

**National Lutheran School Accreditation**  
Evidence-Based Accreditation  
Projected Timeline

*Revised September 2019*

*The following timeline has been established to assist school administrators in working through the year leading up to their Validation Team Visit. Please note that the projected completion dates listed below are only guidelines and will need to be adjusted for each specific school completing the NLSA **Evidence Based Accreditation** (EBA) process. Note: The following timeline is for schools hosting a Spring Validation Visit.*

## January – May

- Submit Application Form and Fee to LCMS District Office
- Consultant Assigned to School by LCMS District Office
- Access All Relevant NLSA Materials from LuthEd.org

## June – August

- Invite the District Education Executive or school Consultant to make a presentation on the NLSA process to the staff and governing board.
- Establish the Steering Committee and Subcommittees for the completion of the seven Standard sections of the Self-Study Report.
- Develop a Detailed Timeline for Subcommittees

## September

- Complete Required Parent, Teacher, and Student Surveys
- Complete *Standard 1: Purpose* with Staff, Governing Board, and Steering Committee
- Arrange Consultant School Visit
- Schedule Subcommittee Initial Meetings

## October

- Complete Initial Subcommittee Meetings
- Begin the Collection and Organization of Required Evidence, Potential Evidence, and Potential Practices

## November – January

- Complete Standards 2 – 7 of Self-Study
- Establish a Date for Validation Team Visit
- Determine Validation Team Captain with Assistance from District Education Executive and school Consultant
- Establish Validation Team Members in Consultation with District Education Executive and school Consultant
- Contact National NLSA Director for Approval of Validation Team Members

## February

- Complete the *General Information About the School*
- Finalize the Self-Study Report,
- Determine Potential Costs for Validation Team Visit
- Coordinate Validation Team Visit Travel and Meeting Arrangements

## March

- Organize and Distribute All Necessary Self-Study Materials to Validation Team Members and school Consultant (no less than one month in advance of scheduled Validation Team visit)

## April

- Finalize Preparations for Validation Team Visit
- Host Validation Team Visit No Later than April 30

## May

- Update School Action Plan to Include Validation Team Recommendations
- Deliver Self-Study Report (with updated School Action Plan) and Validation Team Report to the LCMS District office or District Accreditation Commission No Later Than May 15

## July

- Receive Accreditation from the NLSA National Accreditation Commission

## Annually Scheduled Tasks

- Complete District-Specific *Cumulative Annual Report* Form
- Submit NLSA Annual Fee (September – October)
- Review Comments from the District Accreditation Commission
- Update School Action Plan as Required