

2024-2025 SAMPLE Private School Enrollment Report

Welcome and Login

The Washington State Board of Education (SBE) is collecting private school enrollment data for the 2024–2025 school year. We recognize that this is a busy time for school staff, and we greatly appreciate your attention to completing this important task.

Note: If your school has multiple campuses, please log in and report enrollment numbers for each campus separately.

- **Username:** Head of School's Email Address
- **Password:** Your Campus/School Building Code

If you do not know your password, you can use the [EDS Directory Information](#) to look up the building codes for each school campus. For assistance navigating the directory, [please visit our website](#).

Before You Begin

The data you provide should reflect the official enrollment of full-time, in-person students as of **October 2, 2024**. Please submit your completed enrollment form by close of business on **Friday, November 1, 2024**.

If your school has multiple campuses, each campus must submit a separate report.

Preparation Steps:

Before you begin, we recommend downloading and completing the **Excel Enrollment Worksheet**. You can download as many worksheets as needed. Completing a worksheet for each campus prior to filling out the online form will save you time and help ensure accuracy.

Note: The sum of full-time enrolled kindergarten through 12th-grade students should equal the total number of students enrolled.

What to Report:

- **Total enrollment** of full-time, in-person K-12 students
- **Demographic information** for K-12 students only

- **Total enrollment** of students in your Early Learning/Pre-K program (if applicable)
- **New this year:** Total enrollment of Washington state-resident students in your full-time online program (if applicable)

Instructions for Reporting Race/Ethnicity Data:

- Each student must be counted in only **one Race/Ethnicity** category.
- If students identify with more than one race/ethnicity, select **Two or More Races**.
- If your school does not collect race/ethnicity data for some students, or if students prefer not to share this information, include them in the final category: **Unknown / Prefer Not to Share / Not Reflected in Previous Categories**.
- **Important:** The total of students in these categories must match the total enrollment for each grade. Please double-check your totals before submitting.

Completing the worksheet before entering your data in the enrollment form helps ensure that the totals for students by grade and by race/ethnicity match. If discrepancies are found, we will contact you for corrections.

Note: The SBE is using the race/ethnicity categories specified by federal regulations, in accordance with both federal and state guidance. For more information on federally mandated categories, please refer to the [Definitions for New Race and Ethnicity Categories](#).

If you have any questions, contact the [Private Schools Manager](#).

School Information

[This section displays the most recent details we have on file for your school. Please update anything that is incorrect.]

1) Please verify the legal name, physical address, and contact information below.

School Name:

Street Address:

City:

State:

ZIP Code:

County:

Public School District:

Email:

Front Office Phone:

Website:

2) Please verify your Head of School.

Name:

Email:

3) The Head of School information in the previous question reflects details we currently have on file for your school. Did you need to update the information above to correct it?

Yes

No

4) Who is completing this report?

Name:

Title:

Email Address:

5) Which best describes your school?

Nonprofit

For Profit

Total School Enrollment

6) What is the total enrollment for this specific campus as of October 2, 2024?

Please do not include early learning / pre-kindergarten students in this total.

School Offerings: Elementary

7) Does your school serve students in kindergarten through grade five?

Yes

No

[Answering “yes” to this question will display the following questions concerning enrollment of students in kindergarten through grade five. Answering “no” will skip you ahead in the report to the School Offerings: Middle Grades questions concerning students in grades six through eight.]

Enrollment for Kindergarten through Grade 5

Instructions for Reporting Race/Ethnicity Data

- Each student must be counted in only one Race/Ethnicity category.
- The total number of students in these categories must match the total enrollment for each grade.
- If students identify more than one race/ethnicity, select "Two or More Races."
- If race/ethnicity data is unavailable or students prefer not to share, include them in "Unknown / Prefer Not to Share / Not Reflected in Previous Categories."

Important: You will be asked to confirm that the sum of the Race/Ethnicity categories matches the total enrollment for each grade. *You will not be able to proceed to the next page of the report if these totals do not match.*

If your report is submitted with discrepancies between the total number of students by grade and the sum of the Race/Ethnicity categories, we will contact your school to make the necessary corrections before the report can be finalized.

8) Does your school serve kindergarten students?

Yes

No

[Answering “yes” to this question will display further questions about your kindergarten enrollment. Answering “no” will skip you ahead.]

9) How many kindergarten students are:

_____ American Indian or Alaskan Native

_____ Asian

_____ Black or African American

_____ Hispanic / Latino of any race(s)

_____ Native Hawaiian or Other Pacific Islander

_____ Two or More Races

_____ White

_____ Unknown / Prefer Not to Share / Not Reflected in Previous Categories

[The sum will be automatically calculated and displayed here.]

10) What is the total enrollment of kindergarten students as of October 2, 2024?

11) In the previous two questions, does the sum of the race / ethnicity categories above match the grade total?

Note that the total number of students reported above in the race / ethnicity categories **must equal** the total enrollment for the grade level.

Yes

No

[This series of questions will repeat for students in grades one through five.]

School Offerings: Middle Grades

32) Does your school serve middle school students, grades 6 through 8?

Yes

No

[Answering “yes” to this question will display the following questions concerning enrollment of students in grades six through eight. Answering “no” will skip you ahead in the report to the School Offerings: High School questions concerning students in grades nine through twelve.]

