# Approved Private School Electronic Management System

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# APSEM Basics

What?	Approved Private School Electronic  Management System				
Who?	<ul> <li>School district of residence or charter school</li> <li>Intermediate Unit for early intervention students</li> </ul>				



### APSEM Basics page 2

### 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



#### 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: <a href="https://www.education.pa.gov/Documents/K-12/Special%20Education/APS%20Directory.pdf">https://www.education.pa.gov/Documents/K-12/Special%20Education/APS%20Directory.pdf</a>



#### 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



pennsylvania PA

#### **MyPDESuite Login Page**

#### **MyPDESuite Login Page**

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

User Name:

Password:

Log In



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 <u>TIMS</u>. 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



**APSEM** 

Approved Private Schools Electronic Management

Create 4010 Create 4011

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		

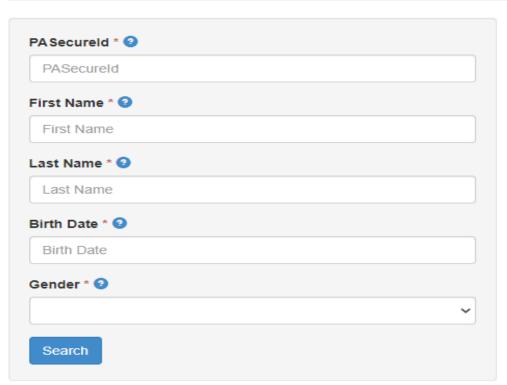
Notifications	Shows approved entries	
Description	Notification Date	
No Records Found.		

Active	Active 4010/4011 Requests		shows	shows pending requests		
Туре	Name	Birth Date	APS	Status	Last Modified Date	
No Reco	ords Found.					

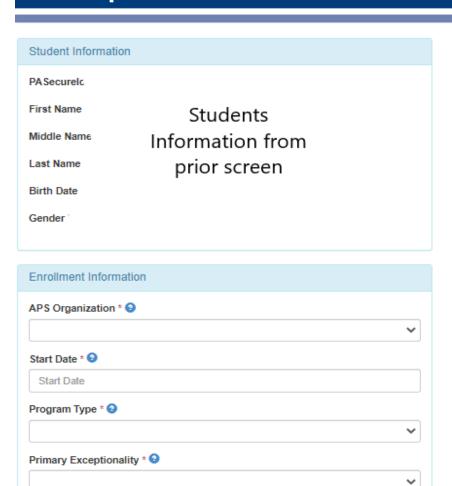
### Step 1: Create 4010

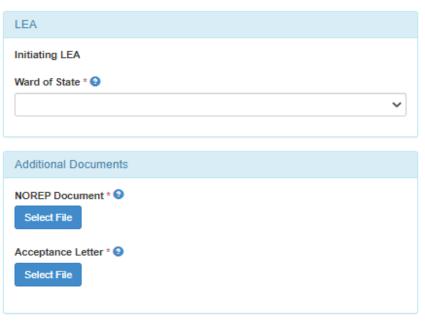


#### Search eScholar for Student



### Step 2: Enter APS Enrollment Information





#### **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.



### **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.



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



APSEM

Approved Private Schools Electronic Management

eate 4010 Create 4011 4010 Enrollment Search

Reports

**LEA Deductions** 

Logout

Help

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

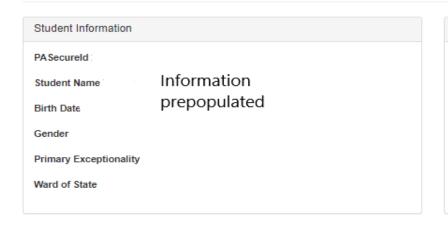


# How do I create a 4011-change request?

#### 4010 Enrollment Summary

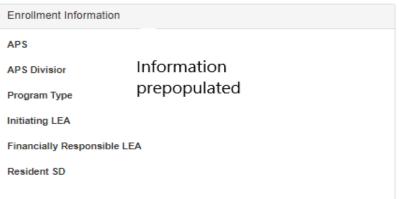
Type

4010 Creation

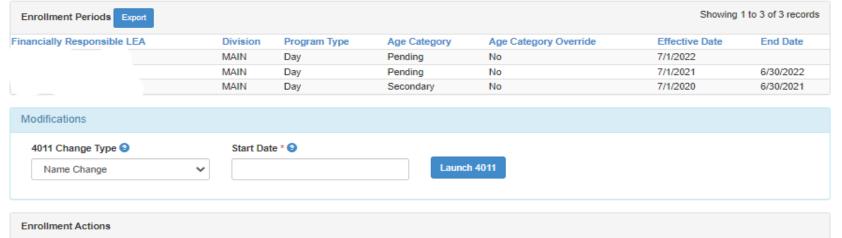


Effective Date

7/1/2020



Details



Status

Approved

**Date Created** 

8/4/2020

### **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.



# 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.



# Tuition Recovery – El 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.



#### 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



#### Need assistance with APSEM?

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

#### **Contact Information**

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Bureau of Special Education
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717-425-5442



#### Contact/Mission

For more information on the Approved Private School Electronic Management System (APSEM) please visit PDE's website at <a href="https://www.education.pa.gov">www.education.pa.gov</a>

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.

