



**Wednesday, September 7, 2016**

**Dear Interested Parties:**

NACCAS' 2015 (data) Annual Report is now open for submissions! The deadline for electronic submission is midnight (EST) on November 30, 2016. Complete instructions for the 2015 (data) Annual Report are available [here](#).

**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 2015 (data) Annual Report will be required if your institution is in candidate status or is an applicant for initial accreditation as of November 2016.

**Excel Cohort Grid:** The annual report cohort grid for the 2015 (data) Annual Report will be required in Excel format. A sample cohort grid in Excel format is posted on NACCAS' website in the "Annual Report Information" section -- direct link [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.)

**Late Filing Fee:** A late filing penalty of \$505 (per campus) will be assessed for any Annual Report not completely submitted prior to midnight (EST) on November 30, 2016.

**Assistance is Available:** If you have any questions or comments regarding the 2015 Annual Report Instructions and/or completion of the 2015 Annual Report online, please contact Jason Tiezzi at (703) 600-7600, ext. 155 | [jtiezzi@naccas.org](mailto:jtiezzi@naccas.org), or Chiji Alily at (703) 600-7600, ext. 177 | [calily@naccas.org](mailto:calily@naccas.org).

**Annual Report Resources:** As part of its continuous effort to provide institutions with accreditation resources, NACCAS has created and/or updated several annual report related documents. These resources can be found in the "[Annual Report Information](#)" section of NACCAS' website, under the "Accreditation" menu -- some are listed below:

- Common Annual Report Errors to Avoid
  - **NACCAS has compiled a handout that contains several common mistakes schools make in completing the reporting process.** We strongly encourage all

**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.

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institutions to review this handout so that these mistakes don't happen to you! (To access this handout directly, [click here](#))

- Leave of Absence (LOA) Calculator
  - Incorrectly calculated leaves of absence can significantly impact the accuracy of an institution's annual report. With this tool, institutions can calculate the length of their students' LOAs, as well as their revised contract end dates, by simply entering a few pieces of information. **Your institution is ultimately responsible for correctly extending contract end dates following LOAs.** (To access the LOA Calculator directly, [click here](#))
- NACCAS Placement Documentation Templates
  - Sample placement documentation templates are now available. Institutions may utilize this new resource, although it is not required. (To access these templates directly, [click here](#))

**Annual Report Webinars:** NACCAS anticipates conducting two live annual report webinars in September of 2016. Check the "Webinar Schedule" (under the "Events/Webinars" tab on NACCAS' website) as the time gets closer for exact dates and details.

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