



APPLICATION

for

PreK-12 SCHOOL ACCREDITATION

(DRAFT- 09.2014)

American Academy for Liberal Education
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Introduction

AALE PreK-12 School Accreditation

Accreditation is a membership status that allows PreK-12 schools to establish formal and publicly recognized relations with the America Academy for Liberal Education (AALE). PreK-12 School accreditation is granted for a period of up to five (5) years at which point a school may apply for renewal of accreditation.

Eligibility Requirements

All schools applying for initial accreditation must meet AALE's eligibility requirements. Each eligibility requirement should be addressed by completing the corresponding item in the PreK-12 School accreditation application Form.

Application Fee

An application processing fee and a site visit fee is required of all schools applying for initial AALE accreditation. The fees are payable upon receipt of an invoice.

PreK-12 School Accreditation Application

This application requires completion of:

- I. School Information Form
- II. PreK-12 School Accreditation Application Form

Any person authorized by the Chief Executive Officer of a school may complete the information requested in these forms. The School Agreement included with the PreK-12 School Accreditation application form must be signed by both the Chief Executive Officer and the Chairman of the school's governing board. A letter of intent to apply for initial AALE accreditation also must be submitted with the completed application. Although some information is called for more than once on these forms AALE asks that you fill out all forms completely or they will be returned.

AALE requires supporting documentation (catalogues, handbooks, bulletins, etc.) for certain parts of the application for accreditation. At the appropriate places in these forms we ask for the title(s) of the supporting document(s) and the page number(s) where the relevant information can be found. All documents should be submitted in electronic format (a pdf, bookmarked document).

Returning the Completed Application

Please return the completed PreK-12 School Accreditation application form and required supporting documents, the signed School Agreement, and the letter of intent to:
aaleadmin@aale.org

The application fee should be sent to the AALE address on the invoice.

I. School Information Form

School

Name: _____

Address: _____

City, State, and Zip Code: _____

Main Phone: _____ Website: _____

Please specify authorizer [state, school district, etc.]: _____

Chief Executive Officer

Name: _____

Title: _____

Address: _____

City, State, and Zip Code: _____

Phone: _____ E-mail: _____

Is the chief executive officer the presiding officer of the governing board of this school?

Yes _____

No _____

Presiding Officer of Governing Board

Name: _____

Title: _____

Address: _____

City, State, and Zip Code: _____

Phone: _____ E-mail: _____

Chief Academic Officer

Name: _____

Title: _____

Address: _____

City, State, and Zip Code: _____

Phone: _____ E-mail: _____

School Accreditation Liaison

Name: _____

Title: _____

Address: _____

City, State, and Zip Code: _____

Phone: _____ E-mail: _____

Grade Levels and Enrollment

Total Enrollment: _____

Enrollment by Grade:

Pre-Kindergarten	Sixth Grade
Kindergarten	Seventh Grade
First Grade	Eighth Grade
Second Grade	Ninth Grade
Third Grade	Tenth Grade
Fourth Grade	Eleventh Grade
Fifth Grade	Twelfth Grade

Operation

Year school founded: _____

Years in operation: _____

Calendar system:

_____ Semester

_____ Trimester

_____ Quarter

_____ Other:

Does the school receive publicly-funded services?

Yes _____

No _____

If yes, provide the following information *as attachments* to this application:

- Name(s) of the programs providing the services provided, target population of the services, and number of service participants
- Source of funds (Federal, state, local, other public) for each program and amount of funds received yearly for services related to each program
- Program monitor contact information for each program (name, address, telephone number, email)
- Copy of previous year's compliance report for each program
- Copy of previous year's audit of financial records for each program

II. PreK-12 School Accreditation Application Form

A.1 SCHOOL AGREEMENT

In partial fulfillment of the requirements for accreditation by the American Academy for

Liberal Education (AALE) _____
(name of school)

does hereby agree to abide by the following conditions:

- a. The school is committed to and intends to adhere to the *AALE Standards for PreK-12 School Accreditation*, either current or as these may be modified hereafter, consistent with the policies and procedures of AALE.
- b. The school understands and agrees that AALE, at its discretion may make known to any agency or member of the public that requests such information, the nature of any action, positive or negative, regarding the status with AALE.
- c. The school agrees to disclose to AALE any and all such information AALE may require to carry out its evaluation and accrediting functions.
- d. The school agrees to refrain from making any promotional use of its application for accreditation prior to the actual granting of status.
- e. The school agrees that failure by AALE to act favorably upon an application for membership or renewal of membership in AALE, absent a showing of actual malice, shall not, in and of itself, constitute grounds for legal action against AALE by the applicant school or individuals therein. In all cases when a disagreement cannot be resolved through normal AALE procedures, the school and the individuals therein agree to AALE's appeals policy which provides for final action after review.

Signature: Chief Executive Officer

Print Name

Date

Signature: Chair of the Board

Print Name

Date

A.2 INSTRUCTION OFFERING AUTHORITY

Is the school chartered and/or licensed with formal authority from the appropriate school authorizer to offer instruction, certificates of completion, or diplomas in the jurisdiction in which the school operates?

Date chartered and/or licensed: _____

Name and address of school authorizer: _____

Instruction, diplomas, and/or certificates the school is empowered to confer by this authority:

Legal name of school if different from name publicly used:

A.3 GOVERNING BOARD

Does the school have an active policy-making governing board which has the authority and duty to ensure that the school achieves its mission?

