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.