the name of the county in which your school is located. If it is incorrect, please insert the correct information.
4. Your school's accreditation status. Indicate "Yes" or "No" and your accrediting agency. If you are in the process of being accredited check the "In Process" box.

Accreditation acronyms:

- AACCS: American Association of Christian Schools
- AASDA: Seventh Day Adventist
- ACSI: Association of Christian Schools International
- ACTS: Association of Christian Teachers and Schools
- Cognia: formerly AdvancED
- CSI: Christian Schools International
- HBEAA: Home Based Educators Accrediting Association, Inc.
- ICAA: International Christian Accrediting Association
- ISACS: Independent School Association of the Central States

- MNSAA: Minnesota Nonpublic School Accrediting Association
- NLSA: National Lutheran School Accreditation, Missouri Synod
- WELSSA: Wisconsin Evangelical Lutheran Synod School Accreditation.

Fall Enrollment by Student Grade Level

Do not report prekindergarten (pre-K) students. Schools enrolling only preschool age students need complete the Identification section only. Mark the enrollment section as **not applicable** and return to the address indicated on the front of this report.

Do not report any homeschool students who may be served on a part-time basis. Only include those students who are considered to be enrolled in your school.

Please provide the total number of students by grade level who are enrolled in your school as of October 1, 2020. Also include those students who are enrolled in your school on October 1 and are residents of another state. Include students enrolled under student or cultural exchange visas.

Report all students in a grade level. For reporting purposes, place ungraded students in a grade level according to their age at the beginning of the school year. A table is given on the front of this report for your convenience.

Of the number of students reported as enrolled by grade above, report the number of them who are enrolled under an F-1 visa.

Report the number of male high school graduates for the 2019-20 school year and the number of female high school graduates for the 2019-20 school year. (This is last school year's graduates, not the totals in the current student body.)

Free/Reduced-Price Meal Eligibility

In this section, report separately those students, in kindergarten through grade 12, who meet the income criteria for free meals and those who meet the criteria for reduced-priced meals. Include: 1) nonpublic school students who have an application on file and processed by your school prior to submission of this form and who were enrolled in your school as of October 1, and 2) nonpublic school students receiving a meal at a public school site. This information must be solicited during the current school year (2020-21) and reflect the income eligibility criteria for that year. If your school does not provide a meal program, you may use the first page of the [Application for Educational Benefits](https://education.mn.gov/MDE/dse/FNS/SNP/proc/App/) form (https://education.mn.gov/MDE/dse/FNS/SNP/proc/App/), or an [alternative form](https://education.mn.gov/MDE/dse/schfin/Non/) (https://education.mn.gov/MDE/dse/schfin/Non/) to solicit this information.

The free and reduced-price meal information will be used for the distribution of Title I, II, special education funds and eligibility for the Loan Forgiveness Program. The Loan Forgiveness Program is important to teachers who can have a portion of their school loan forgiven if they are teaching in an area that meets federal poverty guidelines.

Enrolled: Report the total number of kindergarten through grade 12 students enrolled in the school who meet the income eligibility guidelines of the free or reduced-price meal program.

F-1: Of the total number of kindergarten through grade 12 students reported as eligible for the free or reduced-price meal program, indicate the number who are enrolled under an F-1 visa. These figures are a subset of the total number reported as eligible for the free or reduced-price meal program above. The F1 is a nonimmigrant visa for those wishing to study full-time in the U.S. When an F1 is accepted the school signs an I-20.

Residents: Of the total number of kindergarten through grade 12 students enrolled, report the number of students who reside within the boundaries of the public school district in which your school is located and who meet the income eligibility guidelines of the free and reduced-price meal program.

English learner (EL) Enrollment

Report the number of EL students enrolled in your school as of October 1. EL students are identified on the basis of the home language **and** developmentally appropriate assessments. Nonpublic schools must establish a consistent and reasonable process for identifying EL students but are not required to use exactly the same assessments as the public school district. This entails using appropriate procedures and English language proficiency assessments to assess the ability of students whose first language is not English. Residency of the nonpublic school student within the public school attendance area is not a factor.

Also report the number of EL students who are enrolled with an F-1 visa. This is a subset of the total number of EL students reported.

Immigrant Children and Youth

Report the number of immigrant children and youth meeting the definition of an immigrant child and enrolled in your school in the month of February of the previous school year. Immigrant students may or may not be limited English proficient. An immigrant student is defined as a student who:

1. Is aged 3 through 21.
2. Was not born in any state or U.S. territory.
3. Has not been attending one or more schools in any one or more states for more than three full academic years.
4. Was enrolled any time in the month of February of the previous school year.

Immigrant students include foreign exchange students and students who accompany their families on international business and diplomatic missions, if they meet the definition of immigrant student. This section of the report can include children enrolled in the prekindergarten program.

Also report the number of immigrant children and youth enrolled in your school in the month of February of the previous school year with an F-1 visa. This is a subset of the total number of immigrant children and youth reported above.

Number of School Personnel

Report the number of full-time, part-time, and full-time equivalent employed staff for the given categories. Do not change the grades indicated as they are in statute and need to be reported as such. If your grades do not align do your best to estimate. Exclude volunteers and staff who teach only prekindergarten. The numbers of

full-time and part-time staff are “head” counts. Full-time equivalent (FTE) is the ratio of the number of hours a staff person works to the number of hours a full-time staff person works. For example:

1. A person working full-time has an FTE of 1.00.
2. A person working half-time has an FTE of 0.50.
3. A person working two hours per day (as compared to a full-time person working six hours per day) has an FTE of 0.33 (two hours divided by six hours).
4. A person who teaches at both the elementary and secondary level would be reported as one staff member on both the elementary and secondary lines in the part-time column. The teacher’s FTE would be calculated based on the portion of the day the person teaches at each level. If the teacher spends exactly half of their time at the elementary and secondary levels, report 0.50 FTE for elementary and 0.50 FTE for secondary.
5. An administrator who also teaches would be reported as one staff member on both the elementary or secondary line under part-time and one part-time administrator. The FTE would be based on the portion of the day the person teaches, with the remainder of the person’s total FTE reported on the administrative staff line.

Instructional Staff

Report the number of individuals who provide direct personnel services which are in the nature of teaching. Include classroom teachers and subject specialists as well as principals who teach. Please use the grades as specified as these are the grades specified in statutes.

Administrators

Include the chief executive officer of the school and any other persons having management responsibility such as the superintendent or director.