



National Association of Private Schools

CANDIDACY EVIDENCES FOR ACCREDITATION CHECKLIST

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.

2018 -

2019 -

2020 -

PLEASE RECORD THE SCHOOL'S DEMOGRAPHICS USING THE CANDIDATES RESPONSE FORM:

[Click Here:
Candidate Response Forms](#)

EVALUATION QUESTIONS FOR CANDIDATE SCHOOLS

INSTRUCTIONS: BEFORE SUBMITTING ANSWERS ON THE ONLINE GOOGLE FORM, COMPOSE A NARRATIVE USING A WORD PROCESSOR. WHEN YOU HAVE COMPLETED YOUR STATEMENTS, CLICK THE LINK PROVIDED FOR EACH STANDARD AND POLICY FORM.

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? Prepare to elaborate your answer.

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Are the school's 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? If you answered yes or no, please elaborate.

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

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:

**Click Here:
Candidate Response Forms**

HOW HAS THE SCHOOL MET THE REQUIREMENTS OF STANDARD 2?

STANDARD 2: ACADEMIC REQUIREMENTS

Which curriculum publisher 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 Manual, Procedures Manual, and/or Website address (Any documentation, artifact, or evidence listed should be placed in the school's shared Google folder) Please list the evidences that are to be submitted to indicate compliance to this Standard.

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

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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 an independent professional screening service?

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) Please list the evidences that are to be submitted to indicate compliance to this Standard.

WHEN YOU ARE READY TO SUBMIT YOUR NARRATIVE FOR STANDARD 3, NAVIGATE TO THE CANDIDATE RESPONSE FORM.

**Click Here:
Candidate Response Forms**

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) Please list the evidences that are to be submitted to indicate compliance to this Standard.

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

**Click Here:
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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) Please list the evidences that are used to indicate compliance with Standard #5.

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

**Click Here:
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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) Please list the evidences that are used to indicate compliance with Standard #6.

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

**Click Here:
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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) Please list the evidences that are used to indicate compliance with Standard #7.

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

**Click Here:
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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? If no, please explain.

Does the school use established, traditional academics in accordance with the expectations of the educational community? If no, please elaborate.

Does the school allow students to test for credit? If yes, please explain

Are courses completed in traditional methodology? If no, please elaborate.

Does the school allow students to fast-track? If yes, please explain

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. Please list the evidences that are used to indicate compliance with N.A.P.S. Policies.

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

**Click Here:
Candidate Response Forms**