Instruction Booklet

Annual Statistical Survey
Of Schools Licensed or Registered by the
Pennsylvania State Board of Private Licensed Schools

Due Date: September 30 of each year

Pennsylvania Department of Education
Division of Higher and Career Education
333 Market Street, 12th floor
Harrisburg, PA   17126-0333
(717-783-8228)

Instructions for Completing the Annual Statistical Survey

General Instructions

Section Instructions and Glossary of Terms: The survey consists of contact information, six numbered sections, and a summary. Before completing a section, carefully read the instructions for that section. Also read the Glossary of Terms and the end of these instructions, which contains definitions of terms used in the instructions and on the survey form. If different sections will be completed by different people, give each person a copy of the instructions and Glossary of Terms. If you have questions, please call the Division of Higher and Career Education at (717) 783-8228.

Reporting Period: The data you report must pertain to the time period beginning July 1 of last year and ending June 30 of this year unless otherwise noted.

Locations: Schools should provide data for only the school identified on the survey. Include data from all locations operating under the same license, including remote locations and Board-approved branches. If your school operates multiple locations under different licenses, do not report aggregated data that combine the data for two or more schools.

Due Date: The due date is September 30.

Contact Section

Information in this section self-populates on your survey from the Division's database records. The user cannot change this information. Notify the Division of Higher and Career Education at (717) 783-8228 if changes are needed.

Section 1 – Financial Information

Financial Information: Blank entries will be calculated as a zero.

Fiscal Year: The report enters the dates of the fiscal year as July 1 to June 30. The user cannot change the dates. If the school uses a different fiscal year, report the financial data for the school's fiscal year that ended during the reporting period.   The financial information must span 12 full months and the dates must be used consistently from one year to the next.

Rounding: Round all financial data to the nearest whole dollar; do not use cents. For example, $5,975.51 should be reported as $5,976.

Gross School Revenue: Schools should report all of the school's revenue, including revenue from sources other than tuition. Include the full amount of contracts, including the portions intended to cover tuition for students enrolled through contract training. Also includes revenue from bookstores and similar services.

Gross Tuition Revenue: The amount reported for tuition revenue cannot exceed the amount reported for gross school revenue. Licensed schools should report tuition revenue from all students, regardless of their state of residency. Registered schools should report tuition revenue from Pennsylvania residents only.

Federal, State and Local Taxes Paid: Include all taxes paid at each level (e.g., income tax, sales tax, social security tax, unemployment tax, property tax, etc.). Registered schools do not need to report state and local taxes.

Section 2. Unduplicated Headcount of School's Employees

Employee -- Whom to Report: Report employee data as of either the beginning of the school year or June 30, whichever provides a more typical count of individuals regularly employed by the school. Report each person on the school's payroll. This includes people employed at a school's remote sites and Board-approved branches. This does not include casual employees who are hired by the school to work for only a few days, perhaps during peak work-load periods. Include employees who are on leave but remain on the payroll.

Unduplicated Headcount: Each employee must be reported in only one employment activity. If an employee performs two or more activities, the employee should be reported according to his or her primary activity. The school itself decides what constitutes the employee's primary activity. If an employee spends an equal amount of time in two or more activities, the school itself decides where to report the employee.

Full-Time or Part-Time Status: The school determines its own definitions of "full-time" and "part-time" employment. Report each employee according to the school's definition.

Employment Activities:
1. **Academic or Institutional Support or Student Services**. Primary activity is providing support for the school's institutional, instructional, and student service efforts. Persons with this primary employment activity typically include accountants, systems analysts, computer programmers, librarians, student counselors and admissions representatives.
2. **Clerical or Secretarial**. Primary activity is responsibility for internal and external communications, recording and retrieving data (other than computer programming), and other paperwork required in an office. Persons with this primary activity typically include secretaries, bookkeepers, stenographers, clerk-typists, office-machine operators, statistical clerks, payroll clerks, sales clerks such as those employed in a bookstore, and library clerks who are not recognized as librarians.
3. **Executive, Administrative or Managerial**. Primary activity is school administration. Responsibility includes management of the school or a subdivision thereof. Work relates to management policies or the general business operations of the school or its subdivisions. Persons with this primary employment activity typically include officers holding titles such as president, vice president, director or the equivalent.
4. **Instruction**. Primary activity is teaching.
5. **Services and Maintenance**. Primary activity is performing duties which result in or contribute to the comfort or convenience of personnel and students or which contribute to the upkeep and care of buildings, facilities or grounds. Persons with this primary activity typically include custodial personnel, groundskeepers, construction laborers, security personnel, drivers and cafeteria workers.
6. **Skilled Crafts**. Primary activity is providing specialized, skilled labor. Persons with this primary activity typically include mechanics, repairers, electricians, skilled machinists and carpenters.
7. **Technical Services**. Primary activity requires specialized knowledge or skills. Persons with this primary activity include computer programmers and computer support professionals, engineering aides, school nurses and dietitians.

