Checklist for Visiting Teams

☐ PRAY FOR THE SCHOOL!
☐ Chairs and/or NLSA Leads – once you accept this position make contact with the school administrator/accreditation coordinator right away to introduce yourself and see where they are at in the process.
☐ Check with the district commissioner on who your full visiting team is.
☐ Arrange with school administrator/accreditation coordinator to receive the self-study document.
☐ Arrange for the team members to receive the document.
☐ PRAY FOR THE SCHOOL!
☐ 3 – 4 weeks prior to the visit contact the school administrator/accreditation coordinator and set the schedule for the visit and ask about lodging accommodations for your team.
☐ If this is a joint visit with an elementary/preschool be sure to check in with the NLSA chair for the other team to coordinate the joint meeting with church and school administration during the visit.
☐ Be sure you have received from the district commissioner the following documents:
  o Template to write the NLSA committee report
  o Exemplary School Qualifier
  o Recommendation for Accreditation signature page
  o Face sheet to accompany reports sent to the district office
☐ Exemplary School Qualifier if you have questions on this be sure to contact the district commissioner before the visit. The qualifier should be read at the same time you are doing your initial reading through the self-study document. At that time you will sense whether the school is at 90% compliance, is a Christ-centered school, has satisfied stakeholders, and is a school of choice in the community. If this is the case for this school then your committee visit will also be focused on validating the exemplary school consideration. If through the visit the school shows itself to indeed be one deserving of an exemplary school recommendation, please write a recommendation for nomination including why you feel they stand out as exemplary and what you feel their best practices are. At no time during the visit should the exemplary school process be discussed with the school administrator/accreditation coordinator or stakeholders even if you are asked directly. Share your recommendation with the district commissioners when you report on your school at the May meeting.
☐ During the actual visit PRAY FOR THE SCHOOL and be sure to notice and comment to administration, teachers, staff, stakeholders on what is good about their school, what is working well, etc. Validation is an important part of accreditation!
When you leave the visit you should leave the school with a final copy of your committee report. If that report needs some follow-up be sure the school knows when you will send them the final report. It should be NO LONGER than two weeks post visit.

You are responsible to submit to the district office the following within 2 weeks of your visit:

- NLSA committee report – final copy
- WASC committee report (if applicable)
- Face Sheet to accompany the reports
- Signature sheet with the recommendation for accreditation – be sure that the full team prints their name on the form and signs it.
- Recommendation for Exemplary School nomination statement if applicable
- If you are the NLSA lead on a WASC visit please also share with the district commissioner the committee’s recommendation on term