

**NATIONAL LUTHERAN SCHOOL ACCREDITATION
EVIDENCE BASED ACCREDITATION
TIMELINE**

May

- _____ 1. Submit Application Form and Fee.
- _____ 2. Be assigned a consultant.
- _____ 3. Access NLSA materials from the Lutheran School Portal including the Self-study, Surveys, and the Administrator's Manual.

June-August

- _____ 1. Have the education executive or consultant make a presentation on the NLSA process to the faculty and the board.
- _____ 2. Form steering committee and subcommittees for the completion of the seven sections of the Self-study.
- _____ 3. Establish a timeline for sub-committees.

September

- _____ 1. Complete surveys from Lutheran School Portal.
- _____ 2. Complete Purpose section with, faculty, board, and steering committee.
- _____ 3. Arrange for the consultant to visit the school.
- _____ 4. Schedule first meetings of subcommittees.

October

- _____ 1. Complete first meetings of subcommittees.
- _____ 2. Begin collecting required evidence, potential evidence, and potential practices.

November – January

- _____ 1. Complete remaining six sections of the self-study.
- _____ 2. Choose a visiting team captain in consultation with education executive and consultant.
- _____ 3. Establish a date for the site visit in consultation with the visiting team captain and consultant.
- _____ 4. Select team members in consultation with the visiting team captain.
- _____ 5. Email DJ/Terry Schmidt for approval of team members.

February

- _____ 1. Complete the School Profile.
- _____ 2. Finalize the Self-study, Evidences, Preliminary Action Plan.
- _____ 3. Begin arrangements for the site visit.
- _____ 4. Determine potential costs for the site visit.

March

- _____ 1. Print materials for the Self-study binder one month prior to site visit.
- _____ 2. Distribute the printed materials to the visiting team members and consultant.
- _____ 3. Send one copy of the Self-study to the District Office and one copy to LCMS Office.

April

- _____ 1. Complete preparations for visiting team site visit.
- _____ 2. Host site visit no later than April 30.

May

- _____ 1. Add visiting team recommendations to the Action Plan.
- _____ 2. Determine target dates for recommendations.
- _____ 3. Send NLSA Site Visit Report to the District Office by May 15.
- _____ 4. Include a Face Sheet with the report.
- _____ 5. Save copies (paper and electronic).

July

- _____ 1. Receive accreditation from the National Lutheran School Accreditation Commission.
- _____ 2. Begin reports for progress on provisional accreditation.

August

- _____ 1. Implement NLSA School Action Plan.
- _____ 2. Report on progress on the Action Plan at faculty meetings and board meetings.

Annually

- _____ 1. Use NLSA Annual Report Form to demonstrate annual progress.
- _____ 2. Highlight progress by school year.
- _____ 3. Review comments from the District Accreditation Commission.