

# Wisconsin Religious and Independent Schools Accreditation

## Application for Candidacy

### Directions:

Applying for candidate status indicates a school community believes it is ready to reflect upon its educational program by entering an intensive Self Study process leading to accreditation. A candidate school has three years to complete a Self Study, host a Visiting Team, and present its documents to the WRISA Board of Directors. If at the end of the three years, the accreditation process has not been completed, it will be necessary for the school to re-apply for candidate status and pay the application fee again.

Before applying for candidacy, please review the Policy and Procedures Handbook, and the WRISA Standards with Quality Indicators found on the WRISA website. Discuss accreditation with your school's governing board/commission/council, and enlist its support and approval. Review the 'Pre-accreditation Criteria' found on pp. 4, 5 and 6. Complete all of the information requested on pp. 2 and 3 of this Application Form. Schools that belong to a WRISA jurisdiction, send the application and payment for the application fee to your jurisdiction's representative. If you do not know who your WRISA representative is, please contact the WRISA executive director. All other schools send your application directly to the WRISA executive director at P. O. Box 685, Muskego, WI 53150. Once you have assembled all of the documentation for the Pre-accreditation Criteria, contact your representative to schedule an onsite visit. A WRISA representative will visit your school to verify the Pre-accreditation Criteria documentation that you have assemble.

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(Please Print Legibly)

School Name: \_\_\_\_\_

School Address: \_\_\_\_\_  
List all addresses if more than one

City/Zip: \_\_\_\_\_

School Phone: \_\_\_\_\_

Administrator/Principal: \_\_\_\_\_

Governing Board Chairperson: \_\_\_\_\_

Email Address: \_\_\_\_\_

Website: \_\_\_\_\_

Number of students at this school: \_\_\_\_\_

Number of full-time equivalent teachers: \_\_\_\_\_

Circle all grade levels that will be served at this school:      **K3**      **K4**      **K5**      **1**      **2**

**3**      **4**      **5**      **6**      **7**      **8**      **9**      **10**      **11**      **12**

Currently, are you working with any other accrediting association? \_\_\_\_\_

If yes, please name the association and the level of involvement: \_\_\_\_\_

Have you been denied candidacy, accreditation, or charter by any other accrediting association or chartering authority? \_\_\_\_\_

If yes, state the year you were denied, dropped, or withdrew and the reason. Provide the name and contact information for a representative at that association/authority: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**AUTHORIZATION SIGNATURES FOR CANDIDACY (REQUIRED):**

By my signature I verify that all of the information and documentation provided is true and accurate. I understand that any attempt to falsify these documents, misrepresent this school, or mislead the accrediting organization will result in a denial for Candidacy. (Statement applies to all individuals listed below)

**School Administrator:** \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

**School Principal if different from Administrator:** \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

**Governing Body Chairperson  
(School Board/ Education Commission):** \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

**Pastor (if applicable):** \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

**WRISA CANDIDATE APPLICATION FEE (NON-REFUNDABLE) (Subject to change without prior notice)**

**\$200.00**

Make check payable to WRISA. Check Number: \_\_\_\_\_ Amount enclosed: \_\_\_\_\_

Send the completed 'Candidate Application Form' and Application Fee payment to: WRISA, P. O. Box 685, Muskego, WI 53150).

If you have questions regarding the completion of this application form, please contact the WRISA office at: [wrisa@wrisa.net](mailto:wrisa@wrisa.net).

Please Note: At the end of each school year, Candidate schools complete and submit an End of Year Progress Report that documents the progress the school is making in completing the Candidacy phase that may lead to accreditation. There is an annual fee due with this End of Year Progress Report. It is the same as the Candidate Application Fee. WRISA sends the End of Year Progress Report Form to schools at the end of the school year. The Report and fee are due July 1st.

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### PRE-ACCREDITATION CRITERIA

A school must meet the following pre-accreditation criteria. Please read the criteria, assemble a binder that contains a copy of each documentation item, and clearly identify each document according to the letters on this form (i.e. A. B. C. etc.) so they are organized for the pre-accreditation visit. Give the binder with all of the documents to the reviewers. **The reviewers will take a binder with the documents with them when they leave. The binder and its contents become the property of WRISA.**

- 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. [WI Statute 118.165(1)(a); 118.165 (1)(f)]

\_\_\_\_\_ YES \_\_\_\_\_ NO The school has current written Foundational Statements.

\_\_\_\_\_ YES \_\_\_\_\_ NO **Documentation: Copy of vision and/or mission statement, 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. [WI Statute 118.165(1)(b)]

\_\_\_\_\_ YES \_\_\_\_\_ NO The school has a governing board/commission/ council in place that formulates the policies of the school.

