

WELS School Accreditation Application for Candidacy



School _____

Address _____

City _____ State _____ Zip _____

Church body affiliation _____ WELS _____ ELS _____ WELS District _____

School Administrator _____ Contact Email _____

School Telephone _____ School Website URL _____

Sponsoring Congregation: (If more than one, indicate on back of application.)

Name _____ City _____ State _____

Pastor(s) _____

Grade levels seeking accreditation: _____ Total Enrollment in those grades: _____

NOTE: Standard accreditation for LES is K5-8, however, you may choose to accredit 3/4K along with K5-8. Please note which specific grade levels above.

We are seeking . . . (check one box)
 first-time accreditation to maintain accreditation status → Year first accredited _____

Approximate date intending to begin the self-study accreditation process _____

Targeted date for site visit (month/year) _____

NOTE: Visits are scheduled September – April within nine to twenty-four months from date of approved application.

Required signatures – must be original signatures

School Administrator _____ Date _____

School Board Chairman _____ Date _____

Pastor / Pastoral Advisor _____ Date _____

Make a copy for your files and send the completed form along with the appropriate application fee as listed on the following page to welssa@wels.net or the Commission on Lutheran Schools; ATTN: WELSSA, N16 W23377 Stone Ridge Drive, Waukesha WI 53188. Make your check payable to WELSSA.

For office use	Amount paid _____ Check # _____
Date application received _____	Date Application approved _____
Signature of WELSSA Executive Director _____	Date _____
Assigned Consultant _____	Date _____

Financial Policies (from Chapter Three, page 6, of the WELSSA Handbook)

1. WELSSA will be self-supporting.
2. CLS assumes all expenses for
 - a. The WELSSA Executive Director as he carries out his assignments related to WELSSA.
 - b. Producing the WELSSA Handbook and other WELSSA resources.
 - c. Providing complimentary copies of the WELSSA Handbook to DSCs, consultants, and team captains.
 - d. Training consultants and team captains.
 - e. Promoting WELSSA.
 - f. Membership in the NCPSA.
3. Individual schools are responsible for paying the following expenses:
 - a. A nonrefundable fee which accompanies its application for candidacy status
 - b. Duplication and distribution of their school's Self-Study Report and other pertinent documents
 - c. All expenses for the team captain's and the visiting team's service to the school related to the on-site visit
 - d. An annual fee for maintaining its accreditation status
 - e. Honoraria for visiting team members: \$200.00 for the team captain and \$100.00 for each team member
4. The fees collected from schools helps defray the cost of WELSSA membership in NCPSA, staff support, and other expenses incurred by WELSSA.
5. Application Fee Schedule

School Enrollment	Contributing schools	Non-contributing schools
0-99	100.00	200.00
100-199	200.00	400.00
200-299	300.00	600.00
300-399	350.00	700.00
400-499	400.00	800.00
500-599	450.00	900.00
600-699	550.00	1100.00
700-799	600.00	1200.00
800-larger	650.00	1300.00

6. Annual report fee

School Enrollment	Contributing schools	Non-contributing schools
less than 100	200.00	400.00
over 100	300.00	600.00

7. Calculating cost of accreditation through WELSSA

As stated in Chapter Three of the WELSSA Handbook, a school is financially responsible for the following:

- a. An application fee before the process of accreditation begins
- b. Duplication and distribution of their school's self-study report and other pertinent documents
- c. All expenses for the team captain's and the visiting team's service to the school related to the on-site visit (approximate cost = \$1500-2000)
- d. An annual fee for maintaining its accreditation status

By considering a. - d. above the approximate expenses for the accreditation can be calculated.