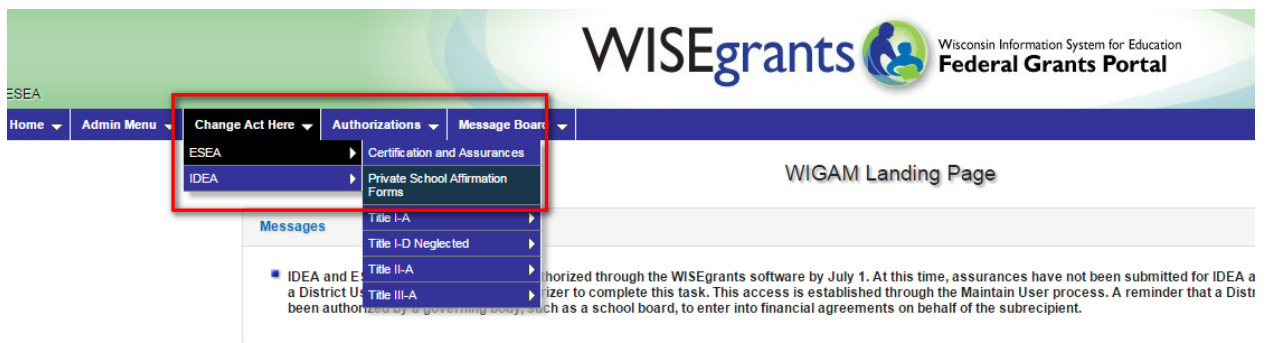


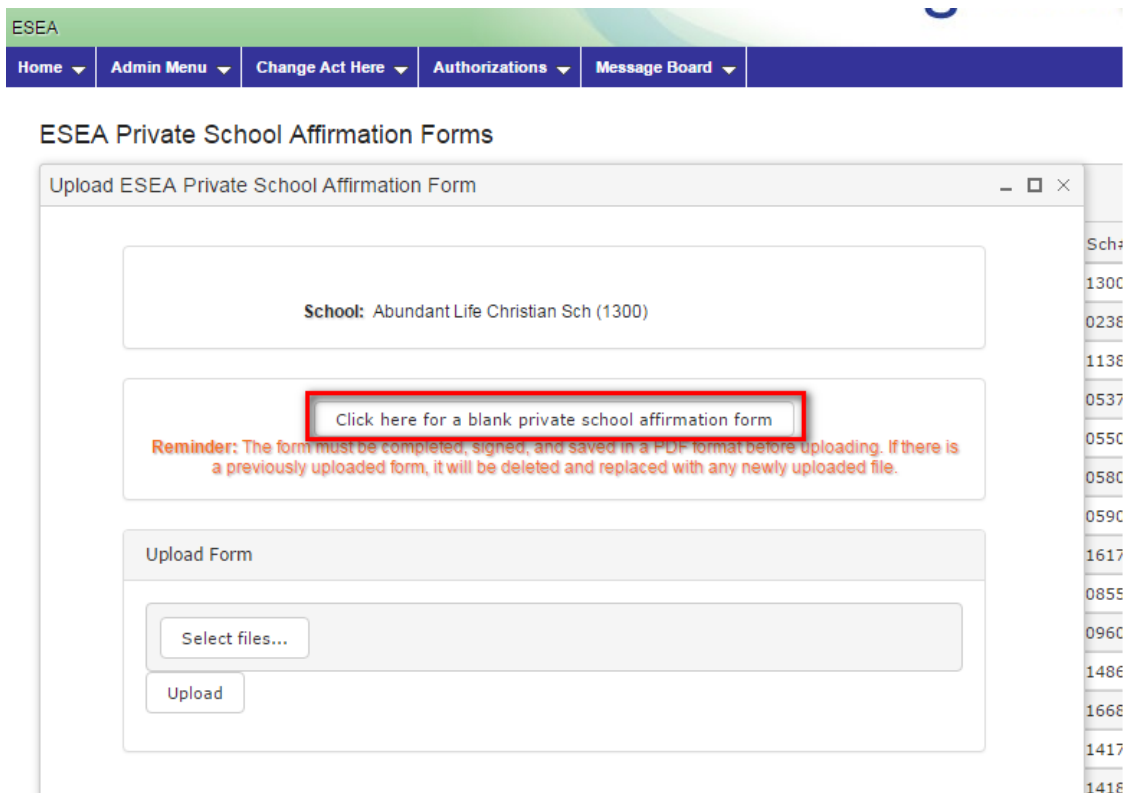
# Private School Affirmation Instructions

ESEA Private School Affirmation Forms will function very similarly to how they did in in the old ESEA Application. Blank forms can be downloaded and printed from WISEgrants and after they have been signed by both public and private school representatives; they can be uploaded to the application as a pdf.

1. If you have been given a Private School Affirmation Forms credential by the WISEgrants administrator for your LEA you can access them from the 'Change Act Here' menu. Then select ESEA and Private School Affirmation Forms.



2. You will then be brought to a screen that lists all private schools within the boundaries of your LEA. Select one on the left and a pop up window will appear where you can download a blank affirmation form.



3. After consulting with the private school and completing the affirmation form return to the Private School Affirmations page. Select a school that you wish to upload an affirmation form for and click the 'Select Files' button.

#### ESEA Private School Affirmation Forms

Upload ESEA Private School Affirmation Form

School: Abundant Life Christian Sch (1300)

Click here for a blank private school affirmation form

Reminder: The form must be completed, signed, and saved in a PDF format before uploading. If there is a previously uploaded form, it will be deleted and replaced with any newly uploaded file.

Upload Form

Select files...

Upload

4. After you select your file click on the Upload button. Once you have done this successfully the following message will appear and you can exit the window.

#### ESEA Private School Affirmation Forms

Upload ESEA Private School Affirmation Form

School: Abundant Life Christian Sch (1300)

Current File: [WISEgrants Overview.pdf](#)

Status: Submitted

Submitted By: Hickey, Michael

Submitted Date: [blank]

Title Participation: [blank]

Success: The file: WISEgrants Overview.pdf was uploaded successfully.

Save Changes

5. If for some reason the DPI staff person reviewing affirmation forms needs to return a form to your district you will be notified via email and a message will appear in the grid on the Private School Affirmations page.

### ESEA Private School Affirmation Forms

Drag a column header and drop it here to group by that column

Private School	Sch#	TIA	TIIA	TIIIA	Status	Reason Returned	Submitted By	Reviewed By
Abundant Life Christian Sch	1300				Returned	Returned Test	Hickey, Michael	Hickey, Michael
Blessed Sacrament El	0238							

6. When all affirmations are approved for your district you will receive an email notification.