



## 2025–26 Annual Private School Enrollment Report

**Please Note:** *The actual online report may have small differences from this sample.*

### Welcome & Login

The Washington State Board of Education (SBE) is collecting private school enrollment data for the 2025–26 school year. We know this is a busy season for school staff and truly appreciate your attention to this important task.

**Important:** If your school has multiple campuses, **each campus must submit a separate report.**

Login Information:

- Username: Head of School's email address
- Password: Campus/school building code (four digits, or three digits + one uppercase letter)

Need help finding your building code? Visit: [Educational Data System \(EDS\) Access | SBE](#)

New Login/Password

Username

Password

Next

### Before You Begin

The data you provide should reflect the **official enrollment as of October 1, 2025**. Submit your completed enrollment form by **5:00 PM on Friday, October 31, 2025**.

**New This Year:** The report has been significantly streamlined, and the race and ethnicity portion is formatted similarly to an Excel sheet. To speed up data entry in this online form, you may wish to first gather your numbers in the Excel Enrollment Worksheet, available on the [Enrollment Reporting | SBE](#) webpage. We recommend downloading one worksheet for each campus.

If your school has multiple campuses, **each campus must submit a separate report.**



When you log in to complete the form, you may save your information and return later. To ensure your responses on a page are saved, you must click Next before exiting.

## Report Sections

1. School Information
2. Enrollment and demographics for full-time, in-person students only
3. Enrollment of Washington-resident students in other programs (preschool/early learning, online, or extension, if applicable)

## Instructions for Reporting Race/Ethnicity Data

- Count each student in only one category.
- If students identify with more than one race/ethnicity category, select *Two or More Races*.
- If data is unavailable or students prefer not to share, include them in *Unknown / Prefer Not to Share / Not Reflected in Previous Categories*.

See [Definitions for New Race and Ethnicity Categories](#) for federal guidance.

Questions? Email the [Private Schools Manager](#).

## School Information

The information here will be prefilled with the data you provided in your 2025-26 Approval application.

**Note:** In the actual online enrollment report, the numbering of questions may vary depending on your responses.

### 1. Verify your school's information:

School Name:

Street Address:

City:

State:

ZIP:

County:

Public School District:

Email:

Front Office Phone:

Website:



**2. Verify your Head of School:**

Name:

Email:

Phone:

**3. Did you need to update or correct the information above?**

☐ Yes

☐ No

If yes: Please complete the [2025-26 Private School Change of Information Alert](#), and we will update your school information to accurately reflect your school's current leadership.

**4. Who is completing this report?**

Name:

Title:

Email:

**5. Which best describes your school?**

☐ Nonprofit

☐ For-profit



## Total In-Person K–12 Enrollment & Demographics

*In this section you will share information about your K-12 students.*

**Important:** If your report is submitted with discrepancies between the total number of students by grade and the sum of the Race/Ethnicity categories, we will contact your school to make the necessary corrections before the report can be finalized.

### **6. Please report the total K–12 enrollment by grade for this campus as of October 1, 2025.**

The total school enrollment will be calculated automatically. Please double-check that this total matches your known enrollment and that there are no errors in the grade-level numbers.

Kindergarten	
Grade 1	
Grade 2	
Grade 3	
Grade 4	
Grade 5	
Grade 6	
Grade 7	
Grade 8	
Grade 9	
Grade 10	
Grade 11	
Grade 12	
<b>Total</b>	



## 7. Report enrollment by Race/Ethnicity

Each student must be counted only once, and totals must match the grade-level total above.

	Kinder- garten	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12
American Indian	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Asian	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Black / African American	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hispanic / Latino of any race(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Native Hawaiian / Other Pacific Islander	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Two or More Races / Ethnicities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
White	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unknown / Prefer Not to Share / Not Reflected in Previous Categories	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Enrollment Check

You answered that your school's total enrollment is the following:

**Total Enrollment by Grade =**

**Total Enrollment by Race/Ethnicity =**

If these numbers match, please click the Next button below. If not, please click the Back button and make any necessary changes.

Back

Next

33%



## Other Programs

*In this final section, you will share enrollment numbers for any additional programs you may have.*

### Early Learning Programs

While private school approval does not replace the licensure required for early learning and childcare programs by the Department of Children, Youth, and Families (DCYF), many private schools also offer early learning programs.

### Online Programs

Washington private school law assumes a physical facility in the state where students are enrolled and regularly attend (RCW 28A.195.010(6)). Although a Washington-approved private school may offer an online program, fully online schools or those with facilities only outside the state cannot be approved as Washington private schools (RCW 28A.195.090).

### Extension Programs

RCW 28A.195.010 allows an approved private school to operate an extension program for parents, guardians, or custodians to teach children in their care. Requirements for extension programs — including supervision by a certificated employee, regular contact, student progress evaluation, and limits on number of students per supervisor — are detailed in the RCW.

If applicable, please provide the number of students enrolled in early learning, online, or extension programs at your school.

#### **8. Does your school serve early learners / pre-kindergarten students?**

☐ Yes

☐ No

**If yes,** what is the total enrollment of early learning / pre-kindergarten students (including both full-time and part-time students) as of October 1, 2025?

#### **9. Does your school support an online program where students residing in Washington state are enrolled?**

☐ Yes

☐ No

**If yes,** what is the total enrollment of full-time, Washington state-resident students in your online program as of October 1, 2025?



**10. Does your school operate an extension program?**

☐ Yes

☐ No

**If yes**, what is the total enrollment of full-time, Washington state-resident students in your extension program as of October 1, 2025?

## Thank You

Thank you for completing the 2025–26 Private School Enrollment Report. Your response is important and helps ensure accurate representation of private school students across Washington.

*When you reach this final page, an email confirmation will be sent to the head of school and the person completing the report.*

### EMAIL CONFIRMATION

Thank you for completing the 2025–26 Private School Enrollment Report.

Please review and save the attached PDF in a location where you can easily find it later. **This email is your confirmation of submission** — no need to contact the Private Schools Manager to verify. We also recommend forwarding this confirmation email to relevant school personnel. However, if you find an error, please [email the Manager](#) to request a unique link for edits (you cannot log back in).

Your report provides an accurate picture of Washington’s private school population, supports statewide comparisons, and fulfills statutory reporting requirements ([RCW 28A.195.060](#)). Thank you for your timely response and commitment to accuracy.