

**General Information and Instructions:** The information requested on this report is used for a variety of purposes, many of which will ultimately benefit your school and/or your teachers. Please print or type all entries on this report. Except for the number of high school graduates and immigrant children, all information should be as of **October 1, 2024**. Additional instructions and definitions start on Page 5 of this report. Please make two copies of this completed report. Retain one copy for your files, send one copy to your local public-school district, and **return the original to the above address by November 15, 2024**.

**Identification Information**

School Name: \_\_\_\_\_

School Number: \_\_\_\_\_ County: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

Located in Public School District (Name and Number): \_\_\_\_\_

Are you currently accredited by a Minnesota state-recognized accrediting agency? Yes In Process No

If yes, indicate Minnesota recognized accrediting agency:

AAA AACCS ACSI ACTS Cognia CSI ICAA ISACS MNSAA MSA-CESS NLSA WELSSA

If in process, indicate Minnesota recognized accrediting agency:

AAA AACCS ACSI ACTS Cognia CSI ICAA ISACS MNSAA MSA-CESS NLSA WELSSA

If no, are you accredited by an accrediting agency that is not Minnesota recognized? Yes No

If yes, indicate accrediting agency which is not Minnesota recognized: \_\_\_\_\_

## Fall Enrollment and Free/Reduced-Price Meal Eligibility by Student Grade Level

Fall enrollment is the total number of K-12 students enrolled in your school as of October 1. All students should be reported in a grade. If any students attend ungraded classes, place them in the grade level according to their age at the beginning of the school year, using the table below. Do not report homeschool students. Include students enrolled under student or cultural exchange visas. Include those students who are residents of another state, unless you are an online learning provider. If you only provide online instruction, only include those students who are Minnesota residents.

Indicate the total number of K-12 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 6 of this form.

Age	5	6	7	8	9	10	11	12	13	14	15	16	17
Student <b>grade</b> level equivalent	K	1	2	3	4	5	6	7	8	9	10	11	12

### K-12 Fall Enrollment and Free or Reduced-Price Meal Eligibility by Student Grade Level Table

Row	Fall enrollment by grade level	K	1	2	3	4	5	6	7	8	9	10	11	12	K-12 Total
<b>A</b>	Total number of students enrolled. Include students on an F-1 visa.														
<b>B</b>	Number of students eligible for free or reduced-price meals (FRP-eligible). Include students on an F-1 visa.														
<b>C</b>	Number of students who are FRP-eligible (Row B) and reside in the public school district where the nonpublic school is located. Exclude students on an F-1 visa.														
<b>D</b>	Number of students who are FRP-eligible and reside outside the public school district where the nonpublic school is located (Row B – Row C). Exclude students on an F-1 visa.														
<b>E</b>	Number of F-1 visa students enrolled (subset of Row A). K-12 total only.														
<b>F</b>	Number of F-1 visa students eligible for free or reduced-price meals (subset of Row B). K-12 total only.														

For the students counted in Row D (*Number of students who are FRP-eligible and reside outside the public school district where the nonpublic school is located*), identify the public school district(s) in which the students reside, and the number of FRP-eligible students from each of these districts. (To locate a Minnesota school district, use the [Education Mapper](https://education.mn.gov/Maps/EdMap/) (<https://education.mn.gov/Maps/EdMap/>). Enter the address in the top right corner and select the correct address. Click Dock or X on the Search Results and the school district for that address will appear above the dot of the found address.) Please list the public-school district of a neighboring state, if known. If your school provides only online instruction, only include those students who are Minnesota residents. For more details see Page 8 of this form. **Provide extra sheet(s) as necessary.**

Edit Check: The total number of students in the below Public School Districts Table should equal Row D (*Number of students who are FRP-eligible and reside outside the public school district where the nonpublic school is located.*) from the Fall Enrollment and Free or Reduced-Price Meal Eligibility by Student Grade Level Table above.

### Public School Districts Table

Public School District Name	Number of FRP-eligible students

## High School Graduates

Number of 2023-24 high school graduates (last year): Male: \_\_\_\_\_ Female: \_\_\_\_\_ Non-binary: \_\_\_\_\_

## 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 9 of this form.

Total EL Students: \_\_\_\_\_ F-1 Visa EL Students: \_\_\_\_\_ (subset of total 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 9 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) FTE = FT + PT; FT = 1 FTE; PT = <1 FTE		Full-Time (FT)	Part-Time (PT)	Full-Time Equivalent (FTE) FT (1 FTE) + PT (<1 FTE)
Instructional Staff	Kindergarten			
	Elementary (Grades 1-6)			
	Secondary (Grades 7-12)			
Administrative Staff				

## Certification of Data

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

Name of School Administrator/Principal (Print or Type): \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Title of Signer: \_\_\_\_\_

Name of signer if different than School Administrator/Principal (Print or Type): \_\_\_\_\_

## 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](mailto:mde.funding@state.mn.us) **or** mail the original to the Minnesota Department of Education (MDE) at the following address. It is not necessary to both email and mail a hard copy.

