

 **2020-21 BASIC INFORMATION REPORT**

**SCHOOL DATA** *(Please insert required information in the highlighted spaces provided.*

Principal Name

School

Address

City      **MN** Zip

*Phone:*      *Fax:*

*Email:*       *Website:*

[ ]  *Check here if there have been any changes in contact information in the past year.*

**GOVERNING AUTHORITY (2020-21)** *(i.e. pastor, president, school board chair, etc.)*

**Name & Title of Corporate or Governing Leader:**

 *Email:*

**If a Parish School, Name & Title of Pastor:**

 *Email:*

**ENROLLMENT as of October 1, 2020 by Grades** *(Preschool enrollment data is being collected for information only.)*

 **Preschool**        **K**       **1**       **2**       **3**       **4**       **5**

 **6**       **7**       **8**       **9**       **10**       **11**       **12**

**Total Enrollment**

**Substantial Change in 2020-21\*:** *(Please indicate changes with “X” in box.*

*\** ***For each substantial change, attach further clarification of the action taken if changes were made to the strategic plan.***

**[ ]  Change in school administrator/principal**

**[ ]  Change in physical location of school**

**[ ]  Change in legal body or governance structure**

**[ ]  Change in organization** *(e.g. merger, consolidation)*

**[ ]  Change in grade structure** *(e.g. adding, eliminating, multi-age/grade)*

 **2020-21 MNSAA ANNUAL DUES**

***Personalized invoices*** *for Annual Dues* ***were sent*** *to schools with your accreditation certificate in July. Annual dues are based on last year’s closing enrollment as reported in your Annual Progress Report. Contact the MNSAA Executive Director your invoice is lost, has not been received, or with related questions.*

|  |
| --- |
| **Fee Structure 2020 - 2021** |
| School Accreditation Annual Fee | $200.00 |
| Per Student Rate (of students enrolled in accredited grade levels\*) | $2.22/student |
| **Total = $200 + (Enrollment x $2.22)**  |  |

\*Accredited Grade levels may include Preschool – Grade 12.

**Late Fees** *for dues not received by September 15th an additional* ***$150 late fee*** *will be assessed.*

 **MNSAA COMPLIANCE WITH STATE AND FEDERAL LAWS**

Minnesota and the United States Congress have enacted laws related to health, safety, and compulsory attendance that apply to K-12 nonpublic schools *(*[*https://www.revisor.mn.gov/statutes/cite/120A.22*](https://www.revisor.mn.gov/statutes/cite/120A.22)*).* While compliance with these laws is the sole responsibility of individual schools and enforcement the responsibility of the appropriate government agencies, MNSAA expects member schools to follow these laws, “if applicable.” The list below is not to be interpreted as a comprehensive list of legal requirements for nonpublic schools, nor is it to imply that the scope of the references is complete. It is provided as a resource to schools. *(\*References MNSAA Standards)*

