



Charles F. Mahoney, III
Executive Director

Fayette-Greene-Washington

Intermediate Unit 1

One Intermediate Unit Drive
Coal Center, PA 15423-9642
Telephone: 724-938-3241 Fax: 724-938-6665
www.iu1.org

PENNSYLVANIA DEPARTMENT OF EDUCATION
OFFICE OF ELEMENTARY AND SECONDARY EDUCATION

December 12, 2018

PENN*LINK

TO: School District Superintendents
School District Special Education Directors
School District Business Managers
Intermediate Unit Executive Directors
Intermediate Unit Special Education Directors
Intermediate Unit Business Managers
Charter School Executive Directors
Charter School Special Education Directors
Charter School Business Managers
Approved Private School Directors
Approved Private School Special Education Directors
Approved Private School Business Managers

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

SUBJECT: Review of Your Enrollments in the Approved Private School Electronic Management (APSEM) System

Recently you received a notification about reviewing your School Year 2017-18 4010 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. Click the Reports link on the header.
3. Choose the 4010 Enrollment Report from the report dropdown.
4. Choose 2017-18 from the School Year dropdown.
5. Click on the Run button.
6. Click the Open button at the bottom of the screen to open the spreadsheet.
7. Review the 4010 enrollments data, including the student name, date of birth, primary exceptionality, age category, etc.

Please forward this email to the individual responsible for the APSEM data review in your APS or LEA. If you have questions regarding this information, please contact Holly Fan at 717.346.9644 or zfan@pa.gov.

This message was sent via PL-SPECIALLED@LISTS.PSU.EDU, the Special Education e-mail listserv of the Pennsylvania Department of Education. To subscribe to this list (which is free), send a blank message to PL-SPECIALLED-SUBSCRIBE-REQUEST@LISTS.PSU.EDU. To unsubscribe from this list, send a blank message to PL-SPECIALLED-UNSUBSCRIBE-REQUEST@LISTS.PSU.EDU. To contact the managers of this list, send an email to PL-SPECIALLED-REQUEST@LISTS.PSU.EDU.