



**State Board of Private Licensed Schools  
Central Repository  
Frequently Ask Questions and Reference Information**

*Note: This is a living document and will be updated with new questions and reference information as it becomes available.*

Please visit our website for additional information: [Central Repository](#).

[Board Policy Memo # 103, Annual Consolidation of Student Transcripts to Central Repository \(PDF\)](#)

[Board Policy Memo #106, Records Repository Agreement \(PDF\)](#)

[How to Create a .csv File \(YouTube\)](#)

[Registration, Select Services, Sign Agreement and Make Payment \(YouTube\)](#)

[Upload and Send Documents for Approval \(YouTube\)](#)

[Live System Demonstration with Verif-y 11/30/2023 \(YouTube\)](#)

**Renewing School Agreements with the Central Repository**

*I am scheduled to renew my school's license/registration with the Board, where do I go to renew my contract and upload transcripts?*

[Verif-y New Account Registration / Existing Account Login](#)

Visit the Verif-y website to establish your account, enter into an agreement, and upload transcripts.

If you require assistance, please contact [support@verif-y.com](mailto:support@verif-y.com).

*When should our school initially contract with the central repository?*

License/Registration renewals expire the 1<sup>st</sup> of the associated month. Renewal applications and fees are due the 7<sup>th</sup> of the month prior to expiration. The school should seek to renew the central repository agreement as appropriate in advance of submitting the renewal application and fees, so that the agreement may be placed into the renewal application.

*How do I contact the central repository?*

Verif-y

3675 Market St, 8<sup>th</sup> Floor, Philadelphia, PA 19104 Website:

[www.verif-y.com](http://www.verif-y.com)

Technical and Account Support: [support@verif-y.com](mailto:support@verif-y.com)

*What is the cost to enter into an agreement with the central repository?*

A \$250 biennial fee will be paid by the school to the central repository at the time of entering into the central repository agreement. Fee collection to maintain the central repository is to be evaluated every two years. Additional costs will be incurred if the school does not provide transcripts in the preferred format.

*What is the submission schedule for historical open school records?*

At the time of the initial contract, all schools will submit to the central repository student academic transcripts for the academic years July 1, 2021–June 30, 2022, and July 1, 2022–June 30, 2023.

Beginning July 1, 2024, all licensed/registered schools will be required to annually upload the prior academic year's transcripts no later than September 30 of the same year. The first academic year to be uploaded will be July 1, 2023 – June 30, 2024. It will be necessary to upload these records prior to September 30, 2024.

Open schools with transcripts prior to July 1, 2021, will work in collaboration with the Division, upon solicitation, to upload all historical records to the central repository upon request.

*Our school initially contracted with Verif-y as 'Storage Only'; however, we now wish to contract with Verif-y to 'Service and Store' our records. How do we change our contract?*

Please contact [support@verif-y.com](mailto:support@verif-y.com).

*Our school's ownership has more than one school licensed/registered with the Board. How should we establish our account?*

Ownerships with more than one licensed/registered school must enter into an agreement for each school. The agreement is for the specific licensed/registered school, it does not apply to all the schools under the same ownership.

However, a single Verif-y account may be created and utilized to upload transcripts for more than one school. Please contact [support@verif-y.com](mailto:support@verif-y.com).

**New School Applicant Agreements with the Central Repository**

*As a new school applicant, when should I enter into an agreement with the central repository?*

New school applicants are not required to enter into an agreement with the central repository until the presented applications receive 'approved pending' status. Waiting for the applications to receive the 'approved pending' status will allow the new school to take full advantage of the initial year at no cost and will place the new school in position to renew the central repository agreement at the time of licensure/registration renewal.

The central repository will be notified by Board staff when the new school applicant receives 'approved pending' status, so that the new school will be able to create the necessary account and register with the central repository.

It is recommended that this be one of the last items completed by a new school. New schools will want to satisfy all other approved pending requirements first, so that the start of the first year is as close to the approval of licensure/registration as possible.

*What is the cost for a new school to enter into an agreement with the central repository?*

The initial central repository agreement is for a period of one year and is offered at no cost. New School Applicants will pay the initial biennial fee at the time of their first renewal, which occurs one year after initial licensure. Additional costs will be incurred if the school does not provide transcripts in the preferred format.

## **Closed School Records with the Central Repository**

*Where have all the closed school records gone?*

Student transcripts for all previously closed schools should have at this time been provided to the central repository for storage and servicing. While some records are still being formatted and ingested, there should no longer be closed school records being serviced by open schools.

Schools who have provided closed school transcripts to the central repository will be notified when they may dispose of closed school transcripts in their possession.

## **Transcripts**

*What elements should be on all transcripts?*

- School name (the Board-approved school name) and full address of the school/branch location attended.
- Student's first and last name
- Student's DOB (date of birth month, day, and year)
- Student's home address
- Student ID number (it is recommended that student social security numbers not be used)
- Enrolled program (the Board-approved program name)
- Program start date (the date the student began attending)
- List of courses attempted and/or completed.
- Grades for each course attempted/completed (including 'I' for incomplete and 'W' for withdrawn courses)
- Clock hours and/or credits for each course attempted/completed.
- Student's last date of attendance
- Student status (active, leave of absence, graduated, withdrawn, terminated)
- Student status change date
- Earned award (if student has graduated - certificate or diploma program award)

## **Transcripts for Upload (Preferred Format)**

All schools are required to simultaneously upload a master default CSV file recognizing the student transcripts being uploaded. [master default CSV file](#)

With every upload of transcripts being performed, the master default CSV file must be representative of the records being uploaded.

