



# NAPS

## 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.**

- \_\_\_ **CHRISTIAN 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 CHRISTIAN 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 THREE STUDENT TRANSCRIPTS (HIGH SCHOOL, ELEMENTARY, AND GRADUATE)**
- \_\_\_ **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 CURRICULA 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.**