Section 3. Unduplicated Headcount Enrollment by Race/Ethnicity and
Section 4. Unduplicated Headcount Enrollment by Program

Enrollment -- Whom to Report: Report all individuals who received instruction from the school during the reporting period regardless of when they first enrolled at the school. Report all students enrolled in Board-approved program under the appropriate category for the award anticipated at graduation. Report all other enrollees (contract training, professional development, cosmetology students, etc.) in the column for "Non-Board Approved." Licensed schools should report all students, regardless of their state of residency. Registered schools should report Pennsylvania residents only.

Unduplicated Headcount: Report each student only once in each section. Each cell represents a category, and all categories are to be considered mutually exclusive. Non-resident aliens should be reported only on the line labeled "Non-Resident Alien." Do not also report them on other lines; disregard their race/ethnicity.

Non-Board-Approved Enrollment: Many schools provide instruction in programs or courses for which Board approval is not required. Examples include contract training, professional development, avocational or recreational courses, and adult literacy programs or courses. (See the Glossary of Terms for definitions of "contract training" and "professional development.") Your data should include students enrolled in these non-Board-approved programs and courses. If a student received instruction in a non-Board-approved program or course, report his or her enrollment in a column under "Enrollment in Non-Board-Approved Programs or Courses".

Full-Time or Part-Time Status: Using the school's own definitions of "full-time" and "part-time" enrollment, report each student according to his or her full-time or part-time status at the end of the student's last enrollment during the reporting period. All students enrolled in correspondence programs or courses should be reported as part-time.

Degree/Diploma/Certificate Enrollment: Report each student according to the credential the student is enrolled to achieve at the end of the student's last enrollment during the reporting period.

Total: The total students reported in section 3 must equal the total reported in section 4, since the same students are reported in both sections.

Racial/Ethnic Categories:

1. **American Indian or Alaskan Native**. A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment.
2. **Asian**. A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
3. **Black or African American**. A person having origins in any of the black racial groups of Africa.
4. **Hispanic**. A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
5. **Native Hawaiian or Other Pacific Islander.** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
6. **Non-Resident Alien**. A person who is not a citizen or national of the United States and who is in this country on a visa or temporary basis and does not have the right to remain indefinitely. Note: Non-resident aliens are to be reported separately, rather than in any of the racial/ethnic categories described above.
7. **Unknown**. The category used to report students or employees whose race and ethnicity are not known.
8. **Two or More Races**. Students who can accurately be reported in at least two of the above categories. Report these students in this category only and do not double-report in the above categories.
9. **White**. A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Section 5. Unduplicated Headcount Enrollment by Students' Status as of June 30 (Graduates)

Enrolled to Graduate Between July 1 – June 30: Report all students who enrolled with a scheduled graduation date during the reporting period. For two year programs, this includes all students who enrolled two years ago in cohorts scheduled to graduate during this reporting period. It also includes students who transferred into the school with an anticipated graduation date during the reporting period. This number includes students who withdrew, took on a leave of absence, took time off or repeated courses and delayed graduation. It does not include students who are currently enrolled at the school with initial anticipated dates of graduation that are after the end of the reporting period.

Unduplicated Headcount: Report each student in only one cell of the matrix. Each cell represents a category, and all categories are mutually exclusive. Report each student according to his or her status <u>at the end of the reporting period</u>.

Contract Training: Include students enrolled through contract training if the anticipated date of completion fell within the reporting period at the time of enrollment. If a student received contract training in a Board-approved program or course, report his or her enrollment on the line for that program or course. Otherwise, report under "Non-Board-Approved . . . ." See the Glossary of Terms for a definition of "contract training."

