ANNUAL REPORT FREQUENTLY ASKED QUESTIONS & TIPS FROM ACCSC STAFF

The 2020 Annual Report for each accredited institution (Main or Branch) holding ACCSC accreditation status as of June 30, 2020 is to be submitted online **on or before October 15, 2020**.

It has been a challenging year. Do we still need to do the Annual Report?

Despite the challenges of COVID-19, it is important for ACCSC to continue to collect Annual Report data in order to analyze trends and to better understand the impact of the pandemic on student enrollment and achievement.

Do we report students enrolled in temporary Distance Education as online students in the Program Enrollment Summary ("PES")?

Many schools submitted requests to temporarily deliver instructional content via distance education and suspended face-to-face classes to reduce the risk of students contracting COVID-19.

Use the following guidelines when responding to the PES question: "Do students take any portion of the program via Distance Education? Yes/No."

- If online/hybrid instruction is **temporary** for COVID-19: Respond **No** and complete PES as all residential enrollments.

- If online/hybrid instruction for the program is approved in the school's scope of accreditation: Respond **Yes** and complete the PES reporting residential students, hybrid students, and online students, as you have in the past.

What is different in the 2020 Annual Report?

Retention Charts

- For programs that report student enrollments on the PES, but do not yet have reportable data for the Graduation and Employment ("G&E") Chart (no starts during the Reporting Period), schools will need to submit a Retention Chart.

- The Retention Chart is located on the Main page under the PES Forms and G&E Charts boxes.

- **IMPORTANT**: Please note that a Retention Chart **IS NOT REQUIRED** if there are students reported on the G&E Chart.

Board Membership for Non-Profit Institutions

- Non-profit schools must list their board members under Part 2b of the first Annual Report section.

Additional Contacts (While this was new for last year's Annual Report, as a reminder…)

- In Part 1a, please enter at least two additional contacts, typically members of school management and administrative employees (ex. Director of Education, Admissions Director, Director of Career Services, Director of Student Services).

- This allows ACCSC to contact school leadership (in addition to those listed under "Official Correspondence" on the School Info tab) about Commission activities and training and volunteer opportunities.

- "Additional Contacts" will not receive official correspondence from ACCSC such as On-Site Evaluation Reports and School Action Letters.

I don't have a password!

- The passwords to access the 2019 Annual Report are still in effect and should be used to access the 2020 Annual Report.

- Passwords for schools completing the Annual Report for the first time in 2020 were sent via e-mail in early July.

- Please note that any password requests to access the Annual Report must be made by the school director, or designated member of the school's management team, via e-mail to ar@accsc.org.

My password is not working.

- Make sure the username is the 6-digit school number without the letter "M" for Main or "B" for Branch.

- In addition, the letter O and number 0 and number 1 and letter l (as in letter) may look similar.

- The passwords are also case-sensitive.

If you are still having difficulties, contact a member of the Annual Report Support Team at 703.247.4212 or ar@accsc.org.

I'm logged into the report. Now what do I do?

- First, select the "View" button on the left portion of the screen. Once in this Annual Report section, select save and then click on the "Programs" tab at the top of the page to verify the list of approved programs and edit the program length, if necessary.

- Once this information is entered and saved, the school can proceed with the PES, G&E Chart, and Retention Chart (if applicable) sections of the Annual Report.

- See the Annual Report Instructions document for more detailed information about completing the report.

What's with the Active and Inactive columns on the Program tab?

- All programs in the Active column must have a PES and G&E Chart in order to submit the Annual Report.

- Inactive Programs are programs that are no longer enrolling new students, and the school submitted a Programmatic Teach Out Plan Approval Form.

- For inactive programs that had student enrollments between July 1, 2019 and June 30, 2020, the school must provide a PES and G&E Chart. Please contact a member of the Annual Report Support Team for assistance.

- If a program is in the Active column and should be in the Inactive column, please contact a member of the Annual Report Support Team.

