

PROPRIETARY SCHOOL ANNUAL REPORT FORM

July 1, 2003 Through June 30, 2004

INSTRUCTION MANUAL

This form has been designed to satisfy Section 126.10(f) of the Commissioner's Regulations that requires each licensed and registered business and trade school to provide an annual statistical report. **You are required to complete this report for the 2003-04 academic year if your school enrolled any students in a curriculum or course starting during the period July 1, 2003 through June 30, 2004.**

This form should be submitted electronically by downloading and completing the Microsoft Access version from the ORIS web site, <http://www.highered.nysed.gov/oris/>, and following the instructions for submitting the Access file with built-in edits by e-mail.

Or this form can be submitted on hard copy by returning one completed copy to the State Education Department. Retain a copy in your files in the event your institution needs to be contacted for clarification. The original should be mailed or faxed on or before **April 15, 2005 to:**

New York State Education Department
Office of Research and Information Systems
Room 964 EBA
Albany, New York 12234

Fax: 518-474-1907

If you have any questions about completing the form, or need additional copies, please call (518) 474-5091 or e-mail a request to HEDS@mail.nysed.gov. If you anticipate a delay in returning the form by the due date and/or require a reasonable extension in time, a written notification/request should be submitted prior to the due date; the reason for the delay and the anticipated submission date should be included. This correspondence can be mailed to the address indicated above, e-mailed, or faxed to (518) 474-1907.

This manual includes instructions and definitions for completing the Annual Report. Please read all instructions and definitions prior to completing the Proprietary School Annual Report Form. Please note that if your school only offers programs of less than 100 hours, you need only to complete Section 3.

GENERAL INSTRUCTIONS:**1. SECTIONS 1 AND 2 VERSUS SECTION 3 REPORTING**

The form is divided into three sections. Sections 1 and 2 should be used to report the required information for curricula. A separate Section 1 should be completed for each curriculum offered during the time period of this form. The Section 1 form is divided into four Parts in order to collect the required information on curricula admissions, enrollment, noncompleters, graduates and follow-up. Section 2 should be used to report aggregate financial assistance data for all curricula submitted on Section 1 forms. *Note: You need only complete one Section 2 form regardless of the number of curricula reported on Section 1 forms. All financial assistance data should be combined.*

A curriculum is defined as a series of courses/units comprising a field of study, consisting of 100 hours or more of instruction. For example: General Office Clerk would be considered a curriculum. The course of study consists of the following 330 hours of instruction.

| | |
|-------------------------|----------|
| Keyboarding | 30 hours |
| Business Math | 30 hours |
| Office Procedures | 60 hours |
| Business Communications | 60 hours |
| Machine Transcription | 30 hours |
| Computer Literacy | 30 hours |
| Accounting | 90 hours |

Section 3 should be used to report enrollment and noncompleter data for students who were not enrolled in curricula at your school during the academic year, but who were enrolled in a course or courses at your school. A course is defined as a course of study that is performance oriented, contains content in a specific area and is under 100 hours in length. For example: Life, Accident and Health Insurance Course - 45 hours of instruction.

2. CURRICULUM / COURSE CODES AND TITLES

Duplicate enough copies of Section 1 of the form to report on each curriculum offered by your school during the reporting period. Provide your school's SED Code and the curriculum code, program name and hours for each curriculum offered on a separate Section 1 form.

In Section 3 of the form, you are requested to report on students not enrolled in a curriculum, but enrolled in courses at your school during the academic year. Provide your school's SED Code at the top of Section 3 and provide the course code and hours for each course offered.

3. PROVIDING THE REQUIRED DATA

Before completing the data cells in each Section / Part, please read the specific instructions and definitions that pertain to the Section / Part, taking special notice of any add checks and comparison checks that must be satisfied for certain cells.

SPECIFIC INSTRUCTIONS:**SECTION 1: CURRICULUM ADMISSIONS, ENROLLMENT & GRADUATES**

1. PART 1, ADMISSIONS: APPLICATIONS, ACCEPTANCES AND DENIALS. In this part you are requested to report applicants for enrollment in any curriculum that began between July 1, 2003 and June 30, 2004 using a separate Section 1 form for each curriculum. An applicant is defined as one who submits a complete written application form that can be acted on by your school's admissions personnel. Do not report on curricula that were not offered during the academic year due to an insufficient number of qualified applicants.

