

END OF YEAR REPORTING REQUIREMENTS – 2017

***New Forms Are Attached for the 2016-2017 NAC Year* (Previous Forms Will Not Be Accepted in the National Office)**

Greetings!

As we in the NLSA National Office prepare for the upcoming National Accreditation Commission meeting this July, it is essential that all of our Districts are equipped to report their individual information correctly and efficiently. Please see all of the information below regarding upcoming deadlines and expectations, and since there continues to be staffing changes in many of the District offices, it is good to remind Accreditation Commissioners and other District officials of the accreditation responsibilities assigned to each District.

The district is responsible to accomplish the following tasks:

- Review Accreditation applications and visiting team reports for candidate schools and make recommendations about their accreditation status to the NLSA National Office for distribution to the National Accreditation Commission.
- Receive, monitor and review cumulative annual reports submitted by Accredited schools and provide feedback to schools and the National Accreditation Commission about continuous improvement. Problems are to be reported to the National Accreditation Commission for review during their annual meeting.
- Oversee prescribed remedial efforts related to Provisional Accreditation assignments and major deficiencies. Progress is to be reported to the National Accreditation Commission for review.
- Complete the required District Year-End Report that summarizes actions related to NLSA that have been taken by the District over the course of the current school year. **This report is due in the National Office on or before June 15.**

In many Districts, these tasks are accomplished by the District Accreditation Commission that meets annually. In other Districts, the Education Executive or an appointed individual takes the responsibility to fulfill these duties.

Again this year, we anticipate considering applications for more than 100 candidate schools. Individuals serving on the NLSA Membership Committee will receive a full slate of Visiting Team Reports to read and review. For this reason, it is imperative that Districts operate efficiently and submit materials to the National office in a timely manner. The June 15 deadline will allow for the time to complete this work efficiently and prepare for the National Commission meeting.

NLSA District Reporting Requirements:

- I. **List of Candidate Schools:** Please submit the list of candidate schools from your district to the national office, by **May 1**. This is needed in advance of the official District Report so that membership review assignments can be made. An Excel template has been attached for your reporting. Please remit this list to Terry Schmidt (Terry.Schmidt@lcms.org) no later than May 1.

***NOTE:** The definition of **candidate school** is any school that has completed a site visit during the current school year and will be considered for Accreditation at the National Accreditation Commission (NAC) annual meeting.

- II. **Cumulative Annual Reporting:** All currently Accredited schools are required to document annual progress to their Districts by preparing Cumulative Annual Reports. The District is responsible to prepare, distribute, receive and review Cumulative Annual Reports for every Accredited school. When necessary, a District may share, in writing, with the National office, schools that are making insufficient progress related to their Cumulative Annual Report. This may result in penalties for the school related to their status of Accreditation until sufficient improvement has been documented. Schools failing to submit this report for District review are in danger of losing their Accreditation status. In the year of a candidate school's site visit, the self-study document replaces the Cumulative Annual Report form and serves the purpose of annual reporting.

***NOTE:** The national office does not receive or review copies of cumulative annual reports unless called upon by the district to do so. We recommend that schools should submit their cumulative annual report to their respective District office no later than **May 1**.

- III. **Self-Study Reports:** Schools must send an electronic copy (PDF) of their Self-Study Report to their District office. Self-Study Reports are to be sent to the National office, by their District, after review and recommendations have been made for candidate schools. Self-Study Reports that are sent to the National office should not include supporting evidence or documentation but must include a Face Sheet (attached).
- IV. **Visiting Team Reports:** Schools shall submit electronic copies of the Visiting Team Report (VTR) to the attention of the District Accreditation Commission. Schools should not send Visiting Team Reports directly to the National office. Upon their review, the District shall forward an electronic copy (PDF) of the VTR to the National office with their Accreditation recommendation. A Face Sheet (attached) must accompany each VTR. Visiting Team Reports for all candidate schools must be received at the national office by **June 15**.

- V. **District Report:** Each year, Districts are responsible to prepare and submit a District Report to the National office no later than **June 1**. The information on this report is critical as it allows the National office to audit and align the national database information with information on file at District offices. Districts are required to use the “District Report Form” (attached) and previous or modified versions will not be accepted.

NLSA Candidate School Accreditation Process:

- 1) The **Visitation Team** makes its recommendation based upon their observations, interviews and review of a school’s documentation. This team sends their recommendation and visitation team report to the District Accreditation Commission.
- 2) The **District Accreditation Commission** reviews documentation provided by the school and the Visiting Team Report and makes its recommendation. Each District must include this step in order for a school’s accreditation application to be considered. Even if the District is functioning without an Education Executive, it must have a defined procedure for reviewing Accreditation applications and Cumulative Annual Reports submitted by Accredited schools. Required documentation (described above) needs to be reviewed and submitted to the National office no later than **June 15**.
- 3) The **National Accreditation Commission** will make the final Accreditation decision at its meeting in July based on the recommendations of the Accreditation Membership Committee after their review of submitted materials.

NLSA is deeply committed to the overall sustainability and success of our Lutheran schools. It would be impossible to operate a national organization that accredits approximately 700 schools located in more than 30 states without your involvement and assistance. I am grateful to God for your all of your efforts and support in assisting our schools with Accreditation. It’s a big job – but it is worth the time and effort.

If you have any questions, feel free to contact us at the National office in St Louis. We stand ready to assist you as we conclude another school year with NLSA.