

New York City Department of Education

**New York State Loan Request and Enrollment Certificates &
Principal's Statement of Assurances Requirements**

**Guidelines for Principals of Non Public Schools &
Directors of Day Care Centers for School Year 2011-2012**

In order to determine accurate enrollment data representing your school's needs, each year all non public schools wishing to participate in the New York State Loan Programs are required to submit the appropriate Loan Request and Enrollment Certificates and Principal's Statement of Assurances Requirements to the NYC Department of Education (DOE) as instructed herein. Please refer to the appropriate links below.

In addition, you are reminded that the State Education Law requires parents to submit requests for the loan of textbooks, instructional materials and equipment to the public school district in which the pupil resides for textbooks and to the public school district in which the non public school is located for software, library and hardware. The DOE has entrusted non public school administrators with the responsibility of collecting such requests from parents and submitting the list "collectively" to the DOE, Division of Financial Operations (DFO). Therefore, the non public school administrator is responsible for retaining all parents' requests for such loan materials and equipment on file at the school as well as the individual names and addresses of each eligible student.

The [NYSTL Loan Request and Enrollment Certificate](#), which requests your school's enrollment data based on the current October 2011 register must be completed and returned to us along with the other required forms as soon as you submit your BEDS data to the State Education Department (SED), but no later than **Monday, October 31, 2011**. Adjustments will be made accordingly to your school's NYSTL account with appropriate documentation if so warranted. If your student population fluctuates after submission of the form, State law requires that any change in register for eligible NYC residents should be reported in writing to our office immediately.

The [NYSSL/NYSLIB & NYS CH Loan Request and Enrollment Certificate](#) is based on your school's previous October 2010 register as reported to the State on your 2010-2011 **Basic Education Data Systems (BEDS)** report. Orders for the NYSSL (software), NYSLIB (library) and NYS CH (hardware) programs can not be processed until we receive all required forms signed with the information requested completed. Therefore, please be sure to return both enrollment certificate forms (Attachments A & B) along with the required two [Principal's Statement of Assurances Requirements](#) to the DFO, Non Public School Payables Unit, to the DOE address indicated on the forms as requested above no later than October 31, 2011.

All information provided in these guidelines should be reviewed carefully. Day Care Centers please refer to the special instructions provided on page 4. If additional information is required, please contact NPS Payables-NPS State Support Group, 65 Court Street – Room 1001, Brooklyn, NY 11201, phone (718) 935-3250; fax (718) 935-3801 or email npsstatesupportgroup@schools.nyc.gov .

NEW YORK STATE LOAN REQUEST AND ENROLLMENT CERTIFICATE

In accordance with the New York State Department of Education Laws, the student registers provided by your school must reflect the following requirements:

NYSTL - The actual number of eligible students on register as full time students prior to November 1 of the current year, in grades K-12 legally **RESIDING** in New York City.

Please complete the New York State **Textbook** Loan Request and Enrollment Certificate form (Attachment A). This document is requesting the **actual** number of eligible students in grades K-12 reported to the State Education Department for BEDS (Basic Educational Data System) on register as of October 2011 **residing in New York City**. If there has been a significant, increase/decrease from the enrollment data previously submitted, **please attach a brief note of explanation on school letterhead indicating the reason(s) for the increase or decrease**.

FY'12 NYSTL allocation for the Textbook Purchase and Loan Program administered by the New York City Department of Education is fifty-eight dollars and twenty-five cents (**\$58.25**) per eligible student in grades K-12; **residing in New York City** included in your school's 2011-2012 enrollment data as submitted to both the DOE and SED.

NYSSL/NYSLIB & NYS CH - The actual number of eligible students on register as full time prior to November 1 of the previous year in grades K-12 **ATTENDING** school in New York City.

