

Nonpublic Data System (NPDS)

State ADM Instructions

The State ADM to be reported is the average enrollment of all the days in session during the week of Oct. 7-11, 2019. If a nonpublic school is in session only one day during the week of Oct. 7-11, contact your area coordinator to determine what days should be used to determine the school's average enrollment. The State ADM application will open on Monday, Oct. 7, 2019. The State ADM application closes on Thursday, Oct. 31, 2019.

1. Sign in to your [OHJID Portal](#).
2. Select Nonpublic Data System from applications (My Apps).
 - Only the principal and "Nonpublic Data Entry" person named in OEDS have access.
3. On NPDS Dashboard screen, click three bars before "Select Program" (upper left corner).
 - Select Nonpublic Data System in left box.
4. Nonpublic school's "Nonpublic Application Search" page appears.
 - Your nonpublic school name appears.
 - Under Status (right side), open drop-down box and click "STATE ADM."
5. Under "Result(s) Returned" (bottom), be sure the fiscal year is correct: Nonpublic State FY 2020 - Federal FY 2021.
 - Click the "Detail" button at the end of the line.
6. Note the different tabs on the bar under the school name (OVERVIEW, PROGRAM SELECTION, STATE ADM, AUX SERVICES, ADMIN COST).
 - Click the PROGRAM SELECTION tab.
 - Indicate Y (Yes) or N (No) to participate in AUXILIARY SERVICES and ADMINISTRATIVE COST.
 - Click "Save."
 - Check "confirm" on the confirmation pop-up page.
 - Check "OK" to confirm program selection was successfully saved.
7. Click the "State ADM" tab.

Data will be entered directly in NPDS. If data is to be entered using Microsoft Excel, see State ADM Training Manual for further instructions.

 - Click the "Pencil" icon next to each section.
 - Enter the requested enrollment, staff data, etc., in the pop-up window that appears for each section as applicable.
 - Click "Save" in each section after entering your data.
 - Click "OK".
8. When completed, look at the yellow "Current State ADM Status."
 - Within the yellow "Current Status" box, click "Submitted" under "Update State ADM Status To."
9. The principal must click the "Principal Approved" link under "Update State ADM Status To."
 - The application is complete.
 - The application is awaiting either "Diocese Approved" or "ODE Approved" status.
10. A "Comments" tab is available on the tool bar for any comments the nonpublic school may wish to make.

Questions and issues with the application should be directed to the [area coordinator's office](#).