



TO Private Licensed/Registered Schools
FROM Nicole Campbell, Division Chief
DATE February 16, 2023
RE Private Licensed Schools Policy Memorandum #104

Adverse Findings Correspondence

The State Board of Private Licensed Schools, at the meeting held on February 16, 2023, approved the following policy under the authority of 24 P.S. §6504 (a).

In accordance with 24 P.S. § 6512 (a), § 6513 (b) (4), and 22 Pa. Code § 73.171 schools must make available to the Board, at any time when requested to do so, full information pertaining to the operation of the school. Failure to do so is a violation of the statute and regulations and will be subject to enforcement actions including licensure/registration suspension or revocation, issuance of a civil penalty, and/or conviction of a summary offense.

Effectively immediately, schools are required to submit to the Division Chief and the school's Board Administrator copies of all adverse finding correspondence between the school and any accrediting agencies, licensing Boards, and the US Department of Education. This includes all offices within the US Department of Education, including the Office for Civil Rights and the Office of Federal Student Aid.

Copies of correspondences are expected to be presented in an organized manner, provided electronically, and received by staff within ten (10) business days of the school receiving or sending adverse finding related correspondence.

Correspondences are to be emailed directly to the Division Chief and to school's assigned Board Administrator.