

The following Instructions provide the steps to be taken to enter a nonpublic school's Administrative Cost for a school year. The first step is to access the Non Public Data System (NPDS) after logging into the user's SAFE account.

The screenshot shows a web browser window with the URL <https://safeqa.ode.state.oh.us/portal/Home>. The page header includes the Ohio.gov logo and the Department of Education. A user profile for 'Principal052621 npds' is visible in the top right corner, with links for 'Contact Us', 'SAFE Home', 'ODE Home', and 'Sign Out'.

On the left side, the text 'Select NPDS (Non-Public Data System)' is displayed. A blue arrow points from this text to the 'NPDS' link in a table of web systems.

Web Systems	Description
Byrd Scholarship	Robert C. Byrd Scholarship Tracking System
Compliance	Compliance Tracking System - Self Evaluation
CSADM_FLJ	View Reports for Federal Allocation of Economically Disadvantaged
Decision Framework	Decision Framework Application Suite
FLICS	Federal Low Income Count System
FSL	FSL - Forms and Surveys List
NPDS	NonPublic Data System
NS3	Nonpublic School Services System
ODE_CORE	Online Licensure System
School Safety Plans	To submit school safety and floor plans
SFPS	School Foundation Payment System
SIDR	School Improvement Diagnostics Review
STARS V2.0	STARS Professional Development and Technical Assistance System

At the bottom of the page, there is a footer with the following text: '| John R. Kasich, Governor | Dr. Richard A. Ross, Superintendent of Public Instruction | State Board | ODE Home | Privacy | Contact ODE | Ohio Home | The Department of Education is an equal opportunity employer and provider of ADA services.'

The “Non-Public Application Search” page for the non-public school appears. Under “Status” (right side), open the drop down box and click “Admin Cost.” Then click “Search” box (lower left corner).

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1

Ohio.gov | Department of Education

Welcome: Principal052621 npds | Sign Out
Printer Friendly Version
Session Timeout: 00:57:18

NonPublic | User Manuals and Forms | QA

Program Information

Program Selected: NonPublic Data System
052621 - Archbishop Alter
Select Another Program or Org

NONPUBLIC APPLICATION SEARCH

APPLICATION PERIOD: NonPublic State FY 2015 - Federal FY 2016

AREA OFFICE: All

COUNTY: All

SORT ORDER: IRN

NONPUBLIC DISTRICT IRN:

NONPUBLIC DISTRICT NAME:

NONPUBLIC SCHOOL IRN: 052621

NONPUBLIC SCHOOL NAME: Archbishop Alter

STATUS: STATE ADM

- Not Started
- Started
- Submitted
- Principal Approved
- Correction Needed
- Diocese Approved
- ODE Approved
- ODE Pending
- Diocese Pending
- Withdrawn

Search Reset

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Check to be sure that the “Non-Public State FY” is correct in front of the name of the non-public school (1). The click the “Details” button at the end of the line. (2)

Ohio.gov | Department of Education

Welcome Principal052621 npsds | Sign Out
Printer Friendly Version
Session Timeout:00:53:49

NonPublic ▾ User Manuals and Forms

Program Information

Program Selected: NonPublic Data System
052621 - Archbishop Alter
Select Another Program or Org

NONPUBLIC APPLICATION SEARCH

APPLICATION PERIOD: NonPublic State FY 2015 - Federal FY 2016 ▾
AREA OFFICE: All ▾
COUNTY: All ▾
SORT ORDER: IRN ▾

NONPUBLIC DISTRICT IRN:
NONPUBLIC DISTRICT NAME:
NONPUBLIC SCHOOL IRN: 052621
NONPUBLIC SCHOOL NAME: Archbishop Alter

STATUS: STATE ADM ▾
Not Started
Started
Submitted
Principal Approved
Correction Needed
Diocese Approved
ODE Approved
ODE Pending
Diocese Pending
Withdrawn

Search Reset

1 result(s) returned.

