

**WISCONSIN RELIGIOUS AND INDEPENDENT SCHOOLS ACCREDITATION  
(WRISA)**

**PRE-ACCREDITATION APPLICATION FORM**

**Background: Wisconsin State Statute 119.23 (1)(am) states: "Pre-accreditation" means the review and approval of an educational plan. Review of an education plan includes consideration of whether the school submitting the plan meets the requirements under s. 118.165 (1). The fact that a private school has obtained pre-accreditation does not require an accrediting entity to accredit the private school.**

- 118.165 Private schools.
- 118.165(1)(1) An institution is a private school if its educational program meets all of the following criteria:
- 118.165(1)(a) The primary purpose of the program is to provide private or religious-based education.
- 118.165(1)(b) The program is privately controlled.
- 118.165(1)(c) The program provides at least 875 hours of instruction each school year.
- 118.165(1)(d) The program provides a sequentially progressive curriculum of fundamental instruction in reading, language arts, mathematics, social studies, science and health. This subsection does not require the program to include in its curriculum any concept, topic or practice in conflict with the program's religious doctrines or to exclude from its curriculum any concept, topic or practice consistent with the program's religious doctrines.
- 118.165(1)(e) The program is not operated or instituted for the purpose of avoiding or circumventing the compulsory school attendance requirement under s. 118.15 (1) (a) and (am).
- 118.165(1)(f) The pupils in the institution's educational program, in the ordinary course of events, return annually to the homes of their parents or guardians for not less than 2 months of summer vacation, or the institution is licensed as a child welfare agency under s. 48.60 (1).

This Pre-accreditation Application Form is required by WRISA for schools applying for the Milwaukee or Racine Parental Choice Program. WRISA reserves the right to determine the schools it will pre-accredit.

**Successful completion of this form does not mean that the school must apply to the Wisconsin Religious and Independent Schools Accreditation (WRISA) for candidacy, nor does it mean that WRISA must or will accept the school as a candidate for accreditation.**

**\*Pre-accreditation is in effect only for the school year during which the pre-accreditation takes place. If a school is not accepted into the Parental Choice Program, it will need to re-apply for pre-accreditation, complete the pre-accrediting process, and pay the full pre-accreditation fees again.**

## PRE-ACCREDITATION APPLICATION FORM

### DIRECTIONS:

- Complete page two (2) of this form and send it with the non-refundable Pre-Accreditation Application Fee of \$500.00 to: WRISA, P. O. Box 685, Muskego, WI, 53150. The WRISA executive director will contact the school to discuss the pre-accreditation requirements and schedule a pre-accreditation visit at the school. During the visit, WRISA representatives will review and verify the documents listed on pp. 3, 4, and 5 of this form.
- Assemble and label all of the documents listed as 'Documentation' on pp. 3, 4, and 5 for review by the WRISA representatives. Place the documents in a binder marked 'WRISA PRE-ACCREDITATION DOCUMENTATION', the name of your school, names of individual/s who prepared the document, and the school year the Pre-accreditation Review Visit is taking place. Make one copy of the documents for the representatives to take with them when they leave. Make a second copy for the school records.
- There will be two reviewers. Each reviewer is to be paid \$350.00 with a cashier's check when they arrive. These fees are non-refundable. If additional visits are required, for each and every visit thereafter, there is an additional fee of \$350.00 for each of the reviewers that is to be paid to them on the day and at the start of the visit. The school is responsible for paying for any additional reviewers the WRISA executive director determines may be needed in order to complete the review.
- The review will be scheduled with due consideration given to the reviewers' schedules and the school's schedule. **All reviews must be completed prior to November 1, 2016.**
- WRISA will notify the Wisconsin Department of Public Instruction and the school after all checks have cleared the bank.

If a school seeks to become a Candidate for Accreditation through WRISA, the school must:

- apply to WRISA using the Candidate Intent to Participate Form on pages 6 and 7 of this document
- successfully meet all the requirements on this Pre-accreditation Application Form
- pay all non-refundable fees as listed on the Candidate Intent to Participate Form
- meet all the requirements for Candidacy as stated in the WRISA Policy and Procedures Handbook
- meet all deadlines
- Because a school has been pre-accredited by WRISA does not mean it will be accepted automatically as a Candidate.
- DEADLINES:
  - Schools must submit the Pre-accreditation Application Form and fee no later than September 1, 2016.
  - Pre-accreditation Review Visit must be completed by November 1, 2016.
  - Failure to meet these deadlines will be cause for automatic denial of the application.

