

Nonpublic School Membership Report

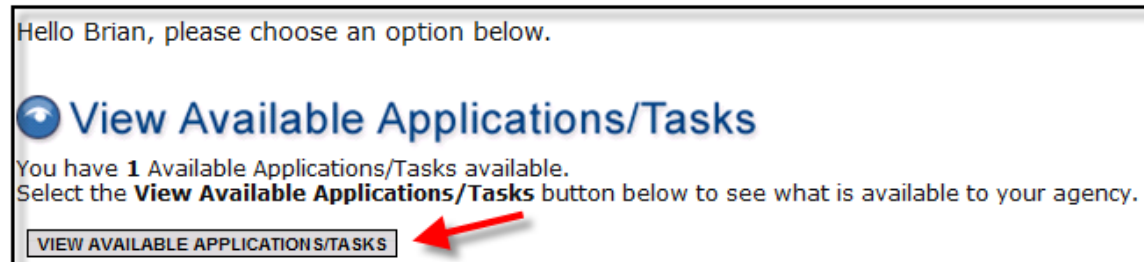
1) Access MEGS+ at <https://mdoe.state.mi.us/megsplus/>.



Or in current MEGS click on the MEGS+ link in the upper right corner:



2) A Level 5, Authorized Official, must initiate by clicking the View Available Applications/Tasks button.



3) Click the Initiate button for Nonpublic School Membership Report.

Available Applications/Tasks

To initiate an item listed below, select the **Initiate** button below each description.

Nonpublic School Membership Report (NSMR-2012) for St. Mary School
Offered By:
Office of Grants Coordination & School Support

Description:

3a) Click the I Agree button.

Agreement

Please make a selection below to continue.

Do you agree?

4) Click the View Management Tools button to verify the Main Contact or to assign a different Main Contact.

Nonpublic School Membership Report - 2012

Application Menu

Please select from an option below. For detailed instruction about each option, select the **SHOW HELP** button.

Application Menu: [NSMR-2012-332303861-00006](#)
[Details](#)

View / Edit
Select the **View/Edit** button below to view, edit, and complete the application/task.

Change Status
Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.

View Management Tools
Select the **View Management Tools** button below to perform actions such as adding people to this document or viewing the document history.

4a) Click the Add/Edit People link.


Nonpublic School Membership Report - 2012 Management Tools



The menu below contains links to the tools that can be used to manage this document. See the description below each link for more detail.

Application Menu: [NSMR-2012-332303861-00006](#)

[Details](#)

Management Tools

 **CREATE FULL PRINT VERSION**
Select the link above to create a printable version of the document.

 **ADD/EDIT PEOPLE** 
Select the link above to perform actions such as adding people, changing a security role, or altering people's active dates on this document.

4b) A Main Contact must be assigned.

- If the person is listed under Current People Assigned, click on the drop down and highlight Main Contact if not assigned. Click the Save button.
- To add a person not listed, type the name in the Person Search and click on Search. Click the Save button when the person appears. Now click on the drop down and highlight Main Contact. Click the Save button in the upper right hand corner.

Nonpublic School Membership Report - 2012 - Add/Edit People

The functionality on this page will allow you add, delete or edit people on this document. Use the keyword search function to locate a person you would like to add. Select the check box next to the name in the search results. Or, you can uncheck the box next to the person(s) name under the Current People Assigned area to remove people. After you perform your modifications, remember to select the **SAVE** button to save your changes.

Application Menu: [NSMR-2012-332303861-00006](#)

[Details](#)

Person Search

Enter a name or partial name:


Current People Assigned

<input type="checkbox"/>	Person	Agency	Role	Grant Contact Type	Active Dates	Last Modified
<input checked="" type="checkbox"/>		St. Mary School	MEGS: Level 5 Authorized Official	<input type="text" value="Main Contact"/>	8/10/2011	Grant System

5) Access the application menu by clicking the Application Menu number link.

Nonpublic School Membership Report - 2012 - Add/Edit People

The functionality on this page will allow you add, delete or edit people on this document. Use the keyword search function to locate a person you would like to add. Select the check box next to the name in the search results. Or, you can uncheck the box next to the person(s) name under the Current People Assigned area to remove people. After you perform your modifications, remember to select the **SAVE** button to save your changes.

