

MARYLAND STATE DEPARTMENT OF EDUCATION
Division of Special Education/Early Intervention Services
Resource Management and Monitoring Branch
Nonpublic Special Education Section

Public/Private Partnership
Student Attendance List Instructions

Overview

The Public/Private Partnership program provides a funding option to the Local School System (LSS) to access State tuition assistance. The Maryland State Department of Education (MSDE) tuition assistance contribution for a student for any one day may only be counted under a single MSDE State tuition assistance program. The LSS may seek MSDE Nonpublic Tuition Assistance for a student with a disability when the student is enrolled in an MSDE approved nonpublic school under two options. The State Nonpublic Tuition Assistance options include: 1) the Nonpublic Tuition Assistance Program (NTAP), and 2) the Public/Private Partnership (PPP) program. To request State Nonpublic Tuition Assistance under the PPP program the LSS completes and submits the *PPP Student Attendance List*. Students listed on the *PPP Student Attendance List*, **must not** have a NTAP application submitted to the MSDE, Division of Special Education/Early Intervention (DSE/EIS), Nonpublic Special Education Section for the same school day (dates).

<p>Note: The Local School System (LSS) is responsible for the accuracy and submission of the <i>Public/Private Partnership Student Attendance List</i>.</p>
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Timelines

The *PPP Student Attendance List* is submitted to the MSDE, DSE/EIS, Nonpublic Special Education Section twice during the school year.

The **Mid-Year Attendance Report** covers student attendance days from July 1 through December 31 and is **submitted within the January 15 through January 30 submission window**.

The **End-of-Year Attendance Report** covers student attendance days from January 1 through June 30 and is **submitted within the June 15 through June 30 submission window**.

Submission Information

The *Public/Private Partnership Student Attendance List* is completed and submitted for each nonpublic school program for which the LSS has applied and obtained an MSDE Nonpublic Special Education PPP grant. The LSS must submit the completed *PPP Student Attendance List(s)* by uploading the Excel document(s) onto the Nonpublic Secure Server at <https://sst.msde.state.md.us> within the submission window.

The completed Mid-Year Attendance Report is to be saved by the LSS. This becomes the base document for the End-of-Year Attendance Report for the entire Fiscal Year (FY). The complete End-of-Year Attendance Report is the supporting documentation used by the MSDE for the calculation of the total MSDE Nonpublic Tuition Assistance contribution to the LSS.

Specific Instructions to Complete the Attendance Form

The form is an Excel document and must be completed using the Excel application. Formulas are embedded to ensure accurate calculations. The shaded cells are locked. Data entry cells are open and formatted for consistency in reported data. Please do not change formulas or format structure.

For PPPs with more than 25 students enrolled over the course of the school year, insert lines in the student information section into the Excel spreadsheet as needed. However, be sure to insert above the MSDE total lines to maintain the integrity of the embedded formulas.

LSS and Program Information

- Complete **all** identifying information requested in these sections. **Complete and accurate information is required to ensure an accurate calculation of the FTEs utilized for the year.** The MSDE contribution is based on actual FTE utilization. Within the Program Information Section, all information must be aligned with the approved PPP application on file with the MSDE.
- Enter **Total FTE**: This is the number of Full Time Equivalent (FTE) seats identified in the PPP application/MSDE grant.
- Enter **Total Education Days** for the program's **standard** school year. This is the total number of school days in the program's standard school year (i.e. 180, 184). It does not include Extended School Year (ESY) days.
- **Total Days Purchased** for the fiscal year (July 1 through June 30) is formula calculated.
 - Total Days Purchased = Total FTEs X Total Ed Days - Yr.
- Enter **Subtotal Education Days Specific To: ESY, Mid-Year, Dec. 31, and End-of-Year, June 30**, as appropriate for the reporting time frame. This is the actual number of ESY or standard instructional days that the nonpublic school was open for the defined time frame.
 - **ESY** captures the Extended School Year program between July 1 and the first day of the standard school year. ESY is reported on the Mid-Year Attendance Report.
 - **Mid-Year, Dec. 31** captures the days beginning with the first day of the standard school year up to December 31.
 - **End-of-Year, June 30** captures the days from January 1 to June 30.
 - When the nonpublic school is closed for an emergency (i.e. snow day) the day does not count as an instructional school day until the day is made up, **or** an *MSDE Billing Exception* has been granted to the nonpublic school for the day.
- **Attendance Report for:** X the appropriate boxes for the reporting cycle. ESY is reported at the same time as Dec. 31.

