

**COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF EDUCATION**
November 13, 2008

SUBJECT: Private Licensed Schools Memorandum #71

TO: Chief Executive Officers/Directors
Licensed/Registered Private Schools

FROM: Patricia Landis, Chief
Division of Private Licensed Schools

NEW DIRECTOR SEMINAR - REQUIRED

The Division of Private Licensed Schools offers a quarterly seminar for new directors. Beginning on January 1, 2009, participation will be required of all new directors within 6 months of the date of hire or promotion into the position.

The seminars consist of 3 components. The first component covers the new program application process. The second component covers compliance and the third component covers financial reporting.

These seminars will cover information that is vitally important to compliance with the Private Licensed Schools Act and regulations.

Enclosed is a copy of schedule for the 2009 seminars.