APP PERIOD	NONPUBLIC SCHOOL	NONPUBLIC DISTRICT	AREA COORDINATOR	TOTAL SCHOLARSHIP	TOTAL CAPACITY	FUNDED ADM TOTAL	TOTAL STUDENTS	STATE ADM STATUS	DETAILS
NonPublic State FY 2015 - Federal FY 2016	052621, Archbishop Alter	Cincinnati Archdiocese	School Finance Area Coordinator 02	0	200	80	88	ODE Approved	

Export Search Results Previous Page 1 of 1 Next

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125% 10:46 AM

On the tool bar under the non-public school's name, click "Admin Cost".

The screenshot shows a web browser window displaying the Ohio Department of Education's NonPublic Data System. The page title is "Program Information" and the program selected is "NonPublic Data System" for school "052621 - Archbishop Alter". The period is "NonPublic State FY 2015 - Federal FY 2016". The "ADMIN COST" tab is selected and circled in red. Below the tabs, the "ORGANIZATION" section provides contact information for Archbishop Alter, including name, IRN, web URL, county, phone, fax, and email. The "PUBLIC DISTRICT" section lists Kettering City with its name, phone number, and IRN. The "PHYSICAL ADDRESS" and "MAILING ADDRESS" sections both list 940 E David Rd, Kettering, Ohio 45429-5512. The "PRINCIPAL" section lists Principal052621 npds with their name, phone number, and email. The browser's address bar shows the URL "https://npdsqa.ode.state.oh.us/NonPublic/Home/Details/853".

Ohio.gov | Department of Education

Welcome Principal052621 npds [Sign Out]
Printer Friendly Version
Session Timeout: 00:59:56

NonPublic ▾ User Manuals and Forms

Program Information

Program Selected: NonPublic Data System
052621 - Archbishop Alter
Select Another Program or Org

052621 - Archbishop Alter Period: NonPublic State FY 2015 - Federal FY 2016

Viewing 1 of 1 [Back to Search Results](#)

OVERVIEW PROGRAM SELECTION STATE AID ADMIN COST FEDERAL PROGRAMS PARTICIPATION FEDERAL CONSULTATION COMMENTS

ORGANIZATION

NAME: Archbishop Alter PHONE: (937) 434-4434
IRN: 052621 FAX: (937) 434-0507
WEB URL: <http://www.alterhighschool.com> EMAIL: khoelscher@alterhighschool.org
COUNTY: Montgomery

PUBLIC DISTRICT

District Name: Kettering City
Phone Number: (937) 499-1400
IRN: 044180

PHYSICAL ADDRESS

ADDRESS: 940 E David Rd
CITY: Kettering STATE: Ohio ZIP: 45429 - 5512

MAILING ADDRESS

ADDRESS: 940 E David Rd
CITY: Kettering STATE: Ohio ZIP: 45429 - 5512

PRINCIPAL

NAME: Principal052621 npds
PHONE: (937) 428-5304
EMAIL: khoelscher@alterhighschool.org

The first time a user selects “Admin Cost” a status of “Not Started” appears. The user should click “Started” to update the status.

The screenshot shows the Ohio Department of Education's NPDSQA system. The user is logged in as Principal052621 npds. The page displays the 'Admin Cost' tab for program 052621 - Archbishop Alter. The current status is 'Not Started' and the 'Started' button is highlighted. The table below shows the administrative costs for various categories.

CATEGORIES	ADMINISTRATIVE CODE	ADMINISTRATIVE COSTS
1. Governance and Organization Leadership	3301-35-02	\$0.00
2. Strategic Planning and Continuous Improvement	3301-35-03	\$0.00
3. Student and Other Stakeholder Focus	3301-35-04	\$0.00
4. Faculty and Staff Focus	3301-35-05	\$0.00
5. Educational Programs and Support	3301-35-06	\$0.00
6. Using Data to Improve Performance Results	3301-35-07	\$0.00
7. Procedures for Evaluation and Intervention	3301-35-11	\$0.00
8. Chartered Nonpublic Schools	3301-35-12	\$0.00
9. Entry Year	3301-24-04	\$0.00
10. Professional or Associate License Renewal	3301-24-08	\$0.00
OHIO REVISED CODE		
11. Transportation of Pupils	3317.063	\$0.00
12. Federally Funded Education Programs	3317.063	\$0.00
13. Unemployment and Workers Compensation	3317.063	\$0.00
14. Other		\$0.00
Total		\$0.00

In the "Current Admin Cost Status" of "Started", the user should check the PENCIL after "Administrative Cost".