Application Menu: [NSMR-2012-332303861-00006](#) 


6) Click the View/Edit button to access the important information and to complete the application.

Nonpublic School Membership Report - 2012
Application Menu


Please select from an option below. For detailed instruction about each option, select the **SHOW HELP** button.

Application Menu: [NSMR-2012-332303861-00006](#)

[Details](#)

 **View / Edit**

Select the **View/Edit** button below to view, edit, and complete the application/task.



7) Click Section 1: Total Membership By Grades as of September 2011.

Nonpublic School Membership Report - 2012
View/Edit

Please complete all required forms below.

Application Menu: [NSMR-2012-332303861-00006](#)

[Details](#)

Forms

Status	Page Name	Created By	Last Modified By
	Cover Page		
	Important Information		
Program Information			
	Section 1: Total Membership By Grades as of September 2011 		
	Section 2: Teacher Qualifications		
	Section 3: Course of Study		

7a) Complete the page.

- Enter the number of certified special education students.
- Enter the number of students in grades 1-12 that are part-time.
- Enter the number of students per grade as of September 30, 2011.
- Enter the school name, physical address, and city.
- Click the Save button in the upper right hand corner.

SECTION 1: TOTAL MEMBERSHIP BY GRADES AS OF SEPTEMBER 2011

Enter the information requested.
Click **Save**.
When all sections are complete, click the Application Menu link, then Change Status.

1. Of the students reported, how many are certified as special education students?

2. Of the students in grades 1-12, how many are in attendance part-time? (Part-time: Those students carrying less than a full-time number of credits.)

3. Enter total membership by grade, as of September 2011. MEGS+ will calculate total membership when **Save** is clicked. For students in non-graded programs, consider their grade to be the number of years in school beyond kindergarten.

Grade	Student Count
Pre-K	<input type="text"/>
K	<input type="text"/>
1	<input type="text"/>
2	<input type="text"/>
3	<input type="text"/>
4	<input type="text"/>
5	<input type="text"/>
6	<input type="text"/>
7	<input type="text"/>
8	<input type="text"/>
9	<input type="text"/>
10	<input type="text"/>
11	<input type="text"/>
12	<input type="text"/>
Total	0

Enter the physical address of the school building (no PO Box):

* School Name:

* Address:

* City:

Related Pages

Status	Page Name	Note	Created By	Last Modified By
	Section 1: Total Membership By Grades as of September 2011			
	Section 2: Teacher Qualifications			
	Section 3: Course of Study			

8) Click Section 2: Teacher Qualifications located at the bottom of this page.

Related Pages

Status	Page Name	Note	Created By	Last Modified By
	Section 1: Total Membership By Grades as of September 2011			
	Section 2: Teacher Qualifications		8/10/2011 1:43:55 PM	
	Section 3: Course of Study			

8a) Complete the page.

- Mark if your nonpublic school employees all have criminal history checks.
- Mark if your school claims an objection to teacher certification based on a sincerely held religious belief.
 - ✓ If you marked yes, stop, Save, and go to #9.
 - ✓ If you marked no, continue with this page.
- Mark if all teachers have State of Michigan certificates/permits.
- Provide the total number of teachers and the *highest* level of their education.
- Mark the answer to the last question.
- Click the Save button in the upper right hand corner.

SECTION 2: TEACHER QUALIFICATIONS

Enter the information requested.
Click **Save**.
When all sections are complete, click the Application Menu link, then Change Status.

* 1. Criminal History Checks The nonpublic school complies with the criminal history check requirements and ensures that the school will not employ a person who has been convicted of any felony or of a "listed offense" misdemeanor. (MCL 380.1230 - 380.1230h, MCL 380.1535a and MCL 380.1539b) Yes No

* 2. Does your school claim an objection to teacher certification based upon a sincerely held religious belief? Yes No
If you stated "Yes", you are exempt from the teacher certification requirement based on the Michigan Supreme Court decision in People v DeJonge and **you do not need to complete the rest of Section 2** regarding teacher qualifications.

3. Do all teachers have State of Michigan certificates or permits? Yes No

4a. Total Number of Teachers

Submit the type of certificate or highest level of education the teachers possess. Do not count a teacher twice in your figures breakdown.

