



INSTRUCTIONS

MNSAA

MINNESOTA NONPUBLIC SCHOOL ACCREDITING ASSOCIATION

Annual Progress Report 2019-20

Due: June 15, 2020

Familiar with the APR process? Look for **“Instructions in Brief”*

New to MNSAA or APR Reporting? Carefully read and follow all instructions. Contact our director for support if needed

Who must file the Annual Progress Report?

All member schools are required to file an Annual Progress Report. If a member school hosted an onsite accreditation team visit during the reporting year (July 1, 2019 - June 30, 2020), the school **may be** exempt from filing an Annual Progress Report. In this case, the school will be advised.



2019-20 Annual Progress Report to MNSAA

Word Doc will scroll to include:

- * Cover Form ** Executive Summary Letter
- *** Communicating SSP with Stakeholders **** Professional Development Plan

Completing the Annual Progress Report

Your school's MNSAA Annual Progress Report is comprised of information specific to your school. Each requirement necessitates that information is submitted to MNSAA for review. A template for your school's annual report is provided, and its use is required. The template and instructions are available from our website at www.mnsaa.org. From the landing page of our website, select "**Member Schools**" and enter the "**Member Portal**" portal using your username (principal's email address) and password. (Forgot your password? Set yourself a new one by using "Lost My Password" function.)

General instructions:

1. Compile the information required for satisfying the **Annual Progress Report** narrative report with accompanying updated **School Strategic Plan** and **State-of-the-School Report** to stakeholders.
2. **Upload your report** for storage in your school's unique portal. Using the link, select "Annual Progress Report" and browse your computer to identify files to upload directly. (Having trouble? Email your report to smueller@mnsaa.org as one message with 3 separate PDF attachments.) No printed copies will be accepted in 2020. (See specific instructions for each required document to upload.)
3. Retain a copy of the report for your own records.
4. MNSAA will send a copy of your report to your jurisdictional office (i.e. – superintendent, diocesan leader, etc.).

Submit your report by JUNE 15, 2020. If your school's report is not received on time, it necessitates additional dedicated time by the review team and Executive Director. As a result, the Board of Directors has defined that a **\$150 administrative charge** will be assessed.

PDF Documents to Upload or Email

- 1 **2020 APR** Narrative Report Template
- 2 Your **School Strategic Plan** with Updated Progress Reports
- 3 **State-of-the-School Report** to Stakeholders

Narrative Reporting Template

*Cover Form **Executive Summary Letter
Communicating SSP *Professional Development Plan

***Instructions in Brief:** Download and complete the "[2020 Annual Progress Report Template](#)" for reporting. Follow the instructions to complete the Cover Form, insert an Executive Summary, write a quality narrative outlining how the school's SSP is communicated to stakeholders, and complete the questions about professional development this academic year. Convert to a **PDF document**. "Save As" **2020 APR_School Name, City**

Upload with your updated "[School Strategic Plan](#)" and "[State-of-the-School Report](#)" through your school's portal on the MNSAA website. Trouble? Email one message with 3 attachments to smueller@mnsaa.org. Call 952.758.5985 with questions.

Detailed Instructions: Your Annual Progress Report is to be completed on the required template. Complete the "[2020 Annual Progress Report](#)" on the protected Word Document. The document will scroll open as you fill it in. The requirements include the following:

Cover Form: This provides information about your school that will guide our reviewers. **Again in 2020**, you will provide end of the academic year enrollment data that will be used to generate your school's personalized Annual Dues invoice to be sent after July 1st.

Executive Summary Letter: Detail unique information about your school community this academic year. In this letter, address the following:

1. Describe any unique situations that the school experienced during the past year. This may include a change in administrator, jurisdictional mandates, unforeseen financial issues, academic program changes, building projects, extension of accreditation and other pertinent circumstances. If no unusual circumstances were present, merely state this in your letter.
2. Specify any major revisions to the School Strategic Plan (SSP) for improvement that have been made since the school's last report to MNSAA.
3. List any other significant accomplishments that were not included in the SSP for improvement. These may include items that are not long-range or strategic in nature. Examples could include annual calendar items, acquiring new textbooks, painting lockers, and other enhancements that do not require significant and/or strategic planning. These accomplishments may be attached to the Cover Letter as a bulleted listing of activities.