The screenshot shows the Ohio Department of Education website. The page title is "Program Information" and the program selected is "052621 - Archbishop Alter". The current admin cost status is "Started". A yellow box highlights the "UPDATE ADMIN COST STATUS TO:" section, which includes a "Submitted" button and a link to "Click here for Admin Cost History". A blue arrow points to the "Administrative Cost" tab, which is circled in red. The "Administrative Cost" tab contains a table with the following data:

CATEGORIES	ADMINISTRATIVE CODE	ADMINISTRATIVE COSTS
1. Governance and Organization Leadership	3301-35-02	\$0.00
2. Strategic Planning and Continuous Improvement	3301-35-03	\$0.00
3. Student and Other Stakeholder Focus	3301-35-04	\$0.00
4. Faculty and Staff Focus	3301-35-05	\$0.00
5. Educational Programs and Support	3301-35-06	\$0.00
6. Using Data to Improve Performance Results	3301-35-07	\$0.00
7. Procedures for Evaluation and Intervention	3301-35-11	\$0.00
8. Chartered Nonpublic Schools	3301-35-12	\$0.00
9. Entry Year	3301-24-04	\$0.00
10. Professional or Associate License Renewal	3301-24-08	\$0.00
OHIO REVISED CODE		
11. Transportation of Pupils	3317.063	\$0.00
12. Federally Funded Education Programs	3317.063	\$0.00
13. Unemployment and Workers Compensation	3317.063	\$0.00
14. Other		\$0.00
Total		\$0.00

A worksheet will appear in which should be entered the amounts for each Administrative Cost category. When all amounts have been entered, the “Save” button (lower right) should be clicked.

The screenshot shows the Ohio.gov Department of Education website. A modal dialog box titled "Update Admin Cost Data" is open, displaying a table for administrative costs. The table has three columns: "CATEGORIES", "ADMINISTRATIVE CODE", and "ADMINISTRATIVE COSTS". The categories listed are:

CATEGORIES	ADMINISTRATIVE CODE	ADMINISTRATIVE COSTS
1. Governance and Organization Leadership	3301-35-02	\$0.00
2. Strategic Planning and Continuous Improvement	3301-35-03	\$0.00
3. Student and Other Stakeholder Focus	3301-35-04	\$0.00
4. Faculty and Staff Focus	3301-35-05	\$0.00
5. Educational Programs and Support	3301-35-06	\$0.00
6. Using Data to Improve Performance Results	3301-35-07	\$0.00
7. Procedures for Evaluation and Intervention	3301-35-11	\$0.00
8. Chartered Nonpublic Schools	3301-35-12	\$0.00
9. Entry Year	3301-24-04	\$0.00
10. Professional or Associate License Renewal	3301-24-08	\$0.00
OHIO REVISED CODE		
11. Transportation of Pupils	3317.063	\$0.00
12. Federally Funded Education Programs	3317.063	\$0.00
13. Unemployment and Workers Compensation	3317.063	\$0.00
14. Other		\$0.00

At the bottom right of the dialog box, there are "Save" and "Cancel" buttons. The "Save" button is circled in red, and a blue arrow points to it from the bottom of the page.

If a correction has to be made, the “Cancel” button (lower right) can be clicked so that corrected amounts can be entered.

The screenshot shows the Ohio.gov Department of Education website. A modal dialog box titled "Update Admin Cost Data" is open, displaying a table of administrative costs. The table has three columns: "CATEGORIES", "ADMINISTRATIVE CODE", and "ADMINISTRATIVE COSTS". The "ADMINISTRATIVE COSTS" column contains input fields, all of which currently show "\$0.00". A "Cancel" button is circled in blue, and a white arrow points to it from the right. The background shows the "Program Information" section with "Program Selected: NonPublic 052621 - Archbishop Alter" and a sidebar with "OVERVIEW" and "PROGRAM SELECTION" tabs.

