Nonpublic Data System (NPDS)

Administrative Cost Instructions

The Administrative Cost Application will open to nonpublic school principals on Monday, May 13, 2024. ***However, you cannot enter data until the close of the school year for your school.*** The Administrative Cost Application closes on Saturday, August 31, 2024. Please follow the directions below to input data for Administrative Cost Reimbursement.

1. Sign in to your OH|ID Portal.
2. Select Nonpublic Data System from applications (My Apps).
   - Only the principal and the data entry-nonpublic program roles in OEDS have access.
   - 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."
   - Click "Search" box (lower, left corner).
4. Under "Result(s) Returned" (bottom), be sure the fiscal year is correct; Nonpublic State FY 2024-Federal FY 2025.
   - Click the "Detail" button at the end of the line.
5. Note the different tabs on the bar under school name (Overview, Program Selection, State Adm, Aux Services, Admin Cost).
   - Click the 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 an icon of a pencil after the words "Administrative Cost."
   - Click the "Pencil" icon.
8. When Administrative Cost worksheet appears, enter the amounts for each category.
   - Click "Save."
9. The "Saved" worksheet has a status of "Started." If finished, click the "submitted" button.
10. The completed worksheet in "Submitted" status requires the "Principal Approved" status button to be clicked. (This appears only in principal's OH|ID Portal.)
11. Those schools associated with a diocese:
    - After the principal approves and the status is changed to "Principal Approved," the application automatically will be moved to "Diocese Pending" status.
    - "Diocese Pending" must be approved by the diocese before the application is advanced to the Ohio Department of Education for review.
12. 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.

Department of Education & Workforce