

PSA FILING INSTRUCTIONS 2025-2026

The step-by-step instructions included here were updated September 30, 2025. The Private School Affidavit Form is essentially the same as last year. All items below marked with an asterisk (*) are mandatory.

You are encouraged to use the information in *The California Homeschool Manual: A guide to private home education in California* to set up your private home school. If you don't have your own copy, you can order one in the CHEA Bookstore.

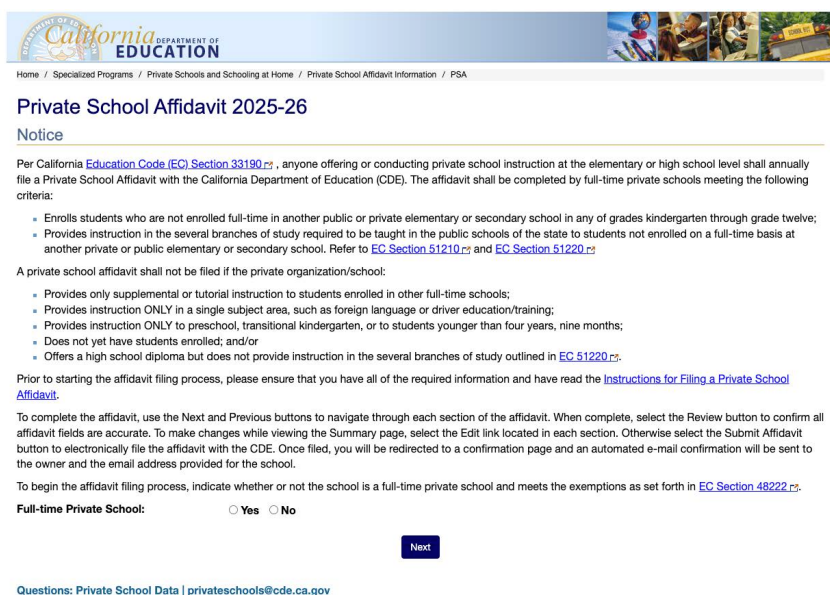
The PSA is available online at the California Department of Education (CDE) website: <https://www3.cde.ca.gov/psa>

Only information required by EC 33190 must be included on the affidavit. However, the computerized online affidavit form has been programmed by the CDE to ask for some additional information. When filing online, it is recommended that you provide only the asterisked information, which is what is necessary to file your affidavit online. Because the PSA form requests non-required information, some private schools chose to file their affidavit by sending a letter rather than using the CDE form. The CDE calls this filing an affidavit by a "Letter in Lieu" of the application form. "Letters in Lieu" are covered in detail in *The California Homeschool Manual*.

For schools filing with more than six students, the form is now the same as those who file with fewer than six students. Larger schools are included in the Private School Directory and are assigned a CDS code number, while the smaller ones are not.

You must complete the form all in one online session; there is no way to save part of it and finish later. An asterisk next to any field on the CDE's online form indicates that the information is required in order to submit your affidavit online.

To find the form, on the CDE website, go to <https://www3.cde.ca.gov/psa>



The screenshot shows the 'Private School Affidavit 2025-26' form page. At the top is the California Department of Education logo and a navigation bar with links: Home, Specialized Programs, Private Schools and Schooling at Home, Private School Affidavit Information, and PSA. Below the header is a 'Notice' section with text regarding EC 33190 and criteria for filing. A list of exemptions follows, including provisions for supplemental instruction, single subject areas, preschool/transitional kindergarten, and high school diplomas. Instructions for starting the filing process and completing the affidavit are provided. At the bottom, there is a 'Full-time Private School' section with radio buttons for 'Yes' and 'No', and a 'Next' button. A footer link for 'Questions: Private School Data' is also present.

NOTICE

At the bottom of this page, mark "Yes" if your school qualifies as a full-time private school pursuant to the CA Education Codes cited above the question. If your answer is "no," you should not be filing a PSA for this school year.

