

## What to expect during an Accreditation review

### Process and Timeline

- A. In the spring of each year accreditation officers affirm which schools will be reviewed during the following school year. Accreditation officers contact each district determined for review to notify them and schedule a review date for the following school year.
  - i. All reviews will be scheduled after October 15<sup>th</sup> of every school year to allow for the completion of the PRF reporting requirements
- B. Once Districts have agreed to a review date, they may access the online reporting system and begin uploading documents to satisfy component requirements.
  - i. Documentation should reflect the most recent data available for the school year of the review however.
  - ii. Personnel data verification and student information verification should not be completed until the PRF and Infinite campus have been updated in the fall of the review year.
- C. A reminder email is sent to the superintendent of the district 1 month prior to their scheduled review.
- D. All documentation for the review should be uploaded/verified in the online system by the district at least one week prior to a review to allow Department staff time to evaluate and prepare feedback.
  - i. It is recommended that the Online Courses and Teaching to the Content Standards documentation be uploaded a month prior to the review as these components can take a substantial amount of time to evaluate
- E. Once documentation is uploaded/verified, the components are reviewed by respective offices within the Department
- F. Districts then participate in their scheduled virtual review or onsite visit.
- G. Subsequent to a review:
  - i. If a district has satisfied all requirements for accreditation, a confirmation letter is sent along with a certificate of accreditation
  - ii. If a district is found to be in violation of any or all of the components required for accreditation at the time of the review, the district will be informed of this verbally and a letter of findings will be issued
    - 1. Districts will have 3 months from the date of the letter of findings to remit or correct anything necessary for compliance.
    - 2. All documentation that has been submitted during the 3-month window will be reviewed by the respective division **at the end of the 3-month period.**
    - 3. Auto-generated reminder and past due notices may be sent at the end of the 3-month time period.

- H. Districts who have satisfied all requirements for accreditation at the end of the 3-month period will receive a confirmation letter along with a certificate of accreditation
- I. Districts who have **NOT** satisfied all requirements for accreditation at the end of the 3-month period will receive a warning letter from the Department Secretary of Education and the district will be placed “On Probation”. This status will appear on the DOE website.
- J. The district will have two weeks minimum from the date of the warning letter to submit a detailed plan of action, **that includes a timeline**, to resolve areas in violation. The Department reserves the right to approve, amend or reject the plan of action.
  - i. Districts who have submitted a plan of action will remain “On Probation” on the Accreditation website until violations have been corrected.
  - ii. Districts who do not respond to the warning letter with an action plan or corrections by the warning letter due date will remain “On Probation” on the Accreditation website. The Department Secretary of Education will determine next steps which may include suspension or revocation of the accreditation status.
  - iii. Districts who fail to adhere to the approved plan of action will remain “On Probation” on the Accreditation website. The Department Secretary of Education will determine next steps which may include suspension or revocation of the accreditation status.