# PRE-ACCREDITATION APPLICATION FORM

*(Please Print Legibly)*

School Name: \_\_\_\_\_

School Address: \_\_\_\_\_

City/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Administrator: \_\_\_\_\_

Governing Board Chairperson: \_\_\_\_\_

Email Address: \_\_\_\_\_ FAX: \_\_\_\_\_

Website: \_\_\_\_\_

Projected number of students for the 2017-18 school year at this school: \_\_\_\_\_

Projected number of full-time equivalent teachers for the 2017-18 school year: \_\_\_\_\_

Circle **all** grade levels that will be/are served at this school: K3      K4      K5      1      2

3      4      5      6      7      8      9      10      11      12

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## APPLICATION AUTHORIZATION SIGNATURES (REQUIRED):

By my signature I verify that all of the information and documentation provided for pre-accreditation is true and accurate. I understand that any attempt to falsify these documents, misrepresent this school, or mislead the pre-accrediting organization will result in a denial for pre-accreditation. (Statement applies to all individuals listed below)

School Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

(Signature)

School Principal (if different from Administrator): \_\_\_\_\_ Date: \_\_\_\_\_

(Signature)

Governing Body Chairperson  
(School Board/ Education Commission): \_\_\_\_\_ Date: \_\_\_\_\_

(Signature)

Pastor (if applicable): \_\_\_\_\_ Date: \_\_\_\_\_

(Signature)

**PRE-ACCREDITATION NON-REFUNDABLE APPLICATION FEE: \$500.00.** Make cashier's check payable to WRISA. Check Number: \_\_\_\_\_ Amount enclosed: \_\_\_\_\_. Send the completed application form and application fee to: WRISA, P. O. Box 685, Muskego, WI 53150).

**PRE-ACCREDITATION VERIFICATION VISIT FEES: \$350.00 (non-refundable) paid to each of the two reviewers at the time of visit. Make checks out directly to each reviewer.**

If you have questions regarding the completion of this application form, please contact the WRISA office at (262-895-3679 or email: [wrisa@wrisa.net](mailto:wrisa@wrisa.net)).

# PRE-ACCREDITATION APPLICATION FORM

## PRE-ACCREDITATION CRITERIA

A school must meet the following pre-accreditation criteria. Please read the criteria, assemble a binder that contains a copy of each documentation item, clearly identify each document according to the letters on this form (i.e. A. B. C. etc.) so it they are organized for the pre-accreditation visit. Give the binder with all of the documents to the reviewers. **The reviewers will take a binder with the documents with them when they leave. The binder and its contents become the property of WRISA.**

- A. The school must have Foundational Statements that state its vision/mission and core values. This provides the framework in which the school community defines itself and operates. Each school has its own unique Foundational Statements based on the community it serves and the needs of the learners. The Foundational Statements with their stated vision/mission and core values enable a school to determine whether it is achieving what it has set out to do. [WI Statute 118.165(1)(a); 118.165 (1)(f)]

\_\_\_\_\_ YES \_\_\_\_\_ NO The school has current written Foundational Statements.

\_\_\_\_\_ YES \_\_\_\_\_ NO **Documentation: Copy of vision and/or mission statement, statement of core values.**

- B. The school must have a governing board/commission/council in place that formulates the policies of the school. The school is incorporated. [WI Statute 118.165(1)(b)]

\_\_\_\_\_ YES \_\_\_\_\_ NO The school has a governing board/commission/ council in place that formulates the policies of the school.

\_\_\_\_\_ YES \_\_\_\_\_ NO **Documentation: Copy of names, addresses, and phone numbers of governing board/commission/council and their positions.**

\_\_\_\_\_ YES \_\_\_\_\_ NO **Documentation: Board Minutes for the most recent full school year, or minutes from school formation meetings.**

\_\_\_\_\_ YES \_\_\_\_\_ NO **Documentation: Copy of Articles of Incorporation.**

- C. The school must have a sequentially progressive curriculum in place that includes the following subjects: **language arts including reading, mathematics, science, social studies, and health.** (WRISA requirement also includes: physical education, music, the visual arts, and technology.) [WI Statute 118.165(1)(d)]

‘Sequentially progressive curriculum’ is defined as:

- 1) A separate document for each subject area.
- 2) Subject areas to be included are as follows: Language Arts, Reading, Mathematics, Science, Social Studies, Health, Fine Arts (including Music and the Visual Arts), Physical Education, Technology Education, World Languages and Cultures.
  - a) Language Arts must include curricula for reading, writing, speaking, and listening.
  - b) Specific benchmarks/outcomes for each grade level in each subject area must be provided (simply submitting a copy of the Common Core State Standards is unacceptable).
  - c) A clear progression of content, skills, and dispositions linking one grade level to the next in each subject area is required.

