Tentative Accreditation Timeline

June 2023				
Activity	**Due date**	**Completed**	**Person Responsible**	**Notes**
Select the accreditation date (only high schools)				
Review the previous accreditation document with the board. *Review major recommendations and current standing*				
Review accreditation committees and members, meeting times and due dates				
Standard 1 – Philosophy and Mission				
Accreditrac log on access to standard chairs				
Upload (minimum of 4) supporting evidence – attach to each individual standard				
Accreditrac upload - constitution, bylaws, and updated handbook				

July 2023				
Activity	**Due date**	**Completed**	**Person Responsible**	**Notes**
Standard 2 - Curriculum				
Standard 3 – Instruction				
Standard 4 - Assessment				
Review supporting evidence – attach (minimum of 4 evidences) to each individual standard as well as in the resource area				
Emergency preparedness plan				
Professional learning plan				
Standard 1 - quality check for grammar, evidence, and completion				

August 2023				
Activity	**Due date**	**Completed**	**Person Responsible**	**Notes**
Standard 5 – Sustainable Leadership				

Standard 6 – School Environment				
Standard 7 – Professional Learning				
Technology Integration Plan				
Spiritual Development Plan				
Building walkthrough to address physical plant deficiencies – develop a timeline for corrective actions				
Present Standard 1, Emergency Preparedness Plan, Professional Learning Plan, and any handbook changes – to the board				
September 2023				
Activity	**Due date**	**Completed**	**Person Responsible**	**Notes**
Standard 8 – Communication and Collaboration				
Updated website				
Update the PLC Place – documented schedule for learning outcomes – instructional coach, principals, lead teachers				
Continuous School Improvement plan				
Standard 2 - 4 quality check for grammar, evidence, and completion				
Review supporting evidence 5 – 6 – attach (minimum of 4 evidence) to each individual standard as well as in the resource area				
Standard 9 – School Improvement				
Music Dept. Sports, Robotics, Smart lab program overview, schedule, and yearly goals. Provide a form for systematic quality of the final product				
October2023				
Activity	**Due date**	**Completed**	**Person Responsible**	**Notes**
Marketing and Recruitment Plan				

Financial Solvency Plan review with the conference				
Review student illness policies and procedures				
Present Standard. 2 - 4, Spiritual Development Plan, building preparedness – to the board. Send it out at least one week before the meeting so that they have time to review everything				
November 2023				
Activity	**Due date**	**Completed**	**Person Responsible**	**Notes**
Update the PLC Place – documented schedule for learning outcomes – instructional coach, principals, lead teachers				
Standard 5 - 6 quality check for grammar, evidence, and completion				
Surveys – set a date (in January) to send out and collect accreditation surveys				
Review supporting evidence for standards 7 – 9 – attach (minimum of 4 evidence) to each individual standard as well as in the resource area				
December 2023				
Activity	**Due date**	**Completed**	**Person Responsible**	**Notes**
Standard 7 - 9 quality check for grammar, evidence, and completion				
Send all plans, CSI, Emergency Preparedness, Marketing and Recruitment, Spiritual Development, Professional Learning, and Departmental yearly plans for – quality check for grammar and completion				
Solidify the survey dissemination and collection date. Determine how you will notify all stakeholders to ensure a good response				

January 2024				
Activity	**Due date**	**Completed**	**Person Responsible**	**Notes**
Updated website				
Quality Check for grammar and completion Standards 1 – 9, and all strategic and CSI plans				
Smart lab overview and tour itinerary – receive additional training to ensure quality and thoroughness of the presentation				
February 2024				
Activity	**Due date**	**Completed**	**Person Responsible**	**Notes**
Reserve hotels for all committee members				
Prepare the menu for snacks, lunches, and refreshments. Check with Mike Furr to see if any members have dietary restrictions				
Identify the location for the accreditation team				
Create a welcome package for each committee member. Include the following: • Welcome letter • Worship schedule for persons that will give the devotional thought • NDAA gear (pen, cup, or something) • Building map highlighting bathrooms, classrooms, etc. • Class schedules for all grades • Availability schedule of the HOS, principal, registrar, etc. • Location for faculty and student interviews				
Review all completed documents and the accreditation process with the board. Inform them				

of the date and time that they are scheduled to meet with the accreditation committee.				
Be prepared to address financial disparities with an articulated plan				
Schedule the individuals that will be responsible for leading the building tour				
Submit the complete document to the conference				
March 2023				
Activity	**Due date**	**Completed**	**Person Responsible**	**Notes**
Select student ambassadors that will work with the faculty and staff to service the committee members				
Buff floors, change ceiling tiles, clean light fixtures				
Classroom decorations refreshed – have samples of student work visible in each room				
Mission and vision statements, emergency exit plans visible in every room				