Minnesota Department of Education  
Division of School Finance/Michelle Carey  
400 NE Stinson Blvd  
Minneapolis, MN 55413

**Please be sure to** send the original to MDE at the above address (hard copy **or** email), retain a copy for your records and **send a copy to your local public-school district superintendent**. The district does not forward the Nonpublic Fall Report to MDE.

### 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:

- Your school's telephone number, fax number (if applicable), email and website address.
- 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.
- Review the name of the county in which your school is located. If it is incorrect, please insert the correct information.
- Your school's accreditation status. Indicate "Yes", "In Process", or "No." If you are in the process of being accredited check the "In Process" box.
  - If you are already accredited by an agency and in process with another you have the option to check both Yes, and In Process.
- Accrediting agencies that are state-recognized are shown, if you are accredited by another agency which is not listed please identify the accrediting agency in the not Minnesota recognized field.

State-recognized accrediting agency acronyms:

- AAA: Adventist Accreditation Association (also known as Accrediting Association of Seventh-Day Adventist Schools, Colleges, and Universities AASDA)
- AACCS: American Association of Christian Schools
- ACSI: Association of Christian Schools International
- ACTS: Association of Christian Teachers and Schools

- Cognia (formerly AdvancED)
- CSI: Christian Schools International
- ICAA: International Christian Accrediting Association
- ISACS: Independent School Association of the Central States
- MNSAA: Minnesota Nonpublic School Accrediting Association
- MSA-CESS: Middle States Association – Commissions on Elementary and Secondary Schools
- NLSA: National Lutheran School Accreditation, Missouri Synod
- WELSSA: Wisconsin Evangelical Lutheran Synod School Accreditation

## Fall Enrollment and Free or Reduced-Price Meal Eligibility by Student Grade Level

Fall enrollment is the total number of K-12 students enrolled in your school as of October 1, 2024. All students should be reported in a grade. If any students attend ungraded classes, place them in the grade level according to their age at the beginning of the school year, using the table on the form. Do not report homeschool students.

Do not report prekindergarten (pre-K) students. Schools enrolling only preschool age students only need to complete the Identification section; 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.

Schools that offer in-person learning as well as/or full-time online learning should include the full-time online learning students if they are residents of Minnesota or would be able to commute to in-person learning on a daily basis in the absence of online learning.

Please provide the total number of students by grade level who are enrolled in your school as of October 1, 2024. Include students enrolled under student or cultural exchange visas. Include those students who are enrolled in your school on October 1 and are residents of another state, unless you are an online learning provider. If you only provide online instruction, only include those students who are Minnesota residents.

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. Report students on the Fall Enrollment and Free or Reduced-Price Meal Eligibility by Student Grade Level Table provided on [Page 2](#) of this report.

## Fall Enrollment and Free or Reduced-Price Meal Eligibility by Student Grade Level Table

**Row A:** Report the total number of students, enrolled in your school, by grade.

Include a total K-12 count.

Include international students who hold an F-1 visa.

The F-1 visa is a nonimmigrant visa for those wishing to study full-time in the United States. When an F-1 visa is accepted the school signs an I-20.

All schools serving any grades K-12 complete Row A. (Do not report PK.)

**Row B:** Report the total number of students, enrolled in your school, by grade, who meet the income eligibility requirements of the free or reduced-price meal program (FRP-eligible).

Include a total.

Include international students who hold an F-1 visa.

If your school does not provide a meal program, you may use the first page of the [Application for Educational Benefits form](https://education.mn.gov/MDE/dse/FNS/SNP/proc/App/) (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.

You may also use your [direct certification report](#) to determine eligibility. Direct certification is a process for determining student eligibility for free meal benefits based on documentation obtained directly from the appropriate state or local agency, or other authorized individual.

Nonpublic schools do not need to distinguish between free and reduced-price meal eligibility.

Schools need documentation to support how they have determined free/reduced price meal eligibility (FRP), which means that if you did not collect applications (or pull the information from your [direct certification report](#)) you will not report FRP students on the Nonpublic Fall Report. Not reporting FRP students means that you are not eligible for Title funds. To be eligible for funds you need to collect applications (or use your direct certification report).

Include nonpublic school students who either have an application on file or have been identified via your [direct certification report](#), and who were enrolled in your school as of October 1. The application could have been processed by either your school or the local public-school district, but must be available for review.

The application must be solicited and approved no earlier than July 1 of the current school year (2024-25) and reflect the income eligibility criteria for this year.

The 30-day carryover of eligibility from the prior school year does not apply for purposes of this report; it applies only for meal eligibility purposes.

