



MINNESOTA NONPUBLIC SCHOOL ACCREDITING ASSOCIATION

Candidate School Application Form

Directions

Applying for candidacy status shows a school community that the school is committed to academic excellence and continuous improvement. A candidate school has two years to complete the self-study, host a visiting team, and present its verification materials to MNSAA. If at the end of the two years, the accreditation process is not completed, it will be necessary to reapply for candidate status and pay the application fee again.

Please review the MNSAA standards, performance indicators, and handbook before applying for candidacy. These can be found on our website at www.mnsaa.org. Discuss accreditation with your school’s governing board/commission/council and enlist its support and approval. Fill out the information requested below. Review the “PRE-ACCREDITATION CRITERIA” attached. Prepare the documents listed for onsite review by a MNSAA representative. Schools that belong to a jurisdiction should advise their leader of your choice to pursue accreditation with MNSAA. Schools should submit the application form and fee directly to the MNSAA Executive Director. A representative from MNSAA will schedule a meeting to verify the PRE-ACCREDITATION CRITERIA.

School:

Address:

City:

Zip:

Phone:

Administrator:

Religious Affiliation (if applicable):

Email Address:

Website:

FAX:

Circle all grade levels that are served at your school:

K 1 2 3 4 5 6 7 8 9 10 11 12

APPLICATION AUTHORIZATION SIGNATURES:

School Administrator _____ Date _____

Governing Body Chairperson _____ Date _____

Pastor (if applicable) _____ Date _____

Year projected for an onsite visit by a validation team _____



MINNESOTA NONPUBLIC SCHOOL ACCREDITING ASSOCIATION
475 University Avenue West * Saint Paul, Minnesota 55103-1059
651/256-7588 * FAX 651/227-2675 * www.mnsaa.org

Send the completed application form and application fee to our office.
Make checks payable to MNSAA.

Student Population	Application Fee
1 - 100	\$175
101 - 550	\$250
551 or more	\$350



MINNESOTA NONPUBLIC SCHOOL ACCREDITING ASSOCIATION
475 University Avenue West * Saint Paul, Minnesota 55103-1059
651/256-7588 * FAX 651/227-2675 * www.mnsaa.org



PRE-ACCREDITATION CRITERIA

A school must meet the following criteria before it will be considered for Association membership as an accredited school in MNSAA. Please read the criteria and have a copy of each onsite documentation item ready for the initial pre-candidate visit.

- A. The school must have foundational statements that identify its vision / mission / core values. This provides the framework in which the school community defines itself and operates. Each school has its own unique mission and philosophy statements based on the community it serves and the needs of the learners. These foundational statements enable a school to determine whether it is achieving what it has set out to do.

YES NO The school has current written mission and philosophy statements.

Onsite Documentation: Copy of mission and philosophy statements

- B. The school must have an outcomes-based, sequential, and student-focused curriculum that guides instructional decisions and includes at a minimum the core subjects of language arts, mathematics, science, social studies.

YES NO The school has an outcomes-based, sequential, and student-focused curriculum that guides instructional decisions and includes language arts, mathematics, science, and social studies.

If “NO,” a **written description** of the school’s practices and resources that guide instructional decisions including what is covered at each grade level and how learning is assessed must be provided.

If “NO,” a **written description** of the school’s plan to achieve this required goal must be provided.

Onsite Documentation: Copy of written curriculum handbook that includes core subjects listed.

- C. The school must meet standard legal requirements for health and safety.

YES NO The school meets the standard for health and safety requirements.

YES NO Criminal background checks have been conducted for all staff.

YES NO The school has a crisis management plan that includes procedures for fire, lockdown, and tornado emergencies.

Onsite Documentation: Copy of most recent safety/ health inspection reports

Onsite Documentation: Personnel files that include copies of background checks

Onsite Documentation: Copy of crisis management plan and procedures



D. The school has competent staff to support student learning.

YES NO The school meets the requirement for competent staff including a qualified school principal/administrator who has Minnesota administrative licensure or at a minimum, has a masters degree in education from an accredited institution or is enrolled in such a program leading to a qualified degree within a five-year period.

If "NO," a **written description** of the administrator's plan including a timeframe expected to obtain a masters degree.

YES NO Teaching staff has a minimum of a baccalaureate degree from an accredited school or can demonstrate proficiency in their area

Onsite Documentation: Copy of names and qualifications of administrator and faculty members. List college degrees and highest level earned. (*Contact the MNSAA office for a School Staff template if desired.*)

E. The school must have a governing body / commission / council in place that formulates the policies of the school. The school must have a governing authority (board, commission, council, pastor) to whom the administrator is accountable. Governance roles and responsibilities are established. The school has 501(c)(3) status with the State of Minnesota.

YES NO The school has a governing board / commission / council in place that formulates the policies of the school.

YES NO The school has a governing authority to whom the administrator is accountable.

YES NO Governance roles and responsibilities are clearly defined.

Onsite Documentation: Copy of names, addresses, and phone numbers of governing board / commission / council and their positions

Onsite Documentation: Board minutes for the most recent full school year

Onsite Documentation: Copy of Constitution / Bylaws

F. The school has an annual budgetary process and budget that supports the mission and philosophy statements. The administrator and governing / consultative body maintain and oversee financial records, transactions, and statements through a recognized accounting system, and provide financial accountability to stakeholders by publishing an annual financial report.

YES NO The school maintains and oversees an annual budget and shares financial accountability with stakeholders.

Onsite Documentation: Copy of latest YTD budget report.

VALIDATING SIGNATURE: (*For MNSAA use only*)

Signature of MNSAA Representative _____ Date _____

Printed Name: _____ Title: _____



MINNESOTA NONPUBLIC SCHOOL ACCREDITING ASSOCIATION
475 University Avenue West * Saint Paul, Minnesota 55103-1059
651/256-7588 * FAX 651/227-2675 * www.mnsaa.org