Name of governing board: _____

How many members does the board have at this date? _____

Number of voting members: _____ Number of non-voting members: _____

What is the maximum number of members the board may have? _____

Does the presiding member of the board have a contractual, employment, personal, family, or financial interest in the school?

Yes _____ No _____ (If yes, please specify on an attached sheet)

Do other voting members of the governing board have contractual, employment, personal, family, or financial interests in the school?

Yes _____ No _____ (If yes, please specify on an attached sheet)

Does the school have a chief executive officer whose primary responsibility is to manage and insure the quality of the school?

Yes _____ No _____

Is the CEO also the presiding officer of the school's governing board?

Yes _____ No _____

A.4 ACCREDITATION HISTORY

Date of accreditation or most recent renewal: _____

Is this accreditation current or has it lapsed? _____

List any and all agencies currently accrediting your school or any of its programs (if necessary attach a separate sheet listing accrediting agencies and dates of accreditation or last renewal):

Have any of these agencies ever taken adverse action against the school (e.g., notices or probations)?

Yes _____ No _____ (If yes, attach a separate sheet and identify agency and describe each action)

NOTE: The information requested in eligibility requirements **B** through **E** below will most often be found in a school’s catalogue, handbooks, bulletins, and other public documents. Please provide the title of the supporting document and the page number(s) where the relevant information can be found. After the first full citation of a document, a consistent abbreviation may be used. ***Please provide the URL for the schools’ website (containing relevant documents) or attach electronic copies of documents cited in the application.***

B.1 MISSION STATEMENT

Does the school have a clearly defined and published mission statement that includes a commitment to liberal arts education? (Provide title(s) and page number(s) of the published document containing the full text of the school’s mission statement):

B.2 REQUIRED COURSES OR SUBJECT AREAS

Does the school have clearly defined and published information describing its course or subject area requirements? (Provide title(s) and page number(s) of the published document(s) that describes the school’s course/subject area requirements):

B.3 PROGRAMS AND POLICIES

Do the school’s published materials clearly and accurately describe:

- a. Required areas of study? (Provide title(s) and page number(s) of the published document(s) containing the full statements):

- b. Optional/elective areas of study? (Provide title(s) and page number(s) of the published document(s) containing the full statements):

- c. Fees (optional or required) and refund policies? (Provide title(s) and page number(s) of the published document(s) containing the full statements):

- d. Admissions and retention policies? (Provide title(s) and page number(s) of the published document(s) containing the full statements):

- e. Policies and procedures directly affecting students and parents, including expected/requested contributions of service, etc.? (Provide title(s) and page number(s) of the published document(s) containing the full statements):

- f. Policies and procedures directly affecting faculty, administrators, and other personnel? (Provide title(s) and page number(s) of the published document(s) containing the full statements):

- g. Academic credentials of faculty and administrators? (Provide title(s) and page number(s) of the published document(s) containing the full statements):

C.1 OPERATION

How many years has the school been in continuous operation? _____

C.2 LEARNING RESOURCES AND SERVICES

Does the school own or ensure access to adequate learning resources and appropriate services in support of:

- a. Required subjects/ courses offered? (Provide title(s) and page number(s) of the published document(s) that describe the learning resources and other services):

- b. Optional/elective subjects/courses offered? (Provide title(s) and page number(s) of the published document(s) that describe the learning resources and other services):

- c. Student services? (Provide title(s) and page number(s) of the published document(s) that describe the learning resources and other services):

C.3 FACULTY OVERSIGHT AND COORDINATION

Is there adequate faculty expertise for oversight and coordination in each required subject area? (Provide title(s) and page number(s) of the published document(s) that identify faculty and area of oversight and coordination):

D.1 FINANCIAL BASE

Has the school established a financial base adequate to support activities consistent with its mission and educational objectives?

Please elaborate on a *separate page* including reference to *I. School Information Form*: publicly-funded services.

E.1 ELIGIBILITY DOCUMENTS

All schools applying for accreditation or renewal of accreditation must submit the documents specified below; if available on the school’s website provide the URL of the school’s website:

- a. evidence of instruction-offering authority
- b. legal charter

- c. copies of the articles of incorporation
- d. current copy of the school catalogue
- e. current copy of the faculty/staff handbook
- f. current copy of the parent/student handbook
- g. copies of the two most recent externally audited financial statements (The most recent of these statements must have been made within one year of the accreditation site evaluation visit. In place of an audited financial statement schools may submit special reports that include either statements of positive assurance by independent certified public accountants or an appropriate governmental auditing agency as to the material accuracy of current funds, expenditure classifications and amounts in accordance with generally accepted principles of school accounting, and the current fund balance sheet. Schools must also demonstrate financial responsibility in accordance with relevant state or district government regulations. All accounting practices and financial statements must conform to nationally recognized standards, such as AICPA.)

STATEMENT OF AUTHORIZING ADMINISTRATOR

This application form must be signed and submitted by the authorizing administrator.

I certify that (check each statement):

- I have read the *AALÉ PreK-12 School Standards*, am aware of what the *Standards* require for a school seeking accreditation and am ready to move forward with the accreditation process.
- Funds are available to carry out the accreditation activities.
- I understand that acceptance of this application form and supporting documents does not constitute accreditation, may not be used to promote the school, nor does it guarantee a positive accreditation outcome.
- The information in this application is true and correct to the best of my knowledge.

Signature of authorizing administrator

Title _____ Date _____