



MINNESOTA NONPUBLIC SCHOOL ACCREDITING ASSOCIATION

Candidate School Application Form

Directions

Applying for candidacy status with MNSAA shows the stakeholders of a school community that the school is committed to academic excellence and continuous improvement. A MNSAA 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, evidence of compliance, 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 the 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 brief focused site meeting to verify the documents.

School: _____

Address: _____

City: _____ **Zip:** _____ **Phone:** _____

Administrator: _____

Religious Affiliation (if applicable): _____

Email Address: _____

Website: _____

Current School Enrollment: _____ *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 _____

Year projected for an onsite visit by a validation team _____



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205 Lexington Avenue South ☎ New Prague, Minnesota 56071
952.758.5985 ☎ www.mnsaa.org ☎ smueller@mnsaa.org



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PRE-ACCREDITATION CRITERIA

A school must meet the following criteria before it will be considered for Association membership as a fully accredited school in MNSAA. Please read the criteria and have a copy of each document ready onsite 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.

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

Onsite Verification: Mission and philosophy statements

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

YES NO The school has defined academic standards that guide instructional decisions that include language arts, mathematics, science, and social studies.

If "NO," a **written description** of the school's plan to achieve this required goal in a timely manner must be provided.

Onsite Verification: Written curriculum standards that include core subjects listed

C. The school assesses student learning and utilizes at least one standardized assessment tool.

YES NO The school meets the requirement for assessment.

Onsite Verification: Aggregated test data from a standardized test

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

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

YES NO Crisis management plan that includes procedures for fire, lockdown, and tornado emergencies

Onsite Verification: Copy of most recent safety and health inspection reports as appropriate

Onsite Verification: Personnel files that include copies of criminal background checks

Onsite Verification: Copy of crisis management plan and procedures



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E. 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 in the case of a specialist, can demonstrate proficiency in their area of physical education, music, world language, fine art, technology, or religion.

Onsite Verification: List of names and qualifications of administrator and faculty members with college degrees and highest level earned.

F. The school has 501(c)(3) status with the State of Minnesota. The school has 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.

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 Verification: Board minutes for the most recent full school year

Onsite Verification: Copy of Constitution / Bylaws

G. The school has an annual budgetary process and budget that supports the school program. 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 Verification: Copy of latest YTD budget report

VALIDATING SIGNATURE: *(For MNSAA use only)*

Signature of MNSAA Representative _____ Date _____

Printed Name: _____ Title: _____



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Send the completed application form and application fee to our office.

APPLICATION FEE

Schools seeking accreditation with our Association need to pay an application fee. Every seven years member schools will be required to pay an application fee when seeking accreditation renewal.

The **Application/Renewal Fee is a flat-rate of \$500**, payable upon invoice from the MNSAA office and due by October 1st of the year the onsite visit occurs.

The majority of the fee is used to pay a stipend to the Team Chair. With the exception of reimbursement for travel and lodging expenses, no further amount is due the Team Chair for this service.

Make checks payable to MNSAA.



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