

NOTIFICATION OF SEPARATE FACILITY START DATE

Accrediting Commission of Career Schools and Colleges (ACCSC)

Please complete and submit a Notification of Separate Facility Start Date form upon receipt of:

- **Branch, satellite, and/or distance education facility approval from ACCSC; or**
- **Within 30 days of the date the school began operating the separate facility**

If a change in the date occurs, the school is required to send an updated form. The school must upload the notification form directly to ACCSC’s College 360 Database. To submit the response electronically, access the ACCSC College 360 database by [clicking here](#). Please note that the password utilized by the institution to access the Annual Report Portal is the same to access the School Submission section of the College 360 database. The Instructions for College 360 DMS Submissions can be found [here](#). A detailed overview on how to upload a school submission can be found [here](#).

For assistance with the password or for any other questions regarding electronic submissions, please contact Anne Santalla at asantalla@accsc.org or (703) 247-4532. Please note that any password requests to access College 360 must be made by the school director, or designated member of the school’s management team, via e-mail.

I. SCHOOL INFORMATION:

SCHOOL NAME <i>(campus that applied for new facility)</i>	SCHOOL NUMBER

STREET ADDRESS	CITY	STATE	ZIP CODE

II. NEW FACILITY INFORMATION:

NEW FACILITY STREET ADDRESS	CITY	STATE	ZIP CODE

NEW FACILITY TYPE <i>(check one):</i>	
BRANCH:	<input type="checkbox"/>
SATELLITE:	<input type="checkbox"/>
DISTANCE EDUCATION FACILITY:	<input type="checkbox"/>

ACCSC APPROVAL DATE	FACILITY START DATE <i>(actual date facility began operations)</i>

III. CONTACT INFORMATION:

CONTACT NAME :		E-MAIL:	