



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

**FROM** Nicole Campbell, Division Chief

**DATE** May 19, 2022

**RE** Private Licensed Schools Policy Memorandum #96

### **Self-Attestations for Entrance Requirements**

**The State Board of Private Licensed Schools, at the meeting held on May 19, 2022, approved this policy under the authority of 24 P.S. §6504 (a).**

The purpose of this policy memorandum is to address the acceptance of student self-attestations, or self-certifications, in lieu of the school requiring physical or electronic documentation as evidence of the student meeting school and/or program entrance/admission requirements, prior to a student beginning classes, earning attendance, and being charged tuition and fees.

Schools are expected to establish entrance requirements in support of a student's potential for success. Schools are expected to maintain supporting evidence of the student's ability to meet school and/or program entrance requirements in active student academic records, as well as the academic records of graduates, withdrawals, and terminations for a minimum of two years following their change in status.

Self-attestations cannot serve to corroborate that the student has met the minimum requirements. Therefore, schools cannot utilize student self-attestations in lieu of the school receiving physical or electronic documentation as supporting evidence.

Schools are expected to adhere to the entrance requirements communicated in the school's catalog and must require students to provide the necessary documentation prior to a student beginning classes, earning attendance, and being charged tuition or fees.

If a school wishes to permit a student to audit/attend classes, without earning attendance or incurring tuition costs or fees, and prior to receiving the necessary documentation, it may do so. However, the student cannot earn attendance or be charged tuition or fees for auditing/attending classes if the necessary documentation is not ultimately received.

Additionally, delayed requirements, which require a student to fulfill a requirement by an established point or time within a program, must also be evidenced by physical or electronic documentation. For example: requirements to obtain CPR certification, a learner's permit, etc.

**High School Diplomas:** The establishment of a high school diploma entrance requirement should be carefully considered in conjunction with employment opportunities in the specific field of study. If a high school diploma is not required for employment, the school may alternatively have an entrance exam requirement for all students to confirm a student's reading level, in addition to any other skills that may need to be accessed prior program acceptance. An exam cannot be offered in lieu of a high school diploma if a high school diploma is an entrance requirement.

If a high school diploma is required for enrollment, the following items are acceptable evidence:

- A copy of a high school diploma (including Commonwealth authorized/issued homeschool and charter school diplomas)
- A copy of a final, official high school transcript that includes the date of graduation
- A copy of a Commonwealth Secondary School Diploma (including GED test, HiSET exam, or 30 College Credit Option)
- An official academic transcript from an accredited higher education institution indicating the courses attempted
- Ability to Benefit (ATB) – available at eligible higher education institutions to students who fulfil the necessary eligibility requirements to enroll in an ATB-eligible career pathway program

If a student is unable to present the above credentials, the student should be encouraged to complete a Commonwealth Secondary School Diploma option recognized by the Pennsylvania Department of Education.

If you have questions about the information provided in this policy memorandum, please email Board staff at [ra-pls@pa.gov](mailto:ra-pls@pa.gov).