|  |  |  |
| --- | --- | --- |
| Compliant | Not Compliant | Regulation or Statute |
| [ ]  | [ ]  | **ACCESS TO STUDENT RECORDS***\* (MNSAA Standard 6.12)*[*http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html*](http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html) |
| [ ]  | [ ]  | **BULLYING ISSUES / HARASSMENT POLICIES***\***(MNSAA Standards 3.01, 3.03)* [*https://www.revisor.mn.gov/statutes/cite/121A.031*](https://www.revisor.mn.gov/statutes/cite/121A.031) |
| [ ]  | [ ]  | **CRIMINAL BACKGROUND CHECKS***\***(MNSAA Standards 5.06, 5.12)* [*https://www.revisor.mn.gov/statutes/cite/123B.03*](https://www.revisor.mn.gov/statutes/cite/123B.03) *and 122A.18* |
| [ ]  | [ ]  | **CRISIS MANAGEMENT & SCHOOL SAFETY DRILLS***\*(MNSAA Standards 3.05, 3.06)* [*https://www.revisor.mn.gov/statutes/cite/121A.035*](https://www.revisor.mn.gov/statutes/cite/121A.035) *and 121A.037* |
| [ ]  | [ ]  | **EMERGENCY PREPAREDNESS & RESPONSE TRAINING (Safety)***\*(MNSAA 3.06)*[*Minnesota School Safety Center*](https://dps.mn.gov/divisions/hsem/mn-school-safety-center/Pages/planning-universal-procedures.aspx) |
| [ ]  | [ ]  | **EMPLOYMENT LAWS AND REGULATIONS***\* (MNSAA Standards 6.09)*[*https://www.dli.mn.gov/about-department/workplace-posters*](https://www.dli.mn.gov/about-department/workplace-posters) |
| [ ]  | [ ]  | **FIRE REGULATIONS***\* (MNSAA Standard 3.06)**[https://dps.mn.gov/divisions/sfm/programs-services/Pages/default.aspx](https://dps.mn.gov/divisions/sfm/programs-services/inspections/Pages/school-inspection.aspx)* |
| [ ]  | [ ]  | **FIRST AID & CPR TRAINING***\*- If applicable(MNSAA Standard 3.07)*[*https://www.revisor.mn.gov/statutes/cite/245A.40*](https://www.revisor.mn.gov/statutes/cite/245A.40) |
| [ ]  | [ ]  | **FOOD PREPARATION & SERVICE (Health)***\***- If applicable (MNSAA Standard 3.07)*[*https://www.health.state.mn.us/people/foodsafety/schools.html*](https://www.health.state.mn.us/people/foodsafety/schools.html) |
| [ ]  | [ ]  | **IMMUNIZATION REQUIREMENTS (Health)***\***(MNSAA Standard 3.07)* [*https://www.revisor.mn.gov/statutes/cite/121A.15*](https://www.revisor.mn.gov/statutes/cite/121A.15) |
| [ ]  | [ ]  | **INTERNET ACCESS FOR STUDENTS (Safety)***\* (MNSAA Standard 2.10)*[*https://www.revisor.mn.gov/statutes/cite/125B.15*](https://www.revisor.mn.gov/statutes/cite/125B.15) |
| [ ]  | [ ]  | **LENGTH OF SCHOOL YEAR/HOURS OF INSTRUCTION** *(MDE & MNSAA)*[*https://www.revisor.mn.gov/statutes/cite/120A.41*](https://www.revisor.mn.gov/statutes/cite/120A.41) |
| [ ]  | [ ]  | **MANDATED REPORTER LAWS (Safety)***\* (MNSAA Standard 6.09)*[*https://www.revisor.mn.gov/statutes/cite/626.556*](https://www.revisor.mn.gov/statutes/cite/626.556) |
| [ ]  | [ ]  | **PREVENTING & RESPONDING TO ALLERGIES** *\*(MNSAA Standard 3.07)*[*https://www.revisor.mn.gov/statutes/cite/245A.41*](https://www.revisor.mn.gov/statutes/cite/245A.41) |
| [ ]  | [ ]  | **RIGHT TO KNOW & BIOHAZARD TRAINING***\***(MNSAA Standard 6.09)*[*https://www.revisor.mn.gov/statutes/cite/182.6555*](https://www.revisor.mn.gov/statutes/cite/182.6555) |
| [ ]  | [ ]  | **SCHOOL BUS SAFETY***\***- If applicable (MNSAA Standard 3.06)* [*https://www.revisor.mn.gov/statutes/cite/123B.90*](https://www.revisor.mn.gov/statutes/cite/123B.90) |
| [ ]  | [ ]  | **WELLNESS POLICIES & PROCEDURES***\***- If applicable (MNSAA Standard 3.06)* [*http://education.state.mn.us/MDE/dse/FNS/SNP/gen/well/*](http://education.state.mn.us/MDE/dse/FNS/SNP/gen/well/) |

***Check box to confirm compliance and agreement with this MNSAA requirement:***

*[ ]  I hereby declare that* ***(School Name),***  ***(City)*** *is following the laws checked above if applicable. For those marked as compliant, I verify that all required documentation is on file in the school and available for review by appropriate authorities. For those indicating that our school is not currently in compliance, an action plan is attached with the date of expected compliance noted.*

*[ ]  I recognize that compliance with all legal requirements is the sole responsibility of the school and its stakeholders.*

School Administrator’s Name & Title

 **MNSAA 2020-21 STATEMENT OF COMPLIANCE**

*To foster ownership, communication and collaboration among the stakeholders, principals and governing authorities agree to a Statement of Compliance about the requirements of the Association schools.*

