



**pennsylvania**  
DEPARTMENT OF EDUCATION

September 2, 2015

**SUBJECT:** New Director Seminar  
Financial Seminar

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

**FROM:** J.K. Magnani, Board Administrator Supervisor  
Division of Higher and Career Education

The New Director Seminar is offered quarterly to brief new school directors on compliance and reporting requirements. The seminar consists of 3 components: a session on new program applications, a session on compliance, and a session on financial reporting.

Board Memorandum #71 requires all directors of newly licensed schools and all new directors at existing schools to attend the seminar within 6 months of assuming the position as school director. The seminars will be held in Heritage A (lobby level) of the Pennsylvania Department of Education, 333 Market Street, Harrisburg, PA.

Seminars will be offered on the following dates:

January 7, 2016      July 14, 2016  
April 7, 2016      October 13, 2016

Sessions will be offered at the following times:

9:00 - 10:30 – New Program Application

10:30 - 12:30 – Compliance

1:00 - 3:00 – Financial Statements

There is currently no charge for these seminars. Reservations are required. Please call Ms. Elizabeth Perry in the Division of Higher and Career Education at 717-783-8228 to reserve your place. Please specify which sessions you plan to attend when you make your reservation.