Approved Private School Electronic Management System

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APSEM Basics

What?	Approved Private School Electronic Management System
Who?	• School district of residence or charter school • Intermediate Unit for early intervention students

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Why?	Online financial reporting system for schools to receive partial funding from PDE
When?	Whenever a student receives a 4010 slot from an Approved Private School or Chartered School for the Deaf or Blind

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What does 4010 and 4011 mean?

- 4010/4011

- If a student has been approved for a 4010 slot, the tuition cost is shared between the LEA (40%) and the commonwealth (60%)

Where is a 4010-slot used for?

- Approved Private Schools (33) - licensed by the State Board of Private Academic Schools

- Chartered Schools (4)

Directory: https://www.education.pa.gov/Documents/K-12/Special%20Education/APS%20Directory.pdf

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4010 "Slots"

PDE does not determine or set the number of PDE "slots." Each APS or CSDB determines the number of students they can educate, based on their appropriation, and that establishes the number of 4010 "slots" that are appropriate for the school.

MyPDESuite

https://www.mypdeapps.pa.gov/Login/wfKeystoneLogin.aspx

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MyPDESuite Login Page

MyPDESuite Login Page

Use your Keystone Login or CWOPA username and password to login to MyPDESuite.

User Name:

Password:

Log In

Powered by
PA KEYSTONE LOGIN

Register Username

Edit Username

Forgot Username

Forgot Password

Keystone Login HelpDesk: 877-328-0995

Help & Support

Keystone Login HelpDesk
For all questions, concerns and issues with Keystone Login, please contact the new helpdesk at 877-328-0995.

Program Office Support
If you require assistance with one of the applications accessed through MyPDESuite, please contact the appropriate PDE Program Office.

MyPDESuite Support
For resources and support, such as becoming a Local Security Admininistrator, please visit MyPDESuite Help.

TIMS Personal Users
To access TIMS for your personal certifications, please log in to TIMS. Please note that if you are a provisioned user of TIMS within MyPDESuite you must use a different username to login and view your personal information.

APSEM LEA Dashboard

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APSEM — Approved Private Schools Electronic Management

Create 4010　　Create 4011　　4010 Enrollment Search　　Reports　　LEA Deductions　　Logout　　Help

LEA Dashboard

Actions	shows entries that require action; will have a number if action is needed
4010 Changes Requested	
4011 Reviews	
4011 Changes Requested	

Notifications	Shows approved entries
Description	**Notification Date**
No Records Found.	

Active 4010/4011 Requests　　shows pending requests

Type	Name	Birth Date	APS	Status	Last Modified Date
No Records Found.					

Step 1: Create 4010

Step 2: Enter APS Enrollment Information

Student Information

PASecureId

First Name

Middle Name

Last Name

Birth Date

Gender

Students
Information from
prior screen

Enrollment Information

APS Organization *

Start Date *

Start Date

Program Type *

Primary Exceptionality *

LEA

Initiating LEA

Ward of State *

Additional Documents

NOREP Document *

Select File

Acceptance Letter *

Select File

Submit Request   Cancel

NOREP REMINDERS:

- The NOREP must indicate it is out of district placement.
- The NOREP needs to be signed and dated by the Superintendent/ CEO/ or Designee.
- The NOREP must include a parent's signature or digital consent if permitted.
- If a parent has not signed, document 3 separate attempts and method of communication (telephone/email/mail), include the date and time.

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ACCEPTANCE LETTER REMINDERS:

- The APS acceptance letter must include the start date of the enrollment and match the 4010 effective date entered in APSEM.
- The APS acceptance letter must indicate the student is being accepted for a 4010 placement.
- The Acceptance Letter should be addressed to the LEA, not BSE.

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When do I use the tab **Create 4011**?

- Withdrawal
- Change in Program
- LEA Change
- Name Change
- Cancellation
- Ward of State

How do I create a 4011-change request?

4010 Enrollment Summary

Student Information

PA SecureId :

Student Name

Birth Date

Gender

Primary Exceptionality

Ward of State

Information prepopulated

Enrollment Information

APS

APS Division

Program Type

Initiating LEA

Financially Responsible LEA

Resident SD

Information prepopulated

Enrollment Periods [Export]

Showing 1 to 3 of 3 records

Financially Responsible LEA	Division	Program Type	Age Category	Age Category Override	Effective Date	End Date
	MAIN	Day	Pending	No	7/1/2022	
	MAIN	Day	Pending	No	7/1/2021	6/30/2022
	MAIN	Day	Secondary	No	7/1/2020	6/30/2021

Modifications

4011 Change Type ?

Name Change

Start Date * ?

[Launch 4011]

Enrollment Actions

Type	Effective Date	Status	Date Created	
4010 Creation	7/1/2020	Approved	8/4/2020	[Details]

APSEM Reports

- **4010 Enrollment Report**
  - Lists all students and key information
- **4010 Enrollment Deduction**
  - Detailed billing information according to information on the enrollment report

Tuition Recovery - LEA

When a 4010 student enters an APS or CSDB, the state pays 100% of the tuition "up-front."

The state subtracts an amount that is equal to the 40% from the next year's Basic Education Funding that is allocated to the LEA for each 4010 student.

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Tuition Recovery - CS

A charter school (CS) does not receive Basic Education Funding from the state. Instead, the CS is responsible for sending a check to the Commonwealth, for an amount that is equal to the 40% portion, for each 4010 student. In other words, the Commonwealth "recovers" the amount of tuition from the CS.

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Tuition Recovery – EI and Ward of State

The state pays 100% for Early Intervention students and students designated as ward of state with no deduction from the school districts and no tuition recovery from the charter schools.

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How does an APS use APSEM?

- APS Management
  - Create Calendar
    - Enter billing days into APSEM
  - View Organization Costs
    - Tuition rates
- APS Review Actions
  - Calendar Requests, 4011 Reviews
  - Approve, Reject, Request Changes
- 4010 Enrollment report

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Need assistance with APSEM?

✓ Registration & Log In
✓ Password
✓ Update Information
✓ Error message

Contact Information
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Contact/Mission

For more information on the Approved Private School Electronic Management System (APSEM) please visit PDE's website at
www.education.pa.gov

The mission of the Department of Education is to ensure that every learner has access to a world-class education system that academically prepares children and adults to succeed as productive citizens. Further, the Department seeks to establish a culture that is committed to improving opportunities throughout the commonwealth by ensuring that technical support, resources, and optimal learning environments are available for all students, whether children or adults.

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