\_\_\_\_\_ YES \_\_\_\_\_ NO **Documentation: Copy of names, addresses, and phone numbers of governing board/commission/council and their positions.**

\_\_\_\_\_ YES \_\_\_\_\_ NO **Documentation: Board Minutes for the most recent full school year, or minutes from school formation meetings.**

\_\_\_\_\_ YES \_\_\_\_\_ NO **Documentation: Copy of Articles of Incorporation.**

- C. The school must have a sequentially progressive curriculum in place that includes the following subjects: **language arts including reading, mathematics, science, social studies, and health.** (WRISA requirement also includes: physical education, music, the visual arts, and technology.) [WI Statute 118.165(1)(d)]

‘Sequentially progressive curriculum’ is defined as:

- 1) A separate document for each subject area.
- 2) Subject areas to be included are as follows: language arts, reading, mathematics, science, social studies, health, fine arts (including music and the visual arts), physical education, technology education, world languages and cultures.
  - a) Language arts must include curricula for reading, writing, speaking, and listening.
  - b) Specific benchmarks/outcomes for each grade level in each subject area must be provided (simply submitting a copy of the Common Core State Standards is unacceptable).
  - c) A clear progression of content, skills, and dispositions linking one grade level to the next in each subject area is required.

\_\_\_\_\_ YES \_\_\_\_\_ NO The school has a written curriculum for each of these subjects: **language arts (including reading), mathematics, science, social studies, health, fine arts, physical education, technology education, world language and cultures.**

\_\_\_\_\_ YES \_\_\_\_\_ NO **Documentation: Copy of written curriculum that includes the subjects listed above.**

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- YES  NO The curricula provides specific benchmarks/outcomes for each grade level in each subject area that move beyond the Common Core Standards.
- YES  NO **Documentation: Copy of written benchmarks/outcomes for each grade level in each subject area that are more than a copy of the Common Core Standards.**
- YES  NO **Documentation: Curricula show progression of content, skills, and dispositions in each subject and link one grade to the next.**
- 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 management (if applicable); 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.**
- YES  NO **Documentation: Copy of permanent occupancy permit.**
- 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 provides for a school year of the expected number of hours (K = 437 hours, 1-6 = 1,050 hours, 7-12 = 1,137 hours). (The normal instructional day will be at least six clock hours exclusive of a lunch period. NOTE: When grades 7 and 8 are included as part of an elementary school, the hours of instruction are the same as for grades 1-6. When grades 7 and 8 are included as part of an elementary school participating in the Parental Choice Program, the hours of DIRECT instruction are the same as for grades 9-12) It is important to include extra hours in the school calendar to cover a loss of time for acts of nature which may take away from the direct instructional time. [WI Statute 118.165(1)(c); 118.165(1)(e); 118.165 (1)(f)]
- YES  NO **Documentation: Copy of school compulsory attendance policy. Copy of school schedule showing students return annually to homes for not less than two months of summer vacation, or the institution is licensed as a child welfare agency under s. 48.60 (1)**
- YES  NO **Documentation: Copy of daily schedule showing at least six clock hours of direct instruction exclusive of lunch.**
- YES  NO **Documentation: A copy of the yearly schedule (face-to-face student attendance days by month) showing compliance with the required hours of instruction. (See latest DPI postings related to**
- 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 all administrators and all faculty members. Copies of college degrees from accredited institutions and highest level earned. List subjects/grades the teachers will be teaching. Copies of college**

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**diplomas and state licenses. Copy of hiring policies regarding teacher education requirements.**

- 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** (if one has been completed)

\_\_\_\_\_ YES \_\_\_\_\_ NO    **Documentation: Copy of Year-to-Date budget** (applies to schools in operation)

\_\_\_\_\_ YES \_\_\_\_\_ NO    **Documentation: Copy of one (1) year budget projection for the upcoming school year**

\_\_\_\_\_ YES \_\_\_\_\_ NO    **Documentation: Copy of current active insurance** (for schools in operation)

\_\_\_\_\_ YES \_\_\_\_\_ NO    **Documentation: Copy of tuition schedule.**

### WRISA VERIFICATION TO BE COMPLETED BY WRISA REVIEWERS

**By my signature I confirm that I have verified the documents in this report.**

Signature of WRISA representative: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of WRISA representative: \_\_\_\_\_

Date: \_\_\_\_\_

Pre-accreditation Review Team, please list recommendations here. Give a copy to the school representative and submit a copy of the recommendations with the full report to the WRISA Executive Director.

### RECOMMENDATIONS:

*For WRISA use only: Date received: \_\_\_\_\_; Data entered \_\_\_\_\_; Check deposited \_\_\_\_\_; Notified Lead Reviewer: \_\_\_\_\_*

*Notification of Candidacy sent to School \_\_\_\_\_*