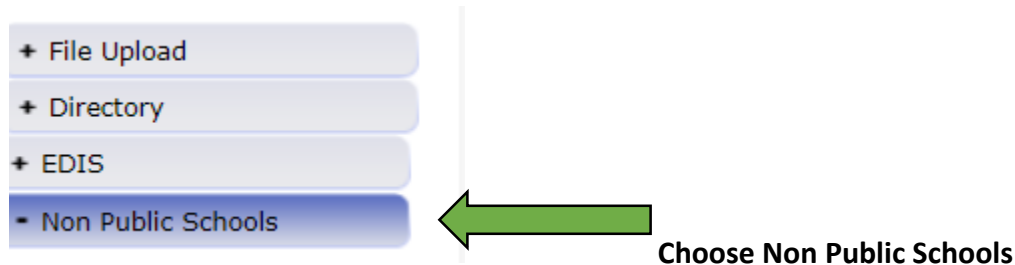


# INSTRUCTIONS FOR ENTERING NON-PUBLIC SCHOOL INFORMATION IN DATA PIPELINE

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													Total Students	
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

Update the following fields if indicated there is a change:

-  Non Profit
-  Name
-  Address
-  City
-  Zip code
-  Phone Number
-  Contact
-  Designation

Update the "School Reported" Indicator:

Y = School reported student enrollment numbers

N = School did not report any student enrollment numbers

**District Completion**

All Non Public Schools Entry Complete:

Drop down is Yes or No

**Click SAVE**