



NAPS

National Association of Private Schools

CONFIRMATION OF CREDIBILITY

THE FOLLOWING ITEMS ARE TO BE SUBMITTED TO N.A.P.S. USING THE SHARED GOOGLE FOLDER THAT HAS BEEN SET UP FOR YOUR SCHOOL. THE PREFERRED FILE FORMAT IS PDF OR JPG.

- ___ EDUCATIONAL PHILOSOPHY AND MISSION STATEMENT
- ___ EDUCATIONAL CERTIFICATION OVERVIEW
(BUSINESS STATUS, EDUCATIONAL OFFERINGS, STAFF QUALIFICATIONS, AND CREDIBLE INFORMATION)
- ___ INSTITUTION LETTERHEAD AND ENVELOPE
- ___ COPY OF THE INSTITUTIONAL REGISTRATION IF REGISTERED
- ___ COPY OF DIPLOMAS OR CERTIFICATES OF TRAINING OF THE STAFF
- ___ INSTITUTIONAL BROCHURE AND ENROLLMENT INFORMATION
- ___ INFORMATION ON THE INSTITUTIONAL EDUCATIONAL PROGRAM *
- ___ INSTITUTIONAL POLICIES AND PROCEDURES MANUAL (ADMINISTRATION MANUAL)
- ___ COPY OF THE STUDENT HANDBOOK
- ___ COPY OF THE STAFF HANDBOOK
- ___ INSTITUTIONAL COURSE REQUIREMENTS FOR GRADUATION
- ___ LIST OF ITEMS REQUIRED FOR STUDENT CUMULATIVE FOLDERS
- ___ COPY OF A STUDENT'S TRANSCRIPT
- ___ COPY OF THE HIGH SCHOOL DIPLOMA ISSUED TO STUDENTS
- ___ PHOTOGRAPHS OF THE BUILDING, EDUCATIONAL AND OFFICE FACILITIES
- ___ SEVEN LETTERS OF RECOMMENDATION FOR ACCREDITATION
(2) BUSINESS, (2) EDUCATOR, AND (3) PARENT REFERENCES
- ___ COPY OF THE INSTITUTION ACCREDITATION SELF EVALUATION CHECKLIST
- ___ LIST OF ALL CURRICULUMS USED BY THE EDUCATIONAL INSTITUTION *
- ___ INSTITUTION'S ANNUAL BUDGET
- ___ INSTITUTION'S PROFIT/LOSS STATEMENT

* CATALOGS WITH SCOPE AND SEQUENCE MAY BE REQUESTED FROM YOUR SCHOOL BY N.A.P.S..

DEMOGRAPHICS

PLEASE PROVIDE THE FOLLOWING DEMOGRAPHICS OF THE SCHOOL:

- 1. THE NUMBER OF STUDENTS IN EACH GRADE.**
- 2. A LIST WITH EACH STAFF MEMBER AND HIS/HER RESPONSIBILITIES.**
- 3. A LIST THE NUMBER OF GRADUATES FOR EACH OF THE LAST THREE YEARS.**

PLEASE RECORD THE SCHOOL'S DEMOGRAPHICS USING THE GOOGLE FORM BY CLICKING THIS LINK:

<https://docs.google.com/forms/d/1nhWfOu3BtwKNHo3k1Oqu1zs21OAAVfHVDpdRWoSCs8g/viewform>

**CONTINUE TO THE NEXT PAGE FOR THE STANDARDS AND POLICIES
INSTRUCTIONS AND QUESTIONS**

NAPS STANDARDS AND POLICIES QUESTIONS

INSTRUCTIONS: PLEASE ANSWER THE FOLLOWING QUESTIONS UTILIZING THE ONLINE GOOGLE FORM THAT WILL BE SUBMITTED TO THE NAPS EVALUATION TEAM. WHEN YOU HAVE FORMED YOUR STATEMENTS, CLICK THE LINK PROVIDED FOR EACH STANDARD AND POLICY.

HOW HAS THE SCHOOL MET THE REQUIREMENTS OF STANDARD 1?

STANDARD 1: EDUCATIONAL PHILOSOPHY AND MISSION STATEMENT

Does the school's educational philosophy and mission hold to the belief, instruction and practice of traditional Biblical values and basic educational skills?

Are these values and skills central in helping a child to learn respect for the qualities of life needed to attain true success and to be a productive citizen of the United States?

How is standard #1 communicated to the community of stakeholders (Students, Staff, Parents, Board Members)?

EVIDENCES FOR STANDARD 1: Student Handbook, Staff Handbook, Board Meeting Minutes, Newsletters, Website

WHEN YOU ARE READY TO SUBMIT YOUR NARRATIVE FOR STANDARD 1, CLICK THIS LINK:

https://docs.google.com/forms/d/1hgBdXELb_H-aF0FGveG7UA2zYGS1vq-avZoNUUw3A-k/viewform

HOW HAS THE SCHOOL MET THE REQUIREMENTS OF STANDARD 2?

STANDARD 2: ACADEMIC REQUIREMENTS

Does the school have a course of study for each student that will comply with the laws of the state in which the school resides?

Does the course of study comply with the established traditional educational expectations of the educational community and follow the scope and sequence of the school's chosen curriculum?

How does the educational institution hold to its desire to meet the traditional basic state education requirements?

Is the school's presentation of core curriculum equivalent to one and two semesters of a school year for each school year as offered in Christian, Private and Public Schools?

Does the educational philosophy and course presentation of the school counter Biblical teachings and moral values?

How is Standard #2 communicated to the stakeholder community?

