



STEPS to APPLY for PreK-12 SCHOOL ACCREDITATION

The time required to complete the **American Academy for Liberal Education (AALE)** PreK-12 School accreditation process varies from case to case. Following is a brief description of the essential steps in the process.

- School reviews accreditation information and the PreK-12 School Accreditation Application Form available on the aale.org website.
- Step I. School consults with AALE staff to determine eligibility and readiness of school to apply.
- Step II. School completes and submits PreK-12 School Accreditation Application Form with supporting documentation. An application fee is required.
- Step III. AALE staff reviews PreK-12 School Accreditation Application Form and supporting documents to determine if the application materials are complete and eligibility requirements are met.
- Step IV. School receives notification to begin the self-study and a timeline for consideration of the application at a decision making session of the Board is reviewed.
- Step V. School submits the self-study and AALE staff reviews the self-study to determine if it is complete.
- Step VI. School receives notification that the self-study is accepted as complete and agrees to host the required site evaluation visit. A site visit fee is required.
- Step VII. Site evaluation visit is conducted. Site visit report is prepared and school receives a draft copy.
- Step VIII. School submits factual corrections to site visit report, then receives final copy of site visit report and submits formal institutional response.
- Step IX. Council of Scholars receives application materials for review and prepares a recommendation for the Board of Trustees.
- Step X. Board of Trustees takes formal action on application for accreditation.