Click "Next"

Previously Filed PSA

If you filed a Private School Affidavit last year, we can use a portion of that information to expedite the filing of this year's affidavit. Indicate how you would like to proceed by answering the question below.

Did you file an affidavit last year (Private School Affidavit 2024-25)?

- ☐ Yes, proceed using last year's affidavit information.
- ☐ No, proceed with a blank affidavit.

Next

Questions: Private School Data | privateschools@cde.ca.gov

PREVIOUSLY FILED PSA

If you filed a PSA for the 2024-25 school year, you will be able to enter your confirmation code to retrieve some of the data from last year's form to pre-populate the form for this year, saving you a bit of time. In order to do this, you will need the email confirmation from your 2024-25 filing. If you do not have this email or are unable to locate it, there is a place on the next screen to enter your email to have your confirmation code resent to you.

If you filed a PSA in 2024-25, mark "Yes."

If you do not file a PSA in 2024-25, mark "No."

Click "Next"

Retrieve Previous Year Affidavit

In order to retrieve information from your previous filing, provide your previous year Confirmation Code. Enter your complete Confirmation Code including the hyphen. Ex. 201006099121513-4QEZ

Previous Year Confirmation Code

If you have forgotten or misplaced your confirmation code from last year and wish to have it resent to you, enter the owner or administrator's email address reported on last year's filing.

Email Address:

NOTE: Do not enter both your Confirmation Code and Email Address.

If you do not have that email or are unable to locate it, enter the email address you used to file the PSA for the 2024-25 school year and hit "Submit" to receive an email with the confirmation code. Then enter the code on that page and hit "Submit" to proceed with filing your PSA for the 2025-26 school year.

Be sure to check your promotions and/or spam folders for the email with your confirmation code if you do not see it in your regular inbox.

RETRIEVE PREVIOUS YEAR AFFIDAVIT

(Skip if you did not file a PSA for the 2024-25 school year)

If you filed a PSA last year and clicked "Yes" on the previous screen, the next screen will ask for that confirmation code from the email you received. If you have the code, enter it into the box under "Previous Year Confirmation Code" and click "Submit."

NOTE: The confirmation code is long - 19 digits/characters

SCHOOL INFORMATION

If you filed your PSA last year, the information you entered should be pre-populated in this year's form. Please review this carefully to ensure the information is still accurate. If you did not file a PSA last year, your form should be blank.

1. Name of School *

Choose a name for your school, if you have not already done so, and enter it here.

2. CDS Code *

Enter your CDE-assigned 14-digit CDS code if one was previously assigned. The CDS code is only assigned to private schools with six or more students. If you aren't sure if you have a CDS code, you probably don't, so just leave this blank.

3. County *

County in which school is located. Select your county from the pull-down menu.

4. District *

Public school district in which school is located

If you know the name of the school district in which your single-family private home-based school is located, select it from the pull-down menu. If you live in two districts (i.e. one

elementary school district and a different high school district) then select the name of the district that most closely matches the ages and grades of your children. If you live in two districts and your children's ages span all levels, it probably doesn't matter which of the districts you select. If you don't know what district you are in, you may want to call a friend whose children attend the public school yours would attend if you chose to enroll them, and ask your friend for the district name. If all else fails, call the local public school near you and ask the receptionist for the name of the school district, but there is no need to give any additional information.

5. School Type *

Mark "Coeducational" even if you currently have only boys or girls.

6. School Accommodations *

Mark "Day Only." Even though your children sleep at home, and your home is now a school, they sleep there because of its status as a home, not as a boarding school.

7. Does the school provide special education? *

Check "No" even if your student has/had an IEP or has special needs.

8. Does the school provide a high school diploma? *

Either answer, "Yes" or "No," is acceptable and you can change your answer in a later year. It is acceptable to say "Yes" even if your children are years away from graduation.

