



## ANNUAL REPORT FREQUENTLY ASKED QUESTIONS & TIPS FROM ACCSC STAFF

The 2023 Annual Report for each accredited institution (Main or Branch) holding ACCSC accreditation status as of June 30, 2023 is to be submitted online **on or before October 6, 2023.**

### **What should I do if I don't have the password or it's not working?**

- Passwords to access the 2022 Annual Report are still in effect and should be used to access the 2023 Annual Report.
- Passwords for schools completing the Annual Report for the first time in 2023 were sent via e-mail in early July.
- Make sure the username is the 6-digit school number without the letter "M" for Main or "B" for Branch.
- Passwords are case-sensitive, and the letter O and number 0 and number 1 and letter l (as in letter) may look similar.
- 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](mailto:ar@accsc.org).

### **I just logged in, but this is the first time completing the Annual 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 saved, the school can proceed with the Program Enrollment Summary section of the Annual Report and then the Graduation & Employment Chart and/or Retention Chart sections.
- See the Annual Report Instructions document for more detailed information about completing the report.

### **Do I complete a Graduation & Employment Chart or a Retention Chart for each program?**

The Retention Charts is designed for programs with student enrollment on the Program Enrollment Summary ("PES") but without reportable data for the Graduation & Employment ("G&E") Chart. "Is there reportable data on the Graduation & Employment ("G&E") Chart for this program?" is one of the first questions on the PES. If you select yes, a G&E Chart is required in order to complete and submit the Annual Report. If you choose no, a Retention Chart is required in order to complete and submit the Annual Report.

### **How do I know if I have reportable data on the G&E Chart?**

The dates on the G&E Chart are determined based on the program length in months. A complete list of the reporting periods is listed in the Annual Report instructions document or you can use the excel version of the G&E Chart available on [Forms and Reports page](#) of the ACCSC website. Simply enter July 2023 as the report date and then enter the length in months. For example, the reporting period for an 8-month program is April 2021 through March 2022, so if there were student starts between April 1, 2021 and March 31, 2022, please select yes that there is reportable data on the G&E Chart.

### **What are the Active and Inactive columns on the Program tab?**

- All programs in the Active column must have a PES and then either a G&E Chart or Retention Chart in order to submit the Annual Report.
- Inactive Programs are programs that no longer enroll students, and the school submitted a Programmatic Teach Out Plan Approval or Notice of Discontinued Programs form.
- For inactive programs that had student enrollments between July 1, 2022 and June 30, 2023, the school must provide a PES and G&E Chart or Retention 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.

### **What if there are programs missing from the list of approved programs or the program title, clock hours, credit hours, externship hours, and/or credential are incorrect?**

- If you notice any discrepancies, please contact the Annual Report Support Team at [ar@accsc.org](mailto:ar@accsc.org) 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, 2023**. Therefore, any approved program modifications or new programs added after June 30, 2023 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/or Retention Chart, enter the program length in months and click save for the beginning and ending dates to appear. Please do this prior to entering data on the G&E or Retention Charts.
- ✓ Please note that while the Annual Report covers the preceding reporting period of July 1, 2022 through June 30, 2023, **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. 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.
- ✓ Previous Annual Report submissions are 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 2023 to enter information for the 2023 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 to 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 [ar@accsc.org](mailto:ar@accsc.org) for any questions or assistance.**