



TO Private Licensed/Registered Schools
FROM Nicole Campbell, Division Chief
DATE May 18, 2023
RE Private Licensed Schools Policy Memorandum #106

Records Repository Agreement

The State Board of Private Licensed Schools, at the meeting held on May 18, 2023, approved the following policy under the authority of 24 P.S. §6504 (a).

In accordance with 24 P.S. §6504 (b.1) the Board has entered into an agreement with a third party to establish a central repository for Private Licensed Schools' student transcripts.

Private Licensed Schools shall work in collaboration with the Board to provide student transcripts to the central repository.

Records repository agreements currently on file with the Board will remain in effect until the Private Licensed School enters into an agreement with the central repository.

- Licensed/Registered schools will begin the central repository agreement process at the time of renewal, beginning with schools whose license expires September 1, 2023. The agreements will be for a term of two years, until the school's next biennial license renewal.
- New School Applicants applying for consideration at the November 16, 2023, meeting (August 17, 2023, submission deadline) will begin by entering into agreement with the central repository. Agreements will be for a term of one year, until the school's first renewal.

The Board has authorized the contracted third party to impose a reasonable fee to maintain the central repository. A \$250 biennial fee will be paid by the school to the central repository, along with facilitating the necessary agreement with the central repository.

- Licensed/Registered schools will pay the biennial fee at the time of renewal, beginning with schools whose license expires September 1, 2023.
- New School Applicants will pay the initial biennial fee at the time of their first renewal, which occurs one year after initial licensure.

The central repository agreement, signed by both the school and the central repository, then serves as evidence of the school's mandated repository agreement. Repository agreements with an existing private licensed school or other professional records depository is no longer necessary, as schools will now enter into their repository agreement with the central repository.

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Fee collection to maintain the central repository is to be evaluated every two years.

Should you have any questions, please contact your school's assigned Board Administrator.