Number of Teachers With a Michigan Teaching Certificate

Number of Teachers With a Michigan Teaching Permit

4b. Of Those Teachers WITHOUT Michigan Certificates or Permits:

Number with Less than a High School Diploma

Number with HS Diploma but Less than a Bachelor's Degree

Number with Bachelor's Degree

Number with Teaching Certificates from Other States

5. If there are teachers with less than a Bachelor's Degree, do **ANY** of these teachers teach core classes (Math, Reading, English, Science, or Social Studies)? Yes No No teachers with less then a Bachelor's Degree




If Yes, you do not meet reporting requirements. Educators teaching grades 1 - 12 core/essential classes must hold at least a Bachelor's Degree.

Related Pages

Status	Page Name	Note	Created By	Last Modified By
	Section 1: Total Membership By Grades as of September 2011			
	Section 2: Teacher Qualifications			
	Section 3: Course of Study			

9) Click Section 3: Course of Study located at the bottom of the page.

Related Pages

Status	Page Name	Note	Created By	Last Modified By
	Section 1: Total Membership By Grades as of September 2011			
	Section 2: Teacher Qualifications			
	Section 3: Course of Study			

9a) Complete the page.

- Mark the areas where instruction is given in your nonpublic school.
- Please note the additional areas of instruction that must be taught to grades 10, 11, and 12.
- Click the Save button in the upper right hand corner.

SECTION 3: COURSE OF STUDY

Enter the information requested.
Click **Save**.
When all sections are complete, click the Application Menu link, then Change Status.

Mark the following areas in which instruction is given:

ALL LEVELS (All 4 subjects must be checked to meet reporting requirements.)

English, Reading

Mathematics

Social Studies

Science

Grades 10, 11, and 12 (If students are in grades 10, 11, or 12, all seven must be checked to meet reporting requirements.)




The Constitution of the United States

The Constitution of the State of Michigan

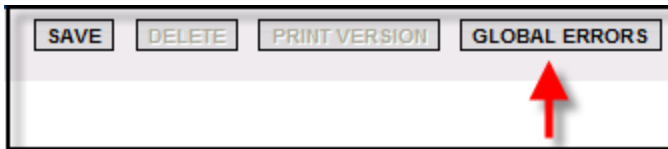
The history and present form of civil government of the United States, the State of Michigan, and the political subdivisions and municipalities of the State of Michigan.

When application is completed and saved, click "Nonpublic School Membership Report Menu", then "Change Status", to submit the application.

Related Pages

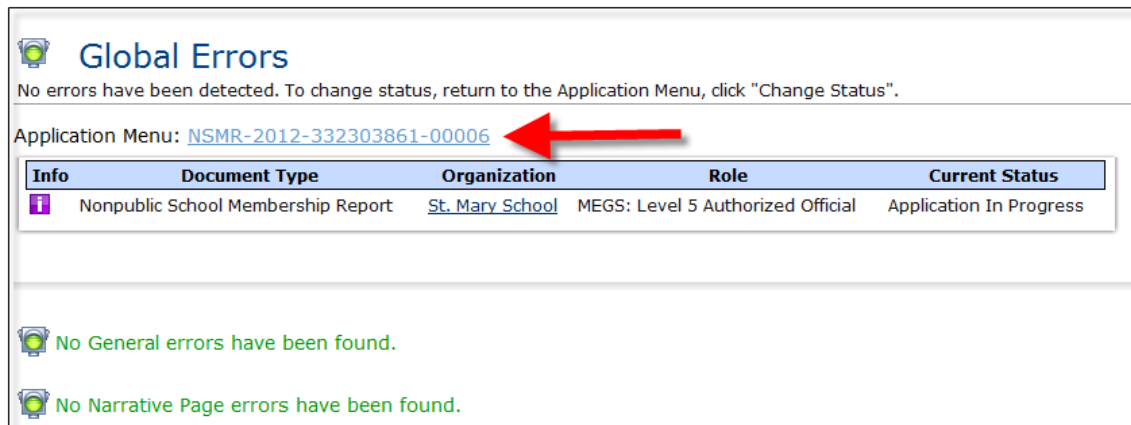
Status	Page Name	Note	Created By	Last Modified By
	Section 1: Total Membership By Grades as of September 2011			
	Section 2: Teacher Qualifications			
	Section 3: Course of Study			

10) Click the Global Errors button in the upper right hand corner to determine if there are any errors. You cannot submit the report until all errors have been corrected.



