

District Accreditation Commission NWD Process Checklist

Candidate Schools

1. Begin the (re)accreditation process by submitting the application with \$450 fee to the NWD Office
 - a. Ed. Exec assigns a consultant
 - b. Ed Exec signs and sends to St. Louis
 - c. Process must be longer than 9 months but less than 2 years
 - d. Assigned consultant reviews all materials and contacts the Ed Exec to approve visit
2. School sends one *Self Study Report* sent to St. Louis and one to the Ed Exec.
3. One Visiting Team Report sent by the SCHOOL to the District Ed. Exec. by EMAIL
 - a. Include the *Synod Face Sheet* and *Team Report Submission Checklist*
 - b. Ed Exec puts in electronic DAC folder
 - c. Ed Exec marks form received on *DAC Forms and Follow Through* spreadsheet
4. DAC reviews and includes lack of progress on *Annual District Report* to Synod
5. DAC gives feedback and encouragement by written letter.
6. Email *Visiting Team Report* to synod after DAC, by June 15
 - a. Confirm all parts are included using the VTR Checklist
 - b. Scan into one document
 - c. Send to Susan Green in St. Louis

Ongoing Accreditation Schools

1. Complete and submit to the Ed. Exec. the *Cumulative Annual Review Form* by email, by May 15
 - a. Ed Exec puts in electronic DAC folder
 - b. Ed Exec marks form received on *DAC Forms and Follow Through* spreadsheet
2. DAC reviews, gives feedback and encouragement by written letter.

Non-NLSA Schools

1. Complete and submit to the Ed. Exec. the *Annual Standards Review Form* by email, by May 15
 - a. Ed Exec puts in electronic DAC folder
 - b. Ed Exec marks form received on *DAC Forms and Follow Through* spreadsheet
2. DAC reviews, gives feedback and encouragement by written letter.

***Annual Summary Form* emailed by the DAC to St. Louis by June 15**