9. Low Grade * & 10. High Grade *

A "Low" of "Grade One" and a "High" of "Grade Twelve" is the best choice because it leaves you options for the future, although you can change your original designation in subsequent years. If you indicated that you offer a high school diploma, be sure the "High Grade" is "Grade Twelve." We do not recommend including kindergarten, since kindergarten is not mandatory in California and formally enrolling kindergarteners will generate additional paperwork from the Department of Health.

11. Classification of School *

Most single-family private home-based schools are not officially affiliated with nor under the authority of a denomination and therefore should select "Non-religious" or "Nondenominational" from the drop down list.

Click "Next"

School Address

Step 2 of 11

2 Physical Address

12. *Street	
13. *City	
14. *State	-- Select --
15. *Zip	
16. Zip4	

2 Mailing Address [Copy Physical Address](#)

17. *Street	
18. *City	
19. *State	-- Select --
20. *Zip	
21. Zip4	

Note:(*) are required fields.

Previous

Next

SCHOOL ADDRESS

Physical Address - You must enter your street address (physical location) even if you use a post office box for mail.

12. Street (P.O. Box is not acceptable) *

13. City *

14. State *

15. Zip *

16. Zip4 (optional)

Mailing Address - If you do not use a separate mailing address, click "Copy Physical Address." If you do use a separate mailing address, enter the information.

17. Street Address *

18. City *

19. State *

20. Zip *

21. Zip4 (optional)

Click "Next"

School Contact Information

Step 3 of 11

22. *Phone:	
23. Fax Number:	
24. *Primary Email:	
25. Website:	

Note:(*) are required fields.

Previous

Next

SCHOOL CONTACT INFORMATION

22. Phone *

You must enter your telephone number. There is a possibility that the CDE may need to call you as the administrator of your school, such as to verify information or make corrections.

23. Fax Number (optional not required)

24. Primary Email *

25. Website (optional, not required)

Click "Next"

This section only applies to schools that have previously filed an affidavit. If you have never filed an affidavit, select the "No" option for questions 26 and 28 prior to proceeding to the next section.

26. *Has the school's name changed since last filing an affidavit?

☐ Yes ☐ No

27. If yes, enter the name that the school last filed under:

28. *Has the public school district in which the private school is located changed since last filing an affidavit?

☐ Yes ☐ No

29. If yes, specify which school district the school had last filed under:

Note:(*) are required fields.

[Previous](#)[Next](#)

PRIOR YEAR CHANGES

26. Has the school name changed since last filing an affidavit? *

Most will answer "No." But if you have changed your school name, and you filed last year under the old name, then mark "Yes."

27. If yes, enter the last name that the school last filed under:

If you answered "Yes" in question 26, enter the old name here.

28. Has the public school district in which the private school is located changed since last filing an affidavit? *

This doesn't usually apply, so most will answer "No." But if you have moved into a new school district since the time you filed your affidavit last year, check "Yes." This question most likely relates to the CDS code numbers that are assigned to schools with six or more students, since those numbers include a school district code.

29. If yes, specify which school district the school had last filed under:

If you answered "Yes" in question 28, select the old district from the drop down menu.

Click "Next"

Statistical Information

Student Ages

Report the age range of the students enrolled in kindergarten through grade twelve. Note, the youngest age may not be younger than 4 years and 9 months old.

30. *Youngest Years

31. *Youngest Months

32. *Oldest Years

STATISTICAL INFORMATION

Student Ages

30. Youngest Years, 31. Youngest Months, 32. Oldest Years *

For the "youngest" fields, type in the age (years, then months) of your youngest homeschooled child who is age six or older. For example, if your youngest child is eight-and-a-half, you would enter "8" in "Youngest Years" and "6" in "Youngest Months" (for the half year). For the "oldest" field, type in the age of your oldest homeschooled child who is age 18 or younger. The form only asks for this student's age in years. If you only have one student, you will use their age for both answers. The range of your students' ages will obviously change each year.

Enrollment

Report the count of students enrolled in each grade level on or around the date the affidavit is filed. Do not include pre-school enrollment; schools that only offer preschool should not file an affidavit.

