



Accreditation Consultant Checklist

9-12 Months Prior to the Visit (or more if first time going through process)

- _____ Begin to pray regularly for the school!
- _____ As soon as appointed, contact the school administrator to offer assistance.
- _____ Confirm with administrator that all applications that apply and their corresponding fees have been submitted (WASC/NLSA/Cognia)
- _____ Review the “Getting Ready for Accreditation” document with the school administrator. If ECE visit, please make sure they can answer all Required Indicators with a YES. If they cannot, please discuss the feasibility of completing this before the visit.
- _____ Establish an orientation date for a visit / or phone call with the Leadership Team/ Steering Committee.
- _____ Assist the school in establishing a tentative timeline with deadlines for the entire process up to the date of the visit.
- _____ If you have never been to the school, please visit the school, if feasible.
- _____ Consult with the administrator regarding the organization of the accreditation process.
- _____ Set up Google folder for sharing information between the school and the consultant. You will be required to read each chapter/section.

5-8 Months Prior to the Visit

- _____ Review drafts of the Self Study-Standards/ Chapters as they are prepared by the school. Make any recommendations regarding changes or updates within one week of receiving the information.
- _____ Advise the school leader and ensure that the Self-Study document accurately reflects conditions in place at the school.

2-4 Months Prior to the Visit

- _____ Continue to keep the school and all workers in prayer.
- _____ Verify that the Self-Study Report is nearing completion and that the ratings they have given themselves (if applicable) are based on evidence and practices that are currently in place at the school.
- _____ Validate that a variety of stakeholders have participated in the process.
- _____ Alert the administrator to any concerns you have about the quality of the process or about the document in general. If you think they may NOT be a candidate for accreditation, please contact the District Accreditation Commissioner at kim.violette@psd-lcms.org.
- _____ [EBA Only] Consult with the administrator about the selection of Validation Team members. PSD District will assign Team Captain. Ensure the recruitment and commitment of the members follow NLSA protocol (see visiting team member information).
- _____ Advise the school administrator that a timeline for the visit should be scheduled with the Visiting Team Captain/ Chair during this time. Plan on assisting with the schedule as needed.

1 Month Prior to the Visit

- _____ Pray for the school! You may want to call the administrator after the visit to see how the visit went and to congratulate them on a job well-done.
- _____ Make sure the school’s Self-Study Report has been submitted to the Visiting Team Captain/ Chair and Visiting Team Members.
- _____ Submit the Consultant Verification Sheet to the School so they can include it with their report.
- _____ Inform the school administrator of the completion of consultant responsibilities and offer ongoing assistance as needed.