EVIDENCES FOR STANDARD 2: Curriculum overview, Course Offering, Detailed Scope and Sequence, Student Handbook, Policy and/or Procedures Manual, Website

WHEN YOU ARE READY TO SUBMIT YOUR NARRATIVE FOR STANDARD 2, CLICK THIS LINK:

https://docs.google.com/forms/d/1jFMtfWRqy3j2PIFwUFUm_X-bkoYwRAAYYqsTam202aQ/viewform

HOW HAS THE SCHOOL MET THE REQUIREMENTS OF STANDARD 3?

STANDARD 3: STAFF REQUIREMENTS

Does the administration and staff hold to professional ethics and educational expectations of the community of stakeholders?

Are all administrators and educational staff personnel holding degrees or training with some certification from an educational training agency?

How is Standard #3 communicated to the stakeholder community?

EVIDENCES FOR STANDARD 3: Staff Handbook, Staff Meeting Notes, Credentials, Certifications

WHEN YOU ARE READY TO SUBMIT YOUR NARRATIVE FOR STANDARD 3, CLICK THIS LINK:

https://docs.google.com/forms/d/1l1P1wXVSYMhEL_A7l28lkCprpxUO-6sh2FDjNMtqJ5l/viewform

HOW HAS THE SCHOOL MET THE REQUIREMENTS OF STANDARD 4?

STANDARD 4: ACCREDITATION FOLDER

Has the school created an Accreditation Folder containing documentation proving compliance with local and state laws that are applicable to the school?

Does the Accreditation Folder contain documentation of compliance with N.A.P.S' policies and procedures?

Is there documentation of academic achievements of individual students, segments, and the entire school?

Is there documentation of a school improvement plan in the Accreditation Folder?

Are the school's annual reaffirmations of the standards of accreditation through the annual school verification form documented?

How is Standard #4 communicated to all responsible staff members?

EVIDENCES FOR STANDARD 4: Board Meeting Minutes, Staff Meeting Notes, Website

WHEN YOU ARE READY TO SUBMIT YOUR NARRATIVE FOR STANDARD 4, CLICK THIS LINK:

https://docs.google.com/forms/d/1T77KVUxSGQfw3p9Hf9YhHk44rtvXvKZI6unH_DY8zEc/viewform

HOW HAS THE SCHOOL MET THE REQUIREMENTS OF STANDARD 5?

STANDARD 5: FINANCIAL VIABILITY

Does the school maintain financial records that are in financial compliance with local, state and national requirements and does the school have a prepared annual budget?

Does the school have proof of financial viability?

How is Standard #5 communicated to the stakeholder community?

EVIDENCES FOR STANDARD 5: Board Meeting Minutes, Staff Meeting Notes, Budget, Income and Loss Statement

WHEN YOU ARE READY TO SUBMIT YOUR NARRATIVE FOR STANDARD 5, CLICK THIS LINK:

<https://docs.google.com/forms/d/1aRcO--S8e-enpBFmVSB5A59s205kx5I9XFuoJtsXAbg/viewform>

HOW HAS THE SCHOOL MET THE REQUIREMENTS OF STANDARD 6?

STANDARD 6: SCHOOL RECORDS

Does the school keep and maintain all essential student grades, providing grade reports and transcripts of credits earned by each student?

Are all student records maintained in a digital format with an off-site backup?

Has the school appointed a successor custodian of the school's records and provided NAPS the name and contact information?

How is Standard #6 communicated to the responsible staff members?

EVIDENCES FOR STANDARD 6: Copy of a Cumulative Student Folder, Procedures Manual

WHEN YOU ARE READY TO SUBMIT YOUR NARRATIVE FOR STANDARD 6, CLICK THIS LINK:

<https://docs.google.com/forms/d/1gjXwX3iRU7ewW7oOTkLwkHweJ-j1ldbr5mwy3CLJAM8/viewform>

HOW HAS THE SCHOOL MET THE REQUIREMENTS OF STANDARD 7?

STANDARD 7: SCHOOL RELATIONS

Does the school promote professionalism in its Code of Ethics, Financial Policies, and Customer Relations concerning the school's conduct and operation?

EVIDENCES FOR STANDARD 7: Testimonials from Parents, Educators, and the Business community.

WHEN YOU ARE READY TO SUBMIT YOUR NARRATIVE FOR STANDARD 7, CLICK THIS LINK:

<https://docs.google.com/forms/d/1wMAZ7o5NB8-t6-Dn41RpErS0a1ysj-pmg8tJbkn7rqs/viewform>

IN ACCORDANCE WITH NAPS POLICIES, THE FOLLOW QUESTIONS MUST BE ANSWERED.

**HAS THE SCHOOL MET THE STATE AND LOCAL LEGAL REQUIREMENTS?
HAS THE SCHOOL MET THE STATE ACADEMIC REQUIREMENTS?**

NAPS POLICIES: LEGAL COMPLIANCE AND EDUCATION STANDARDS

Does the school comply with the local and state laws where the school is located?

EVIDENCES FOR LEGAL COMPLIANCE: Board Meeting Minutes, Legal Documents.

Does the course of study for each student comply with the laws of the state in which the school resides?

Does the school use established, traditional academics in accordance with the expectations of the educational community?

Does the school allow students to test for credit? Are courses completed in traditional methodology?

Are students allowed to fast-track?

EVIDENCES FOR LEGAL COMPLIANCE: Student Handbook, Policy Manual, Procedures Manual, Website.

WHEN YOU ARE READY TO SUBMIT YOUR NARRATIVE FOR NAPS POLICIES, CLICK THIS LINK:

<https://docs.google.com/forms/d/e/1FAIpQLSc66f4GCpeyHiD-gmi2xclj8hOJM4aPXJhKFoll8nECBla3bg/viewform>