



## Annual Assurance of Compliance Form (2025-26) Instructions for Access and Completion

Colleges, universities, seminaries, and other postsecondary institutions are required by numerous statutes to submit annual reports on several topics to the Pennsylvania Department of Education (PDE).

**The due date for submitting the report is March 2, 2026.**

A list of the mandatory annual reports is on the [PDE website](#). These mandatory reports are consolidated into a single electronic form to facilitate compliance with reporting requirements in one submission.

**Please note: Not all institutions are required to report on all the items listed on the website. The assurance-of-compliance form will self-populate based on your institution's category.**

For questions regarding the Higher Education Report, such as who completed the previous year's report, what data is required for a specific question on the form, or issues with accessing the form, please contact the Division of Higher Education, Access, and Equity at [ra-highereducation@pa.gov](mailto:ra-highereducation@pa.gov). **To ensure a timely response, please include in the subject line "Higher Education Reporting" and the name of your institution.**

### **Instructions**

Please read through all the instructions well in advance of the March 1 due date, as it may take time to gather the information necessary to submit the report. Internal communication at the institution will be necessary to determine where the reported information resides.

Only one person per institution is permitted to have access to the Higher Education Reporting form. Although your institution may assign the report to any appropriate administrator, best practices from previous years have demonstrated that the person most suited to submit this report is an individual from the Institutional Compliance or Institutional Research office (or equivalent), as they can coordinate with multiple departments to retrieve the proper data.

For those new to the 2025-26 reporting year, please follow "Instructions for PA Login" to create a username and gain access to the reporting form. For those with an established login from the 2024-25 reporting year, please jump ahead to "Instructions for Completing the Higher Education Report."

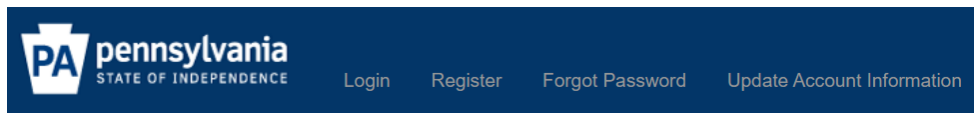
### **PA Login**

Institutions are to use their **PA Login** (NOT Keystone Login) to access the report.

If you are new to the system:

1. Please visit <https://palogin.state.pa.us/Login/User/RegisterNew> to register a new username and password. See below image to confirm that you are on the correct web page.
2. Once the username is created, please send the **username and e-mail address** to [ra-highereducation@pa.gov](mailto:ra-highereducation@pa.gov) to request access. **To ensure a timely response, please include in the subject line “Higher Education Reporting” and the name of your institution.** Please DO NOT send your password.

This step is critical. You will not be able to log into the Higher Education Reporting Website until you receive an email stating that access has been granted.



## RegisterNew

Fill in the information below to register.

Name Prefix:	<input type="text" value="None"/>	
First Name:	<input type="text"/>	*
Last Name:	<input type="text"/>	*
Name Suffix:	<input type="text" value="None"/>	
User Name:	<input type="text" value="user\michellsim"/>	*
Company:	<input type="text"/>	
Title:	<input type="text"/>	
Address1:	<input type="text"/>	*
Address2:	<input type="text"/>	
City:	<input type="text"/>	*
State:	<input type="text"/>	*
Zip:	<input type="text"/>	*
Phone:	<input type="text"/> <input type="text"/> <input type="text"/>	
Fax:	<input type="text"/> <input type="text"/> <input type="text"/>	
Email Address:	<input type="text"/>	*

The password must pass these rules:

- ☐ Must be between 8 to 128 characters in length.
- ☐ Do not include any of your user name, your first name, or your last name

The password must pass 3 out of 4 of these rules:

- ☐ One uppercase letter.
- ☐ One lowercase letter.
- ☐ One numeric number.
- ☐ One non-character (such as !, #, %, ^, etc).

Password Strength: Invalid

Password:

Confirm Password:

If you ever lose your username or password we will ask you the following question, and need to receive your given answer, to confirm your identity. Please use a question that you will be sure to remember.

Question:

Answer:

