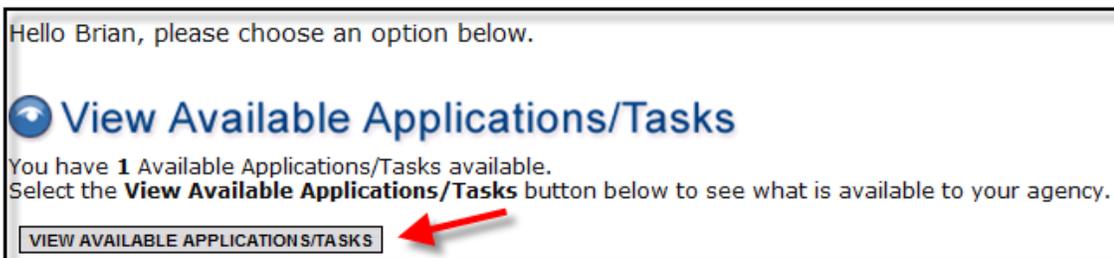


1) Access and login to MEGS+ at [MEGS+ website - https://mdoe.state.mi.us/megsplus/](https://mdoe.state.mi.us/megsplus/).



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



3) Click the Initiate button for 2017 Nonpublic School Membership Report.



3a) Click the I Agree button.

Application Agreement

Please make a selection below to continue.

Confirm that this application/task should be initiated

4) Click the View/Edit button to access and complete the application.

Main Menu > Application Menu

Quick Links: [View/Edit](#) | [Change Status](#) | [Management Tools](#) | [Examine Related Items](#) | [View Comments](#)

Application: FY 2017 - Nonpublic School Membership Report | **Status:** Application In Progress | **Security Level:** MEGS+: Level 5 Authorized Official

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

 **View / Edit**

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

5) Click on the Cover Page.

Status	Page Name	Comments	Created By	Last Modified By
	Cover Page			
Program Information				
	Section 1: Total Membership By Grades as of September 2016			
	Section 2: Teacher Qualifications			
	Section 3: Course of Study			

5a) Check the information is correct and make changes as directed in the highlighted areas.

COVER PAGE

Changes to this data can be made in Educational Entity Master (EEM) or by emailing changes to nonpublicschools@michigan.gov.

NONPUBLIC SCHOOL ADMINISTRATOR	Legal Name of Nonpublic School	District Code	Building Code
	Name of Authorized School Administrator	Telephone	
	Title of Authorized School Administrator	Fax	
	Mailing Address of School		
	City	Zip Code	Email Address

Changes to this data can be made on the Total Membership by Grades screen.

School Name:	
Physical Address:	
City:	

5b) Click on View/Edit at the top of the cover page.



Main Menu > Application Menu > View/Edit > Cover Page

6) Click Section 1: Total Membership By Grades as of September 2016.

Please complete all required forms below.

Forms

Status	Page Name	Comments	Created By	Last Modified By
	Cover Page			
Program Information				
	Section 1: Total Membership By Grades as of September 2016		7/19/2016 9:31:01 AM	
	Section 2: Teacher Qualifications			
	Section 3: Course of Study			



6a) 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, 2016.
- Enter the school name, physical address, and city.
- Click the Save button in the upper right hand corner.

<input type="button" value="SAVE"/> <input type="button" value="DELETE"/> <input type="button" value="PRINT VERSION"/> <input type="button" value="GLOBAL ERRORS"/> <input type="button" value="REVIEW COMMENTS"/>
<p>SECTION 1: TOTAL MEMBERSHIP BY GRADES AS OF SEPTEMBER 2016</p> <p>Instructions</p> <p>1. Enter the information requested.</p> <p>2. Click Save.</p> <p>3. When All sections are complete, click Global Errors and correct errors listed; then, click Change Status and submit.</p> <p>1. Of the students reported, how many are certified as special education students? <input style="width: 60px;" type="text"/></p> <p>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.) <input style="width: 60px;" type="text"/></p> <p>3. Enter total membership by grade, as of September 2016. 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.</p>

Grade	Student Count
Pre-K	<input style="width: 60px;" type="text"/>
K	<input style="width: 60px;" type="text"/>
1	<input style="width: 60px;" type="text"/>
2	<input style="width: 60px;" type="text"/>
3	<input style="width: 60px;" type="text"/>
4	<input style="width: 60px;" type="text"/>
5	<input style="width: 60px;" type="text"/>
6	<input style="width: 60px;" type="text"/>
7	<input style="width: 60px;" type="text"/>
8	<input style="width: 60px;" type="text"/>
9	<input style="width: 60px;" type="text"/>
10	<input style="width: 60px;" type="text"/>
11	<input style="width: 60px;" type="text"/>
12	<input style="width: 60px;" type="text"/>
Total	0

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

* School Name:

* Address:

* City:

7) Click [Section 2: Teacher Qualifications](#) located at the bottom of this page.

Related Pages			
Status	Page Name	Comments	Last Modified By
	Section 1: Total Membership By Grades as of September 2016		
	Section 2: Teacher Qualifications		
	Section 3: Course of Study		

7a) Complete the page.

- In 1, mark yes if your nonpublic school complies with the criminal history check requirements for all school employees.
- In 2, 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 #8.
 - ✓ If you marked no, continue with this page.
- In 3, provide:
 - total number of teachers;
 - number of teachers with Michigan teaching certificate;
 - number of teachers with Michigan teaching permit;
 - number of teachers with bachelor's degree; and
 - number of teachers with less than bachelor's degree.