Student Information

- **Last Name:** Enter the student's last name.
- **First Name:** Enter the student's first name.
- **MI:** Enter the student's middle initial (NMN for no middle name).
- **Unique ID:** Enter the student's 10 digit State Identification Number.
- **DOB:** Enter the student's date of birth in mm/dd/yy format.
- **Disability Code:** Enter the student's primary disability code aligned with the IEP.
- **Ethnicity: Hispanic?** –Indicate **Y** (Yes) or **N** (No).
- **Race Code:** Use the race code reference chart to enter the child's race aligned with the LSS registration information.
- **Gender:** Enter "1" for male or "2" for female.

- **Entry Date:** Using the mm/dd/yy format, enter the date of the first official day of enrollment for the student in the PPP nonpublic school for the fiscal year. This includes the Extended Year Program (ESY), if applicable. This is the date that the student appears in the SSIS data system as officially enrolled under the PPP nonpublic school number for the school year.
- **Exit Date:** Using the mm/dd/yy format, enter the last day of the program for the student as an enrolled student in the PPP nonpublic school for the school year. This is either the last day of the current school year or the day the student was discharged from the nonpublic school and moved to a less/more restrictive placement.
- **Placement Days Used:** Enter the total number of school days each student was actually enrolled in the PPP nonpublic school during each reporting period; ESY, Dec. 31 and June 30. Student enrollment days are unique to each student as a result of their specific entry and exit dates.
 - **ESY:** ESY is reported on the Mid-Year Report. ESY captures the days between July 1 and the first day of the standard school year.
 - **Dec. 31:** The total number of standard school days a student was enrolled in the PPP nonpublic school between the first day of the standard school year through December 31.
 - **June 30:** The total number of standard school days a student was enrolled for the period January 1 through June 30. (This **does not include** days listed in the “Dec. 31” column.)
 - **Total:** The total number of days a student was enrolled during the school year (**Dec. 31 + June 30**) calculates automatically.
 - Example: When reporting for December 31 there may have been a possible 75 school days offered by the program during that period, on the Mid-Year report, in the *Dec. 31* column indicate the actual number of standard school days that the student was enrolled. If the student started the program on the fifth day, the student’s total days will be 70 days.
 - Note: The number of placement days in the total column is calculated by the embedded formula. *Total = Dec. 31 + June 30*. The total for any one student may not exceed the *Total Education Day* reported in the *Program Information* section.
- **Placement Code:** Use the list of *Placement Codes* to enter the code that supports the student’s placement in the PPP nonpublic school. These codes are the MSDE approved reasons for placement under the PPP guidelines. Most students in the PPP nonpublic school should fall under one of these supporting reasons. The use of “other” is an exception and requires additional justification. When “Other” is necessary, attach a brief justification for the student’s PPP placement. Supporting documentation aligned with the placement codes must be found within each student’s IEP team meeting notes.

Technical Assistance

For technical assistance with completing the *PPP Student Attendance List* contact:

Shaundria Gibson, Nonpublic Special Education Schools Section
 Phone 410-767-0827, or
 Email Shaundria.Gibson@maryland.gov

For technical assistance with accessing the Nonpublic Secure Server contact:

Jeff Miller, Nonpublic Special Education Schools Section
 Phone 410-767-0265, or
 Email Jeffrey.Miller1@maryland.gov