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Annual Filing

Private School Affidavit Form 2019-20

(covers the period October 1, 2019 through September 30, 2020)

An asterisk (*) denotes a required field. Complete the entire form during this Internet session and select the "Submit Form" button at the end/bottom of the form to send the form electronically to the California Department of Education (CDE). If you have completed all fields, you will see a screen with a "Confirmation Number" when you "submit." An automated e-mail confirmation will be sent if an e-mail address is entered in #9.

IMPORTANT WEB BROWSER NOTE: When your Web browser displays an alert prompt, do NOT check the box next to 'Prevent this page from creating additional dialogs.' If you do, you will need to restart your Web browser and start over.

Please [e-mail CDE](#) if you have questions about this form.

School Name:	Joan Macy School
CDS Code:	19643297066079
Address:	1350 Third Street La Verne 91750

NOTICE

Only full-time private schools (see [Education Code \[EC\] Section 48222](#)) should complete this form. A full-time private school:

- Enrolls students who are not enrolled full-time in another public or private elementary or secondary school in any of grades kindergarten through twelve;
- Provides instruction in the several branches of study required to be taught in the public schools of the state (See EC sections [51210](#) and [51220](#)) to students not enrolled on a full-time basis at another private or public elementary or secondary school.

DO NOT FILE A PRIVATE SCHOOL AFFIDAVIT if this private organization:

- Provides only supplemental or tutorial instruction to students enrolled in other full-time schools;
- Provides instruction ONLY in a single subject area, such as foreign language or driver education/training;
- Provides instruction ONLY to students younger than four years, nine months;
- Does not yet have students enrolled; and/or
- Offers a high school diploma but does not provide instruction in the several branches of study outlined in [EC 51220](#).

From EC Section 48222 : This is "... a private full-time...school... [that]...offer[s] instruction in the several branches of study required to be taught in public schools of the	<input type="text" value="Yes"/> <p>A Private School Affidavit cannot be filed if the answer to this question is NO.</p>
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state...[that offers this]
instruction...in English [, and that
keeps]...attendance [records]..." *

School Information

Please review any pre-populated information for accuracy and change as needed.

1. Name of School *	Joan Macy School		
2. Your CDE-assigned 14 digit CDS code if one was previously assigned	19643297066079		
3. County in which school is located *	Los Angeles		
4. Public school district in which school is currently located *	<p>Use the district name lookup tool to select your current school district. You may need to configure your Web browser to allow popup windows for this feature to function correctly.</p> <p>Bonita Unified</p> <p>The selection of the district in which your school is located is important. If you are not sure which district you are in, call your County Office of Education for assistance.</p>		
5. Street Address (P.O. Box is not acceptable) *	<p>1350 Third Street</p> <p>Examples: 5432 West Oak Street, Suite 12 853 Park Street 286 Avenue 14, Building A</p>		
6. City *	La Verne	State * CA	Zip * 91750 -
7. School Telephone Number *	(909)	596	- 3173
8. Optional School Fax Number	(909)	267	- 3496
9. School E-mail Address *	KirkM@davidandmargaret.org		
10. Optional School E-mail Address			
11. Optional School Web Site Address	www.joanmacy.org		
12. Mailing Address (required *, only if different from #5 above)			
13. Mailing City (required *, only if #12 has response)		State	Zip -
14. Type of School *	<input checked="" type="radio"/> Coeducational <input type="radio"/> Boys Only <input type="radio"/> Girls Only		
15. School Accommodations *	<input type="radio"/> Residential Boarding Only <input checked="" type="radio"/> Day Only <input type="radio"/> Both		
16. Does the school provide special education services?	<input checked="" type="radio"/> Yes <input type="radio"/> No		
17. Grade Span offered *	Lowest: 1	Highest: 12	
18. High school diploma offered	<input checked="" type="radio"/> Yes <input type="radio"/> No		
19. Classification of school	<input checked="" type="radio"/> Non-Religious <input type="radio"/> Religious - Select from list:		

Prior Year School Information

20. Has this school ever filed a Private School Affidavit under a different school name? *	<input type="radio"/> Yes <input checked="" type="radio"/> No
21. Enter former name of school (if "Yes" answered to question 20)	<input type="text"/>
22. Has the public school district changed since filing last year's PSA? *	<input type="radio"/> Yes <input checked="" type="radio"/> No
23. Former public school district in which school was located (if 'Yes' answered to question 22)	Use the district name lookup tool to select your former school district. NOTE: Selecting 'No' on question 22 will clear any former district value chosen.

