



Accreditation Consultant's Verification Form

School Name: _____

Administrator: _____

Email: _____

Self-Study Coordinator: _____

Email: _____

Consultant: _____

Email: _____

As you work through the Consultant's Checklist, there will be important tasks to be completed by both consultant, and school. We ask that as you work through each step with the school, please date the line next to the task to indicate completion of the task. When all tasks have been completed both the administrator and consultant need to sign (email signature is fine) and date this document. It should be submitted to the District Office at least **two months prior to the visit date**. If, at any time in this process the school is NOT fulfilling their requirements and you believe the school may not be ready for their visit, please email the District Accreditation Commissioner at psdaccreditation@psd-lcms.org.

_____ Consultant and administrator have met by phone or in person and have discussed the expectations of the administrator and school in the Self-Study process.

_____ Consultant and administrator have discussed the timeline of the 1 –1 1/2 year of self-study and have set clear benchmarks for submitting documentation to the consultant.

_____ Consultant has emailed the District Commissioner and District Office the anticipated visit date.

_____ Consultant has read draft of Introduction.

_____ Consultant has read all Chapters (Sections) of the document.

_____ Consultant has read the School's Action Plan (Preliminary if ECE).

_____ Consultant has reviewed expectations of the visit with the administrator—including evidence, presentation, schedule, travel arrangements/accommodations and other hospitality needs.

_____ Consultant has read the final document and indicated to the administrator that it is ready to be submitted to the Visiting Team.

_____ Consultant has sent email to District Accreditation Commissioner at psdaccreditation@psd-lcms.org to indicate that the school is ready for their visit.

Administrator's Signature

Date

Consultant's Signature

Date