Note: Students who were previously identified with a grade level of Ungraded Elementary should be assigned the grade level most aligned with the student's age at the time of enrollment. Students who were previously identified with a grade level of Ungraded Secondary should be assigned the grade level most aligned with their age, or a grade level based on credits earned.

33. Kindergarten	0	40. Seventh Grade	0
34. First Grade	0	41. Eighth Grade	0
35. Second Grade	0	42. Ninth Grade	0
36. Third Grade	0	43. Tenth Grade	0
37. Fourth Grade	0	44. Eleventh Grade	0
38. Fifth Grade	0	45. Twelfth Grade	0
39. Sixth Grade	0		

Total Enrollment Count: 0

Enrollment

33. Kindergarten - 45. Grade Twelve

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.)

The fields for enrollment numbers each have zero as a default. Simply change the number of pupils at each grade level to match the number of children you have enrolled in each grade level. The reason the instructions state to give the enrollment on a "single date" is that in large schools, enrollment can vary from day to day and this statistical information on your affidavit merely provides a snap shot of your school's enrollment at the time the affidavit is filed.

Graduates

46. *Report the number of students who graduated from twelfth grade in the previous school year.

Graduates

46. Report the number of students who graduated from twelfth grade in the previous school year. *

Note that this question asks about graduates for last school year.

Number of Staff

Report the number of staff employed by the school.

47. Full-time Teachers	0	49. Administrators	0
48. Part-time Teachers	0	50. Other Staff	0

Total Staff Count: 0

Note:(*) are required fields.

[Previous](#)[Next](#)

School Staff

47. Full-Time Teachers 48. Part-Time Teachers 49. Administrators 50. Other Staff *

Count each staff only once. In a two-parent private homeschool, you will probably have one administrator and one full-time teacher. If you are a single parent, count yourself as a full-time teacher. Only include staff if they are employed by the school.

Click "Next"

Site Administrator

Enter the contact information for the site administrator. The site administrator is the individual responsible for the day-to-day operations of the school. This may be the same person as other contacts reported on the Affidavit.

51. Salutation:		58. *Street:	
52. *First Name:		59. *City:	
53. *Last Name:		60. *State:	
54. *Title:		61. *Zip:	
55. *Phone:		62. Zip4:	
56. Extension:			
57. *Email:			

Note: This email address will be used to send your filing confirmation.

ADMINISTRATIVE STAFF

Site Administrator

For most homeschooling families, the parents are the administrators and directors of your school. Fill in the information for whichever one of you is taking the role of Site Administrator. If you are a single parent, even though you counted yourself as “Teacher” on the previous page, you will provide your information for the “Site Administrator.”

51. Salutation

Select the appropriate salutation, if desired. This is optional and may be left blank.

52. First Name & 53. Last Name *

List the first and last name of the person you have designated as your “Site Administrator.”

54. Title *

You can choose any of the titles, but most common is “Principal.”

55. Phone *

Response is mandatory.

56. Extension

57. Email Address *

You may use the same email address as you did in the previous section for the school contact. (Note that this is the email address where your PSA filing confirmation will be sent),

58. Street Address *

For single-family home-based schools, this will likely be the same as the school address.

59. City *

60. State *

61. Zip *

62. Zip4 (optional)

Director or Principal Officer [Copy Site Administrator](#)

Enter the contact information for the director or principal officer. The director or principal officer is the individual responsible for the academic structure and application for the school. This may be the same person as other contacts reported on the Affidavit.

63. Salutation:		70. *Street:	
64. *First Name:		71. *City:	
65. *Last Name:		72. *State:	
66. *Position:		73. *Zip:	
67. *Phone:		74. Zip4:	
68. Extension:			
69. *Email:			

Note:(*) are required fields.

Previous

Next

Director or Principal Officer

This will most likely be the same person as the Site Administrator. If you are listing the same person as the Site Administrator for the Director or Principal Officer, click “Copy Site Administrator” to pre-populate the fields for this section. If not, enter the information requested for the person you have designated for this role.