Statistical Information

24. Range of students' ages * (Youngest may be no younger than 4 years and 9 months)	Youngest: <input type="text" value="8"/> Years, <input type="text" value="6"/> Months Oldest: <input type="text" value="19"/> Years																																		
25. Specify the enrollment counts by grade on or around the date the affidavit is filed. * (NOTE: Do not report pre-school enrollment; pre-schools that do not offer kindergarten should not file this PSA.)	<table border="1"> <thead> <tr> <th>Grade</th> <th>Number of Pupils</th> </tr> </thead> <tbody> <tr><td>Kindergarten</td><td><input type="text" value="0"/></td></tr> <tr><td>First Grade</td><td><input type="text" value="0"/></td></tr> <tr><td>Second Grade</td><td><input type="text" value="0"/></td></tr> <tr><td>Third Grade</td><td><input type="text" value="1"/></td></tr> <tr><td>Fourth Grade</td><td><input type="text" value="0"/></td></tr> <tr><td>Fifth Grade</td><td><input type="text" value="0"/></td></tr> <tr><td>Sixth Grade</td><td><input type="text" value="1"/></td></tr> <tr><td>Seventh Grade</td><td><input type="text" value="1"/></td></tr> <tr><td>Eighth Grade</td><td><input type="text" value="7"/></td></tr> <tr><td>Ninth Grade</td><td><input type="text" value="6"/></td></tr> <tr><td>Tenth Grade</td><td><input type="text" value="4"/></td></tr> <tr><td>Eleventh Grade</td><td><input type="text" value="8"/></td></tr> <tr><td>Twelfth Grade</td><td><input type="text" value="12"/></td></tr> <tr><td>Ungraded Elementary</td><td><input type="text" value="0"/></td></tr> <tr><td>Ungraded Secondary</td><td><input type="text" value="0"/></td></tr> <tr><td>Total Enrollment</td><td>40</td></tr> </tbody> </table>	Grade	Number of Pupils	Kindergarten	<input type="text" value="0"/>	First Grade	<input type="text" value="0"/>	Second Grade	<input type="text" value="0"/>	Third Grade	<input type="text" value="1"/>	Fourth Grade	<input type="text" value="0"/>	Fifth Grade	<input type="text" value="0"/>	Sixth Grade	<input type="text" value="1"/>	Seventh Grade	<input type="text" value="1"/>	Eighth Grade	<input type="text" value="7"/>	Ninth Grade	<input type="text" value="6"/>	Tenth Grade	<input type="text" value="4"/>	Eleventh Grade	<input type="text" value="8"/>	Twelfth Grade	<input type="text" value="12"/>	Ungraded Elementary	<input type="text" value="0"/>	Ungraded Secondary	<input type="text" value="0"/>	Total Enrollment	40
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	Administrators <input type="text" value="1"/>
	Other Staff <input type="text" value="14"/>
"Other Staff" includes instructional aides, therapists, secretaries, etc.	

Administrative Staff

28. Site Administrator *	Mrs. <input type="text" value="v"/> First: * <input type="text" value="Monica"/> Last: * <input type="text" value="Kirk"/>
29. Site Administrator Title *	<input type="text" value="Director"/> <input type="text" value="v"/>
30. Site Administrator E-mail Address *	<input type="text" value="kirkm@davidandmargaret.org"/>
31. Director or Principal Officer Name *	Mrs. <input type="text" value="v"/> First: * <input type="text" value="Monica"/> Last: * <input type="text" value="Kirk"/>
32. Director or Principal Officer Position *	<input type="text" value="Director"/> <input type="text" value="v"/>
33. Director or Principal Officer Address *	<input type="text" value="1350 Third Street"/>
34. Director or Principal Officer City *	<input type="text" value="La Verne"/> State * <input type="text" value="CA"/> Zip * <input type="text" value="91750"/> - <input type="text" value=""/>
35. Director or Principal Officer E-mail Address	<input type="text" value="kirkm@davidandmargaret.org"/>

School Records

The person named as Custodian of Records below maintains attendance records required by [EC Section 48222](#) and the records of courses of study, names, addresses, and educational qualifications of the faculty, as required by subdivisions (f)(2) and (3) of [EC Section 33190](#). Such records are true and accurate and are accessible at the place or through the person listed here.

36. Name of Individual who is Custodian of Records *	Mrs. <input type="text" value="v"/> First: * <input type="text" value="Claudia"/> Last: * <input type="text" value="Enriquez"/>
37. Custodian of Records Address *	<input type="text" value="1350 Third Street"/>
38. Custodian of Records City *	<input type="text" value="La Verne"/> State * <input type="text" value="CA"/> Zip * <input type="text" value="91750"/> - <input type="text" value=""/>
39. Custodian of Records E-mail Address	<input type="text" value="enriquezc@davidandmargaret.org"/>

Tax Status of School *

40. Tax-exempt, nonprofit status under [501\(c\)\(3\) of the U.S. Internal Revenue Code](#)
41. Tax-exempt, nonprofit status under [Section 23701d of the California Revenue and Taxation Code](#)
42. Property tax exemption under [Section 214 of the California Revenue and Taxation Code](#)
43. None of the above

Acknowledgements and Statutory Notices *

Each box is required. Checking a box indicates your understanding of the statement and your school's compliance.