\_\_\_\_\_ YES \_\_\_\_\_ NO The school has a written curriculum that includes: **language arts** (including **reading, mathematics, science, social studies, and health**).

\_\_\_\_\_ YES \_\_\_\_\_ NO **Documentation: Copy of written curriculum that includes the subjects listed above.**

\_\_\_\_\_ YES \_\_\_\_\_ NO The curricula provides specific benchmarks/outcomes for each grade level in each subject area that move beyond the Common Core Standards.

## PRE-ACCREDITATION APPLICATION FORM

YES  NO **Documentation: Copy of written benchmarks/outcomes for each grade level in each subject area that are more than a copy of the Common Core Standards.**

YES  NO **Documentation: Curricula show progression of content, skills, and dispositions in each subject and link one grade to the next.**

- D. The school must meet standard legal requirements for health, safety and cleanliness, including procedures for fire and tornado drills; kitchen inspections; heating, ventilation, asbestos and lighting regulations; adequate fire extinguishers and warning systems; health and safety guidelines including blood borne pathogens, first aid, CPR, and crisis/safe school plan.

YES  NO **Documentation: Copy of most recent safety, health and inspection reports.**

YES  NO **Documentation: Copy of permanent occupancy permit.**

- E. The school must have a written non-discriminatory policy used in hiring personnel. Church affiliated schools may give preference to members of their faith as allowed by law.

YES  NO **Documentation: Copy of non-discrimination statement in hiring.**

- F. The school must have a written non-discriminatory policy used in admissions or other services. Church affiliated schools may give preference to members of their faith as allowed by law.

YES  NO **Documentation: Copy of non-discrimination statement for admissions and services.**

- G. The normal instructional day provides for a school year of the expected number of hours (K = 437 hours, 1-6 = 1,050 hours, 7-12 = 1,137 hours). (The normal instructional day will be at least six clock hours exclusive of a lunch period. NOTE: When grades 7 and 8 are included as part of an elementary school, the hours of instruction are the same as for grades 1-6. When grades 7 and 8 are included as part of an elementary school participating in the Parental Choice Program, the hours of DIRECT instruction are the same as for grades 7-12) It is important to include extra hours in the school calendar to cover a loss of time for acts of nature which may take away from the direct instructional time. [WI Statute 118.165(1)(c); 118.165(1)(e); 118.165 (1)(f)]

YES  NO **Documentation: Copy of school compulsory attendance policy. Copy of school schedule showing students return annually to homes for not less than two months of summer vacation, or the institution is licensed as a child welfare agency under s. 48.60 (1)**

YES  NO **Documentation: Copy of daily schedule showing at least six clock hours of direct instruction exclusive of lunch.**

YES  NO **Documentation: A copy of the yearly schedule (face-to-face student attendance days by month) showing compliance with the required hours of instruction from the State Department of Public Instruction.**

- H. The school has a professional and competent staff in sufficient numbers to support student learning.

YES  NO **Documentation: Copy of names and qualifications of all administrators and all faculty members. Copies of college degrees from accredited institutions and highest level earned. List subjects/grades the teachers will be teaching. Copies of college diplomas and state licenses. Copy of hiring policies regarding teacher education requirements. (NOTE: Schools pursuing accreditation with WRISA, please refer to**

## PRE-ACCREDITATION APPLICATION FORM

**Standard 5 for educational requirements for professional personnel which differ from requirements for Choice Program).**

- I. The school has an annual budgetary process and budget that support the foundational statements. The administrator and governing/consultative body maintain and oversee financial records, transactions, and statements through a recognized accounting system, and provide financial accountability to stakeholders by publishing an annual financial report.

- YES  NO **Documentation: A copy of a one-year budget projection (July 1-June 30) clearly showing additional funding beyond Parental Choice Program funds SEPARATE from the DPI Parental Choice Program application forms. This budget must assure WRISA that the school is solvent through its first year of operation.**
- YES  NO **Documentation: Proof of funding source(s) in addition to the Parental Choice Program funds**
- YES  NO **Documentation: Copy of Financial Policies and Procedures**
- YES  NO **Documentation: Copy of latest independent financial audit (if one has been completed)**
- YES  NO **Documentation: Copy of Year-to-Date budget (applies for schools in operation)**
- YES  NO **Documentation: Copy of one (1) year budget projection for the 2017-18 school year**
- YES  NO **Documentation: Copy of current active insurance (for schools in operation)**
- YES  NO **Documentation: Copy of Application for 'private pay' students.**

### WRISA VERIFICATION TO BE COMPLETED BY WRISA REVIEWERS

By my signature I confirm that I have verified the documents in this report.

