



Thursday, November 05, 2015

**Dear School Owner:**

This is a reminder that NACCAS' 2014 (data) Annual Report is due by midnight (EST) on November 30, 2015 for all institutions, including candidate and initial schools. (Complete instructions for the 2014 (data) Annual Report are available [here](#).)

To assist institutions in completing their 2014 (data) Annual Reports, **NACCAS has compiled a handout that contains seven common mistakes schools make in completing the reporting process (to access this handout, [click here](#))**. We strongly encourage all institutions (whether this is your first annual report or your fiftieth) to review this handout so that these mistakes don't happen to you!

If you have any questions or comments regarding the 2014 Annual Report Instructions and/or the Most Common Errors handout, please don't hesitate to contact any one of the members of our annual report team:

- Jason Tiezzi at (703) 600-7600, ext. 155 or via email at [jtiezzi@naccas.org](mailto:jtiezzi@naccas.org)
- Eliel Tesone at 703-600-7600 ext. 121 or via email at [etesone@naccas.org](mailto:etesone@naccas.org)
- Chiji Alily at 703-600-7600 ext. 177 or via email at [calily@naccas.org](mailto:calily@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.

National Accrediting Commission of Career Arts & Sciences | 4401 Ford Ave. Suite 1300 | Alexandria, VA 22302

To not receive further emails from us, please [click here](#) or reply to this email with "unlist" in the Subject line.