

Contact info for the DOE:     email: [non-public.schools@doe.k12.de.us](mailto:non-public.schools@doe.k12.de.us)  
  phone 302-735-4140

### **Welcome!**

The new school year has arrived, according to the State of Delaware! This means you have already finished reporting attendance (if not, please contact the DOE at [non-public.schools@doe.k12.de.us](mailto:non-public.schools@doe.k12.de.us) to take care of that; your school has probably been closed). We have just two simple annual reporting requirements in Delaware once a homeschool has been opened: 1) report attendance in June or July, and 2) confirm enrollment between mid-August and Oct 5. It is therefore time for those who have an open homeschool to confirm enrollment for the 2019-2020 school year! If you do it now, you won't forget, AND you can re-activate any benefits you have enjoyed such as an educator card at the public library. The good news is that it is VERY easy to do! It will take you longer to read this FAQ than to fill out the forms.

The system has been updated, and the process is a little different from last year. In fact, the system is already completely different from the one that was in place just this morning! Hopefully they'll leave it like this through October, or at least tell us if they change it again :D

### **A Note to New Homeschoolers:**

If you are a new homeschooler in Delaware, you can head right over to the DOE website and follow their directions to get signed up! I have published a separate FAQ here on the Facebook group to cover a lot of common questions that arise— look for it in the files section. The web page you seek is <https://www.doe.k12.de.us/domain/575>

### **Let's Get Started!**

#### **Find the Correct Web Page to Confirm Enrollment:**

Navigate to the IMS (Identity Management System) website at <https://login.doe.k12.de.us/SSO/pages/home.aspx> and enter the same credentials you used to log in to report attendance. If you reported attendance in June or July, you should not have any password issues, but if you do, just click "Forgot/Reset Password" and follow instructions for a password reset, then come back to this point.

#### **Navigate**

Click Sign on

Click the apple sitting on a book to enter the Nonpublic School System

**Update Information**

- You will be greeted by a screen topped with a banner reading: Welcome! This is the 2019-2020 Nonpublic School Enrollment Screen.
- There are two buttons on the top right: Instructions and Add Student. If you need to add a new student to your school, please click this button. If you want to follow the DOE instructions, please click that button. At least when I tried it, the Instructions button didn't actually work, so you're better off with me for now.
- Under that you will find a list of your currently enrolled students, their enrollment status, Enrollment Year (should read 2020, the ending year for this school year) current grade level, and a button marked "Confirm Enrollment."
- For each student, click "Confirm Enrollment."
- This will take you to a screen that will allow you to edit the grade level of the student by retaining or rolling back the grade level of the student. It defaults to "No" and most homeschoolers will leave it there.
- Fill in a start date of today or later.
- Click "Save."
- You will be returned to the original screen, and now the confirmed student will have the "Confirm enrollment" button replaced with a start date.
- I have no idea what the trash can icon does — I'm a bit scared to click it, so I didn't try it.
- After you have confirmed enrollment for each student, click "Save Enrollment."
- This takes you to a screen with the banner reading: Enrollments Saved
- There is a box with a link reading: Print Enrollment. Do this. Do this now.
- Be sure to also save a copy of the enrollment letter electronically as a backup. Although you should be able to log back in and print a new letter any time you need to, this system is infamous for having password reset issues, and you don't want to have a problem getting to your letter if you should need it.

**Oops . . .**

If you read your letter and notice an error, such as you have an Ungraded Elementary student moving to Ungraded Secondary, or need to make a grade level adjustment, or see another error, have no fear. Click the Home icon to get to a screen that lists all of your children, with an icon of a pencil beside each. Just click the pencil icon, make the change you need, and click Save, for each student that needs an update. You may now regenerate your letter using the menus at the top of the screen. That's it!

**FAQ's and Helpful Tips:**

Email: [non-public.schools@doe.k12.de.us](mailto:non-public.schools@doe.k12.de.us) or Call: 302-735-4140.

**Something Went Wrong: Helpful Tips To Try:**

*I know I used the correct password— I just changed it! But the system tells me my password doesn't work! What gives?*

If you started at [www.doe.k12.de.us](http://www.doe.k12.de.us) instead of at the login screen listed above, you must click the IMS name badge icon, NOT “Sign in.” If you click “Sign in” you will receive a password error message.

*Do I have to use a desktop computer to do this?*

Nope! It should now work well on your phone or tablet, too!

*Why won't this page work for me????*

Browsers, browsers. Use Safari or Internet Explorer, Firefox if you must, for this specific application. Avoid Chrome (for this application). In fact, close all browsers except the one you are using, if you are having difficulty. The app is finicky. And take heart— it isn't just us. This is the same app used by schools throughout Delaware.

*I tried to reset my password, and it doesn't seem to work!*

If you have had to reset your password, you must shut down all browsers for 15 minutes before trying again— and only have the browser you are using open. Yes, it will sometimes work with Chrome running in the background or even log in successfully with Chrome now and then etc, but those people can count themselves lucky rather than typical :).

*I reported attendance in July, I have my confirmation letter! But the system tells me my homeschool has been closed!*

Email the DOE with a copy of your attendance confirmation. There were glitches this year. They know there were glitches and can help you get reset.

*One of my students is a senior this year! Do I need to do anything special with enrollment?*

Nope. You will report the graduation when you report attendance.

*My child is heading back to public school/We are moving out to state, and I wish to close my homeschool. How do I do this?*

Please call the DOE at the number above. They will be happy to help you take the appropriate steps.