



Tuesday, March 10, 2015

Dear School Owner:

The supplemental filing of the 2013 (data) Annual Report is now open for submissions! The supplemental filing is an optional report that gives accredited institutions additional time to place and/or license late graduating students (see below for further details). Complete instructions for the supplemental filing of the 2013 (data) Annual Report are available [here](#).

**The supplemental filing is optional:** The supplemental filing represents an opportunity for accredited institutions to provide further information with respect to their 2013 placement and licensure rates. Please note, however, that an institution is not (under any circumstances) required to submit a supplemental filing to NACCAS.

**The supplemental filing is due May 31, 2015:** The supplemental filing of the 2013 (data) Annual Report is due no later than May 31, 2015, although it may be submitted at any point from March 6, 2015 through May 31, 2015. As the supplemental filing is optional, there is no late penalty associated with a failure to submit prior to May 31, 2015. NACCAS will not, however, accept supplemental filings received after the May 31st deadline.

**Only eligible institutions may submit a supplemental filing:** In order to be eligible to submit a supplemental filing of the 2013 (data) Annual Report, an institution must meet both of the following criteria:

1. The institution must have indicated in its electronic 2013 (data) Annual Report that it intended to retain the option of submitting a supplemental filing.

**AND**

2. The institution must have submitted its original 2013 (data) Annual Report, including the certification page and all required attachments, in a timely manner.

**Assistance is Available:** If you have any questions or comments regarding the supplemental filing, please contact Jason Tiezzi at (703) 600-7600, ext. 155 or via email at [jtiezzi@naccas.org](mailto:jtiezzi@naccas.org). If Jason is unavailable, you may contact Chiji Alily at [calily@naccas.org](mailto:calily@naccas.org) or Eli Tesone at [etesone@naccas.org](mailto:etesone@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.