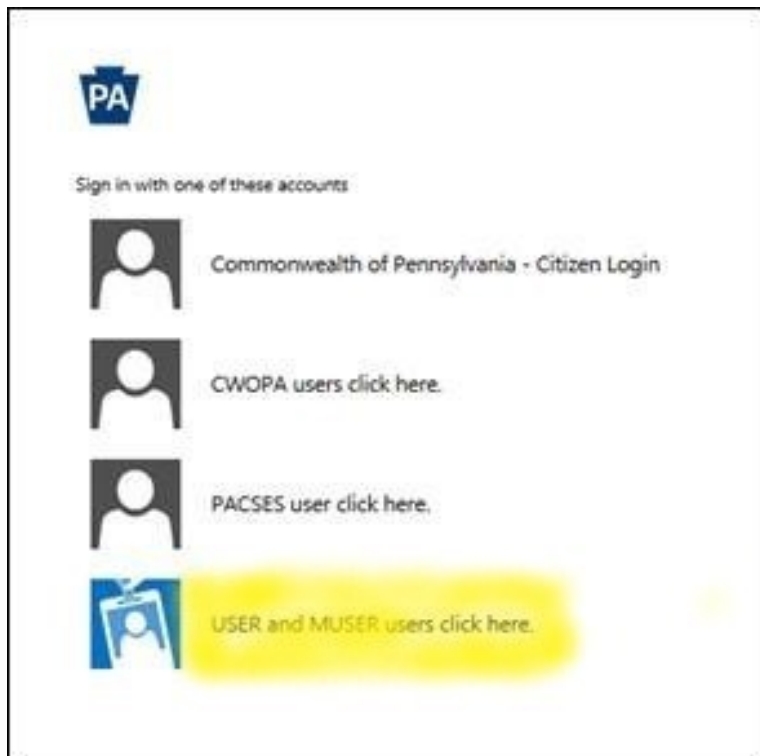
Start Over

Register

\* Denotes a required field.

## Accessing the Higher Education Reporting Website

1. Go to: <https://collab.pde.pa.gov/OPHE/HigherEdReporting/SitePages/Home.aspx>. If you have not previously logged in with your username, you will see the following screen.



2. Click on the **fourth** option only: **“USER and MUSER users click here.”** **NOTE:** If you do not see all four login options, please clear your browser cache before attempting to log in. Do not click on any login option except USER and MUSER; otherwise, you will not be able to log in to the website.

- Enter the login username as follows: **user\username**. For example, if your username is **ksmith**, enter **user\ksmith**. If you do not enter **user\** before your username, you will get the following error message: “Enter your user ID in the format ‘domain\user’ or ‘user@domain.’”

## Completing the Higher Education Report

- Once you have logged in, click on **New Report**:



Higher Ed Reporting

**ASSURANCE OF COMPLIANCE**

Colleges, Universities and other postsecondary institutions are required by numerous statutes to submit annual reports on seven topics to the Pennsylvania Department of Education. These mandatory reports are consolidated into a single form to facilitate compliance with reporting requirements in one submission. The following table lists your submissions. To create a new higher education reporting submission, click on the following button:

**New Report**

**My Higher Education Reports**

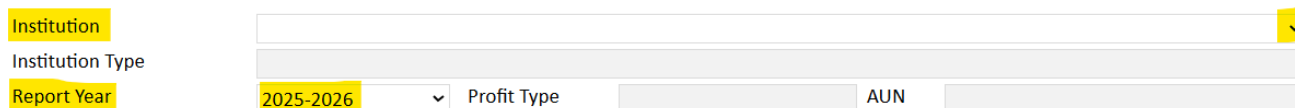
<input type="checkbox"/> Institution	Year	Name	AUN	PDE	Type	Created
There are no items to show in this view of the "Higher Education Reports" document library. To add a new item, click "New" or "Upload".						

- Next, choose your institution from the dropdown menu. The required assurances will automatically populate the form based on your institution type.
- Please be sure the Report Year chosen is the 2025-26 year.**



## Higher Education Reports

**IMPORTANT:** To avoid losing your work, please submit the form within 10 minutes.



**Institution**

**Institution Type**

**Report Year** 2025-2026

Profit Type AUN

- Due to the amount of data required, the reporting form has a “Save” button option at the bottom of the report. If you do not save intermittently, the form will expire in 10 minutes, and all data will be lost. **NOTE:** You may get an error message when you click on “Save” because not all the data has been entered. Simply click “OK” and continue to work through the form.
- You also can save a PDF copy at any time via “Ctrl-P” and choosing “Save as PDF.”
- When you have completed the form, click on “Submit to PDE” at the bottom of the form. An automated confirmation email from Higher Ed Reporting will be sent to the email address attached to the username. If you do not receive a confirmation email, please check the email address that was assigned to the username.

By clicking on **Submit to PDE**, I certify that this institution of higher education and all branch campuses are in compliance with all related acts and regulations pertaining to the school as indicated above. I also confirm that I am the authorized person to make such certifications on behalf of the institution.

Save

Submit to PDE

Cancel

To review the reporting requirements, please refer to the “Higher Education Reporting Overview and Q&A” document that accompanied these instructions and is also on the [Higher Education Reporting web page](#). The instructions below are for navigating the reporting elements only.

**Uniform Crime Reporting [Act 180 of 2004](#) and [Act 22 Pa. Code Chapter 33](#)**

Reporting Year: Calendar Year 2025

Choice is one of two radio buttons:

- Assures compliance
- Does not assure compliance and compliance anticipated by [DATE]

**Sexual Harassment and Sexual Violence Policy and Online Reporting System [Act 16 of 2019 \(Article XX-J\)](#)**

Reporting Year: Academic Year 2025-2026

Must click both radio buttons:

- Assures policy is compliant
- Assures online reporting system is compliant

**Sexual Violence, Dating Violence, Domestic Violence and Stalking Education and Response Program [Act 55 of 2022 \(Article XX-G\)](#)**

Reporting Year: Academic Year 2025-2026

This comprises four sections:

1. Prevention Program: choice is one of two radio buttons:

- ☐ The institution has a prevention program for students and employees.
- ☐ The institution does not have a prevention program for students and employees.