There are programs missing from the list of approved programs/the program title, clock hours, credit hours, externship hours, and/or credential are incorrect.

- If you notice any discrepancies or have difficulties with this process, please contact the Commission office at 703.247.4212 and ask to speak with a member of the Annual Report Support Team so that we can provide you with assistance.

- Our goal is to ensure that the programs listed on ACCSC's website are accurate. Please note that the **program list shows programs as of June 30, 2020**; therefore, any program modifications or new programs added after June 30, 2020 will be reflected in next year's Annual Report.

Why can't I enter student enrollment numbers under the Characteristics of Student Enrollment portion of the Annual Report ("View") section?

- The student enrollment information entered in each individual PES will be automatically calculated for the total school enrollments in the Annual Report section.

How can I enter more than one Graduation & Employment Chart for a program?

- For programs with multiple lengths, schools must submit a separate Graduation and Employment Chart for each version of the program (e.g., two G&E Charts for a program with an 8-month version and a 12-month version) and one Program Enrollment Summary combining the numbers from each version.

- To enter a G&E Chart, click on the program title under PES Forms and select Add under G&E Charts. Follow these same steps to add a second G&E Chart.

How can I enter more than one Retention Chart for a program?

- For programs with multiple lengths, schools must submit separate Retention Charts for each version of the program (e.g., two Retention Charts for a program with an 8-month version and a 12-month version) if there are students reported on the PES but no students reported on the G&E Chart.

- To enter a Retention Chart, click on the program title under PES Forms and select Add under Retention Charts. Follow these same steps to add a second Retention Chart.

Tips from ACCSC Staff:

✓ When completing the Graduation and Employment Chart and Retention Chart (if applicable), enter the program length in months and click save for the beginning and ending dates to appear. Please do this prior to entering the other data on the G&E or Retention Charts.

✓ Please note that while the Annual Report covers the preceding reporting period of July 1, 2019 through June 30, 2020, **the dates used for the G&E Chart will cover class start dates from prior to this period**. The dates on the G&E Chart are determined based on program length in months. They allow for students to complete the program within 1.5 times the program length and also allow for 3 months to find employment. The dates are automatically calculated once you enter the program length in months and click save. For example, the reporting period for an 8-month program is April 2018 through March 2019. A complete list of the reporting periods based on program length is listed in the Annual Report instructions document.

✓ When completing the G&E Chart, only report class starts that fall within the required reporting period. If there are 6 starts during the reporting period, please enter the data for all 6 starts. If there is only one start during the reporting period, please enter the data for the one start.

✓ The 2019 submission of the Annual Report is available for your reference. To access your Annual Report from the past few years, select the year under "Annual Report" at the bottom left of the main page. Please remember to return to 2020 to enter information for the 2020 Annual Report.

✓ Before completing the Graduation and Employment Chart on the Annual Report, schools may want to enter this information on the Excel version of the chart available here. The Excel version will show errors that may not be evident on the Annual Report until you select the "complete" button.

✓ Please ensure that the School Director information is correct by checking this information under the "School Info" tab. If there is a discrepancy, please complete a Change in Director form and upload this on the College 360/Annual Report site.

✓ In the School Info tab, the school has the ability to input changes to some fields including the e-mail address, website, and phone and fax numbers. The school may also enter Official Correspondence Names and Emails for individuals to be copied on ACCSC correspondence (i.e., On-Site Evaluation Reports, Commission Actions Letters, Accreditation Alerts, etc.). **Please note that this should include information for individuals in addition to the School Director.**

✓ You may also enter names and email addresses of staff members to receive general accreditation announcements and member services events. These include Accreditation Alerts and information about ACCSC's Professional Development Conference. Please enter these individuals in the "Announcement / Correspondence Name" and "Announcement / Correspondence Email" fields under the School Info tab.

Please contact the Annual Report Support Team at 703.247.4212 or ar@accsc.org for any questions or assistance.