**Small-School Protocol Candidacy Application for Accreditation**

**Step One:** Schedule a call with a director of the Commission on Independent Schools to assess eligibility.

**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 **five 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 a candidacy visit or a video conference 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: \_\_\_\_\_\_\_\_\_

1. **Mission**

Two documents should be provided:

*Brief History (No more than one-half page in length). To understand the school today, it is necessary to understand its initial purpose, when and why it was founded, what its founder(s) hoped to accomplish, and what changes in direction may have occurred in subsequent years.*

*Statement of Mission. 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, memorable, unique, and meaningful to the school, and should be published widely. Some schools may wish to elaborate on their mission with a longer statement describing beliefs, goals, aspirations, and philosophy of education, about students, about learning, about life itself.*

**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 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**III. Enrollment Data and Admissions - continued**

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 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. If the school is a for-profit, please see complete **Section XII** 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.

**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.

**VIII. Commitment to Each Student**

1. Describe briefly how the faculty and staff regularly monitors each student’s social and emotional development.
2. List any student support services, e.g., counseling.

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

1. 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.
2. Describe briefly how the school values and encourages faculty and staff research, reflection, innovation, and professional growth.

**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.

**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.

**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.