

## Changes to 2023 Annual Report

There will be several changes in the Annual Report for 2023.

First and most obvious is the new and improved access to the AR via the STAR portal.

When the Program Director logs into the Student Tracker section of the website, they will see options for the Annual Report (AR), Student Tracker and Faculty Database.

In 2023, the AR will pre-populate (auto-fill) with basic profile info from the prior year report (Institution name, address, etc. plus contact info for Institution President/CEO and Program Director), most student demographics and some faculty info.

This info must be reviewed prior to submission.

Note: the ABFSE office cannot revise your AR info so any change in President and/or PD that was documented via a Substantive Change submission must still be verified on the AR.

Those who wish to print a blank copy of the AR for reference can do so from the Annual Report page on the website.

You will have the option to open any section of the AR to submit your entries. It is not necessary to start at Section 1 and go in order from Section 1 through Section 6.

Errors and omissions will be noted during the Preview function and you will be unable to submit the AR until errors are addressed.

It is anticipated that errors are most likely to be identified in the student demographic section. It is strongly recommended that Student Tracker info be reviewed as soon as possible. (i.e., use Edit Student to designate continuing students as graduates or left program)

New in 2023 will be questions regarding Branch Campus and Additional Locations. These questions are US Department of Education driven.

At the present time we have no institutions operating a Branch Campus for an accredited program. Anecdotally, we believe that 3-4 institutions deliver the accredited program via Additional Locations. This refers to delivery of academic/classroom instruction, not clinical sites only.

In the Demographics section of the AR (section 4) there is a new option for students who left the program. 'Changed to a non-accredited program' is now an option for Reason Left Program.

We also need to compile more accurate information regarding the associate degrees conferred at Graduation. Bachelor degree and (accredited) diploma/certificate are unchanged.

When you Edit Student, please select one of the following:

- Associate of Arts
- Associate of Science
- Associate of Applied Science
- Associate degree Other

When Student Tracker was initiated the option to designate 'Prefer Alternate Gender' was added. This info is for future internal discussion purposes and will not appear in the Annual Report. Each student will be counted by biological gender as per the US Census and Passport Offices.

The number preferring alternate gender will be evaluated before recommending permanent changes to the overall AR report structure.

To make a current enrollee a graduate:

1. Enter EDIT STUDENT RECORD
2. Type a name (verify the ID#) or select from dropdown box
- 3. *Input graduation date***
- 4. *Select Degree conferred at Graduation***
5. Answer the other Graduate info as applicable