



# Directions for Non-public Schools

## Non-Public School Fall Enrollment Count

### Overview

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#### 2024-25 School Year Collection Dates

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Count Day: October 2<sup>nd</sup>

Data entry window: October 2<sup>nd</sup> - December 2<sup>nd</sup>

#### Collection Description and Requirements

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The Non-Public School Fall Enrollment Count mirrors the public-school October Count Enrollment collection and runs from the beginning of October to the beginning of December.

This data helps to inform Colorado's overall student population.

A non-public school will need a CDE assigned school code to participate in the Non-Public Fall Enrollment Count collection. School codes can be requested by checking a box at the end of the Non-Public Fall Enrollment Count form or by completing the [Request a Non-Public School Code form](#).

### Steps to be completed by non-public school staff

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Non-public school staff will be responsible for communicating with the school district of their location. CDE will reach out to school district and non-public school contacts, notifying them of the collection opening.

#### School to complete the Non-Public School Fall Enrollment Count online form

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1. On October 2<sup>nd</sup>, 2024, a school staff member will take a count of students by grade level.
2. This enrollment count data will be entered into the [Non-Public School Fall Enrollment Count Form](#) by school staff. The window for submitting the data is October 2<sup>nd</sup> through December 2<sup>nd</sup>.

Non-Public Fall Enrollment Count Link:

<https://www.cde.state.co.us/datapipeline/nonpublicfallcount>

3. Once the form is complete and the 'Submit' button is clicked, a copy of the form will be emailed to the non-public school.
4. Forward the email to the Non-public School contact for the school district the non-public school is located in. Non-public school staff can find their school district contact information on the [Non-Public Schools Directory Contacts look-up page](#).

Non-Public Schools Directory Contacts Look-up Page Link:

<https://www.cde.state.co.us/code/nps-distdirectorycontactsearch>

#### Communicating Enrollment Count Data to CDE

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Non-public school staff are responsible for communicating with district staff and ensuring the district received the forwarded copy of the Non-public School Fall Enrollment Count email.

Once the count data is received and confirmed by the school district, district staff is responsible for communicating the Non-public Fall Enrollment Count data to CDE through the Data Pipeline.

Non-public school staff will want to follow up with their school district contact with any questions, changes, or adjustments.

## Resources and Links

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- Colorado Non-Public Schools General Information - CDE Schools of Choice Unit:
  - [https://www.cde.state.co.us/choice/nonpublic\\_index](https://www.cde.state.co.us/choice/nonpublic_index)
- Colorado Department of Education Non-Public Schools Data Collection page:
  - [https://www.cde.state.co.us/datapipeline/non-public\\_schools](https://www.cde.state.co.us/datapipeline/non-public_schools)
- Non-Public School Fall Enrollment Count Form:
  - <https://www.cde.state.co.us/datapipeline/nonpublicfallcount>
- Request a CDE assigned Non-public School Code:
  - <https://www.cde.state.co.us/schoolcoderequest-nonpublic>
- Find School District Contact:
  - <https://www.cde.state.co.us/code/nps-distdirectorycontactsearch>
- Historic Non-Public School Fall Enrollment Counts:
  - <https://www.cde.state.co.us/cdereval/pupilcurrentnonpublic>
- Three-year list of non-public school codes:
  - [https://www.cde.state.co.us/datapipeline/org\\_orgcodes](https://www.cde.state.co.us/datapipeline/org_orgcodes)
- Physical and mailing addresses for School Districts, Public Schools, Non-public Schools:
  - <https://www.cde.state.co.us/cdereval/downloadablemailinglabels>