Signature of WRISA representative: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of WRISA representative: \_\_\_\_\_ Date: \_\_\_\_\_

Pre-accreditation Review Team, please list recommendations here. Give a copy to the school representative and submit a copy of the recommendations with the full report to the WRISA Executive Director.

### RECOMMENDATIONS:

*For WRISA use only:* Date received: \_\_\_\_\_; Data entered \_\_\_\_\_; Check deposited \_\_\_\_\_; Notified Lead Reviewer: \_\_\_\_\_  
Notification sent to DPI & School \_\_\_\_\_

**PRE-ACCREDITATION APPLICATION FORM**

**WISCONSIN RELIGIOUS AND INDEPENDENT SCHOOLS ACCREDITATION  
(WRISA)**

**INTENT TO PARTICIPATE CANDIDATE APPLICATION FORM**

We are applying for Candidacy with the Wisconsin Religious and Independent Schools Accreditation (WRISA). It is our understanding that Candidacy lasts for three years. During that three year period, members of our school community will attend in-services provided by WRISA on the Self Study and Site Visit processes, complete the Self Study Process (Year 1), host a Visiting Team (Year 2), and submit the Visiting Team Report and our Long Range Plan to the WRISA Board of Directors (Year 3).

**School Name:** \_\_\_\_\_

**School Address:** \_\_\_\_\_

**City/Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Administrator/Principal:** \_\_\_\_\_

**Governing Board Chairperson:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Website:** \_\_\_\_\_

**FAX:** \_\_\_\_\_

Anticipated number of students for the 2017-18 school year at this school: \_\_\_\_\_

Anticipated number of full-time equivalent teachers 2017-18 school year: \_\_\_\_\_

Circle **all** grade levels that will be served at this school:      **K3**      **K4**      **K5**      **1**      **2**

**3**      **4**      **5**      **6**      **7**      **8**      **9**      **10**      **11**      **12**

Currently, are you working with any other accrediting association? \_\_\_\_\_

If yes, please name the association and the level of involvement: \_\_\_\_\_

Have you been denied candidacy, accreditation, or charter by any other accrediting association or chartering authority? \_\_\_\_\_

If yes, state the year you were denied, dropped, or withdrew and the reason. Provide the name and contact information for a representative at that association/authority: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# PRE-ACCREDITATION APPLICATION FORM

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## AUTHORIZATION SIGNATURES FOR CANDIDACY (REQUIRED):

By my signature I verify that all of the information and documentation provided is true and accurate. I understand that any attempt to falsify these documents, misrepresent this school, or mislead the accrediting organization will result in a denial for Candidacy. (Statement applies to all individuals listed below)

**School Administrator:** \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

**School Principal if different from Administrator:** \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

**Governing Body Chairperson  
(School Board/ Education Commission):** \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

**Pastor (if applicable):** \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

## WRISA CANDIDATE APPLICATION FEE

(NON-REFUNDABLE) (Subject to change without prior notice)

Number of Students	Candidate Fee
1 to 99	\$115.00
100 to 199	\$145.00
200 to 299	\$210.00
300 to 399	\$270.00
400 to 499	\$330.00
500 to 599	\$395.00
600+	\$460.00

Make check payable to WRISA. Check Number: \_\_\_\_\_ Amount enclosed: \_\_\_\_\_

Send the completed 'Intent to Participate Application Form' and application fee to: WRISA, P. O. Box 685, Muskego, WI 53150) no later than October 15, 2017.

If you have questions regarding the completion of this application form, please contact the WRISA office at (262-895-3679 or email: [wrisa@wrisa.net](mailto:wrisa@wrisa.net)).

Please Note: At the end of each school year, Candidate schools complete and submit an End of Year Progress Report that documents the progress the school is making in completing the Candidacy phase that may lead to accreditation. There is an annual fee due with this End of Year Progress Report. It is equivalent to the Candidate Application Fee found on this page. WRISA sends the End of Year Progress Report Form to schools at the end of the school year. The Report and fee are due July 1st.

*For WRISA use only:* Date application was received: \_\_\_\_\_; Data entered \_\_\_\_\_; Check deposited date \_\_\_\_\_;

Notification sent to DPI and WRISA representative \_\_\_\_\_; Notification and Certificate sent to school \_\_\_\_\_