63. Salutation

Select the appropriate salutation, if desired. This is optional and may be left blank.

64. First Name & 65. Last Name *

List the first and last name of the person you have designated as your “Director or Principal Officer” (this will typically be you or your spouse).

66. Title *

You can choose any of the titles, but most common is “Principal.”

67. Phone *

Response is mandatory.

68. Extension

69. Email Address *

You may use the same email address as you did in the previous section for the school contact. (Note that this is the email address where your PSA filing confirmation will be sent),

70. Street Address *

71. City *

72. State *

73. Zip *

74. Zip4 (optional)

Click “Next”

Per [Education Code \(EC\) Section 33190](#), private schools are required to maintain the following records, provide the location of these records, and name a custodian of records.

1. The records required per [EC Section 48222](#).
2. The courses of study offered by the institution.
3. The names and addresses, including city and street, of its faculty, together with a record of the educational qualifications of each.

Contact

Enter the contact information for the custodian of records. The custodian of records is responsible for the creation and maintenance of all required school records. This may be the same person as other contacts reported on the Affidavit.

75. Salutation:		82. *Street:	
76. *First Name:		83. *City:	
77. *Last Name:		84. *State:	-- Select --
78. *Title:	-- Select --	85. *Zip:	
79. *Email:		86. Zip4:	
80. *Phone:			
81. Extension:			

SCHOOL RECORDS

Contact

This is typically the same as the Site Administrator or Director or Principal Officer listed on the previous page.

75. Salutation

Select the appropriate salutation, if desired. This is optional and may be left blank.

76. First Name & 77. Last Name *

List the first and last name of the person you have designated as your "Custodian of Records" (this will typically be you or your spouse).

78. Title *

You can choose any of the titles, but most common is "Principal."

79. Email Address *

80. Phone *

Response is mandatory.

81. Extension

82. Street Address *

83. City *

84. State *

85. Zip *

86. Zip4 (optional)

Records Location [Copy Contact Address](#)

Provide the actual location where the school's records are maintained.

87. *Street:

88. *City:

89. *State:

90. *Zip:

91. Zip4:

☐ I acknowledge that the above-mentioned records are maintained at the address stated, and are true and accurate.

Note:(*) are required fields.

Previous

Next

Records Location

This is typically the same as the school address (and must be a physical location). Note that including the location of the school records does not imply that those records are open to inspection, unless the person requesting access has a court order or a warrant.

If the address of the Contact listed above is the same as the location where records are maintained, click "Copy Contact Address." Otherwise, complete the information requested for the location where the records are maintained.

87. Street Address *

Must be a physical address (no PO boxes)

88. City *

89. State *

90. Zip *

91. Zip4 (optional)

Click the check box next to the statement, "I acknowledge that the above-mentioned records are maintained at the address stated, and are true and accurate."

Click "Next"

Tax Status

[PSA Instructions](#)

Step 8 of 11

Indicate which tax exemption(s) apply to the school. If the school is not exempt from taxes, select none of the above.

92. ☐ Tax-exempt, nonprofit status under [Section 501\(c\)\(3\)](#) of the U.S. Internal Revenue Code

93. ☐ Tax-exempt, nonprofit status under [Section 23701d](#) of the California Revenue and Taxation Code

94. ☐ Property tax exemption under [Section 214](#) of the California Revenue and Taxation Code

95. ☐ None of the above

Previous

Next

TAX STATUS

92. through 95. Four boxes to choose from

For single-family private home-based schools, the appropriate choice is 95. "None of the Above."

Click "Next."

Please read and acknowledge the following:

- All Private School Affidavits are public documents viewable by the public.
- 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.
- 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.
- The Affidavit is not a license or authorization to operate a private school.
- 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](#)).
- 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.
- When a school ceases operation, every effort shall 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.
- You shall retain a copy of this document for a period of three years.
- 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.
- 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.