44. All Private School Affidavits are public documents viewable by the public.

13. Mailing City (only if #12 has response)	-
14. Type of School	Coeducational
15. School Accommodations	Day Only
16. Does the school provide special education services?	Yes
17. Grade Span offered	Lowest: 1 Highest: 12
18. High School Diploma Offered	Yes
19. Classification of school	Non-Religious

Prior Year School Information

20. Has this school ever filed a Private School Affidavit under a different school name?	No
21. Former name of school (if "Yes" answered to previous question)	
22. Has the public school district changed since filing last year's PSA?	No
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Other Staff	14
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Administrative Staff

28. Site Administrator	Mrs. Monica Kirk
29. Site Administrator Title	Director
30. Site Administrator E-mail Address	kirkm@davidandmargaret.org
31. Director or Principal Officer Name	Mrs. Monica Kirk
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36. Name of Individual who is Custodian of Records	Mrs. Claudia Enriquez
37. Address (Location of Records)	1350 Third Street
38. City	La Verne, CA 91750 -
39. E-mail Address	enriquezc@davidandmargaret.org

Tax Status of School

- 40. Tax-exempt, nonprofit status under Section 501(c)(3) of the 1954 U.S. *Internal Revenue Code* - **YES**
- 41. Tax-exempt, nonprofit status under Section 23701d of the California *Revenue and Taxation Code* - **NO**
- 42. Property tax exemption under Section 214 of the California *Revenue and Taxation Code* - **NO**
- 43. None of the above - **NO**

Acknowledgements and Statutory Notices

"YES" indicates your understanding of the statement and your school's compliance.

- 44. YES All Private School Affidavits are public documents viewable by the public.
- 45. YES The Private School Affidavit must be filed by persons, firms, associations, partnerships, or corporations offering or conducting **full-time day school** at the elementary or high school level for students between the ages of six and eighteen years of age.
- 46. YES Preschools should contact the Community Care Licensing Division (CCLD) of the California Department of Social Services. Contact CCLD at 916-229-4530 or contact a regional office.

45. The Private School Affidavit must be filed by persons, firms, associations, partnerships, or corporations offering or conducting **full-time day school** at the elementary or high school level for students between the ages of six and eighteen years of age.
46. Preschools should contact the Community Care Licensing Division (CCLD) of the California Department of Social Services. Contact CCLD at 916-229-4530 or contact a regional office.
47. The Affidavit is not a license or authorization to operate a private school.
48. The Private School Affidavit does not indicate approval, recognition, or endorsement by the state. Filing of this Affidavit shall not be interpreted to mean, and it shall be unlawful for any school to expressly or impliedly represent by any means whatsoever, that the State of California, the Superintendent of Public Instruction, the State Board of Education, the CDE, or any division or bureau of the Department, or any accrediting agency has made any evaluation, recognition, approval, or endorsement of the school or course unless this is an actual fact (see [EC Section 33190](#)).
49. Private school authorities are responsible for initiating contact with the appropriate local authorities (city and/or county) regarding compliance with ordinances governing health, safety and fire standards, business licensing, and zoning requirements applicable to private schools.
50. When a school ceases operation, every effort should be made to give a copy of pupils' permanent records to parents or guardians. If records cannot be given to the parents or guardians, it is recommended that the school's custodian of records **retain the records permanently** so that former pupils may obtain copies when needed for future education, employment, or other purposes.
51. Retain a copy of this document for a period of three years.
52. Filing a Private School Affidavit is not equivalent to obtaining accreditation. A Private School Affidavit does not signify that any accrediting agency has made any evaluation, recognition, approval, or endorsement of the school or courses offered by the school.
53. A private school shall not employ a person who has been convicted of a violent or serious felony or a person who would be prohibited from employment by a public school district pursuant to [EC Section 44237](#). This school is in compliance with [EC Section 44237](#) to the extent that it applies.
54. The students enrolled in this private school and included in the school's enrollment total are full-time students in this school and are not enrolled in any other public or private elementary or secondary school on a full-time basis.

Electronic Signature

By submitting this form and the electronic signature attached hereto, I declare under penalty of perjury and the laws of the State of California that I am the owner or other head of the school, and the information contained herein is true, accurate, and complete.

Name of owner or other head of school *	Monica Kirk
Title *	Director of Education
Telephone Number *	(909) 596 - 3173 ext
Electronic Signature - Birth Month *	July
Electronic Signature - Birthday *	5
Electronic Signature - Question *	What is your favorite food?
Electronic Signature - Answer *	Mexican

Please print and retain for your records the image on your computer screen after you click the Submit Form button. This is your school's 2019-20 Private School Affidavit with Confirmation Number.

Submit Form

Questions: [Private Schools Office](#)

California Department of Education
1430 N Street
Sacramento, CA 95814

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Name of owner or other head of school	Monica Kirk
Title	Director of Education
Telephone Number	909-596-3173
Electronic Signature - Birth Month	***** Not displayed for security purposes
Electronic Signature - Birthday	***** Not displayed for security purposes
Electronic Signature - Question	What is your favorite food?
Electronic Signature - Answer	***** Not displayed for security purposes

Form Submitted:	10/3/2019 9:57:57 PM
Confirmation:	265189
Page Generated:	10/3/2019 9:57:57 PM

Confirmation message sent to KirkM@davidandmargaret.org.

Confirmation message sent to enriquezc@davidandmargaret.org.

Confirmation message sent (CC) to kirkm@davidandmargaret.org.

[Return to the Private School Affidavit information page](#)

Questions: [Private Schools Office](#)