

Steps to Accreditation

12-18 Months of Self-Study

What will you learn from this module?



- How to plan for the 12-18 months of self-study.
- An overview of each stage of the process.
- How and when to submit materials.
- What workshops and resources are available.

Self-Study Timeline



Approximately 12-18 Months before Team Visit

- The decision to work towards Accreditation is made by School Governance and Leadership.
- An Accreditation Protocol is chosen, in consultation with MSA staff, and introduced to staff/stakeholders.
- Internal Coordinators are appointed and a Planning Team is organized.
- Attend “*Organizing for Self-Study*” workshop.
 - See MSA website (www.msa-cess.org) for available dates.

Approximately 7-12 Months before Team Visit

- Submit Application for Evaluation to MSA (will be sent to school in February of the year preceding the visit).
- Complete Foundation Documents:
 - Mission
 - Beliefs/Core Values
 - Profile of a Graduate
- Complete Descriptive Summaries:
 - Of the School and Community
 - Of Student Performance

As outlined in Self-
Study Template

Approximately 7-12 Months before Team Visit

- Complete the MSA Standards for Accreditation Surveys.
 - You can do this online using Survey Monkey.
 - Contact MSA Office for copies of the MSA surveys on Survey Monkey or for pdf versions.
 - There are three versions of the survey: Staff, Parents/Community Members, and Students.
 - Surveys may be modified by the school.
 - Surveys are available in English and Spanish.

Approximately 4-7 months before Team Visit

- Complete sections of self-study related to Standards for Accreditation (as outlined in the self-study template).
- Consider utilizing committees to complete each Standard (see self-study guides for suggestions for possible committee structures).
- Attend “*Developing the Plan*” workshop.
 - See MSA website (www.msa-cess.org) for available dates.

Approximately 4-7 months before Team Visit

- Conduct Gap Analysis.

Preferred Outcome - Current Reality = Plan for Growth

- Begin to develop the Plan for Growth and Improvement.
- Construct *at least* TWO student performance objectives and ONE organizational capacity objective based on student performance data and Standards survey data.

Recommended format and sample objectives are available in Accreditation Resources on MSA website (www.msa-cess.org).

Approximately 2-4 months before Team Visit

- Submit objectives for Technical Review by MSA-CESS staff.
 - This may take several iterations of feedback from staff so do not wait.
 - Technical Review must be completed prior to hosting a Team Visit.
 - Completed Technical Review should be included as addendum to self-study.
- Create multi-year Action Plans to attain the chosen objectives.

Recommended template and samples are available in Accreditation Resources on MSA website (www.msa-cess.org)

Approximately 1-2 months before Team Visit

- **Submit Self-Study to MSA office – reports@msa-cess.org – and team chairperson**
- Pre-visit of Visiting Team chair*
 - Review of “Pre-Visit Checklist”
 - Overview of Team Visit schedule
 - Tour of school facilities
 - Confirmation of accommodations & related logistics

*for international schools this is typically completed via phone/online



- Plan ahead! Budgeting time and resources accordingly will set you up for success.
- Take your time. Trying to rush through the process may lead to burnout and initiative fatigue.

Summary

The purpose of this module was to introduce the timeline for your self-study.

At this point you should understand:

- The stages of the self-study process.
- How to plan for the next 12-18 months.
- The specific activities you will engage in throughout the process and the resources available to guide you.

**The full sequence of training modules are available at
www.msa-cess.org**

Starting the Accreditation Process

Steps to Accreditation

Selection of Protocol

Getting Started

Foundation Documents

Self Assessment of Standards

Self Assessment of Curriculum, Instruction, and Assessments

Improvement Planning – Objectives

Improvement Planning – Action Plans

Preparing and Hosting a Visiting Team

After the Visit