

**NATIONAL LUTHERAN SCHOOL ACCREDITATION
TEAM REPORT SUBMISSION CHECKLIST**
for _____, _____

- Box 1.** To be used by the visiting team captain (VTC) to verify all parts are in the final site team report and are ready to be duplicated. Note: This should be submitted to the school within 14 days of the visit.
- Box 2.** To be used by the school administrator (SA) to verify that all parts are duplicated, collated, and ready to be sent to the designated people. Note: These should be sent within 14 days of receipt of the document from the team captain.
- Box 3.** To be used by the District Accreditation Commission (DAC) as a final check before sending to the NLSA national office. Note: Two copies of the team report are to be sent to the NSLA office no later than June 15.

**NEEDED FOR BOTH STANDARDS BASED
AND ON-GOING IMPROVEMENT PROCESSES**

- | VTC | SA | DAC | |
|----------------------------|----------------------------|----------------------------|--|
| 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> | Face Sheet to Accompany All Reports (as found on disk) |
| 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> | Title Page
School Name and Location
Type of Accreditation
(Standards I, Standards II, OI, EC, Other with NLSA Supplement)
Contact Information for Administrator of the School
Date of This Site Visit
NLSA accreditation is dual with or reciprocal to _____ |
| 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> | Foreword |
| 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> | Disclaimer |
| | | | Visiting Team Report (+ OI items listed below) |
| 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> | Summary Page for Evaluation of Standards |
| 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> | Concerns and Recommendations |
| 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> | Team Profiles – captain and team members |
| | | | Exit Report Summary, including |
| 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> | Recommendation for or against accreditation |
| 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> | Signature of team captain |
| 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> | Selected commendations and concerns |
| 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> | Major deficiencies, with compliance verification requirements
including deadline for correction |
| | | | Appendix A: General Information Section of the School Profile, including |
| | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> | Basic school history |
| | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> | Most recent statistical report |
| | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> | List of steering and subcommittee members |
| | | 3 <input type="checkbox"/> | Major Deficiencies Sign Off with Documentation – by date required in the
site visit report |
| | | 3 <input type="checkbox"/> | Letter of extenuating circumstances/explanations, if any, of which the
commission should be aware |

**ADDITIONAL ITEMS NEEDED FOR AN
ON-GOING IMPROVEMENT TEAM REPORT**

- | | | | |
|----------------------------|----------------------------|----------------------------|--|
| 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> | Site Review Checklist |
| 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> | Standards Checklist Report |
| 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> | Appendix B: The School Improvement Plan as Originally Given to Site-Visit
Team (Goals and Timeline) |