

National Lutheran School Accreditation
Early Childhood Accreditation
Projected Timeline

Revised September 2018

The following timeline has been established to assist school administrators in working through the year leading up to their Validation Team Visit. Please note that the projected completion dates listed below are only guidelines and will need to be adjusted for each specific school completing the NLSA Early Childhood Accreditation process.

January – May

- Submit Application Form and Fee to LCMS District Office
- Consultant Assigned to School by LCMS District Office
- Access All Relevant NLSA Materials from LuthEd.org

June – August

- Invite the District Education Executive or school Consultant to make a presentation on the NLSA process to the staff and governing board.
- Establish the Steering Committee and Subcommittees for the completion of the ten Standard sections of the Self-Study Report.
- Develop a Detailed Timeline for Subcommittees

September

- Complete Required Parent, Teacher, and Student Surveys
- Complete *Standard 1: Purpose* with Staff, Governing Board, and Steering Committee
- Arrange Consultant School Visit
- Schedule Subcommittee Initial Meetings

October

- Complete Initial Subcommittee Meetings
- Begin the Collection and Organization of Required Evidence, Potential Evidence, and Potential Practices

November – January

- Complete Standards 2 – 10 of Self-Study
- Establish a Date for Validation Team Visit
- Determine Validation Team Captain with Assistance from District Education Executive and school Consultant
- Establish Validation Team Members in Consultation with District Education Executive and school Consultant
- Contact National NLSA Director for Approval of Validation Team Members

February

- Complete the *General Information About the School*
- Finalize the Self-Study Report,
- Determine Potential Costs for Validation Team Visit
- Coordinate Validation Team Visit Travel and Meeting Arrangements

March

- Organize and Distribute All Necessary Self-Study Materials to Validation Team Members and school Consultant (no less than one month in advance of scheduled Validation Team visit)

April

- Finalize Preparations for Validation Team Visit
- Host Validation Team Visit No Later than April 30

May

- Update School Action Plan to Include Validation Team Recommendations
- Deliver Self-Study Report (with updated School Action Plan) and Validation Team Report to the LCMS District office or District Accreditation Commission No Later Than May 15

July

- Receive Accreditation from the NLSA National Accreditation Commission

Annually Scheduled Tasks

- Complete District-Specific *Cumulative Annual Report* Form
- Submit NLSA Annual Fee (September – October)
- Review Comments from the District Accreditation Commission
- Update School Action Plan as Required