

Nonpublic Data System (NPDS)

Administrative Cost Instructions

The Administrative Cost Application will open to nonpublic school principals on Monday, May 15, 2023. **However, you cannot enter data until the close of the school year for your school.** The Administrative Cost Application closes on Thursday, August 31, 2023. Please follow the directions below to input data for Administrative Cost Reimbursement.

1. Sign in to your [OH|ID Portal](#).
2. Select Nonpublic Data System from applications (My Apps).
 - Only the principal and the data entry-nonpublic program roles in OEDS have access.
 - Nonpublic school's name appears.
3. Nonpublic school's "Nonpublic Application Search" page appears.
 - Under Status (right side); open drop-down box and click "ADMIN COST."
 - Click "Search" box (lower, left corner).
4. Under "Result(s) Returned" (bottom), be sure the fiscal year is correct; Nonpublic State FY 2023-Federal FY 2024.
 - Click the "Detail" button at the end of the line.
5. Note the different tabs on the bar under school name (Overview, Program Selection, State Adm, Aux Services, Admin Cost).
 - Click the Admin Cost Tab.
6. A page with the "Administrative Cost" box appears.
 - Click "Started" in the status box.
7. When the "Started" status has been initiated, the Administrative Cost box will have an icon of a pencil after the words "Administrative Cost."
 - Click the "Pencil" icon.
8. When Administrative Cost worksheet appears, enter the amounts for each category.
 - Click "Save."
9. The "Saved" worksheet has a status of "Started." If finished, click the "submitted" button.
10. The completed worksheet in "Submitted" status requires the "Principal Approved" status button to be clicked. (This appears only in principal's [OH|ID Portal](#).)
11. Those schools associated with a diocese:
 - After the principal approves and the status is changed to "Principal Approved," the application automatically will be ungraded to "Diocese Pending" status.
 - "Diocese Pending" must be approved by the diocese before the application is advanced to the Ohio Department of Education for review.
12. A "Comments" tab is available on the tool bar for any comments the nonpublic school may wish to make.

Questions and issues with the application should be directed to the [Area Coordinator's office](#).