

## Guidelines for Joint WASC and NLSA Accreditation: Starting the Process

The National Lutheran School Accreditation (NLSA) recognizes and supports the accreditation process of the Western Association of Schools and Colleges (WASC). The District's Accreditation Commission strongly recommends that Lutheran schools work to be accredited from both agencies simultaneously. **The NLSA process, however, begins only after WASC's initial visit.**

### WASC's Initial Visit

- Contact Joel Wahlers, the District's Accreditation Commissioner. Joel is the Principal of St. John's Lutheran School in Napa, California
  - Phone 707-226-7970
  - email: [jwahlers@stjohnsnapa.org](mailto:jwahlers@stjohnsnapa.org)
- Visit WASC's website for the following two forms:
  - Complete the "Request for WASC Affiliation" form.
  - Complete the "WASC Initial Visit Private School Supplement."
- Mail the above two forms to the WASC office with the \$150 application fee.
- If WASC determines that the school is eligible for affiliation with their organization, WASC will send the school an "Initial Visit

Application/School Description" that corresponds with the appropriate manual.

- Upon receipt of the above "Initial Visit" form and approval to proceed, the executive director will appoint a team to visit the school.
- Work with the chairperson of the visiting team to prepare for the visit.
- Following the visit, the visiting committee will prepare a report to present to the WASC commission for action.
- The executive director will notify the school of the commission's action.
- If the action is favorable, the school will be granted either interim accreditation or candidacy, for a term not to exceed three years.
- The school will then conduct an extensive self-study to prepare for the visit of an accreditation team for full accreditation.

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### NLSA Process (begins only after WASC 's "Initial Visit"

- Contact Joel Wahlers, the District's Accreditation Commissioner. Joel is the Principal of St. John's Lutheran School in Napa, California (phone 707-226-7970 and email [jwahlers@stjohnsnapa.org](mailto:jwahlers@stjohnsnapa.org))
- The District Accreditation Commissioner sends information and an application to the school.
- The school leaders review the information and contact Joel with questions.
- To apply, the school administrator will complete three copies of the application and send them, along with the non-refundable application fee, to Shelly Alba at the District Office in Livermore.
- The District Education Executive will sign the application forms, keep one copy, send two copies to the NLSA office with the school's application fee, and suggest a consultant for the school.
- Upon receipt of the application and fee, NLSA will send materials that enable the school to complete the NLSA process, and the NLSA Director will appoint a trained consultant for the school. It is important that the school administrator work with the consultant throughout the process.
- The application and fee must be received by the NLSA office at least nine months **before** the site visit begins.
- The site visit must begin with three years from the date the application is received or the school must re-apply and pay a new fee.

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