2. Definition of Consent: choice is one of two radio buttons:

- ☐ The institution has a definition of consent.
- ☐ The institution does not have a definition of consent.

3. Notification of rights: choice is one of two radio buttons:

- ☐ The institution has a Notification of rights, accommodations, and protective measures.
- ☐ The institution does not have a Notification of rights, accommodations, and protective measures.

4. Memorandum of Understanding has multiple elements:

- Institution has MOU:

- ☐ The institution has entered into a Memorandum of Understanding with local rape crisis center(s) and domestic violence center(s) for its main campus and each of its branch campus.

- Does the institution have branch campuses?

The following branch campuses have entered into a MOU with local rape crisis center(s) and domestic violence center(s). (If no branch campuses have entered into an MOU, please enter n/a). Branch Campus

(es):

The following branch campuses have not entered into a MOU with local rape crisis center(s) and domestic violence center(s). (If all branch campuses have entered into an MOU, please enter n/a). Branch

Campus(es):

The institution will renew each of its existing MOU with local rape crisis center(s) and domestic violence center(s) on (please enter date mm/dd/yy or "Indefinite"):

- ☐ Institution does not have MOU:

- ☐ The institution has not entered into a Memorandum of Understanding (MOU) with local rape crisis center(s) and domestic violence center(s).

The institution submitted a Good Faith Waiver request on:

### **Higher Education Gift Disclosure [Act 99 of 1985](#) (Form is required only if eligible gift(s) were received)**

**Reporting Year: Academic Year 2024-2025**

Choice is one of two radio buttons:

- ☐ Institution did not receive gift(s) under Act 99.
- ☐ Institution received gift(s) and submitted gift disclosure form [DATE]

### **Annual Survey of Educational Programs [Act 22 Pa. Code §31.23](#)**

**Reporting Year: Academic Year 2025-2026**

Choice is one of two radio buttons:

- ☐ ASEP completed.
- ☐ ASEP not completed and anticipates completion by [DATE]

### **English Fluency in Higher Education [Act 76 of 1990](#)**

**Reporting Year: Academic Year 2025-2026**

Choice is one of two radio buttons:

- ☐ Assures compliance
- ☐ Does not assure compliance and compliance anticipated by [DATE]

### **Graduation Rate Survey [Act 88 of 2002](#)**

**Reporting Year: Academic Year 2024-2025**

This comprises two sections:

- ☐ Number and percentage of first-time, full-time students graduated within four years
- ☐ Number and percentage of first-time, full-time students graduated from five-year program (if applicable)

### **Federal Loan Disclosures Act 121 of 2018**

**Reporting Year: Academic Year 2024-2025**

Choice is one of three radio buttons:

- ☐ Institution does not administer federal aid
- ☐ Assures compliance
- ☐ Does not assure compliance and compliance anticipated by [DATE]

**Fostering Independence (FosterEd) Act 16 of 2019****Reporting Year: Academic Year 2025-2026**

This comprises two sections:

- Estimated application and participation data for AY 2025-26
- Recommendations to PDE, DHS and PHEAA
  - How to improve outreach
  - How to improve delivery of services
  - Impediments to retention

**Fostering Independence Reconciliation Act 16 of 2019****Reporting Year: Academic Year 2024-2025**

This comprises one section:

- Reconciled application and participation data for AY 2024-25

**Credit Card Marketing Act 35 of 2023 (Article XXIII-A)****Reporting Year: Academic Year 2025-2026**

Choice is one of two radio buttons:

- Assures compliance
- Does not assure compliance and compliance anticipated by [DATE]

**Debt Management and Money Management Skills Act 35 of 2023 (Article XXIII-A)****Reporting Year: Academic Year 2025-2026**

Choice is one of two radio buttons:

- Assures compliance
- Does not assure compliance and compliance anticipated by [DATE]

**Higher Education Cost Transparency - Act 69 of 2024 (Section 2005- H Section 5)****Reporting Year: Academic Year 2025-2026**

Choice is one of two radio buttons:

- Assures compliance
- Does not assure compliance and compliance anticipated by [DATE]

**Higher Education Cost Transparency Link to PDE - Act 69 of 2024 (Section 2005- H Section 4)****Reporting Year: Academic Year 2025-2026**

Choice is one of two radio buttons:

- Assures compliance
  - Includes text box for inserting website URL
- Does not assure compliance and compliance anticipated by [DATE]

**Exit Counseling - Act 69 of 2024 (Section 2006 – H Section 6)****Reporting Year: Academic Year 2025-2026**

Choice is one of two radio buttons:

- Assures compliance
- Does not assure compliance and compliance anticipated by [DATE]

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