**Candidacy Application for Accreditation**

**Step One:** A school must schedule a visit by a member of the Commission staff prior to completing   
the application form.

**Step Two:** Submit this application, which is intended to help the school review its readiness for accreditation and to provide background about the school for the candidacy visiting committee. It is not intended to be a full self-study and may be completed by the Head of School with whatever help that person chooses. The narrative portion of **this application should not exceed ten pages**. Please submit this application via email to: [cisreports@neasc.org](mailto:cisreports@neasc.org).

**Please Note:** Upon receipt and review of this application, a date for the candidacy visit will be scheduled, and the school will be billed an annual candidacy fee which is equal to the membership dues for a comparable school.

1. **School Information**

Date of Application:

| Name of School |  | | | |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Address |  |  |  |  |
|  | (Street) | (City) | (State) | (Zip) |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Tel/Fax/Web |  | | |  | |  | |
|  | (Telephone) | | |  | | (Website) | |
| Head of School | |  | | | | |  |
| (*please print or type)* | | (Name) | | | | | (Date of Appointment) |
|  | |  | | |  | | |
|  | | (Title) | | | (Email address) | | |
| Person responsible for governance (in addition to the Head of School); e.g., Board Chair, Pastor, Regional Administrator | | |  | | | | | |
| (Name and Title) | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
| (Mailing Address/ Email Address) | | | | | |

Date of Incorporation: Date of Founding:

Is the school a separate 501(c)(3)?  YES  NO

Religious Affiliation, if any: \_\_

Program Affiliation, if any (e.g., International Baccalaureate, Montessori): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Prior Year’s Total Operating Income: \_\_\_\_\_\_\_\_\_\_ Prior Year’s Total Operating Expense: \_\_\_\_\_\_\_\_\_

**II. Mission**

1. To understand the school today, it is necessary to understand its initial fundamental purpose, when and why it was founded, what its founders hoped to accomplish, and what changes in direction may have occurred in subsequent years. Write a brief history of the school or provide a copy as an attachment to this application.
2. From the history, we know why the school was established. The mission statement guides the school and tells us why it exists today. This statement should be clear, concise, meaningful to the school, and published widely. Provide the school’s mission statement on the application. A school may also wish to elaborate on its mission with a longer statement describing its beliefs, vision, and goals about education, students, learning, and life itself. This additional statement may be written in the application or provided as an attachment.

**III. Enrollment Data and Admissions**

1. Data

Total Enrollment (current school year)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | PS | K | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | PG | Totals |
| Male |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Female |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Non-binary |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Day |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Boarding |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Homestay |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

International students included in the above table who are not U.S. residents:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Day |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Boarding |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Homestay |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

Total Enrollment (as of October 1, one year ago)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | PS | K | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | PG | Totals |
| Male |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Female |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Non-binary |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Day |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Boarding |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Homestay |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

Total Enrollment (as of October 1, two years ago)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | PS | K | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | PG | Totals |
| Male |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Female |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Non-binary |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Day |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Boarding |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Homestay |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

1. Does the school have an admission policy and non-discrimination statement? If so, these may be written in the application or provided as an attachment.

**IV. Governance for Sustainability and Mission**

1. Describe how the governing body or governing authority (school board, board of trustees, pastor/clergy of a religious school, etc.) carries out its responsibilities with respect to the school’s mission, educational quality, fiscal sustainability, support for the Head of School and administration, and continuous planning with a three- to five-year horizon.
2. Are there written bylaws that describe the school’s governance structure? If so, provide as an attachment to the application.
3. Attach to this application a list of the names and the expertise or occupations of those responsible for governance. Indicate officers by title (e.g., Chair of the Board).
4. If the school is a for-profit, please see complete **Section IX** below.

**V. Resources for Supporting Operations**

1. Describe how tuition and other sources of revenue adequately sustain the school’s financial viability.
2. Describe how the school identifies current and long-term financial realities and challenges, especially those related to facilities, and what resources it will use to respond to costly emergencies or unforeseen circumstances.
3. If the school has either long or short-term debt, explain any measures currently being taken to reduce or retire the debt.
4. Provide, as an attachment, a copy of 1) an opinion audit, or an independent accountant review with management letter, or “Diocesan Report on School Finances,” unless waived by the Director of the Commission, 2) the operating statement and balance sheet (if available) for the most recently completed year with a comparison between budgeted income and expense figures and actual experience, the current operating budget, and the school’s most recent year-to-date operating statement.

