

COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF EDUCATION  
August 31, 1992

SUBJECT: LICENSED PRIVATE SCHOOLS MEMORANDUM #38  
Amendment to Policies and Procedures Concerning  
Applications for Approval of New Programs

TO: Chief Executive Officers/Directors  
Licensed/Registered Private Schools

FROM: Dr. Peter H. Garland  
Acting Division Chief  
State Board of Private Licensed Schools

The State Board of Private Licensed Schools has amended one of six criteria regarding policies and procedures concerning applications for approval of new programs. The effective date of this change is August 7, 1992.

This new amendment replaces number 4 in Licensed Private Schools Memorandum #22 dated December 4, 1989, and reads as follows:

4. In the case of incomplete applications received on or before a published deadline date, staff will inform school administrators of the items missing from the application immediately. The school will then be allowed a ten (10) day "cure period" in order to correct the incomplete application. If an application is made complete in this manner it may appear on the agenda at the forthcoming meeting for which it was originally submitted. The attached Instructions for Applying for Program Approval define a complete application.

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