The educational breakdown is the highest level of education for each teacher.
- In 4, mark if any teachers with less than a bachelor's degree are teaching core classes. If your school does not have any teachers with less than a bachelor's degree mark "No teachers with less than a Bachelor's Degree."
- Click the Save button in the upper right hand corner.

SECTION 2: TEACHER QUALIFICATIONS

Instructions

1. Enter the information requested.
2. Click **Save**.
3. When **All** sections are complete, click Global Errors and correct errors listed; then, click Change Status and submit.

* 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. 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

Teachers **WITHOUT** Michigan Certificates or Permits:

Number with Bachelor's Degree
Number with less than a Bachelor's Degree

4. 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 than 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.

8) Click [Section 3: Course of Study](#) located at the bottom of the page.

Status	Page Name	Comments	Created By	Last Modified By
	Section 1: Total Membership By Grades as of September 2016			
	Section 2: Teacher Qualifications			
	Section 3: Course of Study 			

8a) 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

Instructions

1. Enter the information requested.
2. Click **Save**.
3. When **All** sections are complete, click Global Errors and correct errors listed; then, click Change Status and submit.

Mark the following areas in which instruction is given:

ALL LEVELS (All four 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 subjects 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 "Change Status", to submit the application.

- 9) Click the Global Errors button in the upper right hand corner to determine if there are any errors. You will not be able to submit the report until these errors have been corrected.



- 9a) 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 Change Status to submit the application.



Quick Links: [View/Edit](#) | [Change Status](#) | [Management Tools](#) | [Examine Related Items](#) | [View Comments](#)

Application: FY 2017 - Nonpublic School Membership Report | **Status:** Application In Progress | **Security Level:** MEGS+: Level 5
Authorized Official

No errors have been detected. To change status, return to the Application Menu, click "Change Status".

 No General errors have been found.

 No Narrative Page errors have been found.

[Return to the View/Edit Menu by clicking here.](#)

10) Click Submit Application.

Application: FY 2017 - Nonpublic School Membership Report | **Status:** Application In Progress | **Security Level:** MEGS+: Level 5
Authorized Official

Select a button below to execute the appropriate status push.

Possible Statuses

 [Submit Application](#)

 [Cancel Application](#)

10a) Click the I Agree button to submit the application.

Application Agreement

Please make a selection below to continue.

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

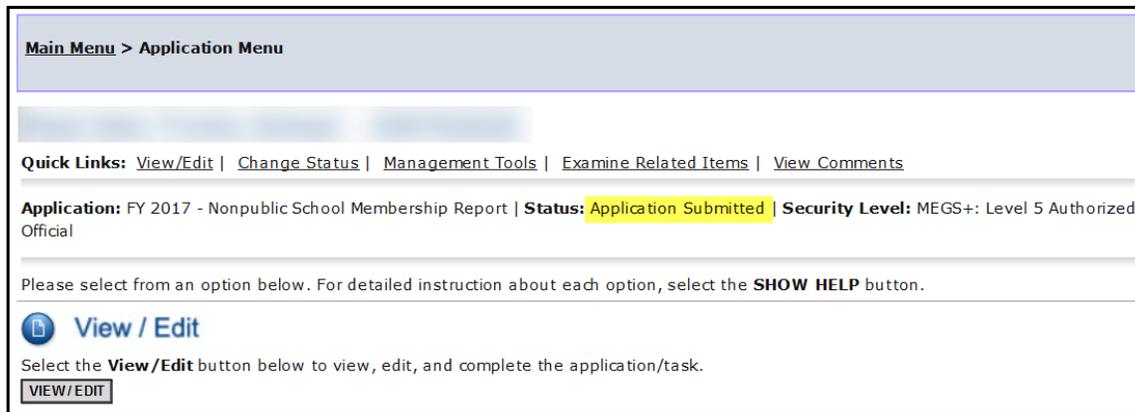
I, _____, certify that...

- * The information submitted in this application is true and correct to the best of my knowledge; and
- * _____ 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.

10b) Application is submitted.



The screenshot shows a web application interface with a light blue header containing the text "Main Menu > Application Menu". Below the header is a white area with a "Quick Links" section containing links for "View/Edit", "Change Status", "Management Tools", "Examine Related Items", and "View Comments". The main content area displays "Application: FY 2017 - Nonpublic School Membership Report" with a status of "Application Submitted" highlighted in yellow, and a security level of "MEGS+: Level 5 Authorized Official". A message prompts the user to "Please select from an option below. For detailed instruction about each option, select the SHOW HELP button." Below this is a "View / Edit" button with a document icon, followed by the instruction "Select the View/Edit button below to view, edit, and complete the application/task." and a "VIEW/EDIT" button.

Upon submission, the person submitting the application will receive a confirming email from the Michigan Department of Education of their submission.

Once the application has been reviewed by the Michigan Department of Education, the nonpublic school will either meet or not meet reporting requirements for the current school year. The report may be sent back to the submitter for modifications.

Information on printing the report for your records will be in the MEGS+ generated email in your 'In Box' in MEGS+ when your application is approved.

Please email nonpublicschools@michigan.gov or call 517-373-1833 if you have questions on the Nonpublic School Membership Report application.