

**PENNSYLVANIA DEPARTMENT OF EDUCATION  
OFFICE OF ELEMENTARY AND SECONDARY EDUCATION**

PENN\*LINK

January 14, 2022

TO: School District Superintendents  
School District Special Education Directors  
School District Business Managers  
Intermediate Unit Executive Directors  
Intermediate Unit Special Education Directors  
Intermediate Unit Business Managers  
Charter School Executive Directors  
Charter School Special Education Directors  
Charter School Business Managers  
Approved Private School Directors  
Approved Private School Special Education Directors  
Approved Private School Business Managers

FROM: Carole L. Clancy, Director  
Bureau of Special Education

SUBJECT: Instructions for Reviewing 2020-21 Enrollments in the Approved Private School Electronic Management (APSEM) System

Per the January 14, 2022 PennLink, local educational agencies (LEAs) have until March 31, 2022 to review the 4010 enrollments for School Year 2020-2021 in the Approved Private School Electronic Management (APSEM) System.

Please use the following instructions to review your Approved Private School (APS) enrollments.

1. Log-in to the [MyPDESuite Login Page](#) to access the APSEM system as an APS or LEA User.
2. Click the Reports link on the header.
3. Choose the 4010 Enrollment Report from the report dropdown.
4. Choose 2020-2021 from the School Year dropdown.
5. Click the Run button.
6. Click the Open button at the bottom of the screen to open the spreadsheet.
7. Review the 4010 enrollments data, including the student name, date of birth, primary exceptionality, age category, etc.
8. LEA's will submit a 4011 entry to correct any inaccuracies on the 4010 enrollment report.

Please forward this email to the individual responsible for the APSEM data review in your APS or LEA.

If you have questions regarding this information, please contact Jessica Burkey at 717-783-6906 or [jeburkey@pa.gov](mailto:jeburkey@pa.gov).

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