

Attachment A Steps of the Pre-Accreditation Process

Distribution of Materials for the Pre-Accreditation Process

NSAB Roles	Applicant School Roles
<p>In January 2012, distribute materials for the pre-accreditation process as requested.</p> <p>In January 2012, post the materials on the NSAB section of the webpage for the Institute for the Transformation of Learning.</p>	<p>Access materials in any of the following ways:</p> <ol style="list-style-type: none"> a. Call the ITL office at 414-288-0405 either to have the materials sent to you or to make an appointment to pick up a set of the materials from the ITL office. b. Download materials from the NSAB section of the Institute's webpage: www.mu.edu/itl.

Orientation Sessions for the Pre-Accreditation Process

NSAB Roles	Applicant School Roles
<p>Conduct two orientation sessions at the Institute from 4:00 to 5:30 PM, on February 9 and 16, 2012.</p> <p>The agenda for both orientation sessions will be as follows:</p> <p>Areas of Responsibility for Accountability, Quality and Student Achievement (Handout)</p> <ul style="list-style-type: none"> • Wisconsin Department of Public Instruction • New Schools Approval Board • Pre-Accreditation/Accreditation Agencies <p>New Schools Approval Board and Process</p> <ul style="list-style-type: none"> • Board and staff (Handout) • Steps of the Pre-accreditation Process (Attachment A) • Preparations of the Educational Plan for the Initial Review (Attachment B) • Preparations for the On-Site Visit and Interviews (Attachment C) • Request for Participation and Pre-Accreditation for 2012-2013 (Attachment D) • Contact information (Cards) 	<p>Contact the ITL office to register for one of the two orientation sessions: February 9 or 16, 2012.</p> <p>Arrange for at least the board chair and administrator/principal to attend one of the two orientation sessions:</p> <p style="text-align: center;">February 9 from 4:00 to 5:30 PM February 16 from 4:00 to 5:30 PM</p>

Request for Participation in the Pre-Accreditation Process

NSAB Roles	Applicant School Roles
<p>As received on or before March 15, 2012, stamp and initial the signed Request for Participation and Pre-Accreditation for 2012-2013.</p> <p>Provide the Applicant School with a receipt indicating the date and time that the Request for Participation and Pre-Accreditation form was received.</p> <p>Sign and retain a copy of the receipt of the Request for Participation and Pre-Accreditation.</p>	<p>On or before March 15, 2012, submit a signed Request for Participation and Pre-Accreditation for 2012-2013 that references all applicable procedures and includes a waiver of the right to sue the Institute for the Transformation of Learning and Marquette University as a result of any decision made during the pre-accreditation process.</p> <p>Sign and retain a copy of a form indicating the date and time the Request was submitted.</p>

Preparations of the Educational Plan for 2012-2013

NSAB Expectations	Applicant School Roles
<p>The Board expects that all components of each Educational Plan will reflect individual Mission of each Applicant School.</p> <p>The Board expects that all board members of the Applicant School will be fully knowledgeable and supportive of all components of the Educational Plan.</p> <p>ITL staff and the Board expect to find all materials quickly and easily during its Initial Review of the Educational Plan and the On-site Visit and Interviews.</p>	<p>Preferably, provide original documents for the Educational Plan. However, documents modified from other schools or agencies may be submitted if the documents contain . . .</p> <ol style="list-style-type: none"> (1) Complete bibliographic data for original Sources, (2) Written explanation on how modified documents meet the needs of the student population which the Applicant School seeks to serve, and (3) Revision dates. <p>Ensure that all documents are sequenced and all questions are answered in the exact sequence as stated in Attachment B.</p> <p>Ensure that each all documents contain the approval date of the Applicant School's board. <u>Do not attach a general signature page for all of the board-approval dates.</u> Minutes of meetings with the school board should confirm the board-approval dates for all required documents.</p> <p>Insert dividers containing the names of the eight components of the Educational Plan to organize all required documents and responses.</p> <p>Include extra documents only as appendixes, each with a separate title page. Extra documents should not appear within the sequence of required documents.</p>

