



ACCREDITATION HANDBOOK

A STEP BY STEP GUIDE TO
ATTAIN ACCREDITATION FOR
YOUR PRIVATE SCHOOL



WELCOME!

Congratulations on taking a big step to accrediting your private school! I have put together this comprehensive handbook to help you save time when accrediting your private school. As the creator of this workbook, I will take you through all the necessary steps and provide you a detailed framework for accreditation. Because I have created multiple schools from scratch and have gone through the accreditation process multiple times, I know how time consuming and overwhelming the process can be. I created this handbook based on my past experiences, mistakes and successes. I believe that this comprehensive handbook lays the appropriate groundwork for your school to become accredited. This custom designed handbook will be an essential asset when obtaining accreditation. If you ever need additional support, don't hesitate to reach out!

Regards,

Jeannie A. Gudith, M.Ed.
President & CEO



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The logo for JAG Consulting is a large, light blue watermark in the background. It features the letters 'JAG' in a stylized font, with 'J' and 'A' being tall and 'G' being shorter and rounded. Below 'JAG' is the word 'CONSULTING' in a smaller, spaced-out font. Underneath that is the phrase 'SERVICES' in an even smaller font. The entire logo is semi-transparent.

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HOW THIS WORKS



The school accreditation process is broken up into **phases**. Each phase includes a set of lessons to complete. Each phase builds on the next. As you move through each phase and lesson it is important to complete the previous phase/lessons before moving onto the next phase.

Phase 0 is a basic pre-work phase to see if you are ready to move forward with the accreditation process

1 Phase 1 - Accreditation Overview
(9-12 months prior to accreditation visit)

2 Phase 2 - Application
(6-9 months prior to accreditation visit)

3 Phase 3 - Documentation
(3-6 months prior to accreditation visit)

4 Phase 4 - Engagement
(1-3 months prior to launch)

5 Phase 5 - Visit

6 Phase 6 - Final Decision
(1-2 months after Visit)

MARK YOUR CALENDAR

To be successful at starting your own school it is important to create a calendar so you can stay on task. Below are important timelines to keep in mind when creating your calendar. In the resources area at the end of the handbook there is a sample schedule which you can recreate to help you stay on task and focused. To view it, [click on this link.](#)

MONTH

S	M	T	W	TH	F	S

IMPORTANT DATES

Phase 1: 9-12 months prior to visit

Phase 2: 6-9 months prior to visit

Phase 3: 3-6 months prior to visit

Phase 4: 1-3 months prior to visit

Phase 5: Visit

Phase 6: 1-2 months after visit



CHEAT SHEET

PHASE 1 OVERVIEW

Lesson One Overview of Agencies

Lesson Two Regional Agencies

Lesson Three National Agencies

Lesson Four Other Agencies

Lesson Five Accreditation Process

Lesson Six Accreditation Fees

PHASE 2 APPLICATION

Lesson One Research Agencies

Lesson Two Apply for Membership

Lesson Three Agency Requirements

Lesson Four Agency Process/Timeline

Lesson Five Funding/Fees

Lesson Six Assemble a Team

PHASE 3 DOCUMENTATION

Lesson One Overview of Documentation

Lesson Two Suggested Evidence List

Lesson Three Documentation Preparation

Lesson Four Documentation Templates

Lesson Five Compile/Create Documents

Lesson Six Organize Documents

PHASE 4 ENGAGEMENT

Lesson One Train Your Team

Lesson Two Using Diagnostic Tools

Lesson Three Surveys and Inventories

Lesson Four Standards and Assurances

Lesson Five Evidence

Lesson Six Accreditation Visit

PHASE 5 ACCREDITATION VISIT

Lesson One Keys to a Successful Review

Lesson Two Coordinating Team Logistics

Lesson Three Hosting the Agency

Lesson Four Agency Team Observations

Lesson Five Final Meeting

Lesson Six The Written Report

PHASE 6 FINAL DECISION

Lesson One Notice of Accreditation

Lesson Two Sharing Results

Lesson Three Acting on Findings

Lesson Four Continuous Improvement

Lesson Five Changes to Your School

Lesson Six Final Tips