- **Line 1, Column G. Number of applications received.** For each program of instruction, report the total number of applications for enrollment in all terms starting during the reporting period.
- **Line 2, Column G. Number of applications accepted.** For each program of instruction, report the number of applicants who were accepted to begin enrollment during the reporting period.
- **Line 3, Column G. Number of applications denied.** For each program of instruction, report the number of applicants who were denied acceptance to begin enrollment during the reporting period because they failed to satisfy entrance requirements.
- **Add check.** For each program of instruction, the number of applications received should equal the sum of applications accepted plus applications denied. That is, in column G, line 1 = line 2 + line 3.

2. PART 2, CURRENT YEAR ENROLLMENT. In this part you are requested to report enrollment data for each program of instruction by full-time/part-time status, separately reporting the number of Diploma students in columns A,B,C and the ATB students in columns D,E,F followed by the total of all ATB and Diploma students in column G. Any program that does not require a high school diploma or GED is considered ATB regardless of whether an approved ATB test is required. Students are considered enrolled if they meet the requirements for "enrollment" as defined in the definitions at the end of this document during the time period specified on this form. Do not report the same students in more than one instructional program area. The only exception is students who completed one program during the reporting period and subsequently enrolled in another program during the same reporting period. In determining the full-time/part-time status of a student during the reporting period, use the student's status when he/she started then program.

- **Line 4, New Enrollment.** For each program of instruction by full-time/part-time status, separately report the number of Diploma and ATB students who began their instruction at your school during the reporting period in columns A through F. Then sum the total number of new Diploma students (column C) plus the total number of new ATB students (column F) to report the total number of new students in column G. The total number of new students (column G) should not be greater than the number of applications reported accepted in Part 1, line 2, column G.
- **Line 5, Still Enrolled/Continuing from Previous Year.** For each program of instruction by full-time/part-time status, separately report the number of Diploma and ATB students who were enrolled in your school as of June 30, 2004 (students continuing from the previous year) in columns A through F. Then sum the total number of continuing Diploma students (column C) plus the total number of continuing ATB students (column F) to get the total number of continuing students in column G. **Comparison check to last year: Please note that the numbers reported here should correspond to the numbers reported in last year's report in Part 3, Line 7.**

- **Line 6, Total Enrollment during the reporting period.** For each program of instruction, sum lines 4 and 5 in each column to obtain the total enrollment on line 6, columns A - G. Double check the total in column G against the total curricula enrollment at your school for the time period specified.

Line 6 addition checks: Sum of columns A+B=C; Sum of columns D+E=F; Sum of columns C+F=G

- 3. PART 3, STATUS OF 2003-04 ENROLLMENT.** In this part, all of the students reported on Line 6, Part 2 Total Enrollment, should be accounted for as either being Continuing Students at your school (Line 7), Noncompleters (Line 8), or Graduates (Line 9). In determining full-time/part-time status of a student, use the student's status when he/she started the program. A graduate is defined as a person who has enrolled in, and successfully completed, all the requirements of a curriculum. A noncompleter is defined as a person who terminated enrollment, or was terminated, during the reporting period without successfully completing the program of instruction.

- **Line 7, Still Enrolled/Continuing as of June 30, 2004.** For each program of instruction, by full-time/part-time status, separately report the number of Diploma and ATB students, who were enrolled in your school as of June 30, 2004 (continuing students), in columns A through F. Then sum the total number of continuing Diploma students (column C) plus the total number of continuing ATB students (column F) to get the total number of continuing students in column G.
- **Line 8, Number of Noncompleters from the 2003-04 enrollment as of June 30, 2004.** For each program of instruction, by full-time/part-time status, separately report the number of Diploma and ATB students, who terminated enrollment or were terminated during the reporting period without successfully completing the program of instruction in columns A through F. Then sum the total number of noncompleter Diploma students (column C) plus the total number of noncompleter ATB students (column F) to get the total number of noncompleters in column G.
- **Line 9, Number of Students Who Graduated during the reporting period.** For each program of instruction, by full-time/part-time status, separately report the number of Diploma and ATB students, who graduated during the reporting period, in columns A through F. Then sum the total number of Diploma students (column C) who graduated plus the total number of ATB students (column F) who graduated to get the total number of graduates in column G.
- **Comparison with Part 2.** Please verify the following comparisons between the students reported in Part 3 with the students reported in Part 2. As of June 30, the number of students still enrolled plus the number of noncompleters plus the number of graduates (from Part 3) must equal the total enrollment reported in Part 2, Line 6, for full-time, part-time and total Diploma and ATB students. The following should be true:

In column A, Full-time Diploma Students - line 7+line 8+line 9 = line 6

In column B, Part-time Diploma Students - line 7+line 8+line 9 = line 6

In column C, Total Diploma Students - line 7+line 8+line 9 = line 6

In column D, Full-time ATB Students - line 7+line 8+line 9 = line 6

In column E, Part-time ATB Students - line 7+line 8+line 9 = line 6

In column F, Total ATB Students - line 7+line 8+line 9 = line 6

In column G, Total Diploma+ATB Students including full-time and part-time - line 7+line 8+line 9 = line 6

- 4. Part 4, Graduate Follow-up.** For each program, the number of graduates reported in Part 3 should be distributed in the employment/education status categories that most closely correspond to their situations for up to 180 days after completion of the program.

- **Lines 10 through 13, "Employed In:"**. The number of graduates who have found employment should be distributed according to the degree to which their employment is related to their training -- related field, slightly related field, unrelated field or military (armed services) employment. Students should be reported only once in one employment category during the reporting period.
 - a) **Line 10, Employed in Related Field**. Separately report Diploma, ATB and ALL graduates employed in a related field. Graduates should be considered employed in a related field if the skills acquired in the program are essential and directly related to satisfactory job performance.
 - b) **Line 11, Employed in Slightly Related field**. Separately report Diploma, ATB, and All graduates employed in a slightly related field. Graduates should be considered to be employed in a field slightly related to their training if the skills acquired in the program contribute to, but are not essential for, successful job performance. For example, a student successfully completing an auto mechanics program who subsequently find employment selling auto parts should be considered employed in a slightly related field.
 - c) **Line 12 and Line 13, Employed in Unrelated Field or Military**. Separately report Diploma, ATB and ALL graduates employed in an unrelated field or if they are serving in the armed forces. Graduates who are employed, but not in fields related, or slightly related, to the skills acquired in their programs of study, should be reported as being employed in an unrelated field (Line 12) or in the military (Line 13) if they are serving in the armed forces.
- **Lines 14, 15, and 16. Not Employed**. After 180 days following graduation, graduates who are still not employed should be distributed according to whether they are seeking employment, pursuing additional education, or unavailable for employment for reasons other than the first two categories.
 - a) **Line 14, Seeking Employment**. Separately report Diploma, ATB, and All graduates that are seeking employment. Graduates should be reported on line 14 if they have indicated they are seeking, but have not yet found, employment.
 - b) **Line 15, Pursuing Additional Education**. Separately report Diploma, ATB and All graduates that are pursuing additional education. Graduates should be reported in the "pursuing additional education" category only if they are actually enrolled in or have been accepted in another postsecondary educational program, either at your school or another postsecondary education institution.
 - c) **Line 16, Other, Unavailable for Employment**. Separately report Diploma, ATB and All graduates that are unavailable for employment. Graduates should be reported as "unavailable for employment" only if they have notified your school that they cannot accept job placement at the present time (due to injury, personal reasons, etc.).
- **Line 17, Status Unknown**. Separately report Diploma, ATB and All graduates whose status is unknown. The "status unknown" category should be used only if there are graduates for whom nothing is known about their employment or education status. Schools with large percentages of students in the "status unknown" category for any program will be contacted and asked to redistribute these students more accurately.
- **Line 18, Total Number of Graduates**. For each column C, F and G, sum the data reported on lines 10 through 17.

- **COMPARISON CHECK, PARTS 4 AND 3, TOTAL GRADUATES.** The total number of graduates reported in Part 3 must equal the total number of graduates reported in Part 4 for each program and category of student, Diploma, ATB and All. The following comparisons must be true:

For Diploma graduates reported in column C: Line 18 must equal Line 9
For ATB graduates reported in column F: Line 18 must equal Line 9
For All graduates reported in column G: Line 18 must equal Line 9

SECTION 2: FINANCIAL ASSISTANCE

In order to complete Section 2, combine financial assistance data for all students who attended your school, in a curriculum program of study, during the reporting period.

In determining the full-time part-time status of a student during the reporting period, use the student's status when he/she started the program.

