

ANNUAL REPORT COMPLETION CHECK SHEET

Include a copy of this check sheet with the:

- Paper copy of Financial Statements as required by C.C.R. section 74110(b)
- Flash Drive or CD containing the Performance Fact Sheet – This must be copied onto a CD or flash drive.
- Flash Drive or CD containing the institutional catalog if a link was not provided on Page #1 of the report.

Name of Institution _____

Institution Code _____

Address of Institution _____

City/State/Zip Code _____

Name of Person Completing the Annual Report and Contact Telephone Number (please print or type)

Date Documents Submitted to the Bureau for Private Postsecondary Education _____

The institution submits the annual report, including all financial statements and documents submitted on flash drive or CD under penalty of perjury.

Mail the required Documents, CD and/or flash drive along with this sheet to:

The Bureau for Private Postsecondary Education
P.O. Box 980818
West Sacramento, CA 95798-0810

Or

2535 Capitol Oaks Dr., Suite 400
Sacramento, CA 95833

Please Keep a Copy for Your Records