Please complete the New York State **Computer Software/Library & Computer Hardware** Loan Request and Enrollment Certificate form (Attachment B). This document is requesting the **actual** number of students on your register last school year for **October 2010** in grades K-12; and attending school in New York City as reported on your 2010-11 BEDS report to State Education Department. **Your BEDS number must be included on this form**. If your school has 2 different sites (DOE Location Codes) but one BEDS number for both sites, then you must attach a brief letter of explanation to both location code certificates.

Note: Non Public Schools located outside of New York City with NYC resident students in attendance are not eligible to participate in the NYSSL/NYSLIB & NYS CH programs administered by New York City Department of Education. Please contact the local school district in which your school is located for further information pertaining to the NYSSL/NYSLIB & NYS CH programs.

STUDENT ENROLLMENT

The New York City Department of Education only receives reimbursement from the State Education Department for NYSTL, NYSSL, NYSLIB and NYS CH purchases made by non-public schools that have valid "BEDS" (Basic Educational Data System) numbers and have submitted required enrollment information to the State.

If you were provided with funding for FY'11 but have not as yet obtained a BEDS number, you will not be given an allocation for FY'12. In order to ensure that you can be reinstated, it is essential that you contact the State Education Department at the address listed below to obtain a BEDS number as soon as possible:

The University of the State of New York
THE STATE EDUCATION DEPARTMENT
Information and Reporting Services - Room 865 EBA
Albany, New York 12234
dataquest@mail.nysed.gov
(518) 474-7965

Each eligible participating school is required to complete and submit a Textbook Loan Request and Enrollment Certificate form stating the actual number of students on register as of October 2011 in grades K-12 as reported to the State Education Department (SED). The Division of Financial Operations (DFO) will review the New York City Department of Education's NYSTL 2011-12 Loan Request & Enrollment Certificates to ensure that the certified enrollment information submitted to the DOE corresponds to the BEDS October 2011 enrollment figures reported to the State of New York.

Please note that appropriate adjustments will be made to your enrollment register upon review of the BEDS data. These changes will be reflected in your enrollment count, as recorded by the Division of Financial Operations, and may impact on your allocation for the following year unless corroborating documentation is provided to substantiate your enrollment claim.

PRINCIPAL'S STATEMENT OF ASSURANCES REQUIREMENTS

To ensure proper use of the State loan instructional materials, which includes the NYSTL, NYSSL and NYSLIB programs, a Principal Statement of Assurances (Attachment C) is required for you to complete, sign and return. This is in addition to a **separate** Principal's Statement of Assurances for the NYS CH, New York State Instructional Computer Hardware and Technology Equipment Aid loan program (Attachment C2). **BOTH FORMS MUST BE ON FILE FOR PARTICIPATION.**

You are reminded that the requirement remains that all instructional materials and computer hardware and technology equipment aid on loan through NYSTL (New York State Textbook Law), NYSSL (New York State Software Law), NYSLIB (New York State Library) and NYS CH (New York State Computer Hardware), must be used only for secular, neutral and non-ideological purposes and activities. A more detailed listing of the guidelines for requesting NYSSL/NYSLIB & NYS CH will be provided later on in the fall under separate cover on our website under NPS Memoranda.

Original copies of both signed Principal's Statements of Assurances Requirements (Attachments C –two pages) **MUST** be completed and returned along with your New York State Loan Request and Enrollment Certificates for all loan programs (Attachments A & B) due **Monday, October 31, 2011**. By submitting these required forms on time as instructed, you will enable us to open the NYSSL and NYSLIB loan programs in November. Please do not fax or email these forms as the Principal's signature must be on file.

