

Nonpublic Data System (NPDS)

State ADM Instructions

The State Average Daily Membership (ADM) to be reported is the average enrollment of all the days in session during the week of Oct. 2-6, 2023. If a chartered nonpublic school is in session only one day during the week of Oct. 2-6, contact the schools' [area coordinator](#) to determine what days should be used to determine the school's average enrollment. The State ADM application will open on Monday, Oct. 2, 2023 and closes on Tuesday, Oct. 31, 2023.

Schools completing both State and Federal ADM, please see ADM Training Manual for further information.

The following instructions can assist schools entering ADM in the Nonpublic Data System (NPDS):

1. Sign in to the [OH|ID Portal](#).
2. Select Nonpublic Data System (NPDS) from applications (My Apps).
 - Only the principal and "Nonpublic Data Entry" person named in the Ohio Educational Directory System (OEDS) have access.
3. On NPDS Dashboard screen, click the three bars before "Select Program" (upper left corner).
 - Select Nonpublic Data System in left box.
4. The "Nonpublic Application Search" page appears.
 - The nonpublic school name appears.
 - Under Status (right side), open drop-down box and click "STATE ADM."
5. Under "Result(s) Returned" (bottom), be sure the fiscal year is correct: Nonpublic State FY 2024 - Federal FY 2025.
 - Click the "Detail" button at the end of the line.
6. Note the different tabs on the bar under the school name (OVERVIEW, PROGRAM SELECTION, STATE ADM, AUX SERVICES, ADMIN COST).
 - Click the PROGRAM SELECTION tab.
 - Indicate Y (Yes) or N (No) to participate in AUXILIARY SERVICES and ADMINISTRATIVE COST.
 - Click "Save."
 - Click "confirm" on the confirmation pop-up page.
 - Click "OK" to confirm program selection was successfully saved.
7. Click the "State ADM" tab.
 - Click the "Pencil" icon next to each section.
 - Enter the requested enrollment, staff data, etc., in the pop-up window that appears for each section as applicable.
 - Click "Save" in each section after entering the data.
 - Click "OK".
8. When completed, look at the yellow "Current State ADM Status."
 - Within the yellow "Current Status" box, click "Submitted" under "Update State ADM Status To."
9. The principal must click the "Principal Approved" link under "Update State ADM Status To."
 - The application is complete.
 - The application is awaiting either "Diocese Approved" or "ODE Approved" status.
10. 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](#).