



TO Chief Executive Officers/Directors
Private Licensed/Registered Schools

FROM Nicole Campbell, Division Chief

DATE August 17, 2023

RE Private Licensed Schools Policy Memorandum #103

Annual Consolidation of Student Transcripts to Central Repository

The State Board of Private Licensed Schools, at the meeting held on August 17, 2023, approved the following policy under the authority of 24 P.S. §6504 (a).

In accordance with 22 Pa. Code § 73.22a, schools are required to annually consolidate copies of transcripts of academic performance for all students who have graduated, withdrawn, or whose enrollment has been terminated by the school during the previous year.

In accordance with 24 P.S. § 6504 (b.1), schools are required to work in collaboration with the Board and the Central Repository and must adhere to the established annual timeline in which schools are required to provide annually consolidated transcripts of academic performance for retention by the Central Repository.

- Beginning with license/registration renewals expiring 9/1/2023, all Private Licensed Schools will be required to enter into agreement with the Board's central repository at the time of renewal for records storage. Electing to have the central repository additionally service the school's records is at the discretion of the school.
- As renewals occur biennially, all open and newly licensed schools will have entered into agreement with the central repository as of 8/30/2025.
- The central repository agreement fulfills the school's regulatory requirements for the retention of student academic transcripts in accordance with 22 Pa. Code § 73.21 - § 73.26. It is no longer permissible to enter into an agreement with another PLS school or another repository.
- At the time of entering into the agreement, open schools will be required to upload 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.

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