<p>Conduct two training sessions during mid-April on electronic submission of the Educational Plan.</p> <p>Clarify expectations until the due date for the Educational Plan.</p>	<p>Insert pages numbers for all documents.</p> <p>Contact ITL to register for at least one of the two training sessions during mid-April on electronic submission of the Educational Plan.</p> <p>Contact the Executive Director to clarify expectations until the due date for the Educational Plan.</p>
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Optional Pre-Check for Educational Plans

NSAB Roles	Applicant School Roles
<p>Up to one week prior to the submission deadline for the Educational Plan (Summer opening date April 2 or Fall opening date May 21), meet during an appointed time with a representative/s of the Applicant School in order to determine which of the required documents and responses are/are not present, are/are not in correct sequence, and do/do not contain board-approval dates.</p>	<p>Make an appointment with ITL staff up to one week prior to the deadline for the Educational Plan (Summer opening date April 2 or Fall opening date May 21). The purpose of the appointment will be to determine which of the required documents and responses for the Educational Plan are/are not present, are/are not in correct sequence, and do/do not contain board-approval dates.</p> <p>Should any documents and responses not be found, not be in correct sequence, and/or not containing board-approval dates, incorporate the required changes in the final edition of the Educational Plan submitted on or before the deadline.</p> <p>While this pre-check will provide guidance in preparing the Educational Plan, final approval is based on overall content of your submission and approval of the New Schools Approval Board.</p>

Submission of Educational Plans

NSAB Roles	Applicant School Roles
<p>Stamp/Initial each page of the Educational Plans. Provide each Applicant School with a form indicating the date and time of the receipt of the Educational Plans and the non-refundable \$50.00 fee. Sign and retain a copy of each form received at the offices of the New Schools Approval Board.</p> <p>Set up process for submitting documents online.</p> <p>PLEASE NOTE: May not accept late Educational Plans in whole or part after the deadline.</p>	<p>On or before the deadline (Summer opening date April 2 or Fall opening date May 21), submit . . .</p> <ol style="list-style-type: none"> 1. One hard copy of the Educational Plan plus a non-refundable \$50.00 fee. Sign and retain a copy of the form indicating the date and time that the Educational Plan and the \$50.00 fee were received 2. One copy electronically <p>PLEASE NOTE: May not submit a late Educational Plans in whole or part after the deadline.</p>

Initial Review of Educational Plans

NSAB Roles	Applicant School Roles
<p>Immediately upon receipt of the Educational Plan, conduct the Initial Review of the Educational Plan to determine if Applicant School is ready for the On-Site Visit and Interviews,</p> <p>Convene the NSAB Board to determine if the Applicant School passed/did not pass the Initial Review.</p> <p style="padding-left: 40px;">An Educational Plan found to contain all documents and responses in the correct sequence and contain all board-approval dates will pass the Initial Review.</p> <p style="padding-left: 40px;">An Educational Plan found to be missing required documents and responses, presenting documents out of sequence, or missing required board-approval dates will not pass the Initial Review. No Review Team will be formed and authorized to conduct the on-site visit and interviews.</p> <p>Contact the Applicant School about the decision on the Initial Review.</p>	<p>If the Educational Plan does not pass the Initial Review, the Educational Plan will not advance in the pre-accreditation process.</p> <p>An Applicant School whose Educational Plan did not pass the Initial Review may meet with the Appeals Committee.</p>

Appeal Process for Applicant Schools Whose Educational Plans Do Not Pass the Initial Review

NSAB Roles	Applicant School Roles
<p>Send a letter to the Applicant School stating (a) reasons the Educational Plan did not pass the Initial Review and (b) the option to file an appeal <u>within five business days</u> to meet with the Appeals Committee and address those reasons.</p> <p>Schedule a meeting of the Applicant School with the Appeals Committee.</p> <p>Listen to the appeals from the Applicant School.</p> <p>The decision of the Appeals Committee is final.</p> <p>Post a letter of the decision of the Appeals Committee to all stakeholders.</p>	<p>If the Applicant School decides to appeal the Board's decision that the Educational Plan did not pass the Initial Review, it should deliver a letter <u>within five business days</u> to the Executive Director indicating that it seeks to appeal the decision.</p> <p>Collaborate with NSAB staff to schedule a meeting with the Appeals Committee.</p> <p>Meet with the Appeals Committee to provide explanations of how existing documents and responses merit reconsideration. The Applicant School <u>may not</u> provide any missing documents, responses, and/or board-approval dates.</p> <p>The decision of the Appeals Committee is final.</p>