For example:

- You have 15 student academic transcripts for 15 different students.
- Each of the 15 students may have more than one page to their PDF academic transcript, but each student's academic transcript must be saved to its own PDF file.
- Those 15 student PDF files are then represented in the master default CSV file prepared by the school.
- The Verif-y system uses the information presented in the master default CSV file to confirm the corresponding PDF student academic records being uploaded simultaneously. This is what confirms

that the records being uploaded have been uploaded successfully or provides the school with specific processing issues to reference if the upload is not successful.

- At no time should an upload of just PDF transcripts be performed.
- At no time should an upload of just a master default CSV file be performed.
- At all times when uploading, the PDF transcripts being uploaded must be accurately represented in the master default CSV file, which is uploaded simultaneously with the PDF transcripts.
- If an error occurs during the simultaneous upload of the PDF transcripts and the corresponding master default CSV file, the errors identified will need to be corrected and the same upload will need to be performed again.
- If an error occurs during the simultaneous upload of the PDF transcripts and the corresponding master default CSV file, any records that uploaded successfully will be deemed invalid – as the entire upload will be deemed invalid.

The format for the master default CSV file, for those records in the preferred format, is as follows.

*Note that while not all information is required, to better assist your former students in locating their records, it is expected that if the school has the non-required information, it is still provided. Additionally, the master/default CSV file should not be manipulated in any way. All columns must remain even if the school is not inputting the non-required data.*

- A. Student First Name – required.
- B. Student Last Name – required.
- C. DOB (MM/DD/YYYY) (example: 06/01/1990) – required.
- D. Transcript File Name (example: JohnDoe\_1990.pdf) – required.
  - Student transcript files are to end with .pdf, the extension assigned to properly formatted PDF files.
  - Do not modify the file name in any way when providing the PDF file name in the CSV file.
  - There should be one file name in the CSV file for each PDF file being uploaded – no duplicates.
- E. Last four of SSN – either last four of SSN or a Student ID is required.
- F. Student ID – either last four of SSN or a Student ID is required.
- G. Student Status – required, must use one of the below. No active or leave of absence student transcripts are to be uploaded.
  - Graduated
  - Withdrawn
  - Terminated
- H. Start Year (YYYY) (example: 2022)
- I. End Year (YYYY) (example: 2023)

## **Transcripts for Upload (Non-Preferred Format)**

The format for those records NOT in the digital preferred format, is as follows.

- You have 15 student academic transcripts for 15 different students.
- Each of the 15 students may have more than one page to their PDF academic transcript, but each student's academic transcript must be saved to its own PDF file.
- If an error occurs during the upload of the PDF transcripts, the errors identified will need to be corrected and the same upload will need to be performed again.
- No CSV file is required to accompany the transcripts if they are NOT in the digital preferred format.

*How must we submit our transcripts so that we only need to pay the minimum required fee? What is the preferred format?*

To pay only the minimum fee, the school must upload records in the preferred format:

- ✓ Transcripts must be typed rather than handwritten.
- ✓ Transcripts must be saved with one transcript per file (the file may contain multiple transcript pages for one individual student).
- ✓ Transcripts must be saved as PDF files.
- ✓ The master default CSV file must contain all the required information and be uploaded along with the corresponding transcripts. ([master default CSV file](#))

Note: Individual student transcript files should not be uploaded one-by-one; rather, they should be uploaded all at once simultaneously with the master default CSV file.

*Since Verif-y utilizes Optical Character Recognition (OCR) software if there is a signature on the transcript will it interfere with recognition?*

No, the signature will not interfere with data recognition or extraction.

*Since Verif-y utilizes Optical Character Recognition (OCR) software if any of the required information is handwritten will it interfere with recognition?*

Yes. If any of the required information is handwritten, the school will either need to pay Verif-y to extract the handwritten information or the school will need to recreate the document electronically.

*If I have 15 records in a master default CSV file and upload it, what happens if there's a validation issue with the 10th record? Will records 1-9 still be in the system, and can I re-upload starting from the 10th record onwards?*

If validation fails, the entire upload is considered invalid. Therefore, you will need to re-upload the master default CSV file with all entries (both failed and successful) and their corresponding transcript PDF files.

*What if all 15 records in the master default CSV file are valid and the file is uploaded, but only 13 PDF transcripts are successfully uploaded before an error occurs? Should I re-upload only the 2 missing transcript PDF files, or do I need to upload all 15 PDF files again? Or do I need to upload the master default CSV file with all 15 records again and then re-upload all 15 transcripts?*

If validation fails, the entire upload is considered invalid. Therefore, you will need to re-upload the master default CSV file with all entries (both failed and successful) and their corresponding transcript PDF files.