Communication of the Strategic Plan: Provide a written description of how your school communicated the School Strategic Plan (SSP) and its defined improvement initiatives and progress with stakeholders. Update your SSP and submit to MNSAA.

Supporting Professional Excellence: This year MNSAA is seeking to learn more about your **school's professional development plan** that supports on-going training in areas such as curriculum, instruction and assessment strategies that result in high levels of student achievement. You are expected to address the following:

1. Provide a written description of your school's professional development plan or attach your school's professional development plan.
2. In a narrative report, advise what you learned from this year's professional development activities that will inform your decisions guiding future excellence in areas such as curriculum, instruction and assessments and beyond.
3. Verify that your school has a written professional development plan that supports on-going training in areas such as curriculum, instruction and assessment strategies. This may be included in your School Strategic Plan.

After the template is complete:

Complete a "Save As" function: **"2020 APR_ School Name, City"**

Print this completed form for your files.

Save as a **PDF document**.

Upload with your updated "[School Strategic Plan](#)" and "[State-of-the-School Report](#)" through your school's portal on the MNSAA website.

Trouble? Email as one message with 3 attachments to smueller@mnsaa.org. Questions? Email or call 952.758.5985

Rationale for Annual Progress Report

- To raise the consciousness of internal stakeholders of the progress that has been achieved and to alert them to the planned improvement initiatives for the future.
- To provide the school community with a defined process for the institutional evaluation of strategic and ongoing planning for improvement.
- To serve as a process for assessing and documenting annual progress and performance.
- To assure constituents that member schools are working to ensure quality through ongoing assessment and improvement.

School Strategic Plan for Improvement

Instructions for Updating & Submitting Your SSP

***Instructions in Brief:** Complete the progress report column of your existing **School Strategic Plan (SSP)** **using green font** and a 2019-20 superscript date (i.e. **²⁰¹⁹⁻²⁰ The action taken was...**). Amend your timeline if necessary and add visionary strategies and related action steps to accommodate new improvement initiatives. Convert to a **PDF document**. "Save As" **2020 SSP_School Name, City**

Upload with your "2020 Annual Report Template" and "State-of-the-School Report" through your school's portal on the MNSAA website. Trouble? Email one message with 3 attachments to smueller@mnsaa.org. Call 952.758.5985 or email with questions.

Detailed Instructions: The standardized MNSAA **School Strategic Plan (SSP)** template is required. If used properly, it will address the following questions:

What initiatives were planned for implementation this past year?

Locate your school's approved School Strategic Plan (SSP) on the standardized MNSAA template. The SSP identifies initiatives intended to be completed during accreditation cycle and the current academic year.

The SSP is to be maintained as a living document which has continued from past years and evolves as the school's circumstances change. Significant changes are noted in the Executive Summary Letter.

What did you actually accomplish this past academic year?

Provide a brief written description in the Progress Report column of the specific actions taken during the **2019-20** school year. To support the review of your plan, **use green font** for this year's report. Insert a superscript date of the reporting year next to new narrative updates. (i.e. **²⁰¹⁹⁻²⁰ The action taken was...**).

A description or timeline of "completed" or "ongoing" or "annually" are deemed **insufficient detail**. Instead, briefly describe the "who," "what," "when," "where," and "how" of each action step.

If a planned improvement initiative was not achieved, describe the obstacle(s) and the future action the school will take. Adjust the timeline accordingly.

What do you plan to do next year and in future years?*

A visionary plan guides improvement efforts into future years. To meet MNSAA quality expectations, the SSP is maintained as an organic document. Objectives, strategies, and action steps to be completed in the next school year and beyond are identified.

* MNSAA recognizes that during **Year Six of the Accreditation Cycle** time and effort is being taken to complete a self-study and develop a new visionary plan. Member schools that are currently in the final year of renewing their accreditation are only required to provide goals for the **next academic year** to meet the requirement of this section.



IMPORTANT FORMATTING INSTRUCTIONS

To standardize reporting and for ease of scoring, MNSAA expects that progress for each year be identified with a specified color. For denoting 2019-20 progress, use a **GREEN FONT or highlight in light green** either by selecting this function electronically or by using a transparent marker. If selecting to highlight electronically, test to ensure the converted PDF copy is light enough to be legible for reviewers.

