



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
- ___ School Profile with the following information:
(Business Status, Educational Offerings, Staff Qualifications, and Credible Information)
- ___ Institution letterhead and envelope
- ___ Copy of the institutional registration, if required by the state
- ___ 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.