Because students may have received financial assistance from more than one source, students may be reported on more than one of the lines 19 through 25. To obtain a count of the number of students who received any kind of assistance, you are requested to report, on line 26, an unduplicated count of students who received assistance from any of the Federal/State assistance programs. Keep in mind that this count is not necessarily a sum of lines 19 through 25 since students receiving more than one type of assistance will be reported more than once on these lines, but counted only once on line 26.

Note for line 26: AN UNDUPLICATED COUNT OF STUDENTS MEANS THAT NO MATTER HOW MANY DIFFERENT TYPES OF FINANCIAL ASSISTANCE AN INDIVIDUAL STUDENT RECEIVED DURING THE REPORTING PERIOD, THAT STUDENT SHOULD BE COUNTED ONLY ONCE ON LINE 26. THE UNDUPLICATED COUNT MAY NOT EXCEED THE SUM OF THE STUDENTS REPORTED ON LINES 19 - 25.

SECTION 3, ENROLLMENT AND NONCOMPLETERS

In this Section, you are requested to report the enrollment of students who were not enrolled in curricula at your school during the reporting period, but were enrolled in a course or courses at your school. If a student was enrolled in a curriculum at your school and was also enrolled in a course that was not part of the curriculum, the student should be reported by the curriculum program of study in Section 1 and not by any additional course(s) in Part 6. **Only students enrolled during the time period specified, who have not been reported in Part 2 of Section 1, should be reported in Section 3.**

If all students who attended your school during the reporting period were enrolled in a curriculum, Section 3 does not apply to your school. Please check the box at the top of Section 3 and return with the rest of the form, excluding the instructions.

- **Column A: Course Code, and Column B: Hours.** Complete these columns as described under "General Instructions" at the beginning of this manual.
- **Columns C,D &E: Course Enrollment.** For each course, report the number of students enrolled during the reporting period by full-time/part-time status. If a student was enrolled in more than one course during the 2003-04 academic year, report the student as enrolled in each course. If additional pages are needed for reporting courses, please duplicate Section 3 as needed.
- **Columns F,G & H: Course Noncompleters.** For each course, report the number of students during the reporting period who terminated enrollment or were terminated without successfully completing the course requirements. If all students successfully completed the course, enter "0" for the total in column H.
- **Unduplicated Count of students enrolled in courses.** At the bottom of your final page of course enrollments, on the line provided, report the unduplicated count of students reported by course. That is, no matter how many courses a student attended during the academic year, the student should be reported only once in the unduplicated count.

Reasonability check of unduplicated count: The unduplicated count may not exceed the sum of the reported course enrollments.

DEFINITIONS

APPLICANT. An applicant is someone who submits a complete written application form that can be acted on by the school's admissions personnel.

ATB (ABILITY TO BENEFIT STUDENT). An ATB student is one who is enrolled in your program based upon the student receiving an acceptable score on an approved ATB examination. Any program that does not require a high school diploma or GED is considered ATB regardless of whether an approved ATB test is required.

COURSE. A course is a program of instruction under 100 hours in length, is performance oriented and contains content in a specific area.

CURRICULUM. A curriculum is a series of courses/units comprising a field of study or program of instruction, consisting of 100 hours or more of study.

DIPLOMA STUDENT. A student who is enrolled in your program based on his/her high school diploma or GED diploma.

ENROLLMENT. Students are considered to be enrolled (enrollment) once they have incurred an expense (i.e., tuition liability, books, cosmetology kits and/or equipment) other than the registration fee. For example, all students are considered enrolled at the beginning of the second week of instruction when the student begins to incur tuition liability. However, a student may be considered enrolled during the first week of instruction if the school accepts cash or financial aid for books, cosmetology kits and/or equipment and the student drops out during the first week of instruction without being fully reimbursed for such instructional materials.

FULL-TIME. A full-time student is a person enrolled for a minimum of 24 hours of instruction per week. *

GRADUATE. A graduate is a person who has enrolled in, and successfully completed all the requirements of a curriculum.

NONCOMPLETER. A noncompleter is a student who terminated enrollment or was terminated during the reporting period without successfully completing the requirements.

PART-TIME. A part-time student is a person enrolled for less than 24 hours of instruction per week. *

REPORTING PERIOD. The reporting period for data in this report is academic year 2003-04 (July 1, 2003 through June 30, 2004).

- **NOTE:** In determining the full-time/part-time status of a student during the reporting period, use the student's status when he/she started the program.

