



Stages and Steps in the School Accreditation Process

Candidacy Stage

- Step 1 **Confirm your school's Silver level membership in MEPI or apply for membership by remitting the membership application and fees to the MEPI office.**
- Step 2 **Review the MEPI domains and standards overview to determine the feasibility of meeting accreditation standards; gaining broad community support for completing the self-study and possessing the financial and human resources to support the process.**
- Step 3 **Complete the Application for Accreditation Candidacy and submit the nonrefundable \$150 fee to the MEPI office or online by the deadlines for application; November 1st, February 1st, or July 1st.**
- Step 4 **School Accreditation Commission (SAC) and designated MEPI mentor meet online for an orientation with school HOS and designated members of the school leadership to review MEPI Accreditation process, timeline, and expectations.**

Self-Study Stage

- Step 5 **Candidate school organizes an Accreditation Steering Committee, which includes a cross section of the school community including administrators, teachers, non-teaching staff, older students, Board members, and others as appropriate. The Steering Committee should be organized into several**

subcommittees, coordinated by a Steering Committee Chairperson. Its objective is to develop the school's Self Study documents over the next six months to a maximum period of two years. The Self-Study documents include a School Profile, The Standards Rating and Narrative Form, and the School Improvement (or Strategic) Plan.

Step 6 **School submits the Self-Study, and all required supporting documents and forms directly into your MEPI assigned Google folder.**

Step 7 **SAC reviews Self-Study and determines readiness for the On-Site Visit (OSV) or requests additional information or revisions.**

On-Site Visit Stage

Step 8 **SAC identifies On-Site Team and informs school leadership of its responsibilities for the visit and receives confirmation of accommodations and travel arrangements from school.**

Step 9 **The On-Site visit commences and consists of from one to five days on campus observing the school in operation during the regular school year. The primary purpose of the visit will be to ensure that observations and documents correspond with the Self Study and to meet with school constituents. The On-Site Team Leader delivers the exit report to the school leaders that includes a summary of observations.**

Step 10 **The On-Site Team Leader provides a written OSV report to the SAC that includes a summary of observations, commendations, recommendations, and requirements for the with an accreditation recommendation.**

Decision Stage

Step 11 **The SAC reviews the report to ensure that it is complete and in compliance with MEPI policy. The SAC Chair informs the MEPI Board of Directors of its recommendation for accreditation (or not) and asks for a Board decision. Decisions are rendered three times a year in November, February and July.**

Step 12 **The SAC Chair formally informs the Head of School of the accreditation decision.**

Accreditation Decision Options

1. **Full Accreditation** for 7 years with completed annual report and current membership.
2. **Provisional Accreditation** for 1 year with annual report and current membership while all requirements are addressed and validated.
3. **Accreditation Declined** until requirements and deficiencies are corrected with verification.