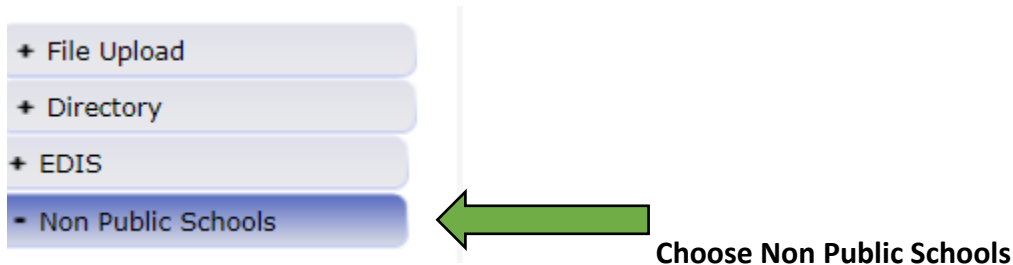


# INSTRUCTIONS FOR ENTERING NON-PUBLIC SCHOOL INFORMATION IN DATA PIPELINE

Access Data Pipeline through this link: <https://www.cde.state.co.us/idm>



The school year should be set to the current year. Your organization should populate.












Choose the school that you are updating.

Entering the numbers supplied by the school in each grade level. If the school does not offer all grades then enter 0 in the grade level not offered. We will know that the grade has not been overlooked if there is a number in the field. The system will add up the total membership.

October 1 Membership by Grade														
Pre-K	Kindergarten	First	Second	Third	Fourth	Fifth	Sixth	Seventh	Eighth	Ninth	Tenth	Eleventh	Twelfth	Total Students
32	51	0	0	0	0	0	0	0	0	0	0	0	0	83

A red arrow points to the 'Total Students' field, which contains the value 83.

Update the following fields if indicated there is a change:

-  Non Profit
-  Name
-  Address
-  City
-  Zip code
-  Phone Number
-  School Email Address
-  Contact
-  Principal/Directory Email Address
-  Principal/Director Phone Number
-  Designation

Update the “School Reported” Indicator:

- Y = School reported numbers of students in grades offered
- N = School did not report any numbers or other information

**District Completion**

Check Y after entering the data

All Non-Public Schools Entry Complete:

Drop down is Yes or No, choose Yes

**Click SAVE**

If you have not heard from a school, please call the school directly to find out if they will be submitting their numbers. There are times when the school has closed, and we are unaware of this. If that is the case, please let the Non-Public School Custodian at CDE know this information so we can update the data base.