



NLSA Virtual Validation Team Visit Guidance for Education Executives

Confirm the eligibility of the school to host an NLSA Virtual Validation Team Visit:

The determination of a school's eligibility and readiness for a Virtual Validation Team Visit remains with the district to determine that the school:

- Is currently Accredited in Good Standing
- Is Accredited in Good Standing for a minimum of two 5-year accreditation cycles
- Is prepared for a site visit using an NLSA protocol outlined in *NLSA Routes to Accreditation*

Verify that the school is ready to apply for an NLSA Virtual Validation Team Visit:

Consult and verify with the NLSA Commissioner, Consultant, Team Captain and School Administrator using the *Virtual Validation Team Visit Process Manual* to determine readiness and capacity of the school to host a Virtual Validation Team Visit before the NLSA Virtual Validation Team Visit Application Form is submitted to the national office.

Verify that the school fully completed the preparation of the NLSA documents and is ready to digitally share them with Virtual Validation Team Members no later than 30 days in advance of the Virtual Validation Team Visit date. These school documents include:

- The School Profile
- Responses to all Required and General Indicators of Success
- Responses to all Required Narratives
- Inclusion of all Required exhibits in digital form
- Addendum describing changes in the school resulting from COVID
- Preliminary School Action Plan

Confirm that the school has determined the digital platform that will be used to host the Virtual Validation Team Visit.

Equip schools with resources to assist in the process:

The *NLSA Virtual Validation Team Visit Process Manual* is located at LuthEd.org in NLSA Validation Team Resources on the NLSA School Resources page. The manual is designed to be used concurrently with NLSA Consultant, Team Captain and Administrator manuals and does not replace these manuals.

Sample Virtual Validation Team Schedules are posted in LuthEd password protected areas (NLSA District Commissioner Resources and LCMS District Resources) to assist with planning the Virtual Validation Team Visit.

Advise Schools of the following:

An NLSA Virtual Validation Team Visit is conducted by a team that is working completely off-site. This does not include members on-site and off-site during the Virtual Validation Team Visit.

At the conclusion of the Virtual Validation Team Visit, a school will be recommended for Provisional Accreditation until district officials complete an on-site visit following the Virtual Validation Team Visit during a time that the school is open.

Schools unable to meet all required conditions can continue to apply for a Pandemic Extension until they are able to hold an on-site Validation Team Visit.

Schools using a protocol from Cognia, WASC, Middle States or CCLE should contact the respective agency directly to learn about the availability of a virtual site visit process.

Submit the NLSA Virtual Validation Team Application Form:

The signature of the Education Executive on the Virtual Validation Team Visit Application Form verifies that the school is ready to host a Virtual Validation Team Visit.

Submit the Virtual Validation Team Visit Application Form with the requisite signatures and the required documents digitally to the attention of Kristin Freeman at (Kristin.Freeman@lcms.org) after it has been determined that the school is ready to host a Virtual Validation Team Visit no later than 30 days in advance of the site visit.

Schools will receive a letter of acknowledgement from the national office affirming the Virtual Validation Team request. District Education Executives are copied on the letter sent to schools.

Send all Conflict of Interest Forms digitally in one email communication with a list of the Virtual Validation Team members noting the name, the team member's school, city and state to Kristin Freeman (Kristin.Freeman@lcms.org) and copy Rebecca Schmidt (Rebecca.Schmidt@lcms.org).

Contact Rebecca Schmidt, director of LCMS School Ministry with any questions.

Rebecca S. Schmidt, Ed.D.
Director of School Ministry
The Lutheran Church - Missouri Synod
1333 S. Kirkwood Rd.
St. Louis, Missouri 63122
800.248.1930 Ext. 1716