

Guidelines for Joint WASC and NLSA Accreditation: Annual Responsibilities

One important function of the District's Accreditation Commission is to help Lutheran Schools with the accreditation process. For schools already accredited, the following annual tasks must be performed.

WASC Process

- The leadership team coordinates the refining and implementation of the action steps for each section of the schoolwide action plan.
- The leadership team involves the total staff in annual assessment of progress in the schoolwide action plan and student learning.
- If the school annually reviews its plan and progress, and note key evidence, the reports generated will comprise a major portion of the next self-study. The NLSA annual report is a helpful tool in this regard.
- Annually update the student/community profile and discuss with all stakeholders.
- The WASC office will mail in July the invoices for the annual dues of \$650.
- Mail payment of the annual dues to the WASC office by October 1st.
- Complete a demographic study of the school's population in October.

NLSA Process

- Complete the annual report using the template provided by the District Office. Contact the District Office or the District Accreditation Commissioner for the template.
- **Mail or email three copies of the completed form to the District Office by May 15th.**
- The District's Accreditation Commission will review the annual report no later than June 15th.
- The National Commission will review the report and take action by August 15th.
- Notification of action taken will be conveyed to the school in the fall.
- The NLSA office will mail in August the invoices for the annual dues of \$300.
- Mail the annual dues to the NLSA office by October 1.

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