The University of the State of New York
 THE STATE EDUCATION DEPARTMENT
 Office of Research and Information Systems
 Higher Education Data System

DUE DATE: April 15, 2005

PROPRIETARY SCHOOL ANNUAL REPORT FORM
July 1, 2003 Through June 30, 2004

| | |
|------------------|----------|
| Institution Name | SEDCODE: |
|------------------|----------|

THE INFORMATION PROVIDED ON THIS FORM SHOULD CONTAIN DATA FOR ONLY THE INSTITUTION LISTED ABOVE. If you have questions about either the institution name or SEDCODE listed ABOVE, please contact State Education Department Staff at heds@mail.nysed.gov or 518-474-5091.

- Institutions are expected to submit forms electronically using the Microsoft Access forms available from the ORIS web site at <http://www.highered.nysed.gov/oris/>. Electronic forms must first be downloaded in order to enter data and then returned by e-mail to heds@mail.nysed.gov.
- Return completed paper forms by:

| | |
|--|----------------|
| Mail: | Or Fax: |
| NYS Education Department | 518-474-1907 |
| Office of Research and Information Systems | |
| Room 964 Education Building Annex | |
| Albany, NY 12234 | |
- Do not make a duplicate paper submission of an electronic data submission.
- Retain a copy of the completed form in your files in case clarification is needed.
- If you anticipate a delay in returning this form, request an extension in writing by e-mail, fax or mail stating the reason for the delay and the anticipated submission date.
- If you have questions regarding completion of the form, please contact the Office of Research and Information Systems at:

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| E-Mail: heds@mail.nysed.gov |
| Fax: (518) 474-1907 |
| Phone: (518) 474-5091 |

IMPORTANT: FOR PAPER SUBMISSIONS PLEASE RETURN THIS COVER PAGE AND ALL PAGES EXCEPT INSTRUCTIONS EVEN IF THEY CONTAIN NO DATA.

The University of the State of New York
THE STATE EDUCATION DEPARTMENT
 Office of Research and Information Systems
 Higher Education Data System

DUE DATE: April 15, 2005

Form Processing Information

| | |
|-------------------|---|
| Form: | OEDS, PROPRIETARY SCHOOL ANNUAL REPORT FORM July 1, 2003 Through June 30, 2004 |
| SEDCODE: | |
| Institution Name: | |

Respondent Information

| | | | |
|-------------------|------|-----------------------|------|
| Name: | | | |
| Title: | | | |
| Telephone: () | Ext. | Facsimile No.: () | Ext. |
| E-Mail Address: | | | |

Indicate **Time Required** to retrieve information from files and complete this form.

| | |
|--|--|
| Hours spent by all staff (whole numbers) | |
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Notes and Explanations regarding data provided and/or comments about this form and its completion. Check here and continue comments on reverse side if necessary.

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| <p>PLEASE KEEP THIS PAGE AND THE COVER PAGE ATTACHED AND RETURN WITH THE FORM. RETURN ALL PAGES EXCLUDING INSTRUCTIONS</p> |
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The University of the State of New York
 THE STATE EDUCATION DEPARTMENT
 Office of Research and Information Systems
 Higher Education Data System

DUE DATE: April 15, 2005

PROPRIETARY SCHOOL ANNUAL REPORT FORM

July 1, 2003 Through June 30, 2004

| SECTION 2: FINANCIAL ASSISTANCE | | | | |
|--|--------|--------------------|------------------|--------------|
| <i>Submit one Section 2 for the sum of all curriculum enrollments July 1, 2003 through June 30, 2004.</i> | | | | |
| School Name: | | | School SED Code: | |
| Federal / State Financial Assistance Program | Line # | Number of Students | | |
| | | Full-time (A) | Part-time (B) | Total (C) |
| TAP (Tuition Assistance Program) | 19 | | | |
| GSL (Guaranteed Student Loan) | 20 | | | |
| PELL (Basic Education Opportunity Grant) | 21 | | | |
| SEOG (Special Education Opportunity Grant) | 22 | | | |
| VESID (Vocational & Educational Serviced For Individuals w/Disabilities) | 23 | | | |
| JTPA (Job training Partnership Act) | 24 | | | |
| Other Federal / State Subsidies | 25 | | | |
| UNDUPLICATED COUNT* of Students Receiving Financial Assistance | 26 | | | |
| * No matter how many different types of financial assistance an individual student received, that student should only be counted once on Line 26. | | | | |