10a) Correct the errors.

- If there are errors showing, correct them by clicking on the Application Menu number link and correcting the errors on the appropriate pages. Click the Save button after correcting each page.
- When there are no errors found, click on the Application Menu number link to access the application menu.

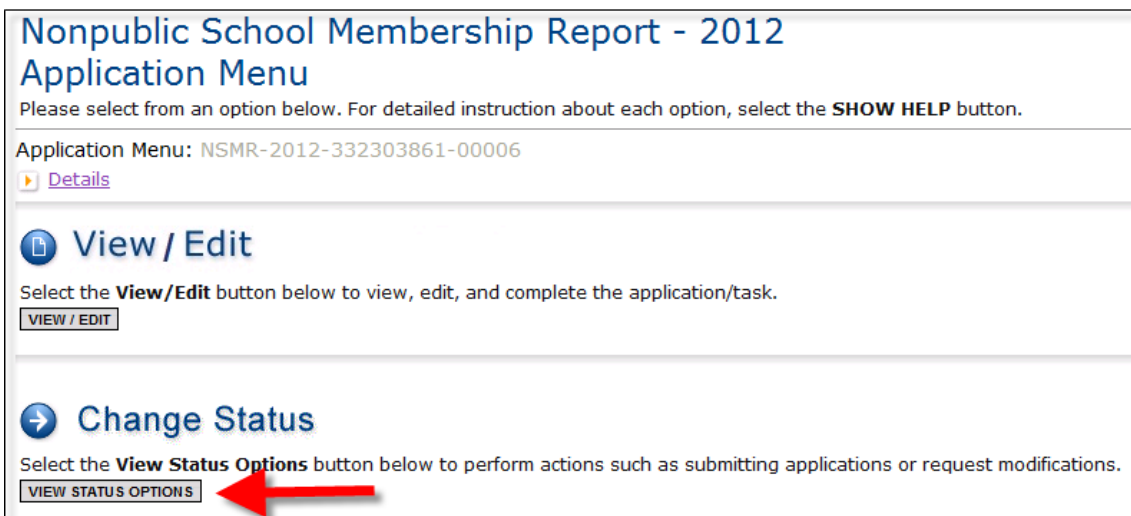


Info	Document Type	Organization	Role	Current Status
	Nonpublic School Membership Report	St. Mary School	MEGS: Level 5 Authorized Official	Application In Progress

No General errors have been found.

No Narrative Page errors have been found.

11) To submit the application, click the Change Status button.



Nonpublic School Membership Report - 2012 Application Menu

Please select from an option below. For detailed instruction about each option, select the **SHOW HELP** button.

Application Menu: [NSMR-2012-332303861-00006](#)

[Details](#)

View / Edit

Select the **View/Edit** button below to view, edit, and complete the application/task.

Change Status

Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.

11a) Click the Application Submitted link to submit the report.

Nonpublic School Membership Report - 2012

Change the Status

Select a button below to execute the appropriate status push.

Application Menu: [NSMR-2012-332303861-00006](#)

[Details](#)

Possible Statuses

[Application Submitted](#) ←

[Application Cancelled](#)

11b) Click the I Agree button to submit the report.

Agreement

Please make a selection below to continue.

In order to submit your application you must first agree to the following conditions.

I, _____, certify that...

- * The information submitted in this application is true and correct to the best of my knowledge; and
- * St. Mary School will comply with the Assurances and Certifications (available on the View/Edit Forms menu) of this application; and
- * The budget was prepared cooperatively by individuals from both the Program and Business Office.

If you are not _____ you should return to the Main Menu.

If you would like to include notes about this status change, please supply them below.

0 of 2000

11c) Report submitted. Click on the application number and click on details to confirm.

Nonpublic School Membership Report - 2012

Application Menu

Please select from an option below. For detailed instruction about each option, select the **SHOW HELP** button.

Application Menu: [NSMR-2012-332303861-00006](#)

[Details](#)

Program Name	Agency	Application Security Level	Current Status
Nonpublic School Membership Report	St. Mary School	MEGS: Level 5 Authorized Official	Application Submitted