On-Site Visits and Interviews

NSAB Roles	Applicant School Roles
<p>Sign and retain a copy of a form indicating receipt of the non-refundable \$500.00 fee for the On-site Visit and Interviews.</p> <p>Schedule a Review Team upon receipt of the non-refundable \$500 fee:</p> <ul style="list-style-type: none"> • Identify members for each Review Team. • Conduct workshops for training the Review Teams, including access to the online submission of the Educational Plan. • Request contracts for members of each team. <p>Arrange a meeting of the Review Team to prepare for the On-site Visit.</p>	<p>Before a Review Team visits an Applicant School, deliver to the Institute for the Transformation of Learning a non-refundable check for \$500.00 made payable to Marquette University to defray costs for the Review Team.</p> <p>Sign and retain a copy of the form indicating receipt of the non-refundable \$500.00 fee for the On-site Visit and Interviews.</p> <p>Prepare for the On-site Visit and Interviews:</p> <ul style="list-style-type: none"> • Arrange for the school board, administrator and other key stakeholders to participate in the On-site Visit and Interviews. • Prepare a 20-30 minute tour of the school facility. • Conduct dress rehearsals for the tour and interviews. <p>Conduct the tour of the school facility.</p> <p>Facilitate the interviews.</p>

Board Meeting on Reports from the On-Site Visits and Interviews

NSAB Roles	Applicant School Roles
<p>Send copies of the Review Team's report in advance of the Board Meeting.</p> <p>Convene the Board to hear oral reports from the Review Team and decide whether/not to award pre-accreditation to the Applicant School:</p> <p style="padding-left: 40px;">An Applicant School whose Educational Plans received a rating of Acceptable or On Target for all eight sections will be pre-accredited.</p> <p style="padding-left: 40px;">An Applicant School whose Educational Plans received a rating of Not Acceptable for one or more of the eight sections will not be pre-accredited.</p> <p>Contact all Applicant Schools immediately after the meeting of the NSAB Board.</p>	<p>Applicant Schools denied pre-accreditation may meet with the Appeals Committee.</p>

Appeal Process for Applicant Schools That Are Not Pre-Accredited

NSAB Roles	Applicant School Roles
Send Applicant School denied pre-accreditation a letter (a) stating reasons for the denied pre-accreditation and informing the Applicant Schools that it will have 10 business days to file an appeal and request a meeting with the Appeals Committee for the purpose of addressing the reasons for the denied pre-accreditation.	If the school decides to appeal the Board's decision to deny pre-accreditation, deliver a letter within 10 business days to the Executive Director indicating that your school seeks to appeal the decision and requests a meeting with the Appeals Committee.
Schedule a meeting with the Appeals Committee.	Meet with the Appeals Committee to address reasons for the denied pre-accreditation. Provide additional documentation if desired.
Listen to the appeal from the Applicant School.	
Convene to make the decisions on the appeal.	
Decisions of the Appeals Committee are final.	Decisions of the Appeals Committee are final.
Post a letter on the decisions of the Appeals Committee to all stakeholders.	

Informing the Wisconsin Department of Public Instruction about which Applicant Schools Are Pre-Accredited or Not Pre-Accredited for 2012-2013

NSAB Roles	Applicant School Roles
On or before July 31, 2012, send a letter to the Wisconsin Department of Public Instruction. The letter will indicate which Applicant Schools are pre-accredited and not pre-accredited.	

Disposition of Copies of the Educational Plans

NSAB Roles	Applicant School Roles
Keep one copy of each Educational Plan on permanent file in the NSAB office.	