Graduated Between July 1 and June 30: Report the number of the students reported in "Number Enrolled to Graduate Between July 1 and June 30" who actually did graduate during the reporting period. *The number who graduated cannot exceed the number who were enrolled to graduate.* A student who enrolled with an anticipated graduation date in an earlier reporting period who successfully graduated during this reporting period is not reported here in either column.

Withdrew Between July 1 and June 30: Report the number of the students reported in "Number Enrolled to Graduate Between July 1 and June 30" who withdrew during the reporting period. The number who graduated plus the number who withdrew cannot exceed the number reported as enrolled to graduate. However, the number who graduated plus the number who withdrew may be less than the number enrolled to graduate if students took a leave of absence, repeated courses, or cut back to part-time study.

Section 6. Placement of Students Graduated Between July 1 and June 30

Total Grads: <u>The graduates to whom Section 6 pertains are not the same graduates reported in Section 5</u>. The graduates reported in Section 5 graduated during the reporting period. The graduates to whom Section 6 pertains graduated in the previous reporting period, i.e., **the academic year prior to this reporting period.** For your convenience, the number of graduates your school reported last year loads automatically on your survey form. Report the employment status of these graduates from the previous reporting period as of the end of the current reporting period.

Unduplicated Headcount: Report each student only once. Each cell represents a category, and all categories are mutually exclusive.

New Schools: New schools (i.e., those initially licensed or registered during the reporting period) should not report placement data this year; they should leave this Section blank. New schools will need to report next year.

Placement Categories:
1. **Employed in Related Fields**. Graduates who are employed in a field of work that is related to the graduate's field of study at the school and whose employment or promotion is a result of the training. Graduates who had a position in the field prior to the training and who remained in that position and at the same level following training should be reported under "other".
2. **Employed in Unrelated Field**. Graduates who are employed in a field of work that is not related to the graduate's field of study at the school.
3. **Continuing Postsecondary Education**. Graduates who enrolled at another institution of postsecondary education.
4. **Entered Military Service**. Graduates who enlisted in any of the armed services of the United States.
5. **Not Employed, But Seeking Employment**. Graduates who are not currently employed, but are actively looking for employment.
6. **Not Available For or Not Seeking Employment**. Graduates who, for whatever reason, do not desire employment and, therefore, are not seeking it. This category also includes graduates who took the program or course for self-improvement without the aim of seeking employment.
7. **Other**. Graduates whose employment circumstances are known by the school but which do not fit into the other categories.
8. **Unknown**. Graduates whose employment circumstances are not known by the school.

Glossary of Terms

Award: A certificate, diploma or specialized degree denoting competence that is awarded by the school to students upon their successful completion of the school's Board-approved program or course of study. The term does not include a certificate of completion that does not denote competence.

Board-Approved Programs or Courses: Instruction or training approved by The Pennsylvania State Board of Private Licensed Schools.

Certificate: An award denoting competence that is given by the school to students upon their successful completion of a Board-approved certificate course. The term does not include a certificate of completion that does not denote competence or is not approved by the Board.

Contract Training: Instruction provided by the school when the cost is paid by a third party through a contract with the school. The instruction may be provided in (1) a Board-approved program or course, (2) one or more courses within a Board-approved program, or (3) a non-Board-approved program or course.

Non-Board-Approved Program or Course. Instruction or training for which Board approval is not required. Examples include programs or courses tailored for contract training, adult literacy, professional development, and avocational or recreational courses.

Professional Development. Instruction and seminars that are (1) provided to individuals employed in a particular kind of work and (2) aimed at enhancing the individuals' job skills and knowledge.

Registered School. An out-of-state postsecondary entity approved (through registration) by the Board to recruit residents of Pennsylvania. Except in the case of registered correspondence schools, the training is delivered at the registered school's out-of-state location, and Pennsylvanians enroll and pursue their studies at those locations.

Unduplicated Headcount. A tally of individuals taken in such a way that each person is counted only once.

Withdrew. Students who either (1) formally notified the school that they would not be completing their program or course of study or (2) have dropped out or stopped attending and are no longer considered by the school to be enrolled.