CATEGORIES	ADMINISTRATIVE CODE	ADMINISTRATIVE COSTS
1. Governance and Organization Leadership	3301-35-02	\$0.00
2. Strategic Planning and Continuous Improvement	3301-35-03	\$0.00
3. Student and Other Stakeholder Focus	3301-35-04	\$0.00
4. Faculty and Staff Focus	3301-35-05	\$0.00
5. Educational Programs and Support	3301-35-06	\$0.00
6. Using Data to Improve Performance Results	3301-35-07	\$0.00
7. Procedures for Evaluation and Intervention	3301-35-11	\$0.00
8. Chartered Nonpublic Schools	3301-35-12	\$0.00
9. Entry Year	3301-24-04	\$0.00
10. Professional or Associate License Renewal	3301-24-08	\$0.00
OHIO REVISED CODE		
11. Transportation of Pupils	3317.063	\$0.00
12. Federally Funded Education Programs	3317.063	\$0.00
13. Unemployment and Workers Compensation	3317.063	\$0.00
14. Other		\$0.00
Total		\$0.00

The “Saved” worksheet has a status of “Submitted.” The principal (and only the principal) should check the “Principal Approved” tab—or indicate a “Correction Needed” status, as that correction can be made to the amounts.

The screenshot shows the Ohio Department of Education's NonPublic Data System interface. The page title is "052621 - Archbishop Alter" and the period is "NonPublic State FY 2015 - Federal FY 2016". The "Administrative Cost" section is active, displaying a table of categories and their respective administrative costs. A yellow callout box on the right indicates the current status is "Submitted" and provides options to update the status to "Principal Approved" or "Correction Needed".

CATEGORIES	ADMINISTRATIVE CODE	ADMINISTRATIVE COSTS
1. Governance and Organization Leadership	3301-35-02	\$0.00
2. Strategic Planning and Continuous Improvement	3301-35-03	\$0.00
3. Student and Other Stakeholder Focus	3301-35-04	\$0.00
4. Faculty and Staff Focus	3301-35-05	\$0.00
5. Educational Programs and Support	3301-35-06	\$0.00
6. Using Data to Improve Performance Results	3301-35-07	\$0.00
7. Procedures for Evaluation and Intervention	3301-35-11	\$0.00
8. Chartered Nonpublic Schools	3301-35-12	\$0.00
9. Entry Year	3301-24-04	\$0.00
10. Professional or Associate License Renewal	3301-24-08	\$0.00
OHIO REVISED CODE		
11. Transportation of Pupils	3317.063	\$0.00
12. Federally Funded Education Programs	3317.063	\$0.00
13. Unemployment and Workers Compensation	3317.063	\$0.00
14. Other		\$0.00
Total		\$0.00

CURRENT ADMIN COST STATUS:
Submitted

UPDATE ADMIN COST STATUS TO:
[Principal Approved](#)
 or
[Correction Needed](#)

[Click here for Admin Cost History](#)

After the “Principal Approval”, schools that belong to a diocese will automatically have the Admin Cost application upgraded to a “Diocese Pending” status. Applications in “Diocese Pending” need to be approved by Diocese Superintendent before application is advanced to ODE for review.

The screenshot shows the Ohio.gov Department of Education website. The page title is "Program Selected: NonPublic Data System" for "052621 - Archbishop Alter". The current status is "Diocese Pending". The page displays a table of administrative costs and a summary of the current status.

Program Information
 Program Selected: **NonPublic Data System**
 052621 - Archbishop Alter
 Select Another Program or Org

052621 - Archbishop Alter Period: NonPublic State FY 2015 - Federal FY 2016
 Viewing 1 of 1 [Back to Search Results](#)

