



Instructions for Monitoring Documents Submission: '25-'26

Document	Instructions	File Name
<p>1. Institutional Survey '25-'26</p>	<p>Please respond to each item in the Institutional Survey, leaving no blanks in either the '24-'25 or '25-'26 columns. If there is no change for '25-'26 from the answer for '24-'25, please fill in "No Change." The Department of Education requires that each field be filled in.</p> <p>The Institutional Survey is in an editable PDF format. Please type in the answers and email the PDF along with the other monitoring documents. Handwritten or scanned documents will not be accepted.</p>	<p>Use filename: XXXX_Survey_25-26</p>
<p>2. '25-'26 Catalog, Redline Version, and Catalog Supplement</p>	<p>Please submit your '25-'26 Catalog together with a redline version showing changes from the '24-'25 version of the Catalog.</p> <p>Catalog Preparation Guidelines are to be followed.</p> <p>Schools which utilize a Catalog Supplement for calendar and fees, etc., should also submit their Catalog Supplement.</p> <p>AARTS strong preference is for all AARTS-accredited degree programs at a school to be included in a single Catalog. If a school nonetheless has separate catalogs for separate AARTS-accredited degree programs, all relevant catalogs must be submitted.</p>	<p>Attach as PDFs using the following filenames:</p> <p>XXXX_Catalog_25-26</p> <p>XXXX_CatalogRedline_25-26</p> <p>XXXX_Supplement_25-26</p>

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<p>3. Catalog Submission Signature Form</p>	<p>Please fill out, sign and submit the Catalog Submission Signature form.</p>	<p>Attach as PDF using the filename: XXXX_Signature_25-26</p>
<p>4. Student and Locations List '25-'26</p>	<p>Please use the Excel template provided to submit a list of:</p> <ul style="list-style-type: none"> (a) All the locations used for academic instruction during the '25-'26 academic year, and (b) All students enrolled in an AARTS-accredited program as of December 1, 2025. <p>For the locations, please fill in the name and address of year-round locations, locations only used for the summer, study abroad locations, and contractual agreement locations.</p> <p>For the student list, include the following for every student:</p> <ol style="list-style-type: none"> 1. Grade level of student (U1, U2, G1, G2, etc.) 2. Full First and Last Name 3. Date of Birth 4. Full Address (City, State, Zip, Country) 5. Social Security Number (only the last 4 digits) 6. Specify the location where the student is studying. (Location names must be consistent with the location names used in the first part of this worksheet.) <p>Schools which have students taking part in a written arrangement in '25-'26 should fill in column L with the name of the schools those students attended in '24-'25.</p>	<p>Use the template provided and filename: XXXX_Students_25-26.</p>

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5. '24-'25 Pell Roster	<p>Please use the Excel template provided to submit the <u>'24-'25</u> Pell Roster.</p> <p>If the Institution does not receive Pell, please indicate that in the template.</p>	<p>Use the template provided and filename: XXXX_Pell_25-26</p>
6. '24-'25 State Tuition Grant Roster	<p>Please use the Excel template provided to submit the <u>'24-'25</u> State Tuition Grant Roster.</p> <p>If the Institution does not receive State Tuition Grants, please indicate that in the template.</p>	<p>Use the template provided and filename: XXXX_Grants_25-26</p>
7. Degrees Awarded	<p>Please use the Excel template provided to submit a list of students who earned degrees in AARTS-accredited programs between December 1, 2024 – November 30, 2025.</p> <p>If no students earned degrees during that period, please indicate that in the template.</p>	<p>Use the template provided and filename: XXXX_Degrees_25-26</p>
8. '25-'26 Faculty Vitae	<p>Please submit Faculty Vitae for '25-'26 for the school's Hanhalah and main faculty members. We have provided a template which delineates the essential elements; schools may substitute a different template as long as it includes those elements.</p>	<p>Attach as a PDF using the filename: XXXX_Faculty_25-26</p>
9. State Authorization	<p>Please submit proof of state authorization dated on or after January 1, 2020.</p>	<p>Attach as PDF using the filename: XXXX_Authorization_25-26</p>

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<p>10. Outcomes Metrics</p>	<p>Please submit outcomes metrics for at least two metrics approved by AARTS. The list of approved outcomes metrics is here.</p> <p>There should be a minimum of the three most recent consecutive years of available data included for each of the chosen outcomes metrics.</p> <p>AARTS has prepared templates for the most commonly used outcomes metrics (retention, transfers, selectivity, and graduation rates). The templates are accessible here. Please use these templates for those metrics.</p> <p>If the school would like AARTS assistance to develop a template for one of the other metrics, please contact the office.</p> <p>No narrative is necessary for the outcomes metrics, unless the data provided cannot be readily understood without a narrative for explanation or context.</p>	<p>Attach as PDF using the filename: XXXX_Metrics_25-26</p>
<p>11. List of Written Arrangement Students (Only for Schools Participating in Written Arrangements Agreements)</p>	<p>If the school participated in a written arrangement agreement in '24-'25, please use the Excel template provided to submit a list of students who participated in the '24-'25 arrangement, and what their student status is for '25-'26.</p>	<p>Use the template provided and filename: XXXX_Arrangement_25-26</p>

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12. Financial Reporting	<p>See the AARTS Guidance for Financial Reporting for details about financial reporting requirements.</p> <p>Audited Financial Statements (or Compilations or Reviews, if relevant) are due to be submitted to AARTS annually within 6 months of the school's most recent FYE. Single Audits are due within 9 months of the school's most recent FYE.</p>	<p>Attach as a PDF using the filename: XXXX_Finance_25-26</p>