

WISCONSIN RELIGIOUS AND INDEPENDENT SCHOOLS ACCREDITATION

CANDIDATE APPLICATION FORM

DIRECTIONS

Applying for candidate status shows a school community that the school is committed to improvement. A candidate school has three years to complete the self-study, host a visiting team, and present its materials to WRISA. If at the end of the three years, the accreditation process is not completed, it will be necessary to re-apply for candidate status and pay the application fee again.

Please review the WRISA standards and policy handbook before applying for candidacy. Discuss accreditation with the school's governing board/commission/council and enlist its support and approval. Review the "PRE-ACCREDITATION CRITERIA" found on pp. 2-3 of this form. Prepare the documents listed for review by a WRISA representative. Fill out the information on page 1 of this application form. Schools that belong to a WRISA jurisdiction send the application and check for the application fee to their jurisdictional representative. Non jurisdiction schools should submit the application form and fee to Helen Gilles, PhD, at Marian University Stayer Center, 45 S. National Ave., Fond du Lac, WI 54935. A representative from WRISA will schedule a meeting to verify the PRE-ACCREDITATION CRITERIA.

School: _____

Address: _____

City/Zip: _____

Phone: (____) _____

Administrator: _____

WRISA Jurisdiction: _____

Email Address: _____

Website: _____

FAX: _____

Number of students currently at this school: _____

Number of full-time equivalent teachers: _____

Circle **all** grade levels that are served at this school:

3 4 5 6 7 8 K3 K4 K 1 2

9

10

11

12

APPLICATION AUTHORIZATION SIGNATURES:

School Administrator: _____

Date: _____

Governing Body Chairperson
(School Board/ Education Commission): _____

Date: _____

Pastor (if applicable): _____

Date: _____

Date **projected** for a **site-visit** by a visiting team: _____

Send the completed application form and application fee to the WRISA board member who serves your jurisdiction. Your board member will sign below and submit the application and fee to WRISA. Schools not belonging to a jurisdiction send application directly to WRISA, P. O. Box 685, Muskego, WI 53150).

Make checks payable to WRISA. Check Number: _____ Amount enclosed: _____

WRISA Board Member: _____ Date: _____

If you have questions regarding the completion of this application form, please contact the WRISA office at (262-895-3679 or email to: wrisa@wrisa.net).

PRE-ACCREDITATION CRITERIA

A school must meet the following criteria before it will be considered for membership as an accredited school. Please read the criteria and have a copy of each documentation item ready for the initial pre-candidate visit.

- A. The school must have Foundational Statements that state its vision/mission and core values. This provides the framework in which the school community defines itself and operates. Each school has its own unique Foundational Statements based on the community it serves and the needs of the learners. The Foundational Statements with their stated vision/mission and core values enable a school to determine whether it is achieving what it has set out to do.

YES NO
 YES NO

The school has current written Foundational Statements.

Documentation: Copy of vision/mission statements, statement of core values.

- B. The school must have a governing board/commission/council in place that formulates the policies of the school. The school is incorporated.

YES NO
 YES NO

The school has a governing board/commission/ council in place that formulates the policies of the school.

Documentation: Copy of names, addresses, and phone numbers of governing board/commission/council and their positions.

YES NO
 YES NO

Documentation: Board Minutes for the most recent full school year.

Documentation: Copy of Articles of Incorporation.

- C. The school must have a curriculum in place that includes the following subjects: language arts, mathematics, science, social studies, physical education, music, the visual arts, health, and technology, and that is regularly evaluated and revised as needed.

YES NO

The school has a written curriculum that includes: language arts, mathematics, science, social studies, physical education, music, the visual arts, health, and technology that is regularly evaluated and revised as needed.

YES NO

Documentation: Copy of written curriculum that includes the subjects listed above.

- D. The school must meet standard legal requirements for health, safety and cleanliness, including procedures for fire and tornado drills; kitchen inspections; heating, ventilation, asbestos and lighting regulations; adequate fire extinguishers and warning systems; health and safety guidelines including blood borne pathogens, first aid, CPR, and crisis/safe school plan.

YES NO

Documentation: Copy of most recent safety, health and inspection reports.

- E. The school must have a written non-discriminatory policy used in hiring personnel. Church affiliated schools may give preference to members of their faith as allowed by law.

YES NO

Documentation: Copy of non-discrimination statement in hiring.

- F. The school must have a written non-discriminatory policy used in admissions or other services. Church affiliated schools may give preference to members of their faith as allowed by law.

_____ YES _____ NO **Documentation:** Copy of non-discrimination statement for admissions and services.

G. The normal instructional day for grades 1-8 is at least six clock hours, exclusive of lunchtime. The length of the school year is at least 180 days with classes in session for at least 175 days or the equivalent of 1,050 hours for 1-8, and 1,137 hours for 9-12. Choice schools - grades 7-12 1,137 hours)

_____ YES _____ NO **Documentation:** Copy of current school calendar showing at least 175 days or the equivalent of 1,050 hours for 1-8 and 1,137 hours for 9-12.

_____ YES _____ NO **Documentation:** Copy of daily schedule showing at least six clock hours exclusive of lunch.

Additionally, the school should provide the following.

H. The school has a professional and competent staff in sufficient numbers to support student learning.

_____ YES _____ NO **Documentation:** Copy of names and qualifications of administrators and faculty members. List college degrees and highest level earned.

I. The school has an annual budgetary process and budget that support the foundational statements. The administrator and governing/consultative body maintain and oversee financial records, transactions, and statements through a recognized accounting system, and provide financial accountability to stakeholders by publishing an annual financial report.

_____ YES _____ NO **Documentation:** Copy of Financial Policies and Procedures.

_____ YES _____ NO **Documentation:** Copy of latest independent financial audit.

_____ YES _____ NO **Documentation:** Copy of YTD budget.

_____ YES _____ NO **Documentation:** Copy of one (1) year budget projection.

_____ YES _____ NO **Documentation:** Copy of current active insurance.

Signature of WRISA representative: _____

Date: _____

WRISA APPLICATION FEE

Student Population	Enrollment Fee
1 to 99	\$ 85.00
100 to 199	\$145.00
200 to 299	\$210.00
300 to 399	\$270.00
400 to 499	\$330.00
500 to 599	\$395.00
600 to 699	\$460.00
700 to 799	\$460.00
800 to 899	\$460.00
900 to 999	\$460.00
1000+	\$460.00

For WRISA use only

Date received _____

Data entered _____

Check deposited _____

Welcome letter sent _____

Certificate sent _____

Revised: 5/10/2011