☐ I acknowledge that I have read and understand the above Statutory Notices and assure the school's compliance.

[Previous](#)
[Next](#)
ACKNOWLEDGEMENTS AND STATUTORY NOTICES

Read through each statement and check the box at the end indicating that you have read and understand the statements and that your school is in compliance. CHEA's explanation of each statement is in italics below the statement.

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

This is just for your information. It is not common that someone would want to go view all the affidavits, but access to them is open.

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.

This is just for your information. As a "person," you can file an affidavit.

Preschools should contact the Community Care Licensing Division (CCLD) of the California Department of Social Services. Contact CCLD at 916-229-4500 or contact a regional office.

This is just for your information. Operating a Preschool is beyond the scope of these instructions. The Private School Affidavit is only for schools offering elementary or secondary instruction, which encompasses kindergarten and grades 1-12.

The Affidavit is not a license or authorization to operate a private school.

This is just for your information. You don't need a license and you don't need authorization to operate a private school.

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).

This is just for your information. It is straight from the Education Code and is simply meant to clarify that your filing of an affidavit does not mean you are approved by the State. However, you don't need State approval to operate a private school.

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.

This is just for your information. As a single-family private home-based school, you are not running a business out of your home, so you won't need to contact any of these authorities.

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.

This is just for your information. If you ever stop homeschooling, be sure to check the instructions in The California Homeschool Manual for handling school records properly.

Retain a copy of this document for a period of three years.
This is just a recommendation, but it's a good one.

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.
This is just for your information since you probably do not have any employees for your school. See The California Homeschool Manual for more information on this topic.

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.
If your students do not attend a "full-time" private day school, your students are not exempt from compulsory attendance at public school. This does not mean that they cannot take some classes elsewhere, it just means that their enrollment status in your school is that of a full-time student. Most homeschoolers' children are enrolled as full-time students in their private home-based schools, so this statement most likely applies to your students.

Check the box next to the statement, "I acknowledge that I have read and understand the above Statutory Notices and assure the school's compliance."

Click "Next"

Signature

[PSA Instructions](#)

Step 10 of 11

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:

Title:

Email:

Security Question:

Security Answer:

Previous

Review

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 *

This should be the same person that you listed as your Director or Principal Officer..

Title *

Use the same title you used previously for the Director or Principal Officer in Question 66.

Email Address *

Use the same email address you used previously for the Director or Principal Officer in Question 69.

Security Question *

Select one of the security questions from the drop down menu.

Security Answer *

Type in the answer to the security question.

Click "Review"

Your affidavit filing will not be complete until you select the Submit Affidavit button on the bottom of this page. Once the affidavit is filed you'll be redirected to a confirmation page where you may access and print a copy of your filed affidavit for your records.

Below is a summary of the information that you have provided on your affidavit. Please review this information prior to submitting your affidavit. If corrections are necessary, select the Edit link corresponding to the section you'd like to correct.

School Information

Select [Edit](#) to make changes to School Information

REVIEW

Review all of the information you entered on all the previous pages for accuracy. Edit as necessary using the "Edit" button under each section.

If everything is correct, click on the "Submit Affidavit" button at the bottom of the page.

[Cancel](#)[Submit Affidavit](#)

SUBMISSION CONFIRMATION

A confirmation screen will be displayed which includes your confirmation number that you will want to hold on to for filing next year. This confirmation will also be emailed to the address you listed for your Site Administrator.

Print a copy of the completed affidavit form for your files by clicking on "Private School Affidavit: Completed Affidavit." Keep the copy in your school file for three years. This is your school's 2025-26 Private School Affidavit with confirmation number.

Congratulations! You just completed filing your 2025-2026 Private School Affidavit!

If you have found these instructions helpful, please consider furthering the work of CHEA on behalf of the California homeschool community.

[DONATE TO CHEA](#)

**Christian Home Educators
Association of California**

Promote • Provide • Protect