

January 2, 2018

Dear Program Directors,  
Happy New Year!

Hope the new year gets off to a good start for you. *But*, we cannot forget the past and the 2017 Annual Report.

Annual Report is to be completed on-line by February 15, 2018. This is a summary of the year's activity. ABFSE and the funeral service profession rely on the data you supply.

Access to the Annual Report is now available via the ABFSE website [www.abfse.org](http://www.abfse.org). Go to the 'For Educators' tab and click on the last button on bottom left. (A sample of the Annual Report is also available in Appendix B of the Accreditation and Policy Manual.)

From there you can print or simply review the instructions for completing the Annual Report and you can log-in to the Annual Report.

Log-in requires your password. It is the same password used last year and there is a mechanism to retrieve a lost password, plus we have passwords in the ABFSE office. Note to new program directors, the system recognizes the email address of your predecessor until you log-in and make a change.

Suggestions:

- The cohort tracking form (Excel with Word instructions) sent via e-mail on December 7 was designed to help you collect much of the info necessary to complete the Annual Report.
- When you start to work on the Annual Report you will note that info from the previous year is pre-populated. Be sure to make necessary corrections. Info supplied via Substantive Change since the last Annual Report was *not* input to your Annual Report.
- When you reach Section 4, be sure to have the number of New Enrollees and Graduates handy. You cannot progress without that info.
- If you leave the Annual Report and return later to complete, you will automatically be returned to the point where you left off. To change info on previous pages, you must go to Preview at the end of the report. Items left blank should be highlighted in the Preview process.
- Don't wait till the last minute to start the Annual Report. It will not be completed without significant effort.

Who will be first to submit the Annual Report? Last year the distinction went to Doug Ferrin @ Mt. Hood.

Best wishes to all,  
Robb