**To renew accreditation annually and remain in good standing with the Association, Minnesota Nonpublic School Accrediting Association member schools are required to meet the following conditions:**

* **By June 15th**– File an **Annual Progress Report** demonstrating substantive and strategically planned ongoing school improvement, communication of the plan, and how learner progress is monitored;
* **By September 15th** – Make payment of the **Annual Membership Dues**;
* **By October 15th** – Provide further information (if required) in response to the Review of the Annual Progress Report:
* **By October 15th** – File the **Basic Information Report** which requires updated school data, student enrollment, substantial change in school, continued compliance with legal requirements, and a professional staff report;
* **Ongoing** – Abide by the standards, policies and procedures of the Association, as defined by the Board of Directors and within the ***MNSAA Member Handbook***.

**To renew accreditation eligibility, which occurs every seven years, MNSAA member schools are required to meet the following conditions:**

* Complete an extensive **Self-Study** with reflection of compliance, partial compliance or plan to comply with MNSAA standards and provide evidence of compliance;
* Develop a visionary **School Strategic Plan** that includes clear objectives, identified strategies, and specific action steps;
* Host an accreditation Onsite Team Visit.

*[ ]* ***By checking this box, I acknowledge and agree to compliance with MNSAA’ accreditation requirements.***

School Administrator’s Name & Title

*[ ]* ***By checking this box, I acknowledge that the school’s governing authority has received a copy of MNSAA’s terms and conditions of accreditation.***

*Accreditation reflects the quality of a school’s educational program. It is important that school leadership is aware of the requirements and responsibilities to maintaining accreditation.* ***School administrators are required to share this page*** *with governance and pastoral leaders, as applicable. Insertion of leaders’ names is an indication that the person is aware of MNSAA requirements to renew the school’s accreditation eligibility both annually and every seven years.*

Governing Authority’s Name & Title

 **MNSAA 2020-21 VOLUNTEER SERVICE TO ASSOCIATION**

*[ ]* ***By checking this box indicates I am willing to be contacted to provide a team member for service to MNSAA.***

*The MNSAA Board of Directors asks that every school contribute the service of at least one* ***staff member*** *annually for potential participation on an onsite team. Please indicate below if you are willing to be contacted to provide support to onsite visiting teams if requested.*

School Administrator’s Name & Title

 **MNSAA 2020-21 ADMINISTRATOR STAFF REPORT**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Administrator Name** | **Title***(Head of School, President, Principal)* | **FT/PT** | **Education***(Highest Degree**with Concentration)* | **Institution***(University/College, City)* | **Licensed?***(State/Expires)* |
| Sample: *Sam Anderson* | *Headmaster* | *FT* | *M.A. Ed Leadership* | *Concordia U, St. Paul* | *MN / 2021* |
| **NOTE: MNSAA is only seeking Administrator Credentials in 2020-21.** During onsite visits, schools will need to have a complete Staff Credentials Report. |
| **1.**       |       | [ ]  Full Time[ ]  Part Time |       |       | [ ]  Yes [ ]  NoState/Expires  |
| **2.**       |       | [ ]  Full Time[ ]  Part Time |       |       | [ ]  Yes [ ]  NoState/Expires  |
| **3.**       |       | [ ]  Full Time[ ]  Part Time |       |       | [ ]  Yes [ ]  NoState/Expires  |
| **4.**       |       | [ ]  Full Time[ ]  Part Time |       |       | [ ]  Yes [ ]  NoState/Expires  |

*MNSAA requires that all teachers are licensed or at a minimum have a baccalaureate degree in education from an accredited institution and have supervision/evaluation reports annually on file. If specialist teachers (world language, fine arts, technology, library, physical education, religion, etc.) do not have a baccalaureate degree, the minimum requirement is demonstrated proficiency in their area of instruction through evaluation reports.*

*[ ]* ***By checking this box indicates teachers at our school meet or exceed MNSAA’s minimum requirement.***

*If box not checked, list any teachers not meeting MNSAA’s requirements:*

School Administrator’s Name & Title

***Thank you for your time completing the MNSAA Basic Information Report!***