California PSA Checklist + Timeline

In California, a parent can run a home-based private school by filing the Private School Affidavit with the CDE (Education Code 33190). It applies to instruction for students ages 6 to 18. (Programs that only serve students below kindergarten do not file.)

Timeline

Aug 1	CDE's online Private School Affidavit (PSA) system opens for the school year.
Oct 1–15	The **statutory filing period**. Existing private schools, including home-based private schools, file their PSA each year in this window.
Any time Aug 1–Jun 30	New schools and home schools that start mid-year can file when they open (schools started in July wait until the system opens in August).
Jun 30	The filing system closes for the school year.

Before you file, have ready

☐ School name (any name you choose) and the school's address

☐ Address where records are kept, and the name of the records custodian

☐ Names and addresses of the directors or principal officers (often the parents)

☐ Enrollment by grade and the number of teachers

When you file, you state under penalty of perjury that you keep

☐ Attendance records (Education Code 48222)
Use the free Attendance Log in this kit.

☐ The courses of study you offer
Use the free Course of Study list.

☐ Names, addresses and educational qualifications of each teacher
Use the free Faculty Qualifications Record.

☐ Criminal record summary information, when required (EC 44237)
The CDE and EC 44237 explain when this applies. It generally does not apply to a parent teaching only their own children.

After you file

☐ Print or save a copy of your filed affidavit and keep it with your attendance records

☐ Put a reminder on your calendar to file again between October 1 and 15 next year

Filing an affidavit is not an approval, license or accreditation by the State. Official source: **cde.ca.gov/sp/ps/affidavit.asp**. This checklist is general information, not legal advice.

General information only, not legal advice. Always check the current rules at cde.ca.gov/sp/ps/affidavit.asp.

Attendance Log (Full School Year)

Student: _____ Grade: _____ School year: 20____ – 20____

Key: leave a box blank or check it for a school day. Mark **A** for an absence of a half day or more, **H** for a holiday or break. Keep this log with your copy of the filed affidavit.

Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Days
Aug																																
Sep																																
Oct																																
Nov																																
Dec																																
Jan																																
Feb																																
Mar																																
Apr																																
May																																
Jun																																
Jul																																

Total days of instruction: _____ Total absences: _____ Teacher signature: _____

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Course of Study List

School: _____ School year: 20____ – 20____ Grades: _____

California Education Code 51210 (grades 1–6) and 51220 (grades 7–12) list the broad areas of study offered in public schools; this sheet uses those areas as a guide. Instruction is to be in English (EC 48222). List the curriculum, books or resources you use for each.

Area of study	Curriculum, materials and resources	Grade(s)
English / Language Arts reading, writing, spelling, grammar		
Mathematics		
Social Sciences history, geography, civics		
Science		
Visual and Performing Arts		
Health		
Physical Education		
World Language (grades 7+)		
Electives / other		

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Faculty Qualifications Record

EC 33190 asks private schools to keep the names and addresses of their faculty, with a record of each teacher's educational qualifications. EC 48222 says teachers should be "capable of teaching." A state teaching credential is not required for private school teachers. Update this record each year.

Name: _____ Role: _____

Address: _____

Educational qualifications (degrees, coursework, teaching or tutoring experience, training, conferences, skills):

_____

_____

_____

_____

_____

Subjects taught: _____ Date updated: _____

Name: _____ Role: _____

Address: _____

Educational qualifications (degrees, coursework, teaching or tutoring experience, training, conferences, skills):

_____

_____

_____

_____

_____

Subjects taught: _____ Date updated: _____

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Health + Immunization Records Checklist

Use this as a reminder list. Health and immunization rules have specific details and exemptions, including special rules for home-based private schools. Check the California Department of Public Health (shotsforschool.org) and CDE for current requirements.

For each student

Student	Date of birth	Immunization record or exemption paperwork on file?	Where it is kept

Checklist

☐ Copy of each child's immunization record (yellow card or provider printout), or the documentation that applies to your situation

Health and Safety Code 120335; see shotsforschool.org for details on home-based private schools.

☐ Report of Health Examination for School Entry, or a signed waiver, for a child entering 1st grade

Health and Safety Code 124085 (exam within 18 months before entering 1st grade, or a waiver).

☐ Recent well-child visit date and provider contact

☐ Allergy, medication and emergency contact information

☐ Vision and hearing check notes (optional, but handy to track)

☐ Dental check-up notes (optional)

Notes

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Yearly Records Checklist

School year: 20____ – 20____ Records kept at: _____

Every year

☐ File the Private School Affidavit between October 1 and 15 (or when you open, if you start mid-year)

☐ Save a copy of the filed affidavit

☐ Start a new attendance log

☐ Update the course of study list for each grade

☐ Update faculty qualifications

Keep on file

☐ Attendance records

☐ Courses of study offered

☐ Faculty names, addresses and qualifications

☐ Criminal record summary information, if it applies to your school

☐ Immunization records or applicable documentation

☐ 1st-grade health exam form or waiver (if a child entered 1st grade)

Good to keep (optional)

☐ Work samples or a portfolio for each child

☐ Report cards or progress notes

☐ Test results or assessments

☐ Reading lists and field trip notes

☐ Transcripts and course descriptions for high school

If a child transfers to another school

☐ Be ready to send records the new school requests (for example, attendance and progress records)

Notes

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