



## North Carolina Division Non-Public Education

### Interactive Data Management System

#### Helpful Tips

Welcome to the new Division of Non-Public Education (DNPE) Data Management System. This newly designed online system provides a secure and intuitive means of managing your home school file. The following definitions and tips will help you navigate this site.

**Notice of Intent to Establish a Homeschool:** This is the first page you will reach if you are trying to open a NEW home school. First you will see a summary the law and be asked to affirm that you understand the requirement. Then you will be asked to provide the required information, name your school, upload the required proof of a high school education and enter the ages of your students. When you finished, you receive a confirmation page notice. **For more detailed information about the Notice of Intent process please click here.**

**Establish a User ID and password:** This is where you will create a user name and password the **first time you interact with the system**. Please print the confirmation page for your records. If you have an established home school you can access this page with your school ID the first time you enter the system.

**Log in to Your Account:** Once you have established a user ID and password this is the page where you will always enter the system.

**Manage Your DNPE Account:** Use this page to check the status of your home school notice of intent or your established home school. When your Notice of Intent is still pending review you will be able to edit certain information. Once your home school has been fully opened you will use this page to access all other features of the system. If you have not checked your online record in a while, or if your home school is closed you will only have access specific pages.

**Update User Information:** You may manage your account identity through this portal. **Each year** you will be reminded to check your record for accuracy and affirm that you are still home schooling in compliance with the law.

**Update Student Enrollment:** Each year you will be asked to update the ages of students enrolled in your home school.

**Request a Driver's Eligibility Certificate:** Chief Administrators may request a Driver's Eligibility Certificate once their student completes Driver's Education. This form is taken to the DMV when applying for a permit. Each school may request 1 DEC and another request may not be made for 30 days.

**Add Standardized Achievement Tests: (Optional)** This page allows you to establish your own record of compliance by listing the date you administered Achievement tests. It is not required but it is a valuable option.

**Close the Home School:** The closure page is where you will close your home school, indicating that your students have all graduated or returned to a traditional school. Closing the school must take place within 30 days of student reentering the public school, moving the residence from North Carolina, or all students graduating. **Schools may be reopened later if needed. Closed home schools will be able to access the System and print Registration Records to provide to colleges!**

**Print Your Official Registration Record and Verification Card:** This page allows you to print a copy of your official Registration Record. This record should be given to any school from which you are withdrawing your student or used any time you need to prove you have a legally open home school. The Verification card has the same information formatted to print in a smaller size document; this is often called the "discount card".

**Re-open the Home School** This page allows you to enter the system and *re-open* a closed home school.