Insert a superscript date of the reporting year next to new narrative updates. (i.e. ²⁰¹⁹⁻²⁰ **The action taken was...**). **Not all action steps will require a narrative report as some will have been previously completed.** Contact the MNSAA director at smueller@mnsaa.org or 952.758.5985 with questions.

School Strategic Plan – All schools are required to utilize the standardized template that includes a column for reporting progress. Schools that need a blank electronic copy of this template may visit our website to download it or message smueller@mnsaa.org. A blank template will be attached to an email response to your request.

Additional Background Information

MNSAA believes school improvement is an ongoing and continuous process. All member schools are required to maintain a visionary **School Strategic Plan** which articulates a practical vision for the school's future. This plan sets the direction for improvement.

School Strategic Plans are comprised of clear objectives, strategies, and action steps:

- (1) **Objectives** are limited in number and identify the broad end-results toward which improvement efforts of the school are directed.
- (2) **Strategies** outline the key initiatives the school will undertake to achieve objectives.
- (3) **Action Steps** detail a sequence of activities and tasks, which define how strategies are specifically fulfilled when and by whom.

The MNSAA **Annual Progress Report** provides an opportunity to assess the progress made in implementing the School Strategic Plan over the preceding twelve months. It is a time to document and celebrate the improvement efforts achieved. It also provides opportunities to revise, adjust, and expand the SSP in response to unforeseen opportunities and unexpected challenges.

Communication of the SSP

Annual State-of-the-School Report to Stakeholders

***Instructions in Brief:** In 2020, only one piece of evidence is required to support your written description of how your school communicated your School Strategic Plan with stakeholders. Convert your **State-of-the-School Report** to a **PDF document**. "Save As" **2020 Stakeholder Report_School Name, City**

Upload with your "2020 Annual Report Template" and "School Strategic Plan" through your school's portal on the MNSAA website. Trouble? Email one message with 3 attachments to smueller@mnsaa.org. Call 952.758.5985 or email with questions.

Detailed Instructions: On the 2020 Annual Report template, provide a written description of how your school communicated the SSP and its defined improvement initiative along with progress made with stakeholders.

A quality narrative report will include the following:

On the required 2020 Annual Report template, provide an informative written description of the process and venues used to communicate the School Strategic Plan (SSP) and its defined improvement initiatives with stakeholders (i.e. – faculty, governance, parents, students, appropriate publics). Consider objectives, strategies and action steps that were achieved in 2019-20.

MNSAA requires the State-of-the-School Report to Stakeholders to include:

- A summary of SSP progress achieved
- Your school's plan for future improvement

A quality stakeholders report may also include items such as:

- Assessment data and use
- Financials
- Enrollment

Additional Background Information

MNSAA believes that an effective educational program reflects cooperative relationships among the stakeholders in the process: learners, their parents/guardians, school staff, and community members. Effective communication invites support between all those involved in the learning process. Cooperation involves communication about school expectations, successes, and challenges.



The Review of a School's Annual Progress Report

Annual Progress Report Reviews

It is the responsibility of the MNSAA Board to certify that progress reports have been adequately submitted and to verify continued ongoing improvement within the reporting school. A trained team of MNSAA Board Directors will review all 2020 Annual Progress Reports between June 15th - July 10th.

Reviewers use a standardized rubric to score compliance and report back to the school. A sample of this rubric is available for your review to guide your understanding of reviewer expectations on our website or upon request.

A reviewer's response to your progress report will be sent electronically as an email attachment in July and again in your "**Back to School Packet**" in August/September. If information contained in your school's progress report is found to be lacking, incomplete and/or missing, you will be required to make an appropriate response in writing, prior to **October 15, 2020**. In this case, the school's "**Certificate of Accreditation**" may be retained until required responses are approved by the Executive Director.

Common Reporting Errors to Avoid:

- Failure to use required MNSAA standardized templates;
- An over use of "completed," "ongoing," and/or "annually" in the progress report (lacks specificity);
- Strategic plan is not visionary and primarily comprised of on-going, calendar or "to do list" items;
- Action steps necessary to meet a strategy are not sequentially organized or linear in nature;
- Progress is predicted or projected before any real action has been taken;
- Goals for the next year and beyond are missing;
- Missing narratives OR narratives do not explicitly respond to questions posed;
- A State-of-the-School Report to stakeholders is not included;
- The school does not indicate that it has a written professional development plan;
- Unrelated documentation is enclosed that does not provide evidence of communication of the SSP.