

February 2019

Dear School Leader,

It is that time of year for your WELSSA Annual School Accreditation Report (ASAR) and School Improvement Plan (SIP) to be submitted to the WELSSA office ([welssa@wels.net](mailto:welssa@wels.net)). The report templates are a separate file. It is mandatory that you use the templates when you submit your Annual Report which is **due June 30, 2019**. Please use each template according to the directions. By using the templates, the review team can process multiple school reports accurately. If you fail to use either template, the report will be returned to you to complete on the recommended template.

In column V write a brief explanation of the goals your school addressed during the 2018-2019 school year. Submit the entire plan, not just the 2018-2019 school year. This should include goals you have worked on previously and those you will be working on in the future. For each goal marked “ongoing”, an explanation on how your school addressed this goal needs to be added and dated. It is important that you arrange your goals in order of the year they will be addressed, not in order of standards. Since your SIP should be a living document, add any goals that may not have been identified in Column II that your school is/will be addressing that weren’t identified in the self-study or by the visiting team. Include the date the goal will be addressed (Column III).

Schools that were visited during the 2018-2019 school year should complete Columns I-III, using recommendations from the self-study and the visiting team report.

**NOTE – Arrange your goals in order by the year you intend to address them and not in order of standards.**

The Annual School Accreditation Report (ASAR) and the School Improvement Plan (SIP) must be completed and emailed to the WELSSA office ([welssa@wels.net](mailto:welssa@wels.net)) no later than June 30, 2019. A late submission of the dual report may jeopardize your accreditation status. The annual report fee payment is due June 30 and is to be paid online at the CLS Purchasing Center. (<http://clsservices.wels.net/welssa>) The fee schedule is located on the next page along with the directions. **Remember – the Annual Report will only be accepted if the proper template is used, the appropriate fee has been paid at the Purchasing Center, and the appropriate signature boxes are completed.** Feel free to contact me if you have any questions or concerns.

God’s richest blessings as your school uses the school improvement plan to advance the Gospel of Jesus!

In Christ,



Tom Plitzuweit  
WELSSA Executive Director  
[tom.plitzuweit@wels.net](mailto:tom.plitzuweit@wels.net)  
414-256-3221

## Directions for Submitting the WELSSA Annual Report (ASAR/SIP)

The site team that visited your school made recommendations in its written report for improving your school. The site team made the recommendations because they were convinced that these improvements would help the school better achieves its mission. The school uses that same criterion as it considers the team's recommendations. School personnel make changes in its ministry because they believe those changes will help them better carry out the Lord's work of nurture and outreach. The statements summarize the reason why the school pursues WELSSA accreditation, namely, to grow, to become stronger, and to serve the Lord Jesus better every day and every year.

Refer to each of the visiting team and your committee's self-study recommendations when developing the School Improvement Plan (SIP). This plan will explain the school's consideration of those recommendations and what changes the school has made in its ministry.

To maintain its accreditation the school must submit an electronic copy of the Annual School Accreditation Report (ASAR) and School Improvement Plan (SIP) to the WELSSA office ([welssa@wels.net](mailto:welssa@wels.net)) as an e-mail attachment. **Note the revised signature requirements on the ASAR.** These documents will be examined by the office of the WELSSA executive director and a team of reviewers in July.

In addition to submitting an electronic copy of the ASAR and SIP to the [WELSSA office](#), save a copy of your annual report. Electronic record keeping facilitates annual revisions throughout the year and assists in the preparation as the school works through its next self-study and hosts an onsite visit. (The school is required to complete a self-study and host a visitation team every five years.)

The template is provided as a separate file. **Your report must be filed using the template.**

## Procedures to follow when completing and submitting the WELSSA Annual Report (ASAR/SIP).

1. Complete the School Information section of the Annual School Accreditation Report.
2. Be sure to check the appropriate signature boxes and date the form where indicated. (A hard-copy of the administrator and school board chairman's signatures is no longer required.)
3. Complete the staff report. Include the number of credits and professional development hours each teacher earned during the recently completed school year.
4. If WELSSA is your initial accrediting agency, complete the School Improvement Plan report (SIP). There should be a goal for each recommendation found in the school self-study and visiting team report. Include the proposed date of the school year that the goal will be addressed. Each non self-study year should include goals. Other school improvement goals not identified in the recommendations should be included in the long range plan. If your school is accredited by another agency such as WRISA, attach a copy of the annual report that was submitted to that agency.
5. **The full report and annual fee payment is due June 30.** The fee is to be paid online at the [CLS Purchasing Center](#). (<http://clsservices.wels.net/welssa>). See fee schedule below.

Current enrollment	Contributing school fee	Non-contributing school fee
Less than 100	200.00	400.00
More than 100	300.00	600.00

If this is your first year completing the SIP, you are encouraged to seek the advice of your assigned consultant. For any other questions you may call 414-256-3221 or email [welssa@wels.net](mailto:welssa@wels.net).

[Wisconsin Evangelical Lutheran Synod School Accreditation](#) ~ [welssa@wels.net](mailto:welssa@wels.net)

WELS Center for Mission and Ministry ~ Commission on Lutheran Schools

N16 W23377 Stone Ridge Drive ~ Waukesha, WI 53188