



STATE BOARD OF CAREER COLLEGES AND SCHOOLS

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MEMORANDUM

To: Chief Executive Officers and/or Directors of Registered Schools

From: John P. Ware, Executive Director

Date: September 11, 2009

Subject: Collection of Data for Fiscal Year 2009 Annual Report

***** Please Note: Annual Report Forms are Available on the Board's Web Site *****

As you are aware, the State Board is required to collect data from registered schools to assist in the preparation of its Annual Report. The Annual Report is submitted to the Governor and General Assembly in accordance with Ohio Revised Code section 3332.031(N) and Ohio Administrative Rule section 3332-1-23.

It is mandatory for all registered schools to complete and return the forms. The forms must be received by **October 7, 2009**. Failure to accurately complete the annual report forms is a violation of this Board's rules and will result in a fine of up to \$500 and can lead to revocation of the Certificate of Registration or other disciplinary action as directed by the Board.

The annual report forms and instructions are available on the Board's web site at <http://www.scr.ohio.gov/>. They can be found on the "forms" page of the web site. The forms can be filled out electronically and printed for mailing/faxing or they can be emailed to Laura Essman at laura.essman@scr.state.oh.us (If you need hard copies of the forms please contact Laura Essman at 614-466-7833.)

With your cooperation, the State Board plans to issue the 2009 Annual Report by January 2010. Please take the necessary time to accurately complete and return the forms within the prescribed time-frame. Questions regarding these forms may be directed to John Ware or Laura Essman. Thank you in advance for your assistance.