Administrative Cost

CATEGORIES	ADMINISTRATIVE CODE	ADMINISTRATIVE COSTS
1. Governance and Organization Leadership	3301-35-02	\$0.00
2. Strategic Planning and Continuous Improvement	3301-35-03	\$0.00
3. Student and Other Stakeholder Focus	3301-35-04	\$0.00
4. Faculty and Staff Focus	3301-35-05	\$0.00
5. Educational Programs and Support	3301-35-06	\$0.00
6. Using Data to Improve Performance Results	3301-35-07	\$0.00
7. Procedures for Evaluation and Intervention	3301-35-11	\$0.00
8. Chartered Nonpublic Schools	3301-35-12	\$0.00
9. Entry Year	3301-24-04	\$0.00
10. Professional or Associate License Renewal	3301-24-08	\$0.00
OHIO REVISED CODE		
11. Transportation of Pupils	3317.063	\$0.00
12. Federally Funded Education Programs	3317.063	\$0.00
13. Unemployment and Workers Compensation	3317.063	\$0.00
14. Other		\$0.00
Total		\$0.00

CURRENT ADMIN COST STATUS:
 Diocese Pending

UPDATE ADMIN COST STATUS TO:
 No Action Available

[Click here for Admin Cost History](#)

A completed Admin Cost application containing all approvals will have a status of "ODE Approved".

The screenshot shows a web browser window displaying the Ohio Department of Education's Admin Cost application interface. The page title is "Program Selected: NonPublic Data System" for program 052696 - Bishop Hartley. The current status is "ODE Approved".

Program Information
Program Selected: NonPublic Data System
052696 - Bishop Hartley
Select Another Program or Org

052696 - Bishop Hartley Period: NonPublic State FY 2015 - Federal FY 2016
Viewing 1 of 1 [Back to Search Results](#)

Administrative Cost

CATEGORIES	ADMINISTRATIVE CODE	ADMINISTRATIVE COSTS
1. Governance and Organization Leadership	3301-35-02	\$5,849.84
2. Strategic Planning and Continuous Improvement	3301-35-03	\$6,555.44
3. Student and Other Stakeholder Focus	3301-35-04	\$2,002.22
4. Faculty and Staff Focus	3301-35-05	\$3,893.89
5. Educational Programs and Support	3301-35-06	\$5,343.33
6. Using Data to Improve Performance Results	3301-35-07	\$399.94
7. Procedures for Evaluation and Intervention	3301-35-11	\$87.78
8. Chartered Nonpublic Schools	3301-35-12	\$876.76
9. Entry Year	3301-24-04	\$380,007.45
10. Professional or Associate License Renewal	3301-24-08	\$2,222.22
OHIO REVISED CODE		
11. Transportation of Pupils	3317.063	\$9,388.33
12. Federally Funded Education Programs	3317.063	\$8,177.86
13. Unemployment and Workers Compensation	3317.063	\$0.00
14. Other		\$0.00
Total		\$424,805.06

CURRENT ADMIN COST STATUS:
ODE Approved

UPDATE ADMIN COST STATUS TO:
No Action Available

[Click here for Admin Cost History](#)

A “Comments” tab is available on the tool bar for comments. The “Add New Subject” box has to be clicked in order to enter comments.

The screenshot shows the Ohio Department of Education's NonPublic Data System interface. At the top, the browser address bar shows the URL <https://npdsqa.ode.state.oh.us/NonPublic/Home/Details/636>. The page header includes the Ohio.gov logo and the Department of Education name. A navigation bar contains tabs for 'NonPublic' and 'User Manuals and Forms'. The main content area displays 'Program Selected: NonPublic Data System' and '052787 - Cardinal Mooney'. Below this, a toolbar contains several tabs: 'OVERVIEW', 'PROGRAM SELECTION', 'STATE ADM', 'ADMIN COST', 'FEDERAL PROGRAMS PARTICIPATION', 'FEDERAL CONSULTATION', and 'COMMENTS'. The 'COMMENTS' tab is circled in blue and labeled with a '1'. Below the toolbar, there is a 'Subject Area' dropdown menu set to 'All'. The main content area is divided into two sections: 'Comments Summary' and 'Comments'. The 'Comments Summary' section contains a table with columns 'Last Updated', 'Subject', and 'Last Updated By'. The 'Comments' section is currently empty. At the bottom of the page, there is a button labeled 'Add New Subject', which is pointed to by a blue arrow labeled '2'. The footer of the page shows the URL <https://npdsqa.ode.state.oh.us/NonPublic/Comments/LoadCommentsTab/636?districtOrgKey=0&buildingOrgKey=0> and the system time '10:59 AM'.