

## DIRECTIONS for Administering the Acts 195/90/35 Program

All schools in the Diocese of Erie can participate in this program. The CSO ensures your eligibility each year during the submission of your enrollment numbers in the Private and Nonpublic School Enrollment (PNPE)

### ➤ **Acts 195/90/35 User Guides and Resources:**

- [Nonpublic / Private Schools Programs and Services \(PDE, NPPS Department\)](#)
- [Non-Public Information System \(NPIS\) User Guide for School Users](#)
- [PDE Guidebook for Ordering Textbooks, Instructional Materials and Equipment](#)

### ➤ **Due Date for Placing Orders:**

- ALL orders are due by **September 30<sup>th</sup>**.
- The NPIS Website will list a different due date. Regardless of the date listed on NPIS, all orders are due by September 30<sup>th</sup>. This allows the CSO time to review and approve all orders and rectify any order issues by the NPIS deadline.
- After September 30<sup>th</sup> NPIS Accounts will be zeroed out. Plan accordingly.
- Contact the Coordinator of Government Programs in the CSO with any questions

### ➤ **Directions for Updating School Contact Information and becoming an “NPIS User”**

- Orders must be placed via the NPIS online system accessed through [MyPDESuite](#).
  - The NPIS contact for each school should be the school principal. However, the principal may designate a staff member to submit, monitor, and verify NPIS orders.
  - All schools must have a designated person register through MyPDESuite as an “NPIS User”.
    - New designees must create a MyPDESuite account and Register for the role of “NPIS User”.
    - All new “NPIS Users must use a work email for their account, not a personal email.
  - Verify and update the school contact information and the designated “NPIS User” listed in the NPIS System at the start of each school year before placing any orders.
    - Directions for updating this information can be found in the [Non Public Information System \(NPIS\) User Guide](#)
  - Please contact the Coordinator of Government Programs at the CSO to approve your request to become an “NPIS User” and to answer any questions about setting up an account.

### ➤ **Directions for Placing Acts 195/90/35 Orders in the NPIS system**

- [Non-Public Information System \(NPIS\) User Guide](#) contains the directions and information required to place orders.
- You may also refer to the NPIS School Forum 2025 Power Point located on MyDioErie – 6b. – Government Programs website page.
- Keep a copy of all quotes and orders.

### ➤ **Directions for Compliance with PDE Regulations, Guidelines, and Procedures:**

- Review the [PDE Guidebook for Ordering Textbooks, Instructional Materials and Equipment](#) annually.
  - This Guidebook outlines nonpublic school responsibilities for the use of the textbooks, instructional materials, and equipment loan programs. (This guidebook is used in conjunction with the Nonpublic and Private Information System (NPIS) User Guide.)

- Identification and Disposal of Textbooks, Instructional Materials and Equipment on Loan from the Secretary of Education
  - Mandatory steps to ensure compliance with nonpublic school responsibilities:
    - All items acquired through Act 195-90-35 are **on loan** to your school from the state.
    - **Each item acquired through Act 195-90-35 must be tagged or stamped with the following information: Pennsylvania Department of Education, Act 195/90/35 – School Year Purchased**
    - All items must be kept and monitored for **six years**.
- School administrators are authorized to dispose of old textbooks at the end of the sixth school year after acquisition by one or more of the following methods:
  - Textbooks, which are still usable but no longer needed after the six-year period, may be:
    - Transferred to any public school, intermediate unit or to any nonpublic/private school participating in the Acts 195/90/35 programs (sending school must keep record of the transfer); or
    - given to students for possible home use and reference.
    - Textbooks which are no longer usable may be discarded.
    - Any items acquired through NPIS are **NEVER** to be sold by the nonpublic school.
- A Certificate of Individual Request for Loan of Textbooks, Instructional Materials and Equipment must be collected annually
  - PA School Code allows PDE to loan textbooks and instructional materials and equipment to children in K-12 who are enrolled in nonpublic schools. These funds cannot be used for preschool students.
  - Parents of children attending non-public schools must request the use of these materials by completing the Certificate of Individual (Parent) Request For Loan of Textbooks, Instructional Materials and Equipment
  - Acts 195/90/35 Parent Letter and Certification can be found on the Diocese of Erie website under MyDioErie- 6b.- Government Programs.
    - The Certificate is provided by PDE and may not be altered in any way.
    - A certificate **must be signed** by every family with children enrolled in grades K to 12 **every school year**.
    - This applies only to families who are residents of Pennsylvania since Acts 195/90/35 are state-funded programs.
    - The Certificate cannot be included on a student application form, it must be a separate document. However, it can be included in the school's application packet.
    - **PDE does not accept an electronic signature for the certificate.**
- The school principal must verify that a signed Parent Certificate is on file for every Pennsylvania family by writing a letter on school letterhead addressed to the Acts 195/90/35 Coordinator stating the Certificates are on file.
  - The letter must be dated **after** the first day of school.
  - The letter must be signed by the principal.
  - Email the letter to the CSO at [Catholicschools@eriercd.org](mailto:Catholicschools@eriercd.org) by September 30th. The CSO will forward the letter to PDE for all schools.
  - Keep the original letter on file at the school.
  - A sample letter for each school is located on the Diocesan website for reference under My DioErie – 6b.- Government Programs.