SCHOOL CLOSING PROCEDURES FOR

PENNSYLVANIA PRIVATE LICENSED SCHOOLS

(24 P.S., Section 6504 (b) & 22 Pa. Code, Section 73.95)

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF EDUCATION

AND

THE STATE BOARD OF PRIVATE LICENSED SCHOOLS
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General Guidance

Although school closing situations vary, the first priority is always the welfare of the student. The following steps are required to ensure that the needs of the students can be met in the best possible way.

SCHOOL RESPONSIBILITIES

1. BOARD NOTIFICATION

   A school must provide notification to the Board through the Division of Higher and Career Education at least 30 days prior to closing. This is required by 22 Pa. Code §73.95. Failure to notify the Board could result in a fine even after the school has closed.

2. SCHOOL REPRESENTATIVE

   The school will provide the Division staff with the name and how to contact a person who can answer questions and provide information to the Pennsylvania Department of Education after the school has closed.

3. STUDENT CONTACT INFORMATION

   The school will provide Division staff with a list of all current students including student name, program, term/quarter/semester, home address, social security number, and telephone number. This information will enable staff to maintain contact with the students in regard to teachouts, loan issues, and surety claims.

4. TRANSCRIPTS

The school will provide the Division with a copy of the transcript of each ***current*** student. The school will provide a copy of the final transcript to each current student with instructions to keep the information in their own permanent records.

5. STUDENT NOTIFICATION

The school will send an information letter to each student to inform the student of the date the school will close and a how to reach a representative of the school who will keep students informed. In addition to the letter, schools may opt to inform students in person. Schools are advised not to post notice of school closings on the doors of the school.

6. TEACHOUT PLAN

The school must provide Division staff with a copy of a teachout plan. The teachout plan must include:

a. Date of school closing.

b. Student notification date.

c. Names and contact information of schools that have agreed to conduct teachouts.

d. Details of the teachout plan, which should include:

1. The teachout school will complete the program of studies in which the student enrolled at the closed school.
2. The teachout school will award the same certificate,

diploma, or degree the student would have received at the closed school.

3. The teachout school will make the award in the name of the closed school.
4. The teachout school will charge the same remaining tuition that the students would have paid at the closed school.
5. The teachout school will allow the students to complete their programs without an extension in program length.
6. The closed school will make student records available to the teachout school in accordance with state and federal guidelines.

7. TRANSFER ARRANGEMENTS

The school must provide Division staff with details regarding transfer of credit arrangements. The information must include:

a. The names of other schools that have agreed to award transfer credit.
b. A contact at each school that will award transfer credit.
c. A copy of all written agreements regarding transfer credit.

NOTE: In the case of transfer (as opposed to a teachout) the student formally enrolls in the transfer school, completes the approved program offered by the transfer school, and receives the certificate, diploma, or approved degree offered by the transfer school.

8. RECORDS DEPOSITORY

The school will make arrangements to have records transported to the approved records depository. The school will inform Division staff when the records transfer has been completed.

ACTIONS TO BE TAKEN BY THE DIVISION HIGHER AND CAREER EDUCATION

1. Inform USDE of the school's closing.

2. Monitor school compliance with closing requirements.

3. Notify the surety company that claims against the bond may be filed.

4. Provide information as needed to students.

5. Provide information to other concerned parties as requested.

6. Process claims against the school bond.

7. Maintain information related to the location of student records.