



# NAPS

**National Association of Private Schools**

## **CANDIDACY EVIDENCES FOR ACCREDITATION**

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 FOR DOCUMENTS AND JPG FOR PICTURES.

- \_\_\_ 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/e/1FAIpQLScFpe1LukV1RW1z58XBOuzFEc9J9QOqpfSPZtB1mB7GGX5epA/viewform>

## **EVALUATION QUESTIONS FOR CANDIDATE SCHOOLS**

**INSTRUCTIONS:** BEFORE SUBMITTING ANSWERS ON THE ONLINE GOOGLE FORM, COMPOSE A NARRATIVE USING A WORD PROCESSOR. 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 including a Christian worldview?

Does the schools purpose include 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?

Is the philosophy and mission statements of the school apparent and clearly stated on all websites, brochures, marketing materials, and handbooks?

Have you communicated compliance to Standard #1 with the community of stakeholders (Students, Staff, Parents, Board Members)? If so, how did you communicate it?

**EXAMPLE OF EVIDENCES FOR STANDARD 1:** Student Handbook, Staff Handbook, Board Meeting Minutes, Newsletters, Website (Any documentation or evidence listed should be placed in the school's shared Google folder)

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

[https://docs.google.com/forms/d/e/1FAIpQLSdHX\\_N5S8JZHf88KIJJvKO59JZvAR\\_GTi6MaHVN9Dx09PZxKA/viewform](https://docs.google.com/forms/d/e/1FAIpQLSdHX_N5S8JZHf88KIJJvKO59JZvAR_GTi6MaHVN9Dx09PZxKA/viewform)

## **HOW HAS THE SCHOOL MET THE REQUIREMENTS OF STANDARD 2?**

### **STANDARD 2: ACADEMIC REQUIREMENTS**

What curriculum does the school use for its core subjects (Science, Math, English, History)?

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?

How does the school communicate its compliance with Standard #2 to the stakeholder community?

**EXAMPLE OF EVIDENCES FOR STANDARD 2:** Curriculum overview, Course Offering, Detailed Scope and Sequence, Student Handbook, Policy and/or Procedures Manual, Website (Any documentation, artifact, or evidence listed should be placed in the school's shared Google folder)

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

<https://docs.google.com/forms/d/e/1FAIpQLSeJSK9hHfyt61LcDpK9dskSUYK7BptRQLexoAAs6QDMNgowng/viewform>

## **HOW HAS THE SCHOOL MET 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?

Has every staff member and volunteer, including all support staff, and anyone having contact with enrolled students been background checked by the school?

Have you communicated your compliance to Standard #3 to the stakeholder community? If so, How?

**EXAMPLE OF EVIDENCES FOR STANDARD 3:** Staff Handbook, Staff Meeting Notes, Credentials, Certifications (Any documentation, artifact, or evidence listed should be placed in the school's shared Google folder)

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

<https://docs.google.com/forms/d/e/1FAIpQLSdbYZdsUPc8Rn3sx8P-Q9lLateguu2rXhH3C0KzkdZ5T8vqmA/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 including background checks for staff and volunteers?

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?

Is there documentation of changes that have been made to the school's philosophy, organization, staff, policies, and procedures.

How do you communicate Standard #4 to all responsible staff members?

**EXAMPLE OF EVIDENCES FOR STANDARD 4:** Board Meeting Minutes, Staff Meeting Notes, Website (Any documentation, artifact, or evidence listed should be placed in the school's shared Google folder)

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

[https://docs.google.com/forms/d/e/1FAIpQLScsygbiOjTVxmWdINm\\_6-Atijl64uprQ2Ei\\_0ldgQQJ3R1DPg/viewform](https://docs.google.com/forms/d/e/1FAIpQLScsygbiOjTVxmWdINm_6-Atijl64uprQ2Ei_0ldgQQJ3R1DPg/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?

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?

**EXAMPLE OF EVIDENCES FOR STANDARD 5:** Board Meeting Minutes, Staff Meeting Notes, Budget, Income and Loss Statement (Any documentation, artifact, or evidence listed should be placed in the school's shared Google folder)

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

<https://docs.google.com/forms/d/e/1FAIpQLSeeFMyIjAzQJGOlvTnZ8Gd045438qwmLrfGFAHuYhC6Ki6oEw/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 N.A.P.S. the name and contact information?

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

**EXAMPLE OF EVIDENCES FOR STANDARD 6:** Copy of a Cumulative Student Folder, Procedures Manual (Any documentation, artifact, or evidence listed should be placed in the school's shared Google folder)

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

<https://docs.google.com/forms/d/e/1FAIpQLSfjFrrt5FRQOIfsbzuaia2QQbLIVt1QRbqN0TeN-v6r0eEfwQg/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?

**EXAMPLE OF EVIDENCES FOR STANDARD 7:** Testimonials from Parents, Educators, and the Business community. (Any documentation, artifact, or evidence listed should be placed in the school's shared Google folder)

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

<https://docs.google.com/forms/d/e/1FAIpQLScVyMZCe6hdZ8rxpWcYVFNygtdauj2ue6QKoaNLVEcEQ9BQvw/viewform>

**HOW HAS THE SCHOOL MET THE REQUIREMENTS OF N.A.P.S. POLICIES?**

**POLICIES: LEGAL COMPLIANCE AND EDUCATIONAL STANDARDS**

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

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?

Does the school allow students to fast-track?

**EXAMPLE OF EVIDENCES FOR LEGAL COMPLIANCE:** Student Handbook, Policy Manual, Procedures Manual, Website. (Any documentation, artifact, or evidence listed should be placed in the school’s shared Google folder) Board Meeting Minutes, and Legal Documents

**WHEN YOU ARE READY TO SUBMIT YOUR NARRATIVE FOR N.A.P.S. POLICIES, CLICK THIS LINK:**

<https://docs.google.com/forms/d/e/1FAIpQLSeJqdaRCR29dZmXSUEaCdBKzudpUUyCA4Es5FqPwF5aXoISog/viewform>