**VI. Qualified Adult Community for Mission**

1. Complete and attach to the application the *Alphabetical Staff Overview* form for each member of the faculty and administrative staff (excluding service personnel). A sample is included.
2. Provide the lowest, highest, and median cash salaries for full-time teaching faculty (not including the head of school).
3. Please list all benefits offered to members of faculty and staff. This may be included as an attachment to the application.

**VII. A Culture of Health and Safety**

1. Describe how the school’s leadership clearly and specifically cultivates a culture of health and safety for all members of the school community—students, teachers, staff, parents, etc.
2. Review the NEASC “Health and Safety Considerations” and briefly describe any areas the school would need to address to achieve a culture of health and safety.

**VIII. Commitment to Each Student**

1. Describe how the school recognizes, values, and nurtures the unique reality of each student at every stage of his or her development.
2. Describe briefly how the faculty and staff regularly monitors each student’s social and emotional development.
3. Briefly describe the school’s student support services.

**IX. Commitment to Program Excellence and Professional Development**

1. Provide a description of the curriculum in a form appropriate to the school. If the school has a comprehensive, written curriculum, please have it available at the time of the candidacy visit.
2. Describe briefly the faculty’s shared beliefs about how students learn best and how these beliefs inform instructional practices, assessments, the use of data, and the allocation of resources.
3. Describe briefly how the school values and encourages faculty and staff research, reflection, innovation, and professional growth.
4. Does the school have a teacher evaluation process? If so, attach a copy to the application.

**X. Commitment to Community Engagement**

1. Describe how the school communicates and collaborates with families around the students’ development.

**XI. Commitment to Long-Term Planning**

1. Describe how the school engages in thoughtful, realistic, thorough and continuous planning.
2. Does the school have a written multi-year or strategic plan? If so, please attach a copy to the application.

**XII. (Optional) Proprietary or For-Profit Schools**

1. Provide a clear description for legal and tax purposes of the school’s form or organization, and a clear organizational chart that defines the roles and responsibilities of the school’s owner/governing body, administration, faculty, and staff. Documentation may be attached to the application.
2. Briefly describe how the owner/governing body establishes and maintains policy-making processes with provisions for the participation of all stakeholders, as appropriate.
3. Briefly describe how the school establishes and follows policies applicable to ownership that address conflicts of interest and provide protection against malfeasance by persons exercising control of the school.
4. If the school leader and the school owner are the same person, briefly describe how, if needed, the school would provide for a thoughtful, deliberate, and transparent leadership transition.

**XIII. (Optional) Commitment to Student Centered Residential Programs**

1. Describe how the residential staff are appropriately qualified and assigned to meet the needs of the students under their care and supervision.
2. Briefly describe the school’s clearly stated, written, and understood expectations and policies for residential students and staff. This may be included as an attachment to the application.
3. Briefly describe how the residential program includes evening, weekend, and vacation activities that are integrated into the total life of the school and promote appropriate interactions with the day students.

**XIV. (Optional) Commitment to the Health and Well-Being of Students in Homestay Programs**

1. Describe the school’s understanding of its responsibility for the health and well-being of homestay students and the school personnel assigned to assure their welfare.
2. Does the school have a formal understanding with the homestay families if there is a direct placement with a homestay placement agency? If so, describe in detail the ethical and legal responsibilities of the school, the host families, and the students. This may be included as an attachment to the application.
3. Does the school have in its student handbook clearly stated and understood expectations for the school, host families, and students regarding the student academic program and experiences both during the school week and on weekends and vacations? If so, included as an attachment to the application.

**2020 Standards**

**Alphabetical Personnel Overview**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name (last name, first name)** | **Administrative/Teaching/Staff Responsibilities** | **Degree(s)** | **Years of experience** | **Years**  **at school** |
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