COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF EDUCATION
August 25, 2008

SUBJECT: Private Licensed Schools Memorandum #69

TO: Chief Executive Officers/Directors
Licensed/Registered Private Schools
Applicants for Licensure and Registration

FROM: Patricia Landis, Chief
Division of Private Licensed Schools

The Board of Private Licensed Schools is launching an on-line version of the PDE-2006 Financial Reporting form. This new version of the PDE-2006 has a few minor revisions. The major change is that all financial reports will now be submitted on-line. This will apply to quarterly reporting, new school applications, scholarship applications, and change of ownership applications.

If you submit audited financials to the Division for license renewal, you may continue to submit the audited statements by paper for renewal purposes.

The new on-line version of the form is automated to calculate all totals. This will help to avoid errors in financial reporting and should assist schools in providing correct, complete, and balanced financial statements.

A new detailed set of instructions is also provided to guide schools through the completion of the new form. These instructions are designed to function much like the instructions for completing federal tax forms. Each line on the PDE-2006 has a number that coincides with a number on the instructions. As you go through the form to complete each line, you may refer to the appropriate instructions for clarification on that line item.

You will need to complete each yellow space on the new form. If you have no data for a specific yellow space, you should enter zero. All yellow spaces need to be completed. The calculations to add or subtract and produce the correct totals will be calculated automatically.

Very few changes have been made to the new form. The major change is the addition of page 4 requesting information on each approved program and the enrollments, graduation rates, and attrition rates for each program. This information only needs to be updated once per year. If your accrediting agency requires you to report this information, provide the same annual data on this form.

As always, if you have difficulty with the financial terminology associated with the form and the instructions, please consult an accountant for assistance in the preparation of the form.

If you have any problems completing this new on-line financial form, please call staff at (717)783-8228.