

PENNSYLVANIA DEPARTMENT OF EDUCATION  
OFFICE OF ELEMENTARY AND SECONDARY EDUCATION  
January 22, 2018  
PENN\*LINK

To: School District Superintendents  
School District Special Education Directors  
Intermediate Unit Executive Directors  
Intermediate Unit Special Education Directors  
Charter School Chief Executive Officers  
Charter School Special Education Directors  
Approved Private School Executive Directors  
Chartered Schools for the Deaf and the Blind Executive Directors  
Private Residential Rehabilitative Institution Executive Directors

From: Ann Hinkson-Herrmann, Director  
Bureau of Special Education

Subject: Approved Private School Electronic Management System Enrollments

Recently you received a notification about reviewing your 2016-17 enrollments through the Approved Private School Electronic Management (APSEM) system. Please use the following instructions to review your enrollments.

1. Log in as an Approved Private School (APS) or a local educational agency (LEA) User.
2. For an APS user, you can select your school name directly from the APS dropdown. For a LEA user, you need to first type in the keyword in the search box and then select your LEA name.
3. After you select your LEA name, click the Reports link in the header.
4. Choose the LEA 4010 Enrollment Report from the Report dropdown.
5. Choose the proper school year from the School Year dropdown.
6. Click on the Run button.
7. Click the Open button at the bottom of the screen to open the spreadsheet.
8. Review the 4010 enrollment data, including the student name, date of birth, primary exceptionality, age category, etc.

Please forward this email to the individual responsible for APSEM data review in your APS or LEA. If you have questions or need any assistance, please contact Holly Fan at 717.346.9644 or [zfan@pa.gov](mailto:zfan@pa.gov).