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January 9, 2018

Dear DEAC Colleagues,

I am writing to provide you with important information regarding enhancements that DEAC plans to implement in 2018 with regard to annual reporting. As you know, every year the DEAC requires accredited institutions to submit an annual report that provides information on institutional enrollment, student achievement, substantive changes, and other compliance-oriented items. The DEAC is continuing to update and enhance the annual reporting process. Having considered the excellent feedback provided by participants in the DEAC 2017 Fall Workshop focus groups and being ever mindful of the expectations for accreditation, DEAC is implementing further improvements to its reporting mechanism.

To this end, DEAC is currently piloting an online submission portal for the 2017 Annual Report that covers the reporting period of January 1, 2017 through December 31, 2017. The online submission portal will replace the excel spreadsheet format that institutions utilized for the 2015 and 2016 Annual Reports.

DEAC expects that the online submission portal will be operational the first week of February. DEAC will notify the institutions via email in early February when the instructions for accessing the portal are available. Please plan now for a submission deadline of **March 31, 2018.**

Should you have any questions pertaining to this matter, please feel free to reach out to Kimberly Cook at [Kimberly.Cook@deac.org](mailto:Kimberly.Cook@deac.org) for guidance.

Sincerely,

Leah K. Matthews  
Executive Director