



Missouri Nonpublic School Accrediting Association

Directions for Completing the *Annual Report Form*

Please follow each step listed below to complete the *Annual Report Form* which is **due by April 15, 2018**.

1. **Access the website at www.moqualityschools.com. Click the appropriate level and then click Annual Report Form.**

The easiest way to complete the form is to click "Save." And choose the location where the report is to be saved on your computer. After the document is saved as described above, fill in your responses on the form. When completing the form, start at the far left of each line and then double click on the field. This should allow typing directly on the line.

Contact Martha Schellin (314-590-6215) or martha.schellin@mo.lcms.org regarding any problems using the online form.

2. **Provide the School Data at the top of page 1 of the form.**

Please note the following in completing this section of the form:

- The school year to be indicated on this page is "2017-18."
- Supply the enrollment for the 2017-18 school year.
- Respond "yes" to Pre-school Program or Before or After School Care Program if the programs fall under the administrative responsibility of the principal. If not, respond "no." For a definition of these programs, see page two of the Accreditation Handbook (found on website).
- Check last school year's report to access Status of the School in Previous Year.

3. **Respond to each Membership Indicators on pages 1 and 2 of the form by carefully reading each indicator listed in the *Accreditation Handbook* (found on website).**

Respond "yes" for all indicators that the school fulfills. If the indicator is only fulfilled partially or not fulfilled at all, respond "no."

An explanation must be provided for any membership indicator to which a "no" response was given. This explanation must be provided on page 5 of the *Annual Report Form* and should include:

- the circumstances preventing the fulfillment of the indicator;
- steps that will be taken to fulfill the indicator
- an indication of when the indicator will be fulfilled.

Note that a school will be cited for any Membership Indicator for which a “no” response was given even though an adequate plan for addressing this indicator is provided. The school must take aggressive steps to address this particular Membership Indicator in the coming year. Failure to make significant progress toward this indicator during that year could lead the Accrediting Association to issue a “first warning” to the school for the following year. Ultimately, the accreditation status of the school could be lost if a membership indicator is not addressed in a timely fashion.

4. Provide a Plan for Improvement on pages 3 and 4 of the form.

Administrators are asked to provide a list of activities/strategies addressed during the 2017-18 school year on page 3 and a list of activities/strategies to be addressed during the 2018-19 school year on page 4.

5. Make sure that an explanation for any Current Deviations in Indicators of Membership has been provided on page 5 of the form.

Administrators should make sure that the explanation provides the Accreditation Association with a clear explanation of the deviation in regard to the Membership Indicators and what will be done to address the deviation. A timeline as to when the deviation will be addressed should also be provided. Follow the directions to double click on the first field and then tab to other fields.

6. Make sure that Cited Violations from the Previous Year have been addressed on page 6 of the form.

7. Make certain that the administrator’s signature is at the bottom of page 6 of the form.

8. Make a copy of the *Annual Report Form* for the school’s file and prepare the original form for mailing to the Missouri District Office.

Please send an electronic copy to martha.schellin@mo.lcms.org at the Missouri District – LCMS and print a copy for the school files. In addition, it is recommended that you keep an electronic version on your computer as a reference for next year’s report.

9. Enclose a \$90 check for the annual dues with the *Annual Report Form*.

The check should be made payable to Missouri District – LCMS and sent to:

Missouri District Lutheran Schools
660 Mason Ridge Center Drive, Suite 300
St. Louis, MO 63141- 8557

Due date is April 15, 2018