Please mail as instructed to: NPS Payables – NPS State Support Group
Division of Financial Operations (DFO)
65 Court Street – Room 1001
Brooklyn, NY 11201

SPECIAL INSTRUCTIONS FOR DAY CARE CENTERS
NEW YORK STATE LOAN REQUEST AND ENROLLMENT CERTIFICATES

NYSTL Student Eligibility for All Day Care Programs - Only children enrolled in a Kindergarten Program who are at least 5 years or older as of December 31, 2011 (born in 2005-2006) are eligible to participate in the New York State Loan Program (Pre-K pupils are not eligible). In addition these children are eligible provided that they reside in New York City and are attending your day care program as their primary and exclusive educational institute. **The full names and dates of birth of all eligible children must be listed on letterhead and attached** to the Textbook Loan Request & Enrollment Certificate form (Attachment A).

NYSSL/NYSLIB & NYS CH Student Eligibility for All Day Care Programs- Only children enrolled in a Kindergarten who are at least 5 years or older as of December 31, 2010 (born in 2004-2005) are eligible to participate in the New York State Loan Program (Pre-K pupils are not eligible). In addition these children are eligible provided that they are attending your day care program as their primary and exclusive educational institute. **The full names and dates of birth of all eligible children must be listed on letterhead and attached** to the Software/Library & Hardware Loan Request & Enrollment Certificate form (Attachment B).

DAY CARE CENTERS FUNDED BY AGENCY FOR CHILD DEVELOPMENT (ACD):

The New York State Loan Request and Enrollment Certificates and any subsequent changes in register pertaining to eligible students must be first submitted to and approved by your ACD Area Program Consultant, who will forward the requests to the ACD Office of Program Development. The Office of Program Development will then in turn submit all approved enrollment certificates to the Division of Financial Operations.

PRIVATE DAY CARE PROGRAMS - NOT FUNDED BY ACD:

Licensed Day Care Centers must submit their completed New York State Loan Request and Enrollment Certificates with the list of names and dates of birth and a copy of their current Health Department permit directly to:

**NPS Payables – NPS State Support Group
New York City Department of Education
Division of Financial Operations
65 Court Street – Room 1001
Brooklyn, NY 11201**

Please include your Principal's Statement of Assurances Requirements (Attachment C).

NOTE: ONLY Day Care Programs (ACD and Private) that have a "BEDS" number will be eligible to participate. Please refer to page 2; STUDENT ENROLLMENT.

**INSTRUCTIONS FOR COMPLETING
THE NEW YORK STATE LOAN REQUEST AND ENROLLMENT CERTIFICATES**

SECTION A

DOE Location Code - 90X- XXXX -7 digit/alpha identifying code assigned to school. The last four digits or alpha code is to be used in FAMIS for inquiry and ordering.

*BEDS Number - (Basic Educational Data System). **All schools must indicate the 12-digit number issued by the State Education Department (SED).**

*All participating schools/day care centers must obtain a BEDS number and submit their annual BEDS data to the State. The DOE receives reimbursement from the State Education Department for State funds based on this information.

SECTION B (NYSTL)

When completing grade breakdown the left side must include all students in each grade that are **NYC residents**; the right side should reflect the total enrollment for the grade, which is your reported enrollment used for next year's NYSSL/NYLIB & NYS CH.

GRADE	NYC RESIDENTS	TOTAL NUMBER OF STUDENTS
1	12	15
2	<u>20</u>	<u>25</u>
	32	40

Both sides should be completed even if the numbers are the same. All total lines must be filled in.

GRADE	NYC RESIDENTS	TOTAL NUMBER OF STUDENTS
1	12	12
2	<u>20</u>	<u>20</u>
	32	32

SECTION B (NYSSL/NYSLIB & NYS CH): Include all eligible students on register who are attending your school in New York City.

All signed enrollment forms along with the Principal's Statement of Assurances are to be completed and returned to:

**NPS Payables – NPS State Support Group
Division of Financial Operations
65 Court Street – Room 1001
Brooklyn, N.Y. 11201
Tel: (718) 935-3250**

The **deadline date for submission of all forms:** Loan request and Enrollment Certificates (Attachments A and B) and both Principals Statement of Assurances in (Attachment C-two pages) is **Monday, October 31, 2011.**

Thank you.
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