



**State Board of Private Licensed Schools
Central Repository**

Frequently Ask Questions and Reference Information

Note: This is a living document and will be updated with new questions and reference information as it becomes available.

Please visit our website for additional information: [Central Repository](#).

[Board Policy Memo # 103, Annual Consolidation of Student Transcripts to Central Repository \(PDF\)](#)

[Board Policy Memo #106, Records Repository Agreement \(PDF\)](#)

[Live System Demonstration with Verif-y 11/30/2023 \(YouTube\)](#)

Open School Agreements with the Central Repository

I am scheduled to renew my school's license/registration with the Board, where do I go to create an account and register with the central repository?

[Verif-y New Account Registration / Existing Account Login](#)

Visit the Verif-y website to establish your account, enter into an agreement, and upload transcripts.

If you require assistance, please contact support@verif-y.com.

When should our school initially contract with the central repository?

License/Registration renewals expire the 1st of the associated month. Renewal applications and fees are due the 7th of the month prior to expiration. The school should seek to enter into the central repository agreement in advance of submitting the renewal application and fees, so that the agreement may be placed into the renewal application.

How do I contact the central repository?

Verif-y
3401 Market St, Suite 200
Philadelphia, PA 19104
www.verif-y.com
support@verif-y.com
610-813-6400

Manda Koss
mkoss@verif-y.com
610-842-7251

What is the cost to enter into an agreement with the central repository?

A \$250 biennial fee will be paid by the school to the central repository at the time of entering into the central repository agreement. Fee collection to maintain the central repository is to be evaluated every two years. Additional costs will be incurred if the school does not provide transcripts in the preferred format.

What is the submission schedule for historical open school records?

At the time of the initial contract, all schools will submit to the central repository student academic transcripts for the academic years July 1, 2021–June 30, 2022, and July 1, 2022–June 30, 2023.

Beginning July 1, 2024, all licensed/registered schools will be required to annually upload the prior academic year's transcripts no later than September 30 of the same year. The first academic year to be uploaded will be July 1, 2023 – June 30, 2024. It will be necessary to upload these records prior to September 30, 2024.

Open schools with transcripts prior to July 1, 2021, will work in collaboration with the Division, upon solicitation, to upload all historical records to the central repository upon request.

Our school initially contracted with Verif-y as 'Storage Only'; however, we now wish to contract with Verif-y to 'Service and Store' our records. How do we change our contract?

Please contact support@verif-y.com.

Our school's ownership has more than one school licensed/registered with the Board. How should we establish our account?

Ownerships with more than one licensed/registered school must enter into an agreement for each school. The agreement is for the specific licensed/registered school, it does not apply to all the schools under the same ownership.

However, a single Verif-y account may be created and utilized to upload transcripts for more than one school. Please contact support@verif-y.com.

New School Applicant Agreements with the Central Repository

As a new school applicant, when should I enter into an agreement with the central repository?

New school applicants are not required to enter into an agreement with the central repository until the presented applications receive 'approved pending' status. Waiting for the applications to receive the 'approved pending' status will allow the new school to take full advantage of the initial year at no cost and will place the new school in position to renew the central repository agreement at the time of licensure/registration renewal.

The central repository will be notified by Board staff when the new school applicant receives 'approved pending' status, so that the new school will be able to create the necessary account and register with the central repository.

It is recommended that this be one of the last items completed by a new school. New schools will want to satisfy all other approved pending requirements first, so that the start of the first year is as close to the approval of licensure/registration as possible.

What is the cost for a new school to enter into an agreement with the central repository?

The initial central repository agreement is for a period of one year and is offered at no cost. New School Applicants will pay the initial biennial fee at the time of their first renewal, which occurs one year after initial licensure. Additional costs will be incurred if the school does not provide transcripts in the preferred format.

Closed School Records with the Central Repository

Where have all the closed school records gone?

Student transcripts for all previously closed schools should have at this time been provided to the central repository for storage and servicing. While some records are still being formatted and ingested, there should no longer be closed school records being serviced by open schools.

Schools who have provided closed school transcripts to the central repository will be notified when they may dispose of closed school transcripts in their possession.

Transcripts

What elements should be on all transcripts?

- Transcripts are to include the following information:
- School name (the Board-approved school name) and full address of the school/branch location attended.
- Student's first and last name
- Student's DOB (date of birth month, day, and year)
- Student's home address
- Student ID number (it is recommended that student social security numbers not be used)
- Enrolled program (the Board-approved program name)
- Program start date (the date the student began attending)
- List of courses attempted and/or completed.
- Grades for each course attempted/completed (including 'I' for incomplete and 'W' for withdrawn courses)
- Clock hours and/or credits for each course attempted/completed.
- Student's last date of attendance
- Student status (active, leave of absence, graduated, withdrawn, terminated)
- Student status change date
- Earned award (if student has graduated - certificate or diploma program award)

Transcripts for Upload

How must we submit our transcripts so that we only need to pay the minimum required fee? What is the preferred format?

To pay only the minimum fee, the school must upload records in the preferred format:

- ✓ Transcripts must be typed rather than handwritten.
- ✓ Transcripts must be saved with one transcript per file (the file may contain multiple transcript pages for one individual student).
- ✓ Transcripts must be saved as .PDF files.

- ✓ The template .CSV files must contain all the required information and be uploaded along with the corresponding transcripts. ([.CSV template](#))

Note: Individual student transcript files do not need to be uploaded one-by-one; rather, they can be uploaded all at once or in a file folder.

Since Verif-y utilizes Optical Character Recognition (OCR) software if there is a signature on the transcript will it interfere with recognition?

No, the signature will not interfere with data recognition or extraction.

Since Verif-y utilizes Optical Character Recognition (OCR) software if any of the required information is handwritten will it interfere with recognition?

Yes. If any of the required information is handwritten, the school will either need to pay Verif-y to extract the handwritten information or the school will need to recreate the document electronically.

Since the student's date of birth (DOB) is utilized to confirm student identity, must the student's DOB be identified on the student's transcript?

No, the student's DOB does not need to appear on the transcript. However, the student's DOB does need to be provided in the supporting .csv document provided with the uploaded transcripts.

Since the student's date of birth (DOB) is utilized to confirm student identity, what if it is not on the student transcripts and I do not have it to provide in the supporting .csv document?

If the school is unable to provide a student's DOB, the school must establish another means by which to uniquely identify each student such as the student's last four digits of their social security number, an assigned student identification number, etc. Whether this identifier appears on the transcript or not, the identifier does need to be provided in the supporting .csv document provided with the uploaded transcripts.

Since a unique identifier is required for each student (such as DOB, last four digits of SSN, or student ID number, etc.), what if there is no unique identifier provided?

If the school is unable to provide a unique identifier for each student, the school will need to submit the supporting .csv file and pay Verif-y to create and implement the necessary solution.

What is an acceptable student status?

All records sent to the central repository should be of either withdrawn, terminated, or graduated student status. No active or leave of absence student transcripts are to be uploaded.