

This information is provided by Karen Taylor, director of Cedar Life Academy. Karen files this private school affidavit for the homeschoolers enrolled in her PSP. Only independent homeschoolers are required to file the PSA. The PSA may be found at <http://www.cde.ca.gov/sp/ps/rq/ap/form.asp?formtype=blank> and should be submitted between October 1-15th every year that you operate a private school. If you have questions, email Karen@cedarlifeacademy.com.

The 2009 PSA, Line by Line

The CDE lists some instructions on who can file, followed by a box. Check YES if you offer a full time private school that offers instruction in the required branches of study. If you check no, you may not continue.

1. Name of school: List any name you want. This is a hard question for a family to decide! The CDE does not care what name you use.
2. CDS code: This code is optional, and most schools do not have one. Some schools with more than 6 students have been assigned one. Leave it blank.
3. County: List your county
4. Public school district: Find your district. There's a link to click on to find all your options.
5. Street address: For homeschoolers, this will be your home address, not a PO Box.
6. City
7. School phone number: This form requires your phone number.
8. School email address: This is optional, but if you provide your email address, they will send a confirmation of your affidavit. If they need to contact you, they might email rather than phone, so that might be another reason to provide it.
9. Optional email: One email is enough to provide. Leave this one blank.
10. Mailing address: if you receive your email elsewhere, or at a PO Box, you may provide that here.
11. See #10
12. Type of school: Coeducational is the most often recommended answer for homeschoolers.
13. School accommodations: Mark day only.
14. Special Education: No
15. Range of grades offered: 1-12
16. High school diploma: Most homeschoolers offer diplomas eventually, so put yes.
17. Classification of school: This question is optional for the first time. You don't need to offer this information, and can leave it blank.
18. Has school ever filed a PSA under a different name? Fill this section and 19 only if you have.
20. Has this school changed public school districts? Fill 20 and 21 only if you have.

22. Range of students' ages: List the age ranges of your students from 6-18.
23. Enrollment on a single date: List the number of pupils by grade level, or put them all in the ungraded elementary and/or ungraded secondary box.
24. Number of 12th grade grads from last year. Did you have a grad last year? List here or put 0.
25. Number of school staff: Many homeschoolers will list one parent as the teacher and one as the administrator, or they may just list one parent as teacher.
26. Site administrator: you or your spouse
27. Site administrator title: pick a title – any one is fine!
28. Director: can be the same person as in 27.
29. Position: pick one
- 30-31. Director's address: you can use your school's address
32. email: you don't need to provide it – you did that earlier
- 33.-35. Custodian of records: can be the same as site administrator/director
36. email: you don't need to provide
- 37-40. Tax status: NONE OF THE ABOVE: check #40
- 41-51 Read and check each one. This is the legal part that the CDE wants to make sure you understand.

And finally, all that is left is your electronic signature! The drop down boxes will ask for the month and the day that you were born, and will also ask you to select your favorite sport, color, or food.

Submit and you're done! Be sure to save a copy for your records.