Enrollment for Grades Six through Eight

Instructions for Reporting Race/Ethnicity Data

- Each student must be counted in only one Race/Ethnicity category.
- The total number of students in these categories must match the total enrollment for each grade.
- If students identify more than one race/ethnicity, select "Two or More Races."
- If race/ethnicity data is unavailable or students prefer not to share, include them in "Unknown / Prefer Not to Share / Not Reflected in Previous Categories."

Important: You will be asked to confirm that the sum of the Race/Ethnicity categories matches the total enrollment for each grade. *You will not be able to proceed to the next page of the report if these totals do not match.*

If your report is submitted with discrepancies between the total number of students by grade and the sum of the Race/Ethnicity categories, we will contact your school to make the necessary corrections before the report can be finalized.

33) Does your school serve sixth grade students?

Yes

No

[Answering “yes” to this question will display further questions about your grade six enrollment. Answering “no” will skip you ahead.]

34) How many sixth-grade students are:

____ American Indian or Alaskan Native

____ Asian

____ Black or African American

____ Hispanic / Latino of any race(s)

____ Native Hawaiian or Other Pacific Islander

____ Two or More Races

____ White

____ Unknown / Prefer Not to Share / Not Reflected in Previous Categories

[The sum will be automatically calculated and displayed here.]

35) What is the total enrollment of sixth grade students as of October 2, 2024?

36) In the previous two questions, does the sum of the race / ethnicity categories above match the grade total?

Note that the total number of students reported above in the race / ethnicity categories **must equal** the total enrollment for the grade level.

Yes

No

[This series of questions will repeat for students in grades seven and eight.] **School**

Offerings: High School

45) Does your school serve high school students, grades nine through twelve?

Yes

No

[Answering “yes” to this question will display the following questions concerning enrollment of students in grades six through eight. Answering “no” will skip you ahead in the report to the School Offerings: High School questions concerning students in grades nine through twelve.]

Enrollment for Grades Nine through Twelve

Instructions for Reporting Race/Ethnicity Data

- Each student must be counted in only one Race/Ethnicity category.
- The total number of students in these categories must match the total enrollment for each grade.
- If students identify more than one race/ethnicity, select "Two or More Races."
- If race/ethnicity data is unavailable or students prefer not to share, include them in "Unknown / Prefer Not to Share / Not Reflected in Previous Categories."

Important: You will be asked to confirm that the sum of the Race/Ethnicity categories matches the total enrollment for each grade. *You will not be able to proceed to the next page of the report if these totals do not match.*

If your report is submitted with discrepancies between the total number of students by grade and the sum of the Race/Ethnicity categories, we will contact your school to make the necessary corrections before the report can be finalized.

46) Does your school serve ninth grade students?

Yes

No

[Answering “yes” to this question will display further questions about your grade nine enrollment. Answering “no” will skip you ahead.]

47) How many of the 9th Grade students are:

____ American Indian or Alaskan Native

____ Asian

____ Black or African American

____ Hispanic / Latino of any race(s)

____ Native Hawaiian or Other Pacific Islander

____ Two or More Races

____ White

____ Unknown / Prefer Not to Share / Not Reflected in Previous Categories

[The sum will be automatically calculated and displayed here.]

48) What is the total enrollment of ninth grade students as of October 2, 2024?

49) In the previous two questions, does the sum of the race / ethnicity categories above match the grade total?

Note that the total number of students reported above in the race / ethnicity categories **must equal** the total enrollment for the grade level.

Yes

No

[This series of questions will repeat for students in grades ten through twelve.]

Other Programs

Early Learning Programs

While private school approval does not replace the licensure required for early learning and childcare programs by the [Department of Children, Youth, and Families \(DCYF\)](#), many private schools also offer early learning programs.

Online Programs

Washington private school law assumes a physical facility in the state where students are enrolled and regularly attend ([RCW 28A.195.010\(6\)](#)). Although a Washington-approved private school may offer an online program, fully online schools or those with facilities only outside the state cannot be approved as Washington private schools ([RCW 28A.195.090](#)).

If applicable, please provide the number of students enrolled in early learning or online programs at your school.

62) Does your school serve early learners / pre-kindergarten students?

Yes

No

[Answering “no” will skip you ahead to #64.]63) What is the total enrollment of early learning / pre-kindergarten students attending five days a week as of October 2, 2024?

64) What is the total enrollment of early learning / pre-kindergarten students attending fewer than five days a week as of October 2, 2024?

65) Does your school support an online program where students residing in Washington state are enrolled?

Yes

No

[Answering “no” will skip you ahead to review and submit the report.]

65) What is the total enrollment of full-time, Washington state-resident students in your online program?

Review Your Report

When you reach this page, you will have the opportunity to review your answers. Please proceed to the next page to submit your report. You will receive a confirmation email, with a PDF of your report attached:

Thank you for completing the 2024-2025 Private School Enrollment Report.

Please carefully review and save the attached PDF of your report. You may also want to share it with others in your organization for reference.

Although enrollment reporting is not required, the State Board of Education takes this task seriously. The data you provide helps ensure accuracy and supports key state processes. If discrepancies are found between your reported totals and demographic data, we will contact you for corrections before your report can be finalized.

We greatly appreciate the time and effort you have taken to provide as accurate numbers as possible. *If you find any errors after submitting your report*, please email the [Private Schools Manager](#) to request a unique link to access it. You will not be able to log in again to make changes, but the unique link will allow you to review and make corrections.

The State Board of Education values your time, and we are grateful for your timely response and commitment to providing accurate data.