



NPS State Support Group  
 65 Court Street, Room 1001  
 Brooklyn, NY 11201  
 Tel.: (718) 935-3250

**NEW YORK STATE LOAN REQUEST AND ENROLLMENT CERTIFICATE**

School Year 2018 – 2019

Non-Public schools wishing to participate in any of the New York State loan programs must provide enrollment data to the NYC Department Education on an annual basis. Mail the completed form to the NPS State Support Group (address above).

**Form Due Date:** November 16, 2018

**School Name:**  **Contact Person:**

**DOE Location Code:**  **BEDS Number:**  **Date School Established:**

**Address:**

**City:**  **State:**  **Zip Code:**

**Telephone:**  **Fax:**  **E-Mail Address:**

Grade	NYC Residents Enrolled Prior to 11/1/18	Total Number of Students Enrolled Prior to 11/1/18
K		
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
<b>Total</b>		

**Note:** State law requires that any change in register pertaining to eligible NYC resident students should be reported to this office immediately.

**Authorization:** I certify that the enrollment data reported herein is correct and that any materials requisitioned by way of the New York State loan program are for loan to eligible students in grades K-12 who legally reside in New York City. Further, all loaned materials will be used only for instructional/educational purposes, specifically excluding administrative and religious activities as required by New York State Loan Program regulations.

\_\_\_\_\_  
**Name of Principal**

\_\_\_\_\_  
**Signature of Principal**

\_\_\_\_\_  
**Date**



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**School Name:**

**Contact Person:**

As principal of this school, I hereby give the following assurances with regard to equipment and other eligible instructional materials loaned through any of the four New York State Loan Programs (i.e., NYSTL, NYSLIB, NYSSL, NYSCH):

1. Equipment and/or other eligible materials will be used only for secular, neutral and non-ideological purposes and activities and will not be used for the purpose of aiding this school. Therefore, equipment including computers and/or other eligible instructional materials on loan under the New York State Loan Program will not be used for religious activities or administrative purposes.
2. The loan of equipment and/or other eligible instructional materials will be used to supplement, not supplant, funds from other federal, state or local sources.
3. I understand that equipment, where applicable, loaned through the New York State Computer Hardware program, is the property of the New York City Department of Education (DOE), has been placed on the premises of this school (the actual school site as recognized by both the State Education Department and the DOE), and will be used for students in grades K - 12 solely for the purpose of accomplishing the educational objectives of the New York State Loan Program.
4. Measures will be taken to secure all equipment on loan to prevent loss or theft. Computers and/or peripherals ordered with New York State Computer Hardware funds will be set up and secured as required by the New York City Department of Education. I understand that computers and/or peripherals may not be moved without prior notice to the DOE's Non-Public School Unit.
5. Instructional materials and/or equipment placed on the premises of this school (the actual school site as recognized by both the State Education Department and the New York City Department of Education) will be used for students in grades K - 12, solely for the purposes of accomplishing educational objectives in accordance with the school's accredited secular academic objectives.
6. All New York State loaned instructional materials and/or equipment will be identified and prominently labeled as being the property of the New York City Department of Education (DOE).
7. The school agrees to keep records of, including but not limited to, inventories of instructional materials and/or equipment on loan through one of the four New York State loan programs, and to provide information to the local educational agency as reasonably may be required for audit and program evaluation consistent with responsibilities of the local and state agencies under New York State Loan Programs.
8. I understand that it is my responsibility to inform my staff regarding these New York State Loan Program requirements and to ensure that my staff and students comply with these requirements.
9. As with other programs, I understand periodic visits by state and local agencies may be made in order to ensure compliance with all state and local guidelines and that such visits may be made without prior notification.
10. New York State guidelines require that the parents submit written requests for the loan of all instructional materials. I understand that the DOE has entrusted non-public school administrators with the responsibility of collecting such requests from parents and submitting them "collectively" to the Non-Public School Unit at the New York City Department of Education. I agree that I will obtain such requests and retain them on file at my school.
11. I understand that any violation of the above assurances could result in the removal of instructional materials and/or equipment on loan under the New York State Loan Program.

\_\_\_\_\_  
**Name of Principal**

\_\_\_\_\_  
**Signature of Principal**

\_\_\_\_\_  
**Date**