



Tuesday, January 10, 2017

Dear School Owner and Interested Party:

In order to give institutions (and their database providers) adequate time to prepare, NACCAS has officially published its 2016 (data) Annual Report Instructions. **Furthermore, these instructions contain the documentation requirements for the 2017 (data) Annual Report, so all institutions will know the documentation requirements for 2017 students as of today's date.**

These instructions can be found on NACCAS' website under the accreditation menu, in the "annual report information" subsection (linked to [here](#)). Please note that NACCAS' electronic interface will not open until the first full week of September, meaning your annual report cannot be submitted until this time.

Some key details regarding the Annual Report are reviewed below. If you have any questions or comments regarding the 2016 (data) Annual Report Instructions, please contact Jason Tiezzi at jtiezzi@naccas.org.

The Annual Report is Required Electronically for Institutions in Candidate Status and Applicants for Initial Accreditation: In addition to being required for all accredited schools, the electronic submission of the 2016 (data) Annual Report will be required if your institution is in candidate status or is an applicant for initial accreditation as of November 2017.

Common Errors: To assist institutions in completing their 2016 (data) Annual Reports, **NACCAS has compiled a handout that contains several common mistakes schools make in completing the reporting process** (to access this handout, **click here**). We strongly encourage all institutions to review this handout so that these mistakes don't happen to you!

Excel Cohort Grid: As indicated in last year's annual report instructions, the annual report cohort grid for the 2016 (data) Annual Report is required in Excel format. A sample cohort grid in Excel format is posted on NACCAS' website in the annual report information section [here](#). (Note: Institutions that utilize a database should check with their current database provider, as the database may be able to export to Excel format.)

Reminder to NACCAS-accredited schools: Your school's email address may be important to NACCAS as a part of the requirement that you are able to receive all official communications relevant to your accreditation. Before you unsubscribe make sure that NACCAS has a valid email address for your school.