



NATIONAL LUTHERAN SCHOOL ACCREDITATION TIMELINE APRIL VISIT



January - May

- _____ 1. Fill out Application Form online (Fee included if new applicant).
- _____ 2. Be assigned a consultant by the District Office.
- _____ 3. Access NLSA materials from LuthEd.org, including the Self-study, Surveys, and Administrator's Manual.
- _____ 4. Invite the District Commissioner or consultant to make a presentation on the NLSA process to the staff and the governing authority.

June-August

- _____ 1. Establish the steering committee and subcommittees for the completion of the eight sections of the Self-study.
- _____ 2. Begin online process in Jetpack.
- _____ 3. Determine process for Steering Committee report approval:(Meetings, Email, Online).
- _____ 4. Develop a timeline for sub-committees (Administrator).
 - A. September (Purpose Section)
 - B. October (2 reports)
 - C. November (2 reports)
 - D. January (3 reports)

September

- _____ 1. Complete required Parent, Teacher, Governing Authority, and Student Surveys.
- _____ 2. Complete *Standard 1: Purpose* section with, faculty, governing authority, and steering committee (Administrator leads).
- _____ 3. Arrange for the consultant to visit the school.
- _____ 4. Schedule initial meetings of the subcommittees.

October

- _____ 1. Complete initial meetings of subcommittees.
- _____ 2. Begin uploading Required Evidences and Required Indicators to Jetpack.

November – January

- _____ 1. Complete Standards 2-8 of the self-study.
- _____ 2. **As Standards are completed, send them to the Consultant for approval.**
- _____ 3. Contact validation team captain.
- _____ 4. Establish a date for the site visit in consultation with the Validation Team Captain and Consultant.
- _____ 5. Notify the District Office and District Commissioner of site visit dates and team members
- _____ 6. Select team members in consultation with the Validation Team Captain.
- _____ 7. Have validation team members complete the online team training.
- _____ 8. Collect Conflict of Interest Forms.

- ____ 9. Send Request for Appointment of Team Members Form and Conflict of Interest Forms to the District Office.
- ____ 10. The District Office will contact the National NLSA Director for approval of Validation Team members.

February

- ____ 1. Complete the General Information About the School.
- ____ 2. Finalize the Self-study, Evidences, and Preliminary Action Plan.
- ____ 3. Begin arrangements for the site visit.
- ____ 4. Determine potential costs for the site visit.
- ____ 5. **Six weeks prior to the validation visit have the self-study approved by the Consultant.**

March

- ____ 1. Organize and complete all necessary materials for the Self-study one month prior to site visit.
- ____ 2. **Four weeks prior to the validation visit School Ministry will grant access to the Validation Team members (if all Conflict of Interest forms and trainings are completed).**

April

- ____ 1. Finalize preparations for validation team site visit.
- ____ 2. Host site visit no later than April 30.
- ____ 3. Provide Expense Voucher sheets to team members.
- ____ 4. Appropriately thank Validation Team members.

May

- ____ 1. Add validation team recommendations to the Preliminary School Action Plan.
- ____ 2. Address provisional recommendation (If applicable).
- ____ 3. Determine target dates and responsibilities for recommendations

July

- ____ 1. Receive accreditation from the National Lutheran School Accreditation Commission.
- ____ 2. Begin reports for progress on provisional accreditation (if applicable).

August

- ____ 1. Use School Action Plan to annually address recommendations.
- ____ 2. Report on progress on the School Action Plan at faculty meetings and governing authority meetings.

Annually

- ____ 1. Use NLSA Cumulative Annual Report Form to show yearly progress.
- ____ 2. Highlight progress by school year (not calendar year).
- ____ 3. Review comments from the District Accreditation Commission.
- ____ 4. Submit NLSA Annual Fee (September – October).