The free and reduced-price meal information will be used for the distribution of Elementary and Secondary Education Act (ESEA) Title programs, special education funds, eligibility for the Loan Forgiveness Program and other federal funding opportunities. 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.

The Free School Meals for Kids legislation signed by Governor Walz on March 17, 2023, does not affect the need to collect applications to determine FRP eligibility as applications are needed for federal allocations, while Minnesota Free School Meals Program is at a state level.

All schools serving any grades K-12 complete Row B.

**Row C:** Report the total number of students, enrolled in your school, by grade, who meet the income eligibility requirements of the free or reduced-price meal program (FRP-eligible) (Row B) and reside in the public-school district where your nonpublic school is located.

Exclude international students who hold an F-1 visa.

Divide students into a single residence based on their residence on October 1, 2024. (If students live in a split household and reside in district boundaries as well as outside district boundaries at different times during the year, report the residence as of October 1, 2024. Do not report the same student twice.)

**Row D:** Report the total number of students, enrolled in your school, by grade, who meet the income eligibility requirements of the free or reduced-price meal program (FRP-eligible) and reside outside the public-school district where your nonpublic school is located. (Row B minus Row C).

Exclude international students who hold an F-1 visa.

Divide students into a single residence based on their residence on October 1, 2024. (If students live in a split household and reside in district boundaries as well as outside district boundaries at different times during the year, report the residence as of October 1, 2024. Do not report the same student twice.)

**Row E:** Report the total number of international students who hold an F-1 visa. Subset of Row A.

**Row F:** Report the number of international students who hold an F-1 visa who are eligible for free or reduced-price meal program (FRP-eligible). Subset of Row B.

### Public School Districts Table

For the students counted in Row D, *Number of students who are FRP-eligible and reside outside the public-school district where the nonpublic school is located*, identify both the:

1. public school district(s) in which the student(s) reside, during the school year
2. number of FRP-eligible student(s) from each of these districts
  - Do not list a Minnesota city but rather the Minnesota school district in which the student resides, as some cities are within multiple school district boundaries.
  - To locate a school district, use the [Education Mapper](https://education.mn.gov/Maps/EdMap/) (https://education.mn.gov/Maps/EdMap/). Enter the address in the top right corner and select the correct address. The school district for that address will appear above the dot (found address).

List the public-school district of a neighboring state, if known. If you do not know the neighboring state's school district name, list the city and state.

If your school provides only online instruction, only include those students who are Minnesota residents.

Provide extra sheet(s) as necessary.

**Edit Check:** The total number of students in the Public School Districts Table should equal Row D (Number of students who are FRP-eligible and reside outside the public school district where the nonpublic school is located) from the Fall Enrollment and Free or Reduced-Price Meal Eligibility by Student Grade Level Table.



## High School Graduates

Report the number of male high school graduates from the 2023-24 (previous) school year, the number of female high school graduates from the 2023-24 (previous) school year, and the number of nonbinary high school graduates from the 2023-24 (previous) school year. This is last school year's high school graduates, not the totals in the current student body. Only list high school graduates; if you do not serve high school you will leave these boxes blank.

Those schools who only offer full-time online learning should only report Minnesota resident high school graduates.

## English learner (EL) Enrollment

Report the number of EL students enrolled in your school as of October 1, 2024. English learner (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 Enrollment

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:

- Is aged 3 through 21.
- Was not born in any U.S. state or U.S. territory.
- Has not been attending one or more schools in any one or more states for more than three full academic years.
- 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, however if you only have volunteers, please indicate zeros in the staff section and make a note that all of your staff are volunteers. Exclude staff who only teach 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. A full-time employee would have an FTE of 1.0. A part-time employee would have an FTE of less than 1.0. The numbers are not how the person is hired (full-time or part-time) but rather the time they spend teaching in each grade category. For example:

- A person teaching Kindergarten full-time is reported in the full-time in the kindergarten column and has an FTE of 1.00.
- A person working half-time has an FTE of 0.50.
- A person working two hours per day (as compared to a full-time person working six hours per day) is reported as part-time and has an FTE of 0.33 (two hours divided by six hours).
- 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 (because they teach part of the time with elementary and part of the time with secondary). 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.
- 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. If your grades do not align please do not adjust the grades on the form, but rather do your best to estimate according to the grades listed. The expectation is that you have staff for all grades that you have students for (unless you have all volunteers).

## Administrators

Include the chief executive officer of the school and any other persons having management responsibility such as the superintendent or director. Report only those academic leaders with supervisory roles: head of school, CEO, principals rather than department heads such as finance and facilities.

## Certification of Data

Please list the name of the school administrator – this may be the head of school or principal and is not necessarily the person who completed the form.

The individual who completed the form should sign the form which certifies that the data is true and correct to the best of their belief and knowledge. The signer should provide their title, print their name and date.

**A signature is required for the form to be accepted.**