

# Nonpublic Data System (NPDS)

## Administrative Costs Instructions

The Administrative Cost Application will open on Monday, May 23, 2016. Do **not** enter data until the close of the school year for your school. The Administrative Cost Application closes on Sunday, July 31, 2016.

1. Sign into your SAFE account
  - Only the principal and the “Nonpublic Data Entry” person named in OEDS have access
2. Select: NPDS (Nonpublic Data System)
  - Nonpublic school’s name appears
3. Nonpublic school’s “Nonpublic Application Search” page appears
  - Under Status (right side); open drop down box and click “Admin Cost”
  - Then click “Search” box (lower left corner)
4. Under “Result(s) Returned” (bottom) be sure that Fiscal Year is correct
  - Click “Detail” button at the end of the line
5. Note tabs on the bar under the school name (e.g. Overview, State ADM)
  - Click Admin Cost tab
6. A page with the “Administrative Cost” box appears:
  - Click “Started” in the Status box
7. When the “Started” status has been initiated, the Administrative Cost box will have a PENCIL after the words “Administrative Cost”
  - Click the PENCIL
8. In the Administrative Cost worksheet that appears, enter the amounts for each category
  - Then click “Save”
9. The “Saved” worksheet has a status of “Started.” If finished, click the “Submitted” status
10. The completed worksheet in “Submitted” status required the “Principal Approved” status button to be pushed. (It appears only in the Principal’s SAFE account.)
11. Those schools associated with a Diocese:
  - After the “Principal Approval”, application will automatically be upgraded to “Diocese Pending” status
  - “Diocese Pending” need to be approved by Diocese Superintendent before application is advanced to ODE for review
12. A “Comments” tab is available on the tool bar for any comments that the nonpublic school may wish to make. Questions and issues with the application should still be directed to the area coordinator office directly.