



**Friday, August 12, 2016**

**Dear School Owner and Interested Party:**

NACCAS is pleased to announce that as part of its continuous effort to provide institutions with accreditation resources, we have created a Leave of Absence (LOA) Calculator that is available on our website [here](#). In addition to impacting an institution's compliance with NACCAS' leave of absence requirements, 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.

Please be aware that while NACCAS has provided this optional resource, **your institution is ultimately responsible for correctly extending contract end dates following LOAs.**

Additionally, institutions are reminded that per NACCAS' leave of absence policy ([here](#)), "...leaves of absence must not exceed a total of 180 days in any 12-month period."

If you have any questions or comments regarding the LOA Calculator, please contact Chiji Alily at [calily@naccas.org](mailto:calily@naccas.org) or Jason Tiezzi at [jtiezzi@naccas.org](mailto:jtiezzi@naccas.org).

**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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