



HOW TO FILE THE CALIFORNIA PRIVATE SCHOOL AFFIDAVIT

A preparation guide for private home-based schools

WHEN TO FILE

File annually. The statutory period is October 1-15; the online system generally opens August 1 and closes June 30.

1

Confirm the School Qualifies

The affidavit is for a full-time private school meeting the private-school exemption requirements. A tutoring service, after-school program, or preschool-only program should not file.

2

Gather Information Before Starting

The online form cannot be saved and resumed. Have the school name, county and district, grade range, physical and mailing addresses, phone, email, enrollment counts, staff counts, and prior-year confirmation code if applicable.

3

Identify Responsible Adults

Prepare contact information for the site administrator, director or principal officer, custodian of records, and owner or head of school. The same parent may serve in multiple roles.

4

Prepare School Records Information

Identify where required records are maintained. This includes attendance, courses of study, faculty names and addresses, and faculty educational qualifications.

5

Complete All 11 Online Sections

Enter school information, addresses, contacts, prior-year changes, statistics, administrators, records, tax status, acknowledgments, electronic signature, and the final review.

6

Review Carefully Before Submitting

Check names, spelling, email addresses, enrollment numbers, staff numbers, tax status, and every required field. The electronic signature is made under penalty of perjury.

7

Submit and Save Confirmation

Select Submit Affidavit. Save or print the confirmation page and confirmation code. Keep the confirmation email because it contains links to view, print, or update the filing.

FILE THE PRIVATE SCHOOL AFFIDAVIT ONLINE

<https://www3.cde.ca.gov/psa>

Educational information only, not legal advice. Verify current instructions with the California Department of Education before filing.

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